



Joint Meeting of Board of Directors and Governing Board

January 24, 2024

SASED Administrative Center

2900 Ogden

Lisle, IL 60532

6:30 PM

AGENDA

1. **Call to Order/Roll Call**
2. **Appointment of Secretary Pro-Tempore for Board of Directors**
3. **Pledge of Allegiance**
4. **Approval of the Agenda**
5. **Public Comment**
6. **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 Rate Increase as shown on the 2024 Exhibit A Rate Sheet from Sign Language Interpreters, Inc. (SLII)
 - 3) Nursing Services Agreement with Team Select Home Care
 - b. SASED Financial Reports
 - 1) Gross Payrolls for December 2023
 - 2) Payroll Liabilities for December 2023
 - 3) Bill List for December 2023
 - 4) Interim Checks for December 2023
 - 5) Voids for December 2023
 - c. SASED Programs/Services
 - 1) Approve the Intergovernmental Agreements to enroll a non-member district student in a SASED program.
 - 2) Approve the Out-of-State Travel Request for Early CHOICES to present at the International Inclusion Conference in May in Chapel Hill.
7. **Executive Director Updates**
 - a. SASED Strategic Plan Overview
 - b. SASED Program Monthly Updates - Cooperative Corner
 - c. SASED Employee Recognition
 - d. SASED Monthly Enrollment Update
 - e. Southeast School Health/Life Safety work, roof work, and HVAC
8. **SASED Financial Updates**
 - a. FY 24 Budget Reports - December and mid-year Year to date Budget Summary
 - b. Treasurers / Investments Reports
 - c. First Read SASED Financial Structure and Billing Model
9. **Board of Directors - Action Items**
 - a. Approve the Board of Directors Open Session Minutes from December 13, 2023
 - b. Approve the SASED 2024 ESY Program Budget which includes salary increases for licensed staff and ESP staff.
10. **Governing Board - Action Items**
 - a. Approve the Governing Board Meeting Minutes from August 9, 2023
 - b. Approve the Special Governing Board Meeting Minutes from December 20, 2023

c. Approve the FY25 Budget Schedule

11. **Adjournment**



School Association for Special Education in DuPage

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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>
Williams, Lois	1:1 Teacher Assistant	User Fee Dist. #58	9/25/2023	12/22/2023	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>
Tallon, Danielle	Teacher/MN Holmes	Tuition	1/8/2024		\$32,706.30 Prorated from \$63,347.00

3. Appointments – Educational Support Staff

Flores, Michelle	Signing Asst./DHH North School	Tuition	1/9/2024	\$18.90	
Johnson, Jonah	Teacher Assistant Southeast School	Tuition	12/14/2023	\$17.18	

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

1/24/2024



School Association for Special Education in DuPage

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FOR INFORMATION ONLY

1. Leaves of Absences/Unpaid – Licensed Staff

Johnson, Julia	Teacher/ELL .60 F.T.E.	1/29/24 – 3/12/2024
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2. Leaves of Absences/Unpaid – Educational Support Staff

Miller, Kelly	Teacher Assistant Concord/ MN Program	12/11/23-TBD
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PROPOSED PERSONNEL ACTION – CONTRACT STAFF

1. Resignations/Retirements/Terminations – Registered 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>
Kilmova, Ekaterina	Occupational Therapist Foxhire	User Fee Member Dists.	8/28/2023	12/5/2023	Personal reasons

2. Resignations/Retirements/Terminations – Educational Support Staff - Contracted

Bellavia, Nicoletta	1:1 Teacher Assistant Vision - Maxim	User Fee Dist. #218	8/10/2022	11/29/2023	Personal reasons
Izrailov, Denise	1:1 MA/TA MN – Stepping Stones	User Fee Dist. #58	8/10/2022	12/22/2023	Personal reasons
Walker, LaQuita	1:1 Teacher Assistant Transition - Maxim	User Fee Dist. #201	10/2/2023	10/11/2023	Personal reasons
Weber, Marguerite	1:1 MA/TA MN - Maxim Health	User Fee Dist. #68	8/23/2023	12/22/2023	Personal reasons
Westerholm, Linda	1:1 MA/TA MN - Maxim Health	User Fee Dist. #88 & Dist. #99	10/2/2023	10/2/2023	Personal reasons

3. 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>
Lephew, Jessica	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #33	12/19/2023	\$40.00	
Oleary, Dasha	1:1 Teacher Assistant STARS - Procure	User Fee Dist. #D48	12/5/2023	\$40.00	
Williams, Carrie	Teacher Assistant/SE Sunbelt	Tuition	11/27/2023	\$55.00	

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

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION
SASED
2900 OGDEN AVENUE
LISLE, IL 60532**

CERTIFIED EMPLOYEE CONTRACT

AGREEMENT made this 24th day of January, 2024, between the Board of Control of the School Association for Special Education, DuPage County, Illinois, hereinafter referred to as "SASED", and Danielle Tallon residing at 3321 Stillwell Ct., Woodridge, IL. hereinafter referred to as the "Certified Employee".

W I T N E S S E T H:

A. EMPLOYMENT

1. SASED hereby employs Danielle Tallon as a Certified Employee with such responsibilities and duties in that connection as may be fixed by SASED in this contract and in its policies, rules and regulations.
2. SASED shall pay to the Certified Employee a salary of *thirty-two thousand, seven hundred, six DOLLARS AND thirty HUNDREDTHS (\$32,706.30* [BA, Step 9]) for services rendered during the period commencing *January 8, 2024 and ending May 30, 2024.
3. SASED shall indemnify and protect the Certified Employee against civil rights damage claims and suits, constitutional rights damage claims and suits, and death, bodily injury and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of SASED.

B. QUALIFICATIONS

1. The Certified Employee holds a valid certificate issued by the Illinois State Teacher Certification Board, which certificate is properly registered. The Certified Employee shall promptly notify SASED of any changes in the Certified Employee's certification status, any credit hours that she/he may have earned and any academic course work that she/he has undertaken and completed.
2. The certified Employee is not, at this date, under contract with any other school district or special education cooperative for the term covered by this contract or any portion thereof.

*Based on 95 workdays and a full year salary of \$63,347.00. Pending successful completion of criminal background checks. Employment dates may change depending on SASED/district calendar.

C. DUTIES

1. The Certified Employee agrees to devote his/her best efforts to the educational program of SASSED and shall not undertake or accept other employment or responsibilities which will conflict with his/her assigned duties.
2. The Certified Employee's duties shall include all professional activities prescribed by SASSED including, but not limited to, attendance at and participation in inservice training sessions, faculty meetings, team-level meetings, planning meetings, and such other meetings as are established by SASSED or administrative rules and regulations.
3. The Certified Employee shall be at her/his assigned worksite during the hours specified except when absent because of illness or for leave approved by the Administration or the Policy Board. In the event of an unauthorized absence, an amount shall be deducted as follows: one day's pay for each day of unauthorized absence, one day's pay for absence of more than one-half day and one-half day's pay for absence of one-half day or less.
4. The Certified Employee shall keep an accurate register of the daily attendance of his/her pupils and shall make such other reports and keep such other records as may be required by the laws of the State of Illinois and the rules and regulations of SASSED.
5. The Certified Employee shall be responsible for, and deemed to have knowledge of, all the rules, regulations and policies established by SASSED and shall carry out the duties prescribed therein.
6. The Certified Employee shall submit evidence of freedom from tuberculosis in a communicable form and evidence of a physical examination within three (3) months prior to contracting with SASSED for the first time. Such tuberculosis test and physical examination shall be at the sole expense of the Certified Employee.
7. The Certified Employee shall submit to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever SASSED deems such examination necessary. Such required examination shall be at SASSED's expense and performed by a physician selected by SASSED.

D. PERFORMANCE OF SERVICES

1. The Certified Employee shall be required to work each and every day of the school calendar whether or not students are present.
2. Notwithstanding the above, in the event SASSED closes the school to which the Certified Employee is assigned for any reason other than emergency days as provided in the school calendar and the Certified Employee is not required by SASSED to be present, the Certified Employee's salary shall abate for the day or days when school is closed.

E. TERMINATION

1. In the event the Certified Employee violates any of the provisions of this contract, or fails to perform the services and duties required of her/him, or violates the rules or regulations of SASSED, or otherwise gives cause for her/his discharge, this contract shall be terminated subject to the provisions of Sections 24-11 through 24-16 of The School Code.
2. In the event the Certified Employee shall be dismissed by SASSED for cause, or pursuant to Section 24-11 et seq. of The School Code, or shall have his/her certificate suspended, revoked or canceled by the Regional Superintendent of Schools or the State Teachers' Certification Board, the Certified Employee shall not be entitled to receive any compensation from and after the date of such dismissal, suspension, revocation or cancellation.
3. Any resignation or notice of resignation by the Certified Employee effective while school is in session or for a period of thirty (30) days prior to the beginning of the school term shall be deemed a breach of this contract. The Certified Employee shall pay to SASSED the sum of four percent (4%) of the contract salary as liquidated damages for securing a replacement for the Certified Employee and for other administrative costs and expenses arising out of said breach of this employment contract. To collect the liquidated damages, SASSED may withhold and retain said amount from any compensation which might otherwise be due the Certified Employee at the time of the resignation. This liquidated damages remedy is in addition to any other remedies available to SASSED for the Certified Employee's resignation, including action to revoke the Certified Employee's certification. This provision for liquidated damages is intended to compensate SASSED for the substantial, but unascertainable, damages suffered by SASSED and its students as a result of the Certified Employee's breach and is not intended to compel performance under this contract. SASSED, at its sole discretion, may waive its right to seek liquidated damages under this contract; any such waiver shall be non-precedential.

F. NOTICE

All notices under this contract shall be deemed properly served if given in writing and served upon the Certified Employee and the Chairperson of the Policy Board of SASSED personally or by certified mail, return receipt requested, addressed to the party as set forth in this contract, or at such other address as may be hereinafter furnished by the Certified Employee in writing.

IN WITNESS WHEREOF, the parties hereto have executed this contract the date and year first above written.

School Association for Special Education
(SASED)
DuPage County, Illinois

By: _____
Chairperson



Certified Employee

ATTEST:

Secretary

Exhibit A
Sign Language Interpreters Inc
2024 Interpreting Fee Schedule

Base Rate & Differentials

Standard Hours	Monday – Friday	8:00 am – 5:00pm	\$74.00/hr
Evening	Monday – Friday	5:01 pm – 7:59 am	\$80.00/hr
Weekends		Anytime	\$80.00/hr
*Holidays		Anytime	\$91.00/hr
Standard Legal			\$102.00/hr
Deaf-Blind	Serving Deafblind consumers or a third language in addition to the use of ASL & English.		Base Rate + \$10.00/hr
Broadcast or Recorded Work	Events that are recorded, with the ASL interpreters featured, and is posted to a website accessible to the general public or a social media page. An hourly recording fee for each ASL interpreter will be assessed. This fee will be based on the total run time of the recorded media and not the time that interpreters actually appear in the recording. Time will be rounded to the next half-hour with a one-hour minimum charge per interpreter. Content posted to password-protected websites and content behind private URLs that are only distributed to a fixed number of attendees is exempt from this fee.		Base Rate + \$10.00/hr
Performance	Scripted live performance for an audience. Will include 2 hours of paid prep time for script review. Depending on the length and complexity of the performance additional prep time may be required and will be quoted prior to confirming services.		Base rate + \$10.00/hr
Background Checks & Fingerprinting	Customer requirements for background checks will be billed at 1 hour at base rate plus mileage at the current IRS Rate.		Base Rate + Mileage at IRS rate

Short Notice Fee (per interpreter/per request with less than 2 business days' notice) Ex: Requests for Monday would need to be received by 5pm on Wed preceding.	\$60.00
Travel Time Per hour billed in 30-min increments/ per request with less than 2 business days' notice. Travel time may also be requested for assignments that are of significant distance or on a case-by-case basis. You will be notified in advance if this is the case.	Refer to Base Rate & Differentials x up to 3 hrs Travel Time
Overtime Time worked beyond scheduled time of ≥ 5 min is billed in 30 min increments	Refer to Base Rate & Differentials
Cancellation Policy 2 full business days. Ex: A cancellation for Monday would need to be received by 5pm Wednesday prior. Begins once the interpreter is assigned. Requests made less than 2 business days are considered confirmed and billable at the time of the request.	Refer to Base Rate & Differentials
2-hour Minimum for onsite requests	Refer to Base Rate & Differentials
Video Remote Interpreting (VRI) is billed with a one hour minimum	Refer to Base Rate & Differentials

*Holidays include: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, & Christmas Day.

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

Jim T. Nelson
 Printed Name & Title
Jim T. Nelson
 Signature

1-18-2024
 Date

Customer Agreement For Interpreter Services

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

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

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

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

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

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

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

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

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

received by SLII.

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

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

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

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

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

VII. Quality Control

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

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

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

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

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

VIII. Accounting and Recordkeeping

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

IX. Indemnification.

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

X. Insurance.

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

XI. Termination.

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

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

XII. Miscellaneous.

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

2. **Assignment.**

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

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

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

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

Sign Language Interpreters Inc.

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

Signed: Angela Trull

Signed: James W. Gunnell

Name: Angela Trull

Name: James W. Gunnell

Title: President

Title: Executive Director

Date: 9/20/2023

Date: 9/20/2023

SASED

Address: 2900 Ogden Ave

City: Lisle

State: IL

Zip: 60532

Office Phone: 630-778-4500

Email: ap@sased.org

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

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

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

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


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

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

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

James W Gunnell, Executive Director

Printed Name & Title



Signature

Date

10/6/2023

Date

NURSING SERVICES AGREEMENT Illinois

This Staffing Agreement (hereinafter "Agreement") is entered into this 8 day of January, 2024 (the "Effective Date") by and between SASSED referred to in this Agreement as "INSTITUTION," and MyLife, LLC dba Team Select Home Care, an Illinois Corporation including its affiliates and subsidiaries, referred to in this Agreement as "TEAM SELECT." "TEAM SELECT" and "INSTITUTION" are sometimes referred to in this Agreement individually as "Party" or collectively referenced herein as the "PARTIES".

RECITALS

WHEREAS, INSTITUTION operates a School, as defined by State Law located in State and wishes to engage TEAM SELECT to provide personnel to supplement INSTITUTION's staff.

WHEREAS, TEAM SELECT operates a home health agency and employs licensed health care personnel to provide healthcare services to INSTITUTION.

THEREFORE, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, and intending to be legally bound, INSTITUTION and TEAM SELECT hereby agree to the following terms and conditions:

A. TERM OF AGREEMENT

1. Term. The term of this Agreement commences on the Effective Date and expires automatically on the one-year anniversary of the Effective Date, unless sooner terminated in accordance with Section

2. Termination. Either party may terminate this Agreement at any time, with or without cause, by providing at least thirty (30) days advance written notice of the termination date to the other party. Such termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination. If either Party breaches this Agreement, the other Party may terminate immediately upon written notice to the breaching Party.

B. RESPONSIBILITIES OF TEAM SELECT

1. Services. TEAM SELECT will, upon request by INSTITUTION, provide one or more licensed or certified health care providers (i.e. LPNs and RNs,) as specified by INSTITUTION (collectively, "Personnel") for nursing services to a patient (the "Services").

2. Personnel. TEAM SELECT will supply INSTITUTION with Personnel who meet the following criteria and will provide evidence of the following to INSTITUTION upon written request:

- 1) Current, valid state license/registration and/or certification, as applicable
- 2) Current CPR certification
- 3) Health clearance to include proof of pre-employment physical and baseline TB test
- 4) Provision of professional licensure as required by state law
- 5) Proof of completion of education requirements required by state law(s).

- 6) Current valid skills competency to include, (i) written exam; (ii) skills checklist and (ii) verified work history.
- 7) Completed TEAM SELECT Infection Control and HIPAA training.
- 8) Completed/clear state-specific background checks, as defined by educational code.
- 9) All TEAM SELECT employees will also be required to authorize INSTITUTION to conduct criminal background and fingerprint checks with the Illinois State Police and FBI. Additionally, TEAM SELECT employees will be required to authorize INSTITUTION to verify that their information will be checked against the Sex Offender and Murderer and Violet Offender databases. All background checks are made to ensure that new employees have no prior criminal record that would render said persons as unwanted in a school setting, e.g., child molestation, pornography, possession or distribution of a controlled substance, any felony conviction, etc. If, in the duration of this Agreement, a contractor employee is convicted of such an offense, they will be prevented from attending or working at INSTITUTION facilities. TEAM SELECT will also be in compliance with current and future local, state, and federal laws and regulations. Expenses related to all fingerprinting and background checks will be paid by INSTITUTION. **Employment and Taxes.** TEAM SELECT will follow its standard employment policies and procedures to verify that all Personnel meet applicable licensing requirements. TEAM SELECT, or its subcontractor if applicable, will maintain direct responsibility as employer for the payment of wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local income taxes, social security taxes, worker's compensation, and unemployment insurance. INSTITUTION shall be responsible for any sales tax, gross receipts tax, excise tax or other state taxes applicable to the Services provided by TEAM SELECT.

