



**Board of Directors Meeting
December 13, 2023
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
10:00 AM
AGENDA**

1. **Call to Order/Roll Call**
2. **Appointment of Secretary Pro-Tempore**
3. **Pledge of Allegiance**
4. **Approval of the Agenda**
5. **Public Comment**
6. **Comments from Support Staff Association Members**
7. **Comments from DuPage Education Association Members**
8. **Consent Agenda**
 - a. Personnel Recommendations
 - 1) Accept/Approve the Resignations, Retirements, Employment, Return to Duty, and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff as presented.
 - 2) Approve the Staffing Agreement with Sunbelt Staffing, LLC for contract staff
 - 3) Approve the Contract Buyout with Maxim for Teacher Assistant Shawna Ball
 - b. SASED Financial Reports
 - 1) Gross Payrolls for October and November 2023
 - 2) Payroll Liabilities for October and November 2023
 - 3) Bill List for October and November 2023
 - 4) Interim Checks for October and November 2023
 - 5) Voids for October and November 2023
 - c. SASED Programs/Services
 - 1) Approve the Contract Renewal with Securly who provides the extra layer of website security for SASED (Budgeted)
 - 2) Approve the Intergovernmental Agreements to enroll a non-member district student in a SASED program.
 - 3) Approve the Out of State Travel Request for Early CHOICES to attend the NTI 2024 "Addressing Challenging Behavior" Training Institute in April 2024
 - 4) Approve the Agreement between Early CHOICES and University of Denver for evaluation services in the amount of \$15,000. (Grant funded)
 - 5) Approve the Agreement between Early CHOICES and Niles Township Special Education 807 in the amount of \$25,000. (Grant funded)
9. **Approval of Minutes**
 - a. Approve the Open Session Minutes from 10-18-23
 - b. Approve the Closed Session Minutes from 10-18-23
10. **Closed Session #1**
 - a. To convene in closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a

park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1

11. Executive Director Updates

- a. SASED Program and Services Monthly Updates - Cooperative Corner
- b. SASED Employee Recognition
- c. SASED Monthly Enrollment Update
- d. FOIA Request and Response from Safeway Transportation Services on November 8, 2023
- e. FOIA Request from SASED Certified Staff CBA on December 5, 2023
- f. FOIA Request from Kris MacDonald on December 5, 2023
- g. SASED Board Officers, Appointments and Committees 23-24

12. SASED Financial Updates

- a. FY 24 Budget Reports
 - 1) October 2023
 - 2) November 2023
- b. Treasurer's Reports
- c. Investment Reports
- d. SASED Annual Financial Report (AFR) Extension

13. Discussion Items

None

14. Action Items

- a. Approve the Policy Manual Revisions per IASB PRESS Release 111-113
- b. Approve the purchase of Frontline Central records management system with an initial financial impact of \$11,388.17 and a reoccurring yearly cost of \$11,536,20.
- c. Approve the Medicaid FFS - Embrace DS 5% Fee

15. Closed Session #2

- a. To convene in closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1
- b. To convene in closed session to discuss the collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2)
- c. To convene in closed session to discuss the 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 120/2(c)(11)

16. Reconvene to Open Session

17. Adjournment



School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations - Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Aikens, Donna	Business Office Asst. Central Office 0.50 F.T.E.	Local Funds	9/10/2001	6/30/2024	Retiring
Gotter, Kathleen	10-month Admin. Asst. MN/Transition/STARS Programs	Tuition	10/10/2023	11/21/2023	Personal reasons
Pahnke, Brittany	Signing Assistant/DHH North School	Tuition	8/10/2022	9/29/2023	Accepted another position
Silva, Deisi	10-month Admin. Asst. DHH Program 0.50 F.T.E.	Tuition	8/21/2023	10/27/2023	Personal reasons

2. Appointments - Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Smith, Regina	Teacher Southeast School	Tuition	12/6/2023		\$53,371.60 Prorated from \$91,781.00

3. Appointments - Educational Support Staff

Edwards, Trevor	1:1 Teacher Assistant	User Fee Dist. #201	10/19/2023	\$20.46	
Fernandez, Chelsea	Signing Assistant/DHH North School	Tuition	10/16/2023	\$18.90	
Kenealy, Marybeth	10-month Admin. Asst. DHH Program 0.50 F.T.E.	Tuition	12/4/2023	\$19.00	
Mesko, Andrea	Business Office Asst. Central Office	Local Funds	11/27/2023		\$32,914.75 Prorated from \$55,000.00
Swick Janet	12-month Admin. Asst. VI Program	Tuition	10/19/2023	\$19.00	

4. Appointments - Grant Staff

Brown, Shameka	Early CHOICES Inclusion Specialist 0.51 F.T.E.	Early CHOICES Grant	10/30/2023	\$38.69	
----------------	--	---------------------------	------------	---------	--

12/13/2023



School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

4. Appointments - Grant Staff - continued

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Hopper, Alisabeth	Early CHOICES Inclusion Specialist	Early CHOICES Grant	10/30/2023		\$43,438.85 Prorated from \$65,000.00
Knocke, Faith	Early CHOICES Inclusion Specialist	Early CHOICES Grant	10/30/2023		\$41,768.13 Prorated from \$62,500.00

5. Change of Employment Status - Licensed Staff

Stojkovic, Ashley	From:				
	1:1 Teacher Assistant	User Fee Dist. #60	8/15/2014	\$19.01	
	To:				
	Teacher Southeast School	Tuition	10/30/2023		\$41,098.74 Prorated from \$57,727.00

6. Resignations/Retirements/Terminations - Educational Support Staff - Contracted

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Cabanlit, Anita	1:1 MA/TA Transition-Maxim Health	User Fee Dist. #87	9/14/2023	10/24/2023	Personal reasons
Calvin, Arrid	1:1 Teacher Assistant MN-Maxim	User Fee Dist. #33	7/11/2023	12/1/2023	Personal reasons
Clarke, Louisa	Teacher Assistant/VI Swartz-Maxim	Tuition	9/5/2023	9/14/2023	Personal reasons
Flajnik, Linda	1:1 MA/TA MN-Maxim Health	User Fee Dist. #41	10/11/2023	10/12/2023	Personal reasons
Francia, Nestor	1:1 MA/TA Transition-Maxim Health	User Fee Dist. #87	8/21/2023	8/21/2023	Personal reasons
Hanson, Laura	1:1 MA/TA MN-Maxim Health	User Fee Dist. #88 & #99	8/16/2023	10/4/2023	Personal reasons
Kelani, Remilekun	1:1 Teacher Assistant Transition-Maxim	User Fee Dist. #88	7/10/2023	9/26/2023	Personal reasons

12/13/2023



School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

6. Resignations/Retirements/Terminations - Educational Support Staff - Contracted - continued

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Macon, Brenda	1:1 Teacher Assistant STARS-Maxim	User Fee Dist. #68	9/18/2023	9/19/2023	Personal reasons
McKenna, Austin	1:1 Teacher Asst. (.5) & TA/VI (.5) - Addison Trail - Maxim	User Fee Dist #87 & Tuition	9/19/2023	10/31/2023	Personal reasons
Miller, Harriett	1:1 MA/TA MN-Maxim Health	User Fee Dist. #41	10/23/2023	11/10/2023	Personal reasons
Papaioannou, Angela	Teacher Assistant Southeast-Maxim	Tuition	9/13/2023	9/13/2023	Personal reasons
Yanku, Patricia	1:1 MA/TA Transition-Maxim Health	User Fee Dist. #87	9/8/2023	9/8/2023	Personal reasons

7. Appointments - Educational Support Staff - Contracted

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Beloch, Paige	Teacher Assistant Southeast - Maxim	Tuition	10/25/2023	\$40.00	
Bennett, Nina	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #58	11/7/2023	\$40.00	
Cain, Kathy	1:1 Teacher Assistant DHH - Procure	User Fee Dist. #45	11/6/2023	\$50.00	
Coronelli, Christine	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #68	10/24/2023	\$40.00	
Daniels, Jacinda	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #58	11/13/2023	\$40.00	
Duran, Crystal	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #202	11/10/2023	\$40.00	
Durham, Kimberly	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #180	11/13/2023	\$40.00	
John, Anisha	1:1 MA/TA MN - Maxim Health	User Fee Dist. #41	12/1/2023	\$75.00	
Marroquin, Ingar	1:1 Teacher Assistant STARS - Maxim	User Fee Dist. #68	10/13/2023	\$40.00	

12/13/2023



School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

7. Appointments - Educational Support Staff - Contracted - continued

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Ogunfowokan, Kehinde	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #16	11/29/2023	\$40.00	
Petties, Tyesha	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #41	10/23/2023	\$40.00	
Rivera, Cecilia	Teacher Asst./DHH EC Center - Procure	Tuition	10/10/2023	\$50.00	
Roberts, Monaray	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #48	10/16/2023	\$40.00	
Smith, LaKendra	Teacher Assistant Southeast - Maxim	Tuition	11/14/2023	\$40.00	
Thomas, Valarie	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #60	11/6/2023	\$40.00	
Wosnicki, Steven	1:1 MA/TA-Transition Maxim Health	User Fee Dist. #87	10/25/2023	\$75.00	
Wright, Lacy	1:1 Teacher Asst. (.5) & TA/MN (.5) - Holmes - Maxim	User Fee Dist #48 & Tuition	11/27/2023	\$40.00	
Wright, Shamika	1:1 Teacher Asst. (.5) & TA/STARS (.5) - Holmes - Maxim	User Fee Dist #58 & Tuition	11/27/2023	\$40.00	
Young, James	Teacher Assistant Southeast - Maxim	Tuition	10/30/2023	\$40.00	
Zwijacz, Iwona	1:1 Teacher Assistant STARS - Maxim	User Fee Dist. #63	11/28/2023	\$40.00	

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



School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

FOR INFORMATION ONLY

1. Leave of Absence/FMLA - Administrative Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Capparelli, Laura	Program Admin Southeast	10/27/2023 - 1/31/2024
Grohn, Julie	HR Director SAC	12/1/2023- TBD (Intermittent)

2. Leave of Absence/FMLA - Licensed Staff

Dopka, Donald	Teacher/Art Therapist MN Program	1/8/2024 - 3/5/2024
---------------	-------------------------------------	---------------------

3. Leave of Absence/FMLA - Educational Support Staff

Olson, Colleen	Teacher Assistant/MN Willowbrook	2/19/2024 - 5/19/2024 *change in dates
Sudds, Pamela	Data Analyst SAC	12/14/2023 - 1/7/2024

4. Leave of Absence/Paid Sick Days - Licensed Staff

Laren, Richard	Teacher Transition Program	11/6/2023 - TBD (letter attached)
----------------	-------------------------------	-----------------------------------

5. Leave of Absence/Unpaid - Educational Support Staff

Barrutia, Diana	Teacher Assistant/VI Salt Creek	11/1/2023 - 1/7/2024 (letter attached)
-----------------	------------------------------------	--

6. Returning from Leave of Absence - Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Return Date</u>
Magnuson, Laura	Teacher/VI Salt Creek School	1/8/2024

12/13/2023

November 6, 2023

Dear SASSED Board of Directors,

I was diagnosed with ALL (lymphoblastic leukemia cancer) on June 1, 2023. Treatment is moving forward and I still have a long treatment road. I have a wonderful family and friends that have been and continue to be very supportive. The doctors have said that my cancer is "Treatable and Curable" but my course of treatment continues. .

I have been on FMLA since the beginning of this school year. It ran out November 3rd. I am asking for continued use of extended leave until my cancer treatment is completed and I obtain a "return to work" order from my health care providers.

I have been an employee of SASSED for over 21 years.

Sincerely,

Rich Laren

630-200-8348

rlaren@sased.org

On Sun, Nov 26, 2023 at 8:50 PM Diana Barrutia <dbarrutia@sased.org> wrote:

Hello,

I hope that you had a wonderful holiday and Thanksgiving!

I am writing in response to my last email letting you know that I would return to work on November 27th. Unfortunately, I am still not feeling well enough to return to work. I can provide a letter from my doctor on or after January 2nd.

While I know that not returning to work on January 9th may not be an option for me, I am writing to ask if it would be a possibility, unpaid and without health insurance. I have an alternate health insurance that I can use. I realize that you may not be able to hold my spot in the vision program. I prefer to return to that classroom but I would be open to Salt Creek or Swartz. I am very grateful for the understanding and sensitivity to my situation. It means a lot to me and is another reason I would like to continue as an employee of SASSED after the new year.

Thank you and I look forward to hearing from you,
Diana

Leave Request Details

Request Date: 12/01/2023

Employee Information

JULIE GROHN
812 SHORTWOOD DR
JOLIET, IL 60432
JGROHN@SASED.ORG

Location

CENTRAL OFFICE OGDEN

Job Title

ADMIN

HR Contact Information

Julie Grohn
hr@sased.org
630-955-8107

Leave Reason

The employee is needed to care for a family member due to a serious health condition. The family member is the employee's:
Spouse

Leave Details

intermittent leave

Scheduled Leave Dates

Requested Dates	Hrs	Mins
12/6/2023	8	0
1/17/2024	8	0
2/7/2024	8	0
2/28/2024	8	0
3/20/2024	8	0

Leave Request Details

Request Date: 10/20/2023

Employee Information

PAMELA SUDDS
4507 W. JEAN ST
ALSIP, IL 60803
PSUDDS@SASED.ORG

Location

CENTRAL OFFICE OGDEN

Job Title

DATA ANALYST

HR Contact Information

Julie Grohn
hr@sased.org
630-955-8107

Leave Reason

Serious health condition making the employee unable to perform the essential functions of their job.

Leave Details

Surgery and recovery time

Scheduled Leave Dates

Requested Dates	Hrs	Mins
12/14/2023	8	0
12/15/2023	8	0
12/16/2023	0	0
12/17/2023	0	0
12/18/2023	8	0
12/19/2023	8	0
12/20/2023	8	0
12/21/2023	8	0
12/22/2023	8	0
12/23/2023	0	0
12/24/2023	0	0
12/25/2023	0	0
12/26/2023	0	0

Scheduled Leave Dates

Requested Dates	Hrs	Mins
12/27/2023	0	0
12/28/2023	0	0
12/29/2023	0	0
12/30/2023	0	0
12/31/2023	0	0
1/1/2024	0	0
1/2/2024	0	0
1/3/2024	0	0
1/4/2024	0	0
1/5/2024	0	0
1/6/2024	0	0
1/7/2024	0	0

Sunbelt Staffing, LLC (hereafter referred to as “Sunbelt”) and **School Association for Special Education DuPage** whose location is 2900 Ogden Avenue, Lisle, IL 60532 (hereafter referred to as “Client”) enter into this non-exclusive Client Services Agreement for the purpose of referring and placing Consultants (“Consultants”) with Client. This Agreement shall govern the overall terms of the relationship, while a separate assignment confirmation for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

1. **Scope of Services.**

Sunbelt, a licensed staffing agency in the business of providing supplemental staffing to the public and private education sector and not a healthcare provider, will use its commercially reasonable efforts to provide Consultants for assignment with Client. Sunbelt will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including workers' compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, Sunbelt will use its commercially reasonable efforts to find a replacement in a timely manner.

2. **Independent Contractor.**

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor that each Consultant shall be an employee of Sunbelt and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. Sunbelt agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. Sunbelt does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, Sunbelt will notify Client in advance of the assignment in order to receive approval of this arrangement.

3. **Telepractice Services.**

Deleted.

4. **Insurance.**

During the term of this Agreement, Sunbelt at its sole cost and expense, and for the benefit of Client, shall carry and maintain at minimum the following insurance:

- i) Comprehensive general liability and property damage insurance, insuring against all liability of Sunbelt related to this Agreement, with a minimum combined single limit of Two Million Dollars (\$2,000,000.00) per occurrence and Four Million Dollars (\$4,000,000) general aggregate; The Commercial General Liability policy shall be endorsed in favor of all Additional Insureds on an ISO CG 2010 (11 85) endorsement form or both ISO CG 2010 (10 01) and CG 2037 (10 01) endorsement forms, or endorsement(s) that provide equivalent coverage.
- ii) Workers Compensation – in accordance with Illinois State regulations.
- iii) Employer's Liability - \$1,000,000.
- iv) Excess Liability over General Liability and Employer's Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.
- v) Professional Liability of \$1,000,000 per occurrence and \$3,000,000 aggregate.
- vi) Sexual Abuse and Molestation - \$1,000,000 per occurrence and \$3,000,000 aggregate.
- vii) Umbrella liability insurance - \$10,000,000 per occurrence and \$10,000,000 aggregate.

All insurers shall be licensed by the State of Illinois and rated A+-VII or better by A.M. Best or comparable rating service. The comprehensive general liability and property damage insurance policy, and sexual abuse and molestation policy shall name Client, its Board, Board members, employees, and agents as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of Client. Umbrella liability insurance should provide follow form coverage and be at least as broad as the underlying. Sunbelt shall provide Client with certificates of insurance during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling Client to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled or terminated by the insuring company without the insuring company having first given at least 30 days prior written notice to Client by mail.

5. **Competency and Licensing.**

Sunbelt will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. Sunbelt will endeavor to present only Consultants who are qualified for Client's open position(s)



on job requirements established by Client either verbally or in writing. While Sunbelt will make every effort to pre-screen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, Sunbelt will make available to Client all appropriate Consultant records that Sunbelt may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. Sunbelt will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.

6. On-Site Responsibility.

Client is responsible for providing all orientation, support, facilities, training, direction, and means for the Consultant to complete the assignment. Client acknowledges that Sunbelt is not providing special education and/or related services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of practice and acknowledges that Sunbelt is not responsible for the Consultant's on-site performance given that Sunbelt does not have the capacity to provide direct, on-site supervision of daily activity. Client acknowledges that any deviation of the Client's policies and procedures as orientated to Sunbelt's Consultant should be reported in writing and directly to Sunbelt immediately so that Sunbelt may be provided an opportunity to offer correction and/or counseling of unacceptable practices by Consultant. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

7. Employment of Consultants.

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by Sunbelt for a period of one year after the latest date of introduction, referral, or placement or the conclusion of Consultant's assignment through Sunbelt. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$22,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to Sunbelt upon start date.

8. Equal Opportunity.

It is the policy of Sunbelt to provide equal opportunity to all Consultants for employment. Sunbelt and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

9. Professional Fees.

Client will pay Sunbelt based on the service charges specified in the Assignment Confirmation included as an addendum to this Agreement. Sunbelt will bill Client at one and one-half times the regular bill rate for all approved hours worked over forty (40) hours in a one-week period. Pre-approval by Client is required for any or all overtime hours prior to any such hours being worked.

10. Payment Terms.

Client will be billed on a weekly basis for all services provided during the previous week. Payment is due accordance with the Illinois Local Government Prompt Payment Act. Invoices shall be considered past due if not paid in accordance with the Illinois Local Government Prompt Payment Act. Should billing disputes arise, Client shall notify Sunbelt in writing within thirty (30) days of the receipt of the disputed invoice. Once the dispute has been addressed and all required corrections/adjustments have been made the original payment terms will be in place. Additionally, Sunbelt reserves the right to approve or to discontinue any extension of credit and the terms governing such credit.

11. Timekeeping and Invoicing.

Sunbelt will ensure that Consultants accurately record the start and stop times for all hours worked, in accordance with the Client's policies utilizing the Client designated method which may include the submission of Sunbelt's timesheet. Timesheets are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek. Sunbelt will generate an invoice for Client based on timesheets submitted.

12. Administrative Responsibilities.



Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify Sunbelt in writing within five (5) business days of alleged failure. Failure to notify Sunbelt before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by Client's assigned representative are not subjected to billing dispute if Client fails to notify Sunbelt of time sheet and work performed discrepancies.

13. Limitation of Liability.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

14. Incident and Error Tracking.

Client will report to Sunbelt any performance issues, incidents, errors and other events related to the care and services provided by Sunbelt employees. Sunbelt will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

15. Reporting of Work-Related Injuries.

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate by the Client and suitable to the setting to which Sunbelt's Consultant has been assigned. Client ensures compliance with all applicable OSHA obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to Sunbelt within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to Sunbelt concurrently with Client for the purpose of reporting such event to Sunbelt's worker's compensation carrier. If Sunbelt's Consultants are not eligible for treatment of work-place injury, incident or exposure by Client or if reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both Sunbelt and Sunbelt's Consultant.

16. Termination of Contracted Assignment with Cause.

Within five (5) business days after occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered averse to the overall operation of Client. Client may request that Sunbelt facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately remove a Consultant unless Sunbelt has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to Sunbelt's notification. All supporting documentation specifying the reasons and facts of the removal is required within forty-eight (48) hours of removal. If the Client does not report such deviation(s) and subsequently removes Consultant or if Client does not provide required documentation following a removal within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that Sunbelt's Consultants are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by Sunbelt in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of removal. Removal with cause must be documented prior to removal in accordance with the Incident and Error Tracking procedures set forth in paragraph 14 of this agreement. Sunbelt shall have five (5) business days to refill the position in the event of removal with cause. Should Sunbelt identify a suitable Consultant, Client agrees to original terms or extended terms of the removed Consultant's assignment.



17. Termination of Contracted Assignment without Cause.

Client may cancel an assignment with thirty (30) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 30-day period of notice. In the event Client is unable to provide thirty (30) days' notice of termination, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by Sunbelt as a result of such cancellation.

18. Guaranteed Minimum Hours.

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled school closings for holidays and planning days.

19. Paid Sick Leave.

Deleted.

20. Unscheduled Facility Closure Policy.

Deleted.

21. Multiple Locations.

If client requires Consultant to travel to and perform services at more than one location, Client will compensate Sunbelt for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

22. Issue Resolution.

In the event Client encounters an issue that is not satisfactorily resolved by its Sunbelt representative, Client should escalate the issue to the appropriate Sunbelt manager by calling 800-659-1522 or emailing info@sunbeltstaffing.com.

23. Indemnification.

To the extent permitted by law, each party will be responsible for damages associated with third party claims to the extent of their respective negligence, willful misconduct or breach of this agreement.

24. Confidentiality.

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement**. It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information.

Disclosures required by law including properly executed Freedom of Information Act requests and information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement shall be the only exceptions permitted under this Agreement.

Confidential Information of Sunbelt shall include, but is not limited to, any and all unpublished information owned or controlled by Sunbelt and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Sunbelt and which is not generally disclosed to the public including but not limited to employee information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

25. Family Education Rights and Privacy & Illinois School Student Records Acts.

Sunbelt shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA"), Illinois School Student Records Act ("ISSRA") and acknowledges that certain information about the Client's students is contained in records maintained by Sunbelt and the Consultant and that this information can be confidential by reason of FERPA, ISSRA and related Client policies. Both parties agree to protect these records



in accordance with FERPA, ISSRA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultants assigned to Client will execute a FERPA and ISSRA Statement of Understanding outlining appropriate guidelines.

26. State Retirement System Notice.

Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant’s election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultants and fulfilling all associated administrative duties. Client shall immediately notify Sunbelt if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise Sunbelt of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to Sunbelt by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by Sunbelt. The Client and Sunbelt expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant’s interest in retirement system/pension.

27. Conflicts of Interest.

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party’s business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

28. Notices.

All notices required to be given in writing will be sent to the names/addresses listed below.

Sunbelt Staffing LLC
Contract Department
501 Brooker Creek Blvd
Suite A-400
Oldsmar, FL 34677
contractnotices@sunbeltstaffing.com

To Client
Client: School Association for Special Education DuPage

Address: 2900 Ogden Ave, Lisle, IL 60532
ap@sased.org

29. Survival.

The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.

30. Governing Law.

This Agreement shall be governed by the laws of the state of Illinois.

31. Modification of Agreement.

This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the Parties who are authorized to execute the agreement.

32. Term and Termination

This Agreement shall be effective for the period identified in the Assignment Confirmation (Addendum A), unless sooner terminated as provided herein.

33. Survival.



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: December 13, 2023
Re: Teacher Assistant Buyout

Below is information for a contract buyout with Maxim for Shawna Ball

Classroom Para		
Shawna Ball	*based on 177 days @ 7 hours a day	
Maxim	Contract*	SASED (year 1)*
Hourly rate	\$50.00	\$19.68
Benefits	\$0.00	\$22,000.00
Annual amount paid	\$61,950.00	\$24,383.52
Buy-out amount		\$5070.00
TOTAL	\$61,950.00	\$51,453.52

*break even immediately

GROSS PAYROLL

October 2023 \$ 1,816,338.97

November 2023 \$1,778,599.17

TOTAL SALARY	:	1,816,338.97
TOTAL DEDUCTIONS	:	628,891.32
TOTAL EMPLOYEES	:	342

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

REPORT OF DEDUCTIONS/BENEFITS BY CATEGORY

*****TOTAL*****		*****DEDUCTION*****		*****BENEFIT*****	
CATEGORY	CODE DESCRIPTION	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS
AMOUNT	BASE GROSS				
	FTP ADD FED TAX PCT	361.80	1,808.98		
	FTX FEDERAL TAX	69,657.65	770,026.22		
FEDERAL TAX	TOTAL	73,391.14	771,835.20		
73,391.14	771,835.20				
FICA	FICA FICA	22,833.55	368,283.48		
	FICA FICA			22,833.55	368,283.48
FICA	TOTAL	22,833.55	368,283.48	22,833.55	368,283.48
45,667.10	736,566.96				
MEDICARE	MDCR MEDICARE	12,360.04	852,418.82		
	MDCR MEDICARE			12,360.04	852,418.82
MEDICARE	TOTAL	12,360.04	852,418.82	12,360.04	852,418.82
24,720.08	1,704,837.64				
STATE TAX	ILSTA ADD IL TAX AMT	313.46	0.00		
	ILSTX IL STATE TAX	36,958.97	766,111.42		
STATE TAX	TOTAL	37,272.43	766,111.42		
37,272.43	766,111.42				
TSA-AFTER TAX	TRS06 TRS SSP ROTH	530.00			
TSA-AFTER TAX	TOTAL	530.00			
530.00					
TSA-BEFORE TAX	AI EQUITABLE 457 P	3,423.00			
	AJ CUNA 403B PLAN	6,122.00			
	AJP CUNA% 403B PLAN	12,312.92	120,785.62		
	TRS03 TRS SSP PRETAX	300.00			
TSA-BEFORE TAX	TOTAL	22,157.92	120,785.62		
22,157.92	120,785.62				

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY :	906,084.73	906,084.73	906,084.73	TOTAL EMPLOYEES :	335
TOTAL TSA'S - BEFORE TAX :	22,157.92	22,157.92	0.00	TOTAL FEMALE EMPLOYEES :	297
TOTAL TAX SHELTERED RETIREMENT :	60,234.68	60,234.68	0.00	TOTAL MALE EMPLOYEES :	38
TOTAL OTHER BEF TAX DEDUCTIONS :	53,665.91	53,665.91	53,665.91	TOTAL FACULTY MEMBERS :	134
TOTAL TAXABLE BENEFITS :	0.00	0.00	0.00		
TOTAL TAXABLE GROSS :	770,026.22	770,026.22	852,418.82		

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY :	910,254.24	910,254.24	910,254.24	TOTAL EMPLOYEES :	334
TOTAL TSA'S - BEFORE TAX :	21,275.49	21,275.49	0.00	TOTAL FEMALE EMPLOYEES:	295
TOTAL TAX SHELTERED RETIREMENT:	61,431.32	61,431.32	0.00	TOTAL MALE EMPLOYEES :	39
TOTAL OTHER BEF TAX DEDUCTIONS:	54,458.55	54,458.55	54,458.55	TOTAL FACULTY MEMBERS :	134
TOTAL TAXABLE BENEFITS :	0.00	0.00	0.00		
TOTAL TAXABLE GROSS :	773,088.88	773,088.88	855,795.69		

*****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 *****

TOTAL SALARY	:	1,778,599.17
TOTAL DEDUCTIONS	:	614,060.70
TOTAL EMPLOYEES	:	341

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

REPORT OF DEDUCTIONS/BENEFITS BY CATEGORY

*****TOTAL*****			*****DEDUCTION*****		*****BENEFIT*****	
CATEGORY	CODE	DESCRIPTION	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS
AMOUNT	BASE GROSS					
	FTP	ADD FED TAX PCT	363.13	1,815.64		
	FTX	FEDERAL TAX	66,073.70	754,146.94		
FEDERAL TAX	TOTAL		69,964.36	755,962.58		
69,964.36						755,962.58
FICA	FICA	FICA	22,870.25	368,875.36		
	FICA	FICA			22,870.25	368,875.36
FICA	TOTAL		22,870.25	368,875.36	22,870.25	368,875.36
45,740.50						
MEDICARE	MDCR	MEDICARE	12,112.03	835,312.80		
	MDCR	MEDICARE			12,112.03	835,312.80
MEDICARE	TOTAL		12,112.03	835,312.80	12,112.03	835,312.80
24,224.06						
STATE TAX	ILSTA	ADD IL TAX AMT	313.46	0.00		
	ILSTX	IL STATE TAX	36,176.46	750,232.14		
STATE TAX	TOTAL		36,489.92	750,232.14		
36,489.92						
TSA-AFTER TAX	TRS06	TRS SSP ROTH	530.00			
TSA-AFTER TAX	TOTAL		530.00			
530.00						
TSA-BEFORE TAX	AI	EQUITABLE 457 F	3,523.00			
	AJ	CUNA 403B PLAN	5,497.00			
	AJP	CUNA 403B PLAN	11,997.08	114,436.07		
	TRS03	TRS SSP PRETAX	300.00			
	TRSP3	TRSP03 SSP PRE	433.46	14,448.73		
TSA-BEFORE TAX	TOTAL		21,750.54	128,884.80		
21,750.54						

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY :	888,966.06	888,966.06	888,966.06	TOTAL EMPLOYEES :	338
TOTAL TSA'S - BEFORE TAX :	21,750.54	21,750.54	0.00	TOTAL FEMALE EMPLOYEES:	298
TOTAL TAX SHELTERED RETIREMENT:	59,415.32	59,415.32	0.00	TOTAL MALE EMPLOYEES :	40
TOTAL OTHER BEF TAX DEDUCTIONS:	53,653.26	53,653.26	53,653.26	TOTAL FACULTY MEMBERS :	131
TOTAL TAXABLE BENEFITS :	0.00	0.00	0.00		
TOTAL TAXABLE GROSS :	754,146.94	754,146.94	835,312.80		

REPORT OF DEDUCTIONS/BENEFITS BY CATEGORY

*****TOTAL*****			*****DEDUCTION*****		*****BENEFIT*****	
CATEGORY	CODE	DESCRIPTION	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS
AMOUNT	BASE GROSS					
	FTP	ADD FED TAX PCT	363.13	1,815.64		
	FTX	FEDERAL TAX	66,378.32	754,012.33		
FEDERAL TAX	TOTAL		70,193.98	755,827.97		
70,193.98	755,827.97					
FICA	FICA	FICA	22,875.56	368,961.46		
	FICA	FICA			22,875.56	368,961.46
FICA	TOTAL		22,875.56	368,961.46	22,875.56	368,961.46
45,751.12	737,922.92					
MEDICARE	MDCR	MEDICARE	12,116.37	835,611.51		
	MDCR	MEDICARE			12,116.37	835,611.51
MEDICARE	TOTAL		12,116.37	835,611.51	12,116.37	835,611.51
24,232.74	1,671,223.02					
STATE TAX	ILSTA	ADD IL TAX AMT	313.46	0.00		
	ILSTX	IL STATE TAX	36,209.57	750,097.53		
STATE TAX	TOTAL		36,523.03	750,097.53		
36,523.03	750,097.53					
ISA-AFTER TAX	TRS06	TRS SSP ROTH	530.00			
ISA-AFTER TAX	TOTAL		530.00			
530.00						
ISA-BEFORE TAX	AI	EQUITABLE 457 P	3,523.00			
	AJ	CUNA 403B PLAN	5,897.00			
	AJP	CUNA 403B PLAN	12,131.56	117,797.98		
	TRS03	TRS SSP PRETAX	300.00			
	TRSP3	TRSP03 SSP PRE	434.35	14,478.48		
ISA-BEFORE TAX	TOTAL		22,285.91	132,276.46		
22,285.91	132,276.46					

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY	889,633.11	889,633.11	889,633.11	TOTAL EMPLOYEES	332
TOTAL TSA'S - BEFORE TAX	22,285.91	22,285.91	0.00	TOTAL FEMALE EMPLOYEES:	293
TOTAL TAX SHELTERED RETIREMENT:	59,313.27	59,313.27	0.00	TOTAL MALE EMPLOYEES :	39
TOTAL OTHER BEF TAX DEDUCTIONS:	54,021.60	54,021.60	54,021.60	TOTAL FACULTY MEMBERS :	131
TOTAL TAXABLE BENEFITS	0.00	0.00	0.00		
TOTAL TAXABLE GROSS	754,012.33	754,012.33	835,611.51		

PAYROLL LIABILITIES

October 2023 \$ 621,135.18

November 2023 \$ 604,854.68

10/13/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400316	SASED EDUCATION ASSOCIATION	10/13/2023	\$3,544.08	
232400317	SASED SUPPORT STAFF ASSOCIATION	10/13/2023	\$914.89	
		2 ACH Check(s) For a Total of		\$4,458.97
103274	STATE DISBURSEMENT UNIT	10/13/2023	\$172.26	
103275	STATE DISBURSEMENT UNIT	10/13/2023	\$380.00	
103276	STATE DISBURSEMENT UNIT	10/13/2023	\$819.38	
		3 Computer Check(s) For a Total of		\$1,371.64
202300122	ILLINOIS DEPT OF REVENUE	10/13/2023	\$37,272.43	
202300125	TEACHERS RETIREMENT (2.2%)	10/13/2023	\$2,856.19	
202300126	TEACHERS RETIREMENT SYSTEM	10/13/2023	\$44,321.44	
202300127	THIS (TRS HEALTH) FUND	10/13/2023	\$7,731.74	
202300128	MB FINANCIAL (FEDERAL)	10/13/2023	\$73,391.14	
202300129	MB FINANCIAL BANK (FICA-E)	10/13/2023	\$35,193.59	
202300130	MB FINANCIAL BANK (FICA-W)	10/13/2023	\$35,193.59	
202300131	THE OMNI GROUP	10/13/2023	\$3,423.00	
202300132	CUNA MUTUAL GROUP	10/13/2023	\$23,638.04	
202300133	TEACHERS RETIREMENT SYSTEM SSP	10/13/2023	\$830.00	
		10 Wire Transfer Check(s) For a Total of		\$263,851.16
		2 ACH Checks For a Total of		\$4,458.97
		3 Computer Checks For a Total of		\$1,371.64
		Total for 15 Manual, Wire Tran, ACH & Computer Checks		\$269,681.77
		Net Amount		\$269,681.77
10	EDUCATION FUND			\$269,681.77

10/31/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400325	SASED EDUCATION ASSOCIATION	10/31/2023	\$3,544.08	
232400326	SASED SUPPORT STAFF ASSOCIATION	10/31/2023	\$914.89	
		2 ACH Check(s) For a Total of		\$4,458.97
103284	STATE DISBURSEMENT UNIT	10/31/2023	\$172.26	
103285	STATE DISBURSEMENT UNIT	10/31/2023	\$456.00	
103286	STATE DISBURSEMENT UNIT	10/31/2023	\$819.38	
103287	UNITED WAY OF NAPERVILLE	10/31/2023	\$20.00	
		4 Computer Check(s) For a Total of		\$1,467.64
202300123	IMRF (EMPLOYEES CONT)	10/13/2023	\$20,443.53	
202300124	IMRF (EMPLOYERS CONT)	10/13/2023	\$18,489.02	
202300134	ILLINOIS DEPT OF REVENUE	10/31/2023	\$37,428.69	
202300135	IMRF (EMPLOYEES CONT)	10/31/2023	\$21,053.27	
202300136	IMRF (EMPLOYERS CONT)	10/31/2023	\$19,118.90	
202300137	TEACHERS RETIREMENT (2.2%)	10/31/2023	\$2,891.50	
202300138	TEACHERS RETIREMENT SYSTEM	10/31/2023	\$44,869.01	
202300139	THIS (TRS HEALTH) FUND	10/31/2023	\$7,827.28	
202300140	MB FINANCIAL (FEDERAL)	10/31/2023	\$74,709.07	
202300141	MB FINANCIAL BANK (FICA-E)	10/31/2023	\$35,803.74	
202300142	MB FINANCIAL BANK (FICA-W)	10/31/2023	\$35,803.74	
202300143	THE OMNI GROUP	10/31/2023	\$3,423.00	
202300144	CUNA MUTUAL GROUP	10/31/2023	\$22,423.47	
202300145	TEACHERS RETIREMENT SYSTEM SSP	10/31/2023	\$830.00	
202300146	ILLINOIS DEPT OF REVENUE	10/31/2023	\$12.58	
202300147	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	10/31/2023	\$400.00	
		16 Wire Transfer Check(s) For a Total of		\$345,526.80
		2 ACH Checks For a Total of		\$4,458.97
		4 Computer Checks For a Total of		\$1,467.64
		Total for 22 Manual, Wire Tran, ACH & Computer Checks		\$351,453.41
			Net Amount	\$351,453.41
10	EDUCATION FUND			\$351,453.41

11/15/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400341	SASED EDUCATION ASSOCIATION	11/15/2023	\$3,553.23	
232400342	SASED SUPPORT STAFF ASSOCIATION	11/15/2023	\$914.89	
		2 ACH Check(s) For a Total of		\$4,468.12
103316	STATE DISBURSEMENT UNIT	11/15/2023	\$172.26	
103317	STATE DISBURSEMENT UNIT	11/15/2023	\$456.00	
103318	STATE DISBURSEMENT UNIT	11/15/2023	\$819.38	
		5 Computer Check(s) For a Total of		\$1,447.64
202300148	ILLINOIS DEPT OF REVENUE	11/15/2023	\$36,489.92	
202300151	TEACHERS RETIREMENT (2.2%)	11/15/2023	\$2,798.71	
202300152	TEACHERS RETIREMENT SYSTEM	11/15/2023	\$43,429.10	
202300153	THIS (TRS HEALTH) FUND	11/15/2023	\$7,576.10	
202300154	MB FINANCIAL (FEDERAL)	11/15/2023	\$69,964.36	
202300155	MB FINANCIAL BANK (FICA-E)	11/15/2023	\$34,982.28	
202300156	MB FINANCIAL BANK (FICA-W)	11/15/2023	\$34,982.28	
202300157	THE OMNI GROUP	11/15/2023	\$3,523.00	
202300158	CUNA MUTUAL GROUP	11/15/2023	\$22,277.96	
202300159	TEACHERS RETIREMENT SYSTEM SSP	11/15/2023	\$1,263.46	
		10 Wire Transfer Check(s) For a Total of		\$257,287.17
		2 ACH Checks For a Total of		\$4,468.12
		3 Computer Checks For a Total of		\$1,447.64
		Total for 15 Manual, Wire Tran, ACH & Computer Checks		\$263,202.93
10	EDUCATION FUND			\$263,202.93

11/30/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400452	SASED EDUCATION ASSOCIATION	11/30/2023	\$3,592.08	
232400453	SASED SUPPORT STAFF ASSOCIATION	11/30/2023	\$894.71	
		2 ACH Check(s) For a Total of		\$4,486.79
103433	STATE DISBURSEMENT UNIT	11/30/2023	\$172.26	
103434	STATE DISBURSEMENT UNIT	11/30/2023	\$456.00	
103435	STATE DISBURSEMENT UNIT	11/30/2023	\$819.38	
103436	UNITED WAY OF NAPERVILLE	11/30/2023	\$20.00	
		4 Computer Check(s) For a Total of		\$1,467.64
202300149	IMRF (EMPLOYEES CONT)	11/15/2023	\$20,332.52	
202300150	IMRF (EMPLOYERS CONT)	11/15/2023	\$18,660.91	
202300160	ILLINOIS DEPT OF REVENUE	11/30/2023	\$36,523.03	
202300161	IMRF (EMPLOYEES CONT)	11/30/2023	\$20,289.94	
202300162	IMRF (EMPLOYERS CONT)	11/30/2023	\$18,626.42	
202300163	TEACHERS RETIREMENT (2.2%)	11/30/2023	\$2,800.06	
202300164	TEACHERS RETIREMENT SYSTEM	11/30/2023	\$43,449.54	
202300165	THIS (TRS HEALTH) FUND	11/30/2023	\$7,579.59	
202300166	MB FINANCIAL (FEDERAL)	11/30/2023	\$70,193.98	
202300167	MB FINANCIAL BANK (FICA-E)	11/30/2023	\$34,991.93	
202300168	MB FINANCIAL BANK (FICA-W)	11/30/2023	\$34,991.93	
202300169	THE OMNI GROUP	11/30/2023	\$3,523.00	
202300170	CUNA MUTUAL GROUP	11/30/2023	\$21,942.74	
202300171	TEACHERS RETIREMENT SYSTEM SSP	11/30/2023	\$1,264.35	
202300172	TEACHERS RETIREMENT SYSTEM	11/30/2023	\$114.80	
202300173	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	11/30/2023	\$400.00	
202300174	ILLINOIS DEPT OF REVENUE	11/30/2023	\$12.58	
		17 Wire Transfer Check(s) For a Total of		\$335,697.32
		2 ACH Checks For a Total of		\$4,486.79
		4 Computer Checks For a Total of		\$1,467.64
		Total for 23 Manual, Wire Tran, ACH & Computer Checks		\$341,651.75
			Net Amount	\$341,651.75
10	EDUCATION FUND			\$341,651.75

BILLS PAYABLE LIST – FLOW THROUGH

November 17, 2023 \$ 567,912.80

CHECK	CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
11/17/2023	232400343	KEENEYVILLE DISTRICT	Medicaid Fee for Service Provided May - July 2023	25,964.26
11/17/2023	232400344	BENJAMIN SCHOOL DIST	Medicaid Fee for Service Provided May - July 2023	14,000.13
11/17/2023	232400345	DUPAGE COUNTY SCHOOL	Medicaid Fee for Service Provided May - July 2023	98,626.64
11/17/2023	232400346	SALT CREEK SCHOOL DI	Medicaid Fee for Service Provided May - July 2023	8,173.38
11/17/2023	232400347	DOWNERS GROVE DISTRI	Medicaid Fee for Service Provided May - July 2023	14,704.77
11/17/2023	232400348	MAERCKER DISTRICT #6	Medicaid Fee for Service Provided May - July 2023	30,805.27
11/17/2023	232400349	CASS SCHOOL DISTRICT	Medicaid Fee for Service Provided May - July 2023	9,026.84
11/17/2023	232400350	CENTER CASS DISTRICT	Medicaid Fee for Service Provided May - July 2023	13,606.51
11/17/2023	232400351	WOODRIDGE DISTRICT #	Medicaid Fee for Service Provided May - July 2023	71,068.16
11/17/2023	232400352	DUPAGE HS DISTRICT #	Medicaid Fee for Service Provided May - July 2023	41,243.83
11/17/2023	232400353	COMMUNITY HS DISTRIC	Medicaid Fee for Service Provided May - July 2023	13,768.39
11/17/2023	232400354	COMMUNITY HS DIST #9	Medicaid Fee for Service Provided May - July 2023	44,742.88
11/17/2023	232400355	COMMUNITY CONSOLIDAT	Medicaid Fee for Service Provided May - July 2023	24,526.89
11/17/2023	232400356	LISLE CUSD #202	Medicaid Fee for Service Provided May - July 2023	29,212.79
11/17/2023	232400357	ELMHURST CUSD #205	Medicaid Fee for Service Provided May - July 2023	18,933.41
			Totals for checks	458,404.15

