



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

Public Hearing / Board of Directors Meeting

March 20, 2024

SASED Administrative Center

2900 Ogden

Lisle, IL 60532

11:00 AM

AGENDA

1. **Public Hearing - 11:00 a.m.**
 - a. Call to Order
 - b. Public discussion regarding the proposed transfer of \$995,000.00 from the Educational Fund to the Operations and Maintenance Fund
 - c. Adjournment of Public Hearing
2. **Call to Order/Roll Call of Board of Directors Meeting**
3. **Appointment of Secretary Pro-Tempore**
4. **Pledge of Allegiance**
5. **Approval of the Agenda**
6. **Public Comment**
7. **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.
 - b. Financial
 - 1) Gross Payrolls for February 2024
 - 2) Payroll Liabilities for February 2024
 - 3) Bill List for March 2024
 - 4) Interim Checks for February 2024
 - 5) Voids for February 2024
 - c. SASED Programs/Services
 - 1) Approve the Independent Contractor Agreement with Sarah Gregory - Spring Institute March 2024
 - 2) Approve the Independent Contractor Agreement with Ashley Larisey - Spring Institute 2024.
 - 3) Approve the Intergovernmental Agreements to enroll a non-member district student in a SASED program.
 - 4) Approve the Out-of-State Travel Request for Jeannine Peters and Alicia Belgio to attend the SSWAA Social Work Wellness Retreat in Salt Lake City, Utah June 18-20, 2024.
 - 5) Approve the 2024 ESY Lease Agreement with Center Cass School District 66
 - d. SASED General Consent Items
 - 1) Approve the Procurement Card User Agreement
 - 2) Approve the Annual Asbestos Inspection Agreement for SASED Administrative Center and Southeast School
 - 3) Approve the E-Rate Service Agreement with Net56
8. **Approval of Minutes**
 - a. Approve the Open Session Minutes from 2-21-24 Board of Directors Meeting
9. **Action Items**
 - a. Adopt the Resolution for the Dismissal of PEL-Licensed Employee Not in the Final Year of Probationary Service for Reasons Other Than Reduction in Force

- b. Approve the termination of SASED as the fiscal agent for both the ISBE Early CHOICES Grant and the Early CHOICES State Grant, effective June 30, 2024; and the Early CHOICES Preschool Development Grant, effective December 31, 2024
- 10. **Executive Director Updates**
 - a. SASED Finance Committee Update
 - b. The Rich Laren Day of Outdoor Learning
 - c. SASED Program and Services Monthly Updates - Cooperative Corner
 - d. SASED Employee Recognition
 - e. SASED Monthly Enrollment Update
 - f. SASED Organizational Chart - Title Changes
 - g. DuPage Regional Office of Education (ROE) Health Life Safety Inspections
 - h. Gallagher Bassett Annual Workers Compensation Loss Review and Physical Hazard Survey Reports
 - i. 2023-2027 SASED Strategic Plan Update
 - j. SASED Member District Classroom Survey Results for School Year 2024-2025
 - k. FY25 Program Classroom Staffing Patterns
 - l. Transportation Contract Extension
- 11. **SASED Financial Updates**
 - a. FY 24 Budget Reports
 - b. Treasurers/Investments Reports
- 12. **Closed Session**
 - a. To convene in closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1
 - b. To convene in closed session to discuss the collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2)
 - c. To convene in closed session to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21)
- 13. **Reconvene to Open Session**
- 14. **Action Items**
 - a. Approve the Closed Session Minutes from 2-21-24.
 - b. Approve Memorandum of Understanding with the SASED Education Association
- 15. **Adjournment**

PUBLIC NOTICE OF HEARING ON TRANSFER OF FUNDS

BOARD OF DIRECTORS OF SASED

The Board of Directors of the School Association for Special Education in DuPage County will conduct a public hearing on March 20, 2024 at 11:00 a.m. at the SASED Administrative Center, 2900 Ogden Avenue, Lisle, Illinois. The purpose of the hearing is to obtain public input on the proposed transfer of \$995,000.00 from the Educational Fund to the Operations and Maintenance Fund. Questions should be directed to SASED's Chief School Business Official, Rachel Wisniewski, at (630) 955-8105.

s/ Ms. Kristina Davis

Secretary, Board of Directors of SASED

RESOLUTION AUTHORIZING TRANSFER OF MONIES FROM
EDUCATIONAL FUND TO OPERATIONS AND MAINTENANCE FUND

WHEREAS, the Board of Directors (“Board”) of the School Association for Special Education in DuPage County (“SASED”) is authorized, pursuant to Section 17-2A of the Illinois *School Code* (105 ILCS 5/17-2A), to transfer monies from the Educational Fund to the Operations and Maintenance Fund; and

WHEREAS, there are presently more than sufficient funds in the Educational Fund to meet currently anticipated expenditures relating to education; and

WHEREAS, there are insufficient funds in the Operations and Maintenance Fund to meet currently anticipated expenditures in that fund relating to operations and maintenance; and

WHEREAS, a public hearing has been held on this date; and

WHEREAS, notice of the public hearing was: (1) published at least 7 days and not more than 30 days prior to the hearing, in a newspaper of general circulation within SASED, and (2) posted at least 48 hours before the hearing, at the principal office of the Board, both such notices setting forth the time, date, place and subject matter of the hearing on the proposed transfer of funds; and

WHEREAS, the Board has determined that Nine Hundred Ninety-Five Thousand Dollars (\$995,000.00) should be permanently transferred from the Educational Fund to the Operations and Maintenance Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SASED AS FOLLOWS:

1. The Board finds the preambles of this Resolution to be true and correct and incorporates the same herein.

2. The SASSED Treasurer is hereby directed to transfer the sum of Nine Hundred Ninety-Five Thousand Dollars (\$995,000.00) from the Educational Fund to the Operations and Maintenance Fund on a permanent basis.

3. The Secretary of the Board is directed to cause to be served upon the SASSED Treasurer a certified copy of this Resolution.

4. This Resolution shall be in full force and effect upon its adoption.

Adopted this 20th day of March, 2024, by the following roll call vote:

Member _____ moved that the foregoing Resolution be adopted and

Member _____ seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

The Chairperson declared the motion carried and the Resolution duly adopted.

BOARD OF DIRECTORS OF SASSED

By: _____
Chairperson

Attest: _____
Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Directors (“Board”) of the School Association for Special Education in DuPage County (“SASED”), and that as such Secretary I am the keeper of the records and files of the Board.

I do further certify that the foregoing is a full, true and complete copy of the Resolution adopted by the Board at its meeting held on the 20th day of March, 2024, said Resolution entitled:

RESOLUTION AUTHORIZING TRANSFER OF MONIES FROM
EDUCATIONAL FUND TO OPERATIONS AND MAINTENANCE FUND

a true, correct and complete copy of which Resolution as adopted at said meeting appears in the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held in strict compliance with the applicable provisions of the Illinois *Open Meetings Act* and the Illinois *School Code*, and that the Board has complied with all of the applicable provisions of said Act and said Code and with all of the applicable procedural rules of the Board in the conduct of said meeting.

IN WITNESS WHEREOF, I have hereunto affixed my official signature at Lisle, Illinois, this 20th day of March, 2024.

Secretary, Board of Directors of SASED

**PUBLIC NOTICE OF HEARING ON
TRANSFER OF FUNDS**

BOARD OF DIRECTORS OF SASSED

The Board of Directors of the School Association for Special Education in DuPage County will conduct a public hearing on March 20, 2024 at 11:00 a.m. at the SASSED Administrative Center, 2900 Ogden Avenue, Lisle, Illinois. The purpose of the hearing is to obtain public input on the proposed transfer of \$995,000.00 from the Educational Fund to the Operations and Maintenance Fund. Questions should be directed to SASSED's Chief School Business Official, Rachel Wisniewski, at (630) 955-8105.

s/ Ms. Kristina Davis

Secretary, Board of Directors of SASSED

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CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

**DuPage County
Daily Herald**

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DuPage County DAILY HERALD**. That said **DuPage County DAILY HERALD** is a secular newspaper, published in Naperville, DuPage County, State of Illinois, and has been in general circulation daily throughout DuPage County, continuously for more than 50 weeks prior to the first Publication of the attached notice, and a newspaper as defined by 715 ILCS 5/5.

I further certify that the **DuPage County DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 03/06/2024 in said **DuPage County DAILY HERALD**. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

BY

Designee of the Publisher of the Daily Herald

Control # 4612307





School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Administrative Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Capparelli, Laura	Program Administrator Southeast School	Tuition	7/27/2020	3/20/2024	Personal reasons
Layton, Matthew	Director of Programs & Services Administrative Center	Local Funds	7/18/2022	6/30/2024	Accepted another position
White, Sheila	Program Administrator STARS Program	Tuition	8/21/2001	6/30/2024	Retiring

2. Resignations/Retirements/Terminations – Licensed Staff

Bolin, Brianne	IST/SI Specialist?BMS IST/SI Program	Local Funds	8/13/2018	6/5/2024	Relocating
Dwyer, Michael	Teacher/VI Albright	Tuition	8/10/2023	5/31/2024	Personal reasons
Hunt, Kara	Teacher/MN Prairieview	Tuition	8/15/2013	5/24/2024	Family Obligations
Kirkpatrick, Jennifer	Teacher/MN Hillcrest	Tuition	8/10/2020	5/29/2024	Accepted another position
Matthews Conwell, Jane	Teacher/MN Willowbrook	Tuition	8/10/2023	5/24/2024	Personal reasons
Provancal, Laura	Social Worker Directions	Tuition	8/11/2014	5/28/2024	Family Obligations
Tallon, Danielle	Teacher/STARS Holmes	Tuition	1/8/2024	3/8/2024	Personal reasons

3. Resignations/Retirements/Terminations – Educational Support Staff

Belgio, Anne	Teacher Assistant Southeast School	Tuition	9/28/2017	3/8/2024	Accepted another position
Ruggio, Arith	1:1 Medical/Teacher Assistant	User Fee Dist. #202	8/10/2023	3/22/2024	Personal reasons

3/20/2024



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4. Appointments – Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Baldwin, Nicole	Signing Assistant/DHH Westmont Jr. High	Tuition	3/8/2024	\$19.49	
Miller, Tina	1:1 Teacher Assistant	User Fee Dist. #86	2/21/2024	\$17.91	
Minhas, Kaiser	Teacher Assistant Southeast School	Tuition	3/5/2024	\$25.38	

5. Change of Employment Status – Educational Support Staff

Klein, Nicole	From:			
	1:1 Teacher Assistant	User Fee Dist. #68	8/12/2019	\$18.61
	To:			
	Teacher Assistant/STARS & 1:1 Teacher Assistant 0.71 F.T.E.	Tuition & User Fee Dist. #63	2/12/2024	\$18.61

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

3/20/2024



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FOR INFORMATION ONLY

1. Leaves of Absences/FMLA – Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Crites, Glen	Bus Driver Multi-Needs Program	3/7/2024 – 3/15/2024
Uhren, Ena	Teacher Assistant Transition	2/28/24 – 4/12/24
Wetherill, Deborah	Interpreter/DHH North School	5/1/24 – 5/8/2024

2. Leaves of Absences/Unpaid– Licensed Staff

Ariano, Emilia	Teacher/VI Addison Trail	4/1/24 – 5/24/24 *Leave extended to end of the school year
Johnson, Julia	Teacher ELL Program	1/29/2024-3/25/2024 *Leave extended through Spring Break



PROPOSED PERSONNEL ACTION – CONTRACT STAFF

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

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Baskin, Deborah	1:1 Teacher Assistant Transition - Maxim	User Fee Dist. #99	01/10/2024	01/19/2024	Personal reasons
Bennett, Nina	1:1 Teacher Assistant (.5) & TA (.5) MN - Maxim	User Fee Dist. #58 & Tuition	11/07/2023	12/22/2023	Personal reasons
Durham, Kimberly	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #180	11/13/2023	01/29/2024	Personal reasons
Fisher, Angela	1:1 MATA MN - MX Health	User Fee Dist. #20	01/08/2024	01/17/2024	Personal reasons
Francis, Dianna	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #201	09/25/2023	02/14/2024	Terminated by Administration
Golden, Katrina	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #202	02/07/2024	02/27/2024	Personal reasons
Guillen, Jennifer	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #100	05/08/2023	02/29/2024	Personal reasons
Khan, Nisa	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #20	08/23/2023	02/05/2024	Personal reasons
Leonard, Michelle	Teacher Assistant SE - Maxim	Tuition	01/19/2023	01/16/2024	Personal reasons
O'Brien, Sally	1:1 MATA Transition - MX Health	User Fee Dist. #202	08/10/2023	02/20/2024	Personal reasons
Roberts, Monaray	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #48	10/16/2023	01/12/2024	Personal reasons
Valdes, Elizabeth	Teacher Assistant DHH - Maxim	Tuition	01/08/2024	02/23/2024	Personal reasons
Wells, Amanda	1:1 Teacher Assistant STARS - Maxim	User Fee Dist. #48	05/09/2023	02/14/2024	Personal reasons
Williams, Melanie	Interpreter DHH - Soliant	Tuition	09/14/2023	12/21/2023	Personal reasons



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1. Resignations/Retirements/Terminations – Educational Support Staff - Contracted - continued

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Wright, Shamika	1:1 Teacher Assistant (.5) & TA (.5) STARS - Maxim	User Fee Dist. #58 & Tuition	11/27/2023	01/19/2024	Personal reasons
Young, James	Teacher Assistant Southeast - Maxim	Tuition	10/30/2023	02/16/2024	Personal reasons

2. Appointments – Registered Staff - Contracted

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Kelly, Sarah	Physical Therapist (.27) PediaStaff	Tuition	02/13/2024	\$84.00	

3. Appointments – Educational Support Staff – Contracted

Davis, Nautica	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #180, #58	03/05/2024	\$50.00	
Higgins, Jasmin	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #180	02/20/2024	\$50.00	
Krol, Vicki	1:1 Teacher Assistant DHH - ProCare	Tuition	02/20/2024	\$50.00	
Lovins, Ethan	Interpreter - Maxim	DHH Tuition	02/26/2024	\$75.00	
O'Neill, Heather	Teacher Assistant MN - Maxim	User Fee Dist. #20	02/20/2024	\$50.00	
Tequimila, Karina	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #25	03/05/2023	\$50.00	
Troupe, Charlene	Teacher Assistant DHH - Soliant	Tuition	02/21//2024	\$60.00	
White, Alexander	Teacher Assistant Southeast - Soliant	Tuition	03/05/2024	\$60.00	
Wolfe, Tina	1:1 Teacher Assistant VI - ProCare	User Fee Dist. #D218	02/07/2024	\$50.00	
Wynn, Jadiah	Teacher Assistant MN - Maxim	User Fee Dist. #D20	02/20/2024	\$50.00	

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

Date: Mon, Mar 18, 2024 at 10:46 AM

Subject: Letter of Resignation

To: Jimmy Gunnell <jgunnell@sased.org>, Jim Nelson <jnelson@sased.org>

Please accept my letter of resignation effective March 20, 2023. Thank you for your support.

Laura Capparelli

Principal/Program Administrator

Southeast Alternative School

Lcapparelli@sased.org

630-548-7110

Matthew B. Layton

1730 N 75th Court
Elmwood Park, IL 60707
(312) 669-0522

March 5, 2024

Dr. Jimmy Gunnell

Mr. James Nelson

School Association for Special Education in DuPage County (SASED)
2900 Ogden Avenue
Lisle, IL 60532

Dear Jim and Jimmy,

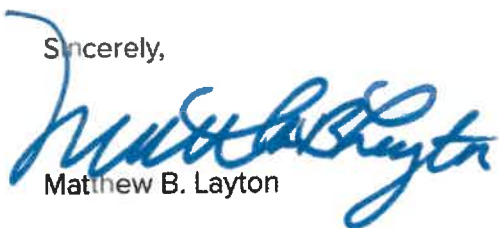
I am writing to formally resign as Director of Programs and Services at SASED, effective June 30, 2024. It has been an honor to serve in this capacity, and I am grateful for the opportunities and experiences I have gained during my tenure with the organization.

During my time at SASED, I have aimed to enhance teacher and staff development, standardize procedures, foster a culture of data-informed decision-making, and ensure appropriate curriculum, instruction, and assessment to provide students with access to grade-level standards through specially designed instruction. I hope these efforts will continue, strengthening the organizational infrastructure and positively impacting the services provided to students and families.

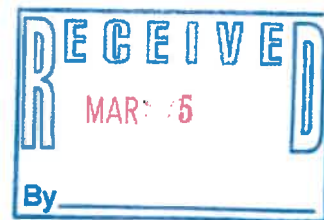
Please let me know what I can do to ensure a smooth transition for the incoming Executive Director and the next Director of Programs and Services.

Thank you once again for the opportunities and experiences.

Sincerely,



Matthew B. Layton



cc: Human Resources

Mar 17, 2024

Dr. Jimmy Gunnell and Mr. Jim Nelson
2900 Ogden Avenue
Lisle IL
Letter of Retirement

To Jim and Jim and SASSED Board of Control

I am writing to inform you of my retirement as a SASSED Program Administrator effective June 30, 2024. It has been my pleasure to serve the autism and special education community for the past 33 years. I have enjoyed my 24 years at SASSED and all of the professional opportunities that have come with them. The last 16 years as the STARS program administrator have been particularly enriching. I am proud of the contributions I have made during my tenure and am leaving behind a legacy of excellence and high expectations. I want to thank you for the opportunity to serve the parents, students, and staff at SASSED. I will always cherish the memories I have made here and the relationships I have built. I am announcing my intent to retire from SASSED at the end of the school year.

Sincerely,


Sheila White

From: Brianne Bolin <bbolin@sased.org>

Date: Mon, Mar 18, 2024 at 9:04 AM

Subject: Resignation Letter

To: Julie Grohn <jgrohn@sased.org>

Dear Julie,

Please accept my resignation from my role as Assistive Technology Coach after the end of the 2023-2024 school year due to family relocation to central Illinois.

Thank you for your support for the last six years! SASED will be missed.

Bri

Bri Bolin, MS, CCC-SLP/L

Assistive Technology Coach

SIIS/AT @ SASED

Voice/Text: 630-360-2069

bbolin@sased.org

[SASED Individual Student AT Referral Form](#)

[SASED Classroom Support \(SIIS Team Project\) AT Referral Form](#)

(they/she)

To: SASED
From: Michael Dwyer
Subject: Letter of Resignation

This letter is to formally give notice of my resignation from SASED at the end of the 2023/24 school year.

Michael Dwyer



Veena Jose <vjose@sased.org>

Resignation

1 message

Kara Kettelhut <kettelhutkara@gmail.com>

Tue, Feb 27, 2024 at 1:54 PM

To: Julie Grohn <jgrohn@sased.org>, Human Resources <hr@sased.org>

Cc: Amy McKee <amckee@sased.org>

To whom it may concern on the SASED Board,

After much thought and discussion with my family, I am writing today to formally submit my resignation as a teacher for the Multi-Needs program effective the 2024-25 school year.

I cannot overstate how difficult of a decision this was, as I have had the privilege of calling SASED home for the past ten years. From the moment I interviewed with Rich Laren as a teaching assistant many years ago, I knew that this cooperative was a special place where I'd find a community of support and teamwork. During my time in the Multi-Needs program, I have been so incredibly thankful for the administrators who helped me spread my wings and gain confidence as a teacher, for the brilliant Multi-Needs teachers, therapists, and specialists who inspired me, taught me, and collaborated with me, and finally for the classroom assistants who are the backbone of our classrooms and make all of the inclusion opportunities within our schools possible.

I will greatly miss the students and their families that we serve and the opportunities I've had with SASED to impact their lives. I wish nothing but the best for SASED students, programs, and services moving forward into the future.

Thanks for everything,

Kara Hunt

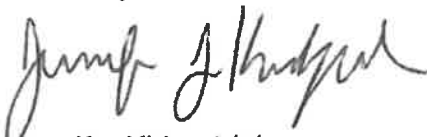
March 8, 2024

Dear Julie,

Please accept my resignation from my position as a special education teacher in the Multi Needs program. I have accepted a new teaching position in a local school district and will be starting with them in the fall of 2024.

I am thankful for all that I've learned and how I've grown in my time with SASSED.

Sincerely,



Jennifer Kirkpatrick

Jane Matthews Conwell
4804 N. Linder Ave. #1A
Chicago, IL 60630

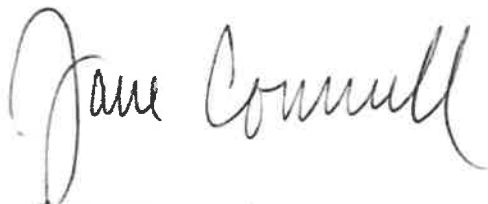
March 15, 2024

Dear Ms. Grohn,

As my students learned, grew, and developed this year, so did I. It is with deep regret that I am submitting my resignation from the multilineeds position at SASSED effective the end of my contract date/school year.

I wish my students and team the best of luck moving forward and if I can be of any assistance during this transition, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Jane Conwell". The signature is written in dark ink and is positioned above the printed name.

Jane Conwell

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

From: Laura Provancal <lprovancal@sased.org>

Date: Wed, Feb 28, 2024 at 9:14 AM

Subject:

To: Julie Grohn <jgrohn@sased.org>

Good morning Julie,

It is with great sadness and disappointment to send this email but unfortunately this time I am unable to return back in the Fall. Both of my daughters will continue to require full time daycare if I were to go back full-time and we just can't financially afford that so I will need to stay home another year. I'd love to come back in the future and hope there will be opportunities available when I am ready to do so!

Thank you for everything. I spoke with Keith on Monday.

Sincerely,

Laura Provancal

--



Laura Provancal

Directions HS Social Worker, SASED

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

68331 Cornwall Rd, Naperville, IL 60540

From: Danielle Tallon

3321 Stillwell Ct

Woodridge, IL 60517

(630) 532-4681

dlwilliams2389z2gmail.com

To: Julie Grohn

Director of Human Resources, SASSED

2900 Ogden Ave

Lisle, IL 60532

Dear Julie,

As you are aware, I have officially made the decision to formally resign from my position as the Kindergarten STARS classroom teacher as of today, March 11, 2024. As formally addressed, I have had many concerns regarding this position, starting with the lack of transparency with a change in program prior to my start date, January 8th, 2024.

During the 3 months I have been in this position, I addressed my concerns regarding my co-teacher's behavior in the classroom, the state of the classroom environment, student behavior issues, staffing concerns, and the lack of support. Each day, I feel an incredible amount of stress and anxiety directly related to this position, which leads me to crying before and after school, often affecting my family.

Additionally, multiple safety concerns have been addressed. These concerns have stemmed from room clears multiple times each week. Many of these situations have caused physical injuries, including injuries to students. Behavior intervention plans have been implemented, multiple observations have been done, and data has been collected to support these concerns. There have been IEP meetings and decisions made regarding changes of placement with a student to support the needs of this student. However, there have been conversations between administrators about a change in the team's previous decision and observations have already been made by outside staff without an IEP meeting to consider additional placement options and without the consent of the team and family. This has caused confusion and lack of trust among the team.

Due to the issues addressed above, I will no longer be able to fulfill my role as an educator at SASSED. Thank you for your understanding.

Sincerely,

Danielle Tallon

Emilia E Ariano
1518 W Mulloy Dr
Addison, IL 60101
630-745-0863
eariano@sased.org

March 6, 2024

Dear SASSED Board of Directors,

I am writing to formally request an extension of my maternity leave due to unforeseen circumstances regarding childcare arrangements. As a dedicated member of SASSED, I had initially planned to return to work on April 1, 2024. However, after careful consideration and evaluation of my current situation, I find it necessary to extend my leave until the end of the school year.

The decision to extend my leave stems from the challenges I have encountered in securing suitable childcare after learning the planned childcare, is no longer available. Despite my efforts, I have been unable to find a reliable solution that meets both my family's needs and the demands of my position within the organization.

I assure you this request is not made lightly, and I am fully committed to resuming my teaching position for the 2024-2025 school year. I am eager to return to my role next school year as Teacher of Students with Visual Impairments at Addison Trail High School. Please consider my request for an extension of my maternity leave. I believe this additional time will allow me to address my childcare needs effectively.

Thank you for your understanding and support during this time.