C. Responsibilities of INSTITUTION

1. **Orientation.** INSTITUTION will promptly provide TEAM SELECT Personnel with an adequate and timely orientation to INSTITUTION. INSTITUTION shall review instructions regarding confidentiality (including student and employee), and orient TEAM SELECT Personnel to the specific Exposure Control Plan of the INSTITUTION as it pertains to OSHA requirements for blood-borne pathogens and infection control, as well as any of the INSTITUTION's specific policies and procedures provided to TEAM SELECT for such purpose. INSTITUTION maintains no control over the means and methods used by Personnel to provide the Services.
2. **Responsibility for Student Care.** INSTITUTION retains full authority and responsibility for professional and medical management of care for each of its students, for developing and providing individualized Healthcare Plans (IHP's) for its students. TEAM SELECT shall ensure that services provided by TEAM SELECT Personnel under this agreement are furnished in a safe and effective manner and in accordance with applicable laws and standards of care.
3. **Placement Fee.** For a period of twelve (12) months following that date on which TEAM SELECT Personnel last worked a shift at INSTITUTION, INSTITUTION agrees that it will take no steps to recruit, hire or employ as its own employees or as a contractor those Personnel provided by TEAM SELECT during the term of this Agreement. INSTITUTION understands and agrees that TEAM SELECT is not an employment agency and that Personnel are assigned to the patient to render temporary service(s) and are not assigned to become employed by the INSTITUTION. The INSTITUTION further acknowledges and agrees that there is a substantial investment in business related costs incurred by TEAM SELECT in recruiting, training, and employing Personnel, to include advertisement, recruitment, interviewing, evaluation, reference checks, training, and supervising

Personnel.

Per Diem or Short-Term Staff Non-Performance. If INSTITUTION concludes, in its sole discretion, that any Personnel provided by TEAM SELECT have engaged in misconduct, or have been negligent, INSTITUTION may require the Personnel to leave the premises and will notify TEAM SELECT immediately in writing, providing in reasonable detail the reason(s) for such decision. INSTITUTION'S obligation to compensate TEAM SELECT for such Personnel's services will be limited to the number of hours actually worked. TEAM SELECT will not reassign the individual to INSTITUTION without prior approval of the INSTITUTION.

4. Insurance.

a. INSTITUTION will maintain at its sole expense valid policies of general and professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate covering the acts or omissions of its employees, contractors and agents, which may give rise to liability in connection with the Services under this Agreement. INSTITUTION will give TEAM SELECT prompt written notice of any material change in INSTITUTION coverage.

b. TEAM SELECT will maintain at all times during this agreement the insurance coverage listed below. Prior to the commencement of this Agreement, TEAM SELECT shall provide INSTITUTION with the certificate of insurance and policy endorsements reflecting the coverage specified below, and naming INSTITUTION as an additional insured on the general liability policy on a primary and noncontributory basis and providing by endorsement that any such insurance policy shall not be terminated, amended, or cancelled without at least 30 days' prior written notice to INSTITUTION.

Professional liability

- | | |
|--|-------------|
| 1. Each occurrence or Wrongful Act Limit | \$1,000,000 |
| 2. Annual Aggregate Limit | \$3,000,000 |

Commercial General Liability

- | | |
|--|-------------|
| 1. Each Occurrence Bodily Injury & Property damage | \$1,000,000 |
| 2. Each event personal injury | \$1,000,000 |
| 3. General aggregate | \$2,000,000 |
| 4. Coverage must be written on an "occurrence" basis | |
| 5. School District and its elected officials and employees shall be named as additional insureds | |
| 6. Coverage shall not exclude claims for sexual abuse/molestation | |
| 7. Coverage shall not exclude claims for corporal punishment | |

6. Incident Reports/Complaints: INSTITUTION shall report in writing to TEAM SELECT any unexpected incident known to involve any Personnel within two days (such as Personnel errors, unanticipated deaths or other unanticipated student-related events or injuries known to be attributable to Personnel, and any safety hazards known to be related to the services provided by Personnel) if the incident may have an adverse impact on the INSTITUTION and/or TEAM SELECT in order to comply with TEAM SELECT's incident tracking program. INSTITUTION will also report any complaints regarding TEAM SELECT Personnel within two business days. Complaints and grievances regarding TEAM SELECT Personnel may be reported to the local TEAM SELECT representative at any time.

7. PARTIES (MUTUAL) RESPONSIBILITIES

a. **Non-discrimination.** Neither TEAM SELECT nor INSTITUTION will discriminate on the basis of age, race, color, national origin, religion, sex, disability, being a qualified disabled veteran, being a qualified veteran of the Vietnam era, or any other category protected by law.

8. COMPENSATION

a. **Invoicing.** TEAM SELECT will supply Personnel under this Agreement at the rates listed in the

Attachment(s). TEAM SELECT will submit invoices to INSTITUTION every week for Personnel provided to INSTITUTION during the preceding week. Invoices shall be submitted to the following address:

SASED
c/o: Andrea Mesko
AP@sased.org
2900 Ogden Ave
Lisle, Illinois 60532
PH-(630) 778-4500
TAX ID/EIN: _____

- b. **Payment.** All amounts due to TEAM SELECT are due and payable within forty-five (45) days from date of invoice. INSTITUTION will send all payments to the address set forth on the invoice.
- c. **Late Payment.** INSTITUTION shall process and pay invoices in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, et seq.
- d. **Rate Change.** TEAM SELECT will provide INSTITUTION at least thirty (30) days advance written notice of any change in rates.

9. **GENERAL TERMS**

- a. **Independent Contractors.** TEAM SELECT and INSTITUTION are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or 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. Neither TEAM SELECT nor INSTITUTION nor any of their respective agents or employees shall control or have any right to control the activities of the other party or its Personnel in carrying out the terms of this Agreement.
- b. **Assignment.** Neither party may assign this Agreement without the prior written consent of the other party, nor will such consent not be unreasonably withheld. No such consent will be required for assignment to an entity owned by or under common control with assignor or in connection with any acquisition of all of the assets or capital stock of a party; provided however, the assigning party will provide notice of such transaction to the other party and remain fully responsible for compliance with all of the terms of this Agreement.
- c. **Indemnification.** TEAM SELECT agrees to indemnify and hold harmless INSTITUTION, and its board of education, individual board members, officers, administrators, employees, representatives and agents, and each of them, from and against any and all claims, actions, or liabilities which may be asserted against them by third parties to the extent arising from the negligent act or omission of TEAM SELECT, its directors, officers, employees or agents, including Personnel, and to the extent arising from any breach of this Agreement by TEAM SELECT. INSTITUTION agrees to indemnify and hold harmless TEAM SELECT, its directors, officers, shareholders, employees and agents from and against any and all claims, actions, or liabilities which may be asserted against them by third parties in connection with the negligent performance of INSTITUTION, its directors, officers, employees, contractors or agents under this Agreement.
- d. **Attorneys' Fees.** In the event either party is required to obtain legal assistance (including in-house counsel) to enforce its rights under this Agreement, or to collect any monies due to such party for services provided, the prevailing party shall be entitled to receive from the other party, in addition to all other sums due, reasonable attorney's fees, court costs and expenses, if any, incurred enforcing its rights and/or collecting its monies.

- e. **Notices.** Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt; and will be sent to the addresses below. Either party may change the address to which notices are sent by sending written notice of such change of address to the other party.

SASED
c/o: Andrea Mesko
2900 Ogden Ave
Lisle, Illinois 60532

Team Select Home Care
2999 N 44th St, Ste 100
Phoenix, AZ 85018-7247
ATTN: Contracts Dept.

- f. **Headings.** The headings of sections and subsections of this Agreement are for reference only and will not affect in any way the meaning or interpretation of this Agreement.
- g. **Entire Contract; Counterparts.** This Agreement constitutes the entire contract between INSTITUTION and TEAM SELECT regarding the services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document. No amendments to this Agreement will be effective unless made in writing and signed by duly authorized representatives of both parties.
- h. **Availability of Personnel.** TEAM SELECT is providing individual care for a student(s), TEAM SELECT will make commercially reasonable efforts to ensure that student(s) care remain consistent.
- i. **Compliance with Laws.** TEAM SELECT agrees that all services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state or local laws and regulations or applicable accrediting body standards are modified, TEAM SELECT reserves the right to notify INSTITUTION in writing of any modifications to the Agreement in order to remain in compliance with such law, rule or regulation.
- j. **Severability.** In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.
- k. **Governing Law, Jurisdiction.** This Agreement will be governed by and construed in accordance with the laws of the State of Illinois, without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Illinois.
- l. **Limitation on Liability.** Except for each Party's obligations of indemnity and defense as provided in Section 9(c), neither TEAM SELECT nor INSTITUTION will be responsible for special, indirect, incidental, consequential, or other similar damages, including but not limited to lost profits, that the other party may incur or experience in connection with this Agreement or the services provided, however caused, even if such party has been advised of the possibility of such damages.

- m. **Incorporation of Recitals.** The recitals set forth at the beginning of this Agreement are incorporated by reference as if fully set forth herein.
- n. **Conflict of Interest.** By entering into this Agreement, the Parties agree that all conflicts of interest shall be disclosed to the other Party for review in accordance with that Party's policies and procedures. A conflict of interest occurs when an employee has professional or personal interests that compete with his/her services to or on behalf of TEAM SELECT or the INSTITUTION, or the best interests of students. Such competing interests may make it difficult for an employee to fulfill his or her duties impartially.

10. CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

a. Confidentiality.

1. TEAM SELECT / INSTITUTION Information. The parties recognize and acknowledge that, by virtue of entering into this Agreement and providing services hereunder, the parties will have access to certain information of the other party that is confidential and constitutes valuable, special, and unique property of the party. Each of the parties agrees that neither it nor his/her staff shall, at any time either during or subsequent to the term of this Agreement, disclose to others, use, copy, or permit to be copied, except pursuant to his duties for or on behalf of the other party, any secret or confidential information of the party, including, without limitation, information with respect to the party's students, costs, prices, and treatment methods at any time used, developed or made by the party during the term of this Agreement and that is not available to the public, without the other party's prior written consent. Nothing herein shall prohibit either Party from responding to lawful inquiries from government agencies or other lawful process, such as subpoenas, and nothing herein shall prohibit either party from responding to a Freedom of Information Act request.

2. Terms of this Agreement. Except for disclosure to his/her legal counsel, accountant or financial or other advisors/consultants neither party nor its respective staff shall disclose the terms of this Agreement to any person who is not a party or signatory to this Agreement, unless disclosure thereof is required by law or otherwise authorized by this Agreement. Unauthorized disclosure of the terms of this Agreement shall be a material breach of this Agreement and shall provide the party with the option of pursuing remedies for breach or immediate termination of this Agreement in accordance with the provisions stated herein. Nothing in this section prohibits INSTITUTION from placing this Agreement on a public meeting agenda for review and approval by INSTITUTION's board of education.

3. Student/Customer Information: Neither party nor its employees shall disclose any financial nor medical information regarding students/customers treated hereunder to any third-party, except where permitted or required by law or where such disclosure is expressly approved by INSTITUTION, TEAM SELECT and student/customer in writing. Further, each party and its employees shall comply with the other party's rules, regulations and policies regarding the confidentiality of such information as well as all federal and state laws and regulations including, without limitation, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act ("HITECH").

4. The obligations set forth in this Section shall survive the termination of this Agreement.

- b. **FERPA/HIPAA/HITECH Obligations.** Each party and its respective staff shall comply with all federal and state laws and regulations, and all rules, regulations, and policies of the other party, regarding the confidentiality of student personal health information (PHI), to include, without limitation, FERPA, HIPAA and HITECH. In addition, if necessary, the parties agree to resist any effort to obtain access to such records or information in judicial proceedings, except such access

as is expressly permitted by federal/state regulations.

To the extent that INSTITUTION may be a "Covered Entity" as defined by HIPAA, and would therefore be subject to applicable requirements, including, but not limited to, requirements to enter into certain contracts with their "business associates," as specified in ATTACHMENT B, the parties shall execute ATTACHMENT.

- c. Notwithstanding the foregoing, TEAM SELECT and all staff provided to hereunder shall comply with confidentiality, medical records and/or other applicable laws and regulations with regard to any and all information.

INSTITUTION and TEAM SELECT have acknowledged their understanding of an agreement to the mutual promises written above by executing and delivering this Agreement as of the Effective Date set forth above.

SASSED:

MYLIFE, LLC, INC., D/B/A TEAM SELECT HOME CARE:

Jimmy Gunnell

Signature
Jimmy Gunnell Executive Director
Printed Name & Title

Signature
Tim Hart, Vice President of Payor Relations
Printed Name & Title

1-8-2024

Date

Date

**ATTACHMENT A
SASED
STAFFING RATES**

Charges will be based on the following hourly rate schedule effective 8/1/2023:

Service	Weekday Rate	Weekend Rate
LPN	\$72.00	\$72.00
RN	\$72.00	\$72.00

Orientation. Rates listed above will be charged for all time spent in required EDUCATIONAL INSTITUTION orientation.

Overtime. Overtime rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. Overtime must have EDUCATIONAL INSTITUTION supervisory approval. The overtime rate is one and one-half (1.5) times the regular billing rate for such hours.

Holidays. Holiday rates will apply to shifts beginning at 12:00 a.m. the day of the holiday through 11:59 p.m. the night of the holiday. Time and one-half will be charged for the following holidays:

New Year's Eve (from 3 PM)
New Year's Day
Memorial Day
Independence Day
Easter

Thanksgiving Day
Labor Day
Christmas Eve (from 3 PM)
Christmas Day

SASED:



Signature

Jimmy Gunnell
Printed Name & Title

MYLIFE, LLC, INC., D/B/A TEAM SELECT HOME CARE:

Signature

Tim Hart, Vice President of Payor Relations
Printed Name & Title

EO - Executive Director

GROSS PAYROLL

December 2023 \$ 1,778,310.26

TOTAL SALARY	:	1,778,310.26
TOTAL DEDUCTIONS	:	618,646.80
TOTAL EMPLOYEES	:	339

***** 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	64,657.34	745,720.73		
FEDERAL TAX	TOTAL		68,523.00	747,536.37		
68,523.00	747,536.37					
FICA	FICA	FICA	22,494.85	362,820.58		
	FICA	FICA			22,494.85	362,820.58
FICA	TOTAL		22,494.85	362,820.58	22,494.85	362,820.58
44,989.70	725,641.16					
MEDICARE	MDCR	MEDICARE	11,996.33	827,336.10		
	MDCR	MEDICARE			11,996.33	827,336.10
MEDICARE	TOTAL		11,996.33	827,336.10	11,996.33	827,336.10
23,992.66	1,654,672.20					
STATE TAX	ILSTA	ADD IL TAX AMT	313.46	0.00		
	ILSTX	IL STATE TAX	35,786.07	741,805.93		
STATE TAX	TOTAL		36,099.53	741,805.93		
36,099.53	741,805.93					
TSA-AFTER TAX	TRS06	TRS SSP ROTH	530.00			
TSA-AFTER TAX	TOTAL		530.00			
530.00						
TSA-BEFORE TAX	AI	EQUITABLE 457 P	3,523.00			
	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	431.68	14,389.24		
TSA-BEFORE TAX	TOTAL		22,283.24	132,187.22		
22,283.24	132,187.22					

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY	882,025.30	882,025.30	882,025.30	TOTAL EMPLOYEES	333
TOTAL TSA'S - BEFORE TAX	22,283.24	22,283.24	0.00	TOTAL FEMALE EMPLOYEES:	293
TOTAL TAX SHELTERED RETIREMENT:	59,332.13	59,332.13	0.00	TOTAL MALE EMPLOYEES	40
TOTAL OTHER BEF TAX DEDUCTIONS:	54,689.20	54,689.20	54,689.20	TOTAL FACULTY MEMBERS	133
TOTAL TAXABLE BENEFITS	0.00	0.00	0.00		
TOTAL TAXABLE GROSS	745,720.73	745,720.73	827,336.10		

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	66,683.30	759,381.07		
FEDERAL TAX	TOTAL		70,648.96	761,196.71		
70,648.96	761,196.71					
FICA	FICA	FICA	22,772.11	367,292.30		
	FICA	FICA			22,772.11	367,292.30
FICA	TOTAL		22,772.11	367,292.30	22,772.11	367,292.30
45,544.22	734,584.60					
MEDICARE	MDCR	MEDICARE	12,198.10	841,247.51		
	MDCR	MEDICARE			12,198.10	841,247.51
MEDICARE	TOTAL		12,198.10	841,247.51	12,198.10	841,247.51
24,396.20	1,682,495.02					
STATE TAX	ILSTA	ADD IL TAX AMT	313.46	0.00		
	ILSTX	IL STATE TAX	36,450.95	755,466.27		
STATE TAX	TOTAL		36,764.41	755,466.27		
36,764.41	755,466.27					
TSA-AFTER TAX	TRS06	TRS SSP ROTH	530.00			
TSA-AFTER TAX	TOTAL		530.00			
530.00						
TSA-BEFORE TAX	AI	EQUITABLE 457 P	3,523.00			
	AJ	CUNA 403B PLAN	5,887.00			
	AJF	CUNA% 403B PLAN	12,162.47	120,888.73		
	TRS03	TRS SSP PRETAX	300.00			
	TRSP3	TRSP03 SSP PRE	431.68	14,389.24		
TSA-BEFORE TAX	TOTAL		22,304.15	135,277.97		
22,304.15	135,277.97					