CHECK	CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
11/17/2023	103319	ADDISON SCHOOL DISTR	Medicaid Fee for Service Provided May - July 2023	214.43
11/17/2023	103320	WEST CHICAGO SCHOOL	Medicaid Fee for Service Provided May - July 2023	55,194.04
11/17/2023	103321	WINFIELD SCHOOL DIST	Medicaid Fee for Service Provided May - July 2023	8,899.73
11/17/2023	103322	FRANKLIN PARK SCH DI	Medicaid Fee for Service Provided May - July 2023	1,086.07
11/17/2023	103323	RIVER GROVE DISTRICT	Medicaid Fee for Service Provided May - July 2023	387.52
11/17/2023	103324	BELLWOOD SCHOOL DIST	Medicaid Fee for Service Provided May - July 2023	288.11
11/17/2023	103325	FAIRMONT SCHOOL DIST	Medicaid Fee for Service Provided May - July 2023	908.52
11/17/2023	103326	FOREST PARK DISTRICT	Medicaid Fee for Service Provided May - July 2023	1,120.33
11/17/2023	103327	HILLSIDE SCHOOL DIST	Medicaid Fee for Service Provided May - July 2023	5,052.96
11/17/2023	103328	RIVERSIDE PUBLIC SCH	Medicaid Fee for Service Provided May - July 2023	776.03
11/17/2023	103329	CICERO SCHOOL DIST #	Medicaid Fee for Service Provided May - July 2023	2,205.81
11/17/2023	103330	BERWYN SOUTH S.D. 10	Medicaid Fee for Service Provided May - July 2023	126.16
11/17/2023	103331	LYONS SCHOOL DISTRIC	Medicaid Fee for Service Provided May - July 2023	587.56
11/17/2023	103332	SUMMIT SCHOOL DIST #	Medicaid Fee for Service Provided May - July 2023	6,790.18
11/17/2023	103333	NORTH PALOS SCHOOL D	Medicaid Fee for Service Provided May - July 2023	5,189.79
11/17/2023	103334	ORLAND DISTRICT #135	Medicaid Fee for Service Provided May - July 2023	933.82
11/17/2023	103335	COMMUNITY SCHOOL DIS	Medicaid Fee for Service Provided May - July 2023	627.08
11/17/2023	103336	WESTMONT CUSD #201	Medicaid Fee for Service Provided May - July 2023	13,243.41
11/17/2023	103337	JOLIET H.S. DISTRICT	Medicaid Fee for Service Provided May - July 2023	73.85
11/17/2023	103338	COMMUNITY H.S. DISTR	Medicaid Fee for Service Provided May - July 2023	1,289.30
11/17/2023	103339	VALLEY VIEW DIST #36	Medicaid Fee for Service Provided May - July 2023	4,513.95
			Totals for checks	109,508.65

BILLS PAYABLE LIST – SASSED PROGRAMS

November 17, 2023 \$ 1,844,809.34

December 14, 2023 \$ 472,791.21

Now Sased

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11/17/2023	103340	ODP BUSINESS SOLUTIO	printer for Tammy	499.58
11/17/2023	103340	ODP BUSINESS SOLUTIO	Misc. Office Supplies	313.02
11/17/2023	103340	ODP BUSINESS SOLUTIO	supplies for Megan Baker	19.68
11/17/2023	103340	ODP BUSINESS SOLUTIO	kitchen supplies	32.25
11/17/2023	103340	ODP BUSINESS SOLUTIO	SUPPLIES FOR MEGAN BAKER	75.64
11/17/2023	103340	ODP BUSINESS SOLUTIO	FIRST AID KITS	76.44
11/17/2023	103340	ODP BUSINESS SOLUTIO	PO1002300034 Desk Pad	10.39
11/17/2023	103340	ODP BUSINESS SOLUTIO	PO1002300034 Desk Pad	10.39
11/17/2023	103340	ODP BUSINESS SOLUTIO	Binder Organizer/Supplies	171.02
11/17/2023	103340	ODP BUSINESS SOLUTIO	supplies for Amy Bain	21.98
11/17/2023	103340	ODP BUSINESS SOLUTIO	supplies for Amy Bain	103.16
11/17/2023	103340	ODP BUSINESS SOLUTIO	OT/PT Supplies 10-19-23	55.23
11/17/2023	103340	ODP BUSINESS SOLUTIO	Misc Supplies KG	41.56
Totals for checks				1,430.34

Now Saved

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2023	103349	WINFIELD SCHOOL DIST	AUGUST MEALS	327.75
11/17/2023	103349	WINFIELD SCHOOL DIST	Classroom Lease FY24 - Winfield Primary (2) MN	46,000.00
11/17/2023	103349	WINFIELD SCHOOL DIST	Classroom Lease FY24 - Winfield Central School MN	23,000.00
11/17/2023	103349	WINFIELD SCHOOL DIST	Classroom Lease FY24 - Winfield Central School Office MN	12,000.00
11/17/2023	103349	WINFIELD SCHOOL DIST	SASED Student Meals September 2023	970.14
11/17/2023	103350	WESTMONT CUSD #201	Refund of Check #71095 sent in error	6,695.28
11/17/2023	103350	WESTMONT CUSD #201	AUGUST MEALS	253.77
11/17/2023	103350	WESTMONT CUSD #201	Classroom Lease FY24 - Westmont JR High DHH	23,000.00
11/17/2023	103350	WESTMONT CUSD #201	Classroom Lease FY24 - Westmont Jr High School Office DHH	23,000.00
11/17/2023	103351	MAINE TWP. H.S. DIST	In-Person Illinois Council of Instructional Coaching 2023 Annual Conference registration for Lynn Moynihan and Beth Bergfeld	200.00
11/17/2023	103352	2XL POWERLIFTING LLC	Adapted PE Sessions (18) for 8/28/23 through 9/26/23	1,944.00
11/17/2023	103353	AMBER MECHANICAL CON	C016163 #4 of 4 billing Quarterly billing CFSSASSC07	7,300.75
11/17/2023	103354	ARK THERAPEUTIC SERV	Supplies for L Zacharski	73.96
11/17/2023	103355	BERWYN GARAGE	MN03 Thomas Freightliner repair	666.55
11/17/2023	103355	BERWYN GARAGE	Service for 2019 Freightliner , Lic # 10026SB	1,771.32
11/17/2023	103356	BEST PRICED PRODUCTS	OT Supplies 9-29-23	137.48
11/17/2023	103357	CAR KEY EXPRESS	Key Fob 2017 Dodge Grabad	112.83
11/17/2023	103358	CHC WELLBEING	CHC Bill for Flu shot Vouchers - September 2023	94.00
11/17/2023	103359	CHEM-CARE, INC.	classroom supplies	2,717.00
11/17/2023	103359	CHEM-CARE, INC.	Janitorial Supplies	1,982.43
11/17/2023	103360	CLASSIC LANDSCAPE, L	Classic Landscape Invoice # 167780	1,207.50
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy September 2023 Transition	750.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy September 2023 Southeast Alternative	750.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy September 2023 STARS	1,425.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy September 2023 ECC	300.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy September 2023 DHH	600.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy September 2023 Salt Creek	600.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy September 2023 Swartz	600.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy September 2023 Addison Trail	600.00

Nov Sased

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy September 2023 Albright MS	300.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy Transition October 2023	600.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy Swartz October 2023	525.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy STARS October 2023	1,125.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy SE Alternative October 2023	750.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy Salt Creek October 2023	675.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy ECC October 2023	375.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy Albright October 2023	300.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy DHH October 2023	675.00
11/17/2023	103362	CREATIVE EXCHANGE	Music Therapy Addison Trail October 2023	375.00
11/17/2023	103363	CT PROMO & IMAGING	Tshirts	1,518.00
11/17/2023	103363	CT PROMO & IMAGING	Tshirts	794.00
11/17/2023	103364	CUNA MUTUAL GROUP	CUNA Mutual Retirement Solutions	62.50
11/17/2023	103365	CURRICULUM ASSOCIATE	Pilot curriculum	527.52
11/17/2023	103366	CZERNEK, STEPHANIE	Mileage Reimbursement 8/21/23 to 9/26/23	23.64
11/17/2023	103367	DUNCAN, JENNIFER	Mileage Reimbursement 8 /1/23 to 9/15/23	9.50
11/17/2023	103367	DUNCAN, JENNIFER	Reimbursement JENNIFER DUNCAN Classroom supplies - Aldi, Walmart (10/12/23)	39.27
11/17/2023	103368	EDMENTUM	Apex Learning Subscription - Edmentum	3,300.00
11/17/2023	103370	EDU HEALTHCARE, LLC	Paraprofessional 1:1 for VI and Social Workers for STARS/Multi-Needs, Invoice #55195	3,276.00
11/17/2023	103370	EDU HEALTHCARE, LLC	Paraprofessional 1:1 Services for VI and Social Worker services for STARS/Multi Needs - Invoice #54977	3,699.00
11/17/2023	103370	EDU HEALTHCARE, LLC	Paraprofessional services and Social Worker services for 10/10/23 through 10/13/23	2,808.00
11/17/2023	103370	EDU HEALTHCARE, LLC	Paraprofessionals and Social Worker Services for 10/16/23 through 10/20/23	3,123.00
11/17/2023	103370	EDU HEALTHCARE, LLC	Paraprofessional and Social Work services from 10/30/23 through 11/3/23	3,591.00
11/17/2023	103370	EDU HEALTHCARE, LLC	Paraprofessional and Social Worker services for 10/23/23 through 10/27/23	3,591.00
11/17/2023	103371	EDUPOINT EDUCATIONAL	Synergy Subscription	26,114.00
11/17/2023	103372	ELIAS, JENNIFER	Mileage Reimbursement 8/10/23	43.81

Now Sased

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			to 9/28/23	
11/17/2023	103373	ELITE RECOGNITION SE	Elite Recognition Services Invoice Number 4447	329.50
11/17/2023	103374	ENGLER CALLAWAY BAAS	General School Law Service	364.00
11/17/2023	103374	ENGLER CALLAWAY BAAS	Legal services for the month of October 2023	936.00
11/17/2023	103375	EVERYDAY SPEECH LLC	curriculum	2,285.63
11/17/2023	103376	EYET LLC	Staff Training	420.00
11/17/2023	103378	FOXHIRE, LLC	Tracie Glumac - Week ending 9-29-23	2,430.00
11/17/2023	103378	FOXHIRE, LLC	Ekaterine Klimova - Week ending 9/29/23	2,915.63
11/17/2023	103378	FOXHIRE, LLC	Ekaterina Klimova for week ending 10/6/2023 (Invoice #AS01622798-IN) & Tracie Glumac for week ending 10-6-2023 (Invoice #AS01622756-IN	5,345.63
11/17/2023	103378	FOXHIRE, LLC	Tracie Glumac Week ending 10/13/2023 - OT/PT Services	2,430.00
11/17/2023	103378	FOXHIRE, LLC	Ekaterina Klimova week ending 10/13/2023 - OT/PT Services	2,332.50
11/17/2023	103378	FOXHIRE, LLC	OT/PT Services by E. Klimova from 10/23/23 to 10/27/23.	2,915.63
11/17/2023	103378	FOXHIRE, LLC	OT/PT Services by T. Glumac from 10/23/23 through 10/26/23	2,430.00
11/17/2023	103378	FOXHIRE, LLC	OT/PT Services by Tracie Glumac for 10/16/23 through 10/9/23	2,430.00
11/17/2023	103378	FOXHIRE, LLC	OT/PT Services by E. Klimova for 10/16/23 to 10/20/23	2,915.63
11/17/2023	103379	FRONTLINE TECHNOLOGI	Frontline Implementation	11,400.00
11/17/2023	103379	FRONTLINE TECHNOLOGI	Special Ed & Interventions Solution and Third-Party Extract (Per File) 11/1/23 to 6/30/24	7,738.70
11/17/2023	103380	GOINS, SARAH	Reimbursement Request-SG Binders	13.95
11/17/2023	103381	GOTLUND, MAILYN HUON	Invoice 08102023 for ASL services provided on 8/9/2023 for SASED Orientation in the PLC.	200.00
11/17/2023	103382	GUIMON-WARREN, MAURA	Reimbursement MAURA GUIMON-WARREN Credits for O&Ms' Professional Development 11/8/2023 RPPLE Category 2 Nonprofit Event Registration	50.00
11/17/2023	103383	HAGEN, KAITY	PD Presentation	500.00
11/17/2023	103384	HAWES, JENNIFER	Mileage Reimbursement 10/2/23 to 10/31/23	80.43
11/17/2023	103385	HEARTLAND ALLIANCE H	Telephonic Invoice Client #0078 - DHH September - Invoice 23772	329.00
11/17/2023	103385	HEARTLAND ALLIANCE H	Language Line 9/1 9/6 9/6	41.25

Now Sased

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2023	103385	HEARTLAND ALLIANCE H	September Translation Services	1,141.91
11/17/2023	103385	HEARTLAND ALLIANCE H	September Translation Services	1,151.95
11/17/2023	103385	HEARTLAND ALLIANCE H	CCIS Invoice # 23757 1 of 2 (split with MN) 9/30/23	110.00
11/17/2023	103385	HEARTLAND ALLIANCE H	CCIS Inv# 23757 2 of 2 (transition 1) 9/30/23	110.00
11/17/2023	103386	INTERIM SCHOOL BUSIN	Mark Dyrek October 2023	11,962.50
11/17/2023	103387	ISOLVED BENEFIT SERV	Isolved invoice I132504311 for COBRA fees (Barkley Family from 10/1/23 - 10/31/23).	65.00
11/17/2023	103388	IXL LEARNING	Digital Curriculum	4,700.00
11/17/2023	103389	JIM DHAMER PLUMBING	2 Toilet Repairs	245.00
11/17/2023	103390	JASON JOBB	Mileage Reimbursement 9/1/23 to 9/28/23	154.84
11/17/2023	103391	KOSIEK, ALEXIS	Mileage Reimbursement 8/15/23 to 10/20/23	48.28
11/17/2023	103392	LAZZAR, DIANE	Mileage Reimbursement 9/25/23 to 9/29/23	17.69
11/17/2023	103392	LAZZAR, DIANE	Mileage Reimbursement 10/11/23 to 10/30/23	42.94
11/17/2023	103393	LEARNING A-Z	curriculum	964.00
11/17/2023	103394	MANI, MEGHANA	Mileage Reimbursement 8/15/23 to 10/26/23	50.96
11/17/2023	103395	MAXIM HEALTHCARE SER	Nursing Services from 8-28-23 to 9-29-23 - Invoice #W20905934	37,537.04
11/17/2023	103395	MAXIM HEALTHCARE SER	Contracted Nurse Services from 10-2-23 to 10-6-23 Invoice #W20971403	6,617.19
11/17/2023	103395	MAXIM HEALTHCARE SER	1:1 Nursing services for 8/28/23 through 10/13/23	45,485.11
11/17/2023	103395	MAXIM HEALTHCARE SER	1:1 Nursing Services for 10/16/23 through 10/20/23	17,923.51
11/17/2023	103395	MAXIM HEALTHCARE SER	1:1 Nursing Services for 10/30/23 through 11/3/23	20,627.85
11/17/2023	103396	MAXIM STAFFING SERVI	Behavior Tech Services from 10/16/23 to 10/20/23	80,969.74
11/17/2023	103396	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 10/23/23 through 10/27/23	76,099.98
11/17/2023	103396	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 10/30/23 through 11/3/23	81,704.99
11/17/2023	103397	MAZZINI-FERNANDEZ, M	Community Outing (grocery) MARIA (REGINA) FERNANDEZ 9/8/2023	28.29
11/17/2023	103398	MCGUINN, CAROL	ASL Interpreting Services for 11/1/23. Invoice #110323	487.50
11/17/2023	103399	MISENER, JOEY	Sonny Acres Reimbursement	222.00
11/17/2023	103400	NCS PEARSON	OT ASSESSMENTS 10-4-23	115.00
11/17/2023	103401	OAKTREE PRODUCTS	Ear Suspenders Cochlear Implant Headband	13.28
11/17/2023	103401	OAKTREE PRODUCTS	Credit	-9.00

Non Based

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2023	103402	OTICON INC	Invoices 10198562, 10141200, 10175386 Oticon 9.18.23	1,434.99
11/17/2023	103402	OTICON INC	Credit Memo FM Adaptor, FM10	-361.00
11/17/2023	103403	PHILLIP'S FLOWERS	Flowers/Barkley	195.95
11/17/2023	103404	PLANSOURCE	ACA/DECISIONIQ/DEPENDENTIQ/INS IGHTS/PEPM	2,798.32
11/17/2023	103405	PRO PLAYGROUNDS	SE Playground 5 new swing seats, chains, and hardware	449.00
11/17/2023	103406	PROCARE THERAPY	1:1 Nurse - Kelly Kasia - ending 9-29-23 - Invoice #20774808	2,496.00
11/17/2023	103406	PROCARE THERAPY	1:1 Nursing services and Paraprofessional services for 10/16/23 through 10/20/23	4,503.50
11/17/2023	103406	PROCARE THERAPY	1:1 Nursing services and Paraprofessional services for 10/9/23 through 10/13/23	4,098.00
11/17/2023	103406	PROCARE THERAPY	Nursing Services from K. Kasia from 10/2/23 through 10/6/23	2,730.00
11/17/2023	103406	PROCARE THERAPY	Nursing Services for K. Kasia from 10/23/23 to 10/27/23	2,730.00
11/17/2023	103407	REDDY, CARLY	check reimbursement	48.75
11/17/2023	103408	RETHINK AUTISM	digital curriculum	13,235.00
11/17/2023	103409	RICOH USA, INC.	Docuwave Subscription	7,020.00
11/17/2023	103410	RIPPLE EFFECTS, INC.	Curriculum	2,699.00
11/17/2023	103411	SALT SOFTWARE,LLC	North SLP tech	388.80
11/17/2023	103412	SAVVAS LEARNING CO	materials - SE	2,473.40
11/17/2023	103412	SAVVAS LEARNING CO	materials - SE	2,316.60
11/17/2023	103412	SAVVAS LEARNING CO	materials - SE	1,793.00
11/17/2023	103413	SCHOOL HEALTH CORPOR	classroom supplies	359.94
11/17/2023	103413	SCHOOL HEALTH CORPOR	classroom supplies	132.93
11/17/2023	103414	SCHOOL SPECIALTY LLC	Consumable instructional Materials	16.41
11/17/2023	103414	SCHOOL SPECIALTY LLC	OT Supplies 9-29-23	83.90
11/17/2023	103416	SOLIANT	Paraprofessional and Nursing Services from 10/23/23 through 10/27/23	10,907.00
11/17/2023	103416	SOLIANT	1:1 Nursing Services for 10/17/23 through 10/20/23	1,940.00
11/17/2023	103416	SOLIANT	1:1 Nursing Services for 10/2/23 through 10/5/23	2,040.00
11/17/2023	103416	SOLIANT	Paraprofessional Services from 10-16-23 through 10-20-23	11,439.60
11/17/2023	103416	SOLIANT	Paraprofessional 1:1 for Southeast & Vision, Paraprofessional for Southeast, Directions and DHH and SLP services for DHH - Invoice #20782459	9,702.00
11/17/2023	103416	SOLIANT	Paraprofessional 1:1 for Southeast, Paraprofessional for Southeast, Nurse 1:1 for Waterbury and SLP for DHH, Invoice #20777302	9,821.00

Now Sased

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2023	103416	SOLIANT	Paraprofessional and Nursing services for 10/30/23 through 11/3/2023	11,438.80
11/17/2023	103416	SOLIANT	Paraprofessional and Nursing Services for 10/10/23 thought 10/13/23	10,694.40
11/17/2023	103416	SOLIANT	Paraprofessional for DHH and Paraprofessional 1:1 for Vision, Invoice #207772825	3,735.00
11/17/2023	103417	SONOVA USA INC.	Phonak 11.9	6,368.39
11/17/2023	103418	STRINGFELLOW, JILLIA	Mileage Reimbursement 8/14/23 to 9/29/23	350.43
11/17/2023	103419	SUBURBAN DRIVE LINE	Safety Test for Vehicle 103520 (Ticket 68661), Safety Test for Vehicle M224621 (Ticket # 68740) and Safety test for Vehicle M217687 (Ticket #68737	135.00
11/17/2023	103420	TEAM SELECT HOME CAR	Nursing Services (Nicolle Argueta) for 9-6-23 through 9-28-23	2,346.00
11/17/2023	103420	TEAM SELECT HOME CAR	1:1 Nursing services for 11/2/23	357.00
11/17/2023	103421	TEXTHELP SYSTEMS, IN	TextHelp Read&Write license.	150.00
11/17/2023	103422	THE STEPPING STONES	Paraprofessional 1:1 for Transition, Multi-Needs, Vision & STARS, Paraprofessional for Southeast/Directions and Nurse 1:1 for Multi-Needs, Invoice #M0173651	21,869.50
11/17/2023	103422	THE STEPPING STONES	Paraprofessional and Nursing services from 10/2/23 through 10/13/23	20,054.00
11/17/2023	103422	THE STEPPING STONES	Paraprofessional and nursing services for 9/18/23 through 9/29/23.	25,514.00
11/17/2023	103423	THERAPRO, INC.	OT Assessments	1,075.47
11/17/2023	103424	THERAPY SHOPPE	OT/PT CONSUMABLE SUPPLIES 9-29-23	376.90
11/17/2023	103424	THERAPY SHOPPE	OT/PT Disposables 11-6-23	41.96
11/17/2023	103425	TOBII DYNAVOX LLC	Boardmaker renewal 23-24 year	14,626.50
11/17/2023	103426	UNITED SEATING & MOB	PT Rifton Chair Repair	163.00
11/17/2023	103427	VISTA LEARNING, NFP	Evaluwise Invoice Number VL123-1614	249.00
11/17/2023	103427	VISTA LEARNING, NFP	EvaluWise Invoice Number: VL123-1550	347.00
11/17/2023	103428	VOSS, JENNA	8.30.23 Workshop - Time to Play	1,050.00
11/17/2023	103429	WILLMOT, ELIZABETH	OT Conference 11-2-23	250.00
11/17/2023	103430	WILLOWBROOK FORD INC	Oil and filter change for Vehicle 2020 Ford Transit, LT5412, RO# 6403007	83.80
11/17/2023	103430	WILLOWBROOK FORD INC	Invoices 6403100/1, 6403100/2, 6403068/1 Oil & Filter change for the	251.40

Not Sured

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			following vehicles: Vehicle	
			TR-10 (RO#6402399), Vehicle	
			TR-09 (RO# 6403068), Vehicle	
			TR-8 (RO# 6403100)	
11/17/2023	103431	WPS	OT ASSESSMENT 10-3-23	1,087.60
Totals for checks				876,828.27

Nov. Sased

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2023	232400364	KEENEYVILLE DISTRICT	AUGUST MEALS	442.25
11/17/2023	232400364	KEENEYVILLE DISTRICT	Classroom Lease FY24 - Waterbury School (2) MN	46,000.00
11/17/2023	232400365	DUPAGE COUNTY SCHOOL	AUGUST MEALS	1,221.30
11/17/2023	232400365	DUPAGE COUNTY SCHOOL	Classroom Lease FY24 - North School (5) DHH	105,342.00
11/17/2023	232400365	DUPAGE COUNTY SCHOOL	Classroom Lease FY24 - Early Childhood Center DHH	23,000.00
11/17/2023	232400365	DUPAGE COUNTY SCHOOL	Classroom Lease FY24 - Early Childhood Center Office DHH	12,000.00
11/17/2023	232400365	DUPAGE COUNTY SCHOOL	SASED Student Meals September 2023	2,130.04
11/17/2023	232400366	SALT CREEK SCHOOL DI	Classroom Lease FY24 - Salt Creek School (2) Vision	46,000.00
11/17/2023	232400366	SALT CREEK SCHOOL DI	Classroom Lease FY24 - Albright Middle School Vision	23,000.00
11/17/2023	232400366	SALT CREEK SCHOOL DI	Classroom Lease FY24 - Stella May Swartz School Vision	23,000.00
11/17/2023	232400366	SALT CREEK SCHOOL DI	Classroom Lease FY24 - Stella May Swartz School Class Vision	23,000.00
11/17/2023	232400366	SALT CREEK SCHOOL DI	Classroom Lease FY24 - Albright Middle School Office Vision	23,000.00
11/17/2023	232400366	SALT CREEK SCHOOL DI	Classroom Lease FY24 - Stella May Swartz School Autism	23,000.00
11/17/2023	232400366	SALT CREEK SCHOOL DI	SASED Student Meals September 2023	2,320.11
11/17/2023	232400366	SALT CREEK SCHOOL DI	SASED Student Meals August 23 - August 31, 2023	840.61
11/17/2023	232400367	DOWNERS GROVE DISTRI	Classroom Lease FY24 - Kingsley School (2) MN	46,000.00
11/17/2023	232400367	DOWNERS GROVE DISTRI	Classroom Lease FY24 - O'Neill Jr. High (2) MN	46,000.00
11/17/2023	232400367	DOWNERS GROVE DISTRI	Classroom Lease FY24 - Hillcrest School MN	23,000.00
11/17/2023	232400367	DOWNERS GROVE DISTRI	SASED Student Meals September 2023	684.14
11/17/2023	232400368	MAERCKER DISTRICT #6	Classroom Lease FY24 - Maercker School Autism	23,000.00
11/17/2023	232400368	MAERCKER DISTRICT #6	Classroom Lease FY24 - Holmes (3) Autism	63,250.00
11/17/2023	232400368	MAERCKER DISTRICT #6	Classroom Lease FY24 - 1 Sensory Room Split (5/25)	5,750.00
11/17/2023	232400368	MAERCKER DISTRICT #6	Classroom Lease FY24 - Holmes School (2) MN	46,000.00
11/17/2023	232400368	MAERCKER DISTRICT #6	SASED Student Meals August 2023	56.81
11/17/2023	232400369	CASS SCHOOL DISTRICT	AUGUST MEALS	498.18
11/17/2023	232400369	CASS SCHOOL DISTRICT	Classroom Lease FY24 - Cass Jr. High (2) Autism	46,000.00
11/17/2023	232400369	CASS SCHOOL DISTRICT	Classroom Lease FY24 - Concord School (2) MN	46,000.00
11/17/2023	232400369	CASS SCHOOL DISTRICT	SASED Student Meals September 2023	1,026.95
11/17/2023	232400370	CENTER CASS DISTRICT	AUGUST MEALS	168.36

Nov Based

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2023	232400370	CENTER CASS DISTRICT	Classroom Lease FY24 - Prairieview School (2) MN	46,000.00
11/17/2023	232400370	CENTER CASS DISTRICT	SASED Student Meals September 2023	387.96
11/17/2023	232400371	DUPAGE HS DISTRICT #	Classroom Lease FY24 - Addison Trail HS (3) Vision	75,000.00
11/17/2023	232400371	DUPAGE HS DISTRICT #	Classroom Lease FY24 - Willowbrook HS (3) MN	75,000.00
11/17/2023	232400372	2955, LLC	December 2023 Rent for 2900 Ogden Ave, Lisle, IL	49,200.23
11/17/2023	232400373	AHN, MAY	Mileage Reimbursement 9/1/23 to 9/29/23	170.89
11/17/2023	232400373	AHN, MAY	Mileage Reimbursement 10/2/23 to 10/31/23	146.20
11/17/2023	232400374	AL WARREN OIL CO., I	Fuel Service for 10-5-23 (Invoice #W1598209)	339.70
11/17/2023	232400374	AL WARREN OIL CO., I	Bio Diesel Blend fuel Delivered 10/12/2023 Invoice #W1600073	345.32
11/17/2023	232400374	AL WARREN OIL CO., I	Bio Diesel Fuel 10/19/23	330.27
11/17/2023	232400374	AL WARREN OIL CO., I	Bio Diesel Fuel Blend Delivered on 10/26/23	340.04
11/17/2023	232400374	AL WARREN OIL CO., I	Bio Diesel Fuel Blend - Delivered 11/02/23	272.02
11/17/2023	232400375	ANDERSEN, VERONICA	Mileage Reimbursement 9/1/23 to 9/29/23	211.39
11/17/2023	232400375	ANDERSEN, VERONICA	Mileage Reimbursement 10/2/23 to 10/31/23	188.70
11/17/2023	232400376	ARROYO, NATASHA	Mileage Reimbursement 8/21/23 to 9/29/23	75.39
11/17/2023	232400377	ARVANS, SUSAN	Medical Needs: scale	15.97
11/17/2023	232400377	ARVANS, SUSAN	Mileage Reimbursement 8/17/23 to 10/3/23	37.72
11/17/2023	232400378	BAKER, MEGAN	reimbursement Baker	202.45
11/17/2023	232400379	BELL, RACHEL	Mileage Reimbursement 8/10/23 to 9/15/23	9.50
11/17/2023	232400379	BELL, RACHEL	Reimbursement BELL	190.10
11/17/2023	232400379	BELL, RACHEL	Classroom Supplies RACHEL BELL 11/6/2023	8.73
11/17/2023	232400380	BERGFELD, BETH	Mileage Reimbursement 8/10/23 to 8/30/23	183.43
11/17/2023	232400380	BERGFELD, BETH	Mileage Reimbursement 10/3/23 to 10/30/23	296.01
11/17/2023	232400381	BETTLER, MARIA	Workshop Reimbursement 10-13-23	199.00
11/17/2023	232400382	BOCZKOWSKI, DEBRA	Mileage Reimbursement - 9/1/23 to 9/29/23	315.45
11/17/2023	232400382	BOCZKOWSKI, DEBRA	Mileage Reimbursement 8/16/23 to 8/31/23	140.04
11/17/2023	232400382	BOCZKOWSKI, DEBRA	Mileage Reimbursement 10/3/23 to 10/31/23	278.90
11/17/2023	232400383	BOHNERT, SHANNON	Mileage Reimbursement 9/1/23 to 9/29/23	56.52
11/17/2023	232400383	BOHNERT, SHANNON	Mileage Reimbursement 10/2/23 to 10/31/23	55.14
11/17/2023	232400384	BOLIN, BRIANNE	Mileage Reimbursement 9/1/23	337.58

Nov paid

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			to 10/16/23	
11/17/2023	232400385	BOOTSMA, KRISTY	Mileage Reimbursement	85.30
			10/4/23 to 10/27/23	
11/17/2023	232400386	BRUSICH, WENDY	Reimbursement WENDY BRUSICH	80.62
11/17/2023	232400387	CARRASQUILLO, ELIZAB	Mileage Reimbursement 10/2/23	281.11
			to 10/30/23	
11/17/2023	232400388	CELINSKA, DOROTA	Mileage Reimbursement 9/5/.23	259.38
			to 10/13/23	
11/17/2023	232400389	CHAPLIN, KRISTINE	Mileage Reimbursement 9/1/23	145.33
			to 9/28/23	
11/17/2023	232400389	CHAPLIN, KRISTINE	Mileage Reimbursement 10	332.86
			/2/2023 to 10/31/2023	
11/17/2023	232400390	CIECKO, ASHLEY	Mileage Reimbursement 9/1/23	48.04
			to 9/29/23	
11/17/2023	232400390	CIECKO, ASHLEY	Mileage Reimbursement 10/4/23	41.70
			to 10/30/23	
11/17/2023	232400390	CIECKO, ASHLEY	Reimbursement Request-AC iPad & AAC protective carrying case	26.79
11/17/2023	232400391	COHLA, STEPHANIE	STEPHANIE COHLA REIMBURSEMENT REQUESTS	346.52
11/17/2023	232400391	COHLA, STEPHANIE	Mileage Reimbursement 9/1/23	147.89
			to 9/29/23	
11/17/2023	232400391	COHLA, STEPHANIE	Mileage Reimbursement 1	101.19
			0/3/23 to 10/30/23	
11/17/2023	232400392	CORRAL, TARA	Mileage Reimbursement 9/5/23	207.01
			to 10/31/23	
11/17/2023	232400393	CORSELLO, KRISTINE	Mileage Reimbursement 8/10/23	274.17
			to 9/29/23	
11/17/2023	232400393	CORSELLO, KRISTINE	Reimbursement - student materials for adaptations and access	12.97
11/17/2023	232400394	CREAGAN, HELEN	Mileage Reimbursement 10/2/23	114.36
			to 10/31/23	
11/17/2023	232400395	DARRUS, JULIE	Mileage Reimbursement 9/1/23	65.25
			to 9/29/23	
11/17/2023	232400396	DORCHACK, MARIA	Mileage Reimbursement 9/1/23	360.38
			to 9/28/23	
11/17/2023	232400396	DORCHACK, MARIA	Mileage Reimbursement 10/2/23	291.93
			to 10/31/23	
11/17/2023	232400397	DUGAN, PATRICK	Mileage Reimbursement 8/10/23	295.73
			to 10/12/23	
11/17/2023	232400398	DUMPERT-HILGER, THER	Mileage Reimbursement 8/14/23	92.22
			to 9/22/23	
11/17/2023	232400399	FARRELL, LYSA	Mileage Reimbursement 8/16/23	225.96
			to 11/8/23	
11/17/2023	232400400	FERRY, SUZANNE	Mileage Reimbursement 8/31/23	30.79
			to 10/26/23	
11/17/2023	232400401	FLENTGE, LAUREN	Mileage Reimbursement	3.28
			10/26/23	
11/17/2023	232400402	FORTUNA, CHRISTINA	Mileage Reimbursement 8/4/23	76.00
			to 9/29/23	
11/17/2023	232400402	FORTUNA, CHRISTINA	Mileage Reimbursement	66.94
			10/18/23 to 11/6/23	
11/17/2023	232400403	FRANCE, HIEDI	Mileage Reimbursement 9/1/23	133.73
			to 9/29/23	

Now Sased

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2023	232400404	GOES, JENNIFER	Reimbursement Request-JG Classroom supplies & storage; Sensory items	192.26
11/17/2023	232400405	GRILL, MEGHAN	Mileage Reimbursement 10/5/23 to 10/27/23	86.64
11/17/2023	232400406	GROHN, JULIE	Travel Allowance - November 2023	400.00
11/17/2023	232400407	HOMAN, JULIA	Mileage Reimbursement 9/1/23 to 9/29/23	270.78
11/17/2023	232400407	HOMAN, JULIA	Mileage Reimbursement 10/2/23 to 10/31/23	355.62
11/17/2023	232400408	JACKSON, JACQUELYN	Reimbursement JACKIE JACKSON Classroom supplies - Amazon (10/27/23)	39.28
11/17/2023	232400409	JONES, KRISTEN	REIMBURSEMENT REQUEST KRISTEN JONES	117.70
11/17/2023	232400410	KADEN, PATRICIA	Mileage Reimbursement 8/17/23 to 10/19/23	53.06
11/17/2023	232400411	KLEIN, NICOLE	Mileage Reimbursement 10/6/23 to 11/2/23	27.81
11/17/2023	232400412	LANDES, LINDA	Mileage Reimbursement 9/25/23 to 10/30/23	41.27
11/17/2023	232400413	LAYTON, MATTHEW	Travel Allowance - November 2023	400.00
11/17/2023	232400414	LESSENTIEN, BRIDGET	Mileage Reimbursement 10/3/23 to 10/27/23	103.38
11/17/2023	232400414	LESSENTIEN, BRIDGET	Mileage Reimbursement IAASE Conf 10/19/23 to 10/20/23	44.77
11/17/2023	232400414	LESSENTIEN, BRIDGET	Reimbursement Request-BL Potty Seat-Concord	9.97
11/17/2023	232400415	LOHRENZ, ASHLEY	Mileage Reimbursement 9/1/23 to 9/29/23	300.58
11/17/2023	232400415	LOHRENZ, ASHLEY	Mileage Reimbursement 10/2/23 to 10/30/23	134.30
11/17/2023	232400416	LOONEY, KATHERINE	Mileage Reimbursement 9/8/23 to 9/26/23	48.37
11/17/2023	232400416	LOONEY, KATHERINE	REIMBURSEMENT REQUESTS FOR K LOONEY	95.32
11/17/2023	232400416	LOONEY, KATHERINE	Mileage Reimbursement 10/4/23 to 10/24/23	48.57
11/17/2023	232400416	LOONEY, KATHERINE	Reimbursement Request-KL Therapy consumable goods/materials & classroom supplies	139.22
11/17/2023	232400417	MCCULLOUGH, LISA	Mileage Reimbursement 10/10/23 to 10/13/23	15.52
11/17/2023	232400418	MCKEE, AMY	Reimbursement Request-AMcKee Misc Classroom Items	332.11
11/17/2023	232400418	MCKEE, AMY	Reimbursement Request-AM Misc. classroom supplies	608.88
11/17/2023	232400419	MOHAMMAD, KAYLA	Mileage Reimbursement 8/14/23 to 9/29/23	110.81
11/17/2023	232400420	MOROZ, KRISTYN	Mileage Reimbursement 9/5/23 to 9/28/23	127.46
11/17/2023	232400420	MOROZ, KRISTYN	Mileage Reimbursement 10/2/23 to 10/31/23	101.20

Nov Based

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2023	232400421	MOYNIHAN, LYNN	Mileage Reimbursement 9/1/23 to 9/29/23	217.67
11/17/2023	232400421	MOYNIHAN, LYNN	Mileage Reimbursement 10/3/23 to 10/31/23	233.48
11/17/2023	232400422	MUELLER, KIMBERLY	Mileage Reimbursement 8/21/23 to 10/6/23	148.08
11/17/2023	232400422	MUELLER, KIMBERLY	Reimbursement-KM Stomp Rocket & Stepper	34.98
11/17/2023	232400423	NOWAK, SUSAN	Mileage Reimbursement 8/15/23 to 10/27/23	175.63
11/17/2023	232400424	ONYSCHAK, AUDREY	Mileage Reimbursement 10/2/23 to 10/31/23	21.22
11/17/2023	232400425	OTTO, VICKI	Mileage Reimbursement 8/28/23 to 9/29/23	77.54
11/17/2023	232400425	OTTO, VICKI	Mileage Reimbursement 10/2/23 to 10/30/23	53.71
11/17/2023	232400426	PEAHL, KIRSTIN	check reimbursement	60.00
11/17/2023	232400427	PETERSON, COLLEEN	OT Conference 11-2-23	419.00
11/17/2023	232400427	PETERSON, COLLEEN	Mileage Reimbursement 10/2/23 to 10/31/23	105.46
11/17/2023	232400428	PETERSEN, JENNIFER	Mileage Reimbursement 8/14/23 to 10/30/23	107.68
11/17/2023	232400429	PRIMOZIC, JULIE	Classroom snacks, toys & holiday project materials	51.38
11/17/2023	232400430	QUETSCH-ROHRER, JAYN	Jayne Quetsch-Rohrer Request for Reimbursement - Jewel Osco - Student Incentive	31.42
11/17/2023	232400431	ROBERTS, RUTH	Mileage Reimbursement 1/2/23 to 10/31/23	126.13
11/17/2023	232400432	ROSS, KATHLEEN	Mileage Reimbursement 8/15/23 to 10/17/23	168.99
11/17/2023	232400433	SADIKOT, ZARA	Mileage Reimbursement 8/16/23 to 10/5/23	80.30
11/17/2023	232400434	SEYLER, NICOLE	Mileage Reimbursement 8/10/23 to 9/22/23	125.11
11/17/2023	232400434	SEYLER, NICOLE	SEYLER Reimbursement	39.14
11/17/2023	232400435	SHANAHAN, KERRY	Mileage Reimbursement 8/10/23 to 8/18/23	37.20
11/17/2023	232400436	SMITH, CLAIRE	Mileage Reimbursement 9/1/23 to 9/29/23	330.00
11/17/2023	232400436	SMITH, CLAIRE	Mileage Reimbursement 10/2/23 to 10/31/23	468.75
11/17/2023	232400437	SOBERON, SAMANTHA	Mileage Reimbursement 8/17/23 to 9/29/23	108.08
11/17/2023	232400438	STAMATELOPOULOS, KEL	Mileage Reimbursement 10/2/23 to 10/30/23	93.01
11/17/2023	232400439	STORNELLO, KAREN	Mileage Reimbursement 8/22/23 to 10/13/23	59.74
11/17/2023	232400440	SZELIGA, KATHERINE	Conference Reimbursement	199.00
11/17/2023	232400440	SZELIGA, KATHERINE	OT Conference Reimbursement 11-2-23	419.00
11/17/2023	232400441	TATHAM, SARA	Mileage Reimbursement 9/6/23 to 9/28/23	101.46
11/17/2023	232400442	THOMPSON, EVA	Mileage Reimbursement 8/25/23 to 9/15/23	81.26
11/17/2023	232400442	THOMPSON, EVA	Mileage Reimbursement 9/18/23	70.74

Now Posted

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			to 10/19/23 Vision	
11/17/2023	232400442	THOMPSON, EVA	Mileage Reimbursement 9/19/23	115.36
			to 10/20/23 MN	
11/17/2023	232400443	URBAN, JESSICA	Mileage Reimbursement 9/1/23	113.64
			to 9/29/23	
11/17/2023	232400443	URBAN, JESSICA	Mileage Reimbursement 10/2/23	104.01
			to 10/31/23	
11/17/2023	232400444	VANCLEVE, CASSIDY	Mileage Reimbursement 9/1/23	171.15
			to 9/29/23	
11/17/2023	232400444	VANCLEVE, CASSIDY	Mileage Reimbursement 10/2/23	135.26
			to 10/31/23	
11/17/2023	232400445	VANDERCAR, PATRICIA	Reimbursement - PAT VANDERCAR	139.34
11/17/2023	232400446	WALSH, ANNA	Mileage Reimbursement 9/5/23	183.14
			to 10/6/23	
11/17/2023	232400447	WARD, KRISTEN	Mileage Reimbursement 8/10/23	112.66
			to 9/28/23	
11/17/2023	232400447	WARD, KRISTEN	Mileage Reimbursement 10/4/23	82.40
			to 10/26/23	
11/17/2023	232400448	WAWCZAK, ELIZABETH	Mileage Reimbursement 8/14/23	166.57
			to 9/20/23	
11/17/2023	232400448	WAWCZAK, ELIZABETH	Mileage Reimbursement	99.88
			10/16/23 to 10/30/23	
11/17/2023	232400449	WHITE, SHEILA	check reimbursement	46.94
11/17/2023	232400450	WISNIEWSKI, RACHEL	Travel Allowance - November	400.00
			2023	
11/17/2023	232400451	ZACHARSKI, LAURA	Mileage Reimbursement 8/10/23	17.49
			to 9/25/23	
			Totals for checks	966,550.73