Kindest regards,

Emilia E Ariano

 **RUSH RUSH PLASTIC AND RECONSTRUCTIVE SURGERY** Dept: 312-563-3000
1520 W HARRISON ST Fax: 312-563-4125
6TH FLOOR
CHICAGO IL 60607-3106

March 5, 2024

To whom it may concern,

Julia Johnson is a patient of our practice and had a medically necessary surgery done on 1/29/24. Due to medical reasons, she is excused from work at this time to allow proper healing. She is released to return to work on 3/25/24. Please contact our office with any questions.

Sincerely,

Deana Shenaq, MD

This letter was initially viewed by Julia Ann Johnson at 3/5/2024 3:09 PM.

ADDENDUM A
Client Assignment Confirmation



This Client Assignment Confirmation is entered into and executed as of the signature date below and supplements the Client Services Agreement between the Client and New Direction Solutions, LLC dba ProCare Therapy ("ProCare"). Client will pay ProCare for hours worked by Consultant on the following terms:

Assignment Details

ProCare Consultant: Vicki Krol - DHH PID: *

School District Name (Client): SASED

Start Date: 02/20/2024 *JH* End Date: 05/24/2024

Start and End dates are subject to change based on the credentialing and licensure process as well as adjustment in the school district's calendar.

Position: Para

Bill Rate: \$50.00 Minimum Hours: 35

Overtime Rate: 1.5 times Bill Rate

Billing Workweek: Monday - Friday

Miscellaneous: *

Sales tax or gross receipts tax will be added to professional fees if required or allowed by state law and client is not a tax-exempt entity.

If ProCare Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by ProCare for a period of (12) months after the latest date of introduction, referral, or end of contract placement. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$22,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to ProCare upon start date.

Option of virtual services will be offered by ProCare in lieu of onsite services.

All precautions will be taken by the Client to create a safe and healthy environment.

Account Representative Information: **Brett Houdeshell**
Brett.houdeshell@procaretherapy.com
6787485315

By: 82888 - SASED *[Signature]*
Print Name:
Title: Executive Director
Date: 3-14-2024

By: New Direction Solutions, LLC dba ProCare Therapy
Print Name:
Title:
Date:

***Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless ProCare is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.**



Client Confirmation
New Assignment/Extension

PediaStaff, a division of AHS Staffing and School Association For Special Education hereby enter into this agreement under the existing contract between such parties on the following terms:

Traveler Details	
Candidate Name	Sarah Kelly <i>PT</i>
Address	100 Main St., Lisle, IL 60532
Phone	(260) 433-8740
Email	saekenne@gmail.com
Facility Address	2900 Ogden Ave Lisle, IL 60532
Start Date	4.18.24
End Date	4.26.24 <i>8</i>
Requested Time Off	-0-
Shift	Days
Position	PT
Specialty	School
Bill Rate	\$84.00 <i>js</i>
Overtime Rate	\$126.00
Milage Reimbursement	-0-
Hours	10 <i>per week</i>
Additional Information	Therapist is not to exceed contracted hours without prior written approval from their supervisor at Client.

AGREED:

Client

Name: Joy T. Nelson
Signature: *Joy T. Nelson*
Title: Executive Director ASD
Date: 3-14-2024

AHS Staffing

Name: Lori Clayton
Signature: Lori Clayton
Title: Staffing Consultant
Date: March 1, 2024

GROSS PAYROLL

February 2024 \$ 1,789,621.35

TOTAL SALARY	:	1,789,621.35
TOTAL DEDUCTIONS	:	627,722.93
TOTAL EMPLOYEES	:	345

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

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
		FEDERAL	STATE	MEDICARE	
TOTAL GROSS PAY	:	890,780.68	890,780.68	890,780.68	TOTAL EMPLOYEES : 338
TOTAL TSA'S - BEFORE TAX	:	22,949.65	22,949.65	0.00	TOTAL FEMALE EMPLOYEES: 297
TOTAL TAX SHELTERED RETIREMENT:		60,008.42	60,008.42	0.00	TOTAL MALE EMPLOYEES : 41
TOTAL OTHER BEF TAX DEDUCTIONS:		63,062.82	63,062.82	63,062.82	TOTAL FACULTY MEMBERS : 136
TOTAL TAXABLE BENEFITS	:	0.00	0.00	0.00	
TOTAL TAXABLE GROSS	:	744,759.79	744,759.79	827,717.86	

*****DEDUCTION/BENEFIT LEGEND*****

Deduction	Benefit
Retax: D = Federal	Taxable: D = Federal
S = State	S = State
F = FICA/Medicare	F = FICA/Medicare
I = IMRF	T = TRS
	I = IMRF

= Reimbursed

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

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
		FEDERAL	STATE	MEDICARE	
TOTAL GROSS PAY	:	898,840.67	898,840.67	898,840.67	TOTAL EMPLOYEES : 342
TOTAL TSA'S - BEFORE TAX	:	23,458.65	23,458.65	0.00	TOTAL FEMALE EMPLOYEES: 300
TOTAL TAX SHELTERED RETIREMENT:		60,618.26	60,618.26	0.00	TOTAL MALE EMPLOYEES : 42
TOTAL OTHER BEF TAX DEDUCTIONS:		62,946.67	62,946.67	62,946.67	TOTAL FACULTY MEMBERS : 136
TOTAL TAXABLE BENEFITS	:	0.00	0.00	0.00	
TOTAL TAXABLE GROSS	:	751,817.09	751,817.09	835,894.00	

*****DEDUCTION/BENEFIT LEGEND*****

Deduction	Benefit
Retax: D = Federal	Taxable: D = Federal
S = State	S = State
F = FICA/Medicare	F = FICA/Medicare
I = IMRF	T = TRS
	I = IMRF

= Reimbursed

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

PAYROLL LIABILITIES

February 2024	\$ 591,619.50
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2/15/2024 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400632	SASED EDUCATION ASSOCIATION	2/15/2024	\$3,679.81	
232400633	SASED SUPPORT STAFF ASSOCIATION	2/15/2024	\$894.71	
		2 ACH Check(s) For a Total of		\$4,574.52
103673	STATE DISBURSEMENT UNIT	2/15/2024	\$172.26	
103674	STATE DISBURSEMENT UNIT	2/15/2024	\$380.00	
103675	STATE DISBURSEMENT UNIT	2/15/2024	\$819.38	
		3 Computer Check(s) For a Total of		\$1,371.64
202300245	ILLINOIS DEPT OF REVENUE	2/15/2024	\$35,963.20	
202300248	TEACHERS RETIREMENT (2.2%)	2/15/2024	\$2,832.38	
202300249	TEACHERS RETIREMENT SYSTEM	2/15/2024	\$43,951.62	
202300250	THIS (TRS HEALTH) FUND	2/15/2024	\$7,667.21	
202300251	MB FINANCIAL (FEDERAL)	2/15/2024	\$64,481.51	
202300252	MB FINANCIAL BANK (FICA-E)	2/15/2024	\$34,518.10	
202300253	MB FINANCIAL BANK (FICA-W)	2/15/2024	\$34,518.10	
202300254	THE OMNI GROUP	2/15/2024	\$1,673.00	
202300255	CUNA MUTUAL GROUP	2/15/2024	\$26,294.24	
202300256	TEACHERS RETIREMENT SYSTEM SSP	2/15/2024	\$1,374.55	
		10 Wire Transfer Check(s) For a Total of		\$253,273.91
		2 ACH Checks For a Total of		\$4,574.52
		3 Computer Checks For a Total of		\$1,371.64
		Total for 15 Manual, Wire Tran, ACH & Computer Checks		\$259,220.07
		Net Amount		\$259,220.07
10	EDUCATION FUND			\$259,220.07

2/29/2024 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400699	SASED EDUCATION ASSOCIATION	2/29/2024	\$3,679.81	
232400700	SASED SUPPORT STAFF ASSOCIATION	2/29/2024	\$921.87	
		2 ACH Check(s) For a Total of		\$4,601.68
103727	STATE DISBURSEMENT UNIT	2/29/2024	\$172.26	
103728	STATE DISBURSEMENT UNIT	2/29/2024	\$380.00	
103729	STATE DISBURSEMENT UNIT	2/29/2024	\$819.38	
103730	UNITED WAY OF NAPERVILLE	2/29/2024	\$20.00	
		4 Computer Check(s) For a Total of		\$1,391.64
202300246	IMRF (EMPLOYEES CONT)	2/15/2024	\$20,428.10	
202300247	IMRF (EMPLOYERS CONT)	2/15/2024	\$14,447.59	
202300257	ILLINOIS DEPT OF REVENUE	2/29/2024	\$36,320.86	
202300258	IMRF (EMPLOYEES CONT)	2/29/2024	\$20,176.94	
202300259	IMRF (EMPLOYERS CONT)	2/29/2024	\$14,242.73	
202300260	TEACHERS RETIREMENT (2.2%)	2/29/2024	\$2,882.82	
202300261	TEACHERS RETIREMENT SYSTEM	2/29/2024	\$44,734.35	
202300262	THIS (TRS HEALTH) FUND	2/29/2024	\$7,803.75	
202300263	MB FINANCIAL (FEDERAL)	2/29/2024	\$66,164.22	
202300264	MB FINANCIAL BANK (FICA-E)	2/29/2024	\$34,392.87	
202300265	MB FINANCIAL BANK (FICA-W)	2/29/2024	\$34,392.87	
202300266	THE OMNI GROUP	2/29/2024	\$1,973.00	
202300267	CUNA MUTUAL GROUP	2/29/2024	\$26,556.60	
202300268	TEACHERS RETIREMENT SYSTEM SSP	2/29/2024	\$1,374.55	
202300269	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	2/29/2024	\$400.00	
202300270	ILLINOIS DEPT OF REVENUE	2/29/2024	\$114.86	
		16 Wire Transfer Check(s) For a Total of		\$326,406.11
		2 ACH Checks For a Total of		\$4,601.68
		4 Computer Checks For a Total of		\$1,391.64
		Total for 22 Manual, Wire Tran, ACH & Computer Checks		\$332,399.43
		Net Amount		\$332,399.43
10	EDUCATION FUND			\$332,399.43

BILLS PAYABLE LIST – SASSED PROGRAMS

March 2024 \$ 1,409,548.51

CHECK	CHECK	INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION
03/21/2024	103773	ODP BUSINESS SOLUTIO	supplies for Talin Tokat
03/21/2024	103773	ODP BUSINESS SOLUTIO	supplies for Ann Kremer
03/21/2024	103773	ODP BUSINESS SOLUTIO	FOLDERS FOR LARRY
03/21/2024	103773	ODP BUSINESS SOLUTIO	office supplies, invoices
			357596072001 and 357596073001
			Totals for checks
			351.59

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	351.59	351.59
*** Fund Summary Totals ***		0.00	0.00	351.59	351.59

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

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/21/2024	103778	MARQUARDT SCHOOL DIS	FY24 MN uition Refund	56,573.00
03/21/2024	103779	WINFIELD SCHOOL DIST	January 2024 Sased Meals - reimbursable meals	585.58
03/21/2024	103779	WINFIELD SCHOOL DIST	FY24 Tuition BD Refund \$28,115.01 and FY24 Bld Ass. Refund \$1,260.00	29,375.01
03/21/2024	103780	WESTMONT CUSD #201	January 2024 Sased Meals - reimbursable meals	501.02
03/21/2024	103780	WESTMONT CUSD #201	FY24 Tuition BD Refund \$16,065.72 and FY24 Bld Ass. Refund \$720.00	16,785.72
03/21/2024	103781	INDIAN PRAIRIE CUSD	FY24 Project Search Tuition Refund	5,543.93
03/21/2024	103782	2XL POWERLIFTING LLC	Adaptive PE Class - 12 Sessions	1,296.00
03/21/2024	103783	ADVOCATE OCCUPATIONA	Bus Driver Physical for Sue Cuomo - Invoice 854496 Bus Driver Physical for Jennifer Duncan and Jameson Marchese - Invoice 853869	420.00
03/21/2024	103784	AHS STAFFING	OT/PT Services by T. Glumac for 1/22/24 through 1/25/24	2,430.00
03/21/2024	103784	AHS STAFFING	OT/PT Services by T. Glumac for 1/29/24 through 2/1/24	2,430.00
03/21/2024	103784	AHS STAFFING	OT/PT Services by T. Glumac from 02/05/24 through 2/8/24	2,430.00
03/21/2024	103784	AHS STAFFING	OT/PT Services for 2/12/24 through 2/15/24	2,430.00
03/21/2024	103784	AHS STAFFING	OT/PT Services for 2/13/24 and 2/14/24	756.00
03/21/2024	103785	ALLEN LOCK & KEY	Repair door plates and other door issues repaired	705.00
03/21/2024	103786	ALPHA PLUMBING &HVAC	Repair Water Supply Inv #5143	1,042.00
03/21/2024	103787	ANDREWS PRINTING	Invoices 74134 and 74147, RW Business cards	118.00
03/21/2024	103788	APBS	21st International Conference on Positive Behavior Supports registration for Dorota Celinska	595.00
03/21/2024	103789	BERWYN GARAGE	02.06.2024 MN05 Veh. 3 batteries replaced, oil, wiper, air filter et all.	2,856.69
03/21/2024	103790	BLUEDOGINK.COM	Toner cartridges	681.07
03/21/2024	103791	CHC WELLBEING	CHC Bill for Flu shot Vouchers - February 2024. Invoice FV6871.05	47.00
03/21/2024	103792	CHEM-CARE, INC.	classroom supplies	2,020.00
03/21/2024	103792	CHEM-CARE, INC.	Paper products, trash liners, soap, disinfectant spray, Washroom supplies, Goo Gone Gel for Southeast	3,276.28
03/21/2024	103793	CREATIVE EXCHANGE	Music Therapy Feb 2024-DHH	675.00
03/21/2024	103793	CREATIVE EXCHANGE	Music Therapy Feb 2024-Addison Trail	300.00
03/21/2024	103793	CREATIVE EXCHANGE	Music Therapy Feb 2024-Albright MS	375.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/21/2024	103793	CREATIVE EXCHANGE	Music Therapy Feb 2024-ECC	300.00
03/21/2024	103793	CREATIVE EXCHANGE	Music Therapy Feb 2024-	675.00
03/21/2024	103793	CREATIVE EXCHANGE	Music Therapy Feb 2024-Souteast Alt.	750.00
03/21/2024	103793	CREATIVE EXCHANGE	Music Therapy Feb 2024-STARS	1,125.00
03/21/2024	103793	CREATIVE EXCHANGE	Music Therapy Feb 2024-	675.00
03/21/2024	103793	CREATIVE EXCHANGE	Music Therapy Feb 2024-Transition	600.00
03/21/2024	103794	CRISIS PREVENTION IN	PD - Goode	2,249.00
03/21/2024	103795	DECKER EQUIPMENT	Map Display Rail Aluminum Hook and Paper Holder	26.50
03/21/2024	103796	DUNCAN, JENNIFER	Reimbursement for supplies	76.72
03/21/2024	103797	EDU HEALTHCARE, LLC	Paraprofessional and Social Work services for 1/29/24 through 2/2/24	3,663.00
03/21/2024	103797	EDU HEALTHCARE, LLC	Paraprofessional and Social Work Services for 2/05/24 through 2/9/24	3,591.00
03/21/2024	103797	EDU HEALTHCARE, LLC	Paraprofessional and Social Work Services from 02/12/24 to 02/16/24	3,591.00
03/21/2024	103797	EDU HEALTHCARE, LLC	Paraprofessional and Social Work Services for 02/20/24 through 02/23/24	2,268.00
03/21/2024	103798	ELITE RECOGNITION SE	Elite Recognition Services - Invoice number 4479	657.00
03/21/2024	103799	EMBRACE EDUCATION	Direct Service Percent Billing	15,726.44
03/21/2024	103800	ENABLING DEVICES	Misc. Adaptive items O'Neill-DB	188.85
03/21/2024	103801	FRONTLINE EDUCATION	Absence Management Certification Course - Julie Grohn	695.00
03/21/2024	103801	FRONTLINE EDUCATION	Frontline - Absence & Substitute Management for 7/1/2024 -6/30/2025	15,925.01
03/21/2024	103802	HEGGERTY PHONEMIC AW	Classroom Supplies - STARS	192.24
03/21/2024	103803	IDPH - VISION AND HE	IDPH VISION & HEARING TRAINING - OTTO	400.00
03/21/2024	103804	INTERIM SCHOOL BUSIN	Administrative Assistant Services for 2/1/24 through 2/29/24 by Mark Dyrek	9,450.00
03/21/2024	103805	JASON JOBB	Milage Reimbursement Jan-Feb. 2024	291.59
03/21/2024	103806	LAKESHORE LEARNING	DHH EC Order - Lakeshore	821.01
03/21/2024	103807	LAKESHORE LEARNING	Salt Creek - Instructional Materials Magnuson	77.02
03/21/2024	103807	LAKESHORE LEARNING	EC classroom supplies	641.03
03/21/2024	103807	LAKESHORE LEARNING	STARS classroom Supplies - S Johnson	316.72
03/21/2024	103808	LARISEY, ASHLEY	Foundation, Framework & Future presentation by Ashley Larisey, MS, CCC-SLP/L	2,750.00
03/21/2024	103809	LAZZAR, DIANE	Reimburse Milage IAHPERD Conference 11/30 and 12/1/2024	143.97

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/21/2024	103809	LAZZAR, DIANE	Milage reimbursement Feb 2024	151.05
03/21/2024	103810	MANI, MEGHANA	Milage Reimbursement Jan and Feb 2024	112.74
03/21/2024	103811	MATTHEWS, JANE	Reimbursement Request-Jane Matthews Misc. Classroom items	116.31
03/21/2024	103812	MAXIM HEALTHCARE SER	Nursing Services for 2/5/24 through 2/9/24	22,715.25
03/21/2024	103812	MAXIM HEALTHCARE SER	Nursing Services for 1/31/24 through 02/02/24	12,063.48
03/21/2024	103812	MAXIM HEALTHCARE SER	Nursing Services for 02/20/24 through 02/23/24	7,471.70
03/21/2024	103812	MAXIM HEALTHCARE SER	Float Nurse Services for 2/12/24 through 2/16/24	5,130.46
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech for 02/05/24 through 02/09/24	5,428.50
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech for 2/5/24 through 2/9/24	11,025.00
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech for 2/05/24 through 2/9/24 by T. Williams	1,675.00
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech for 02/05/through 02/09/24	3,146.00
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 02/05/24 through 02/09/24	38,696.48
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 02/05/24 through 02/09/24	34,607.00
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech for 2/12/24 through 2/16/24	4,183.50
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech for 2/12/24 through 2/16/24	4,737.50
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech for 2/12/24 through 2/16/24	1,400.00
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech, School Aide and Nursing services for 2/12/24 through 2/16/24	31,562.50
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 2/12/24 through 2/16/24	33,443.97
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 2/20/24 through 2/23/24	34,543.77
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech for 02/20/24 through 02/23/24	8,962.50
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech for 2/20/24 through 2/23/24	4,117.50
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 02/20/24 through 2/23/24	31,612.00
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech for 02/20/24 through 2/23/24	1,400.00
03/21/2024	103815	MAXIM STAFFING SERVI	Behavior Tech for 02/20/24/ through 2/23/24	2,650.00
03/21/2024	103816	MIDWEST BUS SALES	Pump/fittings parts	1,153.03
03/21/2024	103817	PHILLIP'S FLOWERS	February 2024 - invoices	269.80

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			0814761, 0815536, and 0818428	
03/21/2024	103818	PLANSOURCE	Plansource invoice	2,798.32
03/21/2024	103819	PRO CARE	Paraprofessional and Nursing Services for 2/4/24	7,569.00
03/21/2024	103819	PRO CARE	Paraprofessional and Nursing Services for 1/12/24	6,559.50
03/21/2024	103819	PRO CARE	Paraprofessional and Nursing services for 2/9/24	7,832.50
03/21/2024	103819	PRO CARE	Paraprofessional and Nursing Services for 12/22/23	6,134.00
03/21/2024	103819	PRO CARE	Paraprofessional and Nursing services for 12/15/23	5,869.00
03/21/2024	103819	PRO CARE	Paraprofessional and Nursing Services for 2/20/24 through 02/23/24	7,289.00
03/21/2024	103820	SAVVAS LEARNING CO	Curriculum - Southeast (additional students)	3,386.10
03/21/2024	103821	SCHOLASTIC INC.	Huerta	79.07
03/21/2024	103821	SCHOLASTIC INC.	Kristen Petrella - Scholastic News	76.78
03/21/2024	103821	SCHOLASTIC INC.	Jessica Holle/Scholastic News 1	76.78
03/21/2024	103822	SHEARER, MARGARET	Milage Reimbursement Nov and Dec 2023	21.29
03/21/2024	103823	SOLIANT	Paraprofessional and Nursing Services for 2/4/24	9,834.20
03/21/2024	103823	SOLIANT	Paraprofessional and Nursing Services for 2/11/24	12,533.60
03/21/2024	103823	SOLIANT	Paraprofessional and Nursing Services for 1/16/24 though 1/19/24	7,395.80
03/21/2024	103824	SONITROL CHICAGOLAND	Fire Security Services (Sonitrol Chicagoland West)	633.00
03/21/2024	103824	SONITROL CHICAGOLAND	Sonitrol Chicagoland West Trip charge Service labor Magnetic Door Holder Job ticket 23463 Customer # C0001	355.00
03/21/2024	103825	SONOVA USA INC.	Audiology materials	82.39
03/21/2024	103825	SONOVA USA INC.	056-3006-P8 Roger Focus II 056-3006-M7 056-3006-Q3 052-3113-X02P5 Roger X Receiver	7,755.66
03/21/2024	103826	STRINGFELLOW, JILLIA	Milage reimbursement Jan Feb 2024	393.29
03/21/2024	103827	SUBURBAN DRIVE LINE	Vehicle Maintenance on Unit -V8	45.00
03/21/2024	103827	SUBURBAN DRIVE LINE	Vehicle Maintenance on Unit -TR 02	45.00
03/21/2024	103827	SUBURBAN DRIVE LINE	Unit 9	45.00
03/21/2024	103828	SUNBELT	Special Ed Teacher and Paraprofessional Services for 2/3/24	4,795.00
03/21/2024	103828	SUNBELT	Special Ed Teacher and Paraprofessional services for 2/10/24	4,795.00
03/21/2024	103828	SUNBELT	Paraprofessional and Special	4,877.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
03/21/2024	103828	SUNBELT	Education Teacher Services for 2/12/24 through 2/16/24 Special Ed Teacher and Paraprofessional services for 02/20/27 through 02/23/24	3,836.00
03/21/2024	103829	TEAM SELECT HOME CAR	Services by Nicole Argueta for 10.5 hours	714.00
03/21/2024	103829	TEAM SELECT HOME CAR	Nursing services by N. Argueta for 10/03/23 through 10/26/23	4,998.00
03/21/2024	103830	THE STEPPING STONES	Paraprofessional, Nursing and Spec. Ed Teaching services for 10/30/23 through 11/9/23	23,335.25
03/21/2024	103830	THE STEPPING STONES	Paraprofessional and Nursing Services for 1/25/24 through 2/2/24	21,736.90
03/21/2024	103830	THE STEPPING STONES	Paraprofessional and Nursing Services for 1/9/24 through 1/19/24	20,151.95
03/21/2024	103830	THE STEPPING STONES	Special Ed Teacher, Nurse and Paraprofessional Services for 2/5/24 through 2/16/24	23,707.22
03/21/2024	103831	UNIVERSITY OF ILLINO	Conference/Workshop - Curby	70.00
03/21/2024	103832	VERIZON WIRELESS	Verizon Flip Phones - Jan-Feb 2024	127.53
03/21/2024	103832	VERIZON WIRELESS	Verizon iPhones - Jan-Feb 2024	984.66
03/21/2024	103833	WEISS SNOW REMOVAL,	Salted driveway and sidewalks at Southeast on 2/28/24	291.95
03/21/2024	103833	WEISS SNOW REMOVAL,	Snow Removal and Salting services for 2/23/24	291.95
03/21/2024	103834	WPS	OT Assessment Forms 1-17-24	677.20
			Totals for checks	706,687.33