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY	896,284.96	896,284.96	896,284.96	TOTAL EMPLOYEES	338
TOTAL TSA'S - BEFORE TAX	22,304.15	22,304.15	0.00	TOTAL FEMALE EMPLOYEES:	297
TOTAL TAX SHELTERED RETIREMENT:	59,562.29	59,562.29	0.00	TOTAL MALE EMPLOYEES :	41
TOTAL OTHER BEF TAX DEDUCTIONS:	55,037.45	55,037.45	55,037.45	TOTAL FACULTY MEMBERS :	133
TOTAL TAXABLE BENEFITS	0.00	0.00	0.00		
TOTAL TAXABLE GROSS	759,381.07	759,381.07	841,247.51		

PAYROLL LIABILITIES

December 2023 \$ 609,695.97

12/29/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
232400497	CANNATA, SAM	12/29/2023	\$600.00
232400498	DIAMOND, NANETTE	12/29/2023	\$600.00
232400499	SASED EDUCATION ASSOCIATION	12/29/2023	\$3,632.36
232400500	SASED SUPPORT STAFF ASSOCIATION	12/29/2023	\$915.59
232400501	SCHROEDER, LYNN A	12/29/2023	\$600.00
232400502	SMITH, LISA	12/29/2023	\$600.00
		6 ACH Check(s) For a Total of	\$6,947.95
103539	STATE DISBURSEMENT UNIT	12/29/2023	\$172.26
103540	STATE DISBURSEMENT UNIT	12/29/2023	\$456.00
103541	STATE DISBURSEMENT UNIT	12/29/2023	\$819.38
103542	THIELSEN, MYRA LYNN	12/29/2023	\$600.00
103543	UNITED WAY OF NAPERVILLE	12/29/2023	\$20.00
		5 Computer Check(s) For a Total of	\$2,067.64
202300176	IMRF (EMPLOYEES CONT)	12/15/2023	\$20,122.97
202300177	IMRF (EMPLOYERS CONT)	12/15/2023	\$18,451.69
202300187	ILLINOIS DEPT OF REVENUE	12/29/2023	\$36,764.41
202300188	IMRF (EMPLOYEES CONT)	12/29/2023	\$20,235.73
202300189	IMRF (EMPLOYERS CONT)	12/29/2023	\$18,573.96
202300190	TEACHERS RETIREMENT (2.2%)	12/29/2023	\$2,817.52
202300191	TEACHERS RETIREMENT SYSTEM	12/29/2023	\$43,720.92
202300192	THIS (TRS HEALTH) FUND	12/29/2023	\$7,627.00
202300193	MB FINANCIAL (FEDERAL)	12/29/2023	\$70,648.96
202300194	MB FINANCIAL BANK (FICA-E)	12/29/2023	\$34,970.21
202300195	MB FINANCIAL BANK (FICA-W)	12/29/2023	\$34,970.21
202300196	THE OMNI GROUP	12/29/2023	\$3,523.00
202300197	CUNA MUTUAL GROUP	12/29/2023	\$24,165.29
202300198	TEACHERS RETIREMENT SYSTEM SSP	12/29/2023	\$1,261.68
202300199	ILLINOIS DEPT OF REVENUE	12/29/2023	\$12.58
202300200	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	12/29/2023	\$400.00
		16 Wire Transfer Check(s) For a Total of	\$338,266.13
		6 ACH Checks For a Total of	\$6,947.95
		5 Computer Checks For a Total of	\$2,067.64
		Total for 27 Manual, Wire Tran, ACH & Computer Checks	\$347,281.72
		Net Amount	\$347,281.72
10	EDUCATION FUND		\$347,281.72

12/15/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400487	SASED EDUCATION ASSOCIATION	12/15/2023	\$3,632.36	
232400488	SASED SUPPORT STAFF ASSOCIATION	12/15/2023	\$894.71	
			2 ACH Check(s) For a Total of	\$4,527.07
103513	STATE DISBURSEMENT UNIT	12/15/2023	\$172.26	
103514	STATE DISBURSEMENT UNIT	12/15/2023	\$456.00	
103515	STATE DISBURSEMENT UNIT	12/15/2023	\$819.38	
			3 Computer Check(s) For a Total of	\$1,447.64
202300175	ILLINOIS DEPT OF REVENUE	12/15/2023	\$36,099.53	
202300178	TEACHERS RETIREMENT (2.2%)	12/15/2023	\$2,810.77	
202300179	TEACHERS RETIREMENT SYSTEM	12/15/2023	\$43,616.56	
202300180	THIS (TRS HEALTH) FUND	12/15/2023	\$7,608.79	
202300181	MB FINANCIAL (FEDERAL)	12/15/2023	\$68,523.00	
202300182	MB FINANCIAL BANK (FICA-E)	12/15/2023	\$34,491.18	
202300183	MB FINANCIAL BANK (FICA-W)	12/15/2023	\$34,491.18	
202300184	THE OMNI GROUP	12/15/2023	\$3,523.00	
202300185	CUNA MUTUAL GROUP	12/15/2023	\$24,013.85	
202300186	TEACHERS RETIREMENT SYSTEM SSP	12/15/2023	\$1,261.68	
			10 Wire Transfer Check(s) For a Total of	\$256,439.54
			2 ACH Checks For a Total of	\$4,527.07
			3 Computer Checks For a Total of	\$1,447.64
			Total for 15 Manual, Wire Tran, ACH & Computer Checks	\$262,414.25
			Net Amount	\$262,414.25
10	EDUCATION FUND			\$262,414.25

BILLS PAYABLE LIST – FLOW THROUGH

January 25, 2024 \$ 204,348.88

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01/25/2024	103560 WEST CHICAGO SCHOOL	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	48,828.54
01/25/2024	103561 WINFIELD SCHOOL DIST	Medicaid- Reimbursement for Administrative Outreach Oct-Dec 2022	774.36
01/25/2024	103562 WESTMONT CUSD #201	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	9,716.96
Totals for checks			59,319.86

JANUARY 2024
FLOW-THROUGH

CHECK	CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
01/25/2024	232400514	KEENEYVILLE DISTRICT	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	11,902.00
01/25/2024	232400515	BENJAMIN SCHOOL DIST	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	1,937.17
01/25/2024	232400516	DUPAGE COUNTY SCHOOL	Medicaid-eimbursement for Administrative Outreach Oct-Dec 2022	17,949.48
01/25/2024	232400517	SALT CREEK SCHOOL DI	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	4,070.96
01/25/2024	232400518	DOWNERS GROVE DISTRI	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	9,766.10
01/25/2024	232400519	MAERCKER DISTRICT #6	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	8,679.85
01/25/2024	232400520	CASS SCHOOL DISTRICT	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	4,017.93
01/25/2024	232400521	CENTER CASS DISTRICT	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	3,894.85
01/25/2024	232400522	WOODRIDGE DISTRICT #	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	25,335.74
01/25/2024	232400523	DUPAGE HS DISTRICT #	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	8,068.03
01/25/2024	232400524	COMMUNITY HS DISTRIC	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	9,755.57
01/25/2024	232400525	COMMUNITY HS DIST #9	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	7,918.94
01/25/2024	232400526	COMMUNITY CONSOLIDAT	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	7,323.24
01/25/2024	232400527	LISLE CUSD #202	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	13,025.68
01/25/2024	232400528	ELMHURST CUSD #205	Medicaid-Reimbursement for Administrative Outreach Oct-Dec 2022	11,383.48
Totals for checks				145,029.02

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
17	MEDICAID SUB FUND	0.00	0.00	145,029.02	145,029.02
***	Fund Summary Totals ***	0.00	0.00	145,029.02	145,029.02

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

BILLS PAYABLE LIST – GRANTS

January 25, 2024 \$ 37,745.08

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
01/25/2024	103555	COMMUNITY SCHOOL DIS	Wheaton North - DRS STEP Outcome Reimbursement for Vocational Purchases - 9/20/23 - 10/20/23	24,542.94
01/25/2024	103555	COMMUNITY SCHOOL DIS	Wheaton South - DRS STEP Outcome Reimbursement for Vocational Purchases - 10/20/23 -11/20/2023	2,318.27
01/25/2024	103555	COMMUNITY SCHOOL DIS	Wheaton North - DRS STEP Outcome Reimbursement for Vocational Purchases - 10/20/23 - 11/20/203	3,210.65
01/25/2024	103555	COMMUNITY SCHOOL DIS	Wheaton Transition - DRS STEP Outcome Reimbursement for Vocational Purchases - 10/20/23 - 11/20/23	3,443.81
01/25/2024	103556	BROWN, SHAMEKA	December 2023 Travel/Phone Reimbursement Request (SB)	62.06
01/25/2024	103557	NDSEC	NDSEC DRS STEP Outcome Reimbursement for vocational and work readiness - supplies, vacuums, filters and microwaves	816.75
01/25/2024	103558	SIMPLE MACHINES MARK	Invoice for TM Support and Wordpress Maintenance	82.50
01/25/2024	103558	SIMPLE MACHINES MARK	monthly invoice for site support-Wordpress Maint	82.50
01/25/2024	103559	WROBBEL, TAMMY	December 2023 Travel/Phone Reimbursement Request (TW)	820.35
Totals for checks				35,379.83

JANUARY 2024
GRANTS

CHECK		CHECK	INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
01/25/2024	232400507	BAIN, AMY	December 2023 Travel/Phone Reimbursement Request (AB)	182.39
01/25/2024	232400508	HOPPER, ALISABETH	December 2023 Travel/Phone Reimbursement Request (AH)	303.21
01/25/2024	232400509	KNOCKE, FAITH	December 2023 Travel/Phone Reimbursement Request (FK)	136.07
01/25/2024	232400510	KREMER, ANN	travel for Ann Kremer to attend DEC Conference	273.80
01/25/2024	232400510	KREMER, ANN	December 2023 Travel/Phone Reimbursement Request (AK)	501.09
01/25/2024	232400511	REISING RECHNER, PAM	December 2023 Travel/Phone Reimbursement Request (PRR)	588.88
01/25/2024	232400512	ROPARS, EMILY	December 2023 Travel/Phone Reimbursement Request (ER)	79.73
01/25/2024	232400513	TOKAT, TALIN	December 2023 Travel/Phone Reimbursement Request (TT)	300.08
Totals for checks				2,365.25

BILLS PAYABLE LIST – SASED PROGRAMS

January 25, 2024 \$ 549,774.32

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/16/2024	103563	ODP BUSINESS SOLUTIO	LARGE ZIPLOC FOR FOOD SERVICE	39.83
01/16/2024	103563	ODP BUSINESS SOLUTIO	Office Supplies	54.44
01/16/2024	103563	ODP BUSINESS SOLUTIO	supplies for Shameka Brown	101.17
01/16/2024	103563	ODP BUSINESS SOLUTIO	OT/PT OFFICE SUPPLIES 12-8-23	62.08
01/16/2024	103563	ODP BUSINESS SOLUTIO	11 x 17 copy paper	14.54
01/16/2024	103563	ODP BUSINESS SOLUTIO	supplies	78.42
01/25/2024	103564	WINFIELD SCHOOL DIST	November 2023 SASED Students Lunch and Breakfast Reimbursement	764.75
01/25/2024	103565	WESTMONT CUSD #201	FY24 VI refund	18,130.37
01/25/2024	103565	WESTMONT CUSD #201	November 2023 SASED Students Lunch and Breakfast Reimbursement	501.33
01/25/2024	103565	WESTMONT CUSD #201	September 2023 Sased students Lunch/Breakfast	445.93
01/25/2024	103566	AA ELECTRIC COMPANY	Electrical service at Southeast. Invoice #1977	249.00
01/25/2024	103567	AASPA	American Association of School Personnel Administrators (AASPA) Invoice # 22661	275.00
01/25/2024	103568	ADVOCATE OCCUPATIONA	Bus Driver Physical for Laura Zacharski - Invoice 851827	140.00
01/25/2024	103568	ADVOCATE OCCUPATIONA	Bus Driver Physicals for Glen Crites and Cherise Jerrard	280.00
01/25/2024	103569	AHS STAFFING	OT/PT services from T. Glumac from 11/27/23 through 11/30/23	2,430.00
01/25/2024	103569	AHS STAFFING	OT/PT services from E. Klimova from 11/27/23 through 12/1/23	2,915.65
01/25/2024	103569	AHS STAFFING	OT/PT services from T. Glumac from 11/13/23 through 11/16/23	2,430.00
01/25/2024	103569	AHS STAFFING	OT/PT Services for 11/20 and 11/21/23 (E. Klimova)	1,166.26
01/25/2024	103569	AHS STAFFING	OT/PT Services for 11/20 and 11/21/23 (T. Glumac)	1,215.00
01/25/2024	103569	AHS STAFFING	OT/PT Services by T. Glumac for 12/04/23 through 12/7/23	2,430.00
01/25/2024	103569	AHS STAFFING	OT/PT Services by E. Klimova for 12/4/23 to 12/5/23	1,166.26
01/25/2024	103570	BERWYN GARAGE	Repairs on Bus 1 & 5 11/30/23	863.30
01/25/2024	103571	BEST PRICED PRODUCTS	OT Therapeutic Supplies 12-11-23	38.85
01/25/2024	103572	CHEM-CARE, INC.	Supplies for classrooms	1,586.80
01/25/2024	103573	CITY OF NAPERVILLE	Water Meter 89724854 Acct# 27013-26628 10/26-11/29	290.56
01/25/2024	103574	CPI	Classroom Culture Instructor Certification Program (Virtual + Online Course)	6,698.00
01/25/2024	103574	CPI	Classroom Culture Instructor Certification Program (Virtual + Online Course)	6,698.00