Sased Dec

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/14/2023	103461	ODP BUSINESS SOLUTIO	Misc. Office Supplies	44.75
12/14/2023	103461	ODP BUSINESS SOLUTIO	supplies for Alisabeth Hopper	100.28
12/14/2023	103461	ODP BUSINESS SOLUTIO	supplies for Alisabeth Hopper	24.98
12/14/2023	103461	ODP BUSINESS SOLUTIO	storage bags for food program	49.56
12/14/2023	103461	ODP BUSINESS SOLUTIO	supplies for Faith Knocke	164.99
12/14/2023	103461	ODP BUSINESS SOLUTIO	supplies for Faith Knocke	269.99
12/14/2023	103461	ODP BUSINESS SOLUTIO	supplies for Faith Knocke	9.98
12/14/2023	103461	ODP BUSINESS SOLUTIO	supplies for Alisabeth Hopper	346.90
12/14/2023	103461	ODP BUSINESS SOLUTIO	Classroom instruction / O'Sullivan	17.27
Totals for checks				1,028.70

Sased Dec

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/14/2023	103470	WINFIELD SCHOOL DIST	SASED Student Meals October 2023	913.33
12/14/2023	103471	WESTMONT CUSD #201	SASED Student Meals October 2023	423.89
12/14/2023	103472	2XL POWERLIFTING LLC	2XL Powerlifting	1,680.00
12/14/2023	103473	AHS STAFFING	OT/PT Services by E. Klimova from 10/60/23 through 11/03/23	2,915.65
12/14/2023	103473	AHS STAFFING	OT/PT Services by T. Glumac from 10/30 through 11/1/23	1,822.50
12/14/2023	103473	AHS STAFFING	OT/PT Services by T. Glumac from 11/6/23 through 11/09/23	2,430.00
12/14/2023	103473	AHS STAFFING	OT/PT services by E. Klimova for 11/13/23 through 11/17/23	2,915.65
12/14/2023	103474	CHC WELLBEING	Invoice for Flu Shot vouchers	869.00
12/14/2023	103475	CRISIS PREVENTION IN	Nonviolent Crisis Intervention(R) 2nd Edition Participant Workbook	5,798.00
12/14/2023	103476	DUNCAN, JENNIFER	REIMBURSEMENT FOR WHITE CANE DAY	81.25
12/14/2023	103477	E3 DIAGNOSTICS	Audiology order 11.8	96.45
12/14/2023	103478	EDU HEALTHCARE, LLC	Paraprofessional and Social Worker services from 11/6/23 through 11/08/23	3,087.00
12/14/2023	103479	EYET LLC	EYET LLC Screen Reader Curriculum Instructor Edition (50% discount) Vision Program	250.00
12/14/2023	103480	HINCKLEY SPRINGS	Invoice #13251043 112223 Customer Acct. 598892513251043	213.83
12/14/2023	103481	MAXIM HEALTHCARE SER	1:1 Nursing and Float Nursing services for 10/30/23 through 11/10/23	32,833.28
12/14/2023	103481	MAXIM HEALTHCARE SER	Nursing Services for 11/13/23 through 11/17/23	14,502.42
12/14/2023	103484	MAXIM STAFFING SERVI	1:1 Nursing services and 1:1 Behavioral Services for 10/9/23 through 10/13/23	70,246.50
12/14/2023	103484	MAXIM STAFFING SERVI	Maxim Healthcare services for Multi-Needs, Vision, STARS, DHH, Transition, Southeast and Nursing services for 9-25-23 through 9-29-23	78,929.26
12/14/2023	103484	MAXIM STAFFING SERVI	Multi-Needs 1:1 for 11/13/23 through 11/17/23	5,252.50
12/14/2023	103484	MAXIM STAFFING SERVI	Vision 1:1 for 11/13/23 through 11/17/23	4,471.50
12/14/2023	103484	MAXIM STAFFING SERVI	Multi- Needs 1:1 for 11/13/23 through 11/17/23	4,200.00
12/14/2023	103484	MAXIM STAFFING SERVI	Vision 1:1 Services from 11/13/23 to 11/17/23	3,504.00
12/14/2023	103484	MAXIM STAFFING SERVI	Multi-Needs 1:1 for 11/13/23 through 11/17/23	5,737.50
12/14/2023	103484	MAXIM STAFFING SERVI	Behavior Tech and Aide services for 11/13/23 through 11/17/23	2,375.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/14/2023	103484	MAXIM STAFFING	SERVI MN 1:1 for 11/13/23 through 11/17/23	8,175.00
12/14/2023	103484	MAXIM STAFFING	SERVI STARS 1:1 for 11/14/23 through 11/7/23	1,400.00
12/14/2023	103484	MAXIM STAFFING	SERVI Behavior Tech Services for 11/13/23 through 11/17/23	1,750.00
12/14/2023	103484	MAXIM STAFFING	SERVI Behavior Tech and Nursing Services for 10/02/23 through 10/06/23	66,854.52
12/14/2023	103484	MAXIM STAFFING	SERVI Behavior Tech Services for 10/30/23 through 11/17/23	17,451.50
12/14/2023	103484	MAXIM STAFFING	SERVI Behavior Tech Services for Multi-Needs 11/13/23 through 11/17/23	13,325.00
12/14/2023	103484	MAXIM STAFFING	SERVI Behavior Tech for Vision by A. Popisil from 11/13/23 through 11/17/23	1,675.00
12/14/2023	103484	MAXIM STAFFING	SERVI Behavior Tech for Vision by K. Holden from 11/13/23 through 11/17/23	1,021.00
12/14/2023	103484	MAXIM STAFFING	SERVI Nursing Services by P. Tongren from 11/13/23 through 11/17/23	2,637.96
12/14/2023	103484	MAXIM STAFFING	SERVI Behavior Tech for Multi-Needs by A. Munoz from 11/13/23 through 11/17/23	1,688.00
12/14/2023	103484	MAXIM STAFFING	SERVI Behavior Tech for Transition by S. Stewart from 11/13/23 through 11/17/23	1,750.00
12/14/2023	103485	MICROSONIC INC.	CASE student earmold AV	112.00
12/14/2023	103485	MICROSONIC INC.	Earmolds Invoice VW0739RL, VW0738RL, WC7657RL	354.00
12/14/2023	103485	MICROSONIC INC.	Earmolds	268.00
12/14/2023	103486	MIDLAND PAPER	Copy Paper	1,757.60
12/14/2023	103486	MIDLAND PAPER	Copy Paper	2,197.00
12/14/2023	103487	OAKTREE PRODUCTS	Oaktree 11.9	390.44
12/14/2023	103488	OTICON INC	FM Adaptor PO3172000009	360.00
12/14/2023	103489	PLANSOURCE	ACA/DECISIONIQ/DEPENDENTIQ/INS IGHTS/PEPM November 2023	2,798.32
12/14/2023	103490	PROCARE THERAPY	Paraprofessional and Nursing Services from 11/06/23 through 11/09/23	4,001.00
12/14/2023	103490	PROCARE THERAPY	1:1 Nursing services by K. Kasia from 10/30 through 11/3/23	2,794.74
12/14/2023	103490	PROCARE THERAPY	DHH Services by C. Rivera on 10/27/23	350.00
12/14/2023	103491	RELOCATION SERVICES	MN Desk	744.00
12/14/2023	103492	SOLIANT	1:1 Nursing Services for 9/18/23 through 9/22/23	2,712.80
12/14/2023	103492	SOLIANT	Paraprofessional and Nursing Services for 11/6/23 through 11/10/23	13,130.80
12/14/2023	103493	SONITROL CHICAGOLAND	Customer #C0001 Invoice #255437 Fire Security services 12/1-2/29/2024	633.00

Based On

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12/14/2023	103493 SONITROL CHICAGOLAND	Customer #C001 invoice #254725 Fire Security Services 9/1-11/30/2023	633.00
12/14/2023	103493 SONITROL CHICAGOLAND	Customer #C0001 Invoice #253990 Fire Security Services 6/1-8/31/2023	633.00
12/14/2023	103494 UNITED SEATING & MOB	OT/PT Equipment Repair 10-12-23	297.00
12/14/2023	103495 U.S. POSTAL SERVICE	Postage	2,000.00
12/14/2023	103496 WORTHINGTON DIRECT	North Furniture Order	9,711.60
12/14/2023	103497 WPS	OT Assessments 11-8-23	160.60
		Totals for checks	409,315.39



CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/14/2023	232400465	KEENEYVILLE DISTRICT	SASED Student Meals October 2023	433.89
12/14/2023	232400466	DUPAGE COUNTY SCHOOL	SASED Student Meals October 2023	2,219.48
12/14/2023	232400467	SALT CREEK SCHOOL DI	SASED Student Meals October 2023	2,442.39
12/14/2023	232400468	DOWNERS GROVE DISTRI	SASED Student Meals September 2023	690.46
12/14/2023	232400468	DOWNERS GROVE DISTRI	SASED Student Meals October 2023	664.24
12/14/2023	232400469	MAERCKER DISTRICT #6	SASED Student Meals October 2023	83.03
12/14/2023	232400469	MAERCKER DISTRICT #6	SASED Student Meals September 2023	56.81
12/14/2023	232400470	CASS SCHOOL DISTRICT	SASED Student Meals October 2023	1,026.95
12/14/2023	232400471	CENTER CASS DISTRICT	SASED Student Meals October 2023	362.34
12/14/2023	232400472	2955, LLC	January 2024 Rent for 2900 Ogden Ave., Lisle, IL	49,200.23
12/14/2023	232400473	AL WARREN OIL CO., I	Mobil Winter Blend Fuel , delivered 11/09/23	235.80
12/14/2023	232400474	ALDRICH, DANA	Mileage Reimbursement 10/5/23 to 10/24/23	25.15
12/14/2023	232400475	BRUSICH, WENDY	Reimbursement WENDY BRUSICH Vision Program - Supplies 11/2/2023 Addison Trail High School	37.86
12/14/2023	232400476	BUNGERT, TINA	Mileage Allowance 10/12/23 to 10/27/23	20.86
12/14/2023	232400477	DOPKA, DONALD	Mileage Reimbursement 9/13/23 to 10/26/23	313.09
12/14/2023	232400478	GROHN, JULIE	December 2023 Travel Allowance	400.00
12/14/2023	232400479	HEARTLAND ALLIANCE H	Telephonic Invoice Client #0078 - DHH	61.25
12/14/2023	232400479	HEARTLAND ALLIANCE H	Telephonic Invoice Client #0078 - Audiology	7.00
12/14/2023	232400479	HEARTLAND ALLIANCE H	Acct#2561 10/12/23 Telephonic Invoice #24089	9.90
12/14/2023	232400479	HEARTLAND ALLIANCE H	10/31/23 CCIS Invoice #23984 Split with Multi Needs	220.00
12/14/2023	232400479	HEARTLAND ALLIANCE H	CCIS Invoice #23984 (1 of 2) Interpreting Services for MN & Transition	696.39
12/14/2023	232400479	HEARTLAND ALLIANCE H	On-Site Invoice Client #0078	340.00
12/14/2023	232400479	HEARTLAND ALLIANCE H	On-Site Invoice Client #0078	980.00
12/14/2023	232400480	HOFFMAN, MELISSA	Mileage Reimbursement 8/25/23 to 11/17/23	35.89
12/14/2023	232400481	KOSIEK, ALEXIS	OT Group Materials _Reimbursement Alexis Kosiek	33.69
12/14/2023	232400482	LANDES, LINDA	Mileage Reimbursement 11/13/23 to 11/21/23	9.83
12/14/2023	232400483	LAYTON, MATTHEW	December 2023 Travel Allowance	400.00
12/14/2023	232400484	NARDI, TRACEY	Reimbursement TRACEY NARDI	180.77

Sased Dec

Sased Dec

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Student Transportation	
12/14/2023	232400485	TATHAM, SARA	Mileage Reimbursement 10/3/23 to 10/27/23	136.93
12/14/2023	232400485	TATHAM, SARA	Illinois Statewide Transition Conference	722.89
12/14/2023	232400486	WISNIEWSKI, RACHEL	Travel Allowance December 2023	400.00
Totals for checks				62,447.12

BILLS PAYABLE LIST – GRANTS

November 17, 2023 \$ 55,960.64

December 14, 2023 \$ 49,922.28

Not Shert

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2023	232400358	ACCOUNTABILITY SOLUT	contract for services	3,000.00
11/17/2023	232400358	ACCOUNTABILITY SOLUT	Annual Contract for Services	1,200.00
11/17/2023	232400359	BAIN, AMY	SAV Travel Request for Reimbursement for Amy Bain	256.09
11/17/2023	232400359	BAIN, AMY	October 2023 Travel for Amy Bain	123.01
11/17/2023	232400360	KREMER, ANN	SAV Travel Request for Reimbursement for Ann Kremer	321.50
11/17/2023	232400360	KREMER, ANN	October 2023 Travel Reimbursement for Ann Kremer	209.24
11/17/2023	232400361	REISING RECHNER, PAM	SAV Travel Request for Reimbursement for Pamela Resing Rechner	239.00
11/17/2023	232400361	REISING RECHNER, PAM	October 2023 travel reimbursement for Pamela Reising Rechner	428.55
11/17/2023	232400362	ROPARS, EMILY	SAV Travel Request for Reimbursement for Emily Ropars	293.81
11/17/2023	232400362	ROPARS, EMILY	October 2023 Travel for Emily Ropars	55.28
11/17/2023	232400363	TOKAT, TALIN	SAV Travel Request for Reimbursement for Talin Tokat	325.25
11/17/2023	232400363	TOKAT, TALIN	October 2023 Travel/Phone Reimbursement for Talin Tokat	148.77
Totals for checks				6,600.50

Nov Grant

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2023	103341	COMMUNITY SCHOOL DIS	Wheaton Transition - DRS STEP Outcome reimbursement for Vocational purchases 8/20/23 - 9/20/2023	893.48
11/17/2023	103341	COMMUNITY SCHOOL DIS	Wheaton South DRS STEP Outcome reimbursement for Vocational purchases 8/20/2023-9/20/2023	1,482.11
11/17/2023	103341	COMMUNITY SCHOOL DIS	Wheaton North DRS STEP Outcome reimbursement for Vocational purchases - 8/20/2023-9/20/2023	5,678.71
11/17/2023	103342	FAVERS DU SHINE, JES	Contract for Services	343.75
11/17/2023	103343	JACKSON, CHRISTIAN	contract for services	1,200.00
11/17/2023	103344	KNOCKE, FAITH	fingerprint reimbursement for Faith Knocke	69.00
11/17/2023	103344	KNOCKE, FAITH	October 2023 Travel Reimbursement for Faith Knocke	22.99
11/17/2023	103345	PEORIA COUNTY REGION	Contract for Services	3,400.00
11/17/2023	103345	PEORIA COUNTY REGION	Contract for Services	5,400.00
11/17/2023	103346	SIMPLE MACHINES MARK	invoice paid via credit card	7,333.33
11/17/2023	103346	SIMPLE MACHINES MARK	invoice for services	6,219.58
11/17/2023	103346	SIMPLE MACHINES MARK	invoice for services	165.00
11/17/2023	103347	START EARLY	contract for serivces	16,403.00
11/17/2023	103348	WROBBEL, TAMMY	SAV Travel Request for Reimbursement for Tammy Wrobbel	288.57
11/17/2023	103348	WROBBEL, TAMMY	October 2023 Travel Reimbursement for Tammy Wrobbel	460.62
Totals for checks				49,360.14

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12/14/2023	232400458 ACCOUNTABILITY SOLUT	Annual Contract for Services	7,250.00
12/14/2023	232400459 BAIN, AMY	Nov. 2023 Travel for Amy Bain	92.00
12/14/2023	232400460 HOPPER, ALISABETH	Nov. 2023 Travel for Alisabeth Hopper	85.75
12/14/2023	232400461 KREMER, ANN	Nov. 2023 Travel for Ann Kremer	671.29
12/14/2023	232400462 REISING RECHNER, PAM	Nov. 2023 Travel for Pamela Reising Rechner	169.43
12/14/2023	232400463 ROPARS, EMILY	Nov. 2023 Travel for Emily Ropars	42.90
12/14/2023	232400464 TOKAT, TALIN	Nov. 2023 Travel for Talin Tokat	134.83
Totals for checks			8,446.20

Grant Dec

Print Doc

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/14/2023	103462	COMMUNITY SCHOOL DIS	Wheaton South DRS STEP Outcome Reimbursement for vocational purchases 9/20/23-10/20/23	1,664.96
12/14/2023	103462	COMMUNITY SCHOOL DIS	Wheaton Transition - DRS STEP Outcome Reimbursement for Vocational Purchases - 9/20/23 - 10/20/23	1,579.26
12/14/2023	103463	BROWN, SHAMEKA	Nov. 2023 travel for Shameka Brown	34.09
12/14/2023	103464	COLLINSVILLE CUSD 10	Contract for Services	2,636.55
12/14/2023	103464	COLLINSVILLE CUSD 10	Contract for Services	11,696.66
12/14/2023	103465	FAVERS DU SHINE, JES	Contract for Services	487.50
12/14/2023	103466	INTERPRENET, INC.	invoice for services	3,417.00
12/14/2023	103467	PEORIA COUNTY REGION	Contract for Services	3,400.00
12/14/2023	103468	START EARLY	contract for serivces	16,295.00
12/14/2023	103469	WROBBEL, TAMMY	Nov. 2023 travel for Tammy Wrobbel	265.06
Totals for checks				41,476.08

INTERIM CHECKS

OCTOBER 2023 \$ 453,032.14

NOVEMBER 2023 \$621,920.91

Oct Interims

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
10/05/2023	103199 ALLIED BENEFIT SYSTE	Allied FSA Invoice - October 2023 (this is set up to bill automatically on the 10th of the month)	293.25
10/05/2023	103200 AMERICAN HERITAGE LI	Allstate Critical Injury and Accident Coverage Bill - September 2023	1,290.74
10/05/2023	103201 HEALTH CARE SERVICE	Blue Cross/Blue Shield of Illinois Claims and Administration Fee Invoice for September 2023	364,468.78
10/05/2023	103202 KONICA MINOLTA BUSIN	166679 - Swartz School	250.00
10/05/2023	103202 KONICA MINOLTA BUSIN	166679 Period: 9/22/23 to 10/21/23	1,258.00
10/05/2023	103203 KONICA MINOLTA PREMI	1303175 9/22/23 to 10/22/23	2,275.00
10/05/2023	103204 SONNY ACRES	Field Trip - 3 MN Classes	264.00
10/05/2023	103205 T-MOBILE	979924297 Dates: 8/21/23 to 9/20/23	411.60
10/05/2023	103205 T-MOBILE	976288363 Dates: 8/21/23 to 9/20/23	616.00
10/05/2023	103206 UNIVERSAL PREMIUM	SN814 Week Ending 09/30/23	323.10
10/05/2023	103207 VERIZON WIRELESS	480335060-00001 Dates: 8/20/23 to 9/19/23	87.36
10/05/2023	103207 VERIZON WIRELESS	380335400-00001 Dates: 8/20/23 to 9/19/23	905.67
Totals for checks			372,443.50

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
10/20/2023	103277	KONICA MINOLTA PREMI	450-0068168-000 Coverage Period 10/26/23 to 11/25/23	1,032.16
10/20/2023	103278	KONICA MINOLTA BUSIN	Project Newline 65Q - Room 6	500.00
10/20/2023	103279	LOWE, SENGA	Mileage Reimbursement 9/19/23 Springfield	241.04
10/20/2023	103280	NET56	Net56 Services	24,850.43
10/20/2023	103281	UNIVERSAL PREMIUM	SN814 10/1/23 to 10/15/23	369.76
10/23/2023	103282	CASH	Petty Cash	500.00
Totals for checks				27,493.39

Oct Interims

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/27/2023	103288	DEARBORN NATIONAL LI	NOVEMBER LIFE INSURANCE INVOICE	4,856.41
10/27/2023	103289	METLIFE	October Metlife Dental and Vision Invoice for 11/1/23-11/30/23. Due 11/1/23.	16,845.07
10/27/2023	103290	VANGUARD ENERGY SERV	400641 September 2023	798.74
10/27/2023	103297	FIFTH THIRD BANK/MAS	RWAP	6,035.25
10/27/2023	103297	FIFTH THIRD BANK/MAS	Milwaukee M12 12-Volt Lithium-Ion Cordless Compact Vacuum (Tool-Only) 0850-20	106.00
10/27/2023	103297	FIFTH THIRD BANK/MAS	Ink Stamp	91.54
10/27/2023	103297	FIFTH THIRD BANK/MAS	FENG DONG 40L Waterproof Lightweight Hiking, Camping, Travel Backpack for Men Women	116.72
10/27/2023	103297	FIFTH THIRD BANK/MAS	MarkDomain Label Maker Tape Replacement for Brother TZe-231 TZ-231 Laminated P Touch Label Tape 12mm 0.47 Inch Black on White Tape, Compatible with Brother PT-D210 H110 D220 D410 D600, 4-Pack	14.99
10/27/2023	103297	FIFTH THIRD BANK/MAS	Sparkle(R) Pick-A-Size(R) Paper Towels, 6 Double Rolls = 12 Regular Rolls	24.47
10/27/2023	103297	FIFTH THIRD BANK/MAS	HP Ink Cartridge duo. 56 & 57	27.99
10/27/2023	103297	FIFTH THIRD BANK/MAS	Sony ZX Series Wired On-Ear Headphones, Black MDR-ZX110	29.97
10/27/2023	103297	FIFTH THIRD BANK/MAS	(2) Table Refunds	-402.90
10/27/2023	103297	FIFTH THIRD BANK/MAS	(2) Table Refunds	-402.90
10/27/2023	103297	FIFTH THIRD BANK/MAS	DHH Order 9.8	45.84
10/27/2023	103297	FIFTH THIRD BANK/MAS	WJH Steam Order	20.06
10/27/2023	103297	FIFTH THIRD BANK/MAS	WJH Order 9.11	42.50
10/27/2023	103297	FIFTH THIRD BANK/MAS	Batteries	41.61
10/27/2023	103297	FIFTH THIRD BANK/MAS	Bohnert 9/19	439.98
10/27/2023	103297	FIFTH THIRD BANK/MAS	DHH Order 9.22.23	185.28
10/27/2023	103297	FIFTH THIRD BANK/MAS	Consumables/Laura	54.97
10/27/2023	103297	FIFTH THIRD BANK/MAS	Wei Zhang	45.68
10/27/2023	103297	FIFTH THIRD BANK/MAS	FCS	53.58
10/27/2023	103297	FIFTH THIRD BANK/MAS	PBIS Dombrow	220.27
10/27/2023	103297	FIFTH THIRD BANK/MAS	PBIS Dombrow	11.76
10/27/2023	103297	FIFTH THIRD BANK/MAS	PRofessional Development Administrator Academy/ Mr. Z	200.00
10/27/2023	103297	FIFTH THIRD BANK/MAS	Dombrow PBIS	12.84
10/27/2023	103297	FIFTH THIRD BANK/MAS	supplies - Ahern	518.66
10/27/2023	103297	FIFTH THIRD BANK/MAS	Supplies - STARS White/Ahern	164.88
10/27/2023	103297	FIFTH THIRD BANK/MAS	supplies - nunziato	1,200.40
10/27/2023	103297	FIFTH THIRD BANK/MAS	supplies - kaufmann	146.37
10/27/2023	103297	FIFTH THIRD BANK/MAS	supplies- nunziato	8.99
10/27/2023	103297	FIFTH THIRD BANK/MAS	supplies - McGann	265.95
10/27/2023	103297	FIFTH THIRD BANK/MAS	materials Ahern/Walton	95.88
10/27/2023	103297	FIFTH THIRD BANK/MAS	Misc. items for APE teacher (DL)	-109.98
10/27/2023	103297	FIFTH THIRD BANK/MAS	Social Workers' order- toys	24.89

Det Interims

Det Interims

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			for new school year	
10/27/2023	103297	FIFTH THIRD BANK/MAS	Sensory Room items	609.68
10/27/2023	103297	FIFTH THIRD BANK/MAS	Misc. Supplies for AK @ Holmes	130.45
10/27/2023	103297	FIFTH THIRD BANK/MAS	Misc. Supplies for AB @ Holmes	208.49
10/27/2023	103297	FIFTH THIRD BANK/MAS	Misc. items for APE teacher (DL)	343.39
10/27/2023	103297	FIFTH THIRD BANK/MAS	Teacher Supplies	83.46
10/27/2023	103297	FIFTH THIRD BANK/MAS	Mats for Holmes (AB & AK)	175.95
10/27/2023	103297	FIFTH THIRD BANK/MAS	MISC ITEMS FOR APE	237.90
10/27/2023	103297	FIFTH THIRD BANK/MAS	Master Magnetics - B005HYDC68 Roll-N-Cut Flexible Magnetic Tape Refill - 1/16" Thick x 1/2" Wide x 15 feet. (1 roll), 07518	76.75
10/27/2023	103297	FIFTH THIRD BANK/MAS	OT SUPPLIES 10-2-23	25.98
10/27/2023	103297	FIFTH THIRD BANK/MAS	Air Filters	49.99
10/27/2023	103297	FIFTH THIRD BANK/MAS	Energizer AA Batteries, Double A Long-Lasting Alkaline Power Batteries, 32 Count (Pack of 1)	46.08
10/27/2023	103297	FIFTH THIRD BANK/MAS	Read & Write License	150.00
10/27/2023	103297	FIFTH THIRD BANK/MAS	Fuser kit for HP printer	137.12
10/27/2023	103297	FIFTH THIRD BANK/MAS	Amazon order	413.21
10/27/2023	103297	FIFTH THIRD BANK/MAS	iStock Photo 60 credit pack	468.00
10/27/2023	103297	FIFTH THIRD BANK/MAS	Amazon order	843.43
10/27/2023	103297	FIFTH THIRD BANK/MAS	Amazon order	151.41
10/27/2023	103297	FIFTH THIRD BANK/MAS	Toner	288.96
10/27/2023	103297	FIFTH THIRD BANK/MAS	Bluedog Ink order	2,357.15
10/27/2023	103297	FIFTH THIRD BANK/MAS	Powtoon subscription	480.00
10/27/2023	103297	FIFTH THIRD BANK/MAS	Godaddy Standard SSL Renewal	199.98
10/27/2023	103297	FIFTH THIRD BANK/MAS	Bus Driver Renewals for Robin Cox, Rachel Bell and Tracey Nardi	13.00
10/27/2023	103297	FIFTH THIRD BANK/MAS	PD - Layton, Corral, Curby, Genin	1,875.00
10/27/2023	103297	FIFTH THIRD BANK/MAS	Online Curriculum 2023-24	5,302.00
10/27/2023	103297	FIFTH THIRD BANK/MAS	Parking Lot Signs	490.26
10/27/2023	103297	FIFTH THIRD BANK/MAS	supplies	1,198.80
10/27/2023	103297	FIFTH THIRD BANK/MAS	supplies	899.10
10/27/2023	103297	FIFTH THIRD BANK/MAS	classroom supplies	399.60
10/27/2023	103297	FIFTH THIRD BANK/MAS	PBIS FSA Gaona	44.53
10/27/2023	103297	FIFTH THIRD BANK/MAS	Snack List-Classroom Behavior Reinforcement	294.76
10/27/2023	103297	FIFTH THIRD BANK/MAS	PBIS	239.39
10/27/2023	103297	FIFTH THIRD BANK/MAS	PBIS	232.42
10/27/2023	103297	FIFTH THIRD BANK/MAS	Family Consumer Science/ Terzick	29.41
10/27/2023	103297	FIFTH THIRD BANK/MAS	Snacks	43.74
10/27/2023	103297	FIFTH THIRD BANK/MAS	Snack List-Classroom Behavior Reinforcement	241.84
10/27/2023	103297	FIFTH THIRD BANK/MAS	SC	-1,311.24
10/27/2023	103297	FIFTH THIRD BANK/MAS	AK - Phillips Flowers	160.02
10/27/2023	103297	FIFTH THIRD BANK/MAS	EC LRE Stakeholders meeting site	532.93

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
10/27/2023	103297	FIFTH THIRD BANK/MAS	postage	9.50
10/27/2023	103297	FIFTH THIRD BANK/MAS	annual fee	468.00
10/27/2023	103297	FIFTH THIRD BANK/MAS	credit card purchase for supplies for PRR	149.99
10/27/2023	103297	FIFTH THIRD BANK/MAS	Refund	-13.02
10/27/2023	103297	FIFTH THIRD BANK/MAS	travel for Tammy Wrobbel - credit card receipt	114.66
10/27/2023	103297	FIFTH THIRD BANK/MAS	travel/hotel for Ann Kremer - credit card charge	229.32
10/27/2023	103297	FIFTH THIRD BANK/MAS	airfare to attend DEC - purchased via credit card	360.30
10/27/2023	103297	FIFTH THIRD BANK/MAS	supplies for Ann Kremer purchased via credit card	27.29
10/27/2023	103297	FIFTH THIRD BANK/MAS	webinar account addition - via credit card	50.00
10/27/2023	103297	FIFTH THIRD BANK/MAS	SAV Hotel - paid via matercard	300.16
10/27/2023	103297	FIFTH THIRD BANK/MAS	SAV Hotel - paid via matercard	300.16
10/27/2023	103297	FIFTH THIRD BANK/MAS	SAV Hotel - paid via matercard	300.16
10/27/2023	103297	FIFTH THIRD BANK/MAS	SAV Hotel - paid via matercard	300.16
10/27/2023	103297	FIFTH THIRD BANK/MAS	SAV Hotel - paid via matercard	300.16
Totals for checks				52,891.54

Det Interims

Oct Interviews

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/20/2023	232400318	BAKER, MEGAN	Reimbursement request M Baker	27.68
10/20/2023	232400319	CIECKO, ASHLEY	ASHLEY CIECKO REIMBURSMENT REQUESET	26.31
10/20/2023	232400320	MCKEE, AMY	Reimbursement - fork & spoon set	14.99
10/20/2023	232400321	MOHAMMAD, KAYLA	KAYLA MOHAMMAD REIMBURSEMENT REQUEST	48.87
10/20/2023	232400322	NELSON, JAMES	Reimbursement - Dunkin Donuts	13.99
10/20/2023	232400323	NOWAK, SUSAN	SUSAN NOWAK REIMBURSEMENT REQUEST	30.43
10/20/2023	232400324	SOBERON, SAMANTHA	SAMANTHA SOBERON REIMBURSEMENT REQUEST	41.44
Totals for checks				203.71

Non-Interim

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/06/2023	103298	AMERICAN HERITAGE LI	W6508 PO3102400024	1,277.42
11/06/2023	103299	BRADY, AMY	Tuition Reimbursement	322.25
11/06/2023	103300	ENGIE RESOURCES LLC	Billing Period 9/22/23 to 10/23/23	7,152.91
11/06/2023	103301	GOURMET GORILLA	SEPTEMBER 2023 MEALS	14,573.46
11/06/2023	103302	HINCKLEY SPRINGS	Reference #14927721	188.85
11/06/2023	103302	HINCKLEY SPRINGS	Rental/Products SE Alternative	201.34
11/06/2023	103303	HOME DEPOT CREDIT SE	6035322149985602	874.70
11/06/2023	103304	JASON JOBB	Tuition Reimbursement	1,221.92
11/06/2023	103305	KONICA MINOLTA BUSIN	Copiers	1,258.00
11/06/2023	103305	KONICA MINOLTA BUSIN	Swartz/.Newline Interactive 65Q Series	6,912.00
11/06/2023	103306	KONICA MINOLTA PREMI	1303175 Dates: 10/22/23 to 11/22/23 PO#3092400040	2,275.00
11/06/2023	103307	NET56	Net56 Services November	24,850.43
11/06/2023	103307	NET56	Internet Access/Connectivity November 2023	3,932.45
11/06/2023	103307	NET56	Licenses-jamf Pro iOS October 23 usage	219.64
11/06/2023	103308	ORKIN EXTERMINATING	Invoice # 252014914	89.99
11/06/2023	103309	REDDY, CARLY	Tuition Reimbursement	457.00
11/06/2023	103310	SOMMERFELD, GAIL	Diabetic Training 9/12	350.00
11/06/2023	103311	UNIVERSAL PREMIUM	SN814 Dates: 10/16/23 to 10/31/23	430.79
11/10/2023	103312	ALLIED BENEFIT SYSTE	Allied FSA Invoice November 2023 (this bill is paid automatically on the 15th of the month)	402.50
11/10/2023	103313	HEALTH CARE SERVICE	Blue Cross/Blue Shield Claims and Administration Fee Invoice for October 2023	449,066.30
11/10/2023	103314	INTERIM SCHOOL BUSIN	Mary Dyrek/September 2023	10,575.00
11/10/2023	103315	NICOR GAS	28-69-21-1000 1 Bill Period : 6/1/23 to 7/1/23	429.79
11/10/2023	103315	NICOR GAS	28-69-21-1000 1 Bill Date 7/1/23 to 8/1/23	422.84
11/10/2023	103315	NICOR GAS	28-69-21-1000 1 Bill Date: 8/1/23 to 9/1/23	425.12
11/10/2023	103315	NICOR GAS	28-69-21-1000 1 Bill Date: 9/1/23 to 10/1/23	447.15
11/10/2023	103315	NICOR GAS	28-69-21-1000 1 Bill Date 10/1/23 to 11/1/23	498.67
Totals for checks				528,855.52

Mr. Jarama

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/27/2023	103432	CASH	Petty Cash	500.00
Totals for checks				500.00

Not Interim

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/29/2023	103443	FIFTH THIRD BANK/MAS	invoices for services	1,000.00
11/29/2023	103443	FIFTH THIRD BANK/MAS	invoice for services	7,333.33
11/29/2023	103443	FIFTH THIRD BANK/MAS	Invoice paid via credit card	123.75
11/29/2023	103443	FIFTH THIRD BANK/MAS	invoice payment - paid via mastercard	1,113.75
11/29/2023	103443	FIFTH THIRD BANK/MAS	postage to site	5.42
11/29/2023	103443	FIFTH THIRD BANK/MAS	postage paid via mastercard	62.70
11/29/2023	103443	FIFTH THIRD BANK/MAS	computer for new staff purchased via credit card	1,568.99
11/29/2023	103443	FIFTH THIRD BANK/MAS	equipment purchase for new staff via credit card	1,568.99
11/29/2023	103443	FIFTH THIRD BANK/MAS	equipment purchase for new staff via credit card	1,568.99
11/29/2023	103443	FIFTH THIRD BANK/MAS	supplies for new staff via Mastercard	149.99
11/29/2023	103443	FIFTH THIRD BANK/MAS	Supplies for new staff members via Mastercard	299.98
11/29/2023	103443	FIFTH THIRD BANK/MAS	postage via Mastercard	4.67
11/29/2023	103443	FIFTH THIRD BANK/MAS	postage paid via credit card	3.03
11/29/2023	103443	FIFTH THIRD BANK/MAS	Amazon purchase via Mastercard	27.29
11/29/2023	103443	FIFTH THIRD BANK/MAS	amazon purchase via credit card	27.29
11/29/2023	103443	FIFTH THIRD BANK/MAS	SC	2,211.68
11/29/2023	103443	FIFTH THIRD BANK/MAS	Field Trip- Bowling November 3rd Estimate 60 students 11.50 per student HS - Needs Credit Card for Payment	494.50
11/29/2023	103443	FIFTH THIRD BANK/MAS	RWAP	3,472.40
11/29/2023	103443	FIFTH THIRD BANK/MAS	Premium Digital	39.00
11/29/2023	103443	FIFTH THIRD BANK/MAS	North Order 10.2023	184.96
11/29/2023	103443	FIFTH THIRD BANK/MAS	EC Amazon Order 10/2/23	90.89
11/29/2023	103443	FIFTH THIRD BANK/MAS	Cullen Request 10.5.23	64.99
11/29/2023	103443	FIFTH THIRD BANK/MAS	Playground Equipment	722.95
11/29/2023	103443	FIFTH THIRD BANK/MAS	Stools for North	231.54
11/29/2023	103443	FIFTH THIRD BANK/MAS	FCS Terzick Drs Pre-Ents	39.37
11/29/2023	103443	FIFTH THIRD BANK/MAS	Consumer Science Terzick (Drs Pre-Ents)	32.20
11/29/2023	103443	FIFTH THIRD BANK/MAS	Classroom Snacks- Behavior Reinforcer 1st QT	190.60
11/29/2023	103443	FIFTH THIRD BANK/MAS	Occupation Therapist - Becky Zhang	89.99
11/29/2023	103443	FIFTH THIRD BANK/MAS	Pods Container ID 112082BX Acct # 141999028 Order # 3004592	289.00
11/29/2023	103443	FIFTH THIRD BANK/MAS	Emergency alert/Laura C.	49.49
11/29/2023	103443	FIFTH THIRD BANK/MAS	Holle	25.98
11/29/2023	103443	FIFTH THIRD BANK/MAS	Behavior Reinforcer 1st quarter/Laura C.	131.20
11/29/2023	103443	FIFTH THIRD BANK/MAS	Online Course WCCHS Students Francisco C. and Diego P. CC payment only	98.00
11/29/2023	103443	FIFTH THIRD BANK/MAS	Staff Walkie Talkie Ear Piece	49.99
11/29/2023	103443	FIFTH THIRD BANK/MAS	Invoice # HWXJ289 Customer ID T651Y/SASED	104.89
11/29/2023	103443	FIFTH THIRD BANK/MAS	Onsite Shred 95gal Invoice #	105.52

Nov. Interim

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			HXWV967 Customer ID T651Y/SASED	
11/29/2023	103443	FIFTH THIRD BANK/MAS	Acct# 3106-103761	1,207.88
11/29/2023	103443	FIFTH THIRD BANK/MAS	Supplies - McGann	150.97
11/29/2023	103443	FIFTH THIRD BANK/MAS	supplies - Ahern/nunziato	46.02
11/29/2023	103443	FIFTH THIRD BANK/MAS	Hoffman/Maercker	104.99
11/29/2023	103443	FIFTH THIRD BANK/MAS	Nap Mats	122.70
11/29/2023	103443	FIFTH THIRD BANK/MAS	OT/PT Supplies 10-18-23	335.52
11/29/2023	103443	FIFTH THIRD BANK/MAS	OT/PT Supplies 10-27-23	162.25
11/29/2023	103443	FIFTH THIRD BANK/MAS	PT Supplies 10-31-23	23.15
11/29/2023	103443	FIFTH THIRD BANK/MAS	Office Depot(R) Brand Professional Perforated Pads, 5" x 8", Narrow Ruled, 50 Sheets Per Pad, White, Pack Of 8 Pads Avery Flexible Name Tag Stickers, White Rectangle Labels, 80 Name Badges, 2-1/3" x 3-3/8" (25395)	60.82
11/29/2023	103443	FIFTH THIRD BANK/MAS	SPEECH LANGUAGE PATHOLOGY/AUDIOLOGY CE SPONSOR license renewal fee.	255.63
11/29/2023	103443	FIFTH THIRD BANK/MAS	Amazon order	923.34
11/29/2023	103443	FIFTH THIRD BANK/MAS	Zoom licenses for 23-24	3,150.00
11/29/2023	103443	FIFTH THIRD BANK/MAS	Ink order	407.98
11/29/2023	103443	FIFTH THIRD BANK/MAS	Postage Machine Lease	995.46
11/29/2023	103443	FIFTH THIRD BANK/MAS	Amazon order	229.95
11/29/2023	103443	FIFTH THIRD BANK/MAS	Heating Vent Cover	92.95
11/29/2023	103443	FIFTH THIRD BANK/MAS	classroom supplies	399.60
11/29/2023	103443	FIFTH THIRD BANK/MAS	Amazon order	826.54
11/29/2023	103443	FIFTH THIRD BANK/MAS	Amazon Item - FEZIBO 55"x24" Height Adjustable Electric Standing Desk with Double Drawer, 55 x 24 Inch Stand Up Table with Storage Shelf, Sit Stand Desk with Splice Board, Black Frame/Rustic Brown Top	229.99
11/29/2023	103443	FIFTH THIRD BANK/MAS	Gerber unisex-baby 8-pack Short Sleeve Onesies Bodysuits	31.76
11/29/2023	103443	FIFTH THIRD BANK/MAS	Picrit 8x10 Picture Frame Set of 7, Display 5 x 7 with Mat or 8 x 10 Without Mat, Photo Frames for Wall Mounting or Table Top Display, Black.	13.99
11/29/2023	103443	FIFTH THIRD BANK/MAS	Illinois School Bus Permit Renewal for Glen Crites and Laura Zacharski	9.00
11/29/2023	103443	FIFTH THIRD BANK/MAS	supplies for Mtgs	198.36
11/29/2023	103443	FIFTH THIRD BANK/MAS	Smead File Pocket, Straight Cut Tab (1) \$23.76 each Adding Machine/Calculator Roll (3) \$9.99 each	53.73
11/29/2023	103443	FIFTH THIRD BANK/MAS	Water Service for 8-25-23 to 9-27-23	297.30
11/29/2023	103443	FIFTH THIRD BANK/MAS	Kitchen Supplies	145.22

Mr. Interim

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11/29/2023	103443 FIFTH THIRD BANK/MAS	Yearly Subscription for Canva Teams (5 people use)	300.00
11/29/2023	103443 FIFTH THIRD BANK/MAS	Food for Finance Committee Meeting	18.16
11/29/2023	103443 FIFTH THIRD BANK/MAS	classroom supplies	74.95
11/29/2023	103443 FIFTH THIRD BANK/MAS	annual cloud storage fee for Pamela Reising Rechner via credit card	119.88
11/29/2023	103443 FIFTH THIRD BANK/MAS	postage to site via credit card	10.55
11/29/2023	103443 FIFTH THIRD BANK/MAS	supplies for Shameka Brown via credit card	27.29
Totals for checks			34,603.24

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/30/2023	103448	ALLIED BENEFIT SYSTE	Allied FSA Invoice DECEMBER 2023	333.50
11/30/2023	103449	DEARBORN NATIONAL LI	DECEMBER 2023 LIFE INSURANCE INVOICE	5,822.33
11/30/2023	103450	DUPAGE COUNTY PUBLIC	Customer #107211 Acct #13515817 Bill #464949 Meter #3526628	124.14
11/30/2023	103451	DUPAGE COUNTY R.O.E.	IGA Mutual Assistance (PO3122400023)	250.00
11/30/2023	103452	ENGIE RESOURCES LLC	6940184007 Billing Period 10/23/23 to 11/21/23	6,380.35
11/30/2023	103453	GOURMET GORILLA	Southeast October 2023	170.63
11/30/2023	103453	GOURMET GORILLA	Transition October 2023	2,927.79
11/30/2023	103453	GOURMET GORILLA	Southeasat October	12,892.16
11/30/2023	103453	GOURMET GORILLA	Credit Memo October 2023	-1,044.78
11/30/2023	103454	HOME DEPOT CREDIT SE	6035322149985602	50.91
11/30/2023	103455	KONICA MINOLTA PREMI	Contract # 450-0068168-000 Coverage Period: 11/26/23 to 12/25/23	1,032.16
11/30/2023	103456	NET56	Jamf Pro licenses - September usage	219.64
11/30/2023	103456	NET56	Internet Services via Net56 - Monthly billing for October 2023	3,932.45
11/30/2023	103457	T-MOBILE	T-mobile - Hotspots - October 2023	616.00
11/30/2023	103457	T-MOBILE	T-mobile - Geotabs - October 2023	411.60
11/30/2023	103457	T-MOBILE	979924297 Service: 10/21/23 to 11/20/23	823.20
11/30/2023	103457	T-MOBILE	976288363 Service 10/21/23 to 11/20/23	1,232.00
11/30/2023	103458	UNIVERSAL PREMIUM	Fleet Card gas purchases for 11/1/23 through 11/18/23	558.09
11/30/2023	103459	VANGUARD ENERGY SERV	400641 October 2023	1,039.67
11/30/2023	103460	VERIZON WIRELESS	Verizon Flip Phones - Sept 20 - Oct 19	96.82
11/30/2023	103460	VERIZON WIRELESS	380335400-00001- Sept 20 - Oct 19	1,104.93

Totals for checks 38,973.59

Nov Interim

CHECK DATE	CHECK		INVOICE	AMOUNT
	NUMBER	VENDOR	DESCRIPTION	
11/06/2023	232400327	CORSELLO, KRISTINE	Tuition Reimbursement	2,870.91
11/06/2023	232400328	DOMBROW, NICOLE	Tuition Reimbursement	1,849.49
11/06/2023	232400329	HOLLE, JESSICA	Tuition Reimbursement	644.49
11/06/2023	232400330	KIRKPATRICK, JENNIFE	Tuition Reimbursement	3,268.54
11/06/2023	232400331	MCCARTHY, LAWRENCE J	Reimbursement - ACE/Corner Braces	13.77
11/06/2023	232400331	MCCARTHY, LAWRENCE J	Reimbursement Ace Hardware (Staples)	6.99
11/06/2023	232400332	MEDEARIS, CHRISTOPHE	Tuition Reimbursement	1,611.46
11/06/2023	232400333	MILOS, SHAWN	Tuition Reimbursement	3,105.00
11/06/2023	232400334	MOSES, MICHELLE	Tuition Reimbursement	1,340.54
11/06/2023	232400335	PEAHL, KIRSTIN	Tuition Reimbursement	685.50
11/06/2023	232400336	PETRELLA, KRISTIN	Tuition Reimbursement	2,794.75
11/06/2023	232400337	SEYLER, NICOLE	Tuition Reimbursement	449.30
11/10/2023	232400338	MARTINEZ, PAUL	Two Reimbursement Requests Paul Martinez	64.57
11/10/2023	232400339	MOHAMMAD, KAYLA	Two Reimbursement Requests for Kayla Mohammad	55.92
11/10/2023	232400340	NOWAK, SUSAN	Four cash Reimbursement requests from Sue Nowak, OT combined	96.95
Totals for checks				18,858.18

Nov. Interim

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11/30/2023	232400454 BELL, RACHEL	Reimbursement RACHEL BELL Classroom Supplies 11/10/2023	11.25
11/30/2023	232400454 BELL, RACHEL	Reimbursement RACHEL BELL Classroom Supplies 11/10/2023	12.52
11/30/2023	232400455 KOSIEK, ALEXIS	Michaels Craft & Paint materials OT- Alexis Kosiek Reimbursement	40.58
11/30/2023	232400456 VANDERCAR, PATRICIA	Reimbursement PATRICIA VANDERCAR Instructional Materials 10/25/2023	26.19
11/30/2023	232400457 ZACHARSKI, LAURA	Reimbursement Request for Laura Zacharski Classroom and Kitchen Supplies	39.84
Totals for checks			130.38

Now Interim

VOIDED CHECKS

November 7, 2023 \$ 495.00

Nov. Void

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
11/07/2023	103099	DIGITAL RIVER INC.	SAP Crystal Reports 2020	-495.00	
Totals for checks				-495.00	

ORDER FORM



SECURLY (Billing Address) Dept LA 24957 Pasadena, CA 91185-4957 United States

Securly Contact Sarah Baskerville Securly Contact Email sarah.baskerville@securly.com

Bill To Name The School Association for Special Education in DuPage County (IL) Bill To 2900 Ogden Avenue Lisle, Illinois 60532 United States School Name The School Association for Special Education in DuPage County (IL)

Invoice Information

Accounts Payable (AP) Contact Information:

AP Full Name: AP Title: AP Email: AP Phone:

Invoicing Requirements:

Purchase Order Required: YES NO Email for Invoice: (if different than Accounts Payable Contact Email)

ORDER INFORMATION

Start Date 10/1/2023 End Date 9/30/2024 Term (years) 1

Payment Schedule Upfront

PRODUCTS & SERVICES

Table with 4 columns: Product, Quantity, Sales Price, Subtotal. Row 1: 2. Filter Premium: 500-999, 740.00, USD 8.38, USD 6,201.20. Grand Total: USD 6,201.20

TERMS & CONDITIONS



**OUT-OF-STATE-TRAVEL
FY 24**

NAME OF TRAVELER: Ann Kremer

NAME OF COOP/DIST: Early CHOICES

RCDT #: 19-022-8030-60

POSITION: Project Director

DATES OF TRAVEL: April 16- April 19 2024

FUNDING SOURCE: PART B FT PART B PS

GRANT RECIPIENT: _____

NAME OF CONFERENCE: National Training Institute on Effective Practices: Addressing Challenging Behavior.