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	47.00	106,297.66	582,636.23	688,980.89
17	MEDICAID SUB FUND	0.00	0.00	15,726.44	15,726.44
20	OPER, BUILD, & MAINT FUND	0.00	1,980.00	0.00	1,980.00
***	Fund Summary Totals ***	47.00	108,277.66	598,362.67	706,687.33

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
03/21/2024	232400714	KEENEYVILLE DISTRICT	Janauary 2024 meal program - reimbursable meals	344.82
03/21/2024	232400715	BENJAMIN SCHOOL DIST	FY24 MN tuition Refund	2,328.65
03/21/2024	232400716	DUPAGE COUNTY SCHOOL	Jan 2024 SASED Meal Programs reimbursable meals	1,704.06
03/21/2024	232400716	DUPAGE COUNTY SCHOOL	FY24 Tuition BD Refund \$63,370.34 and FY24 Bld Ass. Refund \$2,840.00	66,210.34
03/21/2024	232400717	SALT CREEK SCHOOL DI	breakfast and lunch fees for SASED Students Jan. 2024	1,621.36
03/21/2024	232400718	DOWNERS GROVE DISTRI	January 2024 Sased Meals - reimbursable meals	458.85
03/21/2024	232400719	MAERCKER DISTRICT #6	January 2024 Sased Meals - reimbursable meals	843.17
03/21/2024	232400719	MAERCKER DISTRICT #6	FY24 STARS tuition Refund	38,404.00
03/21/2024	232400720	CASS SCHOOL DISTRICT	January 2024 Sased Meals - reimbursable meals	729.79
03/21/2024	232400720	CASS SCHOOL DISTRICT	FY24 Direction Tuition Refund \$17,247.50 and FY24 Bld Ass. Refund \$1,000.00	18,247.50
03/21/2024	232400720	CASS SCHOOL DISTRICT	FY24 STARS tuition Refund	13,825.44
03/21/2024	232400721	CENTER CASS DISTRICT	breakfast and lunch fees for SASED Students Jan. 2024	340.38
03/21/2024	232400721	CENTER CASS DISTRICT	FY24 MN tuition Refund	68,462.31
03/21/2024	232400722	WOODRIDGE DISTRICT #	FY24 STARS tuition Refund	7,296.76
03/21/2024	232400723	DUPAGE HS DISTRICT #	FY24 Direction Tuition Refund \$105,209.75 and FY24 Bld Ass. Refund \$6,100.00	111,309.75
03/21/2024	232400724	COMMUNITY HS DISTRIC	FY24 Project Search Tuition Refund	8,068.00
03/21/2024	232400724	COMMUNITY HS DISTRIC	FY24 MN tuition Refund	36,326.94
03/21/2024	232400725	COMMUNITY CONSOLIDAT	FY24 Tuition BD Refund \$76,758.44 and FY24 Bld Ass. Refund \$3,440.00	80,198.44
03/21/2024	232400726	LISLE CUSD #202	FY24 Tuition BD Refund \$44,627.00 and FY24 Bld Ass. Refund \$2,000.00	46,627.00
03/21/2024	232400726	LISLE CUSD #202	FY24 STAR Tuition Refund \$76,808.00	76,808.00
03/21/2024	232400727	ELMHURST CUSD #205	FY24 Tuition BD Refund \$59800.18 and FY24 Bld Ass. Refund \$2680.00	62,480.18
03/21/2024	232400728	2955, LLC	Lease 2900 Ogden, Lisle April 2024	49,200.23
03/21/2024	232400729	AHN, MAY	Milage Reimbursement Feb 2024	134.64
03/21/2024	232400729	AHN, MAY	Milage reimbursement Feb 2024	135.41
03/21/2024	232400730	AL WARREN OIL CO., I	Fuel Deliveries for November and December 2023	268.80
03/21/2024	232400730	AL WARREN OIL CO., I	Fuel Deliveries for November and December 2023	271.56
03/21/2024	232400730	AL WARREN OIL CO., I	Fuel Deliveries for November and December 2023	229.73
03/21/2024	232400730	AL WARREN OIL CO., I	Fuel Deliveries for Feb 2024	210.34
03/21/2024	232400731	ALDRICH, DANA	Milage Reimbursement for Feb 2024	55.48
03/21/2024	232400732	ANDERSEN, VERONICA	Milage Reimbursement Feb.	209.26

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			2024	
03/21/2024	232400733	ARROYO, NATASHA	Milage reimbursement Feb 2024	123.48
03/21/2024	232400734	BAKER, MEGAN	Milage Reimbursement Feb 2024	113.43
03/21/2024	232400735	BERGFELD, BETH	Milage reimbursement Feb 2024	140.27
03/21/2024	232400736	BOCZKOWSKI, DEBRA	Milage Reimbursement Jan 2024	235.17
03/21/2024	232400737	BOHNERT, SHANNON	Milage Reimbursement for Feb 2024	40.19
03/21/2024	232400738	BOLIN, BRIANNE	Milage Reimbursement Feb. 2024	185.66
03/21/2024	232400739	BRUSICH, WENDY	12/22/23 and 03//05/24	65.61
03/21/2024	232400740	CARRASQUILLO, ELIZAB	Milage Reimbursement Feb 2024	228.38
03/21/2024	232400741	CELINSKA, DOROTA	Milage Reimbursement Jan. 2024	262.89
03/21/2024	232400742	CHAPLIN, KRISTINE	Milage Reimbursement Dec 2023	234.38
03/21/2024	232400742	CHAPLIN, KRISTINE	Milage Reimbursement Jan. 2024	121.27
03/21/2024	232400743	COHLA, STEPHANIE	Milage Reimbursement Jan. 2024	146.30
03/21/2024	232400743	COHLA, STEPHANIE	Reimbursement Request-S. Cohla Cooling supplies	38.49
03/21/2024	232400744	CORRAL, TARA	Milage Reimbursement for Jan and Feb 2024	384.56
03/21/2024	232400745	CREAGAN, HELEN	Milage Reimbursement for Feb 2024	109.08
03/21/2024	232400746	DAHL, LAURA	Reimbursement Request-L Dahl Classroom supplies/materials	39.05
03/21/2024	232400747	DORCHACK, MARIA	Milage Reimbursement Feb. 2024	260.43
03/21/2024	232400748	DUGAN, PATRICK	Milage reimbursement Feb 2024	337.23
03/21/2024	232400749	FANUKA, CASEY	Milage Reimbursement Dec. 2023-Feb. 2024	156.51
03/21/2024	232400750	FERRY, SUZANNE	Milage Reimbursement Jan and Feb 2024	52.93
03/21/2024	232400751	FORTUNA, CHRISTINA	Milage Reimbursement Jan and Feb 2024	72.12
03/21/2024	232400752	GRILL, MEGHAN	Milage Reimbursement for Feb 2024	66.49
03/21/2024	232400752	GRILL, MEGHAN	Reimbursement Request-M Grill Beanbag filler	39.99
03/21/2024	232400753	GROHN, JULIE	Travel Allowance March 2024	400.00
03/21/2024	232400754	HEARTLAND ALLIANCE H	CCIS Invoice #24632 01/31/2024	73.50
03/21/2024	232400754	HEARTLAND ALLIANCE H	CCIS Invoice #24549 01312024	783.75
03/21/2024	232400755	HOMAN, JULIA	Milage Reimbursement Feb. 2024	276.74
03/21/2024	232400756	KOSIEK, ALEXIS	Milage Reimbursement for Oct-Dec 2024	21.62
03/21/2024	232400757	LAYTON, MATTHEW	Travel Allowance 2024	400.00
03/21/2024	232400758	LESSENTIEN, BRIDGET	Milage Reimbursement Jan 2024	52.31
03/21/2024	232400759	LOHRENZ, ASHLEY	Milage Reimbursement Feb. 2024	153.23
03/21/2024	232400760	LOONEY, KATHERINE	Reimbursement Request-K Looney Therapy consumables	47.63
03/21/2024	232400760	LOONEY, KATHERINE	Reimbursement Request-K Looney	44.10

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
03/21/2024	232400760	LOONEY, KATHERINE	Milage reimbursement Feb 2024	94.59
03/21/2024	232400761	MAGNUSON, LAURA	Milage reimbursement Jan and Feb 2024	58.34
03/21/2024	232400762	MARTINEZ, PAUL	Reimbursement Request-P Martinez Community Bowling	31.50
03/21/2024	232400763	MOHAMMAD, KAYLA	Milage Reimbursement for Jan and Feb 2024	61.00
03/21/2024	232400763	MOHAMMAD, KAYLA	Reimbursement Request-Kayla Mohammad Cooking activities for WBHS groups	89.43
03/21/2024	232400764	MOROZ, KRISTYN	Milage Reimbursement Jan 2024	133.13
03/21/2024	232400764	MOROZ, KRISTYN	Milage reimbursement Feb 2024	108.94
03/21/2024	232400765	MOY, CYNTHIA	Milage Reimbursement Dec 2023 and Jan 2024	29.41
03/21/2024	232400766	MOYNIHAN, LYNN	Milage Reimbursement Feb. 2024	146.06
03/21/2024	232400767	NOWAK, SUSAN	Reimbursement Request-S Nowak Supplies for OT group	14.96
03/21/2024	232400768	OTTO, VICKI	Milage reimbursement Feb 2024	58.55
03/21/2024	232400769	PEAHL, KIRSTIN	Reimbursement KIRSTIN PEAHL Vision - Transition O&M Ventra Student Transportation 12/6/2023	25.00
03/21/2024	232400770	PRIMOZIC, JULIE	Reimbursement Requests-J Primozic Class snacks & supplies	20.48
03/21/2024	232400770	PRIMOZIC, JULIE	Reimbursement Request-J Primozic Misc. items	34.87
03/21/2024	232400771	ROBERTS, RUTH	Milage reimbursement for Feb 2024	171.20
03/21/2024	232400772	ROSS, KATHLEEN	Milage Reimbursement for Feb 2024	152.76
03/21/2024	232400773	SHANAHAN, KERRY	Milage Reimbursement Feb. 2024	375.45
03/21/2024	232400774	SMITH, CLAIRE	Milage Reimbursement Feb. 2024	393.72
03/21/2024	232400775	SOBERON, SAMANTHA	Reimbursement Request-S. Soberon Groups supplies, student materials	61.93
03/21/2024	232400776	STAMATELOPOULOS, KEL	Milage Reimbursement for Feb 2024	89.11
03/21/2024	232400777	TATHAM, SARA	Milage reimbursement Feb 2024	172.75
03/21/2024	232400778	THOMPSON, EVA	Milage Reimbursement Feb. 2024	121.27
03/21/2024	232400778	THOMPSON, EVA	Milage reimbursement Jan Feb 2024	79.25
03/21/2024	232400779	URBAN, JESSICA	Milage Reimbursement for Feb 2024	87.57
03/21/2024	232400780	VANCLEVE, CASSIDY	Milage Reimbursement for Feb 2024	133.53
03/21/2024	232400781	VANDERCAR, PATRICIA	reimburse supplies 12/22 and 03/05	94.09
03/21/2024	232400782	WALSH, ANNA	Reimbursement Request-Anna Walsh Misc. classroom items	84.98
03/21/2024	232400783	WARD, KRISTEN	Milage Reimbursement Feb. 2024	49.31

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
03/21/2024	232400784	WISNIEWSKI, RACHEL	Travel Allowance March 2024	400.00	
03/21/2024	232400785	ZACHARSKI, LAURA	Milage Reimbursement Feb 2024	78.43	
Totals for checks				702,509.59	

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	618,533.31	65,916.28	684,449.59
20	OPER, BUILD, & MAINT FUND	0.00	18,060.00	0.00	18,060.00
***	Fund Summary Totals ***	0.00	636,593.31	65,916.28	702,509.59

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

BILLS PAYABLE LIST – GRANTS

March 21, 2024 \$ 7754.84

CHECK	CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
03/21/2024	103774	COMMUNITY SCHOOL DIS	Wheaton South - DRS STEP Outcome Reimbursement for Vocational Purchases - 12/20/23 - 1/20/24	639.43
03/21/2024	103774	COMMUNITY SCHOOL DIS	Wheaton North - DRS STEP Outcome Reimbursement for Vocational Purchases - 12/20/23 - 1/20-/24	1,905.17
03/21/2024	103774	COMMUNITY SCHOOL DIS	Wheaton Transition - DRS STEP Outcome Reimbursement for Vocational Purchases - 12/20/23 - 1/20/24	412.41
03/21/2024	103775	BROWN, SHAMEKA	February 2024 Travel for Shameka Brown	88.50
03/21/2024	103776	CAMERON PRINTING	invoice for printing materials	1,891.08
03/21/2024	103777	WROBBEL, TAMMY	February 2024 Travel for Tammy Wrobbel	467.85
Totals for checks				5,404.44

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	5,404.44	5,404.44
***	Fund Summary Totals ***	0.00	0.00	5,404.44	5,404.44

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

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
03/21/2024	232400706	ACCOUNTABILITY SOLUT	Annual Contract for Services	1,200.00	
03/21/2024	232400707	BAIN, AMY	February 2024 Travel for Amy Bain	121.48	
03/21/2024	232400708	HOPPER, ALISABETH	February 2024 Travel for Alisabeth Hopper	298.14	
03/21/2024	232400709	KNOCKE, FAITH	February 2024 Travel for Faith Knocke	205.40	
03/21/2024	232400710	KREMER, ANN	February 2024 Travel for Ann Kremer	184.02	
03/21/2024	232400711	REISING RECHNER, PAM	February 2024 Travel for Pamela Reising Rechner	172.10	
03/21/2024	232400712	ROPARS, EMILY	February 2024 Travel for Emily Ropars	37.29	
03/21/2024	232400713	TOKAT, TALIN	February 2024 Travel for Talin Tokat	131.97	
Totals for checks				2,350.40	

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	2,350.40	2,350.40
***	Fund Summary Totals ***	0.00	0.00	2,350.40	2,350.40

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

BILLS PAYABLE LIST – FLOW THROUGH

March 21, 2024 \$ 0

INTERIM CHECKS

February 2024 \$ 712,904.25

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
02/01/2024	103649	CASH	Petty Cash	500.00	
Totals for checks				500.00	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	500.00	0.00	0.00	500.00
***	Fund Summary Totals ***	500.00	0.00	0.00	500.00

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

CHECK	CHECK	INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION
02/05/2024	103650	COLLINSVILLE CUSD 10	Contract for Services
			2,603.89
02/05/2024	103651	FAVERS DU SHINE, JES	Dec. 2023 Services
			325.00
02/05/2024	103651	FAVERS DU SHINE, JES	January services
			75.00
02/05/2024	103652	INTERIM SCHOOL BUSIN	Admin Assistant Services by
			Mark Dyrek from 12/1/23
			through 12/22/23
			8,437.50
02/05/2024	103653	PEORIA COUNTY REGION	Contract for Services
			9,400.00
			Totals for checks
			20,841.39

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	20,841.39	20,841.39
***	Fund Summary Totals ***	0.00	0.00	20,841.39	20,841.39

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

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
02/05/2024	232400605	ACCOUNTABILITY SOLUT	Annual Contract for Services	5,450.00	
02/08/2024	232400606	ARROYO, NATASHA	Reimbursement Instructional	22.50	
			Supplies		
02/08/2024	232400607	REDDY, CARLY	PD Reimbursement	30.00	
02/08/2024	232400607	REDDY, CARLY	Student Transportaion	38.00	
			Reimbursement		
02/08/2024	232400608	VANDERCAR, PATRICIA	Reimbursement Instructional	31.28	
			Materials		
Totals for checks				5,571.78	

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	5,571.78	5,571.78
***	Fund Summary Totals ***	0.00	0.00	5,571.78	5,571.78

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
02/08/2024	103655	AMERICAN HERITAGE LI	Allstate Critical Illness and Accident Coverage Bill - January 2024	3,613.63
02/08/2024	103656	HEALTH CARE SERVICE	Blue Cross/Blue Shield Claims and Administration Fee Invoice for January 2024 Invoice 657319378501	309,286.15
02/08/2024	103657	INFINITEC	Extended Collaboration - Invoice 55672	1,500.00
02/08/2024	103657	INFINITEC	Extended Collaboration - Invoice 55672; Infinitec Membership - IL - Invoice 56011	24,636.96
02/08/2024	103658	INTERIM SCHOOL BUSIN	Consultant Pay for Mark Dyrek for 1/8/24 through 1/31/24	8,850.00
02/08/2024	103659	KONICA MINOLTA PREMI	Contract Services 01.23.24 to 02.22.24	969.90
02/08/2024	103660	MAXIM HEALTHCARE SER	RN & LPN services for 12/11/23 through 12/15/23	18,540.60
02/08/2024	103660	MAXIM HEALTHCARE SER	RN & LPN services for 10/23/23 through 10/27/23	19,823.27
02/08/2024	103660	MAXIM HEALTHCARE SER	Nursing Services from 12/11/23 through 12/22/23	20,465.12
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech by J. Padilla from 12/18/23 to 12/22/23	1,400.00
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech for 12/18/23 through 12/22/23	1,750.00
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech for Vision for 12/18/23 through 12/22/23	6,233.00
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech and Paraprofessional Services fo 12/18/23 through 12/22/23	15,326.50
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech for 12/18/23 through 12/22/23	5,987.50
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech for 12/18/23 through 12/22/23	15,421.50
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech Services for 12/18/23 through 12/22/23	8,520.50
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech for 12/18/23 through 12/22/23	16,060.50
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech for 12/19/23 through 12/22/23	3,716.50
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech services for 12/11/23 through 12/15/23	9,983.50
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech for 12/11/23 through 12/18/23	5,958.50
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech, Paraprofessional and Nursing Services for 12/11/23 through 12/15/23	32,467.00
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech for DHH 12/18/23 through 12/21/23	1,408.50
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 12/04/23 through 12/08/23	39,720.00
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech and Nursing	43,832.50

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			Services for 12/11/23 through 12/15/23	
02/08/2024	103662	MAXIM STAFFING SERVI	Behavior Tech for 11/27/23 through 12/01/23	43,035.00
02/08/2024	103663	UNIVERSAL PREMIUM	Purchases 01.16.24 to 01.31.24	468.41
			Totals for checks	658,975.04

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	312,899.78	0.00	346,075.26	658,975.04
***	Fund Summary Totals ***	312,899.78	0.00	346,075.26	658,975.04

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

Mastercard

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
02/29/2024	103745	CASH	petty cash 02.29.2024	500.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	Supplies purchased via credit card	323.50
02/29/2024	103758	FIFTH THIRD BANK/MAS	supplies for Tammy Wrobbel paid via credit card	67.56
02/29/2024	103758	FIFTH THIRD BANK/MAS	room rental deposit for EC LRE May 2024 meeting paid via credit card	300.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	monthly fee for webinar upgrade paid via credit card	50.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	sympathy flowers for e ropars	98.45
02/29/2024	103758	FIFTH THIRD BANK/MAS	I-pass replenishment 01.26.24	100.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	supplies	127.95
02/29/2024	103758	FIFTH THIRD BANK/MAS	lasertag trip for Southeast	461.10
02/29/2024	103758	FIFTH THIRD BANK/MAS	I pass replenishment 02.06.24	100.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	black work van repairs	1,348.88
02/29/2024	103758	FIFTH THIRD BANK/MAS	Tro4 oil change	52.22
02/29/2024	103758	FIFTH THIRD BANK/MAS	Credit card purshase Christopher S site - no receipt	79.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	Amazon order of wall mounted file holders for offices and adhesive hooks for mounting	200.74
02/29/2024	103758	FIFTH THIRD BANK/MAS	IASP registration for annnual conference 2024	300.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	Learn Play Thrive Registration for B Bolin for Neurodiversit Affirming Therapy Summit	349.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	College of Dupage charge	20.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	McGann STRS classroom Supplies	60.53
02/29/2024	103758	FIFTH THIRD BANK/MAS	12.12.23 North Order	66.03
02/29/2024	103758	FIFTH THIRD BANK/MAS	indeed monthly fee	120.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	12.12.23 North Order	171.29
02/29/2024	103758	FIFTH THIRD BANK/MAS	Iron Mountain JCHP863 11.21.23-12.26.23	199.09
02/29/2024	103758	FIFTH THIRD BANK/MAS	12.20 DHH Order	227.70
02/29/2024	103758	FIFTH THIRD BANK/MAS	Groot service 01.01-01.31.24-invoice 11777558T106	1,184.63
02/29/2024	103758	FIFTH THIRD BANK/MAS	Amazon order	39.10
02/29/2024	103758	FIFTH THIRD BANK/MAS	Naperville water payment service 11/29/23-01/02/2024	561.28
02/29/2024	103758	FIFTH THIRD BANK/MAS	Amazon order	2,083.28
02/29/2024	103758	FIFTH THIRD BANK/MAS	supplies/Student - Cherrie/Hoffman	5.49
02/29/2024	103758	FIFTH THIRD BANK/MAS	Thick it	17.84
02/29/2024	103758	FIFTH THIRD BANK/MAS	The New Art and Science of Teaching (More Than Fifty New Instructional Strategies for Academic Success) (The New Art and Science of Teaching Book Series)	21.26
02/29/2024	103758	FIFTH THIRD BANK/MAS	WobL+ World's Smallest & Best Waterproof Vibrating 9 Alarms	25.99

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			+ Countdown Timer Wristwatch for Sports/Medicine/Meeting/Potty Reminders, BlueWobl+ World's Smallest & Best Waterproof Vibrating 9 Alarms + Countdown Timer Wristwatch for Sports/Medicine/Meeting/Potty Reminders, Blue	
02/29/2024	103758	FIFTH THIRD BANK/MAS	Finance Comm. Mtg	45.98
02/29/2024	103758	FIFTH THIRD BANK/MAS	map project expense Fast Signes	100.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	Amazon order	224.80
02/29/2024	103758	FIFTH THIRD BANK/MAS	Amazon order	227.85
02/29/2024	103758	FIFTH THIRD BANK/MAS	Admin Acacemy James Gunnell 01/08/2024	15.54
02/29/2024	103758	FIFTH THIRD BANK/MAS	Admin Academy 01.08.24 Jim Nelson	15.54
02/29/2024	103758	FIFTH THIRD BANK/MAS	Amazon order	349.65
02/29/2024	103758	FIFTH THIRD BANK/MAS	Printer ink order	1,884.35
02/29/2024	103758	FIFTH THIRD BANK/MAS	PD - Virtual training	2,198.70
02/29/2024	103758	FIFTH THIRD BANK/MAS	School Bus Permit Renewal	9.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	Apple Pencil (USB-C) for Kerry Shanahan	79.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	PD - Nunziato	95.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	PBIS HS Incentives	424.99
02/29/2024	103758	FIFTH THIRD BANK/MAS	classroom supplies	391.20
02/29/2024	103758	FIFTH THIRD BANK/MAS	Central Office Supplies Pocket folders Blue Hanging File folders Batteries	15.81
02/29/2024	103758	FIFTH THIRD BANK/MAS	Central Office Supplies Pocket folders Blue Hanging File folders Batteries	65.97
02/29/2024	103758	FIFTH THIRD BANK/MAS	Snow Rakes 01.18.24	159.96
02/29/2024	103758	FIFTH THIRD BANK/MAS	Creative Custom Framing	1,398.39
02/29/2024	103758	FIFTH THIRD BANK/MAS	Central Office Supplies Pocket folders Blue Hanging File folders Batteries	113.91
02/29/2024	103758	FIFTH THIRD BANK/MAS	dollar tree meeting supplies	17.50
02/29/2024	103758	FIFTH THIRD BANK/MAS	ChatGPT - January billing	20.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	Fluoride Kids Cavity Protection Toothpaste 4.6 Oz Sparkle Fun Flavor Bulk Toothpaste Plus Doomi Smiley Suction Toothbrush AMAZON Classroom Supplies Regina Fernandez (1/18/2024)	29.99
02/29/2024	103758	FIFTH THIRD BANK/MAS	First Comm 2.13.24	1,935.56
02/29/2024	103758	FIFTH THIRD BANK/MAS	Classroom Supplies - Nunziato	25.98
02/29/2024	103758	FIFTH THIRD BANK/MAS	jewel meeting supplies	83.94
02/29/2024	103758	FIFTH THIRD BANK/MAS	Overall DHH Order 1.19.24	38.64
02/29/2024	103758	FIFTH THIRD BANK/MAS	OT Resources 1-17-24	69.95
02/29/2024	103758	FIFTH THIRD BANK/MAS	Overall DHH Order 1.19.24	123.76
02/29/2024	103758	FIFTH THIRD BANK/MAS	Gym equipment	136.99
02/29/2024	103758	FIFTH THIRD BANK/MAS	classroom cleaning supplies	195.60