JANUARY 2024
SASED

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/25/2024	103574	CPI	Nonviolent Crisis Intervention(R) With Advanced Physical Skills certification renewal program registration, Nonviolent Crisis Intervention(R) Certification Renewal Program registration	4,647.00
01/25/2024	103576	CREATIVE EXCHANGE	Music Therapy Addison Trail Nov. 2023	300.00
01/25/2024	103576	CREATIVE EXCHANGE	Music Therapy Albright Middle Nov 2023	300.00
01/25/2024	103576	CREATIVE EXCHANGE	Music Therapy DHH Nov 2023	525.00
01/25/2024	103576	CREATIVE EXCHANGE	Music Therapy ECC Nov 2023	225.00
01/25/2024	103576	CREATIVE EXCHANGE	Music Therapy Salt Creek Nov 2023	525.00
01/25/2024	103576	CREATIVE EXCHANGE	Music Therapy Southeast Alt. Nov 2023	900.00
01/25/2024	103576	CREATIVE EXCHANGE	music therapy STARS Nov. 2023	900.00
01/25/2024	103576	CREATIVE EXCHANGE	Music Therapy Swartz Nov 2023	525.00
01/25/2024	103576	CREATIVE EXCHANGE	Music Therapy Transition Nov 2023	450.00
01/25/2024	103576	CREATIVE EXCHANGE	music therapy DHH Dec. 2023	450.00
01/25/2024	103576	CREATIVE EXCHANGE	music therapy Trasition Dec. 2023	450.00
01/25/2024	103576	CREATIVE EXCHANGE	music therapy Swartz Dec. 2023	450.00
01/25/2024	103576	CREATIVE EXCHANGE	music therapy STARS Dec. 2023	1,125.00
01/25/2024	103576	CREATIVE EXCHANGE	music therapy SE ALT Dec. 2023	562.50
01/25/2024	103576	CREATIVE EXCHANGE	music therapy Salt Creek Dec. 2023	450.00
01/25/2024	103576	CREATIVE EXCHANGE	music therapy ECC Dec. 2023	225.00
01/25/2024	103576	CREATIVE EXCHANGE	music therapy Albright Dec. 2023	225.00
01/25/2024	103576	CREATIVE EXCHANGE	music therapy Addison Trail Dec. 2023	225.00
01/25/2024	103577	CURALINC,LLC	CURALINC invoice dated 12/1/2023 for Supportlinc EAP program for first quarter 2024 (January, February, March)	1,423.80
01/25/2024	103578	CZERNEK, STEPHANIE	Milage Reimbursement Oct. 2023	4.19
01/25/2024	103579	D S EDUCATIONAL ENTE	PREPaRE Speaker	1,500.00
01/25/2024	103580	EDU HEALTHCARE, LLC	Paraprofessional and Social Workers services from 11/27/23 through 12/1/23	3,591.00
01/25/2024	103580	EDU HEALTHCARE, LLC	Paraprofessional and Social Worker services for 11/13/23 through 11/17/23	3,591.00
01/25/2024	103581	ELITE RECOGNITION SE	Elite Recognition Services Invoice Number 4462	327.54
01/25/2024	103582	ENGLER CALLAWAY BAAS	General School Law Services 11/04/23-11/20/23	962.00
01/25/2024	103582	ENGLER CALLAWAY BAAS	E-coorespondence 1/19/24-legal update	26.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			presentation	
01/25/2024	103582	ENGLER CALLAWAY BAAS	General School Law Service 12-05-23 to 12-21-23	2,704.00
01/25/2024	103583	FRONTLINE EDUCATION	Frontline Central Invoice 194691 (\$6163.17) and 194692 (\$5225.00)	11,388.17
01/25/2024	103584	ILLINOIS STATE POLIC	Fingerprinting For November - Invoice Number 20231107078	706.25
01/25/2024	103585	IT SAVVY LLC	Adobe Acrobat Pro licenses (25)	4,421.00
01/25/2024	103586	JASON JOBB	Milage Reimbursement 10/01/2023 to 11/30/2023	201.87
01/25/2024	103586	JASON JOBB	Milage Reimbursement Dec. 2023	135.06
01/25/2024	103587	LAUTERBACH & AMEN, L	June 30, 2023 Progress Billing	8,600.00
01/25/2024	103587	LAUTERBACH & AMEN, L	Services-Audit Prep 2022-2023 Final Billing and Calculation of Accruals	3,000.00
01/25/2024	103588	LAZZAR, DIANE	milage rei 11/1/2023 to 11/29/23	48.00
01/25/2024	103589	LEARNING A-Z	curriculum	1,331.00
01/25/2024	103590	MACGILL DISCOUNT MED	MEDICAL SUPPLIES	218.56
01/25/2024	103591	MANI, MEGHANA	Milage Reimbursement Nov-Dec. 2023	78.92
01/25/2024	103592	MAXIM HEALTHCARE SER	Nursing Services for 10/25/23 through 11/21/23	6,377.15
01/25/2024	103592	MAXIM HEALTHCARE SER	Nursing Services for 12/4/23 through 12/8/23	21,686.37
01/25/2024	103592	MAXIM HEALTHCARE SER	Nursing Services from 11/27/23 through 12/1/23	19,956.95
01/25/2024	103592	MAXIM HEALTHCARE SER	Nursing Services from 11/20/23 through 11/21/23	6,273.52
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 11/6/23 through 11/10/23	79,579.99
01/25/2024	103595	MAXIM STAFFING SERVI	Teacher Buy-out for Amanda Resendiz - 9-20-23	1,212.00
01/25/2024	103595	MAXIM STAFFING SERVI	Teacher Buy-out - Trevor Edwards - 10/18/23	5,070.00
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech Services from 11/27/23 through 12/01/23	7,679.00
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech Services for 11/27/23 through 12/01/23	1,742.00
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech Services for 11/28/23 through 12/1/23	7,218.50
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech, Paraprofessional and Nursing services for 11/13/23 through 11/17/23	11,407.50
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 11/20/23 through 11/21/23.	5,313.74
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech Services from 11/12/23 to 11/17/23 (L. Cisnero)	1,396.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech Services for 11/20/23 - (N. Elannani & V. Thomas)	562.50
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech for 11/20/23 and 11/21/23 (N. Bellavia)	700.00
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech from 11/13/23 through 11/17/23	8,594.00
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech for Multi-Needs and Southeast from 11/13/23 through 11/17/23	3,500.00
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech for Vision from 12/2/23 through 12/8/23	5,333.00
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech services by L. Cisneros from 12/4/23 through 12/8/23	1,422.50
01/25/2024	103595	MAXIM STAFFING SERVI	Paraprofessional, Behavior Tech and Nursing Services for 11/27/23 through 12/1/23	33,639.50
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech and Paraprofessional services for 12/4/23 through 12/8/23	30,531.00
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech from 12/4/23 through 12/8/23	9,060.50
01/25/2024	103595	MAXIM STAFFING SERVI	Behavior Tech Services for 12/11/23 though 12/15/23	1,750.00
01/25/2024	103596	MCKINNEY, LAURA	Milage Reimbursement Oct-Dec. 2023	15.49
01/25/2024	103597	MICROSONIC INC.	Student Earmold Order	444.00
01/25/2024	103597	MICROSONIC INC.	Order Listening Mold	86.00
01/25/2024	103598	N2Y INC.	curriculum - southeast	1,483.16
01/25/2024	103599	PADDOCK PUBLICATIONS	public hearing notices 12/8/2023	42.00
01/25/2024	103599	PADDOCK PUBLICATIONS	Order 4609605-12/21/23 Publication, Treasurer Reports	1,086.75
01/25/2024	103600	PESCE, ROSARIO	speaker Prepare	1,500.00
01/25/2024	103601	PETERS, JEANNINE	Professional Development, NASW	215.00
01/25/2024	103602	PROCARE THERAPY	Paraprofessional and Nursing Services for 11/17/23	6,214.50
01/25/2024	103602	PROCARE THERAPY	Nursing Services for 11/20 & 11/21/23 (K. Kasia)	1,092.00
01/25/2024	103602	PROCARE THERAPY	Paraprofessional and Nursing Services from 11/28/23 through 12/1/23	4,076.00
01/25/2024	103602	PROCARE THERAPY	Paraprofessional and Nursing services for 12/8/23	6,772.26
01/25/2024	103603	QUALITY INTEGRATED S	1 Year Central Station Monitoring for Security System (INTERACTIVE)-ANNUAL 2023-2024	425.00
01/25/2024	103603	QUALITY INTEGRATED S	Service request 12/12/2023 SE	152.50
01/25/2024	103604	REMANUFACTURED SYSTE	New Boardroom table as budgeted for in 23-24	4,865.00
01/25/2024	103605	RUGGIO, ARITH	SSA Union Lic Reimbursement	102.25
01/25/2024	103606	SAVVAS LEARNING CO	materials - SE	1,793.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/25/2024	103606	SAVVAS LEARNING CO	Curriculum - consumables/online	1,578.00
01/25/2024	103607	SCHOOL SPECIALTY LLC	OT Consumables 11-29-23	96.30
01/25/2024	103608	SCHOOLFIX.COM	SE - Tack strips for hanging student artwork	359.46
01/25/2024	103609	SECUREDOCS, INC.	Readysign subscription (15 accounts)	3,500.00
01/25/2024	103610	SECURLY	Securly web filtering renewal 23-24	6,201.20
01/25/2024	103611	SOLIANT	Paraprofessional and Social Worker Services for 11/13/23 through 11/17/23	10,894.80
01/25/2024	103611	SOLIANT	Paraprofessional Services for 11/20/23	885.00
01/25/2024	103611	SOLIANT	Nursing Services for 11/13/23 through 11/17/23 (M. Somera)	2,320.00
01/25/2024	103611	SOLIANT	Paraprofessional Services from 11/27/23 through 12/1/23	8,628.60
01/25/2024	103611	SOLIANT	Paraprofessional and Nursing services from 11/27/23 through 12/1/23	5,101.10
01/25/2024	103611	SOLIANT	Paraprofessional and Nursing Services for 12/4/23 through 12/8/23	13,714.00
01/25/2024	103612	STRINGFELLOW, JILLIA	milage rei 10/2/23 to 11/30/23	410.69
01/25/2024	103613	SUBURBAN DOOR CHECK	Order # ORD209492 Ref 375001 Service call and labor to install	1,834.00
01/25/2024	103614	SUNBELT	Paraprofessional Services by C. Williams from 11/27/23 through 12/01/23	1,925.00
01/25/2024	103614	SUNBELT	Paraprofessional services by C. Williams from 12/4/23 through 12/8/23	1,925.00
01/25/2024	103615	TEAM SELECT HOME CAR	Nursing Services by N. Argueta from 11/7/23 through 11/28/23	3,213.00
01/25/2024	103616	THERAPY SHOPPE	OT Therapeutic Supplies 12-11-23	1,230.61
01/25/2024	103616	THERAPY SHOPPE	OT Consumables 11-29-23	303.42
01/25/2024	103617	TREE TOWNS IMAGING &	Thermal Lamination Film 25" x 200" 1" Core 5mm	1,940.00
01/25/2024	103617	TREE TOWNS IMAGING &	Thermal Lamination Film 25" x 200" 1" Core 5mm	1,940.00
01/25/2024	103618	TSBVI	Product #: 59445 EVAL Evals: Evaluating Visually Impaired Students Using Alternate Learning Standards Emphasizing the Expanded Core Curriculum (5 Part Set)	186.78
01/25/2024	103619	UNITED SEATING & MOB	PT Equipment Repair Wheelchair 12-5-23	181.32
01/25/2024	103620	XELLO	Xello/Springboard Renewal	899.00
Totals for checks				478,421.31

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	18,130.37	460,290.94	478,421.31
***	Fund Summary Totals ***	0.00	18,130.37	460,290.94	478,421.31

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

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/25/2024	232400529	KEENEYVILLE DISTRICT	November 2023 SASED Students Lunch and Breakfast Reimbursement	379.66
01/25/2024	232400530	DUPAGE COUNTY SCHOOL	November 2023 SASED Students Lunch and Breakfast Reimbursement	1,833.28
01/25/2024	232400531	SALT CREEK SCHOOL DI	Breakfast and Lunch fees for SASED Students Nov. 1-Nov.30, 2023	1,954.59
01/25/2024	232400532	DOWNERS GROVE DISTRI	November 2023 SASED Students Lunch and Breakfast Reimbursement	611.80
01/25/2024	232400533	MAERCKER DISTRICT #6	November 2023 SASED Students Lunch and Breakfast Reimbursement	970.83
01/25/2024	232400534	CENTER CASS DISTRICT	November 2023 SASED Students Lunch and Breakfast Reimbursement	329.40
01/25/2024	232400535	2955, LLC	2900 Ogden Rent for Feb 2024	49,200.23
01/25/2024	232400536	ABTS, CYNTHIA	milage rei 10/26/23-10/30/23	146.20
01/25/2024	232400537	AHN, MAY	Milage Reimbursement 11/1/2023 to 11/30/2023	189.43
01/25/2024	232400537	AHN, MAY	Milage Reimbursement Dec. 2023	127.54
01/25/2024	232400538	AL WARREN OIL CO., I	Mobile Undyed Winter Blend Gas delivered on 11/16/23	423.74
01/25/2024	232400538	AL WARREN OIL CO., I	Mobil Winter Blend fuel - 11/30/23	352.07
01/25/2024	232400538	AL WARREN OIL CO., I	Mobil Winter Blend Fuel - Delivered 12/14/23	353.16
01/25/2024	232400538	AL WARREN OIL CO., I	Mobil Winter Blend Fuel - Delivered on 12/7/23	279.52
01/25/2024	232400539	ALDRICH, DANA	November 2023 Milage Reimbursement	36.81
01/25/2024	232400539	ALDRICH, DANA	Milage Reimbursement Dec. 2023	23.45
01/25/2024	232400540	ANDERSEN, VERONICA	Milage Reimbursement Dec. 2023	128.89
01/25/2024	232400540	ANDERSEN, VERONICA	Milage Reimbursement No. 2023	163.47
01/25/2024	232400541	BARAJAZ, DINA	Milage Reimbursement 11/1/2023 to 11/30/2023	82.35
01/25/2024	232400542	BERGFELD, BETH	Milage Reimbursement Nov and Dec 2023	200.43
01/25/2024	232400543	BOCZKOWSKI, DEBRA	Milage Reimbursement Dec. 2023	222.96
01/25/2024	232400543	BOCZKOWSKI, DEBRA	Milage Reimbursement Nov 2023	246.94
01/25/2024	232400544	BOHNERT, SHANNON	Milage Reimbursement 11/1/2023 to 11/30/2023	39.96
01/25/2024	232400544	BOHNERT, SHANNON	Milage Reimbursement Dec. 2023	31.11
01/25/2024	232400545	BOLIN, BRIANNE	Milage Reimbursement 10/01/2023 to 11/30/2023	338.05
01/25/2024	232400546	BOOTSMA, KRISTY	Milage Reimbursement 11/1/2023 to 11/30/2023	63.66
01/25/2024	232400547	CARRASQUILLO, ELIZAB	milage rei 11/1/23 to 11/30/23	150.43

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/25/2024	232400547	CARRASQUILLO, ELIZAB	Milage Reimbursement Dec. 2023	206.91
01/25/2024	232400548	CELINSKA, DOROTA	Milage Reimbursement 10/17/2023 to 11/14/2023	91.70
01/25/2024	232400549	CIECKO, ASHLEY	milage rei 11/1/23 to 11/17/23	26.94
01/25/2024	232400549	CIECKO, ASHLEY	Milage Reimbursement Dec. 2023	31.02
01/25/2024	232400550	COHLA, STEPHANIE	Reimbursement Request-S Cohla MISC Items	135.28
01/25/2024	232400550	COHLA, STEPHANIE	Milage Reimbursement Nov-Dec. 2023	254.92
01/25/2024	232400551	CORRAL, TARA	Milage Reimbursement Nov/Dec. 2023	183.57
01/25/2024	232400552	CORSELLO, KRISTINE	Milage Reimbursement 10/01/2023 to 12/01/2023	399.74
01/25/2024	232400553	CREAGAN, HELEN	milage Rei 11/1/2023 to 11/30/2023	101.72
01/25/2024	232400553	CREAGAN, HELEN	Milage Reimbursement Dec. 2023	77.55
01/25/2024	232400554	DARRUS, JULIE	Mileage reimbursement from 08/23/23 to 08/31/23 and 10/2/23 to 10/31/23	205.90
01/25/2024	232400555	DELEONARDIS, NICOLE	Milage Reimbursement Oct-Dec. 2023	28.82
01/25/2024	232400556	DORCHACK, MARIA	milage rei 11/1/23 to 11/30/23	242.61
01/25/2024	232400556	DORCHACK, MARIA	Milage Reimbursement Dec. 2023	209.47
01/25/2024	232400557	DUGAN, PATRICK	milage rei 10/17/2023 to 11/28/2023	242.38
01/25/2024	232400558	ELIAS, JENNIFER	Milage Reimbursement 10/1/2023 to 11/30/2023	49.85
01/25/2024	232400559	FARRELL, LYSA	Milage Reimbursement Nov. + Dec. 2023	78.73
01/25/2024	232400560	FLENTGE, LAUREN	Milage Reimbursemen t11/28/2023	2.62
01/25/2024	232400561	FORTUNA, CHRISTINA	Milage Reimbursement Nov-Dec. 2023	55.38
01/25/2024	232400562	GEBRE, AMY	milage rei 10/2/23 to 11/30/23	247.26
01/25/2024	232400563	GENIN, SHERILYN	milage rei 10/2/23 to 11/14/23	171.61
01/25/2024	232400564	GRILL, MEGHAN	milage Rei 11/2/23 to 11/30/23	42.41
01/25/2024	232400564	GRILL, MEGHAN	Milage Reimbursement Dec. 2023	22.01
01/25/2024	232400565	GROHN, JULIE	Travel allowance Jan 2024	400.00
01/25/2024	232400566	HEARTLAND ALLIANCE H	Heartland Alliances - DHH - November Phone Interpreting	192.50
01/25/2024	232400566	HEARTLAND ALLIANCE H	Heartland Alliances - DHH - November	1,585.91
01/25/2024	232400566	HEARTLAND ALLIANCE H	Heartland Alliances - Audiology - November	581.92
01/25/2024	232400567	HOMAN, JULIA	Milage Reimbursement 11/1/2023 to 11/30/2023	287.53

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
01/25/2024	232400567	HOMAN, JULIA	Milage Reimbursement Dec. 2023	255.92
01/25/2024	232400568	LAYTON, MATTHEW	travel allowance Jan 2024	400.00
01/25/2024	232400569	LESSENTIEN, BRIDGET	milage rei 11/3/23 to 11/28/23	63.50
01/25/2024	232400570	LOHRENZ, ASHLEY	milage rei 11/1/23 o 11/30/23	94.52
01/25/2024	232400570	LOHRENZ, ASHLEY	Milage reimbursement Dec. 2023	148.03
01/25/2024	232400571	LOONEY, KATHERINE	milage rei 11/6/23 to 11/27/23	42.21
01/25/2024	232400571	LOONEY, KATHERINE	Reimbursement Request-K. Looney Therapy consumable goods/class supplies	86.82
01/25/2024	232400572	MARTINEZ, PAUL	Reimbursement Request-P Martinez ELA/URS Activities/Rewards & Comm. Based Inst.	60.02
01/25/2024	232400573	MCKEE, AMY	Reimbursement Request-A. McKee Misc Classroom Needs: Hand massager, weighted hat, yoga ball, bean bag chair, Coffee/tea replacement D20, AA batteries & ink refills.	166.34
01/25/2024	232400574	MOHAMMAD, KAYLA	Reimbursement Request-K Mohammad Sensory & Cooking & Craft activities	192.10
01/25/2024	232400574	MOHAMMAD, KAYLA	Milage Reimbursement oct-Dec. 2023	84.35
01/25/2024	232400575	MOROZ, KRISTYN	Milage Reimbursement 11/1/2023 to 11/30/2023	92.81
01/25/2024	232400575	MOROZ, KRISTYN	Milage Reimbursement Dec. 2023	86.33
01/25/2024	232400576	MOYNIHAN, LYNN	Milage Reimbursement 11/1/2023 to 11/30/2023	157.08
01/25/2024	232400576	MOYNIHAN, LYNN	Milage Reimbursement Dec. 2023	144.76
01/25/2024	232400577	NELSON, JAMES	Milage Reimbursement Aug-Dec. 2023	123.66
01/25/2024	232400578	ONYSCHAK, AUDREY	milage rei 11/1/23 to 11/29/23	18.60
01/25/2024	232400578	ONYSCHAK, AUDREY	Milage Reimbursement Dec. 2023	15.20
01/25/2024	232400579	OTTO, VICKI	Milage Reimbursement Nov-Dec. 2023	48.01
01/25/2024	232400580	PELLICANO, DARCEY	milage rei 09/21/23 to 11/30/23	87.77
01/25/2024	232400581	PETERSON, COLLEEN	milage rei 11/1/2023 to 11/30/23	131.46
01/25/2024	232400581	PETERSON, COLLEEN	Milage Reimbursement Dec. 2023	100.94
01/25/2024	232400582	PETERSEN, JENNIFER	Milage Reimbursement Nov-Dec. 2023	53.06
01/25/2024	232400583	RICHARDSON, PATRICIA	SSA Union Lic Reimbursement	26.00
01/25/2024	232400584	ROBERTS, RUTH	Milage Reimbursement 11/1/2023 to 11/30/2023	103.19
01/25/2024	232400585	ROSS, KATHLEEN	Milage Reimbursement Oct-Dec.	144.82