LOCATION: Tampa FL

PURPOSE: Presenting on Coaching for Inclusion

ANTICIPATED COSTS: _____

TRANSPORTATION: Flight \$425, Ground transport \$140,

LODGING: 874.14 (291.38 each night)\$

MEALS: \$48 x 4 days 192

OTHER EXPENSES: Perdiem \$192

CONFERENCE REGISTRATION FEE: complimentary

SUBSTITUTES: _____

TOTAL: _____ \$ 1631.14

AMOUNT OF GRANT FUNDS REQUESTED: _____

PROGRAM DIRECTOR/SUPERVISOR: _____

DIRECTOR OF SPECIAL EDUCATION: Jim T. Nelson 11-9-2023

ISBE GRANT COORDINATOR: [Signature]

Please include detail information per conference/program announcement, registration form, and/or brochure.

SASED
2900 Ogden Ave.
Lisle, IL 60532

MEETING/CONFERENCE ATTENDANCE REQUEST FORM

Name: Ann Kremer

Date of Request: 10/23/23

Work Site: Early CHOICES

Title and Relevance – Primary Purpose: National Training Institute on Effective Practices: Addressing Challenging Behavior

Dates of Meeting: 4/16 to 4/19 Location: Tampa FL

Substitute Required? Yes No

Reason for Attendance:

Program Committee/Conference Leader Requested by SASED
 Presentation Professional Development

Estimated Expenses:

Registration Fee

\$ Complimentary

Check one:

- SASED Prepayment (SASED Business Office must receive this form no less than 45 days prior to meeting or staff member will be required to prepay registration fee and submit reimbursement request after conference attendance.) If acceptable, please prepare a P.O. in lieu of prepayment.
 Staff member will pay registration fee.

Travel Expense:

Check one:

- Mileage @ approved rate \$425
 Commercial Travel

Specify: Ground transport \$140

Lodging (3 # \$255 per night plus 13.5% tax and \$1.95 TMD City Fee 291.38 a night. .) \$ 874.14

Lunch \$ _____

Meals Per Diem 4 days @ 48 each

Overnight stay required for reimbursement. \$192

TOTAL: \$ 1631.14

Account Code: _____

Supervisor Signature: _____

Date: _____

Assistant Director/Admin. Approval: 

Date: 11-9-23

AS SOON AS POSSIBLE AFTER CONFERENCE ATTENDANCE: a) This section of the form is to be completed and submitted to the Business Manager; b) The second page is to be completed and submitted to the SASED Assistant Director.

REQUEST FOR REIMBURSEMENT

RECEIPTS REQUIRED

EXPENSES INCURRED:	Registration Fee	\$ _____
	Mileage (# of miles)	\$ _____
	Commercial Travel	\$ _____
	Lodging	\$ _____
	Meals (Overnight stay required)	\$ _____
	Other (specify):	\$ _____

TOTAL: \$0.00

Employee Signature: _____ Date: _____

Business Manager Signature: _____ Date: _____

Copy Distribution: Submit all copies – Original, Employee and Supervisor copies will be returned upon approval. After attending conference, please resubmit Original form for reimbursement.



National Training Institute on Effective Practices Addressing Challenging Behavior

To:

From: NTI Planning Committee

National Center for Pyramid Model Innovations
University of South Florida
13301 Bruce B Downs Blvd, MHC
Tampa, FL 33613

RE: NTI 2024, Presenter Acceptance

On behalf of the National Center for Pyramid Model Innovations, we are pleased to notify you that you are invited to provide a presentation for this year's *National Training Institute on Effective Practices: Addressing Challenging Behavior*. The event information is as follows:

Event: NTI 2024 - Addressing Challenging Behavior
Dates: April 15-19, 2024
Location: Tampa Marriott Water Street
Address: 505 Water Street, Tampa, Florida, 33602, USA

The National Training Institute is designed to provide an in-depth learning experience built around the Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children (Pyramid Model). The Institute brings together experts from around the country who skillfully present three-hour workshops offering practical, ready-to-use information on social and emotional development. It provides participants with an unparalleled opportunity to increase skills, build a network of colleagues and become part of a growing professional community who use the Pyramid Model.

Your presentation will make a valuable addition to our program. We look forward to working with you.

Sincerely,

NTI Planning Committee
nti@usf.edu



Jim Nelson <jnelson@sased.org>

Fwd: Out of state Conference Request

1 message

Ann Kremer <akremer@sased.org>

Thu, Nov 9, 2023 at 1:10 PM

To: Jimmy Gunnell <jgunnell@sased.org>, Rachel Wisniewski <rwisniewski@sased.org>, Jim Nelson <jnelson@sased.org>
Cc: Amy.bain@eclre.org, Joan Burger <jburger@sased.org>, Donna Aikens <daikens@sased.org>

Good afternoon-
I am just checking on the status of this request.

I sent from my Early CHOICES email and I think that might not always make it into SASED inboxes, it may go to spam.

Let me know if we need to gather any other information for this request.

Ann

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

From: Ann Kremer <ann.kremer@eclre.org>

Date: Thu, Oct 26, 2023 at 2:27 PM

Subject: Fwd: Out of state Conference Request

To: Jimmy Gunnell <jgunnell@sased.org>, Jim Nelson <jnelson@sased.org>, Senga Lowe <slowe@sased.org>, Rachel Wisniewski <rwisniewski@sased.org>, amy.bain@eclre.org <amy.bain@eclre.org>

Cc: Joan Burger <jburger@sased.org>, Donna Aikens <daikens@sased.org>

Good afternoon-

We have been asked to present at the National Training Institute On Challenging Behaviors. The letter attached has the details.

I have approval from ISBE below. Attached is also the SASED request forms for out of state travel with predicted expenses.

Once you approve we will register and make travel arrangements.

Thank you,
Ann

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

From: Kristina Doan <kdoan@isbe.net>

Date: Wed, Oct 25, 2023 at 10:49 AM

Subject: RE: Out of state Conference Request

To: Ann Kremer <a.kremer22@gmail.com>, Jillian Davis <JIDAVIS@isbe.net>

Cc: amy.bain@eclre.org <amy.bain@eclre.org>

Approved!

Kristy Doan

Principal Consultant, Early Childhood Development

Illinois Section 619 Coordinator

Illinois State Board of Education

11/9/23, 2:41 PM

School Association for Special Education in DuPage Mail - Fwd: Out of state Conference Request

100 N First Street, E-225

Springfield, IL 62777

kdoan@isbe.net

217-524-4835

From: Ann Kremer <a.kremer22@gmail.com>
Sent: Wednesday, October 25, 2023 7:55 AM
To: Kristina Doan <kdoan@isbe.net>; Jillian Davis <JIDAVIS@isbe.net>
Cc: amy.bain@eclre.org
Subject: Out of state Conference Request

Kristy & Jillian-

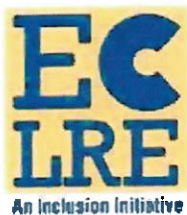
We have been asked to present at NTI Pyramid Conference this year on Coaching for Inclusion. This time it is just us for an hour (no partnering with OR). Attached is the paperwork for Talin and I to go that SASSED requires and the invite letter from NTI.

Starting with your approval first then I will move on to SASSED.

Thanks

Ann

Ann Kremer she/her
Project Director
Early CHOICES
www.eclre.org
815-276-7957
ann.kremer@eclre.org



5 attachments

 **NTI 24 Tokat Meeting-Conference Attendance Request Form.doc**
51K

 **NTI 24 Tokat Out of State Conference.doc**
54K



**OUT-OF-STATE-TRAVEL
FY 24**

NAME OF TRAVELER: Talin Tokat

NAME OF COOP/DIST: Early CHOICES

RCDT #: 19-022-8030-60

POSITION: Inclusion Specialist

DATES OF TRAVEL: April 16- April 19 2024

FUNDING SOURCE: PART B FT PART B PS

GRANT RECIPIENT: _____

NAME OF CONFERENCE: National Training Institute on Effective Practices: Addressing Challenging Behavior.

LOCATION: Tampa FL

PURPOSE: Presenting on Coaching for Inclusion

ANTICIPATED COSTS: _____

TRANSPORTATION: Flight \$425, Ground transport \$140,

LODGING: 874.14 (291.38 each night)\$

MEALS: \$48 x 4 days 192

OTHER EXPENSES: Perdiem \$192

CONFERENCE REGISTRATION FEE: complimentary

SUBSTITUTES: _____

TOTAL: _____ \$ 1631.14

AMOUNT OF GRANT FUNDS REQUESTED: _____

PROGRAM DIRECTOR/SUPERVISOR: _____

DIRECTOR OF SPECIAL EDUCATION: Jim Tolson 11-9-2023

ISBE GRANT COORDINATOR: Kathie Ann

Please include detail information per conference/program announcement, registration form, and/or brochure.

SASED
2900 Ogden Ave.
Lisle, IL 60532

MEETING/CONFERENCE ATTENDANCE REQUEST FORM

Name: Talin Tokat Date of Request: 10/23/23

Work Site: Early CHOICES

Title and Relevance – Primary Purpose: National Training Institute on Effective Practices: Addressing Challenging Behavior

Dates of Meeting: 4/16 to 4/19 Location: Tampa FL

Substitute Required? Yes No

Reason for Attendance:

- Program Committee/Conference Leader Requested by SASED
 Presentation Professional Development

Estimated Expenses:

Registration Fee \$ Complimentary
Check one: SASED Prepayment (SASED Business Office must receive this form no less than 45 days prior to meeting or staff member will be required to prepay registration fee and submit reimbursement request after conference attendance.) If acceptable, please prepare a P.O. in lieu of prepayment.
 Staff member will pay registration fee.

Travel Expense:

Check one: Mileage @ approved rate \$425
 Commercial Travel

Specify: Ground transport \$140

Lodging (3 # \$255 per night plus 13.5% tax and \$1.95 TMD City Fee 291.38 a night. .) \$ 874.14

Lunch \$ _____

Meals Per Diem 4 days @ 48 each
Overnight stay required for reimbursement. \$192

TOTAL: \$ 1631.14

Account Code: _____

Supervisor Signature: _____

Date: _____

Assistant Director/Admin. Approval: 

Date: 11-9-2023

AS SOON AS POSSIBLE AFTER CONFERENCE ATTENDANCE: a) This section of the form is to be completed and submitted to the Business Manager; b) The second page is to be completed and submitted to the SASED Assistant Director.

REQUEST FOR REIMBURSEMENT

RECEIPTS REQUIRED

EXPENSES INCURRED:	Registration Fee	\$ _____
	Mileage (# of miles)	\$ _____
	Commercial Travel	\$ _____
	Lodging	\$ _____
	Meals (Overnight stay required)	\$ _____
	Other (specify):	\$ _____
	TOTAL:	<u>\$00.00</u>

Employee Signature: _____ Date: _____

Business Manager Signature: _____ Date: _____

Copy Distribution: Submit all copies – Original, Employee and Supervisor copies will be returned upon approval. After attending conference, please resubmit Original form for reimbursement.



National Training Institute on Effective Practices Addressing Challenging Behavior

To:

From: NTI Planning Committee

National Center for Pyramid Model Innovations
University of South Florida
13301 Bruce B Downs Blvd, MHC
Tampa, FL 33613

RE: NTI 2024, Presenter Acceptance

On behalf of the National Center for Pyramid Model Innovations, we are pleased to notify you that you are invited to provide a presentation for this year's *National Training Institute on Effective Practices: Addressing Challenging Behavior*. The event information is as follows:

Event: NTI 2024 - Addressing Challenging Behavior
Dates: April 15-19, 2024
Location: Tampa Marriott Water Street
Address: 505 Water Street, Tampa, Florida, 33602, USA

The National Training Institute is designed to provide an in-depth learning experience built around the Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children (Pyramid Model). The Institute brings together experts from around the country who skillfully present three-hour workshops offering practical, ready-to-use information on social and emotional development. It provides participants with an unparalleled opportunity to increase skills, build a network of colleagues and become part of a growing professional community who use the Pyramid Model.

Your presentation will make a valuable addition to our program. We look forward to working with you.

Sincerely,

NTI Planning Committee
nti@usf.edu



Jim Nelson <jnelson@sased.org>

Fwd: Out of state Conference Request

1 message

Ann Kremer <akremer@sased.org>

Thu, Nov 9, 2023 at 1:10 PM

To: Jimmy Gunnell <jgunnell@sased.org>, Rachel Wisniewski <rwisniewski@sased.org>, Jim Nelson <jnelson@sased.org>
Cc: Amy.bain@eclre.org, Joan Burger <jburger@sased.org>, Donna Aikens <daikens@sased.org>

Good afternoon-

I am just checking on the status of this request.

I sent from my Early CHOICES email and I think that might not always make it into SASED inboxes, it may go to spam.

Let me know if we need to gather any other information for this request.

Ann

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

From: Ann Kremer <ann.kremer@eclre.org>

Date: Thu, Oct 26, 2023 at 2:27 PM

Subject: Fwd: Out of state Conference Request

To: Jimmy Gunnell <jgunnell@sased.org>, Jim Nelson <jnelson@sased.org>, Senga Lowe <slowe@sased.org>, Rachel Wisniewski <rwisniewski@sased.org>, amy.bain@eclre.org <amy.bain@eclre.org>

Cc: Joan Burger <jburger@sased.org>, Donna Aikens <daikens@sased.org>

Good afternoon-

We have been asked to present at the National Training Institute On Challenging Behaviors. The letter attached has the details.

I have approval from ISBE below. Attached is also the SASED request forms for out of state travel with predicted expenses.

Once you approve we will register and make travel arrangements.

Thank you,

Ann

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

From: Kristina Doan <kdoan@isbe.net>

Date: Wed, Oct 25, 2023 at 10:49 AM

Subject: RE: Out of state Conference Request

To: Ann Kremer <a.kremer22@gmail.com>, Jillian Davis <JIDAVIS@isbe.net>

Cc: amy.bain@eclre.org <amy.bain@eclre.org>

Approved!

Kristy Doan*Principal Consultant, Early Childhood Development**Illinois Section 619 Coordinator*

Illinois State Board of Education

11/9/23, 2:40 PM

School Association for Special Education in DuPage Mail - Fwd: Out of state Conference Request

100 N First Street, E-225

Springfield, IL 62777

kdoan@isbe.net

217-524-4835

From: Ann Kremer <a.kremer22@gmail.com>
Sent: Wednesday, October 25, 2023 7:55 AM
To: Kristina Doan <kdoan@isbe.net>; Jillian Davis <JIDAVIS@isbe.net>
Cc: amy.bain@eclre.org
Subject: Out of state Conference Request

Kristy & Jillian-

We have been asked to present at NTI Pyramid Conference this year on Coaching for Inclusion. This time it is just us for an hour (no partnering with OR). Attached is the paperwork for Talin and I to go that SASSED requires and the invite letter from NTI.

Starting with your approval first then I will move on to SASSED.

Thanks

Ann

Ann Kremer she/her
Project Director
Early CHOICES
www.eclre.org
815-276-7957
ann.kremer@eclre.org



5 attachments



NTI 24 Tokat Meeting-Conference Attendance Request Form.doc
51K



NTI 24 Tokat Out of State Conference.doc
54K

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 *Contractor Name* the University of Denver, PELE ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

1. **SERVICES.** Early CHOICES shall engage Contractor to provide the following service:
EARLY CHOICES Evaluation

1. **TERM.** Contractor shall provide services to Early CHOICES pursuant to this Agreement during the period from 11/01/2023 to 06/30/2024 ("Agreement Term").

2. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contract Dollar Amount \$15,000, plus related travel expenses not to exceed n/a. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.

3. **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.

4. **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.

5. **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.

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

7. **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.

8. **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.

9. **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.

10. **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.

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

12. **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.

13. **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.

14. **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 SASSED and Contractor.

15. 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: University of Denver, PELE, Dr. Phil Strain and Dr. Alissa Rausch
1999 E Evans Ave
Denver, Colorado 80208

For SASSED: School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

16. 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.

17. BOARD APPROVAL. This Agreement is subject to the approval of the SASSED Board of Control.

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

SASSED

By: _____ Date: _____
Executive Director

By: _____ Date: _____
Director of Business Operations

Contractor



Date: 11/22/2023

By: Corinne Lengsfeld, Senior Vice Provost,
Research and Graduate Education

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 Niles Township District for Special Education ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

1. **SERVICES.** Early CHOICES shall engage Contractor to provide the following services:

Will submit Monthly CIT Meeting agenda, minutes and participant list, Action plans with updates; community indicators of high quality inclusion assessment scores; feedback and participation with Early CHOICES Inclusion Specialists and the Advisory Group by CIT Coordinator; summary report by December 30 of progress and plan for Spring 2024; any products created to support this effort, timelines (professional learning, public awareness materials, etc., shared with Early CHOICES)

2. **TERM.** Contractor shall provide services to Early CHOICES pursuant to this Agreement during the period from December 1, 2023 to June 30, 2024 ("Agreement Term").

3. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contractor \$25,000, plus related travel expenses not to exceed n/a. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.

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

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

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

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

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

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

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

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

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

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

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

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

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

15. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both SASED and Contractor.

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

For Contractor: Niles Township District for Special Education
Address: _____

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: Katrina Marvin Date: 11/21/2023

**SASED Board of Directors Meeting
October 18, 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 11:02 am and welcomed those in attendance.

Roll call was taken with the following responding:

Present:	District	Representative
	Keeneyville School District 20	Dr. Omar Castillo
	Benjamin School District 25	Mr. Jack Buscemi
	Winfield School District 34	Dr. Matt Rich
	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
	DuPage High School District 88	Dr. Jean Barbanente
	Community High School District 94	Mr. John Langton
	Community High School District 99	Dr. Hank Thiele
	Community Consolidated School District 180	Dr. Charlie Kyle
	Lisle Community Unit School District 202	Dr. Keith Filipiak
	Elmhurst Community Unit School District 205	Dr. Keisha Campbell (late arrival)
Absent:	West Chicago Elementary School District 33	
	Downers Grove School District 58	
	Center Cass School District 66	
	Westmont Community Unit School District 201	

Present: 14 Districts **Absent:** 4 Districts

Also in attendance:

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

- 2. Pledge of Allegiance**
- 3. Moment of Silence was taken in honor of SASED staff member Traci Barkley.**
- 4. Public Comment - None in attendance**
- 5. Comment from SSA Member - Two members present, no comments**
- 6. Comment from SEA Member - None in attendance**

7. Action Items

- a. Approved the open session minutes from 9-20-23.

A motion was made to approve the open session minutes from 9-20-23. This motion, made by Member Rich and seconded by Member Buscemi.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 14 Districts **Nays:** None **Absent:** 4 Districts

Upon roll call vote, motion carried.

- b. Approval of the closed session minutes from 9-20-23 was moved to 13.a.

8. Executive Director Updates

- a. Dr. Gunnell highlighted the “Cooperative Corner” October edition. He mentioned that SASSED will be providing sign classes starting in November. The in-person classes are scheduled for Monday evenings at the SASSED Administration Center and virtual classes on Thursday evenings. The newsletter which will run monthly and will provide SASSED department updates, as well as programs and services updates. The Cooperative Corner will serve as a communication tool and is aligned to the SASSED Strategic Plan- Priority Area 3 Communications.
- b. Social Media Launch Plan - Mr. Nelson informed the Board that as part of the SASSED Strategic Plan, having a social media presence is an effective communication tool. The SASSED Facebook launch is scheduled for November. Gina Guyer, IT Coordinator, is responsible for monitoring the content submissions from staff. Mr. Nelson added that SASSED has created an FAQ and social media guidelines to assist staff in the development and submission of content.
- c. SASSED Most Valuable Employee - Mr. Nelson stated that over 50 staff were nominated in September, the theme this month was “TEAMWORK”. Winners are informed directly by Julie Grohn and reported in the October Cooperative Corner. Congratulations to:
1. Patti Oberbeck - Deaf and Hard of Hearing Interpreter
 2. Kristie Katzel - Administration Center Payroll
 3. Luis Martinez - Southeast Teacher Assistant
 4. Jennifer Duncan - Transition Teacher
 5. Marc Renc - Vision Orientation and Mobility Specialist
 6. Amy Brady - MN/Stars Teacher
- d. LEA Determinations - Dr. Gunnell reported that 17 of 18 member districts earned the Illinois State Board of Education (ISBE) “Meets Designation”. The Co-Executive Directors will continue to work with member districts to ensure that our member districts are meeting the ISBE requirements.

9. Consent Agenda

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

- a. Personnel Recommendations
- 1) Accept/Approve the Resignations, Retirements, Employment and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff.

- b. Accept the Financial Reports
 - 1. Gross Payrolls - \$1,821,901.78
 - 2. Payroll Liabilities - \$623,206.17
 - 3. Bill List - \$686,402.46
 - 4. Interim Checks - \$458,549.48
- c. Approve Frontline Education Software for Service Tracking with an initial financial impact of \$19,138.70 which is in the FY 23 budget
- d. Approve the Change of Fleet and Fuel Card Vendor
- e. Approve the Agreement Between Early CHOICES and Accountability Solutions to Update the Android and IOS Apps to Current Operating System in the Amount of \$3,000.
- f. Approve the Agreement with Sign Language Interpreters Inc. (SLII) for Interpreter Services for SY23-24
- g. Approve the Intergovernmental Agreements to enroll a non-member district student in a SASED program.
- h. Approve the Memorandum of Agreement with the SASED Education Association, IEA-NEA, in Regards to Attendance at Board Meetings
- i. Approve the Contract Buyout for Teacher Assistant from Maxim
- j. Approve the Vision Program Request for the Overnight Goalball Tournament on October 25-26, 2023.
- k. FOIA Request from Michael Garbo and Response dated October 6, 2023

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 14 Districts **Nays:** None

Absent: 4 Districts

Upon roll call vote, motion carried.

10. Discussion

- a. Finance Update - Ms. Wisniewski presented SASED’s Monthly Financial Report. There were no questions from Board members.
- b. Health/Life Safety Projects at Southeast School Update - Ms. Wisniewski provided an update on the project. SASED intends to send the project out for bid in early Spring 2024. The Board asked whether or not the plenum work could be included as part of the part of the bid? Ms. Wisniewski responded stating, yes, it will be included as part of the bid. Ms. Wisniewski will keep the Board updated with the project details as they progress.
- c. LRE and Enrollment Update - Mr. Nelson reviewed the current SASED enrollment for the 59 classrooms/programs. SASED is over 70% capacity and we are adding more students nearly everyday. There are numerous classrooms that are at or near capacity.
LRE Report - This data for EE Code is relevant for all districts because this is part of the school report cards and the ISBE SSP plan. Currently the breakdown shows the special education enrollment for each district with the ISBE target for EE01 at 53.1% for the 2023-2024 school year.
- d. Board Committee Updates:
 - 1. The Finance Committee met on October 4, 2023. SASED’s financial restructuring is a work in progress. Based on committee work, we are studying other cooperative financial models. SASED will continue to research and make a recommendation to the Finance Committee who will make a recommendation to the Board. The Finance Committee will meet again on 11/1/23.

11. Action Items

- a. Approved the Resolution Authorizing Issuance of Procurement Cards through BMO Financial Group (Bank of Montreal).

A motion was made to approve the issuance of procurement cards as presented. This motion, made by Member Thiele and seconded by Member Rich.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 14 Districts **Nays:** None

Absent: 4 Districts

Upon roll call vote, motion carried.

- b. Approved the Revised OT/PT Billing Method - The OT/PT billing revisions were presented and approved through the SASSED Finance Committee and brought to the Board of Directors for approval. This billing model is more equitable and covers all the associated costs. Discussions continue regarding 1:1 and group minutes.

A motion was made to approve the revised OT/PT billing method as presented. This motion, made by Member Rich and seconded by Member Nugent.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 14 Districts **Nays:** None

Absent: 4 Districts

Upon roll call vote, motion carried.

- c. Approved the Insurance Renewal for Calendar Year 2024 through Horton, SASSED's insurance broker

A motion was made to approve the insurance renewal for 2024 through Horton as presented. This motion, made by Member Rich and seconded by Buscemi.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 14 Districts **Nays:** None

Absent: 4 Districts

Upon roll call vote, motion carried.

- d. SASSED National School Lunch Program - Termination of Contract with Gourmet Gorilla
Removed from Agenda

12. Closed Session

A motion was made to recess into closed session at 12:00 pm for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1

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, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 14 Districts **Nays:** None **Absent:** 4 Districts

Upon roll call vote, motion carried.

13. Reconvene into Open Session

During Closed Session, a motion was made to reconvene back into Open Session at 12:21 am. This motion, made by Member Russell and seconded by Member Rich.

Upon voice vote, motion carried.

14. Approved the closed session minutes from 9-20-23 as discussed and revised during closed session.

A motion was made to approve the closed session minutes from 9-20-23. This motion, made by Member Rich and seconded by Buscemi.

Upon voice vote:

Ayes: 14 Districts **Nays:** None **Absent:** 4 Districts

Upon voice vote of all ayes from all 14 districts present, motion carried.

15. Adjournment

A motion was made to adjourn at 12:23 pm. This motion, made by Member Langton and seconded by Member Nugent.

Upon voice vote of all ayes from 14 districts present, motion carried.

Minutes Approved by:

Mr. Mark Cross
Chairperson Date

Dr. Anthony Palmisano
Secretary Date

PROGRAM	ADMINISTRATOR	LOCATION	TEACHER	GRADES	CAPACITY	ENROLLED	PENDING	OPENINGS	NON-MEMBER
DHH	Tara Corral	D45 - Early Childhood Center	Alexander	EC	8	5	0	3	0
		D45 - North School	Kirkman	EC	8	6	0	2	1
		D45 - North School	Spillan	EC	8	6	0	2	0
		D45 - North School	Hamblin	K	8	4	0	4	0
		D45 - North School	McGuire	1-2	8	7	0	1	0
		D45 - North School	Nowicki	3-4	10	7	0	3	0
		D45 - North School	Misener	5	10	9	0	1	0
		D201 - Westmont Junior High	Quetsch-Rohrer	6-8	10	9	0	1	1
DHH TOTAL					70	53	0		2
DIRECTIONS	Keith Zmijewski	SASED - Southeast School	Moses	3-5	10	4	0	6	0
		SASED - Southeast School	O'Sullivan	6-8	10	6	0	4	0
		SASED - Southeast School	Hilb	9-12	10	9	0	1	1
DIRECTIONS TOAL					30	19	0		1
MULTI NEEDS	Sheila White	D60 - Holmes Primary	Brady	EC	8	7	1	0	0
	Amy McKee	D63 - Concord Elementary	Goins	EC	8	5	2	1	0
		D63 - Concord Elementary	Primozic	EC Medical	8	6	0	2	0
		D58 - Hillcrest Elementary	Kirkpatrick	K-1	8	7	0	1	0
		D20 - Waterbury Elementary	Ryndak	K-1	8	6	0	2	1
		D34 - Winfield Primary School	Goes	K-2	8	7	0	1	1
	Sheila White	D60 - Holmes Primary	Kilmczak	1-2	8	8	0	0	0
	Amy McKee	D58 - Kingsley Elementary	Raponi	K-2 Medical	6	5	1	0	0
		D20 - Waterbury Elementary	Wood	2-5	8	5	0	3	0
		D58 - Kingsley Elementary	Lapato	3-5 Medical	8	6	1	1	1
		D66 - Prairieview Elementary	Misch	3-5	8	6	0	2	0
		D34 - Winfield Central School	Broderick	5-8	8	7	0	1	1
		D58 - O'Neill Middle School	Dahl	6-8	8	7	0	1	0
		D58 - O'Neill Middle School	DeBruin	6-8 Medical	8	8	0	0	1
	Kati Curby	D88 - Willowbrook High School	Martinez	9-12	10	5	0	5	0
D88 - Willowbrook High School		Matthews	9-12 Medical	10	5	0	5	0	
D88 - Willowbrook High School		Granrath	9-12	8	7	0	1	0	
MULTI NEEDS TOTAL					146	111	5		5
PROJECT SEARCH	Kati Curby	NORTHWESTERN-CENTRAL	Munchoff	12+	12	10	0	0	0
				TOTALS	12	10			0
		SASED - Southeast School	Holle	K-1	8	8	0	0	0
		SASED - Southeast School	Aurricchio	1-2	10	6	2	2	0
		SASED - Southeast School	Petrella	3-4	10	8	1	1	1

SOUTHEAST	Keith Zmijewski	SASED - Southeast School	Gaona	5	10	7	0	3	0
		SASED - Southeast School	Balogh	6	10	10	0	0	1
		SASED - Southeast School	Tassone	7	10	7	1	2	0
		SASED - Southeast School	Huerta	8	10	8	2	0	1
		SASED - Southeast School	McFadden	9-10	10	11	0	-1	0
		SASED - Southeast School	Dombrow	11-12	10	9	2	-1	0
		SASED - Southeast School	Morton	12	10	6	0	4	0
SOUTHEAST TOTAL				98	80	8			3
STARS	Amy Gebre	D48 - Swartz	McGann	K-2	8	7	0	1	0
	Sheila White	D60 - Holmes Primary	Ahern	K-1	8	7	1	0	0
		D60 - Holmes Primary	Walton	1-2	10	9	1	0	0
		D60 - Maercker Intermediate	Cherrie	3-4	10	8	1	1	0
		D63 - Cass Junior High	Kaufmann	5-8	10	8	0	2	0
		D63 - Cass Junior High	Nunziato	5-8	10	6	0	4	1
STARS TOTAL				56	45	3			1
TRANSITION	Kati Curby	SASED - Transition Center	Zacharski	12+	10	9	0	1	0
		SASED - Transition Center	Baker	12+	10	8	0	2	0
		SASED - Transition Center (VI)	Duncan	12+	10	4	0	6	2
		SASED - Transition Center (VI)	Bell	12+	10	7	0	3	3
TRANSITION TOTAL				40	28	0			5
VISION	Amy Gebre	D48 - Swartz Intermediate	Ardaiolo	2-4	8	6	0	2	2
		D48 - Swartz Intermediate	Fernandez	2-4	8	6	0	2	1
		D48 - Albright Middle	Dwyer	5-8	10	8	0	2	3
		D88 - Addison Trail High School	Ariano	9-12	10	5	0	5	2
		D88 - Addison Trail High School	Brusich	9-12	10	6	0	4	2
		D88 - Addison Trail High School	Jackson	9-12	10	6	0	4	1
VISION TOTAL				56	37	0			11
SASED Program Enrollment (Non D/WC)		D/WC (DHH/VI) Programs Enrollment							
% Enrolled	96.43%	% Enrolled	82.35%		CAPACITY	ENROLLED	PENDING	OPENINGS	Non-Member
% Non-Member	3.55%	% Non-D/WC	17.82%	SASED	362	282	16	64	10
All Program Enrollment				D/WC	146	101	0	45	18
SASED + D/WC	92.67%								
% Non-Member	7.33%								

Home District	SASED Program	Program Location
Aurora West USD 129	Directions	Southeast
Berwyn South SD 100	Multi-Needs	D20 - Waterbury
Darien SD 61	STARS	D63 - Cass JH
Glen Ellyn SD 41	Southeast	Southeast
Glen Ellyn SD 41	Multi-Needs	D58 - O'Neill
Glen Ellyn SD 41	Multi-Needs	D34 - Winfield Primary
Glen Ellyn SD 41	Southeast	Southeast
Glen Ellyn SD 41	Southeast	Southeast
Indian Prairie CUSD 204	Project SEARCH	Central DuPage Hospital
Indian Prairie CUSD 204	Project SEARCH	Central DuPage Hospital
Marquardt SD 15	Multi-Needs	D58 - Kingsley
Queen Bee SD 16	Multi-Needs	D34 - Winfield Central
Wheaton/Warrenville CUSD 200	Project SEARCH	Central DuPage Hospital
Wheaton/Warrenville CUSD 200	Project SEARCH	Central DuPage Hospital
Wheaton/Warrenville CUSD 200	Project SEARCH	Central DuPage Hospital
Wheaton/Warrenville CUSD 200	Project SEARCH	Central DuPage Hospital
Wheaton/Warrenville CUSD 200	Project SEARCH	Central DuPage Hospital



2450 Lunt Ave, Elk Grove Village, IL 60007

November 9, 2023

SASED
FOIA Officer
2900 Ogden Avenue
Lisle, Illinois 60532

To whom it may concern,

Please find below a formal request of public records in accordance with the Freedom of Information Act

1. **Requester/Representative:** Safeway Transportation Services Corp – Mikayla Lukasiewicz
2. **Date of Request:** 11/9/2023
3. **Address:** 2450 Lunt Ave, Elk Grove Village, IL
4. **Phone Number/Email:** (224) 754-5077 - mikayla@safewayfirst.com
5. **Brief description of the information being requested:**
 - Copy of current school transportation contracts.
 - Copy of current school transportation extension contracts.
 - Copies of all school transportation invoices for August 2023, September 2023, and October 2023.
6. **Indicate whether you want paper or electronic copies:** Electronic: emailed to mikayla@safewayfirst.com
7. **Response Due Date:** December 8th
8. **Are you requesting a fee waiver?** No, if there is any cost involved in providing us with the documents requested, please advise us, and we will mail a check overnight.

Thank you,

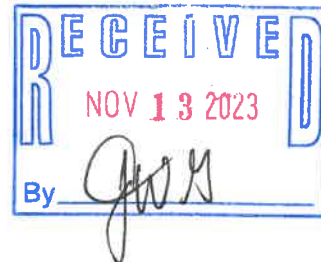
Mikayla Lukasiewicz
Social Media Manager
Safeway Transportation Services Corp
2450 Lunt Ave
Elk Grove Village, IL 60007



2450 Lunt Ave, Elk Grove Village, IL 60007

November 9, 2023

SASED
FOIA Officer
2900 Ogden Avenue
Lisle, Illinois 60532



To whom it may concern,

Please find below a formal request of public records in accordance with the Freedom of Information Act

1. **Requester/Representative:** Safeway Transportation Services Corp – Mikayla Lukasiewicz
2. **Date of Request:** 11/9/2023
3. **Address:** 2450 Lunt Ave, Elk Grove Village, IL
4. **Phone Number/Email:** (224) 754-5077 - mikayla@safewayfirst.com
5. **Brief description of the information being requested:**
 - Copy of current school transportation contracts.
 - Copy of current school transportation extension contracts.
 - Copies of all school transportation invoices for August 2023, September 2023, and October 2023.
6. **Indicate whether you want paper or electronic copies:** Electronic: emailed to mikayla@safewayfirst.com
7. **Response Due Date:** December 8th
8. **Are you requesting a fee waiver?** No, if there is any cost involved in providing us with the documents requested, please advise us, and we will mail a check overnight.

Thank you,

A handwritten signature in black ink, appearing to read "Mikayla", written over a light blue circular stamp.

Mikayla Lukasiewicz
Social Media Manager
Safeway Transportation Services Corp
2450 Lunt Ave
Elk Grove Village, IL 60007



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

November 20, 2023

SENT BY EMAIL TO
mikayla@safewayfirst.com

Dear Requester:

On November 9, 2023, the School Association for Special Education in DuPage County (SASED) received your request for records, as follows:

1. Copy of current school transportation contracts.
2. Copy of current school transportation extension contracts.
3. Copies of all school transportation invoices for August 2023, September 2023, and October 2023.

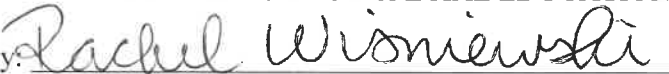
This response is provided in accordance with the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq. (FOIA). 1. Copy of the 2018 school transportation contract enclosed.

SASED does not hold district invoices in their possession. Please reach out to individual school districts to obtain information requested.

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

Sincerely,

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

By: 

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

**AMENDMENT TO SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES AND
TRANSPORTATION CONTRACT**

THIS AMENDMENT (“Amendment”) is entered into by and between the Board of Education of Burr Ridge CCSD 180 of DuPage County, Illinois (“District”) and Sunrise Southwest, LLC. (“Contractor”) (collectively referred to herein as “the Parties”).

WITNESSETH

WHEREAS, the Parties entered into a contract for the provision of student transportation services, effective July 1, 2018 (“Contract”);

WHEREAS, the Parties mutually desire to extend the terms of the Contract pursuant to the terms of the Amendment agreed to herein;

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **TERM:** The term of the Contract shall be extended for one (1) year and be in effect from July 1, 2023 to June 30, 2024 (“Term”).
2. **COMPENSATION:**
 - a. Contractor shall provide all services pursuant to the Contract and shall be compensated according to the terms thereof in the amounts listed in the Rate Sheet included in Exhibit A hereto, which represents a six percent (6%) increase over the rates during the 2022-2023 term.
 - b. The Parties agree that during the Term should Contractor fail to service any route, whether through an individual route or a shared route service, within thirty (30) calendar days from the date the request was received by Contractor in writing from the District (hereinafter the “Requested Route”), the following terms will apply:
 - i. Due to the significant number of route changes that occur at the beginning of the school year, the Parties agree that the 30-day requirement for responding to a Requested Route pursuant to Section 2.b hereof will not start on any Requested Route prior to October 1, 2023;
 - ii. The District may elect to fulfill the Requested Route through any other vendor or means deemed reasonable and necessary by the District;
 - iii. After the initial 30-day notification window has expired pursuant to Section 2.b hereof, any incremental transportation service charges incurred by the District over and above those that would be incurred if the Requested Route was serviced by Contractor, net of the allowable

State Transportation Reimbursement receipts which are estimated at 80% of such eligible transportation charges for the 2023-2024 school year, will be reimbursed to the District by Contractor.