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
02/29/2024	103758	FIFTH THIRD BANK/MAS	office supplies	49.39
02/29/2024	103758	FIFTH THIRD BANK/MAS	iron mountain period 12/27/23-01/23/24	11.95
02/29/2024	103758	FIFTH THIRD BANK/MAS	Glue sticks-BD @ ONeill	15.55
02/29/2024	103758	FIFTH THIRD BANK/MAS	Rehabilitation Advantage T-grip Rocker Utensil With Plastic Blue Handle for ATHS Vision Program students. LEXI KOSIEK 1/19/2024	17.99
02/29/2024	103758	FIFTH THIRD BANK/MAS	Avery Economy View 3 Ring Binders, 1.5" Round Rings, 12 White Binders (05726); Shuttle Art 216 Pack Highlighters, Highlighters Assorted Colors Set, 6 Bright Colors Chisel Tip Dry-Quickly Non-Toxic Highlighter Markers Bulk for Adults Kids Highlighting in Home School Office; Post-it Super Sticky Easel Pad, 25 in x 30 in, White, 30 Sheets/Pad, 2 Pad/Pack, Large White Premium Self Stick Flip Chart Paper, Super Sticking Power (559); Sticky Notes Bulk, Ezzgol 60 Pads Sticky Notes, 3 X 3 Inch, 100 Sheets/Pad, Assorted Bright Colors Sticky Notes Pack, Great Sticking Power; Sharpie 24390232 Tank Permanent Marker Broad Tip Black Ink 36/Box (2083007); SHARPIE Permanent Markers, Chisel Tip, Classic Colors, 8 Count	25.60
02/29/2024	103758	FIFTH THIRD BANK/MAS	general STARS supplies	33.70
02/29/2024	103758	FIFTH THIRD BANK/MAS	Classroom Supplies AMAZON (Laura Magnuson 1/10/2024) Vision Program - Salt Creek School	52.24
02/29/2024	103758	FIFTH THIRD BANK/MAS	Easykeys order 5481561	60.76
02/29/2024	103758	FIFTH THIRD BANK/MAS	Classroom Supplies AMAZON (Laura Magnuson 1/10/2024) Vision Program - Salt Creek School	65.09
02/29/2024	103758	FIFTH THIRD BANK/MAS	2 cabinets	75.87
02/29/2024	103758	FIFTH THIRD BANK/MAS	Tallon classroom supplies	210.89
02/29/2024	103758	FIFTH THIRD BANK/MAS	Bluedog Ink order	873.58
02/29/2024	103758	FIFTH THIRD BANK/MAS	general STARS supplies	35.88
02/29/2024	103758	FIFTH THIRD BANK/MAS	Kitchen supplies	70.95
02/29/2024	103758	FIFTH THIRD BANK/MAS	Amazon order	1,246.41
02/29/2024	103758	FIFTH THIRD BANK/MAS	DHH Mass Supply Order 2.2.24	9.99
02/29/2024	103758	FIFTH THIRD BANK/MAS	DHH Mass Supply Order 2.2.24	19.64
02/29/2024	103758	FIFTH THIRD BANK/MAS	Amazon order	34.92
02/29/2024	103758	FIFTH THIRD BANK/MAS	DHH Mass Supply Order 2.2.24	53.71

CHECK	CHECK	INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION
02/29/2024	103758	FIFTH THIRD BANK/MAS	cass middle school
02/29/2024	103758	FIFTH THIRD BANK/MAS	2 cabinets
02/29/2024	103758	FIFTH THIRD BANK/MAS	Alpha Graphics-foam board mounting
02/29/2024	103758	FIFTH THIRD BANK/MAS	Avery Economy View 3 Ring Binders, 1.5" Round Rings, 12 White Binders (05726); Shuttle Art 216 Pack Highlighters, Highlighters Assorted Colors Set, 6 Bright Colors Chisel Tip Dry-Quickly Non-Toxic Highlighter Markers Bulk for Adults Kids Highlighting in Home School Office; Post-it Super Sticky Easel Pad, 25 in x 30 in, White, 30 Sheets/Pad, 2 Pad/Pack, Large White Premium Self Stick Flip Chart Paper, Super Sticking Power (559); Sticky Notes Bulk, Ezzgol 60 Pads Sticky Notes, 3 X 3 Inch, 100 Sheets/Pad, Assorted Bright Colors Sticky Notes Pack, Great Sticking Power; Sharpie 24390232 Tank Permanent Marker Broad Tip Black Ink 36/Box (2083007); SHARPIE Permanent Markers, Chisel Tip, Classic Colors, 8 Count
02/29/2024	103758	FIFTH THIRD BANK/MAS	Groot waste service
			02/01/24-02/29-24
02/29/2024	103758	FIFTH THIRD BANK/MAS	supplies
02/29/2024	103758	FIFTH THIRD BANK/MAS	PBIS Dombrow (Special Activity)
02/29/2024	103758	FIFTH THIRD BANK/MAS	Amazon order
02/29/2024	103758	FIFTH THIRD BANK/MAS	Vision Program Classroom Supplies Addison Trail High School Foam Grip Tubing for low strength AMAZON (Tracey Nardi 1/23/2024)
02/29/2024	103758	FIFTH THIRD BANK/MAS	Vision Program - Supplies
			Pxtn Walkie Talkies, 16 channel, two-way radios with Flashlight Battery and Charger (4 pack) AMAZON (Mark Renc, O&M) 2/01/2024
02/29/2024	103758	FIFTH THIRD BANK/MAS	potbelly for meeting
02/29/2024	103758	FIFTH THIRD BANK/MAS	Amazon order
02/29/2024	103758	FIFTH THIRD BANK/MAS	North SLP Whiteboard
02/29/2024	103758	FIFTH THIRD BANK/MAS	Amazon order
02/29/2024	103758	FIFTH THIRD BANK/MAS	12.12.23 North Order
02/29/2024	103758	FIFTH THIRD BANK/MAS	map project board
02/29/2024	103758	FIFTH THIRD BANK/MAS	Central Office Supplies
			Pocket folders Blue Hanging

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			File folders Batteries	
02/29/2024	103758	FIFTH THIRD BANK/MAS	12.12.23 North Order	29.99
02/29/2024	103758	FIFTH THIRD BANK/MAS	paypal	30.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	DHH Mass Supply Order 2.2.24	348.85
02/29/2024	103758	FIFTH THIRD BANK/MAS	silver car wash	17.00
02/29/2024	103758	FIFTH THIRD BANK/MAS	Salazars auto TRO1 brakes	642.16
			Totals for checks	27,016.04

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	500.00	0.00	26,516.04	27,016.04
***	Fund Summary Totals ***	500.00	0.00	26,516.04	27,016.04

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

VOIDED CHECKS

February, 2024 \$ 21.62

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
02/16/2024	103726	MYERS, LAUREL	Milage Reimbursement Oct-Dec 2023	-21.62	
02/22/2024	103726	MYERS, LAUREL	Milage Reimbursement Oct-Dec 2023	21.62	
Totals for checks				0.00	

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	0.00	0.00
***	Fund Summary Totals ***	0.00	0.00	0.00	0.00

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

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Sarah Gregory ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

1. **SERVICES.** SASED shall engage Contractor to provide the following services as agreed to by SASED and Contractor Appendix A
2. **TERM.** Contractor shall provide services to SASED pursuant to this Agreement during the period from March 1, 2024 ("Agreement Term").
3. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, SASED shall pay Contractor for services as outlined in Appendix A of this agreement. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.
4. **EXPENSES.** Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.
5. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED.
6. **CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to SASED.

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

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

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

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

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

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

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

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

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

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

to be construed as so limited.

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

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

For Contractor: Sarah Gregory
131 E. Main St
Trumansburg, NY 14

For SASED: Dr. Jimmy Gunnell, Interim Executive Director
Mr. Jim Nelson, Interim Executive Director
School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

17. GOVERNING LAW. The laws and regulations of the State of Illinois shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the Parties.

18. BOARD APPROVAL. This Agreement is subject to the approval of the SASED Board of Directors.

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

SASED

By:  Date: 2-23-24
Executive Director

By:  Date: 2-23-24
Director of Business Operations

Contractor

A handwritten signature in cursive script, appearing to read "Gregory", written over a horizontal line.

Date: 2/22/24

**Independent Contractor Agreement – Professional Development
Appendix A**

Contractor/Consultant: Sarah Gregory, SLP
Address: 131 E. Main Street
Email Address: sarahgregoryslp@gmail.com
Phone #: 607-857-7336

I agree to enter into a contract with SASSED in return for a payment in the amount of \$2,750 for the following services: **A total of one 5-hour workshop of professional development for SASSED staff and districts; presented by Sarah Gregory, SLP. These sessions will take place at the following date(s), time, place:**

- **Date:** Friday, March 1, 2024
- **Time:** 8:00 AM - 1:00 PM
- **Location:** TBD
 - NIU Naperville, Northern Illinois University, 1120 E. Diehl Rd., Naperville, IL 60563 or
 - DoubleTree by Hilton, 3003 Corporate West Dr., Lisle, IL 60532 or
 - SASSED Administrative Center, 2900 Ogden Ave., Lisle, IL 60532

Estimated expenses for travel, meals (meals up to \$50.00 per day), etc. **Included in above fee**

Lodging requested: X Yes ___ No

If lodging is needed, SASSED will handle reservations and payment (Must be pre-approved on contract).

Would you be willing to have participants contact you electronically after your presentation with follow up questions (e.g., listserv; email)? X Yes ___ No

Agreements:

I agree to submit all handouts for said presentation **no less than ten (10) business days prior to the workshop/seminar/event.**

I agree to have handouts available electronically on the SASSED website.

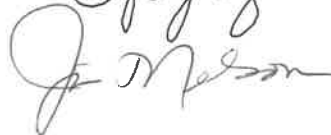
I understand that I must submit an invoice including the appropriate purchase order number to SASSED in order to initiate payment of this contract, and I understand **payment will be made only after Board approval.**

Contractor/Consultant Signature:



Date: 2/22/24

SASSED Admin Signature:



Date: 2/23/24

Account Code:

PO Number:

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Ashley Larisey ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

1. **SERVICES.** SASED shall engage Contractor to provide the following services as agreed to by SASED and Contractor Appendix A
2. **TERM.** Contractor shall provide services to SASED pursuant to this Agreement during the period from March 1, 2024 ("Agreement Term").
3. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, SASED shall pay Contractor for services as outlined in Appendix A of this agreement. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.
4. **EXPENSES.** Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.
5. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED.
6. **CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to SASED.

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

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

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

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

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

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

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

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

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

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

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

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

For Contractor: Ashley Larisey
10040 South Fairfield
Chicago, IL 60655

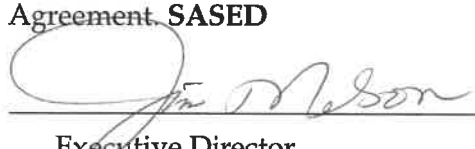
For SASED: Dr. Jimmy Gunnell, Interim Executive Director
Mr. Jim Nelson, Interim Executive Director
School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

17. GOVERNING LAW. The laws and regulations of the State of Illinois shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the Parties.

18. BOARD APPROVAL. This Agreement is subject to the approval of the SASED Board of Directors.

THEREFORE, SASED and Contractor now voluntarily and knowingly execute this

Agreement. **SASED**

By:  Date: 2.23.2024
Executive Director

By: Rachel Wisniewski Date: 2-23-2024
Director of Business Operations

Contractor

 Date: 2.20.24

**Independent Contractor Agreement – Professional Development
Appendix A**

Contractor/Consultant: Ashley Larisey
10040 South Fairfield, Chicago, IL 60655
Email Address: info@ashleylarisey.com
Phone #: 312.298.9003

I agree to enter into a contract with SASED in return for a payment in the amount of **\$2,750** for the following services: **A total of one 5-hour workshop of professional development for SASED staff and districts; presented by Ashley Larisey, MS, CCC-SLP/L. These sessions will take place at the following date(s), time, place:**

- **Date:** Friday, March 1, 2024
- **Time:** 8:00 AM - 1:00 PM
- **Location:** TBD
 - NIU Naperville, Northern Illinois University, 1120 E. Diehl Rd., Naperville, IL 60563 or
 - DoubleTree by Hilton, 3003 Corporate West Dr., Lisle, IL 60532 or
 - SASED Administrative Center, 2900 Ogden Ave., Lisle, IL 60532

Estimated expenses for travel, meals (meals up to \$50.00 per day), etc. **Included in above fee**

Lodging requested: ☐ Yes ☒ No

If lodging is needed, SASED will handle reservations and payment (Must be pre-approved on contract).

Would you be willing to have participants contact you electronically after your presentation with follow up questions (e.g., listserv; email)? ☒ Yes ☐ No

Agreements:

I agree to submit all handouts for said presentation **no less than ten (10) business days prior to the workshop/seminar/event.**

I agree to have handouts available electronically on the SASED website.

I understand that I must submit an invoice including the appropriate purchase order number to SASED in order to initiate payment of this contract, and I understand **payment will be made only after Board approval.**

Contractor/Consultant Signature: Date:  2.20.24

SASED Admin Signature: Date:  2.23.24

Account Code: PO Number:



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

NAME OF TRAVELER: Jeannine Peters

NAME OF COOP/DIST: SASED

RCDT #: 190228030606007 (Directions)

POSITION: Social Worker

DATES OF TRAVEL: 6/18/2024 - 6/20/2024

FUNDING SOURCE: PART B FT _____ PART B PS _____

LOCAL FUNDS: 10E000 1212 3120 01 134212

GRANT RECIPIENT: N/A

NAME OF CONFERENCE: SSWAA SOCIAL WORK WELLNESS RETREAT

LOCATION: SNOWBIRD RESORT, SALT LAKE CITY, UTAH

PURPOSE: PROFESSIONAL DEVELOPMENT

ANTICIPATED COSTS:

TRANSPORTATION: \$600.00 (COMMERCIAL AIRFARE)

LODGING: \$500.00

MEALS: \$150.00

OTHER EXPENSES: _____

CONFERENCE REGISTRATION FEE: \$280.00

SUBSTITUTES: N/A

TOTAL: \$1530.00

AMOUNT OF GRANT FUNDS REQUESTED: N/A - Local funding 10E000 1212 3120 01 134212

PROGRAM DIRECTOR/SUPERVISOR: Matthew B. Taylor, EdS 3/11/24

DIRECTOR OF SPECIAL EDUCATION: Jimmy Gennel 3/12/24

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



SSWAA Wellness Retreat

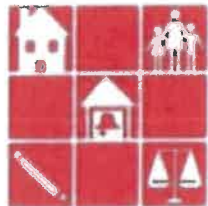
June 18, 2024 5:00 PM - June 20, 2024 12:30 PM (MDT ((GMT-07:00) Mountain Time))

Description

Welcome, to Snowbird Utah!

Embark on a transformative journey of self-care at SSWAA's inaugural School Social Work Wellness Retreat, taking place from June 18 to 20, 2024, at the picturesque Snowbird Resort in Salt Lake City, Utah. Nestled in the breathtaking mountains, this retreat is designed to help you unwind, recharge, and prevent burnout. Immerse yourself in a perfect blend of rejuvenating Continuing Education sessions, relaxation, and pure FUN!

Don't miss this unique opportunity to prioritize your well-being and connect with fellow school social work professionals in the heart of Utah's stunning landscapes.



**School Social Work
Association of America**

If you are a New York School Social Worker, you will not be able to receive CEs for this event.

School Social Work Association of America SSWAA, #1789, is approved to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved as ACE providers. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit.

[Privacy](#) - [Terms](#)

School Social Work Association of America SSWAA maintains responsibility for this course. ACE provider approval period: 07/27/2023 – 07/27/2026. Social workers participating in this conference will receive up to 8 continuing education credits.

Time

Visit our Retreat site to view the general agenda.

Location

Snowbird Resort

For information on hotel reservations, please visit our Retreat Site.

Pricing

2024 SSWAA Wellness Retreat Rates Discounted Inaugural Rates

Member Rate (Basic/Full/Premiere)	\$220
Non-Member Rate (includes one year Basic Membership)	\$280

Please note:

****If you plan to use a Purchase Order.**

*If registering with a Purchase Order, please plan in advance so that check payment is received promptly. Purchase Orders will not be accepted within 30 days of the event since this does not allow enough time for the Purchase Order to be fulfilled. Purchase Order payments not received by Friday, May 31st **must be paid on site**, or a late fee will apply and entry may be denied. *Please see Purchase Order Terms and Conditions for complete details.*

(https://www.sswaa.org/_files/ugd/426a18_c6b07ebd69614b3aa1949b339fe3bc80.pdf)

Pre-Registration will end two weeks before the conference in order to allow for proper space and meal planning. Attendees wishing to register after June 4th (9pm EST) will need to do so *On-Site* (if space allows).

Member Discounts: to be able to access your membership discount during registration **Please input your email address associated with your membership to see discounts applied.**

Meal counts are due to the hotel in advance of the conference and minimal adjustments can be made to meal counts. For this reason, the Late/On-Site Rate does not guarantee meals.

(https://www.sswaa.org/_files/ugd/426a18_c6b07ebd69614b3aa1949b339fe3bc80.pdf)

****Please see our Policy Handbook.**

(https://www.sswaa.org/_files/ugd/426a18_c6b07ebd69614b3aa1949b339fe3bc80.pdf) Registration for this event is an agreement to all conference policies and procedures.

School Social Work Association of America

Wellness Retreat

Session Descriptions



General Session 1

Nurturing the Nurturer: Trauma, Vicarious Trauma, Burnout, & The School Social Worker

Presenter: *Dr. J.R. Bullard-Batiste, DSW, LCSW-BACS*

School mental health professionals are tasked to serve as the school-to-home liaison. Unique hazards of the workplace for mental health professionals include Burnout and Vicarious Trauma. The pandemic highlighted the already strained mental health professional workforce in ways that specifically need to be addressed with concerted efforts to improve the well-being of mental health providers. Participants will look at "The Costs of Caring" an idea first introduced by Figley (1982) to examine how school social workers can continue to ethically practice their work on a daily basis. This presentation will focus on workforce retention, ethical practice, and strategies to best support the individuals and families they serve via provided tools, discussion, advocacy, and intentional ways to utilize wellness as a major tool of our practice.

General Session 2

Extinguishing Burn Out

Presenter: *Tynisha Jointer, LCSW, M Ed.*

Join us for an explosive hour of tips, strategies and best practice to avoid burnout. Self care is not selfish but in a helping profession we can easily put the needs of others (students, teachers, admins, family) over our personal needs. In this session we will explore the 7 domains for self care and create I statements to effectively communicate your needs.

Breakout A1

A Responsibility to Renew: Regulation and Restoration Through Mindfulness and Yoga

Presenter: *Emily Fleming, M Ed.*

The NASW Ethical Principles (as outlined in the Code of Ethics), states social workers should "behave in a trustworthy manner." This includes a provision stating that "social workers should take measures to care for themselves professionally and personally." As a school social worker, caring for yourself is a responsibility, not just an afterthought or an add-on. In this session, participants will recognize how ethical practices can include regulation and co-regulation strategies such as yoga, mindfulness, and meditation. Participants will demonstrate how these ethical practices can be used as tools to support their restoration and self-regulation, to promote enhanced wellness, mitigating burnout and compassion fatigue in all areas of their lives. Participants will discover various yoga and mindfulness strategies, and identify how they might use them to support their own well-being and in their work with students through co-regulation.



Breakout A2

Part 1: Developing Cultural Inclusivity in Play Therapy with Black Children

Presenter: *Dr. April Duncan, DSW, LCSW, RPT-S*

The recent racial justice movement has further highlighted the need for play therapists' to recognize the unique needs of Black children. A core ethical component for a play therapist is to display cultural inclusivity in their work with marginalized communities. But what exactly does that mean? This training will challenge the play therapist to evaluate the way they treat and view the behaviors of Black children in and out of the playroom. Additionally, attendees will learn how to apply important cultural factors when engaging Black children in individual, family and group play therapy.

Breakout B1

Encountering our Shadow Selves.... Locating yourself on the Compass

Presenter: *Diana Rarich, MSW, LCSW and Sonja Ford, LCSW*

Consider equity through the lens of Glenn Singleton's Courageous Conversations Compass, and investigating our shadow selves as it impacts and shows up in our work with colleagues and students. This session will be a chance to engage in meaningful reflection and journaling, as well as conversation about how to negotiate some of these challenging scenarios.

Breakout B2

Part 2: Effective Play Therapy Assessment & Diagnosis with Black Children

Presenter: *Dr. April Duncan, DSW, LCSW, RPT-S*

When working with Black children, clinicians often overlook race-based stressors which may result in incorrect diagnoses and ineffective treatment. Therefore, it is imperative that play therapists develop this lens when treating Black children, including culturally appropriate screening tools, understanding important cultural factors, collaborations with caregivers, and prioritizing the therapeutic relationship. This workshop will explore the use of play therapy as an assessment tool for effectively assessing and treating the mental health needs of Black children. Participants will also discuss the use of play therapy in parent consultations and family play therapy to also build bridges with caregivers to aid in more effective treatment.

General Session 3

What science is teaching us about happiness. The Power of a Positive Psychology Theoretical Framework in School Social Work Assessment and Intervention.

Presenter: *Vicki Robinson, LCSW*

There has never been a time when it has been so challenging to be a kid and thus never a more challenging time to teach and influence children in effective ways. Simply stated, everyone we meet wants to be a little happier than they are. When diseases of despair are ever increasing nationwide, we need to understand the science behind happiness. As social scientists, we have access to compelling research which explains which character traits, beliefs, and habits work to increase happiness and well-being and the why behind their effectiveness. This knowledge has come about because of modern technologies that help us view the pathways of the brain along with better evidence-based research methods and practices. Knowing and then teaching these keys principles by breaking them down into simple and organized components will not only foster hope in others but increase our own capacities for joy, hope, job satisfaction, and overall well-being.

General Session 4

Sustainable Self-Care: Strategies for Bringing Integrity and Consistency Into Your Self-Care Practice

Presenter: *Emily Fleming, M Ed.*

One of the key values listed in the Ethical Principles of the NASW's Code of Ethics is "integrity". Additionally, the preamble to the code of ethics states, "Professional demands, challenging workplace climates, and exposure to trauma warrant that social workers maintain personal and professional health, safety, and integrity." Self-care is easy to practice when we feel stressed or overwhelmed, but can often fall by the wayside when life feels less stressful. In fact, a study published in the Fall 2018 edition of *Advances in Social Work* found that of the social workers served in the study "engage only moderately in professional and personal self-care." (Miller et al., 2018) In this session, participants will analyze how their own wellness impacts the work they do with others and how it compares to the guidance from the NASW Code of Ethics. Through experiential tasks, participants will explore ways to promote their own self-care to better understand how to translate self-care to their clients through guided journaling, group discussions, and exploration of simple tips and practices. Both consistency and sustainability will be discussed in relation to social work ethics.

Breakout C1

Time for a Reboot: Nature as Healing Practice

Presenter: *Jamie Lynn Langley, LCSW*

"Everybody needs beauty as well as bread, places to play in and pray in, where nature may heal and give strength to body and soul." John Muir (1912)
Muir expressed above what many have described as the "healing balm" that nature provides. In recent years, the research has become full of all the wondrous impacts of nature for our health and wellness: physically, mentally, and emotionally. These healing benefits can be utilized by school social workers by integrating nature with services provided. In this one-hour presentation, Jamie will introduce concepts for including nature as part of the healing process, including briefly identifying the theoretical basis (roots) and exploring supporting research (trunk) for incorporating nature as part of social work practice. As time allows, Jamie will also describe some nature-based activities (branches) that can be utilized for diverse ages to improve emotional wellness for those we work with as well as ourselves. "

Breakout C2

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Presenter: *Tynisha Jointer, LCSW, M Ed.*

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General Session 5

Rising Strong and Wholehearted Living

Presenter: *Diana Rarich, MSW, LCSW*

Moving through the rumbling, to the reckoning into the revolution is a constant journey for school social workers. We are often in the arena for our students or within systems that want to write stories of defeat. In this session we will discuss strategies for rewriting brave new endings and join this conversation about how to rewrite our stories, in curiosity and with clarity of our values. Session will be led by Certified Daring Way Facilitator Diana Rarich.