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			2023	
01/25/2024	232400586	SANZENBACHER, ERIN	Reimbursement Request-E Sanzenbacher Materials for Speech Cooking groups, Misc. student materials	146.56
01/25/2024	232400587	SEYLER, NICOLE	Milage Reimbursement 09/25/2023 to 11/13/2023	110.70
01/25/2024	232400588	SHANAHAN, KERRY	Milage Reimbursement 11/1/2023 to 11/30/2023	100.98
01/25/2024	232400588	SHANAHAN, KERRY	Milage Reimbursement Dec. 2023	148.62
01/25/2024	232400589	SMITH, CLAIRE	Milage Reimbursement 11/1/2023 to 11/30/2023	238.82
01/25/2024	232400589	SMITH, CLAIRE	Milage Reimbursement Dec. 2023	205.67
01/25/2024	232400590	SOBERON, SAMANTHA	Reimbursement Request-S. Soberon Group Material & Student Supplies	50.56
01/25/2024	232400590	SOBERON, SAMANTHA	Milage Reimbursement 10/01/2023 to 11/30/2023	72.71
01/25/2024	232400591	STAMATELOPOULOS, KEL	Milage Reimbursement Nov/ Dec. 2023	227.29
01/25/2024	232400592	STORNELLO, KAREN	Milage Reimbursement Oct-Dec. 2023	67.14
01/25/2024	232400593	TATHAM, SARA	milage rei 11/1/23 to 11/30/23	139.45
01/25/2024	232400593	TATHAM, SARA	Milage Reimbursement Dec. 2023	116.23
01/25/2024	232400594	THOMPSON, EVA	Milage Reimbursement Nov 2023	75.38
01/25/2024	232400594	THOMPSON, EVA	Milage Reimbursement Oct. and Nov. 2023	77.05
01/25/2024	232400595	URBAN, JESSICA	Milage Reimbursement 11/1/2023 to 11/30/2023	82.40
01/25/2024	232400595	URBAN, JESSICA	Milage Reimbursement Dec. 2023	62.03
01/25/2024	232400596	VANCLEVE, CASSIDY	Milage Reimbursement 11/1/2023 to 11/30/2023	85.54
01/25/2024	232400596	VANCLEVE, CASSIDY	Milage reimbursement Dec. 2023	81.61
01/25/2024	232400597	WALSH, ANNA	Milage Reimbursement Oct. - Dec. 2023	276.80
01/25/2024	232400598	WALTON, LAURIE	reimbursement - Walton (Dupage childrens museum)	52.00
01/25/2024	232400599	WARD, KRISTEN	Milage Reimbursement 11/1/2023 to 11/30/2023	72.71
01/25/2024	232400599	WARD, KRISTEN	Milage Reimbursement Dec. 2023	26.59
01/25/2024	232400600	WAWCZAK, ELIZABETH	Milage Reimbursement 11/1/2023 to 11/30/2023	57.18
01/25/2024	232400601	WHITE, SHEILA	milage rei 9/1/2023 to 09/28/2023	127.72
01/25/2024	232400601	WHITE, SHEILA	Milage Reimbursement Oct-Dec. 2023	287.55
01/25/2024	232400602	WISNIEWSKI, RACHEL	Travel allowance Jan 2024	400.00
Totals for checks				71,353.01

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	71,353.01	71,353.01
***	Fund Summary Totals ***	0.00	0.00	71,353.01	71,353.01

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

INTERIM CHECKS

DECEMBER 2023 \$ 475,637.15

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/07/2023	103499	AMERICAN HERITAGE LI	Allstate Critical Illness and Accident Coverage Bill - November 2023	1,289.68
12/07/2023	103500	HEALTH CARE SERVICE	Blue Cross/Blue Shield Claims and Administration Fee Invoice for November 2023	344,411.15
12/07/2023	103501	KONICA MINOLTA BUSIN	11/22/2023 to 12/21/2023	1,258.00
12/07/2023	103502	KONICA MINOLTA PREMI	contract payment	2,275.00
12/07/2023	103503	KONICA MINOLTA BUSIN	Newline Panel 65" with Mobile Stand	1,000.00
12/07/2023	103504	LAUTERBACH & AMEN, L	June 30, 2022 Progress Billing	8,300.00
12/07/2023	103505	METLIFE	DECEMBER Metlife Dental and Vision Invoice for 12/1/23-12/31/23. Due 12/1/23.	18,211.68
12/07/2023	103506	ORKIN EXTERMINATING	Acct #28483215 - Service Date 11/16 Invoice #253543276 Orkin	89.99
12/07/2023	103507	PUPILS VISION & HEAR	09/07/2023 and 09/22/2023	221.00
12/07/2023	103508	RIDGE TRAINING	RIDGE TRAINING INOIVE #201283 12/6/22 NEVER PAID	6,540.00
12/07/2023	103509	UNIVERSAL PREMIUM	Fleet Management Card Payment 11/30/23	259.95
12/07/2023	103510	VERIZON WIRELESS	380335400-00001 Oct 20-Nov 19 2023	1,991.54
12/07/2023	103510	VERIZON WIRELESS	480335060-00001 Oct 20 to Nov 19 2023	181.41
12/07/2023	103511	WEISS SNOW REMOVAL,	11/26/2023 services	583.90
12/12/2023	103512	CASH	petty cash	500.00
Totals for checks				387,113.30

DECEMBER 2023
INTERIMS

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	364,412.51	0.00	22,700.79	387,113.30
***	Fund Summary Totals ***	364,412.51	0.00	22,700.79	387,113.30

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/15/2023	103517	EDU HEALTHCARE, LLC	Paraprofessional and Social Worker Services for 11/20 and 11/21/23	1,323.00
12/15/2023	103518	GOINS, SARAH	Reimbursement Request-S Goins Misc Office Supplies	32.97
12/15/2023	103519	ILLINOIS STATE POLIC	Fingerprinting for October - Invoice Number 20231007078	163.50
12/15/2023	103520	INDUSTRIAL APPRAISAL	Account # 7-162-650 Property Record Report 07012023	215.00
12/15/2023	103521	INTERIM SCHOOL BUSIN	M Dyrek November 2023	8,887.50
12/15/2023	103522	NICOR GAS	Gas period of 11/1/23 to 11/30/23	512.10
12/21/2023	103531	AVS COMPANIES	Vending machine for Albright	6,509.00
12/21/2023	103532	DEARBORN NATIONAL LI	JANUARY 2023 LIFE INSURANCE INVOICE	5,861.07
12/21/2023	103533	KONICA MINOLTA PREMI	contract 450-0068168-000/12-26-23 to 01-25-24	1,032.16
12/21/2023	103534	METLIFE	PO 3102400050 Dental and Vision period 01/01/24 to 01/31/24	17,571.83
12/21/2023	103535	NET56	December 2023 Agreement	24,850.43
12/21/2023	103535	NET56	Internet Services via Net56 - Monthly billing for December 2023	3,932.45
12/21/2023	103536	ORKIN EXTERMINATING	December 14, 2023 service	89.99
12/21/2023	103537	VANGUARD ENERGY SERV	December 14, 2023 service	1,303.45
12/21/2023	103538	WEISS SNOW REMOVAL,	December 05 Salt/Service	291.95
12/29/2023	103530	FIFTH THIRD BANK/MAS	supplies for Ann Kremer via credit card	7.58
12/29/2023	103530	FIFTH THIRD BANK/MAS	postage paid via credit card	9.34
12/29/2023	103530	FIFTH THIRD BANK/MAS	account webinar services monthly fee paid via credit card	50.00
12/29/2023	103530	FIFTH THIRD BANK/MAS	supplies for Faith Knocke paid via credit card	79.99
12/29/2023	103530	FIFTH THIRD BANK/MAS	dropbox account upgrade paid via credit card for Shameka Brown	119.88
12/29/2023	103530	FIFTH THIRD BANK/MAS	dropbox account upgrade paid via credit card Faith Knocke	119.88
12/29/2023	103530	FIFTH THIRD BANK/MAS	dropbox account upgrade paid via credit card for Alisabeth Hopper	119.88
12/29/2023	103530	FIFTH THIRD BANK/MAS	working meeting paid via credit card	148.61
12/29/2023	103530	FIFTH THIRD BANK/MAS	zoom invoice paid via credit card	199.90
12/29/2023	103530	FIFTH THIRD BANK/MAS	hotel for Ann Kremer	245.70
12/29/2023	103530	FIFTH THIRD BANK/MAS	supplies for Alisabeth Hopper via credit card	338.98
12/29/2023	103530	FIFTH THIRD BANK/MAS	hotel for Ann Kremer for DEC Conference paid via SASED credit card	583.17
12/29/2023	103530	FIFTH THIRD BANK/MAS	Field Trip-Jewel Supplies CC needed 11/16	158.98

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/29/2023	103530	FIFTH THIRD BANK/MAS	Rehabilitation Advantage T-grip Rocker Utensil With Plastic Blue Handle for ATHS Vision Program students. ASIN : B0939FGC2M LEXI KOSIEK 11/10/2023	18.00
12/29/2023	103530	FIFTH THIRD BANK/MAS	LED Headlamp Rechargeable Flashlight, 2-pack 230 degree Wide Beam Headlight with Motion Sensor Vision Program - Instructional Materials Tracey Nardi 11/8/23 AMAZON	19.19
12/29/2023	103530	FIFTH THIRD BANK/MAS	AMAZON classroom supplies: Command 20 Medium Damage Free Utility Hooks White / Command / Plastic / Polished / Wall Mount Vision Program Stella Mae Swartz (Mark Renc O&M)	17.30
12/29/2023	103530	FIFTH THIRD BANK/MAS	Nurse supplies	49.83
12/29/2023	103530	FIFTH THIRD BANK/MAS	North Order 10.31.23	348.13
12/29/2023	103530	FIFTH THIRD BANK/MAS	Overall DHH/Itin Order	93.97
12/29/2023	103530	FIFTH THIRD BANK/MAS	Staff Walkie Talkie Ear Piece	-49.99
12/29/2023	103530	FIFTH THIRD BANK/MAS	11-14 North Instructional Materials	35.94
12/29/2023	103530	FIFTH THIRD BANK/MAS	End of November DHH Order	44.47
12/29/2023	103530	FIFTH THIRD BANK/MAS	Hoffman/Maercker	-4.50
12/29/2023	103530	FIFTH THIRD BANK/MAS	cass middle school	34.04
12/29/2023	103530	FIFTH THIRD BANK/MAS	7910 October 2023	476.11
12/29/2023	103530	FIFTH THIRD BANK/MAS	Amazon Order Paul Martinez	91.43
12/29/2023	103530	FIFTH THIRD BANK/MAS	Misc Nurse Item	7.99
12/29/2023	103530	FIFTH THIRD BANK/MAS	Field trip lunch	58.40
12/29/2023	103530	FIFTH THIRD BANK/MAS	Misc. Items-APE HS	307.81
12/29/2023	103530	FIFTH THIRD BANK/MAS	Staff instructional supplies	49.99
12/29/2023	103530	FIFTH THIRD BANK/MAS	Trampoline for PV-TE	99.39
12/29/2023	103530	FIFTH THIRD BANK/MAS	City of Naperville Water acct# 27013-26628 Meter 89724854 Services 9/27-10/26	277.05
12/29/2023	103530	FIFTH THIRD BANK/MAS	Audiology 11/14	39.98
12/29/2023	103530	FIFTH THIRD BANK/MAS	WobL Vibrating 8-Alarm & Repeating Countdown Timer Watch for Kids & Adults, Medication/Sports/Meetings/Pot ty Reminders, Blue	25.99
12/29/2023	103530	FIFTH THIRD BANK/MAS	PBIS Reward Breakfast	80.53
12/29/2023	103530	FIFTH THIRD BANK/MAS	Invoice 125927560	959.09
12/29/2023	103530	FIFTH THIRD BANK/MAS	Bluedog Ink	172.72
12/29/2023	103530	FIFTH THIRD BANK/MAS	PODS customer acct 141999028 Service date 11/17 Order #3004592	289.00
12/29/2023	103530	FIFTH THIRD BANK/MAS	North Order 11.17	99.86
12/29/2023	103530	FIFTH THIRD BANK/MAS	Crisis Training-materials	605.00
12/29/2023	103530	FIFTH THIRD BANK/MAS	Firstcomm Telephony Services - November 2023	959.00
12/29/2023	103530	FIFTH THIRD BANK/MAS	Bluedog Ink	172.72

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/29/2023	103530	FIFTH THIRD BANK/MAS	Amazon order	1,182.78
12/29/2023	103530	FIFTH THIRD BANK/MAS	Prepare workshop Nov 13, 2023	468.94
12/29/2023	103530	FIFTH THIRD BANK/MAS	Admin Academy - Gebre	220.00
12/29/2023	103530	FIFTH THIRD BANK/MAS	Birthday cards for staff for the month of November 2023	30.00
12/29/2023	103530	FIFTH THIRD BANK/MAS	Folders for Executive Search Committee	110.94
12/29/2023	103530	FIFTH THIRD BANK/MAS	2023 Holiday Cards for Executive Director to send out	25.00
12/29/2023	103530	FIFTH THIRD BANK/MAS	Pitney Bowes lease payment 9-30-23 through 12/29/23	995.46
12/29/2023	103530	FIFTH THIRD BANK/MAS	Overall DHH/Itin Order	10.79
12/29/2023	103530	FIFTH THIRD BANK/MAS	Classroom Supplies Vision - Transition AMAZON 11/13/23	159.35
12/29/2023	103530	FIFTH THIRD BANK/MAS	Supplies: Master Lock Locker Lock 1500iD Vison Program AMAZON (AMY GEBRE 11/29/2023)	41.99
12/29/2023	103530	FIFTH THIRD BANK/MAS	HIIMIEI Wall Mount Acrylic Sign Holder 8.5'' x 11'', Clear Plexi Door Sign Holder Document Holder Plastic Picture Frames with All Mounting Accessories for our emergency posters.	110.17
12/29/2023	103530	FIFTH THIRD BANK/MAS	Materials for students	264.83
12/29/2023	103530	FIFTH THIRD BANK/MAS	FCS DRS Pre-Ents	56.44
12/29/2023	103530	FIFTH THIRD BANK/MAS	PBIS Dombrow	109.29
12/29/2023	103530	FIFTH THIRD BANK/MAS	Building supplies	29.32
12/29/2023	103530	FIFTH THIRD BANK/MAS	PBIS-OOTB Perfect Attendance Breakfast	318.59
12/29/2023	103530	FIFTH THIRD BANK/MAS	Misc Supplies Megan Baker	153.98
12/29/2023	103530	FIFTH THIRD BANK/MAS	Neenah White Index, 300 Sheets, 199 gsm, 94 Brightness, 8.5" x 11" - MORE SHEETS! (91635) Medium Binder Clips and Paper Clips (48 Pcs) 1.25 Inch,Black Metal Medium Paper Clamps for Office, Home, School	147.82
12/29/2023	103530	FIFTH THIRD BANK/MAS	65w 45w USB-C Type C Laptop Charger Replacement for Dell Latitude 7275 7370 5420 5285 5290 5520 XPS 13 9250 9360 9365 9370 9380 9350 9550 Chromebook 3100 3400 5190 la65nm170 02YK0F Adapter Power Cord	501.51
12/29/2023	103530	FIFTH THIRD BANK/MAS	Supplies	142.27
12/29/2023	103530	FIFTH THIRD BANK/MAS	classroom supplies	399.60
12/29/2023	103530	FIFTH THIRD BANK/MAS	AK	107.97
12/29/2023	103530	FIFTH THIRD BANK/MAS	SC	936.89
12/29/2023	103530	FIFTH THIRD BANK/MAS	RW	1,337.64
12/29/2023	103530	FIFTH THIRD BANK/MAS	Go daddy December 2023 po 3092400028	199.98

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
			Totals for checks	88,198.28

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	23,432.90	0.00	64,765.38	88,198.28
***	Fund Summary Totals ***	23,432.90	0.00	64,765.38	88,198.28

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

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
12/15/2023	232400489	BRODERICK, MICHELLE	Reimbursement for Multi-Needs supplies/expenses	86.77	
12/15/2023	232400489	BRODERICK, MICHELLE	Reimbursement Request-MB-Winfiled Class supplies & Snacks	40.35	
12/15/2023	232400490	BRUSICH, WENDY	Reimbursement WENDY BRUSICH Instructional Classroom Materials Vision Addison Trail High School Walmart \$25.15	25.15	
12/15/2023	232400491	CIECKO, ASHLEY	Reimbursement Request-A. Ciecko Therapy consumables & student replacement case	42.55	
12/15/2023	232400492	MILLER, CHRISTINE	reimbursement miller	27.94	
12/15/2023	232400493	SEYLER, NICOLE	Reimbursement NICOLE SEYLER Vision Student Instruction Supplies 12/4/2023	39.93	
12/15/2023	232400494	WALSH, ANNA	Reimbursement Request-A. Walsh SW group materials & classroom hygiene items	16.24	
12/21/2023	232400495	BELL, RACHEL	Reimbursement RACHEL BELL Vision Department - Transition Classroom Supplies 12/12/2023	10.64	
12/21/2023	232400496	REDDY, CARLY	Reimbursement CARLY REDDY Vision O&M Addison Trail High School Student Transportation Ventra \$36.00	36.00	
Totals for checks				325.57	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	325.57	325.57
***	Fund Summary Totals ***	0.00	0.00	325.57	325.57

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

VOIDED CHECKS

December, 2023 \$ 497.60

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/14/2023	103498	UNITED SEATING & MOB	OT/PT Equipment Repair 10-12-23	247.60
Totals for checks				247.60

DECEMBER 2023
VOID

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	247.60	247.60
***	Fund Summary Totals ***	0.00	0.00	247.60	247.60

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

<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	103516 KIRKMAN, CARLY	Reimbursement - Registration Fee	250.00
		Totals for checks	250.00

DECEMBER 2023
VOID

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	250.00	250.00
***	Fund Summary Totals ***	0.00	0.00	250.00	250.00

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

DIRECTOR OF SPECIAL EDUCATION: _____

ISBE GRANT COORDINATOR: _____

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

2900 Ogden Avenue, Lisle, IL 60532
Telephone (630) 778-4500 Fax (630) 778-0196
www.SASED.org

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.