- 1) To receive reimbursement, District shall provide Contractor an itemized invoice of such reimbursement charges within thirty (30) business days of the close of the previous business month. Upon receipt and approval of such invoice, Contractor shall provide a credit in such amount on the following month's service invoice.
 - iv. If Contractor is able to fulfill the Requested Route at any future date during the school year in question, up until March 31, 2024, the District agrees to either immediately begin using Contractor to service the Requested Route or forego any subsequent reimbursement payments from Contractor if District chooses to keep the alternate form of transportation in place during the current school year for such Requested Route.
 - 1) After March 31, 2024, the District may elect to complete the rest of the school year using the alternative transportation services and receive reimbursement for such from Contractor pursuant to the terms hereto, even if Contractor indicates ability to service the Requested Route.
 - v. An example of the calculation of the reimbursement charges pursuant to the terms hereto is provided in Exhibit B hereto.
 - c. The Parties agree that if any routes in which students being transported by the Contractor for the District are shared with any other district's students, Contractor will discount the applicable route rate in Exhibit A hereto by twenty-five percent (25%) for each day such route is run as a shared route. The Parties agree to facilitate and agree to such route sharing where operational practical and feasible for Contractor, and such agreement shall not be unduly withheld.
3. **ATTENDANCE DISRUPTIONS:** The Parties mutually understand and agree that in the event the District determines that scheduled school days during the Term are to be cancelled or conducted remotely for any reason, thereby not requiring student transportation services by Contractor for such school days and reducing the total number of school days serviced by Contractor to less than the total number of originally scheduled school days at the beginning of the Term, District will either: (A) Pay Contractor the associated route rate and fees, as set forth in Section 2 hereof, for such cancelled or remote learning school days pursuant to Illinois House Bill 1167; or (B) Reschedule such school days and the transportation services thereof to sometime later in the Term.
4. **NOTICE TO PARTIES:** All such notices and other written communication shall be sent to the persons and addresses listed below:

If to the District:

Ben Nowakowski
bnowakowski@ccsd180.org


If to Contractor:

Aaron Medina
President & CEO
Sunrise Transportation LLC
1400 W. Ogden Ave.
Naperville, IL 60563
amedina@sunrisebus.com

5. **AMENDMENTS AND DOCUMENTS:** Except as amended herein, all other terms and conditions of the Contract and Amendments shall remain in full force and effect. No subsequent alteration, amendment, change, addition, deletion, or modification to this Amendment shall be binding upon the Parties unless reduced to writing and duly agreed to, authorized, and signed by each.
6. **FORCE MAJEURE:** In the event Contractor is unable to provide the services specified in the Contract because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, governmental action, public health danger, pandemic, or any other condition of cause beyond Contractor's control, District shall excuse Contractor from performance under the Contract and this Amendment.

7. IN WITNESS WHEREOF, the Parties have signed this Amendment below.

FOR CONTRACTOR:



Signature

Aaron Medina

Name

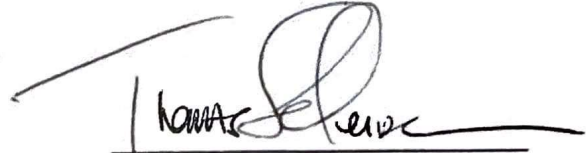
CEO

Title

3/16/23

Date

FOR DISTRICT:



Signature

THOMAS SCHNEIDER

Name

SUPERINTENDENT

Title

MARCH 6, 2023

Date

EXHIBIT A

RATE SHEET FOR JULY 1, 2023 – JUNE 30, 2024

Mini Bus		Sub	Field Trips (2 hr Min)
Tiers	23-24	23-24	23-24
Single	\$175.00	\$142.00	\$78.00
Double	\$187.00	\$149.00	\$39.00
Triple	\$200.00	\$155.00	

W/C Bus		MPV	Shuttle (One Way)
Tiers	23-24	23-24	23-24
Single	\$181.00	\$155.00	\$157.00
Double	\$193.00	\$160.00	
Triple	\$206.00	\$166.00	

Bus Aides	Middays	W/C Shuttle (One Way)
23-24	23-24	23-24
\$29.00	\$78.00	\$181.00

EXHIBIT B

For example, if Contractor is unable to fill a Requested Route and the Contractor's service fee for such Requested Route is \$200.00 per day, but the cost for the alternative transportation route utilized by the District is \$300.00 per day, then Contractor would reimburse the District \$20.00 per day (equal to 20% of the incremental cost which is net of the State Transportation Reimbursement pursuant to Section 2.b.iii hereof.

**AMENDMENT TO SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES AND
TRANSPORTATION CONTRACT**

THIS AMENDMENT (“Amendment”) is entered into by and between the Board of Education of Center Cass District 66 of DuPage County, Illinois (“District”) and Sunrise Southwest, LLC. (“Contractor”) (collectively referred to herein as “the Parties”).

WITNESSETH

WHEREAS, the Parties entered into a contract for the provision of student transportation services, effective July 1, 2018 (“Contract”);

WHEREAS, the Parties mutually desire to extend the terms of the Contract pursuant to the terms of the Amendment agreed to herein;

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **TERM:** The term of the Contract shall be extended for one (1) year and be in effect from July 1, 2023 to June 30, 2024 (“Term”).

2. **COMPENSATION:**
 - a. Contractor shall provide all services pursuant to the Contract and shall be compensated according to the terms thereof in the amounts listed in the Rate Sheet included in Exhibit A hereto, which represents a six percent (6%) increase over the rates during the 2022-2023 term.
 - b. The Parties agree that during the Term should Contractor fail to service any route, whether through an individual route or a shared route service, within thirty (30) calendar days from the date the request was received by Contractor in writing from the District (hereinafter the “Requested Route”), the following terms will apply:
 - i. Due to the significant number of route changes that occur at the beginning of the school year, the Parties agree that the 30-day requirement for responding to a Requested Route pursuant to Section 2.b hereof will not start on any Requested Route prior to October 1, 2023;
 - ii. The District may elect to fulfill the Requested Route through any other vendor or means deemed reasonable and necessary by the District;
 - iii. After the initial 30-day notification window has expired pursuant to Section 2.b hereof, any incremental transportation service charges incurred by the District over and above those that would be incurred if the Requested Route was serviced by Contractor, net of the allowable

State Transportation Reimbursement receipts which are estimated at 80% of such eligible transportation charges for the 2023-2024 school year, will be reimbursed to the District by Contractor.

- 1) To receive reimbursement, District shall provide Contractor an itemized invoice of such reimbursement charges within thirty (30) business days of the close of the previous business month. Upon receipt and approval of such invoice, Contractor shall provide a credit in such amount on the following month's service invoice.
 - iv. If Contractor is able to fulfill the Requested Route at any future date during the school year in question, up until March 31, 2024, the District agrees to either immediately begin using Contractor to service the Requested Route or forego any subsequent reimbursement payments from Contractor if District chooses to keep the alternate form of transportation in place during the current school year for such Requested Route.
 - 1) After March 31, 2024, the District may elect to complete the rest of the school year using the alternative transportation services and receive reimbursement for such from Contractor pursuant to the terms hereto, even if Contractor indicates ability to service the Requested Route.
 - v. An example of the calculation of the reimbursement charges pursuant to the terms hereto is provided in Exhibit B hereto.
 - c. The Parties agree that if any routes in which students being transported by the Contractor for the District are shared with any other district's students, Contractor will discount the applicable route rate in Exhibit A hereto by twenty-five percent (25%) for each day such route is run as a shared route. The Parties agree to facilitate and agree to such route sharing where operational practical and feasible for Contractor, and such agreement shall not be unduly withheld.
3. **ATTENDANCE DISRUPTIONS:** The Parties mutually understand and agree that in the event the District determines that scheduled school days during the Term are to be cancelled or conducted remotely for any reason, thereby not requiring student transportation services by Contractor for such school days and reducing the total number of school days serviced by Contractor to less than the total number of originally scheduled school days at the beginning of the Term, District will either: (A) Pay Contractor the associated route rate and fees, as set forth in Section 2 hereof, for such cancelled or remote learning school days pursuant to Illinois House Bill 1167; or (B) Reschedule such school days and the transportation services thereof to sometime later in the Term.
4. **NOTICE TO PARTIES:** All such notices and other written communication shall be sent to the persons and addresses listed below:

If to the District:

Andrew S. Wise
Superintendent of Schools
Center Cass District 66
699 Plainfield Rd.
Downers Grove, IL 60516
awise@ccsd66.org


If to Contractor:

Aaron Medina
President & CEO
Sunrise Transportation LLC
1400 W. Ogden Ave.
Naperville, IL 60563
amedina@sunrisebus.com

5. **AMENDMENTS AND DOCUMENTS:** Except as amended herein, all other terms and conditions of the Contract and Amendments shall remain in full force and effect. No subsequent alteration, amendment, change, addition, deletion, or modification to this Amendment shall be binding upon the Parties unless reduced to writing and duly agreed to, authorized, and signed by each.
6. **FORCE MAJEURE:** In the event Contractor is unable to provide the services specified in the Contract because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, governmental action, public health danger, pandemic, or any other condition of cause beyond Contractor's control, District shall excuse Contractor from performance under the Contract and this Amendment.

7. IN WITNESS WHEREOF, the Parties have signed this Amendment below.

FOR CONTRACTOR:



Signature

Aaron Medina

Name

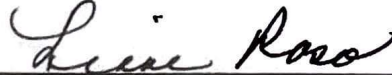
CEO

Title

3/16/23

Date

FOR DISTRICT:



Signature

Liane Raso

Name

Board President

Title

03.01.23

Date

EXHIBIT A

RATE SHEET FOR JULY 1, 2023 – JUNE 30, 2024

Mini Bus		Sub	Field Trips (2 hr Min)
Tiers	23-24	23-24	23-24
Single	\$175.00	\$142.00	\$78.00
Double	\$187.00	\$149.00	\$39.00
Triple	\$200.00	\$155.00	

W/C Bus		MPV	Shuttle (One Way)
Tiers	23-24	23-24	23-24
Single	\$181.00	\$155.00	\$157.00
Double	\$193.00	\$160.00	
Triple	\$206.00	\$166.00	

Bus Aides	Middays	W/C Shuttle (One Way)
23-24	23-24	23-24
\$29.00	\$78.00	\$181.00

EXHIBIT B

For example, if Contractor is unable to fill a Requested Route and the Contractor's service fee for such Requested Route is \$200.00 per day, but the cost for the alternative transportation route utilized by the District is \$300.00 per day, then Contractor would reimburse the District \$20.00 per day (equal to 20% of the incremental cost which is net of the State Transportation Reimbursement pursuant to Section 2.b.iii hereof.

**BID FOR SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES AND
TRANSPORATION SERVICES CONTRACT**

THIS AGREEMENT is entered into this 28th day of February, 2018, by and between the Board of Control of School Association for Special Education in DuPage County, DuPage County, Illinois ("District"), and Sunrise Southwest, LLC. ("Contractor") (collectively referred hereto as "the parties").

W I T N E S S E T H

WHEREAS, District has requested public bids for the provision of student transportation services ("Services")

WHEREAS, Contractor has submitted a bid for provision of the Services; and

WHEREAS, District has awarded this Contract to Contractor to provide transportation services in accordance with the bid specifications package.

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Duration of Contract.** The Contract shall be effective July 1, 2018 and shall continue in force and effect, until June 30, 2021, and for the period thereafter as may be extended by the mutual consent of the parties.
2. **Contract Documents.** The documents comprising the entirety of this Contract are the bid specifications as issued by District, the bid sheet(s) submitted by Contractor, and this Contract.
3. **Document Supremacy.** In the event any term or provision of one Contract Document conflicts with a term or provision of another, the term or provision of the contract shall prevail over all other documents. The terms and provisions of the bid specifications shall prevail over the bid sheet.
4. **Compensation.** Contractor shall provide all services as awarded by District and shall be compensated according to the terms of the bid specifications in the amounts listed in the bid sheet submitted by Contractor.
5. **Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.

6. **Amendments.** No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

7. **Indemnification.** Contractor agrees to indemnify, hold harmless and defend Districts and SASED Boards of Education, officers, employees, student teachers, and agents thereof against all suits, actions, legal proceedings, claims, and demands, and against all damages, judgments for personal injuries, including death to any person (including but not limited to third parties, employees of District, employees of Contractor or any subcontractor and their dependents or personal representative) loss, cost and expense, in any manner caused by, arising from, incidental to, connected with or growing out of the Contractor's operation of buses under the contract, except to the extent such is caused by or arises from, incidental to , connected with or growing out of the negligence or willful misconduct of Districts, SASED, Board of Education, its officers, employees, student teachers, and/or agents.

8. **Force Majeure.** In the event Contractor is unable to provide the transportation services as specified in the Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, governmental action or any other condition of cause beyond Contractor's control, District shall excuse Contractor from performance under this Agreement.

IN WITNESS WHEREOF, the parties have signed this Agreement on the 28th day of February, 2018.

Contractor:

Board of Education:

Sunrise Southwest, LLC.

President

Its: _____

Secretary

Dated: _____

Dated: _____

**AMENDMENT TO SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES AND
TRANSPORTATION CONTRACT**

THIS AMENDMENT (“Amendment”) is entered into by and between the Board of Education of **Community Unit School District 201** of DuPage County, Illinois (“District”) and Sunrise Southwest, LLC. (“Contractor”) (collectively referred to herein as “the Parties”).

WITNESSETH

WHEREAS, the Parties entered into a contract for the provision of student transportation services, effective July 1, 2018 (“Contract”);

WHEREAS, the Parties mutually desire to extend the terms of the Contract pursuant to the terms of the Amendment agreed to herein;

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **TERM:** The term of the Contract shall be extended for one (1) year and be in effect from July 1, 2023 to June 30, 2024 (“Term”).
2. **COMPENSATION:**
 - a. Contractor shall provide all services pursuant to the Contract and shall be compensated according to the terms thereof in the amounts listed in the Rate Sheet included in Exhibit A hereto, which represents a six percent (6%) increase over the rates during the 2022-2023 term.
 - b. The Parties agree that during the Term should Contractor fail to service any route, whether through an individual route or a shared route service, within thirty (30) calendar days from the date the request was received by Contractor in writing from the District (hereinafter the “Requested Route”), the following terms will apply:
 - i. Due to the significant number of route changes that occur at the beginning of the school year, the Parties agree that the 30-day requirement for responding to a Requested Route pursuant to Section 2.b hereof will not start on any Requested Route prior to October 1, 2023;
 - ii. The District may elect to fulfill the Requested Route through any other vendor or means deemed reasonable and necessary by the District;
 - iii. After the initial 30-day notification window has expired pursuant to Section 2.b hereof, any incremental transportation service charges incurred by the District over and above those that would be incurred if the Requested Route was serviced by Contractor, net of the allowable

State Transportation Reimbursement receipts which are estimated at 80% of such eligible transportation charges for the 2023-2024 school year, will be reimbursed to the District by Contractor.

- 1) To receive reimbursement, District shall provide Contractor an itemized invoice of such reimbursement charges within thirty (30) business days of the close of the previous business month. Upon receipt and approval of such invoice, Contractor shall provide a credit in such amount on the following month's service invoice.
 - iv. If Contractor is able to fulfill the Requested Route at any future date during the school year in question, up until March 31, 2024, the District agrees to either immediately begin using Contractor to service the Requested Route or forego any subsequent reimbursement payments from Contractor if District chooses to keep the alternate form of transportation in place during the current school year for such Requested Route.
 - 1) After March 31, 2024, the District may elect to complete the rest of the school year using the alternative transportation services and receive reimbursement for such from Contractor pursuant to the terms hereto, even if Contractor indicates ability to service the Requested Route.
 - v. An example of the calculation of the reimbursement charges pursuant to the terms hereto is provided in Exhibit B hereto.
 - c. The Parties agree that if any routes in which students being transported by the Contractor for the District are shared with any other district's students, Contractor will discount the applicable route rate in Exhibit A hereto by twenty-five percent (25%) for each day such route is run as a shared route. The Parties agree to facilitate and agree to such route sharing where operational practical and feasible for Contractor, and such agreement shall not be unduly withheld.
3. **ATTENDANCE DISRUPTIONS:** The Parties mutually understand and agree that in the event the District determines that scheduled school days during the Term are to be cancelled or conducted remotely for any reason, thereby not requiring student transportation services by Contractor for such school days and reducing the total number of school days serviced by Contractor to less than the total number of originally scheduled school days at the beginning of the Term, District will either: (A) Pay Contractor the associated route rate and fees, as set forth in Section 2 hereof, for such cancelled or remotely learning school days pursuant to Illinois House Bill 1167; or (B) Reschedule such school days and the transportation services thereof to sometime later in the Term.
4. **NOTICE TO PARTIES:** All such notices and other written communication shall be sent to the persons and addresses listed below:

If to the District:

COMMUNITY UNITY SCHOOL DISTRICT 201

If to Contractor:

Aaron Medina
President & CEO
Sunrise Transportation LLC
1400 W. Ogden Ave.
Naperville, IL 60563
amedina@sunrisebus.com

5. **AMENDMENTS AND DOCUMENTS:** Except as amended herein, all other terms and conditions of the Contract and Amendments shall remain in full force and effect. No subsequent alteration, amendment, change, addition, deletion, or modification to this Amendment shall be binding upon the Parties unless reduced to writing and duly agreed to, authorized, and signed by each.

6. **FORCE MAJEURE:** In the event Contractor is unable to provide the services specified in the Contract because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, governmental action, public health danger, pandemic, or any other condition of cause beyond Contractor's control, District shall excuse Contractor from performance under the Contract and this Amendment.

7. **IN WITNESS WHEREOF**, the Parties have signed this Amendment below.

FOR CONTRACTOR:

FOR DISTRICT: Community Unit School District 201

Signature



Signature

Name

Adina Hoover

Name

Title

USD 201 Board President

Title

Date

March 21, 2023

Date

EXHIBIT A

RATE SHEET FOR JULY 1, 2023 – JUNE 30, 2024

Mini Bus		Sub	Field Trips (2 hr Min)
Tiers	23-24	23-24	23-24
Single	\$175.00	\$142.00	\$78.00
Double	\$187.00	\$149.00	\$39.00
Triple	\$200.00	\$155.00	

W/C Bus		MPV	Shuttle (One Way)
Tiers	23-24	23-24	23-24
Single	\$181.00	\$155.00	\$157.00
Double	\$193.00	\$160.00	
Triple	\$206.00	\$166.00	

Bus Aides	Middays	W/C Shuttle (One Way)
23-24	23-24	23-24
\$29.00	\$78.00	\$181.00

EXHIBIT B

For example, if Contractor is unable to fill a Requested Route and the Contractor's service fee for such Requested Route is \$200.00 per day, but the cost for the alternative transportation route utilized by the District is \$300.00 per day, then Contractor would reimburse the District \$20.00 per day (equal to 20% of the incremental cost which is net of the State Transportation Reimbursement pursuant to Section 2.b.iii hereof).

**AMENDMENT TO SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES AND
TRANSPORTATION CONTRACT**

THIS AMENDMENT ("Amendment") is entered into by and between the Board of Education of Lisle Community Unit School District No. 202 of DuPage County, Illinois ("District") and Sunrise Southwest, LLC. ("Contractor") (collectively referred to herein as "the Parties").

WITNESSETH

WHEREAS, the Parties entered into a contract for the provision of student transportation services, effective July 1, 2018 ("Contract");

WHEREAS, the Parties mutually desire to extend the terms of the Contract pursuant to the terms of the Amendment agreed to herein;

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **TERM:** The term of the Contract shall be extended for one (1) year and be in effect from July 1, 2023 to June 30, 2024 ("Term").
2. **COMPENSATION:**
 - a. Contractor shall provide all services pursuant to the Contract and shall be compensated according to the terms thereof in the amounts listed in the Rate Sheet included in Exhibit A hereto, which represents a six percent (6%) increase over the rates during the 2022-2023 term.
 - b. The Parties agree that during the Term should Contractor fail to service any route, whether through an individual route or a shared route service, within thirty (30) calendar days from the date the request was received by Contractor in writing from the District (hereinafter the "Requested Route"), the following terms will apply:
 - i. Due to the significant number of route changes that occur at the beginning of the school year, the Parties agree that the 30-day requirement for responding to a Requested Route pursuant to Section 2.b hereof will not start on any Requested Route prior to October 1, 2023;
 - ii. The District may elect to fulfill the Requested Route through any other vendor or means deemed reasonable and necessary by the District;
 - iii. After the initial 30-day notification window has expired pursuant to Section 2.b hereof, any incremental transportation service charges incurred by the District over and above those that would be incurred if the Requested Route was serviced by Contractor, net of the allowable

State Transportation Reimbursement receipts which are estimated at 80% of such eligible transportation charges for the 2023-2024 school year, will be reimbursed to the District by Contractor.

- 1) To receive reimbursement, District shall provide Contractor an itemized invoice of such reimbursement charges within thirty (30) business days of the close of the previous business month. Upon receipt and approval of such invoice, Contractor shall provide a credit in such amount on the following month's service invoice.
 - iv. If Contractor is able to fulfill the Requested Route at any future date during the school year in question, up until March 31, 2024, the District agrees to either immediately begin using Contractor to service the Requested Route or forego any subsequent reimbursement payments from Contractor if District chooses to keep the alternate form of transportation in place during the current school year for such Requested Route.
 - 1) After March 31, 2024, the District may elect to complete the rest of the school year using the alternative transportation services and receive reimbursement for such from Contractor pursuant to the terms hereto, even if Contractor indicates ability to service the Requested Route.
 - v. An example of the calculation of the reimbursement charges pursuant to the terms hereto is provided in Exhibit B hereto.
 - c. The Parties agree that if any routes in which students being transported by the Contractor for the District are shared with any other district's students, Contractor will discount the applicable route rate in Exhibit A hereto by twenty-five percent (25%) for each day such route is run as a shared route. The Parties agree to facilitate and agree to such route sharing where operational practical and feasible for Contractor, and such agreement shall not be unduly withheld.
3. **ATTENDANCE DISRUPTIONS:** The Parties mutually understand and agree that in the event the District determines that scheduled school days during the Term are to be cancelled or conducted remotely for any reason, thereby not requiring student transportation services by Contractor for such school days and reducing the total number of school days serviced by Contractor to less than the total number of originally scheduled school days at the beginning of the Term, District will either: (A) Pay Contractor the associated route rate and fees, as set forth in Section 2 hereof, for such cancelled or remotely learning school days pursuant to Illinois House Bill 1167; or (B) Reschedule such school days and the transportation services thereof to sometime later in the Term.
4. **NOTICE TO PARTIES:** All such notices and other written communication shall be sent to the persons and addresses listed below:

If to the District:

David Wilkinson
Director of Finance
Lisle Community Unit School District No. 202
Lisle, IL 60532
dwilkinson@lisle202.org

If to Contractor:

Aaron Medina
President & CEO
Sunrise Transportation LLC
1400 W. Ogden Ave.
Naperville, IL 60563
amedina@sunrisebus.com

5. **AMENDMENTS AND DOCUMENTS:** Except as amended herein, all other terms and conditions of the Contract and Amendments shall remain in full force and effect. No subsequent alteration, amendment, change, addition, deletion, or modification to this Amendment shall be binding upon the Parties unless reduced to writing and duly agreed to, authorized, and signed by each.

6. **FORCE MAJEURE:** In the event Contractor is unable to provide the services specified in the Contract because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, governmental action, public health danger, pandemic, or any other condition of cause beyond Contractor's control, District shall excuse Contractor from performance under the Contract and this Amendment.

7. IN WITNESS WHEREOF, the Parties have signed this Amendment below.

FOR CONTRACTOR:

Signature

Name

Title

Date

FOR DISTRICT:

Pam Ahlmann
Signature

Pam Ahlmann
Name

Board President
Title

3/20/2023
Date

EXHIBIT A

RATE SHEET FOR JULY 1, 2023 – JUNE 30, 2024

Mini Bus		Sub	Field Trips (2 hr Min)
Tiers	23-24	23-24	23-24
Single	\$175.00	\$142.00	\$78.00
Double	\$187.00	\$149.00	\$39.00
Triple	\$200.00	\$155.00	

W/C Bus		MPV	Shuttle (One Way)
Tiers	23-24	23-24	23-24
Single	\$181.00	\$155.00	\$157.00
Double	\$193.00	\$160.00	
Triple	\$206.00	\$166.00	

Bus Aides	Middays	W/C Shuttle (One Way)
23-24	23-24	23-24
\$29.00	\$78.00	\$181.00

EXHIBIT B

For example, if Contractor is unable to fill a Requested Route and the Contractor's service fee for such Requested Route is \$200.00 per day, but the cost for the alternative transportation route utilized by the District is \$300.00 per day, then Contractor would reimburse the District \$20.00 per day (equal to 20% of the incremental cost which is net of the State Transportation Reimbursement pursuant to Section 2.b.iii hereof).

**AMENDMENT TO SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES AND
TRANSPORTATION CONTRACT**

Winfield School District 34

THIS AMENDMENT ("Amendment") is entered into by and between the Board of Education of [ENTER DISTRICT NAME HERE] of DuPage County, Illinois ("District") and Sunrise Southwest, LLC. ("Contractor") (collectively referred to herein as "the Parties").

WITNESSETH

WHEREAS, the Parties entered into a contract for the provision of student transportation services, effective July 1, 2018 ("Contract");

WHEREAS, the Parties mutually desire to extend the terms of the Contract pursuant to the terms of the Amendment agreed to herein;

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **TERM:** The term of the Contract shall be extended for one (1) year and be in effect from July 1, 2023 to June 30, 2024 ("Term").

2. **COMPENSATION:**
 - a. Contractor shall provide all services pursuant to the Contract and shall be compensated according to the terms thereof in the amounts listed in the Rate Sheet included in Exhibit A hereto, which represents a six percent (6%) increase over the rates during the 2022-2023 term.
 - b. The Parties agree that during the Term should Contractor fail to service any route, whether through an individual route or a shared route service, within thirty (30) calendar days from the date the request was received by Contractor in writing from the District (hereinafter the "Requested Route"), the following terms will apply:
 - i. Due to the significant number of route changes that occur at the beginning of the school year, the Parties agree that the 30-day requirement for responding to a Requested Route pursuant to Section 2.b hereof will not start on any Requested Route prior to October 1, 2023;
 - ii. The District may elect to fulfill the Requested Route through any other vendor or means deemed reasonable and necessary by the District;
 - iii. After the initial 30-day notification window has expired pursuant to Section 2.b hereof, any incremental transportation service charges incurred by the District over and above those that would be incurred if the Requested Route was serviced by Contractor, net of the allowable State Transportation Reimbursement receipts which are estimated at 80%

of such eligible transportation charges for the 2023-2024 school year, will be reimbursed to the District by Contractor.

- 1) To receive reimbursement, District shall provide Contractor an itemized invoice of such reimbursement charges within thirty (30) business days of the close of the previous business month. Upon receipt and approval of such invoice, Contractor shall provide a credit in such amount on the following month's service invoice.
 - iv. If Contractor is able to fulfill the Requested Route at any future date during the school year in question, up until March 31, 2024, the District agrees to either immediately begin using Contractor to service the Requested Route or forego any subsequent reimbursement payments from Contractor if District chooses to keep the alternate form of transportation in place during the current school year for such Requested Route.
 - 1) After March 31, 2024, the District may elect to complete the rest of the school year using the alternative transportation services and receive reimbursement for such from Contractor pursuant to the terms hereto, even if Contractor indicates ability to service the Requested Route.
 - v. An example of the calculation of the reimbursement charges pursuant to the terms hereto is provided in Exhibit B hereto.
 - c. The Parties agree that if any routes in which students being transported by the Contractor for the District are shared with any other district's students, Contractor will discount the applicable route rate in Exhibit A hereto by twenty-five percent (25%) for each day such route is run as a shared route. The Parties agree to facilitate and agree to such route sharing where operational practical and feasible for Contractor, and such agreement shall not be unduly withheld.
3. **ATTENDANCE DISRUPTIONS:** The Parties mutually understand and agree that in the event the District determines that scheduled school days during the Term are to be cancelled or conducted remotely for any reason, thereby not requiring student transportation services by Contractor for such school days and reducing the total number of school days serviced by Contractor to less than the total number of originally scheduled school days at the beginning of the Term, District will either: (A) Pay Contractor the associated route rate and fees, as set forth in Section 2 hereof, for such cancelled or remotely learning school days pursuant to Illinois House Bill 1167; or (B) Reschedule such school days and the transportation services thereof to sometime later in the Term.
4. **NOTICE TO PARTIES:** All such notices and other written communication shall be sent to the persons and addresses listed below:

If to the District:

WINFIELD SCHOOL DISTRICT 34

If to Contractor:

Aaron Medina
President & CEO
Sunrise Transportation LLC
1400 W. Ogden Ave.
Naperville, IL 60563
amedina@sunrisebus.com

5. **AMENDMENTS AND DOCUMENTS:** Except as amended herein, all other terms and conditions of the Contract and Amendments shall remain in full force and effect. No subsequent alteration, amendment, change, addition, deletion, or modification to this Amendment shall be binding upon the Parties unless reduced to writing and duly agreed to, authorized, and signed by each.

6. **FORCE MAJEURE:** In the event Contractor is unable to provide the services specified in the Contract because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, governmental action, public health danger, pandemic, or any other condition of cause beyond Contractor's control, District shall excuse Contractor from performance under the Contract and this Amendment.

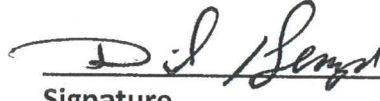
7. IN WITNESS WHEREOF, the Parties have signed this Amendment below.

FOR CONTRACTOR:

FOR DISTRICT:



Signature



Signature

Aaron Medina

Name

David Hempel

Name

President & CEO

Title

Board President

Title

4/3/2023

Date

3-23-23

Date

EXHIBIT A

RATE SHEET FOR JULY 1, 2023 – JUNE 30, 2024

Mini Bus		Sub	Field Trips (2 hr Min)
Tiers	23-24	23-24	23-24
Single	\$175.00	\$142.00	\$78.00
Double	\$187.00	\$149.00	\$39.00
Triple	\$200.00	\$155.00	

W/C Bus		MPV	Shuttle (One Way)
Tiers	23-24	23-24	23-24
Single	\$181.00	\$155.00	\$157.00
Double	\$193.00	\$160.00	
Triple	\$206.00	\$166.00	

Bus Aides	Middays	W/C Shuttle (One Way)
23-24	23-24	23-24
\$29.00	\$78.00	\$181.00

EXHIBIT B

For example, if Contractor is unable to fill a Requested Route and the Contractor's service fee for such Requested Route is \$200.00 per day, but the cost for the alternative transportation route utilized by the District is \$300.00 per day, then Contractor would reimburse the District \$20.00 per day (equal to 20% of the incremental cost which is net of the State Transportation Reimbursement pursuant to Section 2.b.iii hereof).

**AMENDMENT TO SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES AND
TRANSPORTATION CONTRACT**

THIS AMENDMENT (“Amendment”) is entered into by and between the Board of Education of [ENTER DISTRICT NAME HERE] of DuPage County, Illinois (“District”) and Sunrise Southwest, LLC. (“Contractor”) (collectively referred to herein as “the Parties”).

WITNESSETH

WHEREAS, the Parties entered into a contract for the provision of student transportation services, effective July 1, 2018 (“Contract”);

WHEREAS, the Parties mutually desire to extend the terms of the Contract pursuant to the terms of the Amendment agreed to herein;

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **TERM:** The term of the Contract shall be extended for one (1) year and be in effect from July 1, 2023 to June 30, 2024 (“Term”).

2. **COMPENSATION:**
 - a. Contractor shall provide all services pursuant to the Contract and shall be compensated according to the terms thereof in the amounts listed in the Rate Sheet included in Exhibit A hereto, which represents a six percent (6%) increase over the rates during the 2022-2023 term.
 - b. The Parties agree that during the Term should Contractor fail to service any route, whether through an individual route or a shared route service, within thirty (30) calendar days from the date the request was received by Contractor in writing from the District (hereinafter the “Requested Route”), the following terms will apply:
 - i. Due to the significant number of route changes that occur at the beginning of the school year, the Parties agree that the 30-day requirement for responding to a Requested Route pursuant to Section 2.b hereof will not start on any Requested Route prior to October 1, 2023;
 - ii. The District may elect to fulfill the Requested Route through any other vendor or means deemed reasonable and necessary by the District;
 - iii. After the initial 30-day notification window has expired pursuant to Section 2.b hereof, any incremental transportation service charges incurred by the District over and above those that would be incurred if the Requested Route was serviced by Contractor, net of the allowable

State Transportation Reimbursement receipts which are estimated at 80% of such eligible transportation charges for the 2023-2024 school year, will be reimbursed to the District by Contractor.

- 1) To receive reimbursement, District shall provide Contractor an itemized invoice of such reimbursement charges within thirty (30) business days of the close of the previous business month. Upon receipt and approval of such invoice, Contractor shall provide a credit in such amount on the following month's service invoice.
 - iv. If Contractor is able to fulfill the Requested Route at any future date during the school year in question, up until March 31, 2024, the District agrees to either immediately begin using Contractor to service the Requested Route or forego any subsequent reimbursement payments from Contractor if District chooses to keep the alternate form of transportation in place during the current school year for such Requested Route.
 - 1) After March 31, 2024, the District may elect to complete the rest of the school year using the alternative transportation services and receive reimbursement for such from Contractor pursuant to the terms hereto, even if Contractor indicates ability to service the Requested Route.
 - v. An example of the calculation of the reimbursement charges pursuant to the terms hereto is provided in Exhibit B hereto.
 - c. The Parties agree that if any routes in which students being transported by the Contractor for the District are shared with any other district's students, Contractor will discount the applicable route rate in Exhibit A hereto by twenty-five percent (25%) for each day such route is run as a shared route. The Parties agree to facilitate and agree to such route sharing where operational practical and feasible for Contractor, and such agreement shall not be unduly withheld.
3. **ATTENDANCE DISRUPTIONS:** The Parties mutually understand and agree that in the event the District determines that scheduled school days during the Term are to be cancelled or conducted remotely for any reason, thereby not requiring student transportation services by Contractor for such school days and reducing the total number of school days serviced by Contractor to less than the total number of originally scheduled school days at the beginning of the Term, District will either: (A) Pay Contractor the associated route rate and fees, as set forth in Section 2 hereof, for such cancelled or remotely learning school days pursuant to Illinois House Bill 1167; or (B) Reschedule such school days and the transportation services thereof to sometime later in the Term.
4. **NOTICE TO PARTIES:** All such notices and other written communication shall be sent to the persons and addresses listed below:

If to the District:

Curt Saindon
Assistant Superintendent for Business Services
Woodridge School District #68
7125 Jones Avenue
Woodridge, IL 609517
Saindon@woodridgesd.org

If to Contractor:

Aaron Medina
President & CEO
Sunrise Transportation LLC
1400 W. Ogden Ave.
Naperville, IL 60563
amedina@sunrisebus.com

5. **AMENDMENTS AND DOCUMENTS:** Except as amended herein, all other terms and conditions of the Contract and Amendments shall remain in full force and effect. No subsequent alteration, amendment, change, addition, deletion, or modification to this Amendment shall be binding upon the Parties unless reduced to writing and duly agreed to, authorized, and signed by each.
6. **FORCE MAJEURE:** In the event Contractor is unable to provide the services specified in the Contract because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, governmental action, public health danger, pandemic, or any other condition of cause beyond Contractor's control, District shall excuse Contractor from performance under the Contract and this Amendment.

7. IN WITNESS WHEREOF, the Parties have signed this Amendment below.

FOR CONTRACTOR:

Signature

Name

Title

Date

FOR DISTRICT:

Curt Sandoz

Signature

Curt Sandoz

Name

Asst. Supt.

Title

3/21/23

Date

EXHIBIT A

RATE SHEET FOR JULY 1, 2023 – JUNE 30, 2024

Mini Bus		Sub	Field Trips (2 hr Min)
Tiers	23-24	23-24	23-24
Single	\$175.00	\$142.00	\$78.00
Double	\$187.00	\$149.00	\$39.00
Triple	\$200.00	\$155.00	

W/C Bus		MPV	Shuttle (One Way)
Tiers	23-24	23-24	23-24
Single	\$181.00	\$155.00	\$157.00
Double	\$193.00	\$160.00	
Triple	\$206.00	\$166.00	

Bus Aides	Middays	W/C Shuttle (One Way)
23-24	23-24	23-24
\$29.00	\$78.00	\$181.00

OKS

EXHIBIT B

For example, if Contractor is unable to fill a Requested Route and the Contractor's service fee for such Requested Route is \$200.00 per day, but the cost for the alternative transportation route utilized by the District is \$300.00 per day, then Contractor would reimburse the District \$20.00 per day (equal to 20% of the incremental cost which is net of the State Transportation Reimbursement pursuant to Section 2.b.iii hereof).

FOIA REQUEST

12/4/23

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq*, the undersigned requests the following records as defined in the Act, regardless of physical form or characteristics, having been prepared for, used by, received by, or in the possession or control of The School Association for Special Education in DuPage County concerning or related to:

Board Packet and all attachments for the Board of Directors Meeting dated 9/20/23 and 10/18/23.

The undersigned is not seeking personally identifiable information of any individual and agrees to the redaction of names and identifiers.

Thank you,

SASED Certified Staff CBA



December 6, 2023

SENT BY EMAIL TO

alohrenz@sased.org

Ashley Lohrenz

Dear Requester:

On December 5, 2023, the School Association for Special Education in DuPage County (SASED) received your request for records, as follows:

1. Board Packet and all attachments for the Board of Directors Meeting dated 9/20/23 and 10/18/23.

Pursuant to Section 3(e) of the Illinois Freedom of Information Act, 5 ILCS 140/3(e), SASED is extending the time to respond to your request for the reasons checked below:

- The requested records are stored in whole or in part at locations other than the office having charge of the records.
- The request requires the collection of a substantial number of specified records.
- The request is couched in categorical terms and requires an extensive search for the requested records.
- The requested records have not been located in the course of routine search and additional efforts are being made to locate them.
- The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure or should be revealed only with appropriate deletions.
- The request for records cannot be complied with by the Cooperative within the time limits set forth in the Illinois Freedom of Information Act without unduly burdening or interfering with the operations of the Cooperative.
- There is a need for consultation, which will be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

This extends the response deadline by five (5) business days, to December 19, 2023.

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



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

Sincerely,

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

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

CC: Dawn Hinkle
SASED Attorney

School Board

Exhibit - Written Request for SASSED Public Records

All requests to inspect and/or to obtain a copy of SASSED's public record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the SASSED's Freedom of Information Act (FOIA) Officer via mail to 2900 Ogden Avenue, Lisle, IL 60532, fax to 630-778-0196, or email to executivedirector@sased.org. Copying fees, if any, must be paid before copies will be provided. The FOIA Officer can give you an estimate of the copying fees, if any.

Name of individual(s) requesting District records <i>Kris MacDonald</i>		Email address <i>KrisMac.asst@ep@gmail.com</i>	
Address <i>1353 Reva Lane</i>		Telephone number <i>(630) 306-3410</i>	
City <i>Sandwich</i>	State <i>IL</i>	Zip <i>60548</i>	Date of request <i>12/5/2003</i>

Please check if this request of records is being made for a commercial purpose. 5 ILCS 140/2(c-10) states: "Commercial purpose means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a commercial purpose when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education." 5 ILCS 140/3.1(c) states: "It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body."

Please check if a fee waiver or reduction is being requested. 5 ILCS 140/6(c) states: "Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit."