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

NAME OF TRAVELER: Alicia Belgio

NAME OF COOP/DIST: SASED

RCDT #: 190228030606001 (Southeast)

POSITION: Behavior Management Specialist/SW

DATES OF TRAVEL: 6/18/2024 - 6/20/2024

FUNDING SOURCE: PART B FT _____ PART B PS _____

LOCAL FUNDS: 10E000 1212 3120 01 134204

GRANT RECIPIENT: N/A

NAME OF CONFERENCE: SSWAA SOCIAL WORK WELLNESS RETREAT

LOCATION: SNOWBIRD RESORT, SALT LAKE CITY, UTAH

PURPOSE: PROFESSIONAL DEVELOPMENT

ANTICIPATED COSTS:

TRANSPORTATION: \$600.00 (COMMERCIAL AIRFARE)

LODGING: \$500.00

MEALS: \$150.00

OTHER EXPENSES: _____

CONFERENCE REGISTRATION FEE: \$280.00

SUBSTITUTES: N/A

TOTAL: \$1530.00

AMOUNT OF GRANT FUNDS REQUESTED: N/A - Local funding 10E000 1212 3120 01 134204

PROGRAM DIRECTOR/SUPERVISOR: Matthew B. Taylor, EdS 3/11/24

DIRECTOR OF SPECIAL EDUCATION: Janey Greenlee 3/12/24

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SSWAA Wellness Retreat

June 18, 2024 5:00 PM - June 20, 2024 12:30 PM (MDT
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landscapes

See More ...

Congratulations! Your registration is complete!

Attendees

Thank you for registering for SSWAA's very first Wellness Retreat!

You have now been registered for the 2024 SSWAA Wellness Retreat. You will receive a confirmation email from SSWAA Staff when you have been uploaded to the Conference App. Once uploaded in the Conference App, you will be able to select your breakout sessions and track your CEs at the event. The Conference App will be opened later in Spring 2024.

**Keep an eye out, we will be sending additional information and announcements to the email provided during registration. Be sure to mark us as a safe sender!

**Please see our Policy Handbook.

(https://www.sswaa.org/_files/ugd/426a18_c6b07ebd69614b3aa1949b339fe3bc80.pdf)Registration for this event is an agreement to all event policies and procedures.

Attendee Name	Registration Type	Status	Total
Alicia Belgio	Non-Member Wellness Retreat	Registered	\$280.00

Total: \$280.00

School Social Work Association of America



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LEASE

1. **PARTIES:** The parties to this Lease are the Board of Education **CENTER CASS SCHOOL DISTRICT #66, 699 Plainfield Road, Downers Grove, DuPage County, Illinois**, having its principal offices at, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"), collectively referred to herein as the "Parties." The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

2. **PREMISES:** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described premises:

Lakeview Junior High School: 701 Plainfield Road, Downers Grove, Illinois

including all furnishings and ordinary school equipment present in said classrooms as of the effective date of this Lease. Lessor shall make available when needed by Lessee on a non-exclusive basis, Lessor's programs, areas and facilities of common benefit (e.g., the gymnasium, playgrounds, parking areas, restrooms etc.). If a situation arises in which Lessor anticipates that Lessee's use of facilities of common benefit will substantially disrupt or conflict with Lessor's use, Lessor will confer with Lessee in advance to make mutually agreeable alternative arrangements.

3. **TERM:** This lease shall be for the term of ESY, Summer 2024, encompassing the below dates.:
 - a. Staff Orientation June 27 and June 28 from 8:00 a.m. - 3:15 p.m.
 - b. Staff: 8:00 a.m. - 12:30 p.m., Students 8:15 a.m. - 12:15 p.m.
 - July 1 through July 25 (Monday-Thursday)
 - no instruction on 4th of July
 - c. ESY administrators would have use of the building July 26, July 29 and July 30, 2024 for "close-out" tasks.
4. **RENT AND RELATED COSTS:** Lessee agrees to pay Lessor rent as determined by the SASED Board of Directors. For the summer of 2024, it is hereby agreed that the rent amount is \$17,000.00 for the use of Lakeview Junior High School.
5. **PAYMENT OF RENT:** Lessee agrees to pay rent in one lump sum on or before September 1, 2024, to the administrative center of Lessor as stated above or at such other address as Lessor may designate.
6. **REGULATION OF STUDENTS AND CLASSROOMS:** Lessee shall adhere to all of Lessor's policies and procedures and applicable law during the pendency of this Lease and during any consecutive school year terms (if renewed). In addition, Lessor shall adhere to all applicable laws during the pendency of this lease and during any consecutive school terms (if renewed). Lessor shall have the right to establish additional, reasonable rules and regulations governing Lessee's use of the premises, including, but not limited to:

- a. The conduct of Lessee, its agents, employees, students, or persons entering on or on Lessor's premises, including that which is leased.
 - b. Lessee's reasonable use of the classroom
7. **ASSIGNMENT SUBLETTING:** Lessee shall neither sublet the premises or any part thereof nor assign this Lease or permit by any act or default any transfer of Lessee's interest by operation of law, or offer the premises or any part thereof for lease or sublease, nor permit the use thereof for lease or sublease, nor permit the use thereof for any purpose other than as above mentioned, without in each case, the written consent of Lessor.
8. **SURRENDER OF PREMISES:** Lessee shall quit and surrender the premises and the school equipment provided by Lessor at the end of the term, with all keys thereto. Lessee shall not make any alterations in the premises without the written consent of Lessor; and all alterations which may be made by either party thereto upon the premises, except movable furniture, fixtures, shelves and bulletin boards put in at the expense of Lessee, shall be the property of Lessor, and shall remain upon and be surrendered with the premises as a part thereof at the termination of this Lease.
9. **NO WASTE OR MISUSE:** Lessee will use the building utilities in a reasonable manner. Lessee will pay all costs and/or damage to Lessor's premises caused by waste or misuse of facilities. Further, Lessee will reimburse Lessor, or bear its own cost for, repairs and/or damages to any of Lessor's property caused by Lessee or Lessee's members, volunteers, employees, students, and agents.
10. **TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING:** At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If Lessee defaults by failing to pay rent, or any part thereof, or by breaching any of the covenants herein, it shall be lawful for the Lessor to immediately send notice of such failure or breach to Lessee. Within 30 calendar days of the date on which such notice was sent by Lessor, Lessee shall have the right to cure such failure and/or breach. However, if Lessee fails to cure said failure or breach within 30 calendar days of the date on which such notice was sent by Lessor, the Lease will immediately terminate. In the event of such termination, Lessee will remain responsible for rent attributable to the period prior to termination. If Lessor believes that it is entitled to additional damages due to Lessee's breach and the termination, the following procedures will apply: Lessor will provide Lessee with written notice of the alleged damages. Within 14 days after the notice is received, Lessor and Lessee will convene a meeting to confer in good faith and attempt to reach agreement regarding the dispute. Participants in the meeting will include representatives with decision-making authority for each Party. In the event that the Parties are unable to reach a resolution at the meeting, Lessor may inform Lessee in writing that Lessor reasonably believes that the differences between the Parties are not likely to be resolved through further negotiations. In that event, the Parties may agree to submit the dispute to mediation or arbitration.
11. **PROPERTY INSURANCE, UTILITY SERVICE, REPAIRS AND REPLACEMENT:** Lessor assumes full responsibility for providing at its expense adequate insurance to protect the classrooms, including the contents thereof owned by Lessor; from fire, lightning, vandalism, water damage or other perils. Lessee assumes full responsibility for providing at its expense adequate insurance to protect its property within said classrooms. Lessor, at its own cost and expense, shall keep the air-conditioning, heating, electrical, plumbing and all other mechanical equipment in good repair, condition and working order

and shall furnish any and all said parts, mechanisms and devices required thereof. Any major repairs or replacements to said mechanical equipment, to the roof, exterior walls and structural portions of the building, shall be made by the Lessor. Lessee shall, at the expiration of the term of the Lease return the leased premises to Lessor in the same condition as received by Lessee at the commencement of the term of this Lease, ordinary wear and tear and acts of God excepted. Any repairs or replacements made necessary by the damage, waste, or misuse of the premises by Lessee, its agents, employees, volunteers, or students, shall be made promptly by the Lessee, at its own expense and in a manner to prevent liens from attaching as a result thereof.

- 12. LIABILITY INSURANCE AND INDEMNIFICATION:** Lessor shall maintain adequate Liability insurance to insure against claims for bodily injury including Sexual Misconduct and property damage resulting from the use of the Lessor's premises. Said Liability insurance shall name SASSED, its Board, Board members, employees, agents, and successors as an additional insured on a primary noncontributory basis. In addition, Lessee shall purchase General Liability coverage with a \$1,000,000 per occurrence limit, \$2,000,000 General Aggregate and \$500,000 Damage to Rented Premises Each Occurrence limit. Said General Liability coverage should name the Lessor and its members, agents, and employees as additional insureds on a primary and noncontributory basis to insure against any claim or claims brought by any party or parties against Lessor for bodily injury, including Sexual Misconduct, resulting from acts occasioned by any negligence or recklessness or willful conduct of Lessee, its agents, employees, students, or other persons on Lessor's premises, including that leased to Lessee, for Lessee's purposes. Certificates of Insurance for both Lessee or Lessor shall be on file at SASSED offices and Lessor's offices. All insurance required of Lessee pursuant to this Lease must not be canceled or altered unless the insureds are given at least 30 calendar days' prior written notice of such cancellation or alteration.

Each party to this Lease agrees to indemnify, defend and hold harmless the other party and its Board(s), Board members, employees, volunteers and agents, against and from any and all liabilities, damages, claims, demands, judgements, causes of action, costs, expense (including reasonable attorneys' fees), and losses (collectively "Loss") arising directly or indirectly in connection with or as a result of this Lease, but only to the extent the Loss is caused solely by a negligent act or omission of the indemnifying party or its Board, Board members, employees, volunteers, agents, and students.

- 13. SUCCESSORS:** This Lease shall be binding upon, apply and insure to the benefit of Lessor and Lessee and their respective successors and assignees.
- 14. SERVICE/USAGE NEEDS for ESY 2024:** The rental fees paid to the Lessor shall be based upon the usage needs of the Lessee. The usage need is description as follows:
The usage indicates that the SASSED staff and students are an integral part of the building. SASSED staff have access to regular classroom or equivalent space general, general supplies, copy machines, etc. as do all other staff. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASSED faculty and students. However, Lessor makes no guarantee that its provision of internet access will be uninterrupted and will not be responsible for any interruptions in internet service. Additionally the usage needs are including use of utilities, garbage, snow removal and lawn cutting, plus janitorial service, supplies and general maintenance. Lessor will provide access to Lessor's technology staff to allow for SASSED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessee and Lessee's employees, agents, volunteers,

and students shall be responsible for adhering to Lessor's policies and procedures governing acceptable use of technology and acceptable conduct when accessing Lessor's network. Lessor will not be required to provide technology equipment or troubleshoot technology issues directly related to hardware or software used by SASSED. However, the Lessor's technology staff will be available to assist in resolving network problems that are the result of Lessor's acts or omissions. This assistance shall be communicated to and coordinated with SASSED technology staff except in cases of emergency. Lessee is solely responsible for its own students and staff during the pendency of this Lease.

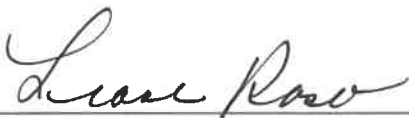
- 15. CHOICE OF LAW/VENUE:** This Lease shall be interpreted in accordance with Illinois law, without regard to any conflict of law principles. Both Parties agree that venue for any dispute arising under this Lease is proper in a court of law in the Circuit Courts of DuPage County, Illinois or, if applicable, the United States District Court for the Northern District of Illinois.
- 16. AUTHORITY:** Each Party's signatory to this Lease represents and warrants that it has the legal authority to sign this Lease and bind each Party to its obligations.
- 17. NO JOINT VENTURE:** The Parties agree that this Lease does not confer joint venture or employer status on either Party. Accordingly, each Party is responsible for their own members, employees, agents, volunteers, and students, and shall not be responsible for the other Party's obligations with respect to collective bargaining and other employment matters, as well as student issues.

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers.

THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 66
699 Plainfield Road
Downers Grove, IL 60516

SCHOOL ASSOCIATION FOR SPECIAL
EDUCATION IN DUPAGE (SASED)
2900 Ogden Avenue
Lisle, IL 60532

By:



Its President

By:

SASED Executive Director

ATTEST:



Secretary

ATTEST:

SASED Director of Business Services/CSBO

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY

P-Card Use Agreement

Employee Name: **Enter Employee**

Position Title: Enter Title

Date of Card Issuance:

Credit Limit: **\$1,500**

As an employee of the School Association for Special Education in DuPage County and as an Authorized P-Card user, I understand and agree to the following Agreement made this ____ day of _____, between School Association for Special Education in DuPage County (hereinafter "SASED") and **Employee Name** (hereinafter the "Authorized User").

I have been entrusted with a procurement credit card ("p-Card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of SASED; and agree to abide by the terms and conditions of the p-card as set forth herein and as set forth in SASED policies, Administrative Regulations, and Procedures (including the Cardholder Manual). The designation as an Authorized User is assigned based on current job responsibilities and may be revoked or revised if job responsibilities change, as identified by my direct supervisor.

1. This p-Card may only be used to pay certain job-related expenses or to make purchases on behalf of SASED or authorized student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Authorized User shall not use the p-Card for the purchase of any goods or service that is not authorized by the terms of this Agreement.
3. Use of this card will be limited as set forth by SASED Policy, Administrative Regulations, Procedures (including as set forth in the Cardholder Manual), and direct supervisory oversight. Limits may include but not be limited to approved merchants, daily or monthly expense limits, per transaction amounts, and type of transaction (such as Internet, telephone, or fax transactions).
4. This p-Card may not be used to make a purchase in a manner contrary to State law, including but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any SASED policy.

5. The Authorized User hereby agrees to immediately return the p-Card upon request.
6. **The Authorized User shall submit original detailed receipts** and such other reasonable documentation of goods or services purchased as requested by the Director of Business Services.
7. The Authorized User shall promptly review monthly p-Card transaction statements for accuracy and shall within five (5) days of receipt of the statement notify the Director of Business Services or designee of any errors, omissions, or discrepancies in the statement.
8. The Authorized User shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the Card by phone at (800) 361-3361. The Authorized User shall also immediately notify the Director of Business Services or designee of possible loss, theft, or unauthorized use of the Card.
9. The Authorized User shall immediately indemnify SASED for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys' fees and expenses) incurred by SASED as a result of any improper or unauthorized expenditures by the Authorized User.
10. Consequences for unauthorized purchases include, but are not limited to, reimbursing SASED for the purchase amount, loss of cardholding privileges, and discipline up to and including discharge.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

EMPLOYEE

SASED

Signature

Signature, Director of Business Services

Date

Date



Forensic Analytical Consulting Services
CELEBRATING 35 YEARS OF EXCELLENCE 1988-2023

January 17, 2024

TO SASED Region Alternative Program (SASED)
Lawrence McCarthy, Maintenance Manager
6S331 Cornwall Road
Naperville, IL, 60540

mccarthy@sased.org
Phone: 630-778-4500 x8125

FROM Rodolfo Moreno, Project Manager
Forensic Analytical Consulting Services, Inc.
3020 Woodcreek Drive – Suite F
Downers Grove, Illinois 60515

rodolfo.moreno@facs.com
Phone: 630-423-6892

RE **Proposal for Environmental Consulting Services - AHERA Management Plan and Initial Building Inspection - SASED Region Alternative Program - 2900 Ogden Ave., Lisle, IL (FACS PJ80118)**

Forensic Analytical Consulting Services, Inc. ("FACS") is pleased to present this proposal to provide environmental health consulting services to the SASED Region Alternative Program ("Client") for the leased location at 2900 Ogden Avenue, in Lisle, Illinois.

Client Objectives

Based on our documentation and knowledge of the site and building, the following summarizes our understanding of your objectives:

- To seek a trusted environmental expert, as a partner, to protect public health and reduce risk and liability.
- Conduct an Initial AHERA Building Inspection. The SASED leased building will treat identified undamaged suspected asbestos-containing materials as assumed to contain asbestos. Further confirmatory testing will have to be conducted before building renovation or demolition.
- Provide an AHERA Management Plan for the SASED building in accordance with Rules and Regulations for IDPH - 77 Ill. Adm. Code 855, Section 310 & 325, and Rules and Regulations for AHERA - 40 CFR Part 763.

Subject to the attached Fee Schedule (Attachment A), General Terms and Conditions (Attachment B), and the other provisions of this proposal, FACS will provide the following services (together referred to as the "Project"):

1. **Conduct a site inspection.**

- a. Conduct an AHERA Initial Asbestos Building Inspection in accordance with AHERA and IDPH Rules and Regulations.
- b. Site inspections can be performed during non-school hours to minimize the impact on staff and students.
- c. The inspection will be completed in a single site visit to the facility.

2. **Perform environmental sampling.**

- a. If damaged suspected asbestos-containing material is found, an estimated allowance of three (3) representative samples of that material is included in this proposal. This estimate covers up to five

(5) suspect materials/systems, resulting in a total of up to fifteen (15) bulk samples. This is for confirmation purposes, verification, and categorization of each identified asbestos containing building material (ACBM).

- b. If no suspect damaged asbestos material is found, the collection and analysis of material samples are not within the current scope of this initial asbestos building inspection.
- c. All suspect non-damaged ACBM will be assumed asbestos-containing material.

3. Analysis and report generation.

- a. Analysis of bulk material shall be conducted by an NVLAP-accredited laboratory, SGS Forensic Laboratories, in accordance with AHERA Regulations.
- b. An Initial Asbestos Inspection Report will be prepared in accordance with AHERA and IDPH Rules and Regulations.
- c. If Asbestos-Containing Building Materials (ACBM) are confirmed or assumed to be present, an Asbestos Management Plan will also be prepared in accordance with AHERA and IDPH Rules and Regulations.

4. Quality Assurance/Quality Control.

- a. FACS provides Quality Assurance and Quality Control (QA/QC) during the Timeframe of the Project. FACS strives to deliver accurate and contextually appropriate technical data, which is limited in scope and context in accordance with the Limitations section, below. FACS's leading subject matter experts develop FACS's QA/QC programs. Technical oversight, including review of the Scope of Work and work product, is provided by team members who have the requisite subject matter experience in FACS's QA/QC program.

5. Additional items.

- a. FACS will engage in communication, coordination and research activities as required in order to complete the above scope of work.
- b. Conditions may arise that significantly change the scope of work during the course of the Project. The cost of any changes to the scope of work will be priced individually and agreed to by FACS and Client before additional work is performed. The additional amount will be added to the original Project cost.
- c. If building components are damaged by FACS during collection of samples and/or destructive testing, FACS will make repairs necessary only to re-stabilize the impacted areas. FACS is not responsible for returning the impacted area to its pre-sample condition and FACS does not warranty any repairs made. The client is responsible for returning the building to its pre-testing condition and/or maintaining any existing finishes or warranties.
- d. FACS reserves the right to invoice on a monthly basis for projects that will exceed 30 days in length.

Timeframe

Upon receipt of this signed proposal and authorization to proceed, services for this project will be scheduled and performed at the earliest opportunity.

Cost

The Project, as defined by the Scope of Work, will be charged on a time and materials basis according to the attached Fee Schedule (Attachment A). **Total cost is estimated to be \$7,170.**

Assumptions

The proposed Scope of Work and the associated Cost, as set forth above, were prepared in accordance with the following assumptions:

- Client will provide FACS, at least three business days prior to FACS providing any Project work on the Client site, legal right of entry to conduct the scope of work.
- Client will notify FACS, prior to mobilization, of any restrictions, special site access requirements, or known potentially hazardous conditions at the site (e.g., hazardous materials or processes, specialized protective equipment requirements, unsound structural conditions, etc.).
- Agency and/or Union meetings are not included as part of the scope of services discussed in this proposal.
- Design development, bidding services or construction support are not included as part of the scope of services discussed in this proposal.

Limitations

The proposed Scope of Work is limited by the conditions and practices observed by FACS in preparation of the Proposal, if any, and information made available by Client to FACS. The methods, conclusions, and recommendations provided are based on judgment, experience, and the standard of practice for professional environmental health consulting services. They are subject to the limitations and variability inherent in the methodology employed. As with all environmental investigations, this investigation is limited to the defined scope and does not purport to set forth all hazards, nor indicate that other hazards do not exist.

This proposal is valid for a period of 60 days from the date of the proposal.

Please contact me if you have any questions regarding the information provided. If this proposal is acceptable, please sign your acceptance below and return it to our office by email (see above). Upon signing and return to our office, this Proposal, in conjunction with the Fee Schedule and Terms and Conditions, attached as Attachment A and Attachment B, shall become a binding agreement between FACS and Client.

Thank you again for your time and consideration.

Respectfully,
FORENSIC ANALYTICAL CONSULTING SERVICES, INC.

By: _____

Name: Rodolfo Moreno

Title: Project Manager

Attachment A: Fee Schedule

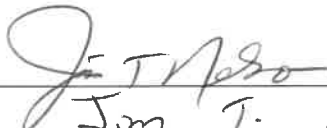
Attachment B: General Terms and Conditions

ACCEPTANCE

Proposal for Environmental Consulting Services - AHERA Management Plan and Initial Building Inspection - SASED Region Alternative Program - 2900 Ogden Ave, Lisle, IL (FACS PJ80118)

The terms and conditions set forth in the above proposal, Fee Schedule (Attachment A) and General Terms and Conditions (Attachment B) are hereby accepted.

SASED Region Alternative Program (SASED)

By: 
Name: Jim T. Nelson
Title: Exec. Director
Date: March 20, 2024
Purchase/
Work Order #: _____

Attachment A

FEE SCHEDULE

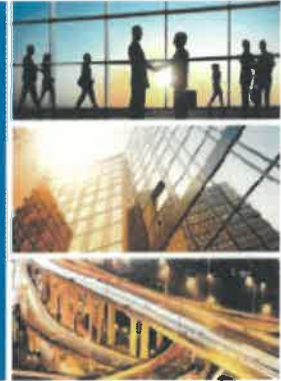
LABOR RATES

DESIGNATION	HOURLY RATE
Senior CIH	\$300
CIH/Principal Scientist	\$275
Senior Project Manager	\$205
Project Manager	\$170
Project Specialist	\$135
Senior Technician	\$130
Technician	\$120
Project Coordinator	\$115
Administrative Support	\$105

Right People.

Right Perspective.

Right Now.



LABORATORY ANALYTICAL RATES (PER SAMPLE)

ANALYSIS*	TURNAROUND TIME**					
MICROBIOLOGY	Same Day	1 Day	2 Days	3 Days	4 Days	5 Days
Non-Viable Air	\$100	\$75	\$50	\$50		
Non-Viable Bulk	\$105	\$90	\$60	\$60		
ASBESTOS	Same Day	1 Day	2 Days	3 Days	4 Days	5 Days
PCM (air)	\$20	\$18	\$16	\$14	\$13	\$12
TEM (air)	\$300	\$225	\$200	\$175	\$150	\$125
PLM ≤ 3 LAYERS (bulk)	\$32	\$20	\$17	\$16	\$15	\$14
PLM > 3 LAYERS (bulk)	\$64	\$40	\$34	\$32	\$30	\$28
METALS	Same Day	1 Day	2 Days	3 Days	4 Days	5 Days
Lead – Atomic Absorption	\$50	\$41	\$33	\$30	\$25	\$20

*Listed analyses and pricing are not exhaustive, but are representative of our most requested items

**Turnaround time = total business days to receive results after sample receipt at laboratory

MISCELLANEOUS

Mileage:	Cost plus 15%	Deposition/Testimony:	Labor Rate x 1.5
Reimbursables:	Cost plus 15%	Emergency Response:	Labor Rate x 2
Equipment and Consumables:	Cost plus 15%	Overtime:	Labor Rate x 1.5
Off-Hours Lab Opening Fee:	\$400		

2024 Chicago Fee Schedule

Please contact us for a complete list of services.