**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: May 6- May 10, 2024

FUNDING SOURCE: PART B FT _____ PART B PS _____

GRANT RECIPIENT: _____

NAME OF CONFERENCE: 2024 International Early Childhood Inclusion Institute
<https://inclusioninstitute.fpg.unc.edu/>

LOCATION: Chapel Hill NC

PURPOSE: Presenting on Community Inclusion Teams

ANTICIPATED COSTS: _____

TRANSPORTATION: Flight \$350, Ground transport \$140,

LODGING: _____

Rate per night

06-May-2024 - 10-May-2024 139.00 USD

Total for Stay per Room Rate 556.00 USD

Taxes 75.06 USD

Total price for Stay 631.06 USD

MEALS: \$48 x 5 days

OTHER EXPENSES: Perdiem \$ 240

CONFERENCE REGISTRATION FEE: complimentary

SUBSTITUTES: _____

TOTAL: \$1361.06

AMOUNT OF GRANT FUNDS REQUESTED: _____

PROGRAM DIRECTOR/SUPERVISOR: _____

DIRECTOR OF SPECIAL EDUCATION: _____

ISBE GRANT COORDINATOR:

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

2900 Ogden Avenue, Lisle, IL 60532
Telephone (630) 778-4500 Fax (630) 778-0196
www.SASED.org

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.



**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: _____ May 6- May 10, 2024 _____

FUNDING SOURCE: PART B FT _____ PART B PS _____

GRANT RECIPIENT: _____

NAME OF CONFERENCE: 2024 International Early Childhood Inclusion Institute
<https://inclusioninstitute.fpg.unc.edu/>

LOCATION: _____ Chapel Hill NC _____

PURPOSE: ___ Presenting on Early Childhood Inclusive Classroom Practices

ANTICIPATED COSTS: _____

TRANSPORTATION: ___ Flight \$350, Ground transport \$140,

LODGING: ___

Rate per night

06-May-2024 163.95 USD

07-May-2024 - 10-May-2024 139.00 USD

Total for Stay per Room Rate 580.95 USD

Taxes 78.43 USD

Total price for Stay 659.38 USD

MEALS: ___ \$48 x 5 days _____

OTHER EXPENSES: _____ Perdiem \$ 240 _____

CONFERENCE REGISTRATION FEE: ___ \$530.00

SUBSTITUTES: _____

TOTAL: _____ \$1919.38 _____

AMOUNT OF GRANT FUNDS REQUESTED: _____

PROGRAM DIRECTOR/SUPERVISOR: _____

DIRECTOR OF SPECIAL EDUCATION: _____

ISBE GRANT COORDINATOR:

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

2900 Ogden Avenue, Lisle, IL 60532
Telephone (630) 778-4500 Fax (630) 778-0196
www.SASED.org

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.



**OUT-OF-STATE-TRAVEL
FY __24__**

NAME OF TRAVELER: ___ Tammy Wrobbel _____

NAME OF COOP/DIST: ___ Early CHOICES _____

RCDT #: _____ 19-022-8030-60 _____

POSITION: _____ *Inclusion Specialist* _____

DATES OF TRAVEL: _____ May 6- May 10, 2024 _____

FUNDING SOURCE: PART B FT _____ PART B PS _____

GRANT RECIPIENT: _____

NAME OF CONFERENCE: 2024 International Early Childhood Inclusion Institute
<https://inclusioninstitute.fpg.unc.edu/>

LOCATION: _____ Chapel Hill NC _____

PURPOSE: ___ Presenting on Community Inclusion Teams

ANTICIPATED COSTS: _____

TRANSPORTATION: ___ Flight \$484, Ground transport \$140,

LODGING: ___

Rate per night

06-May-2024 - 10-May-2024 144.82 USD

Total for Stay per Room Rate 579.31 USD

Taxes 80.07 USD

Total price for Stay 804.20 USD

MEALS: ___ \$48 x 5 days _____

OTHER EXPENSES: _____ Perdiem \$ 240 _____

CONFERENCE REGISTRATION FEE: ___ complimentary

SUBSTITUTES: _____

TOTAL: _____ \$1668.20 _____

AMOUNT OF GRANT FUNDS REQUESTED: _____

PROGRAM DIRECTOR/SUPERVISOR: _____

DIRECTOR OF SPECIAL EDUCATION: _____

ISBE GRANT COORDINATOR:

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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	1	2	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	1		2
DIRECTIONS	Keith Zmijewski	SASED - Southeast School	Moses	3-5	10	5	0	5	0
		SASED - Southeast School	O'Sullivan	6-8	10	6	0	4	0
		SASED - Southeast School	Hilb	9-10	10	5	0	5	0
		SASED - Southeast School	McFadden	11-12	10	4	0	6	1
DIRECTIONS TOAL					40	20	0		1
MULTI NEEDS	Sheila White	D60 - Holmes Primary	Brady	EC	8	8	0	0	0
	Amy McKee	D63 - Concord Elementary	Goins	EC	8	5	2	1	0
		D63 - Concord Elementary	Primozić	EC Medical	8	6	1	1	0
		D58 - Hillcrest Elementary	Kirkpatrick	K-1	8	7	1	0	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	7	1	0	0
		D66 - Prairieview Elementary	Edwards	3-5	8	4	0	4	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	113	7		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	7	1	0	0

SOUTHEAST	Keith Zmijewski	SASED - Southeast School	Aurricchio	1-2	10	7	0	3	0
		SASED - Southeast School	Petrella	3-4	10	8	0	2	1
		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	6	1	3	0
		SASED - Southeast School	Huerta	8	10	9	2	-1	1
		SASED - Southeast School	Smith	9-10	10	12	0	-2	0
		SASED - Southeast School	Dombrow	11-12	10	9	1	0	0
		SASED - Southeast School	Morton	12	10	6	0	4	0
SOUTHEAST TOTAL				98	81	5		3	
STARS	Amy Gebre	D48 - Swartz	McGann	K-2	8	8	0	0	0
	Sheila White	D60 - Holmes Primary	Ahern	K-1	8	8	0	0	0
		D60 - Holmes Primary	Walton	1-2	10	9	0	1	0
		D60 - Maercker Intermediate	Cherrie	3-4	10	8	0	2	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	47	0		1	
TRANSITION	Kati Curby	SASED - Transition Center	Zacharski	12+	10	9	0	1	0
		SASED - Transition Center	Baker	12+	10	8	0	2	0
		SASED - Transition Center (VI)	Duncan	12+	10	4	0	6	2
		SASED - Transition Center (VI)	Bell	12+	10	6	0	4	2
TRANSITION TOTAL				40	27	0		4	
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			CAPACITY	ENROLLED	PENDING	OPENINGS	Non-Member
% Enrolled	96.53%	% Enrolled	83.00%						
% Non-Member	3.47%	% Non-D/WC	17.00%	SASED	372	288	12	72	10
All Program Enrollment				D/WC	146	100	1	45	17
SASED + D/WC	93.04%								
% Non-Member	6.96%								

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
 FY 2024 BUDGET COMPARED TO 2024 FYTD (JULY 2023 - DEC 2024)

<u>Revenues</u>	<u>FYTD Activity</u>	<u>2023 -2024 Budget</u>	<u>Difference</u>	<u>% Difference</u>
Tuition and Fees	\$ 25,928,553.18	\$ 31,881,019.00	\$ 5,952,465.82	18.67%
State Revenue	\$ 1,575,338.40	\$ 3,724,607.00	\$ 2,149,268.60	57.70%
Federal Revenue	\$ 2,031,775.77	\$ 2,642,440.00	\$ 610,664.23	23.11%
Operating Revenues	<u>\$ 29,535,667.35</u>	<u>\$ 38,248,066.00</u>	<u>\$ 8,712,398.65</u>	<u>22.78%</u>
<u>Expenditures</u>				
Salaries	\$ 7,925,663.33	\$ 21,488,303.69	\$ 13,562,640.36	63.12%
Employee Benefits	\$ 1,765,509.88	\$ 5,951,032.02	\$ 4,185,522.14	70.33%
Purchased Services	\$ 4,116,482.04	\$ 8,755,669.00	\$ 4,639,186.96	52.98%
Supplies & Materials	\$ 312,077.12	\$ 892,071.00	\$ 579,993.88	65.02%
Capital Outlay	\$ 320,995.46	\$ 1,951,321.00	\$ 1,630,325.54	83.55%
Payments to Member Districts	\$ 800,136.23		\$ (800,136.23)	
Equipment	\$ 90,109.54	\$ 140,870.00	\$ 50,760.46	36.03%
Operating Expenses	<u>\$ 15,330,973.60</u>	<u>\$ 39,179,266.71</u>	<u>\$ 23,848,293.11</u>	<u>60.87%</u>

<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	\$ 2,720,809.69	\$ 25,904,454.28	\$ 31,829,573.00	81.4%	71.1%
State Revenue	\$ 404,510.00	\$ 1,575,338.40	\$ 3,724,607.00	42.3%	44.8%
Federal Revenue	\$ 579,304.83	\$ 1,494,179.28	\$ 1,169,228.00	127.8%	50.6%
Grant Revenue	\$ 144,211.77	\$ 561,695.39	\$ 1,524,658.00	36.8%	11.7%
Total Revenues	\$ 3,848,836.29	\$ 29,535,667.35	\$ 38,248,066.00	77%	75%
<u>Expenditures</u>					
Payroll	\$ 1,778,310.26	\$ 7,925,663.33	\$ 21,488,303.69	36.9%	37.7%
Benefits	\$ 405,776.36	\$ 1,765,509.88	\$ 5,951,032.02	29.7%	31.8%
*Purchased Services	\$ 577,875.68	\$ 4,116,482.04	\$ 8,755,669.00	47.0%	61.3%
Supplies	\$ 31,671.69	\$ 312,077.12	\$ 892,071.00	35.0%	27.1%
Capital Outlay	\$ 995.46	\$ 320,995.46	\$ 1,951,321.00	16.5%	44.9%
Other- Medicaid Flow-Through		\$ 800,136.23			
Equipment	\$ 1,744.00	\$ 90,109.54	\$ 140,870.00	64.0%	53.0%
Total Expenses	\$ 2,796,373.45	\$ 15,330,973.60	\$ 39,179,266.71	39%	46%

Summary of Monthly Report

Total FYTD revenue when compared to current budget is at 77%

Compared to prior year (75%), the total revenue budget for current fiscal year is on track

Total FYTD expenditure when compared to current budget is at 39%

Compared to prior year (46%), the total expenditure budget for current fiscal year is on track

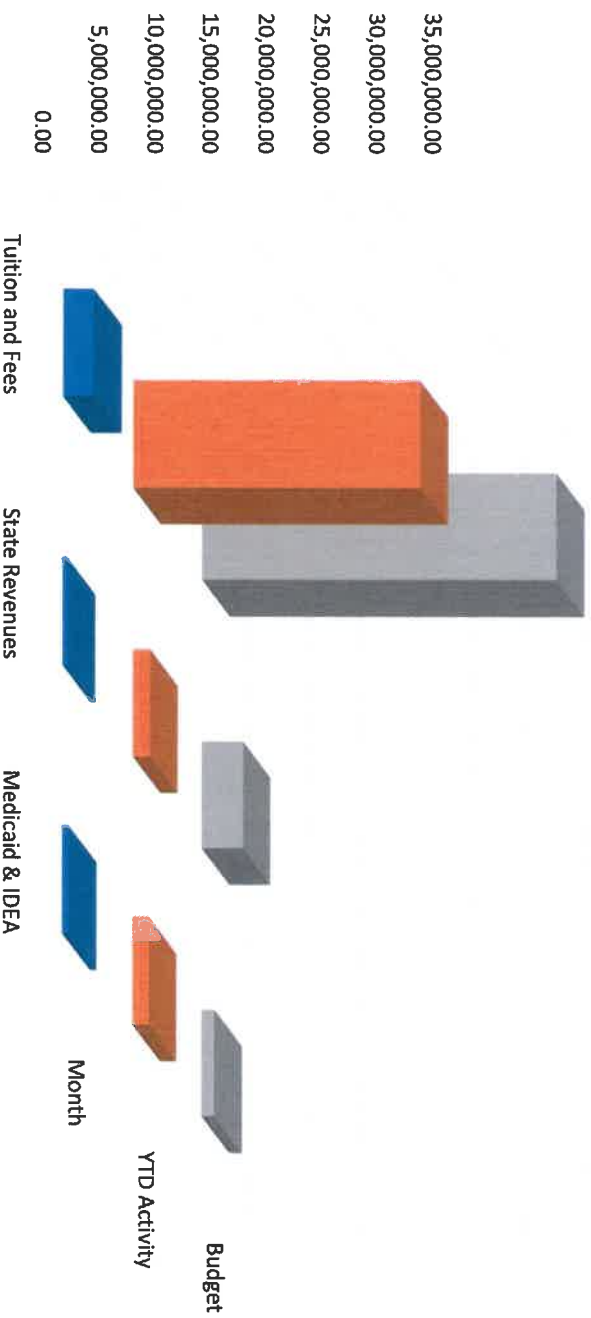
*Major expenditures for the month were purchased services for contract staff

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

SASED PROGRAMS

Program	Dec-23	2023-24		%
	Monthly Activity	FYTD Activity	Original Budget	
Tuition and Fees	2,720,809.69	25,904,454.28	31,829,573.00	<u>81.4%</u>
State Revenues	404,510.00	1,575,338.40	3,724,607.00	<u>42.3%</u>
Medicaid & IDEA	579,304.83	1,494,179.28	1,169,228.00	<u>127.8%</u>
Total	<u>3,704,624.52</u>	<u>28,973,971.96</u>	<u>36,723,408.00</u>	<u>78.9%</u>

SASED PROGRAM REVENUE

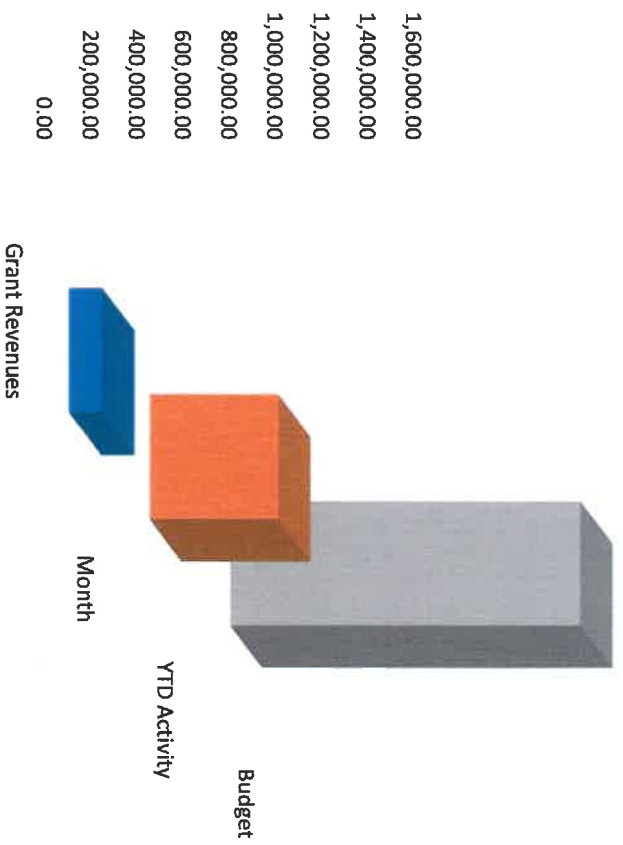


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-Dec-23**

EXTERNAL GRANT PROGRAMS

Program	Dec-23 Monthly Activity	2023-24 FTD Activity	2023-24 Original Budget	% YTD
Grant Revenues	<u>144,211.77</u>	<u>561,695.39</u>	<u>1,524,658.00</u>	<u>36.8%</u>