Please indicate your reason for requesting a fee waiver: _____

Check if you are requesting:

Record description (Please be specific)	Electronic Copy <i>(Specify format)</i>	Inspection	Copy
<i>Annual salary of employees or contracted sign language interpreters from August 1st 2000 - December 1st 2003</i>	<i>Email</i>		<i>X</i>



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

December 6, 2023

SENT BY EMAIL TO
Krismac.asltemp@gmail.com

Dear Requester:

On December 5, 2023, the School Association for Special Education in DuPage County (SASED) received your request for records, as follows:

1. Copy of annual salary of employed or contracted sign language interpreters from August 1st 2020 – December 1st, 2023

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

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

Sincerely,

SCHOOL ASSOCIATION, FOR SPECIAL EDUCATION IN DUPAGE

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

Last Name	First	Status	Position	Start Date	End Date	Per Diem Contract	Calc FTE
BAILEY LOPEZ	JENIFER	Employee	Interpreter	08/10/2020	05/27/2021	\$ 41,085.24	1
FERRY	SUZANNE	Employee	Interpreter Lead	08/10/2020	05/21/2021	\$ 26,748.93	0.79385
KADEN	PATRICIA	Employee	Interpreter	08/10/2020	05/28/2021	\$ 61,427.52	1
KLASEN	MOLLY	Employee	Interpreter	08/10/2020	05/28/2021	\$ 32,537.12	1
MURPHY	MEGAN	Employee	Interpreter	08/10/2020	05/28/2021	\$ 40,853.12	1
OBERBECK	PATRICIA	Employee	Interpreter	08/10/2020	05/27/2021	\$ 41,754.30	1
PHELAN	DANA	Employee	Interpreter	08/10/2020	05/28/2021	\$ 42,023.52	1
WETHERILL	DEBORAH	Employee	Interpreter	08/10/2020	05/27/2021	\$ 38,941.77	1
BAILEY LOPEZ	JENIFER	Employee	Interpreter	08/11/2021	06/01/2022	\$ 41,429.50	1
FERRY	SUZANNE	Employee	Interpreter Lead	08/11/2021	06/02/2022	\$ 26,365.26	0.75842
KADEN	PATRICIA	Employee	Interpreter	08/11/2021	06/01/2022	\$ 62,659.52	1
KLASEN	MOLLY	Employee	Interpreter	08/11/2021	05/27/2022	\$ 23,761.08	0.72
MURPHY	MEGAN	Employee	Interpreter	08/11/2021	05/27/2022	\$ 41,429.50	1
OBERBECK	PATRICIA	Employee	Interpreter	08/11/2021	06/01/2022	\$ 42,103.25	1
PHELAN	DANA	Employee	Interpreter	08/11/2021	04/20/2022	\$ 36,042.26	0.84571
WETHERILL	DEBORAH	Employee	Interpreter	08/11/2021	05/27/2022	\$ 39,273.50	1
BAILEY LOPEZ	JENIFER	Employee	Interpreter	08/10/2022	05/26/2023	\$ 43,120.00	1
FERRY	SUZANNE	Employee	Interpreter Lead	08/10/2022	06/09/2023	\$ 35,461.16	1
KADEN	PATRICIA	Employee	Interpreter	08/10/2022	05/31/2023	\$ 65,788.80	1
KLASEN	MOLLY	Employee	Interpreter	08/10/2022	05/31/2023	\$ 33,855.36	1
KROLL	ALISSA	Contracted	Interpreter	09/06/2022		\$70 HOUR	
OBERBECK	PATRICIA	Employee	Interpreter	08/10/2022	05/26/2023	\$ 43,193.92	1
WETHERILL	DEBORAH	Employee	Interpreter	08/10/2022	05/31/2023	\$ 40,286.40	1
BAILEY LOPEZ	JENIFER	Employee	Interpreter	08/10/2023	05/23/2024	\$ 45,533.25	1
FERRY	SUZANNE	Employee	Interpreter Lead	08/10/2023	05/23/2024	\$ 37,230.48	1
KADEN	PATRICIA	Employee	Interpreter	08/10/2023	05/24/2024	\$ 70,127.40	1

KLASEN	MOLLY	Employee	Interpreter	08/10/2023	05/24/2024	\$ 35,745.15	1
OBERBECK	PATRICIA	Employee	Interpreter	08/10/2023	05/23/2024	\$ 45,607.59	1
STREJC	KASEY	Employee	Interpreter	08/10/2023	05/31/2024	\$ 35,947.10	1
WETHERILL	DEBORAH	Employee	Interpreter	08/10/2023	05/24/2024	\$ 42,943.74	1
WILLIAMS	MELANIE	Contracted	Interpreter	9/14/2023		\$78 HOUR	

**SASED BOARD OFFICERS, APPOINTMENTS AND COMMITTEES
2023-2024**

Board of Directors Officers

- Chairperson: Mark Cross, Cass SD63
- Vice Chairperson: Dr. Jean Barbanente, DuPage High SD88
- Secretary: Dr. Anthony Palmisano, DuPage County SD45

Governing Board Officers

- Chairperson: Jack Buscemi, Benjamin SD25
- Vice Chairperson: James Blair, Salt Creek SD48
- Secretary: Tom Ruggio, Woodridge SD68

Appointments (determined by policy)

- Treasurer: Rachel Wisniewski, CSBO, SASED
- Recording Secretary: Senga Lowe, SASED

DuPage/West Cook Board

- Dr. Matt Rich, Representative
- Jim Nelson, Alternate

Finance Committee

- Chairperson: Dr. Keith Filipiak, Lisle SD202
- Vice Chairperson: Dr. Patrick Broncato, Woodridge SD68
- Jack Buscemi, Benjamin SD25
- Dr. Matt Rich, Winfield SD34
- James Blair, Salt Creek SD48
- Dr. Sean Nugent, Maercker SD60
- Mark Cross, Cass SD63
- John Langton, Community High SD94

Policy Committee

- Kristina Davis, West Chicago SD33
- Ray Kielminski, Salt Creek SD48
- Dr. Jean Barbanente, DuPage High SD88

Executive Director Search Committee

- Dr. Omar Castillo, Keeneyville SD20
- Jack Buscemi, Benjamin SD25
- James Blair, Salt Creek SD48
- Dr. Sean Nugent, Maercker SD60
- Mark Cross, Cass SD63
- Dr. Andrew Wise, Center Cass SD66
- Tom Ruggio, Woodridge SD68
- Dr. Jean Barbanente, DuPage High SD88
- Dr. Keith Filipak, Lisle SD202

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

<u>Revenues</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>% of Budget</u>	<u>% of Budget (prior year)</u>
Tuition and Fees	\$ 452,169.15	\$ 16,762,288.20	\$ 31,829,573.00	52.7%	34.8%
State Revenues	\$ 318,708.61	\$ 916,318.40	\$ 3,724,607.00	24.6%	28.8%
Medicaid	\$ -	\$ 914,874.45	\$ 1,169,228.00	78.2%	84.6%
Grant Revenues	\$ 127,789.00	\$ 240,260.20	\$ 1,524,658.00	15.8%	55.2%
Total Revenues	\$ 898,666.76	\$ 18,833,741.25	\$ 38,248,066.00	49%	66%
<u>Expenditures</u>					
Payroll	\$ 1,816,338.97	\$ 4,368,753.90	\$ 21,488,303.69	20.3%	19.7%
Benefits	\$ 408,362.68	\$ 956,162.70	\$ 5,951,032.02	16.1%	17.2%
*Purchased Services	\$ 680,293.09	\$ 1,594,787.91	\$ 8,755,669.00	18.2%	31.4%
Supplies	\$ 61,002.00	\$ 213,544.18	\$ 892,071.00	23.9%	18.4%
Capital Outlay		\$ 320,000.00	\$ 1,951,321.00	16.4%	93.5%
Other- Medicaid Flow-Through		\$ 232,223.43			
**Equipment	\$ 40,054.80	\$ 75,085.15	\$ 140,870.00	53.3%	36.3%
Total Expenses	\$ 3,006,051.54	\$ 7,760,557.27	\$ 39,179,266.71	20%	22%
	\$ 3,006,051.54	\$ 7,761,157.68			

Summary of Monthly Report

Total FYTD revenue when compared to current budget is at 49%

Compared to prior year (66%), the total revenue budget for current fiscal year is lagging behind due postponing OT/PT invoices

*Major expenditures for the month were purchased services

** Noncap equipment was purchased for workstation items for MN (chromebooks)

Total FYTD expenditure when compared to current budget is at 20%

Compared to prior year (22%), the total expenditure budget for current fiscal year is on track

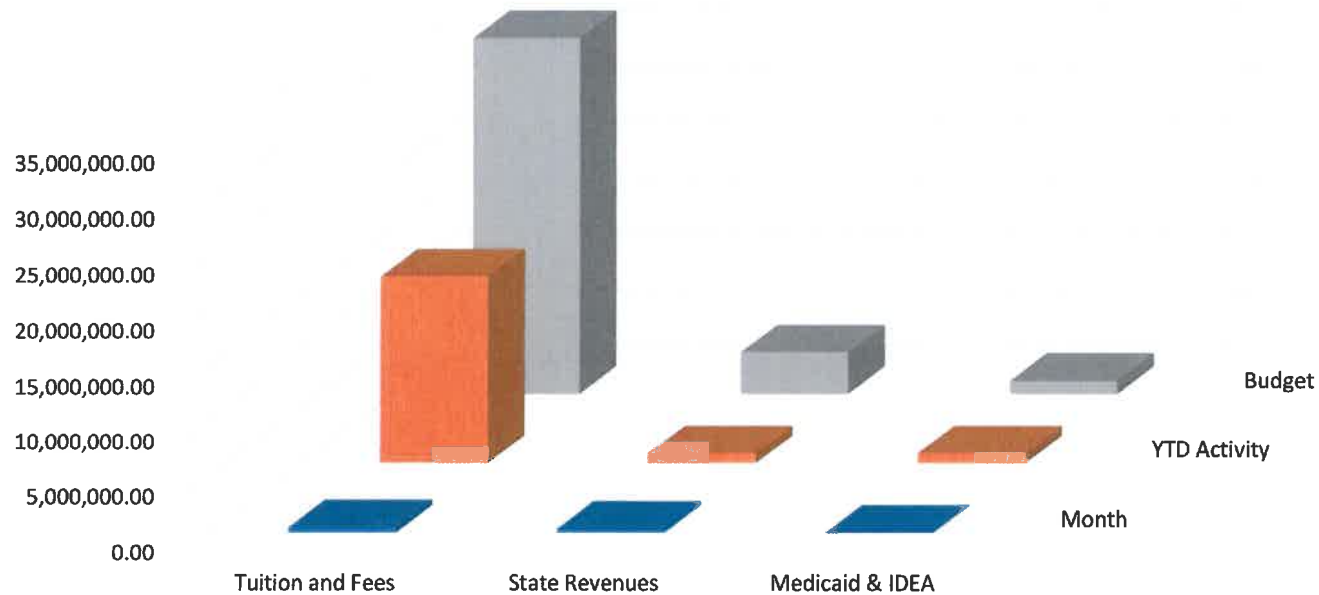
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY REVENUE REPORTING

31-Oct-23

SASED PROGRAMS

<u>Program</u>	<u>Oct-23</u> <u>Monthly Activity</u>	<u>2023-24</u> <u>FYTD Activity</u>	<u>2023-24</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Tuition and Fees	452,169.15	16,762,288.20	31,829,573.00	<u>52.7%</u>
State Revenues	318,708.61	916,318.40	3,724,607.00	<u>24.6%</u>
Medicaid & IDEA	<u>0.00</u>	<u>914,874.45</u>	<u>1,169,228.00</u>	<u>78.2%</u>
Total	<u>770,877.76</u>	<u>18,593,481.05</u>	<u>36,723,408.00</u>	<u>50.6%</u>

SASED PROGRAM REVENUE

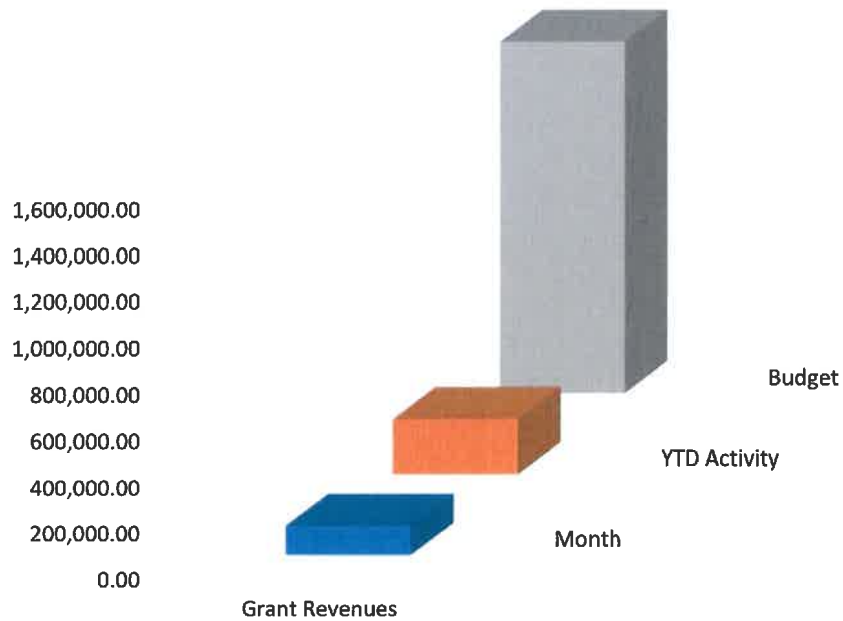


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-Oct-23**

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Oct-23 Monthly Activity</u>	<u>2023-24 FYTD Activity</u>	<u>2023-24 Original Budget</u>	<u>% YTD</u>
Grant Revenues	<u>127,789.00</u>	<u>240,260.20</u>	<u>1,524,658.00</u>	<u>15.8%</u>

EXTERNAL GRANT REVENUE



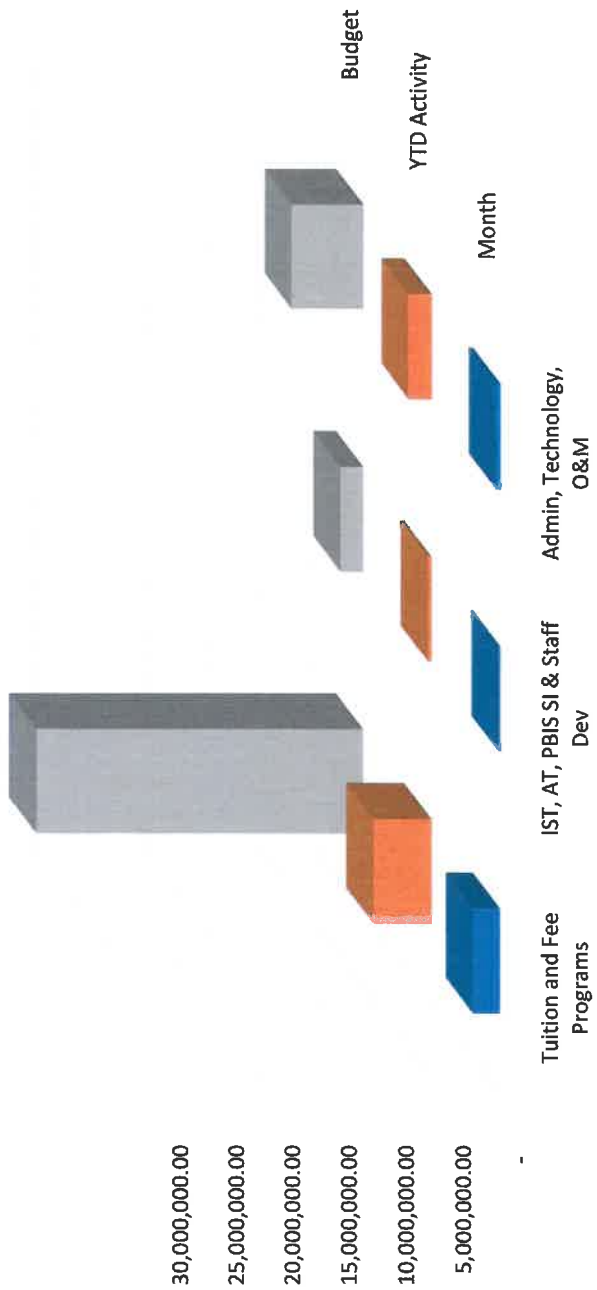
**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING**

31-Oct-23

SASED PROGRAMS

<u>Program</u>	<u>Oct-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>%</u>
	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
Tuition and Fee Programs	2,390,905.24	5,118,845.96	28,892,245.91	<u>17.7%</u>
IST, AT, PBIS SI & Staff Dev	120,432.05	320,070.34	2,035,279.00	<u>15.7%</u>
Admin, Technology, O&M	377,303.09	2,067,025.81	6,385,842.38	<u>32.4%</u>
	<u>2,888,640.38</u>	<u>7,505,942.11</u>	<u>37,313,367.29</u>	<u>20.1%</u>

SASED PROGRAM EXPENDITURES



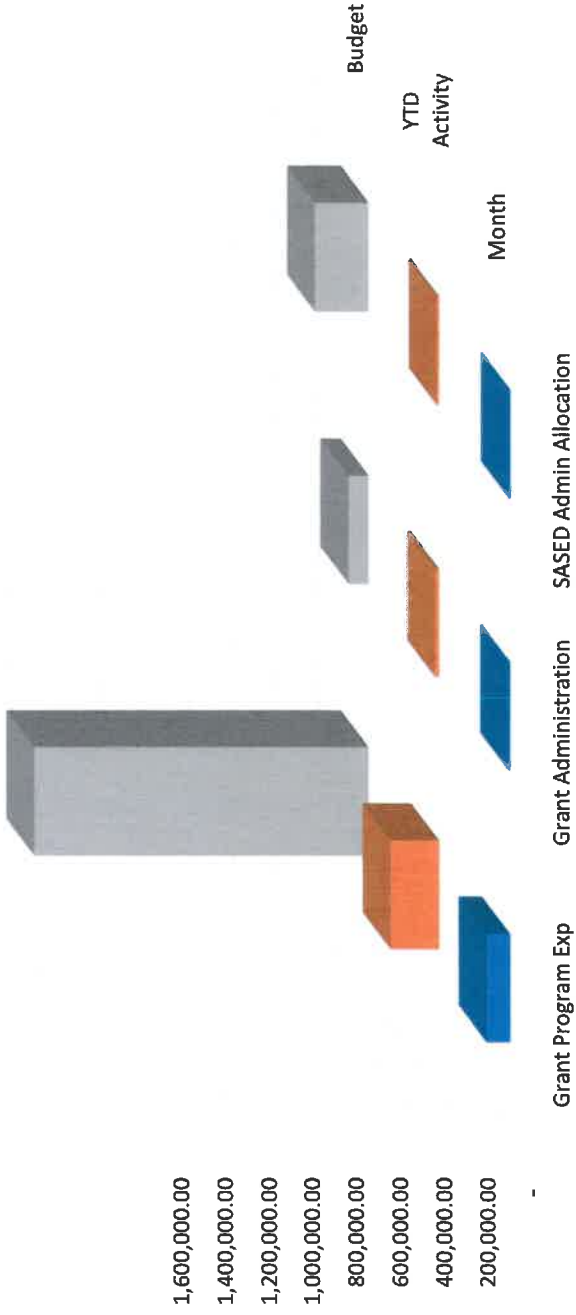
**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING**

31-Oct-23

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Oct-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>%</u>
	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
Grant Program Exp	107,257.97	223,925.63	1,525,780.00	<u>14.7%</u>
Grant Administration	6,033.02	18,877.84	93,601.02	<u>20.2%</u>
SASED Admin Allocation	<u>4,120.17</u>	<u>12,412.10</u>	<u>246,519.00</u>	<u>5.0%</u>
Total	<u>117,411.16</u>	<u>255,215.57</u>	<u>1,865,900.02</u>	<u>13.7%</u>

EXTERNAL GRANT EXPENDITURES



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

<u>Revenues</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>% of Budget</u>	<u>% of Budget (prior year)</u>
*Tuition and Fees	\$ 6,411,669.87	\$ 23,173,943.38	\$ 31,829,573.00	72.8%	70.4%
State Revenues	\$ 254,510.00	\$ 1,170,828.40	\$ 3,724,607.00	31.4%	36.8%
Medicaid	\$ -	\$ 914,874.45	\$ 1,169,228.00	78.2%	84.6%
Grant Revenues	\$ 177,223.42	\$ 417,483.62	\$ 1,524,658.00	27.4%	77.6%
Total Revenues	\$ 6,843,403.29	\$ 25,677,129.85	\$ 38,248,066.00	67%	68%

<u>Expenditures</u>					
Payroll	\$ 1,778,599.17	\$ 6,147,353.07	\$ 21,488,303.69	28.6%	28.1%
Benefits	\$ 403,570.82	\$ 1,359,733.52	\$ 5,951,032.02	22.8%	24.5%
**Purchased Services	\$ 1,943,818.45	\$ 3,538,606.36	\$ 8,755,669.00	40.4%	42.5%
Supplies	\$ 66,861.25	\$ 280,405.43	\$ 892,071.00	31.4%	22.4%
Capital Outlay	\$ -	\$ 320,000.00	\$ 1,951,321.00	16.4%	93.5%
***Other- Medicaid Flow-Through	\$ 567,912.80	\$ 800,136.23			
Equipment	\$ 13,280.39	\$ 88,365.54	\$ 140,870.00	62.7%	36.3%
Total Expenses	\$ 4,774,042.88	\$ 12,534,600.15	\$ 39,179,266.71	32%	31%

Summary of Monthly Report

* Major revenue source the month is tuition. OT/PT invoices were generated and mailed to districts

Total FYTD revenue when compared to current budget is at 67%

Compared to prior year (68%), the total revenue budget is on track for current fiscal year

**Major expenditures for the month were purchased services. FY24 classroom lease rentals were paid this month in the amount of \$1,015,342

***Medicaid FFS reimbursement (May - July 2023) was disbursed to districts

Total FYTD expenditure when compared to current budget is at 32%

Compared to prior year (31%), the total expenditure budget for current fiscal year continues to remain on track

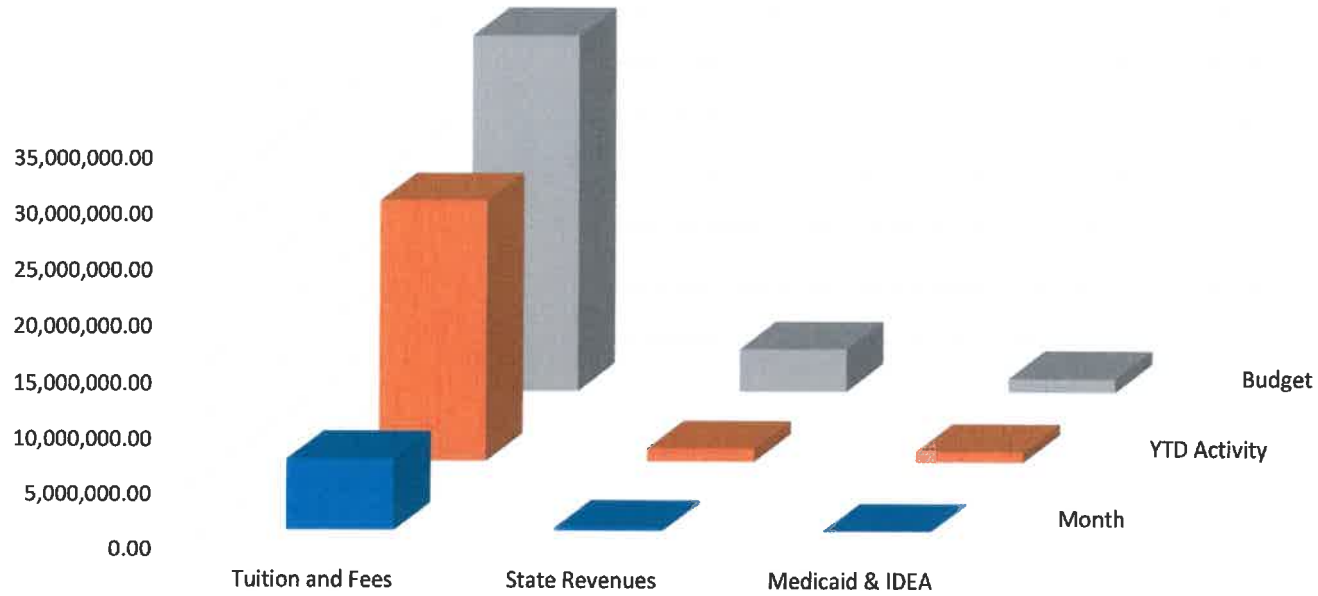
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY REVENUE REPORTING

30-Nov-23

SASED PROGRAMS

<u>Program</u>	<u>Nov-23</u> <u>Monthly Activity</u>	<u>2023-24</u> <u>FYTD Activity</u>	<u>2023-24</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Tuition and Fees	6,411,669.87	23,173,943.38	31,829,573.00	<u>72.8%</u>
State Revenues	254,510.00	1,170,828.40	3,724,607.00	<u>31.4%</u>
Medicaid & IDEA	0.00	914,874.45	1,169,228.00	<u>78.2%</u>
Total	<u>6,666,179.87</u>	<u>25,259,646.23</u>	<u>36,723,408.00</u>	<u>68.8%</u>

SASED PROGRAM REVENUE

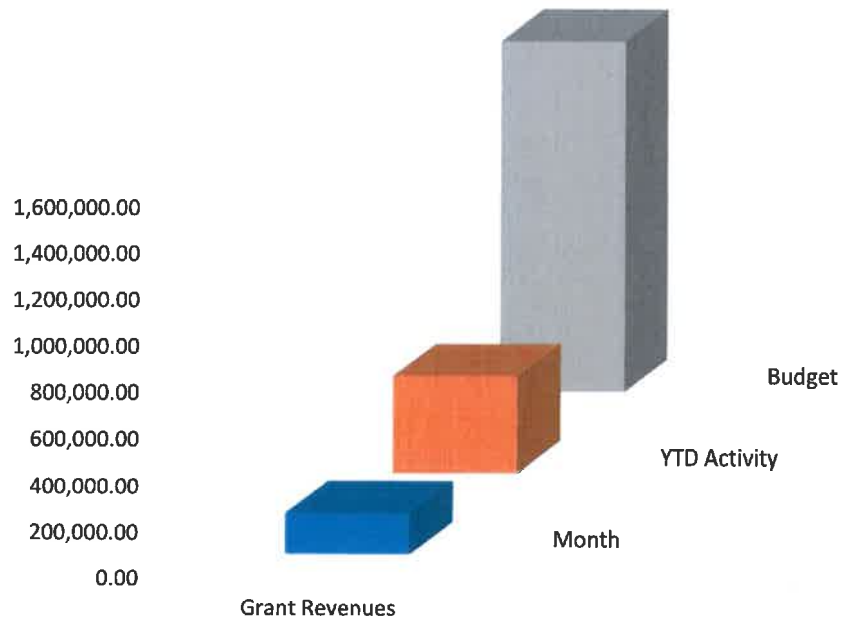


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
30-Nov-23**

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Nov-23 Monthly Activity</u>	<u>2023-24 FYTD Activity</u>	<u>2023-24 Original Budget</u>	<u>% YTD</u>
Grant Revenues	<u>177,223.42</u>	<u>417,483.62</u>	<u>1,524,658.00</u>	<u>27.4%</u>

EXTERNAL GRANT REVENUE

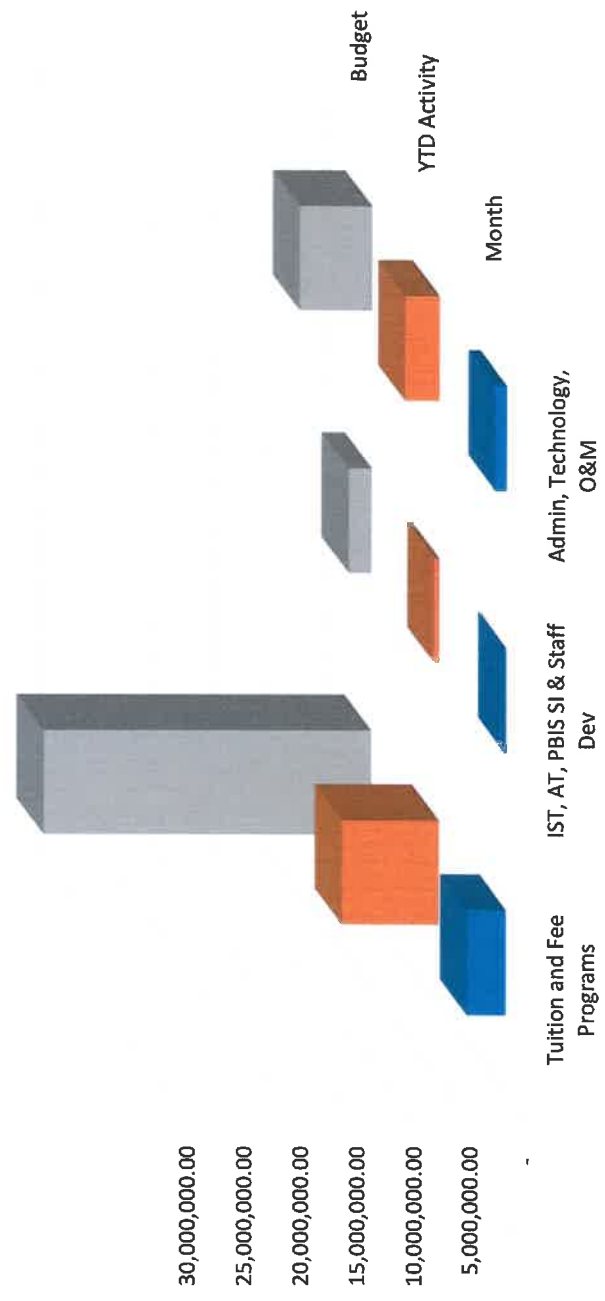


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
30-Nov-23**

SASED PROGRAMS

Program	Nov-23 Monthly Activity	2023-24 FYTD Activity	2023-24 Original Budget	% YTD
Tuition and Fee Programs	3,479,302.39	8,598,148.35	28,892,245.91	<u>29.8%</u>
IST, AT, PBIS SI & Staff Dev	142,105.45	462,175.79	2,035,279.00	<u>22.7%</u>
Admin, Technology, O&M	1,029,025.68	3,096,051.49	6,385,842.38	<u>48.5%</u>
	<u>4,650,433.52</u>	<u>12,156,375.63</u>	<u>37,313,367.29</u>	<u>32.6%</u>

SASED PROGRAM EXPENDITURES



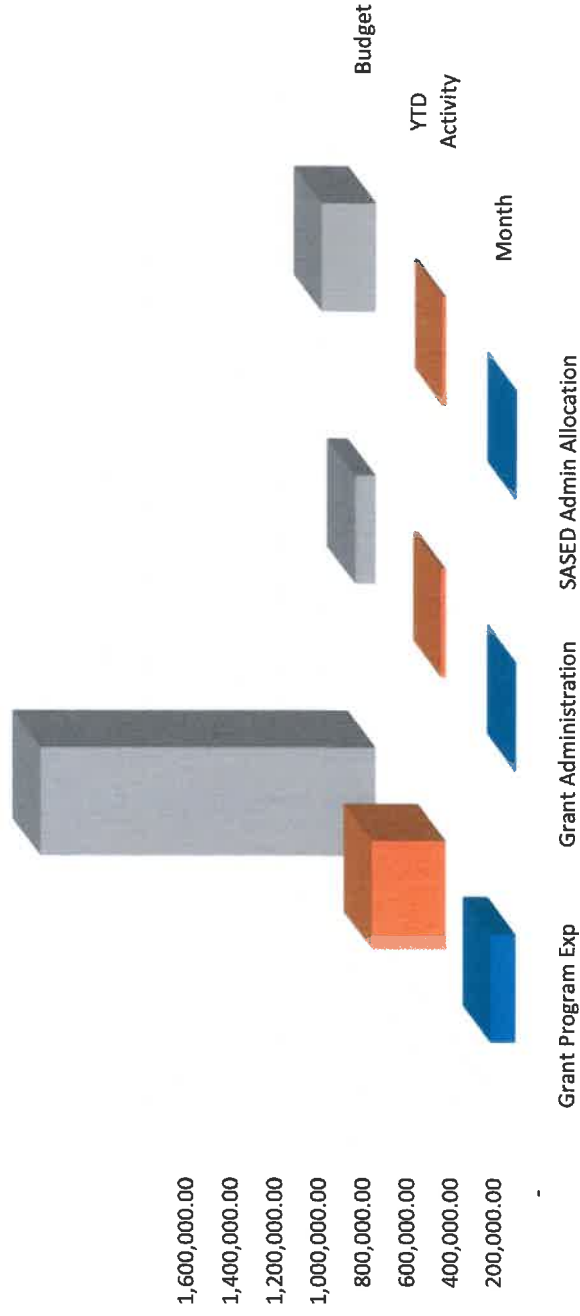
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY EXPENDITURE REPORTING

30-Nov-23

EXTERNAL GRANT PROGRAMS

Program	Nov-23 Monthly Activity	2023-24 FYTD Activity	2023-24 Original Budget	%
				YTD
Grant Program Exp	115,304.86	339,230.49	1,525,780.00	<u>22.2%</u>
Grant Administration	4,184.02	23,061.86	93,601.02	<u>24.6%</u>
SASED Admin Allocation	4,120.48	16,532.58	246,519.00	<u>6.7%</u>
Total	<u>123,609.36</u>	<u>378,824.93</u>	<u>1,865,900.02</u>	<u>20.3%</u>

EXTERNAL GRANT EXPENDITURES



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

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>A + B + C + D</u>
	EDUCATION FUND	SELF FUNDED MEDICAL INSUR	SELF FUNDED DENTAL INSUR	FSA	TOTAL EDUCATION FUND
CASH ACTIVITY REPORT					
Beginning Balance	17,775,670.07	(39,103.62)	360,121.02	(25,150.87)	18,071,536.60
Investments					
October Activity					
Interest Earned	9,367.97				9,367.97
Gains/(Losses) on Sales of Securities	-				-
Record Health Fund Transfers	10,989.64	(14,972.52)	30.13	3,952.75	1,884,379.27
Cash Receipts	1,883,282.97	999.75	96.55		(1,174,205.42)
Cash Disbursements - General	(1,169,235.60)			(4,969.82)	(1,819,730.19)
- Payroll	(1,819,730.19)				(1,819,730.19)
Subtotal	<u>(1,085,325.21)</u>	<u>(13,972.77)</u>	<u>126.68</u>	<u>(1,017.07)</u>	<u>(1,100,188.37)</u>
Ending Balance	<u>16,690,344.86</u>	<u>(53,076.39)</u>	<u>360,247.70</u>	<u>(26,167.94)</u>	<u>16,971,348.23</u>
Investment - Demand Deposit - Fifth Third Bank	11,305,286.79			(21,198.12)	11,590,163.68
IL School District Liquid Asset Fund	21,578.61				21,578.61
Fifth Third Securities	5,359,605.94			-	5,359,605.94
	<u>16,686,471.34</u>	<u>(54,076.14)</u>	<u>360,151.15</u>	<u>(21,198.12)</u>	<u>16,971,348.23</u>

Rachel Wisniewski
 Rachel Wisniewski, Treasurer

School Association for Special Education in DuPage County
 Treasurer's Report
 November 30, 2023

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>A + B + C + D</u>
	EDUCATION FUND	SELF FUNDED DENTAL INSUR	FSA	SELF FUNDED MEDICAL INSUR	TOTAL EDUCATION FUND
CASH ACTIVITY REPORT					
Beginning Balance	<u>16,686,471.34</u>	<u>360,151.15</u>	<u>(21,198.12)</u>	<u>(54,076.14)</u>	<u>16,971,348.23</u>
Investments					
November activity					
Interest Earned	12,221.69				12,221.69
Gains/(Losses) on Sales of Securities	-				-
Record Health Fund Transfers	74,490.85	15,604.13	5,054.57	(95,149.55)	-
Cash Receipts	915,148.14	638.26		2,742.23	918,528.63
Cash Disbursements - General	(3,118,265.50)		(3,503.43)		(3,121,768.93)
- Payroll	(1,778,599.17)				(1,778,599.17)
Subtotal	<u>(3,895,003.99)</u>	<u>16,242.39</u>	<u>1,551.14</u>	<u>(92,407.32)</u>	<u>(3,969,617.78)</u>
Ending Balance	<u>12,791,467.35</u>	<u>376,393.54</u>	<u>(19,646.98)</u>	<u>(146,483.46)</u>	<u>13,001,730.45</u>
Investment - Demand Deposit - Fifth Third Bank	8,155,156.32	375,755.28	(16,143.55)	(149,225.69)	8,365,542.36
IL School District Liquid Asset Fund	21,673.17				21,673.17
Fifth Third Securities	4,614,514.92				4,614,514.92
	<u>12,791,344.41</u>	<u>375,755.28</u>	<u>(16,143.55)</u>	<u>(149,225.69)</u>	<u>13,001,730.45</u>

Rachel Wisniewski

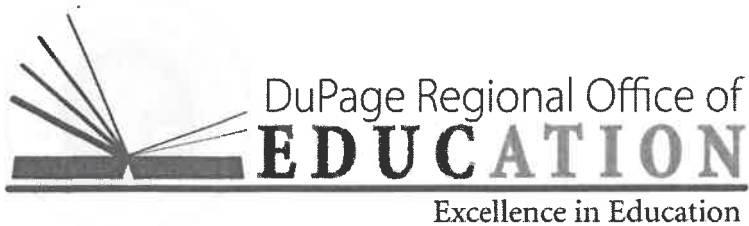
Rachel Wisniewski, Treasurer

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

EDUCATION FUND	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
PMA IL School District Liquid Asset Fund	21,578.61	0.529%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid/Max	-		Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	21,578.61				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	11,305,286.79	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	206,851.27	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	78,025.62	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	11,590,163.68				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	53,977.94	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	-				
	5,359,605.94				
	16,971,348.23	TOTAL			

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

EDUCATION FUND	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
PMA IL School District Liquid Asset Fund	21,673.17	0.529%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid/Max	-		Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	21,673.17				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	8,155,156.32	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	132,441.37	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	77,944.67	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	8,365,542.36				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	58,886.92	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	862,833.00	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	-	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	-				
	4,614,514.92				
	13,001,730.45	TOTAL			



AMBER QUIRK
Regional Superintendent
DuPage County Schools
421 N. County Farm Road
Wheaton, Illinois 60187
Phone: 630.407.5800
Fax: 630.407.5802

To: Debbie Vespa
School Business and Support Services
Illinois State Board of Education



From: Amber Quirk, Regional Superintendent of Schools

Date: October 11, 2023

Re: **Request for Extension to File Annual Financial Report**

I have received and approved a request for an extension of time to file the Annual Financial Report in my office from the following DuPage County School District per Lauterbach & Amen.

Filing Extension to **December 15, 2023:**

- **School Association for Special Education**

If you have any questions, please call me at 630-407-5771. Thank you.

AQ/II

cc: Lauterbach & Amen

Mr. Jim Nelson, Superintendent
cc: Rachel Wiskiewski

POLICY MANUAL REVISIONS
March, June and October PRESS
1st Reading - December 13, 2023
Board Policies & Exhibits

REVISED/NEW POLICIES

- 2:110 Qualifications, Term, and Duties of Board Officers
 - Minor revision.
 - Updated to align with PRESS recommendations to require a sexual misconduct related employment history review (EHR) be initiated prior to hiring an applicant that will have direct contact with children or students.
 - Updated to align with SASED’s Articles of Joint Agreement.
 - Continuous improvement updates are made to the legal references.
- 2:120 Board Member Development
 - Minor revision.
 - Updated to align with SASED’s Articles of Joint Agreement.
 - Continuous improvement updates are made to the policy and legal references.
- 2:170 Procurement of Architectural, Engineering, and Land Surveying Services
 - Minor revision.
 - Legal references are updated in response to a 5-year review.
- 2:200 Types of Board Meetings
 - Minor revision.
 - Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(4.5) Added Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5)
 - Cross references updated to align with new policy addition of 8:30 (Visitors to and Conduct on SASED Property).
- 2:220 ~~Governing~~ Board Meeting Procedure
 - Updated in response to 5 ILCS 120/7(a).
 - Updated to align with SASED’s Articles of Joint Agreement, changing “District” to “Cooperative”.
- 4:10 Fiscal and Business Management
 - Updated to align with PRESS recommendations.
 - Recommended updates per PRESS, but SASED removing.
 - Updated to align with SASED’s Articles of Joint Agreement.
- 4:30 Revenue and Investments
 - Updated to align with PRESS recommendations and in response to 30 ILCS 235/2.
 - Updated to align with SASED’s Articles of Joint Agreement.
- 4:45 Insufficient Fund Checks and Debt Recovery
 - Updated to align with PRESS recommendations.
- 4:60 Purchases and Contracts
 - Updated to align with PRESS recommendations.
 - Keep amount at \$25K.
- 4:100 Insurance Management
 - Updated in response to a 5-year review.
- 4:130 Free and Reduced-Price Food Services

- Updated to align with PRESS recommendations and in response to 105 ILCS 125/2.3.
- 4:160 Environmental Quality of Buildings and Grounds
 - Updated to align with PRESS recommendations and in response to 105 ILCS 160.
- 5:30 Hiring Process and Criteria
 - Updated throughout to align with PRESS recommendations and in response to 105 ILCS 5/22-94, to require a sexual misconduct related employment history review (EHR) be initiated prior to hiring an applicant that will have direct contact with children or students.
 - Updated throughout to align with PRESS recommendations and in response to The Equal Pay Act of 2003, 820 ILCS 112/10(b-25).
- 5:90 Abused and Neglected Child Reporting
 - Updated throughout to align with PRESS recommendations and in response to Faith’s Law, 105 ILCS 5/22-85.5(c), Erin’s Law, 105 ILCS 5/10-23.13(b), and ANCRA
- 5:125 Personal Technology and Social Media; Usage and Conduct
 - Updated throughout for continuous improvement.
- 5:150 Personnel Records
 - Updated throughout to align with PRESS recommendations and in response to 105 ILCS 5/22-94(e)
- 5:190 Teacher Qualifications
 - The legal references are updated in response to 105 ILCS 5/21-11.4.
- 5:200 Terms and Conditions of Employment and Dismissal
 - Updated throughout to align with PRESS recommendations and in response to 105 ILCS 5/22-95(a)
- 5:210 Resignations
 - Updated throughout to align with PRESS recommendations and in response to 105 ILCS 5/24-14.
- 5:220 Substitute Teachers
 - Updated throughout to align with PRESS recommendations and in response to Ill. Pension Code 40 ILCS 5/16-118; and 105 ILCS 5/21B-20(3).
- 5:230 Maintaining Student Discipline
 - Updated in response to a 5-year review.
- 5:260 Student Teachers, Interns and Practicum Students
 - Continuous improvement updates are made to the legal references.
- 6:50 School Wellness
 - Updated throughout to align with PRESS recommendations and in response to ISBE Nutrition Dept and federal requirements for local school wellness policies.
- 6:60 Curriculum Content
 - Updated throughout to align with PRESS recommendations and in response to 105 ILCS 5/27-13.2(c), 105 ILCS 5/2-3.196, 105 ILCS 5/27-21, 105 ILCS 5/27-20.3, and 105 ILCS 5/27-20.05. See changes.
- 7:60 Residence
 - Required answer to question through ISPOL.
 - Updated throughout to align with PRESS recommendations and in response to 105 ILCS 5/14-1.11, 105 ILCS 5/14-1.11a and 105 ILCS 5/14-1.11b.
- 7:70 Attendance and Truancy
 - Continuous improvement updates are made to the legal references.
- 7:160 Student Appearance
 - Updated throughout to align with PRESS recommendations and in response to 105 ILCS 5/10-22.25b, 775 ILCS 5/1-103(Q), and 105 ILCS 5/10-22.25b.
- 7:190 Student Behavior
 - Required answer to question through ISPOL.

- Updated throughout to align with PRESS recommendations. Added on page 2, under item 8, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff. Added on page 6, under Required Notices, new par 3, Upon receiving a report on any of the above (1)-(3), the Executive Director or designee shall immediately notify local law enforcement. The Executive Director or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year. See all changes.

- 7:270 Administering Medicines to Students
 - Required answer to question through ISPOL.
 - Updated throughout to align with PRESS recommendations and in response to 105 ILCS 5/10-22.21b, 105 ILCS 5/22-30, 105 ILCS 5/22-30(f), The Substance Use Disorder Act, 20 ILCS 301/5-23, and the Nurse Practice Act, 20 ILCS 301/5-23(d)(4).
- 7:285 Anaphylaxis Prevention, Response, and Management Program
 - The legal references are updated in response to 105 ILCS 5/10-22.39.
- 7:290 Suicide and Depression Awareness and Prevention
 - Updated throughout to align with PRESS recommendations and in response to 105 ILCS 5/10-22.39, and 105 ILCS 5/3.166.
- 7:305 Student Concussions and Head Injuries
 - Updated in response to a 5-year review.
- 8:20 Community Use of SASSED Facilities
 - The legal references are updated.
- 8:30 Visitors to and Conduct on SASSED Property
 - Updated in response to PRESS Advisory Board Member feedback.

REVIEWED POLICIES - NO CHANGES

None

REVISED/NEW BOARD EXHIBITS

- 2:220-E2 Motion to Adjourn to Closed Meeting
 - Exhibit updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(4.5)

REVIEWED BOARD EXHIBITS - NO CHANGES

None

Document Status: District Use Only

GOVERNANCE

2:110 Qualifications, Term, and Duties of Board Officers

The officers of both the Board of Directors and the Governing Board shall be: Chairperson, Vice Chairperson, and Secretary. These officers are elected or appointed by each Board at its organizational meeting.

Chairperson

The Board elects a Chairperson from its members for a one-year term. The duties of the Chairperson are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Attend and observe any Board committee meeting at his or her discretion;
4. Sign official SASED documents requiring the Chairperson's signature, including Board minutes;
5. Call special meetings of the Board;
6. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
7. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
8. The Chairperson of the Board of Directors shall serve as or appoint the Board's official spokesperson to the media;
9. Except when the Chairperson is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
10. Ensure that all the fingerprint-based criminal history records information checks, and/or screenings, and sexual misconduct related employment history reviews (EHRs) [PRESSPlus1](#) required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Executive Director.

The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice Chairperson fills a vacancy in the Chairpersonship.

Vice Chairperson

The Board elects a Vice Chairperson from its members for a one-year term. The Vice Chairperson performs the duties of the Chairperson if:

1. The office of Chairperson is vacant;
2. The Chairperson is absent; or

3. The Chairperson is unable to perform the office's duties.

A vacancy in the Vice ~~Chairpersonship~~ ~~Presidency~~ is filled by a special Board election.

Secretary

Each Board elects a Secretary who serves a one-year term. The duties of the Secretary are to:

1. ~~Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;~~
2. ~~Mail meeting notification and agenda to news media who have officially requested copies;~~
3. Keep records of the Board's official acts, and sign them, along with the Chairperson;
4. Arrange public inspection of the budget before adoption;
5. ~~Publish required notices;~~
6. Sign official SASSED documents requiring the Secretary's signature; and
7. Maintain Board policy, and other such official documents as directed by the Board.

A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Administrative Assistant to the Executive Director shall serve as the Recording Secretary to both the Governing Board and the Board of Directors.

For each Board the Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.
4. ~~Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;~~
5. ~~Publish required notices;~~

In addition, the Recording Secretary or Executive Director receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The SASSED Director of Business Services/CSBO shall serve as the Treasure to both the Governing Board and the Board of Directors. He or she will receive no remuneration over and above his or her regular salary for these duties.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board of Directors;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Executive Director and Board of Directors; and
5. Receive, hold, and expend SASSED funds only upon the order of the Board.