Attachment B

GENERAL TERMS AND CONDITIONS

ALL ORDERS FOR SERVICES SET FORTH IN FORENSIC ANALYTICAL CONSULTING SERVICES, INC'S SCOPE OF WORK (THE "SERVICES") SHALL BE COVERED BY THE FOLLOWING EXPRESS TERMS AND CONDITIONS WHICH SHALL CONSTITUTE THE ENTIRE CONTRACT (THE "CONTRACT") BETWEEN FORENSIC ANALYTICAL CONSULTING SERVICES, INC. ("FACS") AND THE CLIENT ("CLIENT").

1. **TERMS AND CONDITIONS.** All terms and conditions relating to the rendering of services by FACS are set forth herein. The Proposal, including its Attachments, (the "Proposal") contains the final and complete agreement between the parties and there are no representations or warranties, expressed or implied, with respect to services, except as specifically set forth herein. No waiver by FACS of any default shall be deemed a waiver of any subsequent default. Failure of FACS to object to provisions contained in any order or other communication from the Client shall not be construed as a waiver of any right or remedy of FACS hereunder, nor an acceptance of any such provisions.
2. **INDEMNIFICATION.** The Client waives any claim against FACS and its directors, officers, employees, and agents, and agrees to defend, indemnify and hold FACS harmless from any claim or liability for injury or loss, including all attorney fees and defense costs, arising or allegedly arising from or in any way connected with FACS' services under this Contract, except where such claim or liability is caused by the gross negligence or willful misconduct of FACS. The Client also agrees to defend, indemnify and hold FACS and its directors, officers, employees, and agents harmless from any claim or liability, injury or loss, including all attorney fees and defense costs, arising in whole or in part from the negligent act or omission, and/or strict liability of the Client or anyone directly or indirectly employed or contracted by the Client. FACS does not guarantee the completion of performance of any contract between Client and other parties, nor is it responsible for those third parties' acts or omissions. FACS does not warranty or guaranty the safety of any place FACS provides its services.
3. **COMPENSATION.** The compensation for services will be billed in accordance with the rates stated in this Proposal. The rates are subject to change upon notification provided by FACS at its sole discretion. Time spent traveling, when in the interest of the Project, as defined herein, will be charged to the Client. Reimbursable expenses will be charged at cost plus 15%.
4. **PAYMENT TERMS.** Payment terms are Net 30 days unless FACS and Client have agreed in writing to different payment terms. FACS may, at any time, suspend performance of any service, withhold written reports, or require payment in cash, security or other adequate assurance satisfactory to FACS when, in FACS' sole opinion, the financial condition of Client or other grounds for insecurity warrant such action. FACS reserves the right to assess late charges on accounts past due at a rate of 18% per annum. Any attorney fees or other costs incurred in collecting any delinquent amount shall be paid by the Client.

For projects that will exceed 30 days in length, FACS reserves the right to invoice on a monthly basis.

5. **TAXES.** All sales taxes or use taxes, whether now existing or hereinafter imposed or modified, or taxes or duties of any nature whatsoever which may be assessed, shall be paid by the Client. In the event FACS is required to pay any such tax, the Client shall reimburse FACS upon demand. In lieu of such payment, the Client shall provide FACS with exemption certificates or other documents acceptable to taxing or customs authorities upon execution of this Proposal.
6. **CREDIT.** This Proposal is provided and accepted subject to FACS' approval of the Client's credit, determinable at any time and from time to time by FACS in its sole judgment, affecting the whole or any unfulfilled portion of this contract.
7. **LEGAL ENFORCEMENT OF GENERAL CONDITIONS.** If any portion of this Contract is found to be unenforceable, the remaining portions of the Contract shall remain in full force and effect.
8. **MODIFICATION OF AGREEMENT.** The foregoing conditions may be modified only by written agreement and signed by a duly authorized representative of FACS and the Client.

E-RATE SERVICE AGREEMENT

This E-rate Service Agreement (“Agreement”) is effective July 1st, 2024 (“Effective Date”) for a Term of 5 (five) years, and is by and between Net56, Inc. (“Net56”), SPIN # 143025679, located at 21805 W Field Pkwy, Ste 125, Deer Park, IL 60010, and School Association for Special Education in DuPage County (SASED) (“Customer”), located at 2900 Ogden Avenue, Lisle, IL 60532.

Customer hereby agrees to purchase the services identified below under the federal E-rate program (“Services”) at the rates set forth below, subject to the attached Terms and Conditions, which are a part of this Agreement. Customer is applying to the Universal Service Administrative Company (“USAC”) for E-Rate funding for the Services.

Selection of Services:

Category 1 E-Rate Eligible Service	Terminating Location	Qty	Recurring Monthly Total / Approx. Net Cost with 80% E-Rate Discount* (as indicated on the 471)	One-Time Set-up Fee / Approx. Net Cost with 80% E-Rate Discount* (as indicated on the 471)
High Availability Internet Access w/ Firewall as a Service - 2 Gbps	SASED Main Building, 2900 Ogden Avenue, Lisle, IL 60532	1	\$ 9,816.13 / \$ 1,963.23	\$ 9,816.13 / \$ 1,963.23
Data Connection Transport - 2 Gbps	Southeast Alternative School, 6S331 Cornwall Rd, Naperville, IL 60540	1	\$ 212.00 / \$ 42.40	\$ 212.00 / \$ 42.40

** Plus applicable taxes*

Net56, Inc.
21805 W Field Pkwy, Ste 125
Deer Park, IL 60010

School Association for Special Education in
DuPage County (SASED)
2900 Ogden Avenue
Lisle, IL 60532

By: _____

By: _____

Name (printed)

Name (printed)

Title

Title

Date: _____, 2024

Date: _____, 2024

TERMS AND CONDITIONS

1. **E-RATE.** Each year, Customer will timely file a Funding Request Form 471 with USAC to request E-rate funding for the Services in the amount set forth in the Agreement. Customer will notify Net56 prior to filing the Form 471 for a funding year whether Customer has elected to purchase the optional additional services set forth in the Agreement's pricing schedule. Customer is responsible for timely submitting any other documentation or information that is requested by USAC or is otherwise necessary to receive such funding and for and complying with the rules applicable to the E-rate program. In the event that Customer receives inquiries from USAC regarding the Services subsequent to the filing of a Form 471, Customer and Net56 shall work cooperatively to determine an appropriate response. Upon receipt of a Funding Commitment Decision Letter from USAC approving E-Rate Funding, Customer shall submit a properly completed Form 486 to USAC within 15 calendar days of the date on which such form may properly be submitted to USAC.
2. **SERVICES.** Charges for each service under the Agreement shall begin to accrue as of the Effective Date for each service that was provisioned prior to the Effective Date, or on the "Go Live Date" for new services. The "Go Live Date" is the date on which Net56 advises Customer that the Service is available for use, unless Customer within three business days provides written notice to Net56 of material deficiencies in such Service, in which case the Go Live Date shall be the date on which Net56 reasonably determines that the Service is fully functional and ready for use.
3. **PAYMENTS.** in consideration of the Services performed by Net56, Customer shall pay Net56 the One-Time Set-Up Fees and the Total Recurring Monthly Fees set forth in the Agreement plus all applicable taxes and surcharges that Net56 is permitted to charge under applicable laws, regulations, or tariffs within 30 days of receipt of the invoice.
4. **WARRANTIES.** Net56 and Customer will comply with all applicable law and USAC requirements in the procurement, delivery, installation, invoicing and all other transactions associated with provision of the Services. Customer warrants that it owns all right, title, and interest in and to any programs, systems, data, or materials furnished to Net56 hereunder. Net56 warrants that the Services shall be provided in a workmanlike, professional and lawful manner by qualified personnel. Customer agrees that except as set forth in the foregoing, the Services are provided on an "as is" or "as available" basis and that Net56 does not warrant that the service will be without failure, delay, interruption, error, degradation of quality or loss of content, data or information, and specifically disclaims any and all express or implied warranties as to any services, including without limitation any implied warranties of merchantability, fitness for a particular purpose, or title or noninfringement of third party rights. Customer shall Customer, at no cost to Net56, shall (1) secure any easements, leases or other agreements necessary to allow Net56 to use existing pathways into and in each building to the demarcation point for each Service, (2) provide adequate environmentally controlled space and electricity required for installation, operation, and maintenance of the Service; and (3) permit reasonable timely access Customer's premises for purposes of installation and maintenance.
5. **CONFIDENTIALITY.** Confidential Information means any tangible or intangible non-public information or material that is proprietary to either party or designated as Confidential Information. A receiving party may only disclose Confidential Information to employees or consultants as are necessary to perform the limited purpose for which the Confidential Information was provided, or as required by law, or to enforce or defend an action between the parties. Each party shall take reasonable security precautions to prevent unauthorized disclosure of any Confidential Information. All confidentiality obligations hereunder shall survive change or termination of the parties' business relationship.
6. **USE OF SERVICES AND EQUIPMENT.** Customer agrees that it accepts full responsibility for all use of the Services with or without its permission. The Services may not be used for any unlawful, abusive, or fraudulent purpose. Customer shall defend, indemnify and hold harmless Net56 and its agents and suppliers from and against any claims, liabilities, losses, costs, or damages, (including legal fees and costs) arising out of any user's use or attempted use of Services or any equipment or software associated with such Services. All equipment and materials installed or provided by Net56 including at the Customer premises are and shall always remain the property of Net56 and are integral components of the Services provided by Net56 and will only be used in connection with such Services. Such materials and equipment shall not become a fixture to Customer's premises and must be returned to Net56 at the conclusion of services in the condition in which they were received subject to ordinary wear and tear. Customer agrees that Net56 may use such equipment in any lawful manner, including to support its network or provide service to other customers, and Customer will not sell, lease, assign nor encumber any equipment or materials installed or provided by Net56. Net56 does not provide any option to Customer to purchase any such equipment. Customer agrees not to interfere with other customers' use of the Net56 services or equipment, including any Net56 equipment located on Customer's premises. Customer represents and warrants that its internal communications systems, such as a Local Area Network, would continue to function if disconnected from the Net56 network or from any on-premise equipment provided by Net56.
7. **LIMITATION OF LIABILITY.** Neither party will be liable for any delay, failure in performance, loss or damage due to fire, explosion, power blackout, cable cuts by third parties, flood, weather, strike, embargo, labor dispute, war, act of God, act or omission of carriers or suppliers, act of regulatory or governmental agencies, or other causes beyond their reasonable control, except

that Customer must pay for any Services provided. The liability of Net56 for damages rising out of the furnishing of the Services, including for any service failure, shall be limited to a repair of the Service and a pro-rata refund of any prepaid fees for continuous service outages in excess of 24 hours that are not caused by Customer or conditions on Customer's premises. Net56 shall not be liable for any incidental, indirect, punitive, special or consequential damages, including loss of use, revenue, profits or goodwill. Net56 shall not be liable for any unauthorized access by third parties or access gained by malicious, hostile, or intrusive software. Net56 shall not be liable for any USAC demand for return of funds unless the cause is a Net56 error.

8. **TERMINATION AND DEFAULT.** A Substantial Default shall be deemed to have occurred if Net56 ceases to provide substantially all of the Services to Customer under the Agreement or a party provides written notice of a material breach of this Agreement which is capable of being cured and such breach remains uncured for thirty (30) days following the date of such notice. In the case of Substantial Default by Net56, Customer may terminate this Agreement without penalty. If Customer otherwise terminates this Agreement before the end of the Term hereunder (which shall require thirty days' advance written notice to Net56), or if Net56 terminates for Customer's Substantial Default, Customer will pay an early termination charge equal to one hundred percent of the balance of charges that would be due under this Agreement.
9. **GENERAL PROVISIONS.** This Agreement will be governed by the laws of the State of Illinois and subject to the jurisdiction of the courts of the State of Illinois. This Agreement is the sole and entire Agreement between the parties relating to the provision of E-rate eligible services to Customer and supersedes all prior understandings, agreements, and documentation relating thereto. Equipment and services not eligible for E-rate funding are provided pursuant to separate agreement(s). This Agreement is subject to ratification by the Customer's Board of Education. All notices which are permitted or required to be given hereunder shall be delivered in writing to the addressee listed in the Agreement by personal delivery, overnight courier, or certified or registered mail.



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

**SASED Board of Directors Meeting
February 21, 2024 - 11:00 AM
SASED Administration Center
2900 Ogden Avenue, Lisle, IL 60532**

OPEN SESSION MINUTES

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

Roll call was taken with the following responding:

Present: District

Keeneyville School District 20
West Chicago Elementary School District 33
Winfield School District 34
Salt Creek School District 48
Downers Grove School District 58
Maercker School District 60
Cass School District 63
Center Cass School District 66
Woodridge School District 68
DuPage High School District 88
Community High School District 94
Community High School District 99
Community Consolidated School District 180
Lisle Community Unit School District 202

Representative

Dr. Omar Castillo
Ms. Kristina Davis
Dr. Matt Rich
Mr. Ray Kielminski
Dr. Kevin Russell
Dr. Sean Nugent
Mr. Mark Cross
Dr. Andrew Wise
Dr. Patrick Broncato
Dr. Jean Barbanente
Mr. John Langton
Dr. Hank Thiele (11:42 departure)
Dr. Charlie Kyle
Dr. Keith Filipiak

Absent: Benjamin School District 25
DuPage County School District 45
Westmont Community Unit School District 201
Elmhurst Community Unit School District 205

Present: 14 Districts

Absent: 4 Districts

Also in attendance:

Dr. Jimmy Gunnell, Co-Executive Director, SASED
Mr. Jim Nelson, Co-Executive Director, SASED
Ms. Rachel Wisniewski, CSBO, SASED
Ms. Senga Lowe, Board Recording Secretary, SASED
Dr. Kim Dryier, New Executive Director, SASED (via phone conference)
Mr. Don Shaw, Lauterbach & Amen, LLP
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 February 21, 2024 meeting.

3. Pledge of Allegiance

4. Superintendents of Distinction - Recognition of Dr. Kevin Russell for being selected as the DuPage IASA 2024 Superintendent of Distinction. Kevin's nominator noted the personal characteristics of Kevin's leadership, his support of leaders around him, and his demonstrated priority of putting students first. The referendum effort he successfully led has allowed for the expansion of early childhood programming for his community. His unwavering leadership through personal challenges has inspired many, and his presence at community events and especially in his schools is impressive. Mr. Mark Cross was also selected as one of the three finalists. Congratulations to both of these very deserving leaders!

5. Approval of the Agenda for the February 21, 2024 Board of Directors Meeting

A motion was made to approve the Agenda for the 2-21-24 Board of Directors Meeting. This motion, made by Member Rich and seconded by Member Kielminski.

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

6. Public Comment - none

7. Consent Agenda

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

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 Client Services Agreement with Soliant
3. Approve the Client Assignment Agreement with AHS Staffing for contract staff, Sarah Kelly, part-time Physical Therapist.

b. Financial

1. Gross Payrolls for January 2024
2. Payroll Liabilities for January 2024
3. Bill List for January 2024
4. Interim Checks for January 2024
5. Voids for January 2024
6. Konica Minolta Business Solutions USA, Inc. Lease for copiers located at SASSED Administrative Office and VI classroom location.
7. Transfer Van Title to Gallagher Bassett - Total Loss Designation

c. SASSED Programs/Services

1. Approve the Independent Contractor Agreement with Maryland Coalition for Inclusive Education - Spring Institute March 2024
2. Approve the Independent Contractor Agreement with Sarah Ward - Spring Institute 2024.
3. Vision and D/HH Program Donation from the Clarendon Hills Lions Club

Upon Roll Call Vote:

Ayes: Castillo SD20, 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.

Nays: None

Ayes: 14 Districts

Nays: None

Absent: 4 Districts

Upon roll call vote, motion carried.

8. Approval of Minutes

- a. Approved the open session minutes and closed session minutes from the Joint Governing Board/Board of Directors Meeting on 1-24-24.

A motion was made to approve the open session minutes from the Joint Governing Board/Board of Directors Meeting on 1-24-24. This motion, made by Member Rich and seconded by Member Broncato.

Upon Roll Call Vote:

Ayes: Castillo SD20, 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.

Nays: None

Ayes: 14 Districts **Nays:** None

Absent: 4 Districts

Upon roll call vote, motion carried.

9. Action Items

- a. Accepted the Annual Financial Audit Report Provided by Lauterbach & Amen, LLP

A motion was made to accept the annual financial audit report provided by Lauterbach & Amen, LLP as presented. This motion, made by Member Thiele and seconded by Member Rich.

Upon Roll Call Vote:

Ayes: Castillo SD20, 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.

Nays: None

Ayes: 14 Districts **Nays:** None

Absent: 4 Districts

Upon roll call vote, motion carried.

- b. Approved the Commissioning Agent Request for Proposal to be awarded to Prasino Engineering for the HVAC Project at Southeast Alternative School

A motion was made to approve the Proposal for Commissioning Services from Prasino Engineering for the HVAC Project at Southeast Alternative School. This motion, made by Member Rich and seconded by Member Thiele.

Upon Roll Call Vote:

Ayes: Castillo SD20, 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.

Nays: None

Ayes: 14 Districts **Nays:** None

Absent: 4 Districts

Upon roll call vote, motion carried.

10. Executive Director Updates

- a. SASSED Finance Committee Update - Dr. Jimmy Gunnell provided an update of the Finance Committee. The February Finance Committee was canceled. In lieu of the meeting, a small work group comprised of Dr. Filipiak, Dr. Broncato, Dr. Gunnell, Mr. Nelson and Ms. Wisniewski to

examine the proportion of overhead costs and non-member districts' billing procedures. The ability to track programs/services costs is very important to show transparency and a thorough understanding of member and non-member fees. The next Finance Committee meeting is tentatively scheduled for March 6, 2024.

- b. SASED Program and Services Monthly Updates - Cooperative Corner - Dr. Gunnell provided a brief overview of the February newsletter and the exciting things happening throughout SASED.
- c. Deaf Hard of Hearing (DHH) Program Celebration - Dr. Gunnell recognized the Deaf Hard of Hearing Program students at Westmont Junior High and their success in educating us on DeafBing, which was also posted on SASED's Facebook page.
- d. SASED Employee Recognition - Mr. Nelson provided a brief overview on the success of SASED's Employee Recognition Program and its latest February winners.
- e. SASED Monthly Enrollment Update - Mr. Nelson provided a brief overview of SASED's current enrollment of 395 students which includes 30 non-member students (10 SASED and 20 DWC).
- f. FY2023 Professional Development Provider Audit Report from the DuPage Regional Office of Education dated January 17, 2024 - Mr. Nelson provided a brief overview of the audit report and stated that SASED is not scheduled to be audited again until June of 2027.
- g. Freedom of Information Act Requests (FOIA) - Mr. Nelson provided a brief overview of the 2 FOIA Requests. No questions from the Board.
 - 1. FOIA Request from the Illinois Retired Teachers Association dated January 17, 2024
 - 2. Freedom of Information Act Request(s)

11. SASED Financial Updates

- a. FY 24 Budget Reports - Ms. Wisniewski provided a brief overview of the budget report. \$2.6M in revenue for the month of January. Revenues are at 80% of budget. Expenditures are currently on track with budget at 44%. Ms. Wisniewski took Board recommendations and made some changes in Medicaid flowthrough and revenue flowthrough. No questions from the Board.
- b. Treasurers/Investments Reports - Ms. Wisniewski provided a brief overview of the treasurer/investment reports. SASED is currently at 39% of budgeted expenditures. No questions from the Board.
- c. SASED Transportation Contract Update - Sunrise Southwest LLC (Transportation Carrier) - Chairperson Cross led the discussion by stating that this transportation contract is not held by SASED. It is held by 13 individual districts, with SASED as the negotiator. The original contract was written 8 years ago and has been extended twice. The reason this contract is being reviewed is because the district CSBO's have noticed a large increase in transportation costs and identified discrepancies in how they are being billed by Sunrise Transportation. The Board recommended that the CSBO group continue its work to reach a solution whether each district continues to carry their own transportation contract or agree that SASED becomes the contract holder. The member district CSBO's have a tentative meeting scheduled for the week of February 26th.

12. General Discussion Items

- a. SASED Classrooms Hosted by Member Districts for School Year 2024-2025 - Dr. Gunnell commented how important it is to know what classrooms are available throughout SASED. SASED will send a survey next week to each of the Superintendents requesting them to provide, by school building, the number of classrooms that they can rent to SASED for the coming 24-25 SY.

- b. Welcome Reception for Dr. Kim Dryier - Tuesday, March 5th from 3-5pm at SASSED Admin Center. SASSED Staff, Member District Admin and Board members are invited.

13. Closed Session

A motion was made to recess into closed session at 11:57 am for the purpose of discussing: 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

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)

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)

minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21)

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

Upon Roll Call Vote:

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

Nays: None

Ayes: 13 Districts

Nays: None

Absent: 5 Districts

Upon roll call vote, motion carried.

14. Reconvene to Open Session

A motion was made to reconvene back into open session at 12:42 pm. This motion, made by Member Rich and seconded by Member Davis.

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

15. Action Items

- a. Approved the Closed Session #1 and #2 Minutes from December 13, 2023 Board of Directors Meeting.

A motion was made to approve the Closed Session #1 and #2 Minutes from the December 13, 2023 Board of Directors Meeting. This motion, made by Member Wise and seconded by Member Rich.

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

16. Adjournment

A motion was made to adjourn at 12:43 pm. This motion, made by Member Rich and seconded by Member Kielminski.