EXTERNAL GRANT REVENUE

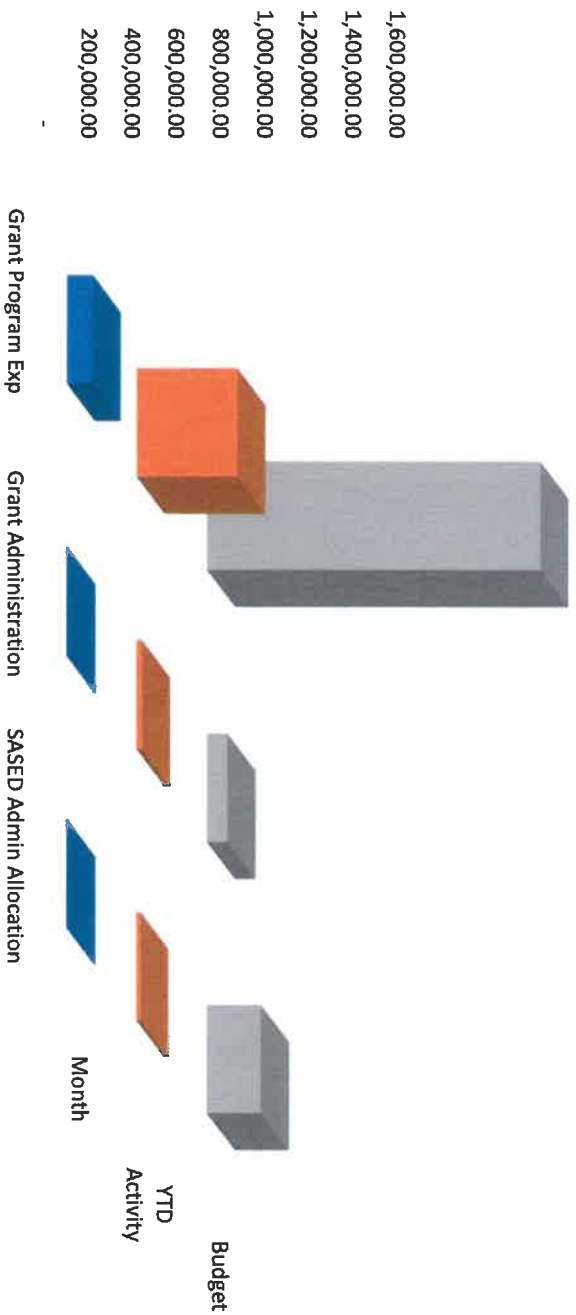


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
31-Dec-23**

EXTERNAL GRANT PROGRAMS

Program	Dec-23	2023-24	2023-24	%
	Monthly Activity	FYTD Activity	Original Budget	YTD
Grant Program Exp	118,156.99	458,393.15	1,525,780.00	<u>30.0%</u>
Grant Administration	4,184.02	27,441.11	93,601.02	<u>29.3%</u>
SASED Admin Allocation	4,120.48	20,653.06	246,519.00	<u>8.4%</u>
Total	<u>126,461.49</u>	<u>506,487.32</u>	<u>1,865,900.02</u>	<u>27.1%</u>

EXTERNAL GRANT EXPENDITURES

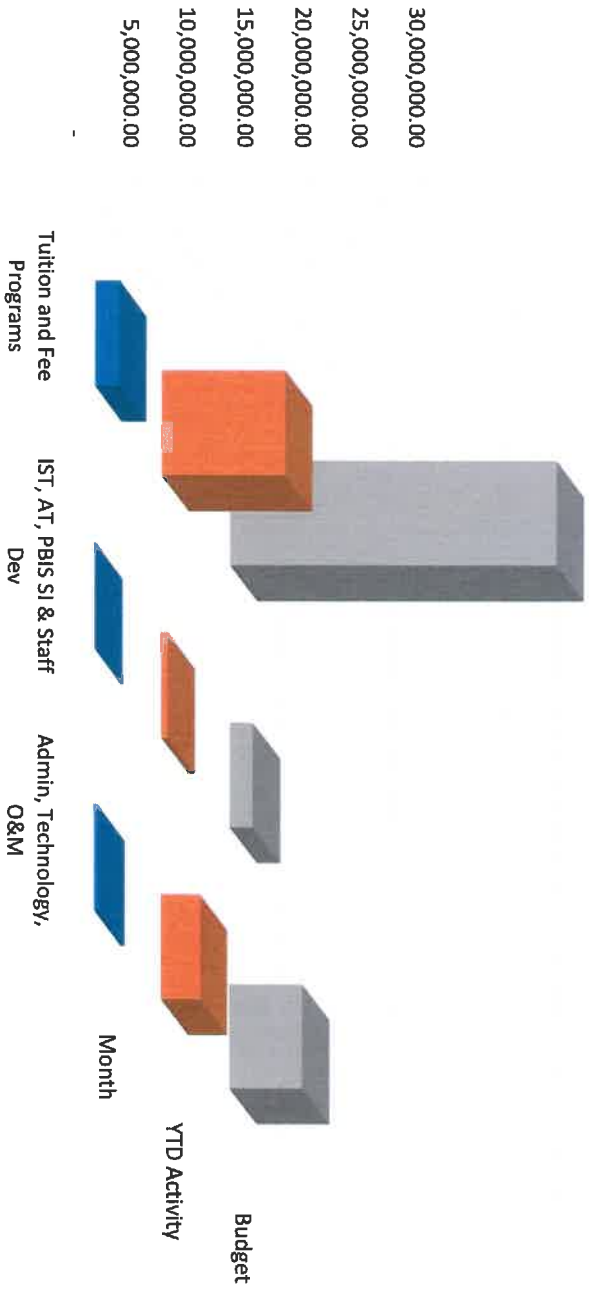


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
31-Dec-23**

SASED PROGRAMS

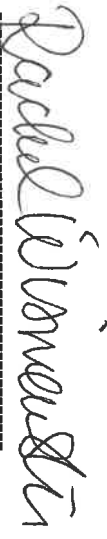
Program	Dec-23	2023-24	2023-24	%
	Monthly Activity	FYTD Activity	Original Budget	YTD
Tuition and Fee Programs	2,213,745.18	10,811,893.53	28,892,245.91	<u>37.4%</u>
IST, AT, PBIS SI & Staff Dev	117,030.76	579,206.55	2,035,279.00	<u>28.5%</u>
Admin, Technology, O&M	339,136.02	3,434,937.51	6,385,842.38	<u>53.8%</u>
	<u>2,669,911.96</u>	<u>14,826,037.59</u>	<u>37,313,367.29</u>	<u>39.7%</u>

SASED PROGRAM EXPENDITURES



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

	A EDUCATION FUND	B SELF FUNDED MEDICAL INSUR	C SELF FUNDED DENTAL INSUR	D FSA	A+B+C+D TOTAL EDUCATION FUND
CASH ACTIVITY REPORT					
Beginning Balance	12,791,344.41	(149,225.69)	375,755.28	(16,143.55)	13,001,730.45
Investments					
December Activity					
Interest Earned	7,738.79				7,738.79
Gains/(Losses) on Sales of Securities	-				-
Record Health Fund Transfers	(2,428.99)	14,428.52	(15,335.48)	3,335.95	-
Cash Receipts	4,010,175.69	4,628.71	1,214.84		4,016,019.24
Cash Disbursements - General	(1,026,266.62)			(6,041.97)	(1,032,308.59)
- Payroll	(1,778,502.06)				(1,778,502.06)
Subtotal	1,210,716.81	19,057.23	(14,120.64)	(2,706.02)	1,212,947.38
Ending Balance	14,002,061.22	(130,168.46)	361,634.64	(18,849.57)	14,214,677.83
Investment - Demand Deposit - Fifth Third Bank	9,607,861.97	(134,797.17)	360,419.80	(12,807.60)	9,820,677.00
IL School District Liquid Asset Fund	21,771.21				21,771.21
Fifth Third Securities	4,372,229.62	-	-	-	4,372,229.62
	14,001,862.80	(134,797.17)	360,419.80	(12,807.60)	14,214,677.83


 Rachel Wisniewski, Treasurer

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

EDUCATION FUND	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
PMA II School District Liquid Asset Fund Depository Accounts - Liquid/Max Depository Accounts - Liquid - DuPage West Cook	21,771.21	0.529%	Money Market	ISDLAF	Money Market Mutual Fund
	-		Money Market	ISDLAF	Money Market Mutual Fund
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	9,607,861.97	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	135,025.65	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	77,789.38	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	9,820,677.00				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	61,601.62	Varies	Money Market	Fifth Third Securities, Custodian	Money Market Mutual Fund
Certificates of Deposit - short-term	-	Varies	Various, < 1 yr	Fifth Third Securities, Custodian	FDIC Insured
Certificates of Deposit - long-term	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	4,372,229.62				
	14,214,677.83	TOTAL			



SASED BILLING MODEL PROPOSAL

STRATEGIC PLAN 2023-27

PRIORITY: **Operations**

Goal 1 - Maintain fiscal responsibility while streamlining business services

Strategic Indicator

- Identify Revenue and Expense Efficiency
- Implement revised business services practices

Goal 2 - Determine Facility (infrastructure) Planning Strategies

Strategic Indicator

- Expand provision of safe, supportive, inclusive, collaborative, technology infused learning environments

The proposed billing model for SASED aligns with the Strategic Plan Operational goals.

- Provides transparency
- Provides clarity in billing practices and invoices
- Provides equitable billing among member districts

The three main 'focus' areas that were examined for inefficiencies and improvement

- Administrative Overhead
 - Classroom Rental Leases
 - Facility / Capital Projects
- Non Member Fees
- Billing Cycle

Administrative Overhead

Current overhead costs are allocated to programs and services based on program enrollment.

Recommendation: Pro Rata Share

Member districts, DWC, and non members should all contribute to overhead costs.

The Pro Rata model is the most equitable given the diversity of our member districts. We have large school districts and small school districts and we have large users and small users of SASSED's programs and services. The District's Pro Rata share is based 50% on district enrollment and 50% on a 5 year average use of cooperative services.

*Include classroom rental leases and a line for capital projects in Pro Rata

Pro Rata Administrative Costs	
Executive Administration	\$702,050.00
Director of Business Services	\$200,841.00
Fiscal Services	\$203,104.00
Buildings & Grounds	\$583,588.00
*Capital Projects	
*Classroom Rental Leases	\$1,137,970.00
Transportation	\$513,336.00
Human Resources	\$514,733.00
Curriculum	\$325,351.00
Technology	\$1,200,291.38
Total Administrative Overhead Costs	\$5,381,264.38
Less Offsetting Revenue: → Non Member Pro Rata → Grants (School Maintenance Project Grant) → Transportation Reimbursement → E-Rate Reimbursement → P-Card Rebate	\$840,408.00
Total Pro Rata Admin Costs	\$4,540,856.38

NON-MEMBER COSTS

Current non-member districts are charged a flat fee of \$10,000 per student.

Recommendation: Non-members should share a proportionate cost of the indirect and direct program costs. Non-members will be assessed as follows:

1. A 10% increase on program tuition rates. Non-members do not receive the benefit of offsetting income from state and federal funds. The non-member tuition revenue is used to offset the tuition for members. Member tuition rate is recalculated with addition of non-member tuition offset.
2. Per pupil cost is calculated on a pro rata basis. The non-member pro rata revenue is used to offset the pro rata (overhead costs) for the SASSED and DWC .

Non Member Fee Pro Rata Admin Costs	
FY24 Admin Costs	\$5,381,264.38
Student Enrollment	370
Cost Per Pupil	\$14,544.00
<i>Fee Per Student Charged to Non Member District In Full On First Invoice</i>	

Facility / Capital Project

Currently, a building assessment fee of \$2,000 is charged for each student enrolled at Southeast and Directions programs.

Recommendation: SASED will add a line item within Pro Rata to generate revenue for future O&M and Capital Projects.

Next Steps: Develop a Facilities Master Plan

SASED recommends retaining Medicaid FFS reimbursement from non-member districts as an additional source of revenue. SASED will continue to reimburse member districts for Medicaid FFS.

Building Assessment Collected Past 5 Years					
A building assessment in the amount of \$2,000 was charged to districts for each student enrolled at Southeast and Directions					
	FY20	FY21	FY22	FY23	FY24
TOTAL	\$201,180	\$151,620	\$149,000	\$166,760	\$192,000

Billing Cycle

Recommendation:

- DWC billing aligns with SASED tuition programs
- Add a mid-year true-up bill in December

Program/Service	Invoice Date
SASED/DWC Programs	July (100%)
Pro Rata	July (100%)
IST/AT	September
User Fee (Private Facility)	September
ESY	October
OT/PT	October
Itinerant (Vision and Hearing)	October
Member IDEA	October
1:1 Staffing	December
Mid-year True-up	December
Diagnostic (Audiology)	January (Referral based July - December)
Diagnostic (Audiology)	June (Referral based January - June)
Tuition Programs/Itinerant/OTPT/1:1 Staffing FINAL	July (Final on actual enrollment)



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

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

OPEN SESSION MINUTES

Mr. Mark Cross, Chairperson, called the meeting to order at 10:00 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 (early departure)
	West Chicago Elementary School District 33	Ms. Kristina Davis
	Winfield School District 34	Dr. Matt Rich
	Salt Creek School District 48	Mr. Ray Kielminski
	Downers Grove School District 58	Dr. Kevin Russell
	Maercker School District 60	Dr. Sean Nugent
	Cass School District 63	Mr. Mark Cross
	Center Cass School District 66	Dr. Andrew Wise (early departure)
	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 (late arrival) (early departure)
	Lisle Community Unit School District 202	Dr. Keith Filipiak
	Elmhurst Community Unit School District 205	Dr. Keisha Campbell
Absent:	DuPage County School District 45	
	Westmont Community Unit School District 201	

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

Also in attendance:

Dr. Jimmy Gunnell, Co-Executive Director, SASED
Mr. Jim Nelson, Co-Executive Director, SASED
Ms. Senga Lowe, Board Recording Secretary, SASED
Robin Cox, SSA Member

2. Appointment of Secretary Pro-Tempore - Ms. Kristina Davis, West Chicago Elementary SD33, was nominated as Secretary Pro-Tem for this December 13, 2023 meeting.

3. Pledge of Allegiance

4. Approval of the Agenda for December 13, 2023 Board of Directors Meeting

A motion was made to approve the Agenda for the 12-13-23 Board of Directors Meeting. This motion, made by Member Rich and seconded by Member Kielminski.

Upon voice vote of all ayes from all 16 districts present, motion carried.

5. Public Comment - None in attendance

6. Comment from SSA Member - One member present, no comments

7. Comment from SEA Member - None in attendance

8. Consent Agenda

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

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 2023 - \$1,816,338.97 and November 2023 - \$1,778,599.17
2. Payroll Liabilities for October 2023 - \$621,135.18 and November 2023 - \$604,854.68
3. Bill List for November and December 2023 - \$2,991,396.27
4. Interim Checks for October 2023 - \$453,032.14 and November 2023 - \$621,920.91
5. Voids for October and November 2023 - \$495.00

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)

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 16 Districts

Nays: None

Absent: 2 Districts

Upon roll call vote, motion carried.

9. Approval of Minutes

- a. Approved the open session minutes and closed session minutes from 10-18-23.

A motion was made to approve the open session and closed session minutes from 10-18-23. This motion, made by Member Rich and seconded by Member Buscemi.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 16 Districts

Nays: None

Absent: 2 Districts

Upon roll call vote, motion carried.

10. Closed Session #1

A motion was made to recess into closed session at 10:07 am 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, Davis SD33, Rich SD34, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 16 Districts

Nays: None

Absent: 2 Districts

Upon roll call vote, motion carried.

A motion was made to reconvene back into open session at 11:05 am with a 10 minute break. Reconvened at 11:17 am. This motion, made by Member Thiele and seconded by Member Nugent.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 16 Districts

Nays: None

Absent: 2 Districts

Upon roll call vote, motion carried.

11. Executive Director Updates

- a. Dr. Gunnell highlighted the “Cooperative Corner” November and December editions. The newsletter is issued monthly and provides updates on SASSED’s programs and services, as well as the other departments such as business office and operations. The Cooperative Corner serves as a communication tool and is aligned to the SASSED Strategic Plan- Priority Area 3 Communications. *No comments from the Board.*
- b. SASSED Most Valuable Employee - Mr. Nelson shared there is continued support from staff to nominate exemplary employees in October and November; the theme for these months was “Positive Attitude” and “Outstanding Practices”. Winners are informed directly by Julie Grohn and reported in the Cooperative Corner. *No comments from the Board.*

- c. Enrollment
Mr. Nelson reported that there are discrepancies in the enrollment report with regards to the number of students enrolled. SASSED is working on making sure that the data is accurate moving forward. The Board asked if these corrections would affect billing? Mr. Nelson responded that there may be adjustments to the previous billing if necessary. SASSED is working on creating more efficient practices within the enrollment reporting process throughout SASSED.
- d. FOIA Request and Response from Safeway Transportation Services on November 8, 2023 - *No comments from the Board.*
- e. FOIA Request from SASSED Certified Staff CBA on December 5, 2023 - *No comments from the Board.*
- f. FOIA Request from Kris MacDonald on December 5, 2023 - *No comments from the Board.*
- g. SASSED Board Officers, Appointments and Committees 23-24 - For information purposes only. *No comments from the Board.*

12. SASSED Financial Updates

- a. FY24 Budget Reports - Mr. Nelson/Dr. Gunnell reported that October and November OT/PT billing was just sent out to member districts. The Board does not require paper copies for the meeting.
- b. Treasurers Reports - No comments from the Board. Mr. Nelson/Dr. Gunnell suggested that any Board member who had questions contact Mr. Nelson or Dr. Gunnell via email.
- c. Investment Reports - Mr. Nelson/Dr. Gunnell reported that the Board took action in November to cash out 3 investments to fund the life safety HVAC work at Southeast. There will be a public hearing necessary in January and this item will be included on the agenda.
- d. SASSED Annual Financial Report (AFR) Extension - SASSED was granted an extension by the DuPage County ROE to file the AFR to ensure that the report is accurate and clear.