LEGAL REF.:

~~5 ILCS 120/7 and 420/4A-106.~~

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, ~~and 5/21B-85, and 5/22-94.~~

5 ILCS 120/7, Open Meetings Act.

5 ILCS 420/4A-106. III. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Governing Board Meeting), 2:220 (Governing Board Meeting Procedure), 5:30 (Hiring Process and Criteria)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring a sexual misconduct related employment history review (EHR) to be initiated prior to hiring an applicant that will have direct contact with children or students. *Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” **Issue 111, March 2023**

Document Status: District Use Only

GOVERNANCE

2:120 Board Member Development

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

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

Mandatory Board Member Training

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, fiduciary responsibilities, and ~~(beginning in the fall of 2023)~~ [PRESSPlus1](#) trauma-informed practices for students and staff within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the SASED PERA implementation date.
4. Each new Board member must attend the SASED New Board Member Orientation as per the Articles of Joint Agreement.

Professional Development: Adverse Consequences of School Exclusion: Student Behavior

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

Board Self-Evaluation

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

New Board Member Orientation

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

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

LEGAL REF.:

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

[105 ILCS 5/10-16a](#) and [5/24-16.5](#).

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

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 113, October 2023**

Document Status: Draft Update

2:170 Procurement of Architectural, Engineering, and Land Surveying Services

The Board of Directors selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.:

40 U.S.C. §1101 et seq⁵⁴¹. [PRESSPlus1](#)

[50 ILCS 510/](#), Local Government Professional Services Selection Act.

[105 ILCS 5/10-20.21](#).

Shively v. Belleville Twp. High Sch. Dist. 201, 329 Ill.App.3d 1156 (5th Dist. 2002), appeal denied.

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 112, June 2023**

Document Status: Draft Update

2:200 Types of Board Meetings

General

For all meetings of the Governing Board or Board of Directors and their committees, the Executive Director or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the Cooperative's Administrative Center. Board policy 2:220, *Board Meeting Procedure*, governs meeting quorum requirements.

The Executive Director is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Executive Director may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Executive Director shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the Cooperative's Administrative Center and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. 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. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. [5 ILCS 120/2\(c\)\(1\)](#) ~~amended by P.A. 101-459.~~
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2\(c\)\(2\)](#).
3. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. [5 ILCS 120/2\(c\)\(4\)](#).

4. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5). [PRESSPlus1](#)
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. 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 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is

required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the Chairperson or by any five members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the Cooperative's Administrative Center main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the SASSED Website

In addition to the other notices specified in this policy, the Executive Director or designee shall post the following on the SASSED website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[5 ILCS 140/](#), Freedom of Information Act.

[105 ILCS 5/10-6](#) and [5/10-16](#).

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Governing Board Meetings), 2:220 (Governing Board Meeting Procedure), 2:230 (Public Participation at Governing Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), [8:30 \(Visitors to and Conduct on SASSED Property\)](#)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. **Issue 113, October 2023**

Document Status: District Use Only

GOVERNANCE

2:220 Governing Board Meeting Procedure (*Remove Governing*)

Agenda

The Board Chairperson is responsible for focusing the Board meeting agendas on appropriate content. The Executive Director shall prepare agendas in consultation with the Board Chairperson. The Chairperson shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Executive Director or the Chairperson shall be placed on the agenda for an upcoming meeting. Cooperative residents may suggest inclusions for the agenda. Discussion items may be added to the agenda upon unanimous approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Executive Director shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board Meetings*.

The Board Chairperson shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the Chairperson or other presiding officer may approve or deny the request, but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The ~~Board Recording~~ Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the Chairperson and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a *semi-annual review*. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the Cooperative's Administrative Center, in the presence of the Secretary, the Executive Director or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in SASSED administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Executive Director or designated administrator, or any Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from SASSED's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the SASSED website within ten days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Executive Director, or the Board Secretary when the Executive Director is absent, shall audio record all closed meetings. If neither is present, the Board Chairperson or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Executive Director shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for

every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the SASSED's administrative offices or their official storage location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Executive Director or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the SASSED's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Executive Director or Board Chairperson. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from SASSED's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to the Cooperative, and their respective district. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or SASSED business, ~~or~~ (3) a family or other emergency, or (4) unexpected childcare obligations. [PRESSPlus1](#) If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Executive Director at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Executive Director will inform the Board Chairperson and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video: Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board Chairperson or, if the office is vacant or the Chairperson is absent or unable to perform the office's duties, the Vice Chairperson determines that an in-person meeting or a meeting conducted under the Quorum and Participation by Audio or Video Means subhead above, is not practical or prudent because of the disaster declaration; if neither the Chairperson nor Vice Chairperson are present or able to perform this determination, the Executive Director shall serve as the duly authorized designee for purposes of making this determination. The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board Chairperson, as the presiding officer, will use the most recent edition of Robert's Rules of Order Newly Revised, as a guide when a question

arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting with the Board's approval. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Executive Director at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board Chairperson may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7, Open Meetings Act.

105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Governing Board Meetings), 2:210 (Organizational Governing Board Meeting), 2:230 (Public Participation at Governing Board Meetings and Petitions to the Board)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 5 ILCS 120/7(a), amended by P.A. 103-311. **Issue 113, October 2023**

Document Status: Draft Update

2:220-E2 Exhibit - Motion to Adjourn to Closed Meeting

Motion to Adjourn to Closed Meeting

Date: _____ Time: _____

Location: _____

A motion was made by _____, and seconded by _____, to adjourn to closed meeting to discuss:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the SASED or legal counsel for the SASED, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the SASED or against legal counsel for the SASED to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. [5 ILCS 120/2\(c\)\(1\)](#), amended by P.A. 101-459.

Collective negotiating matters between the SASED and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2\(c\)\(2\)](#).

The selection of a person to fill a public office, including a vacancy in a public office, when the SASED is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the SASED is given power to remove the occupant under law or ordinance. [5 ILCS 120/2\(c\)\(3\)](#).

Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. [5 ILCS 120/2\(c\)\(4\)](#).

Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. [PRESSPlus1](#)

The purchase or lease of real property for the use of the SASED, including meetings held for the purpose of discussing whether a particular parcel should be acquired. [5 ILCS 120/2\(c\)\(5\)](#).

- The setting of a price for sale or lease of property owned by the SASED. [5 ILCS 120/2\(c\)\(6\)](#).
- The sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2\(c\)\(7\)](#).
- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. [5 ILCS 120/2\(c\)\(8\)](#).
- Student disciplinary cases. [5 ILCS 120/2\(c\)\(9\)](#).
- The placement of individual students in special education programs and other matters relating to individual students. [5 ILCS 120/2\(c\)\(10\)](#).
- Litigation, when an action against, affecting or on behalf of the particular SASED has been filed and is pending before a court or administrative tribunal, or when the SASED finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. [5 ILCS 120/2\(c\)\(11\)](#).
- The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the SASED or any intergovernmental risk management association or self insurance pool of which the SASED is a member. [5 ILCS 120/2\(c\)\(12\)](#).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the SASED is a member. [5 ILCS 120/2\(c\)\(16\)](#).
- Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. [5 ILCS 120/2\(c\)\(21\)](#).

Closed Meeting Roll Call:

"Yeas"	"Nays"

Motion: Carried Failed

DATED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. **Issue 113, October 2023**

Document Status: District Use Only

OPERATIONAL SERVICES

4:10 Fiscal and Business Management

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

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

Budget Planning

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

Preliminary Adoption Procedures

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

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

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

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

Final Adoption Procedures

The Governing Board will meet to adopts a budget before September 1st or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined

by ~~ISBE the State Board of Education~~; if not balanced and if required by ~~ISBE the State Board of Education~~, the Governing Board will adopt a deficit reduction plan to balance SASSED's budget within ~~three~~ 3 years according to ~~ISBE State Board of Education~~ requirements.

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

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

1. Post SASSED's final annual budget, itemized by receipts and expenditures, on SASSED's internet website; notify parents/guardians that it is posted and provide the website's address.
2. Present a written report that includes the annual average expenditures of the District's operational funds for the previous three fiscal years at or before the board meeting. In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31. Remove this item. [PRESSPlus2](#)
3. ~~Submit the annual budget, a deficit reduction plan if one is required by ISBE State Board of Education guidelines, and other financial information to ISBE the State Board of Education according to its requirements. Remove this item.~~
4. Abide by the SASSED Articles of Joint Agreement for a Fund Balance.

Budget Amendments

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

Implementation

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

LEGAL REF.:

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

[23 Ill.Admin.Code Part 100](#).

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

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Remove item 2 and item 3

PRESSPlus 2. 105 ILCS 5/17-1.10(a), added by P.A. 103-394, requiring a board to present "at a board meeting" a written report that includes the annual average expenditures of its operational funds, which include the educational, transportation, and operation and maintenance funds. The average expenditures are calculated based on the district's most recently audited annual financial report (AFR). For ease of administration, this sample policy language manages presentation of the report in conjunction with the meeting at which a board adopts its levy, or earlier, if a district's AFR is available. Consult the board attorney if a district's AFR is not available before December 31 (the date by which a reserve reduction plan must be filed, if applicable); the board may need to rely upon estimated numbers in that scenario. If a district's ratio of its combined cash reserves of its operational funds to its average annual expenditures of those funds over the past three fiscal years exceeds 2.5, then the board must adopt and file a plan with the Ill. State Board of Education to reduce its cash reserves to expenditures ratio to at or below 2.5 within three years.

Delete this paragraph if the district receives federal impact funding. Federal impact aid is designed to assist local school districts that have lost a portion of their local tax base because of federal ownership of property (e.g., military bases, low-rent housing properties, or concentrations of students that have parents/guardians in the uniformed services). For more information about federal impact aid, see www.oese.ed.gov/offices/office-of-formula-grants/impact-aid-program/ and www.nafisd.org/impact-aid-resources/impact-aid-payments/. If the district receives federal impact funding, strike this list item in Edit Mode, and select "Adopted with Additional District Edits" as the Save Status.

Issue 113, October 2023

Document Status: District Use Only

OPERATIONAL SERVICES

4:30 Revenue and Investments

Revenue

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

Investments

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

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

Investment Objectives

The objectives for SASED's investment activities are:

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

Authorized Investments

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

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

The term "agencies of the United States of America" includes: (a) the federal land banks, federal

intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than ~~three years~~ 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of SASSED's funds may be invested in short-term obligations of corporations under this paragraph. [PRESSPlus1](#)
5. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than three years from the date of purchase. (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of SASSED's funds may be invested in obligations of corporations under this paragraph.
6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, SASSED, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by SASSED or its governing authority.
9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. SASSED may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
11. The Illinois School District Liquid Asset Fund Plus.
12. Repurchase agreements of government securities having the meaning set out in the Government

Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of SASSED, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

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

- a. The securities, unless registered or inscribed in the name of SASSED, are purchased through banks or trust companies authorized to do business in the State of Illinois.
 - b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, that acts for SASSED in connection with repurchase agreements involving the investment of funds by SASSED. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
 - c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to SASSED on the records of the custodial bank and the transaction must be confirmed in writing to SASSED by the custodial bank.
 - d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
 - e. The security interest must be perfected.
 - f. SASSED enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
 - g. Agreements shall be for periods of 330 days or less.
 - h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
 - i. The custodial bank must take delivery of and maintain the securities in its custody for the account of SASSED and confirm the transaction in writing to SASSED. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for SASSED; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to SASSED claims to rights to those securities.
 - j. The obligations purchased by SASSED may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
 - k. The custodial bank shall be liable to SASSED for any monetary loss suffered by SASSED due to the failure of the custodial bank to take and maintain possession of such securities.
13. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph ~~134~~ supersedes paragraphs 1-~~120~~ and controls in the event of conflict.

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

The Chief Investment Officer and Executive Director shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, [30 ILCS 238/](#).

Selection of Depositories, Investment Managers, Dealers, and Brokers

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

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

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

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

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

Collateral Requirements

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

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in SASSED's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting

Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

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

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

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

Ethics and Conflicts of Interest

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

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

LEGAL REF.:

[30 ILCS 235/](#), Public Funds Investment Act.

[30 ILCS 238/](#), III. Sustainable Investing Act.

[105 ILCS 5/8-7](#), [5/10-22.44](#), [5/17-1](#), and [5/17-11](#).

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

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 30 ILCS 235/2, amended by P.A. 102-285. **Issue 113, October 2023**

Document Status: Draft Update

4:45 Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks

The Executive Director or designee is responsible for collecting the maximum fee authorized by State law for returned checks written to SASED that are not honored upon presentation to the respective bank or other depository institution for any reason. The Executive Director is authorized to contact the Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery

The Executive Director is authorized to seek collection of delinquent debt owed SASED to the fullest extent of the law.

A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) ~~in~~ ~~the future.~~ [PRESSPlus1](#) To participate in it, an intergovernmental agreement (IGA) between SASED and the IOC must be in existence. The IGA establishes the terms under which SASED may refer a delinquent debt to the IOC for an offset (deduction). The IOC may execute an offset, in the amount of the delinquent debt owed to SASED, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

The Executive Director or designee shall execute the requirements of the IGA. While executing the requirements of the IGA, the Executive Director or designee is responsible, without limitation, for each of the following:

1. Providing a SASED-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. If reimbursable meals or snacks provided under the Hunger-Free Students' Bill of Rights Act are the basis of SASED delinquent debt claim of no less than \$500, the notice must be sent to a student's parent(s)/guardian(s) only after: (a) the student owes SASED more than five meals and/or snacks; (b) the Executive Director or designee made: (i) repeated contacts to collect the amounts owed, and (ii) reasonable efforts to collect the amount due for at least one year; and (c) SASED requested the student's parent(s)/guardian(s) to apply for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, and they either: (i) did not qualify, or (ii) refused to apply.
2. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable.
 - a. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before

certification to the IOC for offset.

- b. If application for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, is requested as a challenge to paying the claim, and the request is denied, an appeal of the denial of the request shall be handled according to 4:130, *Free and Reduced-Price Food Services*. If no request for meal benefits is received, review of the claim's payment shall be handled according to this policy before certification to the IOC for offset.
3. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.
4. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

LEGAL REF.:

15 ILCS 405/10.05 and 10.05d, State Comptroller Act.

105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.

810 ILCS 5/3-806, Uniform Commercial Code.

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. The Ill. Office of the Comptroller (IOC) operates an Offset System for collecting debt owed to the State, political subdivisions of the State, and school districts by persons receiving payments from the State. Seeking debt recovery through an offset of a future payment the State makes to a debtor is optional. The requirements in this policy for obtaining an offset are either in statute or the IOC's intergovernmental agreement (IGA). 15 ILCS 405/10.05 and 10.05d. The first step to participate is to contact a LDRP manager with the IOC to request an IGA with the IOC's office. Program managers work one-on-one with districts and matters are handled on a case-by-case basis. The LDRP's number for local governments is 312-814-3090. Contact the board attorney for advice and assistance. Note that historically, the IOC has been reluctant to pursue school lunch debts under the LDRP. **Issue 112, June 2023**

Document Status: District Use Only

OPERATIONAL SERVICES

4:60 Purchases and Contracts

The Executive Director shall manage SASED's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board of Directors.

All purchases and contracts should support a recognized SASED function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Executive Director or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Executive Director or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of ~~\$35,000~~^{25,000} PRESSPlus1 Keep at \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board of Directors policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1 et seq.](#)
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for SASED in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21](#)(b-5). The Executive Director or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Executive Director or designee shall report this information to the Board of Directors by completing the necessary forms that must be attached to SASED's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21](#)(b-10).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, *Resource Conservation*.

8. Each contractor with SASSED is bound by each of the following:
- a. In accordance with [105 ILCS 5/10-21.9\(f\)](#): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9\(c\)](#) and [5/21B-80\(c\)](#) to have direct, daily contact at a SASSED school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80\(b\)](#) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the SASSED's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if SASSED objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide SASSED access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g). [PRESSPlus2](#)
 - c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide SASSED with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more provides services to student(s) or in schools to complete additional health examinations as required by SASSED and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.
9. ~~After 1-1-23, a~~ Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
10. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq. [PRESSPlus3](#)
11. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.85. [PRESSPlus4](#)
12. Purchases made with federal, or State awards must comply with [2 C.F.R. Part 200](#) and [30 ILCS 708/](#), as applicable, and any terms of the award.

The Executive Director or designee shall: (1) execute the reporting and website posting mandates in State law concerning SASSED contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.:

[2 C.F.R. Part 200.](#)

105 ILCS 5/10-20.19c, 5/10-20.21, [5/10-20.85](#), 5/10-21.9, 5/10-22.34c, [5/15A-1 et seq.](#), 5/19b-1 et seq., [5/22-94](#), and 5/24-5.

[30 ILCS 708/](#), Grant Accountability and Transparency Act.

[410 ILCS 170/](#), Coal Tar Sealant Disclosure Act.

[820 ILCS 130/](#), Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), [5:90 \(Abused and Neglected Child Reporting\)](#)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.21, amended by P.A. 103-8, eff. 1-1-24. **Issue 113, October 2023**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, available at PRESS Online by logging in at www.iasb.com.

For the definition of *sexual misconduct*, see 105 ILCS 5/22-85.5(c), added by P.A. 102-676 and policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

Direct contact with children or students is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. This standard, which triggers the EHR, appears on its face to be broader than the *direct, daily contact* standard that triggers the *complete criminal history records check* in 105 ILCS 5/10-21.9(f). See 5:30-AP2, *Investigations*, 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for more information. For example, a contracted night custodian who may have some passing, routine interaction with students who are on campus for afterschool events, but does not have direct, daily contact with students triggers an EHR but not necessarily a *complete criminal history records check*. It is less clear if the reverse scenario could arise where a *complete criminal history records check* under 105 ILCS 5/10-21.9(f) would be required but an EHR would not be required. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

105 ILCS 5/22-94(g), added by P.A. 102-702, eff. 7-1-23, prohibits contractors from entering any agreement that: (1) has the effect of suppressing information concerning a pending or completed investigation in which an allegation of sexual misconduct was substantiated, (2) affects the ability of the contractor to report sexual misconduct to the appropriate authorities, or (3) requires the contractor to expunge information about allegations or findings of suspected sexual misconduct, unless an allegation is found to be false, unfounded, or unsubstantiated following an investigation. **Issue 111, March 2023**

PRESSPlus 3. Updated in response to 105 ILCS 5/15A-1 et seq., added by P.A. 103-491, eff. 1-1-24. Under a *design-build* delivery system for a construction project, a board contracts with a *design-build entity* that furnishes architecture, engineering, land surveying, public art or interpretive exhibits, 4:60

and other construction services, as required for the project. It allows a single contractor to manage both the design and construction of a project, creating the potential for greater efficiency. Contrast this method with the traditional *design-bid-build* delivery method, in which a board contracts with multiple entities and utilizes a competitive bidding process for certain contractors, such as a general contractor. 105 ILCS 5/15A-1 *et seq.*, added by P.A. 103-491, eff. 1-1-24, does not impact a district's ability to use a qualification-based selection process under 50 ILCS 510/, Local Government Professional Services Act (LGPSA), to select design professionals or construction managers for design-build projects. 105 ILCS 5/15A-50. See sample policy 2:170, *Procurement of Architectural, Engineering, and Land Surveying Services*, available at PRESS Online by logging in at www.iasb.com. For design-build projects, consult with the board attorney as needed to ensure the district: (1) complies with the specific procedural requirements related to requests for proposals (RFPs) and evaluation of RFP submissions for these contracts, and (2) incorporates additional criteria for requests for proposals and evaluation of proposals based on local conditions and the specific project, as permitted by the statute. Note that under 105 ILCS 5/15A-20, added by P.A. 103-491, eff. 1-1-24, a board must employ or contract with an independent design professional or public art designer (as applicable) selected under the LGPSA to assist with developing the scope and criteria for performance for a request for proposal under a design-build delivery system. **Issue 113, October 2023**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-20.85, added by P.A. 103-393. See sample administrative procedure 4:60-AP1, *Purchases*, available at PRESS Online by logging in at www.iasb.com, for specific requirements. A *district-administered assessment* is one that requires all student test takers at any grade level to answer the same questions, or a selection of questions from a common bank of questions. It does *not* include the observational assessment tool used to satisfy the annual kindergarten assessment required by 105 ILCS 5/2-3.64a-10 or an assessment developed by district teachers or administrators that is used to measure student progress at an attendance center. **Issue 113, October 2023**

Document Status: Draft Update

4:100 Insurance Management

The Executive Director shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of SASED and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the SASED's certified/licensed PRESSPlus1 staff members; Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified/licensed members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new Executive Directors); and student teachers.
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Illinois High School Association that results in medical expenses in excess of \$50,000.
3. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.
 - a. The term "Employee" as used in this policy means any employee who sustains an accidental injury while in the course of conducting his/her employment duties with SASED. Such employee may be entitled to compensation under the Illinois Worker's Compensation Act (hereinafter referred to as the "Act").
 - b. Medical Benefits - An employee who sustains a work-related injury that qualifies for benefits under the Act shall not be entitled to any medical, surgical, or hospital benefits under the SASED Hospital/Major-Medical Insurance Plan.
 - c. If an employee who sustains an injury and is entitled to compensation under the Act receives medical, surgical, hospital, temporary disability, or accidental disability benefits for such injury and subsequently receives compensation for the injury under the Act, he or she shall be required to remit to SASED the amount received from the SASED Hospital/Major-Medical Insurance Plan.
 - d. Sick Leave - An employee who sustains a lost-time injury that does not satisfy the three (3) day limit for benefits under the Act shall be entitled to use his or her accumulated sick leave. If the employee does receive benefits under the Act, he or she shall be entitled to that portion of his or her sick leave which, when added to the benefits received under the Act, shall equal the employee's normal wages for the period of absence. Any sick leave so used shall be deducted from the employee's accumulated sick leave.

In the event that SASSED pays an employee sick leave pay for an absence and the employee subsequently receives compensation under the Act, making the sum received by the employee greater than the employee's normal wages for the period of absence, SASSED shall deduct from the employee's wages an amount equal to the excess of normal wages.

Student Insurance

The Board of Directors shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.

Health, Dental, and Life Insurance

On an annual basis, the Board of Directors will review and approve the health, dental, and life insurance program offered to its employees.

LEGAL REF.:

Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, §10001, ~~400 Stat. 222,~~ 26 U.S.C. §4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.

105 ILCS 5/2-3.53a, 5/2-3.53b, 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, 5/21A-5 et seq., and 5/22-15.

215 ILCS 5/, III. Insurance Code.

750 ILCS 75/, III. Religious Freedom Protection and Civil Union Act.

820 ILCS 305/, Workers' Compensation Act.

CROSS REF.: 7:300 (Extracurricular Athletics)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 112, June 2023**

Document Status: Draft Update

4:130 Free and Reduced-Price Food Services

Notice

The Executive Director shall be responsible for implementing SASED's free and reduced-price food services policy and all applicable programs.

If State funding is available for the Healthy School Meals for All Program, the Board will annually determine if it will participate in the program. [PRESSPlus1](#)

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education. From time to time, the income eligibility guidelines and standards may not be necessary when reimbursements for students' free breakfasts and lunches are claimed through the U.S. Depts. of Agriculture and Education's Community Eligibility Provision (CEP). When claiming the CEP, SASED will follow its requirements.

Notification

At the beginning of each school year, by letter, SASED shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Executive Director shall provide the same information to: (1) informational media, and (2) SASED's website. Parents/guardians enrolling a child in SASED for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

SASED shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal SASED's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in [7 C.F.R. §245.7](#), Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Executive Director shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. SASED may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. The status of a student's appeal or eligibility for free or reduced-price food services shall not relieve SASED of its obligation to provide him or her with a free meal or snack under the Hunger-Free Students' Bill of Rights Act if he or she requests one, regardless of his or her ability to pay.

The Executive Director shall keep on file for a period of three years a record of any appeals made and the hearing record. SASSED shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.:

HFSBRA [105 ILCS 123/](#), added by P.A. 100-1092.

U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, [7 C.F.R. Part 210](#).

U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, [7 C.F.R. Part 245](#).

105 ILCS 125/, [School Breakfast and Lunch Program Act](#).

[105 ILCS 126/](#), [Childhood Hunger Relief Act](#).

[23 Ill.Admin.Code §305.10](#) *et seq.*

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Optional. Updated in response to 105 ILCS 125/2.3, added by P.A. 103-532. Subject to appropriation, the Ill. State Board of Education (ISBE) is required to establish the Healthy School Meals for All Program. Participating boards must offer eligible meals, without charge, to all students enrolled in schools that participate in the National School Breakfast Program (NSBP) and National School Lunch Program (NSLP). To receive State reimbursement under the Healthy School Meals for All Program, a board must: (1) annually notify ISBE of its intent to participate in the program; (2) maximize its access to federal funds for NSBP and NSLP by participating in the CEP or another special assistance alternative, if eligible, and (3) operate the NSBP and NSLP in a manner that in the opinion of ISBE, draws down the most possible federal funding for meals served in the NSBP and NSLP. If State funding is insufficient to cover reimbursement of all interested boards, ISBE is required to inform eligible schools of the impact of the inadequate funding so that boards can make an informed decision about food service administration in their districts. **Issue 113, October 2023**

Document Status: Draft Update

4:160 Environmental Quality of Buildings and Grounds

The Executive Director shall take all reasonable measures to protect: (1) the safety of SASED personnel, students, and visitors on SASED premises from risks associated with hazardous materials, and (2) the environmental quality of SASED's buildings and grounds.

The Executive Director shall notify all employees who must be offered, according to State or federal law, SASED-paid hepatitis B vaccine and vaccination.

Pesticides

Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school serving grades K-8 during a school day or partial school day when students are in attendance for instructional purposes. PRESSPlus1 Additionally, the application of any restricted use pesticides ~~will not be~~ is prohibited applied on or within 500 feet of school property during normal school hours. The Executive Director or designee shall maintain a registry of employees and parents/guardians of students requesting notification before the application of pesticide(s) and notify these people as required by the Structural Pest Control Act, 225 ILCD 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Coal Tar Sealant

~~Beginning on 1-1-23, b~~ Before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on SASED premises, the Executive Director or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.:

105 ILCS 5/10-20.17a; 5/10-20.48.

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

105 ILCS 160/, Pesticide Application at Schools Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 60/14, Illinois Pesticide Act.

[415 ILCS 65/](#), Lawn Care Products Application and Notice Act.

[410 ILCS 170/](#), Coal Tar Sealant Disclosure Act.

[820 ILCS 255/](#), Toxic Substances Disclosure to Employees Act. (*inoperative*)

[23 Ill.Admin.Code §1.330.](#)

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Pesticide Application at Schools Act (PASA), 105 ILCS 160/, added by P.A. 103-496. Areas prohibited from treatment include paved surfaces, playgrounds and playing fields, where children are typically present.

Pesticides is not specifically defined in PASA; however, the Illinois Pesticide Act (IPA) defines both *pesticides* and the subcategory of *restricted use pesticides*. 415 ILCS 60/4. PASA therefore appears broader than the IPA because it applies to all pesticides, including those that are not restricted use pesticides. However, PASA is narrower than the IPA in two ways. First, PASA's geographic scope is narrower than the IPA because PASA does not apply to "areas of school grounds where children are typically not present, including, but not limited to flower beds and lawns surrounding the school not used as playing fields." Second, PASA is narrower in that its prohibition is only in effect when students are in attendance for instruction, compared to the IPA prohibition that applies during *normal school hours* and could extend beyond instructional hours. For ease in administering these slightly different standards, an elementary or unit district may want to follow the more restrictive geographic and temporal prohibitions in the IPA but apply them to all types of pesticides. See also footnote 4 of sample policy 4:160, *Environmental Quality of Buildings and Grounds*, and sample administrative procedure 4:160-AP, *Environmental Quality of Buildings and Grounds*, available at PRESS Online by logging in at www.iasb.com. **Issue 113, October 2023**

Document Status: Draft Update

5:30 Hiring Process and Criteria

SASED hires the most qualified personnel consistent with budget and staffing requirements and in compliance with the Board policy on equal employment opportunity and minority recruitment. The Executive Director is responsible for recruiting personnel and making hiring recommendations to the Board. If the Executive Director's recommendation is rejected, the Executive Director must submit another. The Executive Director may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in [105 ILCS 5/21B-80\(c\)](#).

All applicants must complete a SASED application in order to be considered for employment.

Job Descriptions

The Board maintains the Executive Director's job description and directs, through policy, the Executive Director, in his or her charge of SASED's administration.

The Executive Director shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Executive Director or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful Executive Director candidate who has been offered employment by the Board, the Board Chairperson shall ensure that these checks are completed. The Executive Director or designee, or if the applicant is a successful Executive Director candidate, then the Board Chairperson shall notify an applicant if the applicant is identified in either database. The School Code requires the Board Chairperson to keep a conviction record confidential and share it only with the Executive Director, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

SASED retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [105 ILCS 5/21B-80](#) or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any SASED employee, then the Board must

consider that person's status as a condition of employment.

The Executive Director shall ensure that SASSED does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. SASSED uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. SASSED does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. SASSED does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. SASSED does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. SASSED does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. SASSED does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. SASSED does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. SASSED provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR) [PRESSPlus1](#)

Prior to hiring an applicant for a position involving *direct contact with children or students*, [PRESSPlus2](#) the Executive Director shall ensure that an EHR is performed as required by State law. When the applicant is an executive director candidate, the Board President shall ensure that the EHR is initiated before a successful executive director candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to SASSED.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

SASED's staff will provide an orientation program for new employees to acquaint them with SASED's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

[42 U.S.C. §12112](#), Americans with Disabilities Act; [29 C.F.R. Part 1630](#).

[15 U.S.C. §1681](#) *et seq.*, Fair Credit Reporting Act.

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[105 ILCS 5/10-16.7](#), [5/10-20.7](#), [5/10-21.4](#), [5/10-21.9](#), [5/10-22.34](#), [5/10-22.34b](#), [5/21B-10](#), [5/21B-80](#), [5/21B-85](#), [5/22-6.5](#), [5/22-94](#), and [5/24-5](#).

[20 ILCS 2630/3.3](#), Criminal Identification Act.

[820 ILCS 55/](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 112/](#), Equal Pay Act of 2003, [PRESSPlus3](#)

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd* in part and remanded 115 Ill.2d 482(III. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Executive Director), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), [5:120 \(Employee Ethics: Code of Professional Conduct; and Conflict of Interest\)](#), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have *direct contact with children or students*. See sample administrative procedure 5:30-AP3, *Sexual Misconduct Related Employment History Review(EHR)*, available at PRESS Online by logging in at www.iasb.com, for the process, timing, and positions requiring an EHR. See policy 4:60, *Purchases and Contracts*, and sample administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review(EHR) of Contractor Employees*, for EHR requirements for employees of contractors who have *direct contact with children or students*. **Issue 111, March 2023**

PRESSPlus 2. *Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

PRESSPlus 3. The Equal Pay Act of 2003, 820 ILCS 112/10(b-25), added by P.A. 103-539, eff. 1-1-25, makes it unlawful for employers with 15 or more employees to fail to include the “pay scale and benefits” for a position in any specific job posting. “Pay scale and benefits” means the wage or salary, or the wage or salary range, and a general description of benefits and other compensation. To satisfy the posting requirement, an employer can include a hyperlink to a public webpage that includes the pay scale and benefit information. If an employer uses a third party to post its job postings, then the employer must provide the pay scale and benefits or a hyperlink containing the information to the third party. The Act also requires employers to inform current employees of promotion opportunities within 14 calendar days after the employer posts externally for the position. Employers are not prohibited from asking applicants about their wage or salary expectations for a position. **Issue 113, October 2023**

Document Status: Draft Update

5:90 Abused and Neglected Child Reporting

Any SASED employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606(outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any SASED employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Executive Director or Program Administrator/Coordinator that a report has been made. The Executive Director or Program Administrator/Coordinator shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

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

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

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

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

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

All SASED employees shall:

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

3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including sexual misconduct as defined in Faith's Law), PRESSPlus1 and boundary violations as required by law and policy 5:100, Staff Development Program.

Alleged Incidents of Sexual Abuse: Investigations

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

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

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

Special Executive Director Responsibilities

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

When the Executive Director has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under Faith's Law, PRESSPlus2 and (2) that act resulted in the license holder's dismissal or resignation from SASED, he or she the Executive Director shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Executive Director must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Executive Director shall develop procedures for notifying a student's parents/guardians when a SASED employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in Faith's Law. The Executive Director shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated. PRESSPlus3

The Executive Director shall execute the recordkeeping requirements of Faith's Law. PRESSPlus4

Special Governing Board Member Responsibilities

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

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

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

LEGAL REF.:

[20 U.S.C. §7926](#), Elementary and Secondary Education Act.

105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85, [5/22-85.5](#), and [5/22-85.10](#).

[20 ILCS 1305/1-1](#) et seq., Department of Human Services Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

[720 ILCS 5/12C-50.1](#), Criminal Code of 2012.

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

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. *Sexual misconduct* under *Faith's Law* is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

The Abused and Neglected Child Reporting Act (ANCRA) covers abuse and neglect of children. 325 ILCS 5/3. The Dept. of Human Services Act (DHSA) covers abuse and neglect of adult students with a disability. 20 ILCS 1305/1-17(b). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child or adult student with a disability. Neglect may be generally understood as abandoning a child or adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or adult student with a disability's welfare.

Abuse covered by ANCRA also includes *grooming* as defined in the Ill. Criminal Code of 2012 (720 ILCS 5/11-25). 325 ILCS 5/3(i), added by P.A. 102-676 (a/k/a *Faith's Law*).

The School Code goes further and prohibits school employees from engaging in *grooming behaviors* and *sexual misconduct*. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610 (a/k/a *Erin's Law*); 105 ILCS 5/22-85.5(c), added by P.A. 102-676 (a/k/a *Faith's Law*). To streamline implementation, policy

5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, defines prohibited *grooming behaviors* to include *sexual misconduct* and it explicitly prohibits employees from engaging in *grooming, grooming behaviors, and sexual misconduct*. While it is possible for low-level *grooming behaviors* and/or *sexual misconduct* to not amount to grooming prohibited by ANCRA, best practice is to report suspected *grooming behaviors* and *sexual misconduct* to DCFS. **Issue 111, March 2023**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:90-AP2, *Parent/Guardian Notification of Sexual Misconduct*, available at PRESS Online by logging in at www.iasb.com. **Issue 111, March 2023**

PRESSPlus 4. Updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:150-AP, *Personnel Records*, available at PRESS Online by logging in at www.iasb.com. **Issue 111, March 2023**

Document Status: Draft Update

5:125 Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means "includes without limitation" or "includes but is not limited to."

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and/or mobile technologies that allow users to turn communication into share content and/or engage in interactive dialogue communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube*. [PRESSPlus1](#) This is a non-exhaustive list.

Personal technology - Any device that is not owned or leased by SASED or otherwise authorized for SASED use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes ~~laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones, e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPad®).~~

Usage and Conduct

All SASED employees who use personal technology and/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes SASED employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20 *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a SASED-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting* ~~Child Reporting~~.
6. Not disclose ~~student records~~ confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130,

Responsibilities Concerning Internal Information. For SASED employees, proper approval may include implied consent under the circumstances.

7. Refrain from using SASED's logos without permission and follow Board policy 5:170, *Copyright*, and all SASED copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through SASED employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of SASED for any losses, costs, or damages, including reasonable attorney fees, incurred by SASED relating to, or arising out of, any violation of this policy.

Executive Director Responsibilities

The Executive Director shall:

1. Inform SASED employees about this policy.
2. Direct Program Administrators/Coordinators to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither SASED, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, [820 ILCS 55/10](#); i.e., the *Facebook Password Law*
5. Periodically review this policy and any implementing procedures with SASED employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

[105 ILCS 5/21B-75](#) and [5/21B-80](#).

[775 ILCS 5/5A-102](#), III. Human Rights Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[23 Ill.Admin.Code §22.20](#), Code of Ethics for Ill. Educators.

[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

[Pickering v. High School Dist. 205](#), 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 111, March 2023**

Document Status: Draft Update

5:150 Personnel Records

Maintenance and Access to Records

The Executive Director or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board policy. Records, as determined by the Executive Director, are retained for all employment applicants, employees, and former employees given the need for SASED to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in SASED's administrative office, under the Executive Director's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Executive Director.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to SASED Public Records*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Executive Director or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Executive Director shall:

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a SASED employee and was the subject of a report made by a SASED employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting SASED from providing a recommendation of employment for an employee, contractor, or agent that SASED knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Executive Director or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
3. Manage SASED's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with *Faith's Law*. [PRESSPlus1](#)

When requested for information about an employee by an entity other than a prospective employer, SASED will only confirm position and employment dates unless the employee has submitted a written request to the Executive Director or designee.

LEGAL REF.:

[20 U.S.C. §7926.](#)

[105 ILCS 5/22-94.](#)

[325 ILCS 5/4,](#) Abused and Neglected Child Reporting Act.

[745 ILCS 46/10,](#) Employment Record Disclosure Act.

[820 ILCS 40/,](#) Personnel Record Review Act.

[23 Ill.Admin.Code §1.660.](#)

CROSS REF.: 2:250 (Access to SASED Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

Document Status: Draft Update

5:190 Teacher Qualifications

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

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

The Executive Director or designee shall:

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

LEGAL REF.:

[20 U.S.C. §6312\(e\)\(1\)\(A\)](#).

[105 ILCS 5/10-20.15](#), ~~5/21-11.4~~, [PRESSPlus1 5/21B-15](#), [5/21B-20](#), [5/21B-25](#), and [5/24-23](#).

[23 Ill.Admin.Code §1.610 et seq.](#), [§1.705 et seq.](#), and [Part 25](#).

~~ADOPTED August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to the repeal of 105 ILCS 5/21-11.4. **Issue 113, October 2023**

Document Status: District Use Only

Professional Personnel

5:200 Terms and Conditions of Employment and Dismissal

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

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

School Year

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

School Day

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

SASED accommodates employees who are nursing mothers according to provisions in State and federal law. Professional personnel employed for at least 4 hours per day shall receive an unpaid duty-free lunch of at least 30 minutes in duration.

Compensation

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

Assignments and Transfers

The Executive Director is authorized to make work assignments, study hall, extra class duty, and extracurricular assignments. In order of priority, except as otherwise provided by law, [PRESSPlus1](#) assignments shall be made based on SASED's needs and best interests, employee qualifications, and employee desires.

School Social Worker Services Outside of District Employment

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

Dismissal

SASSED will follow State law when dismissing ~~a teacher~~, an educator.

Evaluation

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

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

LEGAL REF.:

29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act, [PRESSPlus2](#)

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

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, [5/22-95](#), [5/22.4](#), [5/24-16.5](#), [5/24-2](#), [5/24-8](#), [5/24-9](#), [5/24-11](#), [5/24-12](#), [5/24-21](#), [5/24A-1 through 24A-20](#).

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

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

[Cleveland Bd. of Educ. v. Loudermill](#), 470 U.S. 532(1985).

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

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95(a), added by P.A. 103-46, eff. 1-1-24, requiring school districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas. The law also requires professional educator licensure applicants to pass the licensure content area test for the content area the educator is assigned to teach or complete nine semester hours of coursework in the content area prior to the educator's employment start date, among other requirements. However, the law does not make clear whether the licensure requirements in 105 ILCS 5/22-95(b), added by P.A. 103-46, eff. 1-1-24, apply only to physical education, music, and visual arts. Consult the board attorney to determine the applicability of these provisions. **Issue 113, October 2023**

Document Status: District Use Only

Professional Personnel

5:210 Resignations

~~Tenured Teachers Educators~~ 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, ~~n~~ No teacher educator may resign during the school term in order to accept another teaching position without the consent of the Board. An teacher educator may resign outside of a school term if the teacher educator provides written notice to the secretary of the Board, at least 30 calendar days prior to the first student attendance day of the following school year. Teachers-Educators who resign with less than 30 days' notice prior to the first student attendance day of the following school term will be deemed to have resigned during the school term. [PRESSPlus1](#)

Breach of Contract

Any resignation or notice of resignation by a contractual employee of less than (30) days before the beginning of the school year or during the school year in order to accept another similar position shall be deemed a breach of contract.

The SASED Board of Directors may withhold four (4) percent of that employee's contract salary as liquidated damages for securing a replacement for said employee and for other administrative expenses. The Board of Directors also may initiate action to revoke the employee's license.

LEGAL REF.:

[105 ILCS 5/24-14.](#)

Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill.App.3d 433 (1st Dist. 2006).

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-14, amended by P.A.s 102-552 and 103-549, refers to a school term as commencing on the first day of student attendance. A teacher who resigns during the school term, without the board's permission, or who resigns in order to accept another teaching assignment may be referred by the board to the State Superintendent of Education, who shall convene an informal evidentiary hearing within 90 days after receipt of a district's referral. The referral to the State Superintendent must be submitted within 10 business days after the board denies acceptance of the resignation and contain: (1) a dated copy of the teacher's resignation letter; (2) a copy of the reporting district's current school year calendar; (3) proof of employment for the school year at issue; (4) documentation showing that the board did not accept the teacher's resignation; and (5) evidence that the teacher left the district in order to accept another teaching assignment. The district must also notify the teacher of the referral within five business days after submitting it to the State Superintendent.

Issue 113, October 2023

Document Status: Draft Update

5:220 Substitute Teachers

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

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with SASED only for a period not to exceed ~~120 days beginning with the 2021-2022 through the 2022-2023 school year, otherwise~~ 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with SASED only for a period not to exceed 120 paid school days.

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year through June 30, 2026, [PRESSPlus1](#) but not more than 100 paid days in the same classroom. Beginning July 1, 2026², a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers

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

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if SASED has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Executive Director shall notify the appropriate Regional Office of Education (ROE) within five business days after the employment of a substitute teacher in an emergency situation. The Board may continue to employ the same substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, if, prior to the end of the then current 30-calendar-day period, SASED makes a written request to the ROE for a 30-calendar-day extension and the extension is granted by the ROE. [PRESSPlus2](#)

LEGAL REF.:

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

[40 ILCS 5/16-118](#), III. Pension Code.

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

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

~~ADOPTED August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to III. Pension Code, 40 ILCS 5/16-118, amended by P.A.s 103-88 and 103-525, permitting TRS annuitants to substitute teach for 120 paid days or 600 paid hours in each school year through 6-30-26. **Issue 113, October 2023**

PRESSPlus 2. Updated in response to 105 ILCS 5/21B-20(3), amended by P.A. 103-193, eff. 1-1-24. In order for a substitute teacher to remain in a vacant position for up to 90 days, or until the end of the semester, whichever is greater, the position must remain vacant and the district must continue to actively seek qualified candidates and provide documentation to the Regional Office of Education that it has provided training specific to the position, including training on meeting the needs of students with disabilities and English learners if applicable. **Issue 113, October 2023**

Document Status: Draft Update

5:230 Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Executive Director or designee shall ensure that all teachers, other licensed educational employees (except for individuals employed as paraprofessional educators), PRESSPlus1 and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board of Directors policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior disrupts instruction or presents a danger to the student or others, the teacher or responsible employee should first discuss the matter with the student, if appropriate. If the behavior continues, the teacher or responsible employee should consult with the Building Principal/Program Administrator and/or discuss the problem with the parent(s)/guardian(s). A teacher or responsible employee may temporarily remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students or presents a danger to students' or others safety. A student's removal must be in accordance with Board policy and administrative procedures; applicable federal and State laws and regulations, including but not limited to those pertaining to the discipline of students with disabilities; and, consistent with the student's Individual Educational Plan (IEP) and/or Functional Analysis of Behavior/Behavior Management Plan (FBA/BMP).