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

Minutes Approved by:

Mr. Mark Cross
Chairperson

Date

Ms. Kristina Davis
Secretary (Pro-Tem)

Date

			MEMBER				NON-MEMBER				
			SASED	DWC	Total		DWC	Other	Total		Grand Total
PROGRAMS	Deaf and Hard of Hearing		9	35	44			2	2		46
	Directions		17		17		0	1	1		18
	Multi-Needs		95		95		11	0	11		106
	Project Search		5		5		7	0	7		12
	Southeast		74		74		2	0	2		76
	STARS		45		45		1	0	1		46
	Transition		17		17		0	0	0		17
	Vision		14	19	33			16	16		49
			276	54	330		21	19	40		370
					89%				11%		

SASED Financial Model

Fiscal Year 2023-2024

	Gross Expenditures		Grant Revenue		Net Costs
Programs	\$14,678,678		\$1,619,671		\$13,059,007
Services	\$14,769,642		\$1,328,925		\$13,440,717
Subtotal	\$29,448,320		\$2,948,596		\$26,499,724
Overhead	\$6,151,612		\$375,000		\$5,776,612 22%
Other Non-Billable Services	\$1,941,177		\$1,984,948		\$0
Capital Projects	\$1,638,158		\$50,000		\$0
Revenue Other than Tuition			\$5,915,544		\$0
Total	\$39,179,267		\$11,274,088		\$32,276,336

PROGRAMS

Special Note: Program tuition rates are based on actual enrollment. ELL and SI/AT are allocated to programs by usage. EBF revenue offsets tuition costs. Per 105 ILCS 5/10-20.12A, Tuition for non-resident pupils, the nonmember rate is 110% of the costs to maintain the program

	Program / Service	Description	Gross Expenditures	Grant Revenue	Net Costs	Billing Note
PROGRAMS	Deaf and Hard of Hearing	Assist students to fill language and vocabulary gaps caused by their hearing loss	\$2,284,618	\$212,914	\$2,071,704	DWC Districts are charged member rate
	Directions	Intensive support in social-emotional skill development	\$872,134	\$58,680	\$813,454	
	Multi-Needs	students with significant and complex support needs who require a smaller, structured classroom environment.	\$3,463,773	\$368,110	\$3,095,663	
	Project Search	Structured learning and internships for students with disabilities in their last year of High School or when finishing a Transition program.	\$95,307	\$11,736	\$83,571	A nonmember fee is not charged
	Southeast	Serves students with significant emotional and/or behavioral issues	\$3,019,662	\$433,513	\$2,586,149	
	STARS	Teaching for Autism: Reflecting Success) offers a highly structured learning environment	\$1,294,122	\$121,669	\$1,172,453	
	Transition	Teaches real life skills in age appropriate, natural environments	\$704,111	\$38,326	\$665,785	
	Vision	Serves students who are blind/visually impaired	\$2,536,040	\$257,552	\$2,278,488	DWC Districts are charged member rate
	Extended School Year		\$408,911	\$117,171.00	\$291,740	

SERVICES

		Program / Service	Description	Gross Expenditures	Grant Revenue	Net Costs	Billing Note
SERVICES		Assistive Technology	Trains IEP teams to effectively consider and / or implement Assistive Technology for students with disabilities.	\$121,943	\$11,736	\$110,207	SASED bills districts for days they committed on their menus
		School Improvement Instructional Support	Educational coaches with backgrounds in educational psychology, applied behavior analysis, positive behavior supports (PBIS), multi-tiered system of supports (MTSS), mental health, and general and special education.	\$907,442	\$113,989	\$793,453	SASED bills districts for days they committed on their menus and allocate amount to programs based on usage
		Audiology Department	Audiology / Hearing and Vision Screenings / Ear Mold Services	\$272,360	\$23,472	\$248,888	SASED bills member districts and coops & indep districts in DWC for a diagnostic test. For SASED districts, the districts receive a bill in Jan and July for actual number of tests. For DWC, the first bill is based on % of usage from previous year. The final bill is a true- up to reconcile actual.
		Itinerant Services	Specialized instruction and support for students with hearing and visual impairments.	\$966,055	\$101,797	\$864,258	SASED bills districts for evaluations and for direct and consult minutes based on a per minute rate. Nonmembers are charged 10% surcharge
		Occupational & Physical Therapy	OT - Help people with physical, sensory, or cognitive problems live independently PT - Help relieve pain, move better or strengthen weakened muscles.	\$6,149,349	\$668,982	\$5,480,367	SASED bills districts for non-IEP time (evaluations) and for direct and consult minutes based on a per minute rate. Nonmembers are charged 10% surcharge
		Private Placement	Clerical support for private placement contracts	\$13,588		\$13,588	SASED bills districts a proration of 20% of clerks salary and benefits based on usage
		1:1 Interpreter	1:1 Interpreter assigned to specific students billed directly to District	\$54,112	\$3,461	\$50,651	
		1:1 Medical Assistant	1:1 Medical Assistant assigned to specific students billed directly to District	\$1,058,179	\$34,765	\$1,023,414	
		1:1 Paraprofessional services	1:1 Paraprofessional assigned to specific students billed directly to District	\$5,226,614	\$370,723	\$4,855,891	
		Subtotal		\$14,769,642	\$1,328,925	\$13,440,717	

[illegible]

Special Note: SASSED will invoice for overhead costs based on a % calculated of overhead to programs & services on each invoice for member and nonmember districts.

		Program / Service	Gross Expenditures		Grant Revenue		Net Costs		Billing Note
Overhead		Executive Administration	\$790,814		0		\$790,814		
		Director of Business Services	\$200,841		0		\$200,841		
		Fiscal Services	\$403,165		0		\$403,165		
		Building and Grounds	\$583,588		0		\$583,588		
		Transportation	\$381,560		\$375,000		\$6,560		Offset Revenue: Transportation Reimbursement
		Human Resources	\$774,141		0		\$774,141		
	Curriculum	\$1,532,313		0		\$1,532,313		Classroom rent is included in overhead	
	Prof Dev - Spring Inst., CPI	\$284,899		0		\$284,899		2.5% IDEA moved to overhead	
	Technology	\$1,200,291		0		\$1,200,291			
	Subtotal	\$6,151,612		\$375,000		\$5,776,612			

OTHER NON-BILLABLE SERVICES

Special Note: Non-billable services include external grants, student activity fund. These expenditures are not billed to SASED district members.

	Program / Service	Description	Gross Expenditures	Grant Revenue	Net Costs
Other Non-Billable Services	EC GRANT	Early Choices is an Inclusion Initiative of ISBE. Early Choices receives three separate grants, EC, EC STATE, and PDG. SASED is the fiscal agent for these grants. These are SASED employees, however, they provide support and services throughout Illinois.	\$409,000	\$409,000	\$0
	EC STATE GRANT	Additional state grant that was awarded to Early Choices this fiscal year. 'one time'	\$500,000	\$500,000	\$0
	PDG GRANT	Early Choices grant for Professional Development	\$400,000	\$400,000	\$0
	DRS GRANT	DRS is a federal grant issued through the Illinois Department of Human Services. DRS (Division of Rehabilitation Services) is a Vocational Rehabilitation State Program. SASED shares this grant with Wheaton-Warrenville and NDSEC. The DRS grant is awarded based on two criteria. 1. Youth Coordinator salary \$92,765 and 2. Performance based which is \$4,300 for each outcome, maximum \$343,500	\$307,146	\$390,000	\$0
	DRS LOCAL		\$48,319	\$11,736	\$0
	ESSER	Under the Elementary and Secondary School Emergency Relief III ARP Fund (ESSER III), the Department awards grants to SEAs for the purpose of • for the implementation of evidence-based interventions aimed specifically at addressing learning loss such as summer learning or summer enrichment, extended day, comprehensive after-school programs, or extended school year programs. • for evidence-based summer enrichment programs. • for evidence-based comprehensive after-school programs	\$274,212	\$274,212	\$0
	Student Activity Fund	Micro Business	\$2,500	0	\$0
		Subtotal	\$1,941,177	\$1,984,948	\$0

SOURCES OF REVENUE OTHER THAN TUITION

SOURCES OF REVENUE OTHER THAN TUITION	National Lunch Program	\$118,756
	State Lunch Program	\$1,400
	National Breakfast Program	\$40,569
	Evidence-Based Funding	\$2,799,607
	Transportation Reimbursement	\$375,000
	Early Choices Grant	\$409,000
	Preschool Development Grant	\$400,000
	Early Choices Grant	\$500,000
	Vocational DRS	\$390,000
	ESSER III	\$274,212
	School Maintenance Grant	\$50,000
	Bank Interest	\$65,000
	Medicaid Admin Outreach	\$300,000
	Building Assessment	\$192,000
	Subtotal	\$5,915,544

District Costs Based on FY24 Proposed Tuition Rates													
District	Programs	SI-AT	OT-PT (2.42 per min)	Private Placemen	1:1 BILLING	ITINERANT \$3.28 PER MIN	ESY	AUDIOLOGY	OVERHEAD 21.80%	Total Proposed Method	Total Current Method	Dollar Difference	Percent Difference
20	\$405,137	\$20,182	\$254,457	\$418	\$394,512	\$7,675	\$12,752	\$0	\$238,739	\$1,333,873	\$1,320,646	\$13,226	1%
25	\$149,946	\$4,165	\$96,628	\$0	\$78,453	\$4,133	\$5,173	\$0	\$73,793	\$412,290	\$409,761	\$2,530	1%
33	\$391,505	\$149,761	\$684,650	\$0	\$45,121	\$78,487	\$5,238	\$0	\$295,338	\$1,650,100	\$1,626,632	\$23,468	1%
34	\$147,277	\$18,356	\$57,024	\$0	\$68,556	\$13,579	\$2,124	\$0	\$66,908	\$373,824	\$352,548	\$21,276	6%
45	\$496,568	\$169,226	\$594,582	\$0	\$50,814	\$103,672	\$6,237	\$0	\$309,800	\$1,730,898	\$1,708,935	\$21,964	1%
48	\$341,726	\$14,320	\$42,944	\$0	\$245,376	\$12,288	\$5,877	\$0	\$144,432	\$806,963	\$806,926	\$37	0%
58	\$933,423	\$42,190	\$550,206	\$2,718	\$809,515	\$182,985	\$17,543	\$0	\$553,410	\$3,091,990	\$3,072,135	\$19,855	1%
60	\$632,062	\$92,165	\$235,026	\$941	\$451,197	\$11,572	\$16,848	\$0	\$313,879	\$1,753,688	\$1,735,497	\$18,192	1%
63	\$424,315	\$12,237	\$61,348	\$209	\$188,527	\$11,710	\$11,891	\$0	\$154,832	\$865,069	\$874,583	-\$9,514	-1%
66	\$171,510	\$31,506	\$184,448	\$418	\$129,198	\$4,487	\$3,609	\$0	\$114,489	\$639,665	\$647,740	-\$8,074	-1%
68	\$785,523	\$1,826	\$138,370	\$0	\$706,925	\$54,317	\$12,536	\$0	\$370,490	\$2,069,987	\$2,071,674	-\$1,688	0%
88	\$646,139	\$25,388	\$88,352	\$0	\$332,522	\$51,599	\$6,533	\$0	\$250,816	\$1,401,348	\$1,432,428	-\$31,080	-2%
94	\$429,943	\$36,712	\$66,741	\$0	\$79,972	\$30,473	\$19,884	\$0	\$144,692	\$808,416	\$795,956	\$12,460	2%
99	\$891,343	\$8,329	\$34,521	\$3,763	\$402,055	\$36,676	\$11,985	\$0	\$302,730	\$1,691,402	\$1,711,530	-\$20,128	-1%
180	\$642,404	\$10,412	\$120,765	\$209	\$285,365	\$7,085	\$13,251	\$0	\$235,329	\$1,314,819	\$1,291,614	\$23,205	2%
201	\$419,746	\$70,286	\$206,407	\$2,822	\$162,578	\$19,195	\$13,948	\$0	\$195,106	\$1,090,085	\$1,097,065	-\$6,980	-1%
202	\$701,211	\$30,593	\$280,182	\$2,090	\$378,978	\$20,192	\$18,665	\$0	\$312,157	\$1,744,069	\$1,785,314	-\$41,245	-2%
205	\$399,932	\$166,585	\$1,628,241	\$0	\$72,167	\$189,875	\$7,935	\$0	\$537,312	\$3,002,047	\$2,986,427	\$15,620	1%
DWC	\$2,919,777	\$0	\$115,931	\$0	\$657,939	\$5,199	\$43,386	\$0	\$815,806	\$4,558,038	\$3,554,490	\$1,003,548	28%
Non-member	\$967,188	\$0	\$39,543	\$0	\$388,920	\$19,279	\$13,474	\$0	\$311,392	\$1,739,796	\$2,994,436	-\$1,254,639	-42%
TBD								\$291,740	\$63,599	\$355,339			
Total	\$12,896,673	\$904,238	\$5,480,366	\$13,588	\$5,928,691	\$864,476	\$248,888	\$291,740	\$5,805,048	\$32,433,707	\$32,276,336	\$157,371	0%

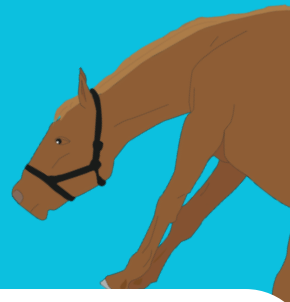
The Rich Laren Day of Outdoor Learning



Igniting Curiosity in the Great Outdoors

Friday, May 3, 2024 9am – 1pm

St. James Farm, Warrenville



Please join us for SASSED's Day of Outdoor Learning. In partnership with the DuPage County Forest Preserve District, we will host our 8th annual day of exploration and fun at St. James Farm in Warrenville, IL. SASSED students and all students with special needs from our member districts are invited to join! Rain or Shine!!

The 612-acre St. James Farm Forest Preserve in Warrenville contains over 100 acres of woodlands, prairies, and wetlands. It is home to over 300 native plant species and wildlife. St. James Farm is located at 2 S. 541 Winfield Road, Warrenville, Illinois.

Over 1400 students have participated in previous outdoor education days. Under the SASSED staff's close supervision and the Forest Rangers' watchful eye, students can participate in fishing, outdoor games, a wheelchair-accessible hayride, kayaking, and many more activities developed or adapted for our specific needs.



Parents/Guardians: If your child wants to participate in kayaking, archery, or other special events requiring a waiver, please sign the waiver and return it to your child's teacher by April 19, 2024.



Please contact Julia Homan at jhoman@sased.org if you have any questions or concerns



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	7	0	1	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	1
		D45 - North School	Nowicki	3-4	10	8	0	2	0
		D45 - North School	Misener	5	10	10	0	0	0
		D201 - Westmont Junior High	Quetsch-Rohrer	6-8	10	9	0	1	1
DHH TOTAL					70	56	0		3
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	1
		SASED - Southeast School	McFadden	11-12	10	4	0	6	0
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	8	0	0	0
		D63 - Concord Elementary	Primozic	EC Medical	8	8	0	0	0
		D58 - Hillcrest Elementary	Kirkpatrick	K-1	8	8	0	0	0
		D20 - Waterbury Elementary	Ryndak	K-1	8	7	0	1	1
		D34 - Winfield Primary School	Goes	K-2	8	5	0	3	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	8	0	0	0
		D66 - Prairieview Elementary	Edwards	3-5	8	5	0	3	0
		D34 - Winfield Central School	Broderick	5-8	8	7	0	1	1
		D58 - O'Neill Middle School	Dahl	6-8	8	6	0	2	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	119	2		5
PROJECT SEARCH	Kati Curby	NORTHWESTERN-CENTRAL DUPAGE	Munchoff	12+	12	8	0	0	0
Only accepts students through application once per year TOTALS					12	8			0
		SASED - Southeast School	Holle	K	8	7	0	1	0
		SASED - Southeast School	Nelson	K-1	8	2	0	6	
		SASED - Southeast School	Aurricchio	1-2	10	8	0	2	0

SOUTHEAST	Keith Zmijewski	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	0	4	0	
		SASED - Southeast School	Huerta	8	10	10	0	0	1	
		SASED - Southeast School	Smith	9-10	10	11	0	-1	0	
		SASED - Southeast School	Dombrow	11-12	10	8	1	1	0	
		SASED - Southeast School	Morton	12	10	8	0	2	0	
SOUTHEAST TOTAL					106	85	1		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	8	0	2	0	
		SASED - Transition Center	Baker	12+	10	9	0	1	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 - Salt Creek	Magnuson	EC	6	1	0	5	1	
		D48 - Swartz Intermediate	Ardaiole	K-2	8	6	0	2	3	
		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	38	0		13	
						ENROLLED	PENDING		NON-MEMBER	
ENROLLMENT TOTALS ---->						400	3		30	
SASED Program Enrollment (Non D/WC)		D/WC (DHH/VI) Programs Enrollment				CAPACITY	ENROLLED	PENDING	OPENINGS	Non-Member
% Enrolled	97.95%	% Enrolled D/WC	80.39%							
% Non-Member	2.05%	% Enrolled Non-D/WC	19.61%	SASED		380	296	3	139	10
All Program Enrollment				D/WC		146	104	0	39	20
SASED + D/WC	92.41%									
% Non-Member	7.59%									

Field Notice of Violations/Unsafe Conditions

DISTRICT NAME AND NUMBER SASED	COUNTY DuPage
FACILITY NAME Administrative Center	FACILITY LOCATION 2900 Ogden Ave, Lisle

Potential problems or violations of the Health Life/Safety Code for Public Schools (23 Illinois Administrative Code Part 180) as noted below were discovered in the course of the annual inspection of the above named facility conducted on 02/21/2024 by Greg Leyden.

GLOSSARY NUMBER	LOCATION (Fire Area, Floor, Room Number)	DESCRIPTION OF PROBLEM
--------------------	---	------------------------

NO VIOLATIONS FOUND AT TIME OF INSPECTION

Field Notice of Violations/Unsafe Conditions

DISTRICT NAME AND NUMBER SASED	COUNTY DuPage
FACILITY NAME Southeast Alternative School	FACILITY LOCATION 6S331 Cornwall Rd., Naperville

Potential problems or violations of the Health Life/Safety Code for Public Schools (23 Illinois Administrative Code Part 180) as noted below were discovered in the course of the annual inspection of the above named facility conducted on 02/21/2024 by Greg Leyden.

GLOSSARY NUMBER	LOCATION (Fire Area, Floor, Room Number)	DESCRIPTION OF PROBLEM
24	Administration and General	Remove extension cord to fridge in lunch room storage room.
<i>District's Response</i>		
Larry McCarthy	02/23/2024	Extension cord will be removed and the refrigerator will be plugged directly into a wall outlet
26	Administration and General	Add CO monitors to spaces supplied by gymnasium air handler unit with in-line heater.
<i>District's Response</i>		
Larry McCarthy	02/23/2024	On 2/22/24 three carbon monoxide detectors were installed, one each, in the Gym, Fitness Room, and the mechanical closet housing the heating system.

Health Life/Safety Verification Form

NAME OF SCHOOL: SAC DISTRICT: SASED

I certify that each item on this form has been verified and the checked responses are correct.

Signed: Rory M. Carthy Position: Maintenance Mgr. Date: 2/21/24

YES	NO	N/A	CHECKLIST (Numbers refer to 2023 ISBE Health/Life Safety Glossary)
☒	☐	☐	1. The Safety Reference Plan is on file and/or visible in the school office. "... should include a site plan, schematic floor plan, utility information, and an attic plan. "
☒	☐	☐	2. Evacuation plans (i.e., fire drills, severe weather drills): Written/visual instructions are posted and visible in ALL occupied spaces.
☒	☐	☐	6. Emergency lighting and exit sign logs and inspections are current.
☒	☐	☐	8. All flammables and combustibles are stored in approved containers.
☒	☐	☐	9. Fire alarm system is fully functional. Annual Inspection date: <u>10-13-22</u>
☒	☐	☐	13. Sprinkler system is fully functional. Annual Inspection date: <u>3-16-23</u>
☐	☐	☒	15. Standpipe system is functional. Annual inspection date: <u>N/A</u>
☐	☐	☒	18. Emergency showers and eyewash stations are maintained, inspected regularly, and fully functional. Last inspection date: <u>N/A</u>
☒	☐	☐	26. CO detectors are installed in appropriate locations, function properly, and inspected annually. <u>Outside Boiler Rm</u> Annual Inspections date <u>1-15-24</u>
☐	☐	☒	63. Bleacher Inspection Certificate(s): #1 - Inspection Date: <u>N/A</u> #2 Inspection Date: <u>N/A</u>
☒	☐	☐	74. Boiler Inspection Certificate Posted: #1 - Exp. Date: <u>10/24</u> #2 - Exp. Date: <u>23</u> #3 - Exp. Date: <u>23</u> #4 - Exp. Date: <u>23</u>
☐	☐	☒	122. Elevator Inspection Certificate Posted: #1 - Exp. Date: <u>/</u> #2 - Exp. Date: <u>/</u> #3 - Exp. Date: <u>/</u>
☐	☐	☒	247. Flameproof curtain certification is dated, posted, and/or on file.



Health Life/Safety Verification Form

NAME OF SCHOOL: Southeast Alternative Sch. DISTRICT: SASED

I certify that each item on this form has been verified and the checked responses are correct.

Signed: [Signature] Position: Maintenance Mgr. Date: 2/21/24

YES	NO	N/A	CHECKLIST (Numbers refer to 2023 ISBE Health/Life Safety Glossary)
☒	☐	☐	1. The Safety Reference Plan is on file and/or visible in the school office. "... <i>should include a site plan, schematic floor plan, utility information, and an attic plan.</i> "
☒	☐	☐	2. Evacuation plans (i.e., fire drills, severe weather drills): Written/visual instructions are posted and visible in ALL occupied spaces.
☒	☐	☐	6. Emergency lighting and exit sign logs and inspections are current.
☒	☐	☐	8. All flammables and combustibles are stored in approved containers.
☒	☐	☐	9. Fire alarm system is fully functional. Annual Inspection date: <u>7/2023</u>
☒	☐	☐	13. Sprinkler system is fully functional. Annual Inspection date: <u>8/2023</u>
☐	☐	☒	15. Standpipe system is functional. Annual inspection date: <u>N/A</u>
☐	☐	☒	18. Emergency showers and eyewash stations are maintained, inspected regularly, and fully functional. Last inspection date: <u>N/A</u>
☐	☐	☒	26. CO detectors are installed in appropriate locations, function properly, and inspected annually. Annual Inspections date <u>N/A</u>
☐	☐	☒	63. Bleacher Inspection Certificate(s): #1 - Inspection Date: <u>N/A</u> #2 Inspection Date: <u>N/A</u>
☐	☐	☒	74. Boiler Inspection Certificate Posted: #1 - Exp. Date: <u>/</u> #2 - Exp. Date: <u>/</u> #3 - Exp. Date: <u>/</u> #4 - Exp. Date: <u>/</u>
☐	☐	☒	122. Elevator Inspection Certificate Posted: #1 - Exp. Date: <u>/</u> #2 - Exp. Date: <u>N/A</u> #3 - Exp Date: <u>/</u>
☐	☐	☒	247. Flameproof curtain certification is dated, posted, and/or on file.

February 7, 2024

DIRECT RESPONSES TO:

Nicholas Fredona
Gallagher Bassett
2850 Golf Road
Rolling Meadows, IL 60008
Phone: 847.830.5632

Mr. Jim Nelson
Interim Executive Director
School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

**RE: Client #10397 School Employee Loss Fund (SELF)
School Association for Special Education in DuPage County (SASED)
Workers Compensation Loss Review and Physical Hazard Survey
February 1, 2024**

Dear Mr. Jim Nelson:

This letter is to confirm my visit on the aforementioned date for the purpose of reviewing losses, lag report, completing a hazard survey, and discussing future service with SASED.

July 1, 2023- January 12, 2024 Claims Analysis

There has been a total of twelve claims with four currently open. Total experience is \$123,818.

- Four claims due to "Slip Trip Fall". Total experience is \$120,783 accounting for 98% of claim costs.
- Six claims due to "Struck/Injured By". Total experience is \$1,791 accounting for 1% of claim costs.
- One claim due to "Bodily Reaction". Total experience is \$944 accounting for .5% of claim costs.
- One claim due to "Pushing or Pulling". Total experience is \$300 accounting for .5% of claim costs.

I would like to thank Larry and Rachel for taking the time to meet with me and show me around the facilities. Any questions or concerns do not hesitate to email me at nick@alliancercs.com.

Sincerely,

Nicholas Fredona

Nicholas Fredona, Gallagher Bassett
Associate Loss Control Consultant
Nick@alliancercs.com

NF/cm

C: Ms. Rachel Wisniewski, SASED
Mr. Larry McCarthy, SASED
Ms. Dorothy Toth, Risk Program Administrators
Mr. Jonathan Wilson, Gallagher Bassett
Mr. Gary Smith, Gallagher Bassett
Mr. Amos Kaffenbarger, Gallagher Bassett

The information contained in this report was obtained from sources, which to the best of the writer's knowledge are authentic and reliable. Gallagher Bassett makes no guarantee of results, and assumes no liability in connection with either the information herein contained, or the safety suggestions herein made. Moreover, it cannot be assumed that every acceptable safety procedure is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures.

2850 GOLF ROAD
ROLLING MEADOWS, IL 60008-4050
O 630.773.3800
F 630.285.4000
www.gallagherbassett.com

School Employee Loss Fund (SELF) School Association for Special Education (SASED)

Safety Program Recommendations February 1, 2024

Status	Description
New	Brand new recommendation. Target date for integration to be set by client.
Not Yet Completed	Previous recommendation in process, estimated completion date set on-site when repeat deficiency identified.
Completed	Recommendation from previous meeting completed.

Rec. #	Recommendation	Target Date	Status
P10-07-03	A formalized safety orientation program should be implemented. Establishing a program with documentation could be an effective loss control tool to address safety issues with new employees. No documentation that safety is covered during the process.		Not Yet Completed
P13-10-01	Consideration should be given to developing an anonymous website link/phone number for parents/students/staff/community to have the ability to interact with the district to report potential acts of violence, bullying, etc... Developing this type of anonymous reporting may help prompt individuals to report potential/future issues or report issues that are currently taking place without the fear of being known. This may help the district prevent violent acts, bullying, etc. from occurring to districts staff, students, and potentially visitors. Consideration should also be given to monitoring social media outlets that students may utilize. For similar reasons, as above, monitoring social may help prevent potential/future safety issues; when fights/violent acts may occur, who is being bullied/cyberbullied (you may find out whom the bully(s) and bullied may be, threats against the district/staff, etc... Again, this may help keep employees, student, and visitors safe.		Completed

Rec. #	Recommendation	Target Date	Status
P21-02-01	Continue to develop an infectious disease preparedness and response plan that can help guide protective actions against COVID-19. Stay abreast of guidance from federal, state, local health agencies, and consider how to incorporate those recommendations and resources into workplace-specific plans.		Complete
	No New Recommendations		

School Employee Loss Fund (SELF)
School Association for Special Education (SASED)
SASED Administrative Center
Physical Hazard Survey Recommendations
February 1, 2024

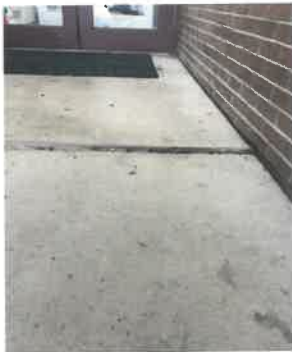
Status	Description
New	Brand new recommendation. Target date for integration to be set by client.
Not Yet Completed	Previous recommendation in process, estimated completion date set on-site when repeat deficiency identified.
Completed	Recommendation from previous meeting completed.