13. Discussion Items - None

14. Action Items

- a. Approve the Policy Manual Revisions per IASB PRESS Release 111-113

A motion was made to approve the policy manual revisions as presented, and to waive a 2nd reading, adopting the policies as of today's date. This motion, made by Member Rich and seconded by Member Barbanente.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 16 Districts **Nays:** None

Absent: 2 Districts

Upon roll call vote, motion carried.

The Board suggested that the new Executive Director monitor Policy 4:60 and consider making the change to \$35,000 in the future.

- b. Approve the purchase of Frontline Central records management system with an initial financial impact of \$11,388.17 and a recurring yearly cost of \$11,536.20. ***This item was recommended by the Finance Committee on November 1, 2023. - No comments from the Board.***

A motion was made to approve the purchase of Frontline Central as presented. This motion, made by Member Rich and seconded by Member Kielminski.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

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

Upon roll call vote, motion carried.

- c. Approve the Medicaid FFS - Embrace DS 5% Fee - Mr. Nelson reported that SASSED would like to administer a 5% fee from member district's Medicaid revenue. Districts will collect approximately \$1.8M in Medicaid revenue next year. SASSED will provide a monthly report.

A motion was made to approve the Medicaid FFS - Embrace DS 5% Fee as presented. This motion, made by Member Nugent and seconded by Member Kyle.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

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

Upon roll call vote, motion carried.

15. Closed Session #2

A motion was made to recess into closed session at 11:56 am 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;

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);

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)

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

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

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

Upon roll call vote, motion carried.

Districts 25, 66, and 180 departed early from closed session.

16. Reconvene into Open Session

During Closed Session, a motion was made to reconvene back into Open Session at 2:27 pm. This motion, made by Member Davis and seconded by Member Broncato.

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

17. Adjournment

A motion was made to adjourn at 2:28 pm. This motion, made by Member Davis and seconded by Member Thiele.

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

Minutes Approved by:

Mr. Mark Cross
Chairperson

Date

Secretary

Date



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Directors
From: Rachel Wisniewski, Director of Business Services
Date: January 24, 2024
Re: SASED Extended School Year Program 2024 Budget and Fees

Background

SASED operates an Extended School Year (ESY) Program on behalf of our member districts. In addition, SASED also operates the ESY Program on behalf of DuPage West/Cook for the low-incidence population. On average, SASED served approximately 283 students in ESY.

Students eligibility for ESY is determined by their Individualized Educational Program (IEP). Through data collection, students must demonstrate that there will be a significant regression in their skills over the summer, an inability to retain information over the summer break, or difficulty recouping information upon return if they do not attend ESY. The main purpose of the ESY Program is to ensure that students' skills are at least maintained at a level that was achieved at the end of the prior school year.

The staff numbers that follow are based on the "actual" number of staff employed for the 2023 ESY program. We are projecting similar enrollments and staffing patterns for ESY 2024. Should that not be the case, staffing will be adjusted according to the students' needs. The ESY site supervision costs have been offset by including ESY supervision as part of our 12 month administrators' responsibilities.

The ESY Program will run from July 1 through July 25, 2024 (no Fridays). Programs will operate at the following locations: Southeast School, and the Transition Center located at 2900 Ogden in Lisle. We are also in the process of finalizing the leases with two member districts. All programs will operate Monday through Thursday with the exception of July 4, 2023.

In addition, SASED will once again provide a Credit Recovery Program for high school students. The session will run four days per week from May 30, 2024-June 30, 2024 at Southeast School. Students will be able to recoup high school course credit through our Apex Learning Lab, as well as traditional classroom instruction.

We will continue to determine the effectiveness of the ESY Program by analyzing student performance during all three phases of instruction (before, during & after). ESY data will be shared with school districts in the Fall.

SASED and DWC ESY Program

- The SASED and DWC ESY Program will run Monday-Thursday, July 1- July 25 (no instruction on 4th of July)
- Staff training will be June 29, 2024 and June 30, 2024
- Technology will be distributed and the technology team will be in the building for support
- The student hours will run from 8:15 a.m. to 12:15 p.m. (4 hours) and staff hours will be 8:00 a.m.-12:30 p.m. (4.5 hours). This satisfies the ILCS requirements for “school program”.
- Cost: \$1,275 per student (30% increase)
- Districts are responsible for transportation

SASED Credit Recovery Program

- The Credit Recovery Program will run four days per week May 30, 2024 through June 30, 2024
- The student hours will run from 8:15 a.m. to 12:15 p.m.
- Cost: \$1,161 per student (.05% increase)
- Districts are responsible for transportation
- Students will receive their academic instruction through Apex Digital Learning. District students who are not currently attending Southeast School must select a course from the established course list in order for the student to be properly placed. Some courses are single semester classes. Districts can send students for either original credit or credit recovery. Students who are attending for credit recovery can test out of previously learned content by scoring an 80% or above. Southeast students will be placed based on credit needed for graduation as deemed appropriate by their home school.
- In the event a student is absent for more than one day, the student will be dropped from the program because the student would not be able to be allocated the .5 course credit.

Recommendations

The Administration recommends to the Board of Directors:

- \$42 per hour for certified staff and \$19 per hour for support staff (teachers assistants)
- Total cost of SASED/DWC ESY program is \$360,921.
 - A projected enrollment is 283 students
 - The estimated tuition rate is \$1,275 for the 2024 SASED/DWC ESY program.
- Total cost of the Credit Recovery Program is \$10,452.
 - A projected enrollment is 9 students.
 - The estimated tuition rate is \$1,161 for the 2024 Credit Recovery Program.



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

**SASED Governing Board Meeting/Public Hearing
August 9, 2023 - 6:30 PM
SASED Administration Center
2900 Ogden Avenue, Lisle, IL 60532**

MEETING MINUTES

Jack Buscemi, Chairperson, called the meeting to order at 6:31pm and welcomed those in attendance.

1. Roll call was taken with the following responding:

Present:	District	Representative
	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Tom Doyle
	Winfield School District 34	Heather Armstrong
	DuPage County School District 45	Navreet Heneghan
	Salt Creek School District 48	Jim Blair
	Downers Grove School District 58	Emily Hanus
	Cass School District 63	Kathryn Marinelli
	Woodridge School District 68	Tom Ruggio
	DuPage High School District 88	Donna Craft-Cain (late arrival)
	Community High School District 99	Sherell Fuller
	Westmont Community Unit School District 201	Leah Conover
	Lisle Community Unit School District 202	Steve Lesniak
	Elmhurst Community Unit School District 205	Beth Hosler
Absent:	Maercker District 60	
	Center Cass School District 66	
	Community High School District 94	
	Community Consolidated School District 180	

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

Also in attendance:

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

2. Pledge of Allegiance

3. Introductions

Board Members introduced themselves due to the number of new members appointed.

4. Public Comment - No public comments

5. Recess for Public Hearing and Comments from the Public

Dr. Gunnell informed the Board that this is the final step of the budget process. All school districts across the state must conduct a public hearing regarding their annual budget. After the public hearing, the Board will vote to adopt the FY24 SASED Budget. Dr. Gunnell added, for new Board members please be informed that the SASED Board of Directors and Governing Board approved the FY24 budget at their May 2023 board meetings.

A motion was made to recess for public hearing at 6:37pm. This Motion, made by Member Blair and seconded by Member Conover, Passed.

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

No public comments were made.

6. Adjourn Public Hearing and Reconvene into Regular Governing Board Meeting

A motion was made to adjourn the public hearing and open back into the regular Governing Board meeting at 6:39pm. This Motion, made by Member Blair and seconded by Member Lesniak, Passed.

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

7. Discussion/Information

- a. Dr. Gunnell reviewed the new SASED organizational chart. Dr. Gunnell the organizational chart was revised to reflect the staffing changes for the 2023-2024 School Year. The organizational chart serves as a communication tool in accordance with Board policy 3:30. Board members expressed their appreciation for the updated information. New Board members said it was helpful to them. There were no additional comments or questions from the Board.

8. Discussion with Action

- a. Approved the Meeting Minutes from May 31, 2023.
A motion was made to approve the May 31, 2023 Meeting Minutes as presented. This motion, made by Member Conover and seconded by Member Armstrong, Passed.

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Tom Doyle
	Winfield School District 34	Heather Armstrong
	DuPage County School District 45	Navreet Heneghan
	Salt Creek School District 48	Jim Blair
	Downers Grove School District 58	Emily Hanus
	Cass School District 63	Kathryn Marinelli
	Woodridge School District 68	Tom Ruggio
	DuPage High School District 88	Donna Craft-Cain
	Westmont Community Unit School District 201	Leah Conover
	Lisle Community Unit School District 202	Steve Lesniak
	Elmhurst Community Unit School District 205	Beth Hosler

Absent: Maercker District 60
Center Cass School District 66
Community High School District 94
Community Consolidated School District 180

Abstain: Community High School District 99

Ayes: 13 Districts **Nays:** none **Abstain:** 1 District **Absent:** 4 Districts

- b. Adopted the Resolution to Approve the FY24 Budget

A motion was made to adopt the resolution to approve the FY24 Budget as presented. This motion, made by Member Craft-Cain and seconded by Member Fuller, Passed.

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Tom Doyle
	Winfield School District 34	Heather Armstrong
	DuPage County School District 45	Navreet Heneghan
	Salt Creek School District 48	Jim Blair
	Downers Grove School District 58	Emily Hanus
	Cass School District 63	Kathryn Marinelli
	Woodridge School District 68	Tom Ruggio
	DuPage High School District 88	Donna Craft-Cain
	Community High School District 99	Sherell Fuller
	Westmont Community Unit School District 201	Leah Conover
	Lisle Community Unit School District 202	Steve Lesniak
	Elmhurst Community Unit School District 205	Beth Hosler

Absent: Maercker District 60
Center Cass School District 66
Community High School District 94
Community Consolidated School District 180

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

*Members took a 5 minute recess after voting on this agenda item to sign the FY24 budget form and resolution.

- c. Ratified the Employment Agreement for Mr. Jim Nelson to serve as SASSED's Interim Co-Executive Director for the SY23-24.

A motion was made to ratify the employment agreement for Mr. Jim Nelson to serve as Interim Co-Executive Director for the SY23-24 as presented. This motion, made by Member Blair and seconded by Member Hosler, Passed.

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Tom Doyle
	Winfield School District 34	Heather Armstrong
	DuPage County School District 45	Navreet Heneghan
	Salt Creek School District 48	Jim Blair
	Downers Grove School District 58	Emily Hanus
	Cass School District 63	Kathryn Marinelli
	Woodridge School District 68	Tom Ruggio
	DuPage High School District 88	Donna Craft-Cain
	Community High School District 99	Sherell Fuller
	Westmont Community Unit School District 201	Leah Conover

Lisle Community Unit School District 202
Elmhurst Community Unit School District 205

Steve Lesniak
Beth Hosler

Absent: Maercker District 60
Center Cass School District 66
Community High School District 94
Community Consolidated School District 180

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

- d. Ratified the Employment Agreement for Dr. Jimmy Gunnell to serve as SASSED’s Interim Co-Executive Director for the SY23-24.
A motion was made to ratify the employment agreement for Dr. Jimmy Gunnell to serve as Interim Co-Executive Director for the SY23-24 as presented. This motion, made by Member Blair and seconded by Member Walloch, Passed.

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Tom Doyle
	Winfield School District 34	Heather Armstrong
	DuPage County School District 45	Navreet Heneghan
	Salt Creek School District 48	Jim Blair
	Downers Grove School District 58	Emily Hanus
	Cass School District 63	Kathryn Marinelli
	Woodridge School District 68	Tom Ruggio
	DuPage High School District 88	Donna Craft-Cain
	Community High School District 99	Sherell Fuller
	Westmont Community Unit School District 201	Leah Conover
	Lisle Community Unit School District 202	Steve Lesniak
	Elmhurst Community Unit School District 205	Beth Hosler

Absent: Maercker District 60
Center Cass School District 66
Community High School District 94
Community Consolidated School District 180

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

9. Adjournment

A motion was made to adjourn at 7:06pm. This Motion, made by Member Armstrong and seconded by Member Heneghan, Passed.

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

Minutes Approved by:

Jack Buscemi
Chairperson Date

Tom Ruggio
Secretary Date



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

**SASED Special Governing Board Meeting
December 20, 2023 - 6:30 PM
SASED Administration Center
2900 Ogden Avenue, Lisle, IL 60532**

MEETING MINUTES

Jack Buscemi, Chairperson, called the meeting to order at 6:38pm and welcomed those in attendance.

1. Roll call was taken with the following responding:

Present:	District	Representative
	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	Winfield School District 34	Heather Armstrong
	Salt Creek School District 48	Ray Kielminski (Alt)
	Maercker School District 60	Michael Jones (Alt)
	Cass School District 63	Liz Mitha
	Woodridge School District 68	Tom Ruggio
	DuPage High School District 88	Donna Craft-Cain
	Community High School District 99	Sherell Fuller
	Community Consolidated School District 180	Aundria Williams (Alt)(late arrival)
	Westmont Community Unit School District 201	Leah Conover
	Lisle Community Unit School District 202	Steve Lesniak
	Elmhurst Community Unit School District 205	Beth Hosler

Absent: West Chicago Elementary School District 33
DuPage County School District 45
Downers Grove School District 58
Center Cass School District 66
Community High School District 94

Present: 13 Districts **Absent:** 5 Districts

Also in attendance:

Mr. Mark Cross, Chairperson, Board of Directors
Dr. Jimmy Gunnell, Interim Co-Executive Director, SASED
Mr. Jim Nelson, Interim Co-Executive Director, SASED
Senga Lowe, Board Recording Secretary, SASED
Dr. Kim Dryier and guest
Robin Cox, SSA Member

2. Pledge of Allegiance

Public Comment - No public comments

3. Closed Session

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

A motion was made to enter into Closed Session at 6:39pm. This Motion, made by Member Fuller and seconded by Member Conover, Passed.

Upon Roll Call Vote:

Ayes: Keeneyville School District 20	Terry Walloch
Benjamin School District 25	Jack Buscemi
Winfield School District 34	Heather Armstrong
Salt Creek School District 48	Ray Kielminski
Maercker School District 60	Michael Jones
Cass School District 63	Liz Mitha
Woodridge School District 68	Tom Ruggio
DuPage High School District 88	Donna Craft-Cain
Community High School District 99	Sherell Fuller
Community Consolidated School District 180	Aundria Williams
Westmont Community Unit School District 201	Leah Conover
Lisle Community Unit School District 202	Steve Lesniak
Elmhurst Community Unit School District 205	Beth Hosler

Ayes: 13 Districts **Nays:** none **Absent:** 5 Districts

4. Reconvene into Open Session

A motion was made to reconvene into Open Session at 7:01pm. This Motion, made by Member Buscemi and seconded by Member Ruggio, Passed.

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

5. Approval of Executive Director’s Employment Agreement

- a. Approved the Employment Agreement for Dr. Kim Dryier, effective July 1, 2024.
A motion was made to approve the Employment Agreement for Dr. Kim Dryier as presented. This motion, made by Member Conover and seconded by Member Williams, Passed.

Upon Roll Call Vote:

Ayes: Keeneyville School District 20	Terry Walloch
Benjamin School District 25	Jack Buscemi
Winfield School District 34	Heather Armstrong
Salt Creek School District 48	Ray Kielminski
Maercker School District 60	Michael Jones
Cass School District 63	Liz Mitha
Woodridge School District 68	Tom Ruggio
DuPage High School District 88	Donna Craft-Cain
Community High School District 99	Sherell Fuller

Community Consolidated School District 180
Westmont Community Unit School District 201
Lisle Community Unit School District 202
Elmhurst Community Unit School District 205

Aundria Williams
Leah Conover
Steve Lesniak
Beth Hosler

Ayes: 13 Districts **Nays:** none **Absent:** 5 Districts

Dr. Kim Dryier spoke directly to the SASED Governing Board members, thanking them for the opportunity to be a part of SASED.

6. Adjournment

A motion was made to adjourn at 7:07pm. This Motion, made by Member Williams and seconded by Member Kielminski, Passed.

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

Minutes Approved by:

Jack Buscemi
Chairperson

Date

Tom Ruggio
Secretary

Date

SASED FY25 BUDGET SCHEDULE

Budget Process & Timeline	Time Frame
Present FY25 Budget Schedule to Finance Committee	January 17, 2024
Present FY25 Budget Schedule to Board of Directors and Governing Board	January 24, 2024 (Joint Board meeting)
Schedule SASED program budget meetings beginning the first week of February. Staffing patterns and student enrollment projections for FY25 are due March 8th. Program budgets are finalized on March 15th. The Technology budget for SASED's administration, programs and services is developed. The Menu of Service (purchase services) are developed and sent to Districts (Supts and District Reps) on March 15th. Purchase Services requests are due on March 29th	February - March 2024
Program Administrators complete budget proposals for review and per CBA license staff submit their requests for consumables (supplies and materials, etc.)	March 31, 2024
A Finance Committee meeting is scheduled to review draft budget progress and obtain additional direction on the completion of the draft budget	April 3, 2024
Present draft FY25 budget and obtain additional direction on the completion of the budget	April 17, 2024
A final FY25 budget is completed and presented to the Finance Committee	May 1, 2024
The final FY25 budget is presented to the Board of Directors for approval	May 22, 2024
After Governing Board approval of budget, must be placed on public display for 30 days	May 29, 2024
The Governing Board conducts public hearing concurrently with regularly scheduled board meeting to adopt the FY25 Budget	July - August 2024