Teachers or responsible employees shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers or responsible employees may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.:

[105 ILCS 5/24-24.](#)

[23 Ill.Admin.Code §1.280.](#)

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 112, June 2023**

Document Status: Draft Update

5:260 Student Teachers, Interns and Practicum Students

SASED recognizes its responsibility to contribute to the general welfare of public education by providing opportunities for teacher and other professional/certified trainees and interns to gain direct experience in our learning environments.

The Executive Director or designee is authorized to accept students from university-approved Teaching, Speech Pathology, Audiology, School Psychology, Social Work, School Nursing, Occupational and Physical Therapy training programs to do student teaching, practicum, or internships with SASED. No individual who has been convicted of a criminal offense listed in [Section 5/21B-80](#) of the School Code is permitted to student teach or complete field or other clinical experience.

Before permitting an individual to student teach, do a practicum, internship or in any field experience in SASED, the Executive Director or designee shall ensure that:

1. SASED performed *complete criminal history records check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to [105 ILCS 5/24-5](#).

A *complete criminal history records check* pursuant to [105 ILCS 5/10-21.9](#) shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act ([20 ILCS 2635/1](#)), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act ([P.L. 109-248](#));
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law ([730 ILCS 152/101 et seq.](#)); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth ~~Community Notification Law~~ [Registration Act \(730 ILCS 154/75-105](#), amended by 97-154).
4. A background check with the Department of Children and Family Services as authorized with CANTS from CFS-689.

Each student teacher, intern or practicum student must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees), and the Executive Director or designee will provide each student teacher with a copy of his or her report.

Student teachers, practicum, and intern candidates should be assigned to supervising employees whose qualifications are acceptable to SASED and the student's respective colleges or universities.

LEGAL REF.:

[34 U.S.C. §20901 et seq.](#), Adam Walsh Child Protection and Safety Act, P.L. 109-248.

~~Uniform Conviction Information Act, 20 ILCS 2635/1~~, [Uniform Conviction Information Act](#).

[105 ILCS 5/10-21.9](#), [5/10-22.34](#), and [5/24-5](#).

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

ADOPTED: August 16, 2023

Document Status: Draft Update

6:50 School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in SASED's educational program, school-based 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 will ensure:

1. Each school building SASED utilizes complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

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

- Programs will support and promote sound nutrition for students.
- Programs will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the SASED comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- SASED programs 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 policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Executive Director, but at a minimum of three days per five-day week. See policies 6:60, *Curriculum Content* and 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 Ill. State Board of Education (ISBE).

Goals for Other School-Based Activities [PRESSPlus1](#)

The goals for school-based activities include the following:

- Schools will support and promote a healthy eating environment for students.
- Schools will promote and participate in wellness activities.
- Schools will offer other school-based activities to support student health and wellness, including coordinated events and clubs.

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Executive Director or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the SASSED-operated campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Executive Director or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about SASSED's related procedure(s), contact the Executive Director or designee. SASSED's procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

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

Unused Food Sharing Plan

In collaboration with SASSED's local health department, the Executive Director or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout SASSED.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.

4. Ensure that any leftover food items are properly donated to combat potential food insecurity in SASSED's community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Executive Director shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of SASSED's implementation of the policy
- The extent to which schools in SASSED are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How SASSED will make the results of the assessment available to the public
- Where SASSED will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Involvement

The Board and Executive Director will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates 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 the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications to and from the Board*, and/or the "Community Engagement" subhead added in policy 8:10, *Connection with the Community*.

Recordkeeping

The Executive Director shall retain records to document compliance with this policy, SASSED's records retention protocols, and the Local Records Act.

LEGAL REF.:

[Pub. L. 108-265](#), Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.

~~42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.~~

42 U.S.C. §1751 et seq., [Richard B. Russell](#) National School Lunch Act.

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.

[42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.](#)

[42 U.S.C. §1779](#), as implemented by [7 C.F.R. §§210.11](#) and [210.31](#).

[50 ILCS 205/](#) Local Records Act.

[105 ILCS 5/2-3.139.](#)

[23 Ill.Admin.Code Part 305](#), Food Program.

ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to a request from the Ill. State Board of Education (ISBE) Nutrition Dept. and to federal requirements in 7 C.F.R. §210.31 for local school wellness policies. This is a required topic, but the local board may determine what goals are appropriate. 42 USC §1758b(b) (1); 7 C.F.R. §210.31(c)(1). The third sample goal comes from ISBE's Local Wellness Policy Template for Schools, available at: www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx. **Issue 113, October 2023**

Document Status: District Use Only

INSTRUCTION

6:60 Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.
3. In grades 7 through 12, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the [First Amendment to the Constitution of the United States](#).
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Executive Director or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and

- display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Executive Director, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
 10. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, ~~and~~ (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, ~~and (f) beginning in the fall of 2024, in grades 9-12, the dangers of fentanyl.~~ [PRESSPlus1](#) The Executive Director shall implement a comprehensive health education program in accordance with State law.
 11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
 12. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
 13. ~~Beginning in the fall of 2022, in~~ In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
 14. ~~Beginning in the fall of 2022, in~~ In grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.
 15. ~~Beginning in the fall of 2023, in~~ In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software

designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet. [PRESSPlus2](#)

16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
17. In all schools, instruction as determined by the Superintendent Executive Director or designee [PRESSPlus3](#) on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, ~~the~~ African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, ~~and~~ (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05. [PRESSPlus4](#)

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

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
19. In all schools, the curriculum includes instruction as determined by the Executive Director or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America. [PRESSPlus5](#) Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
20. In all schools, the curriculum includes instruction as determined by the Executive Director or designee on the history, struggles, and contributions of women.
21. In all schools, the curriculum includes instruction as determined by the Executive Director or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by [105 ILCS 5/2-3.80](#).
23. In all schools, instruction during courses as determined by the Executive Director or designee on disability history, awareness, and the disability rights movement.
24. ~~Beginning in the fall of 2022, in~~ In all schools, instruction as determined by the Executive Director or designee on the events of Asian American history, including the history of Asian Americans in

Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.

25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.:

[Pub. L. No. 108-447](#), Section 111 of Division J, Consolidated Appropriations Act of 2005.

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

[47 C.F.R. §54.520](#).

[5 ILCS 465/3](#) and [465/3a](#).

[20 ILCS 2605/2605-480](#).

[105 ILCS 5/2-3.80\(e\)](#) and (f), [5/10-20.73](#) (final citation pending), [5/10-23.13](#), [5/27-3](#), [5/27-3.5](#), [5/27-5](#), [5/27-6](#), [5/27-6.5](#), [5/27-7](#), [5/27-12](#), [5/27-12.1](#), [5/27-13.1](#), [5/27-13.2](#), [5/27-20.05](#), [5/27-20.08](#), [5/27-20.3](#), [5/27-20.4](#), [5/27-20.5](#), [5/27-20.7](#), [5/27-20.8](#), [5/27-21](#), [5/27-22](#), [5/27-23.3](#), [5/27-23.4](#), [5/27-23.7](#), [5/27-23.8](#), [5/27-23.10](#), [5/27-23.11](#), [5/27-23.15](#), [5/27-24.1](#), and [5/27-24.2](#).

[105 ILCS 110/3](#), Comprehensive Health Education Program.

[105 ILCS 435/](#), Vocational Education Act.

[625 ILCS 5/6-408.5](#), Ill. Vehicle Code.

[23 Ill.Admin.Code §§1.420](#), [1.425](#), [1.430](#), and [1.440](#).

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

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-13.2(c), added by P.A. 103-365, eff. 1-1-24. See sample administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, available at PRESS Online by logging in at www.iasb.com, for more information. **Issue 113, October 2023**

PRESSPlus 2. Subject to appropriation, school districts can apply for a competitive grant to support computer science programs. 105 ILCS 5/2-3.196, added by P.A. 103-264, eff. 1-1-24. **Issue 113, October 2023**

PRESSPlus 3. 105 ILCS 5/27-21, amended by P.A. 103-422, requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. **Issue 113, October 2023**

PRESSPlus 4. Updated in response to 105 ILCS 5/27-21, amended by P.A. 103-422 (adding teaching about Native American nations' sovereignty and self-determination), and 105 ILCS 5/27-20.05, added by P.A. 103-422 (adding instruction on Native American experience and history).

Note that instruction on Native American nations' sovereignty and self-determination under 105 ILCS 5/27-21, amended by P.A. 103-422, does not specify a delayed implementation date. Consult the board attorney regarding whether a district may delay implementation of such instruction given that the implementation of Native American experience and Native American history in 2024-2025 must include instruction on tribal sovereignty.

Instruction in events of the Native American experience and Native American history must include “the contributions of Native Americans in government and the arts, humanities, and sciences, as well as the contributions of Native Americans to the economic, cultural, social, and political development of their own nations and of the United States.” Additionally, in grades 6 through 12, the instruction must include “the study of the genocide of and discrimination against Native Americans, as well as tribal sovereignty, treaties made between tribal nations and the United States, and the circumstances around forced Native American relocation.” The Ill. State Board of Education (ISBE) is required to make instructional materials related to Native Americans available on its website, but not until 1-1-25. For additional resources, see <https://americanindian.si.edu/nk360> and <https://iste.org/blog/15-resources-for-teaching-native-american-history-and-culture>. **Issue 113, October 2023**

PRESSPlus 5. 105 ILCS 5/27-20.3, amended by P.A. 103-422. Beginning with the 2024-2025 school year, instruction on Native American genocide is also required by 105 ILCS 5/27-20.05, added by P.A. 103-422 in grades 6-12. Note that instruction on Native American genocide under 105 ILCS 5/27-20.3, amended by P.A. 103-422 does not specify a delayed implementation date. Consult the board attorney regarding whether a district may delay implementation of such instruction given that the implementation of Native American experience and Native American history in 2024-2025 must include instruction on Native American genocide. ISBE is not required to make instructional materials on the Native American genocide in North America available on its website until 1-1-25. **Issue 113, October 2023**

Document Status: Draft Update

STUDENTS

7:60 Residence

Member Districts

Students who are residents of member districts may participate in the programs available through SASED.

Residence of Students with Disabilities [PRESSPlus1](#)

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5.14-1.11a, and 5/14-1.11b.

Non-Member Districts [Q1](#)

Students who are residents of non-member districts may participate in the programs available through SASED providing eligibility requirements are met and space is available. The sending district shall pay SASED tuitions and charges in an amount determined by the Board of Directors calculated through the use of appropriate ISBE procedures for the program in which the student is included. Transportation shall be the responsibility of the district of residence.

LEGAL REF.:

McKinney Homeless Assistance Act, [42 U.S.C. § 11431](#) *et seq.*

[30 ILCS 220/11.](#)

[105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.](#)

[105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.](#)

[105 ILCS 45/1-5 45/ and 70/.](#)

[23 Ill. Admin.Code § 1.240\(e\).](#)

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).

Joel R. v. Board of Education of Manheim Cooperative 83, 686 N.E.2d 650 (Ill.App.1, 1997).

Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children)

ADOPTED: August 16, 2023

Questions and Answers:

***Required Question 1. 105 ILCS 5/10-20.12a(a), amended by P.A. 103-111, allows boards to adopt a policy to waive nonresident tuition if the student is the child of a district employee. A *child* means a district employee's child who is a biological child, adopted child, foster child, stepchild, or a child for which the employee serves as legal guardian.

Does the board wish to accept requests from district employees for their nonresident children to attend school in the district on a tuition-free basis?

No. (Default)

Yes. (IASB will add the following paragraph to a new subhead "Requests for Nonresident Admission": For a nonresident student who is the child of a District employee, if the Executive Director approves the request for nonresident admission for the student, the tuition cost is waived pursuant to 105 ILCS 5/10-20.12a(a).)

PRESSPlus Comments

PRESSPlus 1. When special education services are provided, a student's resident district is determined by 105 ILCS 5/14-1.11 (when the resident district is the district in which the parent/guardian resides), 14-1.11a, amended by P.A. 102-514 (when the resident district is the district in which the student resides), and 14-1.11b (applying the provisions of 105 ILCS 5/14-1.11 and 14-1.11a to determine the resident district in all cases in which special education services and facilities are provided). **Issue 113, October 2023**

Document Status: Draft Update

7:70 Attendance and Truancy

Compulsory School Attendance

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

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

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

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Executive Director or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused

absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-SASED agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Executive Director believes qualifies.
14. A process for a 17-year-old resident to participate in SASED's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-SASED Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Monitoring

Pursuant to State Law and policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Executive Director or designee shall assist the Board with its update.

LEGAL REF.:

105 ILCS 5/22-92 and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, and 5/26-18. [PRESSPlus1](#)

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1,242](#) and [Part 207](#).

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

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 113, October 2023**

Document Status: Draft Update

7:160 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. 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. SASED also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q), PRESSPlus1 Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Executive Director or designee and included in the *Student Handbook(s)*.

LEGAL REF.:

[105 ILCS 5/2-3.25](#) and [5/10-22.25b](#).

[Tinker v. Des Moines Indep. Sch. Dist.](#), 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.25b, amended by P.A. 103-463. 775 ILCS 5/1-103(Q), which is referenced in 105 ILCS 5/10-22.25b, prohibits unlawful discrimination based on a person's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service. **Issue 113, October 2023**

Document Status: District Use Only

STUDENTS

7:190 Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

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

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The authorized medical use of cannabis is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a weapon as that term is defined in the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, 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 phone. Unless otherwise banned under this policy or by the Program Administrator, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (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.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a SASED/member district staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless

specifically authorized by staff [PRESSPlus1](#) wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited, is prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
19. 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.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Executive Director or designee.
21. Engaging in any activity, on or off campus, that violates the disciplinary rules or policies of a SASED member district, or interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or bears a nexus with school or school-related activities.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the

student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored events.

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

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

Disciplinary Measures

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

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

under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B of the School Code](#).

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between SASSED and local law enforcement agencies.

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

Corporal punishment is prohibited. *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.

Isolated Time Out, Time Out, and Physical Restraint

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

Weapons

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of ~~1964~~2012 ([720 ILCS 5/24-1](#)).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent of the student's district of residence, and the Superintendent's determination may be modified by the Board of the student's district of residence on a case-by-case basis. The Superintendent of the student's district of residence or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to

carry a concealed firearm, or (2) the SASSED Board of Directors or the Board of the district hosting a SASSED program, permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

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

Required Notices [PRESSPlus2](#)

A SASSED staff member shall immediately notify the office of the Program Administrator in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. ~~Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. 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.

~~Upon receiving such a report of (1), above, the Building Principal or designee shall immediately notify the local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Executive Director or designee agency, Ill. State Police (ISP), and any involved student's parent/guardian.~~ [Q1](#)

Upon receiving a report on any of the above (1)-(3), the Executive Director or designee shall immediately notify local law enforcement. The Executive Director or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year. [PRESSPlus3](#)

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline of SASSED and the member district in which the student resides. All disciplinary actions so imposed shall be consistent with and subject to applicable federal and State laws and regulations related to the discipline of students with disabilities, and consistent with such students' IEPs. Teachers, other certificated 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 or Program Administrator or the appropriate administrator from the student's district of residence are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. SASSED in collaboration with the district of residence may suspend a student

from riding the bus in excess of 10 school days for safety reasons.

Program Guides and Student Handbook

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

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

Incorporated

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

LEGAL REF.:

20 U.S.C. ~~§6087971~~, Pro-Children Act of ~~2004~~1994.

[20 U.S.C. §7961](#) *et seq.*, Gun Free Schools Act.

[105 ILCS 5/10-20.5b](#), [5/10-20.14](#), [5/10-20.28](#), [5/10-20.36](#), [5/10-21.7](#), [5/10-21.10](#), [5/10-22.6](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/22-33](#), [5/24-24](#), [5/26-12](#), [5/27-23.7](#), [5/31-3](#).

[105 ILCS 110/3.10](#), Critical Health Problems and Comprehensive Health Education Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Pilot Program.

[410 ILCS 647/](#), Powdered Caffeine Control and Education Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[23 Ill. Admin. Code §§1.280, 1.285](#).

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

ADOPTED: ~~August 16, 2023~~

Questions and Answers:

***Required Question 1. The building principal must notify the student's parent/guardian only when the alleged offense is firearm possession. 105 ILCS 5/27.1A(b). The policy expands this notification duty to include drug-related incidents and battery of a staff member.

Would the board like to expand the notification duty, or align it with 105 ILCS 5/27.1A(b)?

☞ Expand the notification duty to include drug-related incidents and battery of a staff member.
(Default)

☞ Align notification duty to 105 ILCS 5/27.1A(b). (IASB will amend the second sentence as follows: "In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and, if a student is reportedly in possession of a firearm, also any involved student's parent/guardian.")

PRESSPlus Comments

PRESSPlus 1. Optional. Generative artificial intelligence (AI) is a broad label used to describe any AI system that generates, with varying levels of autonomy, content such as complex text, images, audio, or video. When not used for academic dishonesty purposes, generative AI tools may present innovative learning opportunities for students and teaching opportunities for educators. For further information, see the International Society for Technology in Education webpage on AI exploration for educators at: www.iste.org/areas-of-focus/AI-in-education. **Issue 113, October 2023**

PRESSPlus 2. This subhead is updated to align with subsection **J. Required Notices** in sample administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*. **Issue 113, October 2023**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-27.1A(c), amended by P.A. 103-34, 5/10-27.1B(b), and 5/10-21.7, amended by P.A. 102-894. To satisfy the reporting requirement, ISBE created the School Incident Reporting System (SIRS), a web-based application on WAS for schools to report incidents electronically. See subhead **J. Required Notices** of sample administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*, available at PRESS Online by logging in at www.iasb.com. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities. **Issue 113, October 2023**

Document Status: Draft Update

7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities 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/program dispense the medication to the child and otherwise follow SASED's procedures on dispensing medication.

Students may receive prescription and non-prescription medication at school only when the student's parent/guardian has submitted the completed "Authorization for Administration of Medication Form". No student shall 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 policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering prescribed medication, except for Diastat, which is to be administered by an RN or LPN.

The Program Administrator shall include this policy in the student handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

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

The Executive Director will ensure an emergency action plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan provided the student's parent/guardian has completed a signed SMA form. A qualifying plan means: Asthma Action Plan, Individual Health Care Action Plan, allergy emergency action plan, ~~Food Allergy Emergency Action Plan and Treatment Authorization Form~~, PRESSPlus1 or plan pursuant to Section 504 of Federal Rehabilitation Act of 1973 or a plan pursuant to IDEA.

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 epinephrine injectors, asthma medication or medicines under a qualifying plan, or the storage of any medication by school personnel. 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 or medicines under a qualifying plan, or the storage of any medication by school personnel.

SASED Supply of Undesignated Epinephrine Auto-Injectors

The Executive Director or designee shall implement [Section 22-30\(f\)](#) of the School Code and maintain

a supply of undesignated epinephrine auto-injectors for use in the Alternative School program at Southeast School in the name of SASSED and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of SASSED or one of its schools. The school/program nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each Program Administrator and/or his corresponding school nurse shall maintain a list of the names of trained personnel who have received a Statement of Certificate pursuant to State Law.

SASSED Supply of Undesignated Opioid Antagonists

The Executive Director or designee shall implement [105 ILCS 5/22-30\(f\)](#) [PRESSPlus2](#) and maintain a supply of undesignated opioid antagonists ~~in the name of SASSED~~ and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy, it means an opioid antagonist prescribed in the name of SASSED or one of its schools or obtained by the District without a prescription. School/program nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

SASSED Supply of Undesignated Oxygen Tanks^{Q1}

In schools where SASSED maintains special educational facilities, the Executive Director or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated oxygen tanks in the name of SASSED and provide or administer them as necessary. The supply shall be maintained in accordance with manufacturer instructions and local fire department rules.

SASSED Supply of Undesignated Glucagon

The Executive Director or designee shall implement [105 ILCS 145/27](#) and maintain a supply of undesignated glucagon in the name of SASSED in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school/program nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

- a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the SASSED;
 - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a SASSED-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
 3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of SASSED, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. SASSED may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

SASSED's Supply of Undesignated Asthma Medication section of the policy is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASSED a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill SASSED's prescription for undesignated school asthma medication.

SASSED's Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASSED a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill SASSED's prescription for undesignated school epinephrine injectors.

SASSED's Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain a supply of opioid antagonists due to a shortage, in which case the Cooperative shall make reasonable efforts to maintain a supply, for SASSED a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the Cooperative's prescription for undesignated school opioid antagonists.

SASSED's Supply of Undesignated Oxygen Tanks section of the policy is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASSED a prescription

for oxygen tanks from a qualifying prescriber, [PRESSPlus3](#) or (2) fill SASED's prescription for undesignated oxygen tanks.

SASED's Supply of Undesignated Glucagon section of the policy is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASED a prescription for glucagon from a qualifying prescriber, or (2) fill SASED's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and SASED reserves the right not to implement it if SASED is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Executive Director or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on SASED for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:

[105 ILCS 5/10-20.14b](#), [5/10-22.21b](#), [5/22-30](#), and [5/22-33](#).

[105 ILCS 145/](#), Care of Students with Diabetes Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act

[720 ILCS 550/](#), Cannabis Control Act.

[23 Ill.Admin.Code §1.540](#).

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADOPTED: August 16, 2023

Questions and Answers:

***Required Question 1. 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24, permits a district maintaining special educational facilities to maintain a supply of undesignated oxygen tanks in a secure location that is accessible before, during, and after school where a person with developmental disabilities is most at risk, including, but not limited to classrooms and lunchrooms. *Special educational facility* is not specifically defined in 105 ILCS 5/14-4.01; consult the board attorney for advice regarding this term and if it is limited to separate buildings, self-contained classrooms, and/or programs attended solely by students with disabilities. For example, this option

may not be available if a district utilizes a special education cooperative for all of its special education programming. There is a reference to *special education facilities* in 105 ILCS 5/14-12.01, which may provide some guidance; it addresses reimbursement for the construction and maintenance of "special education facilities designed and utilized to house instructional program, diagnostic services" and "other special education services for children with disabilities." 105 ILCS 22-30(f), amended by P.A. 103-196, eff. 1-1-24, does not specify who can administer undesignated oxygen, nor does it specify any training requirements for its use in schools. To minimize potential liability and ensure proper administration, a best practice is to restrict who can administer undesignated oxygen to school nurses and other school personnel who have received appropriate training on the emergency use and storage of oxygen. See sample administrative procedure 7:270-AP2, *Checklist for District Supply of Undesignated Medication(s)*, available at PRESS Online by logging in at www.iasb.com.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated oxygen tanks and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is if the district provides them, but does not have them accessible before, during, and after school where a person with development disabilities is most at risk as required by 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24. See *In re Estate of Stewart*, 406 Ill.Dec. 345 (2nd Dist. 2016) (denying tort immunity to district, finding its response to a student's asthma attack was *willful* and *wanton* (which district disputed as a possible heart attack)); *In re Estate of Stewart*, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

Does the district maintain special educational facilities for children with disabilities under 105 ILCS 5/14-4.01?

No. (IASB will delete the subhead regarding School District Supply of Undesignated Oxygen Tanks.)

Yes. If yes, does the board want the district to maintain a supply of undesignated oxygen tanks in the name of the District and provide or administer them as necessary? Type "yes" or "no." If no, IASB will delete the subhead regarding School District Supply of Undesignated Oxygen Tanks.):

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.21b and 105 ILCS 5/22-30, amended by P.A. 103-175, replacing the retired *Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form* with allergy emergency action plan in the School Code provisions regarding administration of medication to students. **Issue 113, October 2023**

PRESSPlus 2. Required by 105 ILCS 5/22-30(f), amended by P.A. 103-348, eff. 1-1-24. In the case of a shortage of opioid antagonists, a district must make reasonable efforts to maintain a supply. At least one opioid antagonist, a naloxone nasal spray, has been approved by the U.S. Federal Food and Drug Administration for over-the-counter, nonprescription use. A district must obtain a prescription for a supply of opioid antagonists from a *health care professional* with prescriptive authority under the Substance Use Disorder Act, 20 ILCS 301/5-23, unless it is able to secure a supply without a prescription. *Health care professional* means a physician licensed to practice medicine in all its branches, a licensed physician assistant with prescriptive authority, a licensed advanced practice registered nurse with prescriptive authority, or an advanced practice registered nurse who practices in a hospital or ambulatory surgical treatment center and possesses appropriate clinical privileges in accordance with the Nurse Practice Act, 20 ILCS 301/5-23(d)(4). **Issue 113,**

October 2023

PRESSPlus 3. 105 ILCS 22-30(f), amended by P.A. 103-196, eff. 1-1-24, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated oxygen tanks in the name of the district to be maintained for use when necessary. **Issue 113, October 2023**

Document Status: Draft Update

7:285 Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for SASED to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps SASED reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Executive Director or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with [105 ILCS 5/22-30](#) and [23 Ill.Admin.Code §1.540](#).
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in [105 ILCS 5/22-30](#) and [23 Ill.Admin.Code §1.540](#).
3. Implements and maintains a supply of undesignated epinephrine in the name of SASED, in accordance with policy 7:270, *Administering Medicines to Students*.
4. Follows and references the applicable best practices specific to SASED's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy at least once every three years. The Executive Director or designee shall assist the Board with its review and any necessary updates.

LEGAL REF.:

105 ILCS 5/2-3.190, 5/10-22.39 (e), and 5/22-30. [PRESSPlus1](#)

[23 Ill.Admin.Code §1.540.](#)

Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, streamlining training requirements for staff members who work with students. **Issue 113, October 2023**

Document Status: Draft Update

7:290 Suicide and Depression Awareness and Prevention

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

Suicide and Depression Awareness and Prevention Program

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

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by [105 ILCS 5/10-22.39](#) for ~~licensed school personnel and administrators~~ [all District staff](#) ^{PRESSPlus1} who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:

- a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and [405 ILCS 49/15\(b\)](#) (requiring student social and emotional development in SASSED's educational program);
 - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for SASSED;
 - c. 6:140, *Education of Homeless Children*, implementing provision of SASSED services to students who are homeless;
 - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and [105 ILCS 5/10-22.24a](#) and [22.24b](#), which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
 - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, [405 ILCS 49/](#) (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in SASSED's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

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

Monitoring

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

Information to Staff, Parents/Guardians, and Students

The Executive Director shall inform each school district employee about this policy and ensure its posting on SASSED's website. The Executive Director or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in SASSED. Student identification (ID) cards,

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

Implementation

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

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

LEGAL REF.:

[42 U.S.C. § 12101 et seq.](#), Individuals with Disabilities Education Act.

[105 ILCS 5/2-3.166](#), [105 ILCS 5/2-3.139](#), [5/3-14.8](#), [5/10-20.76](#), [5/10-20.81](#), [5/10-22.24a](#), [5/10-22.24b](#), [5/10-22.39](#), [5/14-1.01 et seq.](#), [5/14-7.02](#), and [5/14-7.02b](#), [5/27-7.](#)

[5 ILCS 860/](#), Student Confidential Reporting Act.

[405 ILCS 49](#), Children's Mental Health Act.

[740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.

[745 ILCS 10/](#), Local Governmental and Governmental Tort Immunity Act.

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

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, requiring teachers, administrators, and school support personnel who work with students to be trained on identifying warning signs of mental illness, trauma, and suicidal behavior in youth. Such training must include, but is not limited to, appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/3.166. 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, uses the phrase *teachers, administrators, and school support personnel*, but for brevity this material uses the phrase *all District staff*. **Issue 113, October 2023**

Document Status: Draft Update

7:305 Student Concussions and Head Injuries

The Executive Director or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act (YSCSA), [PRESSPlus1](#) that provides, without limitation, each of the following:
 - a. The Executive Director or designee shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Executive Director or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Executive Director or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - b. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - c. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a teacher, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - d. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Executive Director. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - e. The following individuals must complete concussion training as specified in the ~~Youth Sports Concussion Safety Act~~ [YSCSA](#): all coaches or assistant coaches (whether volunteer or a cooperative employee) of interscholastic athletic activities; nurses; licensed healthcare professionals or non-licensed healthcare professionals (whether or not they serve on a volunteer basis); athletic trainers; and game officials of interscholastic athletic activities.
 - f. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School

Association (IHSA), including its Protocol for Implementation of NFHS Sports Playing Rules for Concussions, which includes its Return to Play (RTP) Policy. These specifically require that:

- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with [105 ILCS 25/1.15](#).
 4. Require all student athletes to view the IHSA video about concussions.
 5. Inform student athletes and their parent(s)/guardian(s) about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
 6. Provide coaches and student athletes and their parents/guardians with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
 7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
 8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

LEGAL REF.:

[105 ILCS 5/22-80](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[20 ILCS 2310/2310-307](#), Civil Administrative Code of Illinois.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), [7:300 \(Extracurricular Athletics\)](#)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 112, June 2023**

Document Status: Draft Update

8:20 Community Use of SASED Facilities

SASED's solely owned or operated school facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any SASED function or the safety of students or employees, or (2) affect the property or liability of SASED. The use of school facilities for school purposes has precedence over all other uses. SASED reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Executive Director or designee and is subject to applicable procedures. Persons on school premises must abide by SASED's conduct rules at all times.

Student groups and SASED-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Executive Director and be subject to annual approval by the Board of Directors.

The Executive Director shall develop procedures to manage community use of SASED facilities. Use of school facilities requires the Executive Director's approval and is subject to the procedures.

LEGAL REF.: [PRESSPlus1](#)

20 U.S.C. §7905. Boy Scouts of America Equal Access Act.

10 ILCS 5/11-4.19-2.2. Election Code.

105 ILCS 5/10-20.410, 5/10-22.10, and 5/29-3.5.

Good News Club v. Milford Central School, 424 S.Ct. 2093533 U.S. 98 (2001).

Lamb's Chapel v. Center Moriches Union Free School District, 443 S.Ct. 2141508 U.S. 384 (1993).

Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on SASED Property)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 111, March 2023**

Document Status: Draft Update

8:30 Visitors to and Conduct on SASED Property

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

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

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

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

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

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

of when and/or where the use occurred.

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

Exclusive Bargaining Representative Agent

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

Convicted Child Sex Offender

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

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

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

Enforcement

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

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to SASED property in accordance with State law. [PRESSPlus1](#) The person is also may be subject to being denied admission to SASED athletic or extracurricular events or meetings for up to one calendar year in accordance with the procedures below.

Procedures to Deny Future Admission to Athletic or Extracurricular SASED Events [Meeting](#) [PRESSPlus2](#)

Before any person may be denied admission to athletic or extracurricular SASED events or meetings as provided in this policy, the person has a right to a hearing before the Board of Directors. The Executive Director may refuse the person admission pending such a hearing. The Executive Director or designee must provide the person with a notice, delivered or sent by certified mail with the return receipt requested, at least 10 days before the Board of Directors hearing date. The hearing notice must contain:

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

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E. 2d 96 (Ill.App.4, 2000)

20 U.S.C. §7971~~34~~ et seq., Pro-Children Act of 2001 ~~1994~~.

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

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

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

~~430 ILCS 66/~~, ~~Firearm Concealed Carry Act.~~

410 ILCS 705/, Cannabis Tax and Regulation Act.

430 ILCS 66/, Firearm Concealed Carry Act.

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

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

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to PRESS Advisory Board member feedback requesting clarification on the authority of boards to enforce conduct rules under 105 ILCS 5/10-20.5 and under various criminal trespass statutes. Applicable criminal trespass laws include: 720 ILCS 5/21-1 (criminal damage to property); 5/21-1.2 (institutional vandalism); 5/21-3 (criminal trespass to real property); 5/21-5 (criminal trespass to State supported land); 5/21-5.5 (criminal trespass to a safe school zone); 5/21-9 (criminal trespass to a place of public amusement); 5/21-11 (distributing or delivering written or printed solicitation on school property). **Issue 113, October 2023**

PRESSPlus 2. Updated in response to PRESS Advisory Board member feedback requesting clarification that the scope of subhead **Procedures to Deny Future Admission to Athletic or**

Extracurricular School Events or Meetings is limited, as specified in the new subhead title, to topics set forth in 105 ILCS 5/24-24.

If a violator is a student, the hearing should be held in a closed meeting. 5 ILCS 120/2(c)(9). Otherwise, a hearing regarding denial of admission to *school events or property* pursuant to 105 ILCS 5/24-24 may take place in an open meeting or in a closed meeting so long as the board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. Note: while 5 ILCS 120/2(c)(4.5), added by P.A. 103-311, refers to *school events or property*, 105 ILCS 5/24-24 only authorizes boards to deny admission to athletic and extracurricular *events*. The term *events* is arguably broader than *property* as school events may take place offsite; consult the board attorney for guidance.

Some boards prefer an open meeting hearing to make it publicly known what alleged conduct could result in someone being denied admission to athletic or extracurricular events, while others prefer a closed meeting hearing so as not to provide a public platform to someone alleged to have engaged in prohibited conduct. Consult the board attorney to determine the best approach for the district and to ensure alignment with local practices and conditions.

Consult the board attorney if the district would like to deny an individual admission to board meetings. **Issue 113, October 2023**



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

To: Finance Committee

From: Julie Grohn, Director of Human Resources

Date: November 1, 2023

Re: Frontline Education Software

Purpose: To recommend the purchase of Frontline Central

Background: SASED Human Resources Department currently utilizes Frontline Recruiting for not only posting positions but also sending onboarding forms or packets to new staff. Since March 2021, there have been 905 recommendations to hire put through the system between ESY and regular school year staff. For the 23-24 school year alone there have been 77 new direct staff members as well as 57 contract staff members. The forms option in Frontline will provide incoming staff with the necessary documents to become an employee but does not allow for true workflows to be developed or a connection to Skyward. There are also limitations on pushing information to staff, both new and existing. SASED's current process, which is a Google Form, cannot handle the amount of traffic in the HR Office. Frontline Central would also allow for HR to easily push new policies to staff, new information, announcements, manage licenses and a range of other reminders.

Frontline Central provides an electronic employee records management system that will enable SASED to manage employee information online and streamline time-consuming manual processes, such as new hire onboarding, employee contract renewals and distribution of policy notices. Central also provides opportunities to customize workflow and automate reminders.

Implementation is approximately 8-10 weeks.

Financial Impact: Initial term costs a total of \$11,388.17 (implementation \$5,225 and Dec - June \$6,163.17). This cost is budgeted for FY 2023-24. Recurring costs total \$11,536.20 for a full year.

Recommendation: The Administration recommends contracting with Frontline Central effective beginning December 2023.



School Association For Special Education In

10/18/2023

Prepared for:

Julie Grohn

School Association For Special Education In Dupage - Sased

2900 Ogden Avenue, Lisle, Illinois, 60532



Julie Grohn
Director of Human Resources
School Association For Special Education In Dupage - Sased
Lisle, Illinois

Dear Julie Grohn:

Thank you for requesting a proposal and pricing for Frontline Central Solution.

Frontline Education is the leading provider of school administration software, empowering strategic K-12 leaders with the right tools, data and insights to proactively manage human capital, business operations and special education.

Frontline has a proven 20-year track record of supporting districts with secure, reliable software built exclusively for K12 districts. More than 12,000 educational organizations, including over 80,000 schools and millions of educators, administrators and support personnel from all over the United States partner with Frontline.

This proposal contains descriptions of the applications within Frontline Central Solution and investment estimates including: annual subscription fees, one-time implementation fees, and administrator training with related terms and conditions.

We look forward to partnering with you to implement Frontline Central Solution in support of your district's strategic initiatives.

Sincerely,

James Toledo

jtoledo@frontlineed.com

REVIEW OF FRONTLINE CENTRAL

Frontline Central is an electronic employee records management system that enables districts to securely and efficiently manage employee information online and streamline time-consuming manual processes, such as new hire onboarding, employee contract renewals and distribution of policy notices. Districts can save time and improve efficiency with customized workflows, automated reminders and secure digital storage.

Frontline Central securely automates onboarding and day-to-day operational forms and allows you to efficiently manage annual contract renewals online. It provides permissions-based visibility to employee records so you can ensure forms are completed and approved on time, by the right people.

Why Choose Frontline Education?

Since our inception in 1998, Frontline has built intuitive software to help district- and school-level administrators effectively manage and support employees. We know employees – both teaching and non-teaching staff – have a tremendous impact on students, along with the administrators supporting them. Together, these individuals make up the “front line of education.”

Designed for the unique needs of schools, Frontline’s products are built on a foundation of best practices. With a sole focus on K-12 education for more than 20 years, the Frontline team includes many experienced education professionals. From teachers and K-12 human resources professionals to curriculum & instruction leaders and more, Frontline’s employees understand education and district needs based on real-world experience. From our work with thousands of districts, we’ve gained an unparalleled depth of experience to support effective implementations and continued support.

By education, for education. That philosophy of collaboration drives everything at Frontline, from the way we build our technology, our exceptional customer service to the extensive research and resources we provide beyond the software. We serve the front line so you can focus on impacting student learning.

Our Commitment Goes Beyond the Software



**Purpose-Built
for K12**



**Award-Winning
Client Services**



**Industry-Leading
Security**



**Commitment to
Integrated Systems**



**Original K12
Research & Insights**



**Free Resources for
Education Leaders**

Frontline Awards and Certifications



Client Testimonials

“We’ve been working toward going completely paperless, and we felt Frontline was an answer to finish out that goal. I think we’re going to be able to lose a lot of redundancy in functions we had by going to Frontline.”

Robert Whitman – Assistant Superintendent of Human and Student Resources, Willis ISD

“It’s all in one piece and so it just absolutely has allowed us to make good use of taxpayer money as it relates to employees by being able to make sure that they spend the fruit of their work in doing what’s right for onboarding.”

Rick Rodriguez - Assistant Superintendent HR, Lubbock ISD



INVESTMENT SUMMARY

(Proposal pricing expires on 12/15/2023)

End User	Description	Start Date	End Date	Amount
School Association For Special Education In Dupage - Sased	Frontline Central Solution	12/18/2023	6/30/2024	\$6,163.17
School Association For Special Education In Dupage - Sased	Frontline Implementation			\$5,225.00
			INITIAL TERM TOTAL	\$11,388.17

End User	Description	Start Date	End Date	Amount
School Association For Special Education In Dupage - Sased	Frontline Central Solution	7/01/2024	6/30/2025	\$11,536.20
			RECURRING TOTAL	\$11,536.20



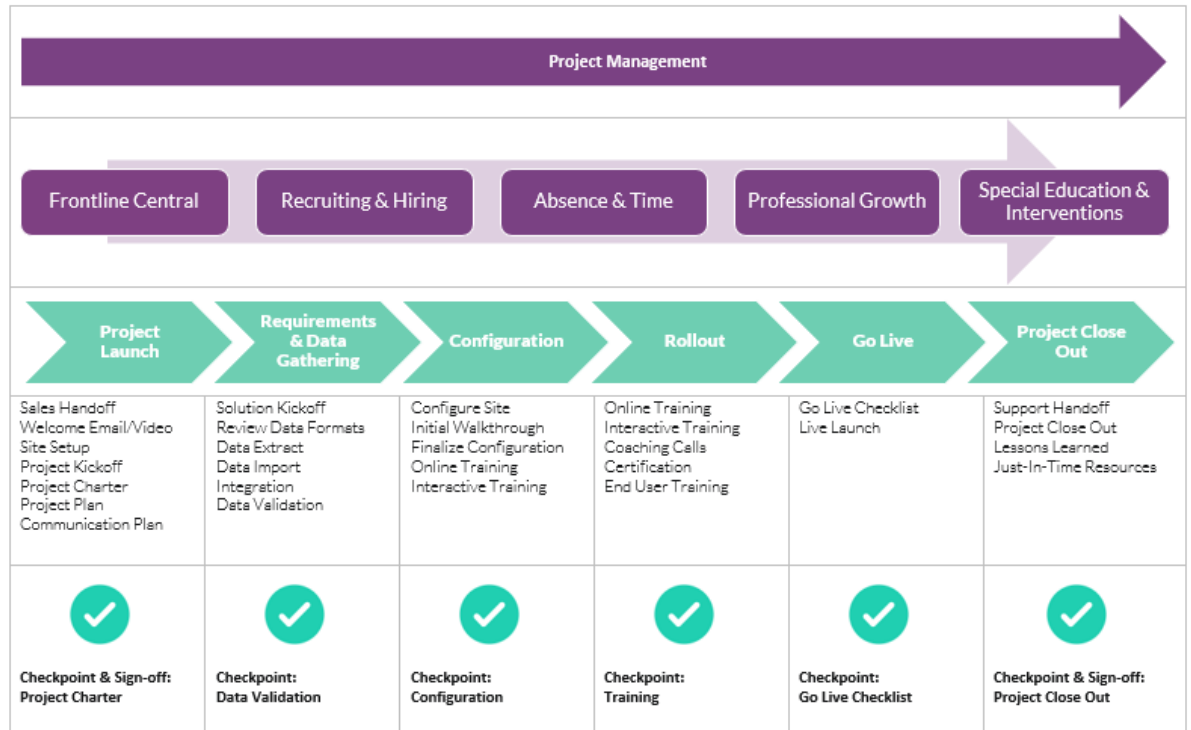
Frontline Central

Standard Implementation Services

Statement of Work: Frontline Central Implementation Services

Introduction

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



Scope/Deliverables

Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client’s onboarding process and best practices recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Calls: periodic project status calls throughout implementation to review progress to the project schedule
- Project Close Out Call



Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.

Specific examples of configuration services during implementation include –

Setups	Pre-configured with Applicant Tracking System	Frontline Education Configuration Services
Forms	N/A	Up to 12 forms

Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Employees

Systems Integration

Integrations exist within Frontline Education solutions. Specific examples of configurable integration types include --

- Standard integration with Frontline Education Solutions' Recruiting and Hiring.

Reporting

- Employee Extract

Additional Optional Services

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

- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out

Schedule

On average, a typical Frontline Central implementation project runs 8 - 10 weeks from project kickoff. Below is an example of a project schedule for implementation. (This is not the actual schedule pertaining to this statement of work.)



Task	Start	End	2018	
			Jan	Feb
Sample Solution Rollout	1/2/18	2/27/18	[Progress bar spanning Jan and Feb]	
Project Kickoff	1/2/18	1/8/18	[Progress bar in Jan]	
Insights Platform Migration (clients with existing Frontline solutions)	2/14/18	2/27/18		[Progress bar in Feb]
Frontline Central	1/10/18	2/27/18	[Progress bar spanning Jan and Feb]	

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

Client Project Team: Roles & Responsibilities

Executive Sponsor

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

System Administrators

- System administrator: e.g. HR admin, or IT.
- The “point person” contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
 - Create/edit/delete: new records, packets, and forms
 - Sending/tracking/completing forms

IT Department

- Will work with Frontline Education Support teams to:
 - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
 - Provide technical support in instances where local network/technology configurations impact usage of our solutions
 - Potentially support in-solution integrations

Assumptions

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



Implementation Policies

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