Rec. #	Recommendation	Target Date	Status
21-02-04	The AEDs located in the building were noted to have their tamper alarms not working. The alarm is in place to deter anyone from tampering with the device. It is recommended the alarms be fixed. If the alarm cannot be re-activated, then it is recommended that a policy be put in place to inventory the AED once a week to ensure the device was not tampered with.		Completed
22-12-01	It is recommended to repair the tile in the vestibule. Cracked, uneven, and crumbling tiles could pose a slip/trip/fall injury to staff, students or visitors.		Completed
22-12-02	The exit light in the garage storage is burnt out and should be replaced. In the event of an emergency, the exit light will not be illuminated which could increase the time for students, staff, or visitors from exiting the building.		Completed
22-12-03	It is recommended that the North back stairwell not be used as a storage area. No open space within the exit enclosure is to be used for any purpose that could interfere with the use of the stairs. NFPA 101 does allow the space under the stairs to be used, but the space must be separated from the stair enclosure by fire-resistance-rated construction that is the same as the exit enclosure, and the entrance to this space cannot be from within the stairwell.		Completed

Rec. #	Recommendation	Target Date	Status
24-02-01	It is recommended that the overhead storage of all storerooms be evaluated and corrected. Overhead storage should be limited to small, light items and the items should have a ceiling clearance of at least 18 inches in rooms with sprinkler heads and 24 inches in non-sprinkled facilities. Overhead storage is a common cause of struck-by and crush related injuries. It is strongly recommended that the promotion of storage safety be encouraged to reduce the risk of possible injuries resulting from easily preventable exposures. This pertains to the vocational room. 		New

School Employee Loss Fund (SELF)
School Association for Special Education (SASED)
Southeast Alternative School
Physical Hazard Survey Recommendations
February 1, 2024

Status	Description
New	Brand new recommendation. Target date for integration to be set by client.
Not Yet Completed	Previous recommendation in process, estimated completion date set on-site when repeat deficiency identified.
Completed	Recommendation from previous meeting completed.

Rec. #	Recommendation	Target Date	Status
19-12-01	The sidewalk by the front entrance appears to have sunken overtime. This is a potential slip/trip/fall hazard. It is recommended the district repairs this area or paints the area with a non-slip bright yellow paint that calls attention to the uneven surface. UPDATE December 9, 2022: Maintenance will be painting the area with a non-slip bright yellow paint that will bring attention to the uneven surface. 		Not Yet Completed
22-03-02	The medication cabinet located in the nurse's office was unlocked with no one in the office. Medical records as well as medications should always remain locked. UPDATE December 9, 2022: Maintenance will be adding a tamper alarm on the medication cabinet to allow the medications to remain unlocked for quick access. The alarm is in place to deter anyone from tampering with the medications.		Completed

Rec. #	Recommendation	Target Date	Status
22-03-04	It is recommended that the overhead storage of all storerooms be evaluated and corrected. Overhead storage should be limited to small, light items and the items should have a ceiling clearance of at least 18 inches in rooms with sprinkler heads and 24 inches in non-sprinkled facilities. Overhead storage is a common cause of struck-by and crush related injuries. It is strongly recommended that the promotion of storage safety be encouraged to reduce the risk of possible injuries resulting from easily preventable exposures. This pertains to Room 33 Closet.		Completed
22-03-06	It is recommended that the sports balls be stored in a more appropriate area. In the event of an emergency evacuation, the flow of employees and students would be funneled to one exit drastically increasing the amount of time it would take to evacuate. All exits and aisles should be frequently monitored for obstructions and hazards that could pose a threat to an employee, student, or visitor attempting to exit the facility. All exits should have at least 36 inches of clearance around the door's opening. This pertains to the Gymnasium Office. UPDATE December 9, 2022: Maintenance will be posting a sign on the door reminding staff to keep emergency exits clear of any sports equipment. Maintenance will also be adding non-slip bright yellow tape to the floor around the door to discourage staff and students from placing items near the exit.		Completed
	No New Recommendations		

**SCHOOL EMPLOYEE LOSS FUND (SELF)
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
(SASED)**

**RISK CONTROL ACTION PLAN
FEBRUARY 1, 2024**

Date	Topic	Status
August 2018	SAFETY TRAINING 2019 Facilitate safety and loss control training for SASED's 2019 summer staff. Training to include reducing slip/trip/fall hazards, ladder safety, ergonomic and material- handling injury prevention, outdoor safety, and related topics. Target date for training is late May 2019. UPDATE 2/9/21: Postponed due to COVID-19.	Completed
December 2019	SAFETY TALKS 2020 Facilitate safety talks focusing on claim frequencies and severities. Current claim frequencies and severities are Slip/Trip/Fall and Situational Awareness.	Completed
February 2021	Continue to develop an infectious disease preparedness and response plan that can help guide protective actions against COVID-19. Stay abreast of guidance from federal, state, local health agencies, and consider how to incorporate those recommendations and resources into workplace-specific plans.	Completed
March 2022	Facilitate training on claim frequencies and severities. Current claim frequencies and severities are Slip/Trip/Fall.	Not Yet Completed

Date	Topic	Status
February 2024	Dealing with aggressive students who hit others requires a comprehensive approach that prioritizes the safety and well-being of all students and staff involved. Continue to develop and evaluated the districts crisis prevention and de-escalation techniques. Consideration should be taken to explore protective clothing to aid in the protection of staff members during certain situations.	New

AVAILABLE CLASSROOM SY24-25 SURVEY SUMMARY

SD20

Greenbrook	0
Spring Wood Junior High	0
<u>Waterbury</u>	<u>2</u>
Total Available Classrooms	2

SD25

Benjamin Middle School	1
<u>Evergreen</u>	<u>0</u>
Total Available Classrooms	1

SD33

Currier	0
Gary	0
Indian Knoll	0
Leman MS	0
Pioneer	0
Turner	0
<u>Wegner</u>	<u>0</u>
Total Available Classrooms	0

SD34

Elementary K-5	6+
<u>Winfield MS</u>	<u>1</u>
Total Available Classrooms	7+

SD45

Ardmore	0
Early Childhood Center	1
Jackson MS	0
Jefferson MS	0
North School	6
Schafer	0
Stevenson	0
Westmore	0
<u>York Center</u>	<u>0</u>
Total Available Classrooms	7

SD48

Albright MS	2
Salt Creek Elementary	2
<u>Stella May Swartz</u>	<u>2</u>
Total Available Classrooms	6

SD58

Bell Aire	0
El Sierra	0
Fairmount	0
Henry Puffer	0
Herrick MS	0
Highland	0
Hillcrest	1
Indian Trail	0
Kingsley	2
Lester	0
O'Neill MS	0
Peirce Downer	0
<u>Whittier</u>	<u>0</u>
Total Available Classrooms	3

SD60

Holmes	4
Maercker	2
<u>Westview Hills MS</u>	<u>0</u>
Total Available Classrooms	6

SD63

Cass Junior High	2
<u>Concord</u>	<u>0</u>
Total Available Classrooms	2

SD66

Elizabeth Ide	0
Lakeview Junior High	0
<u>Prairieview</u>	<u>2</u>
Total Available Classrooms	2

SD68

Edgewood	0
Goodrich	0
John L Siple	0
Meadowview	0
Thomas Jefferson JH	1
Milliam F Murphy	0
<u>Willow Creek</u>	<u>1</u>
Total Available Classrooms	2

SD88

Addison Trail HS	3
<u>Willowbrook HS</u>	<u>3</u>
Total Available Classrooms	6

SD94

<u>West Chicago Community HS</u>	<u>0</u>
Total Available Classrooms	0

SD99

Downers North HS	0
<u>Downers South HS</u>	<u>0</u>
Total Available Classrooms	0

SD180

Anne M Jeans	0
<u>Burr Ridge MS</u>	<u>0</u>
Total Available Classrooms	0

SD202

Lisle Elementary	0
Lisle JH	0
Lisle HS	0
<u>Tate Woods</u>	<u>0</u>
Total Available Classrooms	0

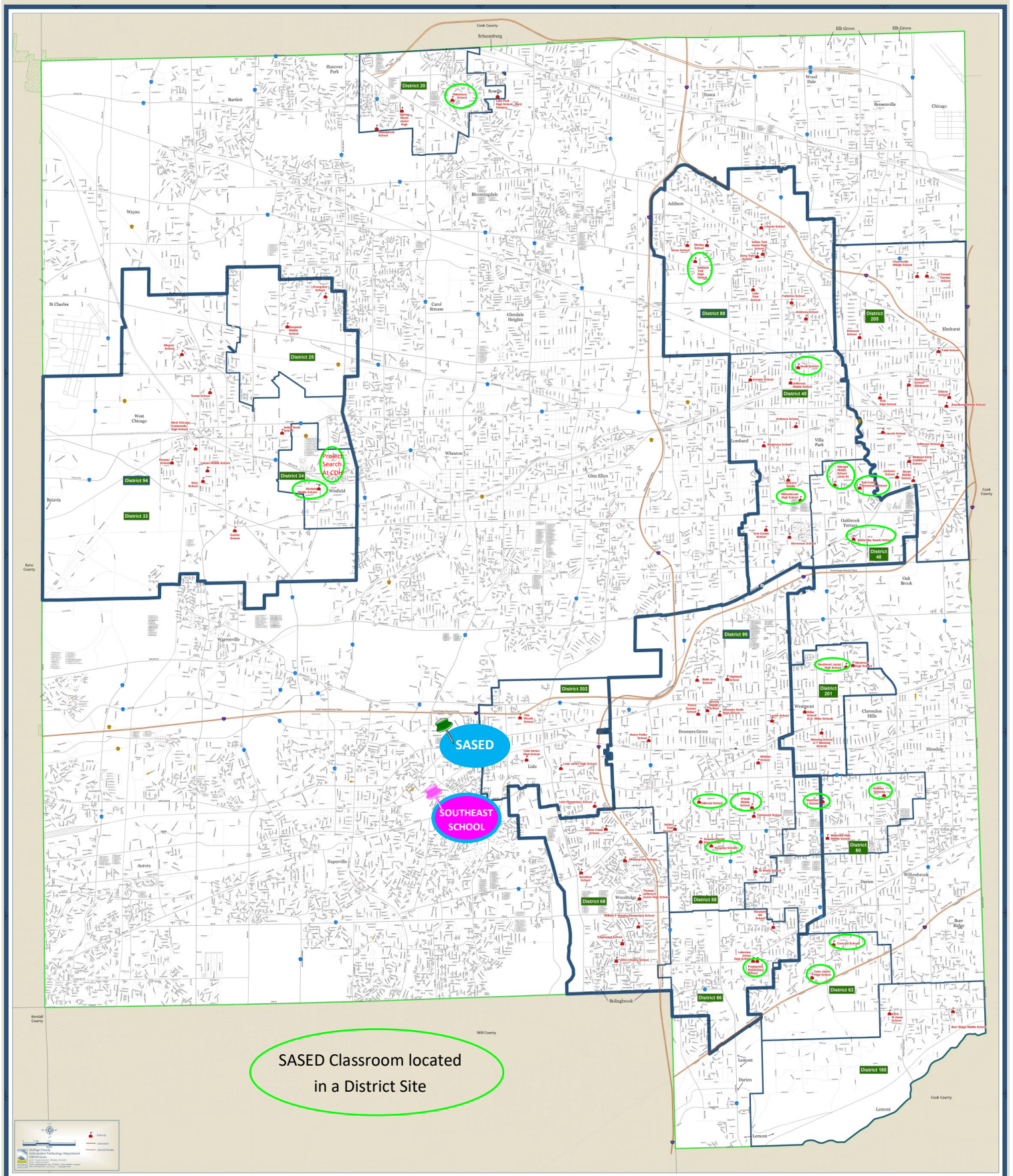
SD205

Bryan MS	0
Churchville MS	0
Conrad Fischer	0
Edison	0
Emerson	0
Field	0
Hawthorn	0
Jackson	0
Jefferson	0
Lincoln	0
Madison Early Childhood	0
Sandburg MS	0
<u>York HS</u>	<u>0</u>
Total Available Classrooms	0

Member-Wide Available Classrooms

The County of DuPage
Wheaton, Illinois

SASED School Districts



24-25 SASED CLASSROOM DISTRIBUTION (w/o D34 - Winfield additional classrooms)

D20 - WATERBURY	D20 - WATERBURY	D25 - BENJAMIN MS	D34 - PRIMARY	D34 - CENTRAL
SLE (K-2)	SLE (3-5)	SLE (6-8)	SLE (1-2)	SLE (6-8)

D45 - ECC	D45 - NORTH	D45 - NORTH	D45 - NORTH	D45 - NORTH	D45 - NORTH	D45 - NORTH
DHH (EC)	DHH (EC)	DHH (EC)	DHH (K)	DHH (K-2)	DHH (1-3)	DHH (4-5)

D48 - SALT CREEK	D48-SALT CREEK	D48 - SWARTZ	D48 - SWARTZ	D48 - ALBRIGHT	D48 - ALBRIGHT
VI (EC)	VI (K-1)	VI (2-4)	VI (2-4)	VI (5-8)	VI (5-8)

D58 - HILLCREST	D58 - KINGSLEY	D58 - KINGSLEY	D60 - HOLMES	D60 - HOLMES	D60 - HOLMES
SLE (k-1)	SLE (1-2)	SLE (2)	SLE (EC)	SLE (EC)	SLE (EC)

D60 - HOLMES	D60 - MAERCKER	D60 - MAERCKER	D63 - CASS JH	D63 - CASS JH	D66 - PRAIRIEVIEW
SLE (EC)	SLE (3-5)	SLE (3-5)	SLE (6-8)	SLE (6-8)	SLE (3-5)

D66 - PRAIRIEVIEW	D68 - WILLOW CREEK	D68 - TJ MS	D88 - ATHS	D88 - ATHS	D8 - ATHS
SLE (3-5)	SLE (1-2)	SLE (6-8)	VI (HS)	VI (HS)	VI(HS)

D88 - WBHS	D88 - WBHS	D8 - WBHS	CLASSROOMS WITHOUT LOCATION	DHH	We can roster all students from the SLE classrooms into existing space; however, there will be no placement availability in 24-25.
SLE (HS)	SLE (HS)	SLE (HS) - MED	- DHH - 2 MS Classrooms - should be paired (*) - SLE - 1 (K); 1 (2) - SLE-Medical (EC); (K-2); (3-5); (6-8); (6-8)	Combine the EC classes at North that are Total Communication	

*DHH option - place 1 class in D63 Cass JH and the other in D68 TJMS. Move the SLE MS class to D34.

Color KEY = SLE (Combined MN and STARS) DHH Program VI Program Southeast/Directions

24-25 SASED CLASSROOM DISTRIBUTION (w/ D34 - Winfield additional classes)

D20 - WATERBURY	D20 - WATERBURY	D25 - BENJAMIN MS	D34 - PRIMARY	D34 - PRIMARY	D34 - PRIMARY
SLE (K-2)	SLE (3-5)	SLE (6-8)	SE - K	SE - 1	SE - 2

D34 - PRIMARY	D34 - PRIMARY	D34 - PRIMARY	D34 - PRIMARY	D34 - PRIMARY	D34 - PRIMARY
SE - 3	SE - 4	SE - 5	SLE (K)	SLE (1-2)	SLE (2)

D34 - PRIMARY	D34 - CENTRAL	D45 - ECC	D45 - NORTH	D45 - NORTH	D45 - NORTH
X	SLE (6-8)	DHH (EC)	DHH (EC)	DHH (EC)	DHH (K)

D45 - NORTH	D45 - NORTH	D45 - NORTH	D48 - SALT CREEK	D48-SALT CREEK	D48 - SWARTZ
DHH (K-2)	DHH (1-3)	DHH (4-5)	VI (EC)	VI (K-1)	VI (2-4)

D48 - SWARTZ	D48 - ALBRIGHT	D48 - ALBRIGHT	D58 - HILLCREST	D58 - KINGSLEY	D58 - KINGSLEY
VI (2-4)	VI (5-8)	VI (5-8)	SLE (K-1)	SLE (1-2)	SLE (2)

D60 - HOLMES	D60 - HOLMES	D60 - HOLMES	D60 - HOLMES	D60 - MAERCKER	D60 - MAERCKER
SLE (EC)	SLE (EC)	SLE (EC)	SLE (EC)	SLE (3-5)	SLE (3-5)

D63 - CASS JH	D63 - CASS JH	D66 - PRAIRIEVIEW	D66 - PRAIRIEVIEW	D68 - WILLOW CREEK	D68 - TJ MS
SLE (6-8)	SLE (6-8)	SLE (3-5)	SLE (3-5)	X	X

D88 - ATHS	D88 - ATHS	D8 - ATHS	D88 - WBHS	D88 - WBHS	D88 - WBHS
VI (HS)	VI (HS)	VI (HS)	SLE (HS)	SLE (HS)	X

Color KEY = SLE (Combined MN and STARS) DHH Program VI Program Southeast/Directions

SE - 1	SE - 2	SE - 3	SE - 4	SE - 5	SE - 6
SLE-M (EC)	SLE-M (K-2)	SLE-M (3-5)	SLE-M (6-8)	SLE-M (6-8)	SLE-M (HS)

SE - 7	SE - 8	SE - 9	SE - 10	SE - 11	SE - 12
SE - 6	SE - 7	SE - 8	SE - 6-8	SE - 9	SE - 10

SE - 13	SE - 14	SE - 15 (*)	SAC-TRANSITION	Should be paired (**)
SE - 11	SE - 12	ART	4 CLASSROOMS	DHH (MS); DHH (MS)

(* Recommendation to eliminate 1 HS class at SE - currently 5 teachers with 35 students for 24-25. This would allow for the PAES Lab to be installed at SE in the Mobile Unit)

** DHH option - place 1 class at D63 Cass JH and the other in D68 TJMS. Move the SLE MS from D63 to D34.

Combine the 2 DHH EC (total communication) classes.

Color KEY = SLE (Combined MN and STARS) DHH Program VI Program Southeast/Directions



March 2024

The following is a summary of the SASED Staffing patterns beginning with the 2024-2025 school year.

Classroom Size
• EC classrooms will have 6-8 students • K-12 classrooms will have 8-10 students

MultiNeeds - MN
Non-Medical Classrooms • 1 Classroom Teacher • 1 Teacher Assistant to 2 students • 1 RBT per classroom Medical Classrooms • 1 Classroom Teacher • 1 MATA (RN) per Medical Student Program • 1 BCBA

STARS - Autism
Classroom • 1 Classroom Teacher • 1 Teacher Assistant to 2 students • 1 RBT per classroom Program • 1 BCBA

Transition
Non-Medical Classrooms • 1 Classroom Teacher • 1 Teacher Assistant to 2 students Medical Classrooms • 1 Classroom Teacher • 1 MATA (RN) per Medical Student



Southeast Alternative School

Directions and Southeast (Grade 6-12) Classrooms

- 1 Classroom Teacher
- 1 Teacher Assistant

Southeast Classrooms (Grade K-5)

- 1 Classroom Teacher
- 1 Teacher Assistant
- 1 RBT

Program

- BCBA

Deaf and Hard of Hearing - DHH

EC Classrooms

- 1 Classroom Teacher
- 2 Teacher Assistant

Classrooms

- 1 Classroom Teacher
- 1 Teacher Assistant

Program

- Program Itinerant

Vision - VI

Classrooms

- 1 Classroom Teacher
- 1 Teacher Assistant

Program

- Program Itinerant
- Brailier



February 27, 2024

Ms. Rachel Wisniewski
Director of Business Services
The School Association for Special
Education in DuPage County
2900 Ogden Ave.
Lisle, IL 60532

Dear Rachel,

We appreciate the dialogue and communication over the past few weeks as we worked on this revised proposal. Based on the discussions and feedback, we are pleased to offer SASSED the following proposal for the 2024-2025 school year.

1 Year Extension:

- **School Year 2024-2025 will be a 5% increase of School Year 2023-2024 rates.**
- **Revise contract language to provide members of SASSED with a 50% discount on shared routes.**
- **All other terms of the contract will remain the same.**

This proposal shows our commitment to SASSED as a valued partner, and we look forward to continuing this partnership for another year.

Thank you,

Heath Eddleblute
President & Chief Executive Officer
(440) -308-8195

**BID FOR SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES AND
TRANSPORTATION SERVICES FOR HOMELESS AND OTHER STUDENTS**

BID SPECIFICATIONS

The Board of Control of School Association for Special Education in DuPage County (SASED) is accepting sealed bids for Student Special Education Transportation Services and transportation services for individual student and small student groups including “homeless students” on behalf of participating Districts and the Cooperative (hereinafter “Districts”).

Districts participating in this bid include:

	Sp Ed	Other
Benjamin School District #25	Yes	Yes
Winfield School District #34	Yes	Yes
Villa Park Elementary School District #45	Yes	Yes
Maercker District # 60	Yes	Yes
Cass District #63	Yes	Yes
Center Cass School District #66	Yes	Yes
Woodridge School District #68	Yes	Yes
DuPage High School District #88	No	Yes
West Chicago Community High School District #94	Yes	Yes
Downer Grove Community High School District #99	Yes	Yes
Burr Ridge Community Consolidated School District #180	Yes	Yes
Westmont Community Unit School District #201	Yes	Yes
Lisle Community Unit School District #202	Yes	Yes
Elmhurst Community Unit School District #205	No	Yes
School Association for Special Education in DuPage (SASED)		

I INSTRUCTIONS AND GENERAL GUIDELINES

1. Bids are requested for a three-year period for the school years 2018-19, 2019-2020, 2020-2021. Extensions (if any) will be by written mutual agreement. Electronic copies of bid documents are available by contacting Sam Cannata at scannata@sased.org or 630 778-4509.
2. SASED reserves the right to reject any or all bids or parts thereof, to accept bids in whole or in part, and to waive any irregularities, technicalities or defects in any proposal, should it deem such action to be in the best interest of the participating districts. SASED shall recommend to participating districts the lowest responsible bidder (consistent with Section VII) provided that at no time shall a cause of action lie against SASED or a District for awarding a pupil transportation contract per the standards set forth in this contract unless the cause of action is based on fraudulent conduct.
3. A mandatory pre-bid meeting will be held at 1:30 p.m. on Thursday January 8th, 2018, at SASED Administrative Center, 2900 Ogden Avenue, Lisle IL 60532 to review bid specifications.
4. Each bid proposal must include all documents required by these specifications. Bid proposals must be submitted in a sealed envelope, on the outside of which is marked "Sealed Bid – Student Transportation Services." Bids shall be received no later than 1:30 p.m., January 16th, 2018:

Board of Control of SASED
2900 Ogden Avenue
Lisle, IL 60532
Attn: Mr. Sam Cannata

5. Bids will be opened at 2900 Ogden Avenue, Lisle IL 60532 at 1:30 p.m., January 16th, 2018.
6. All bids submitted must be valid for a minimum period of 120 days from the date of the bid opening.
7. After opening the bids SASED will recommend approval of the lowest responsible bidder consistent with Section VII. Each participating District will then accept the bid recommended by SASED at a District Board meeting. SASED will coordinate the approval of the contract (Attachment #3) at each District's school board meeting. It is anticipated that all Districts included in this bid will approve the bid but there is the possibility that some individual districts may choose to not participate after the bid opening. The Contractor will be required to accept the contract for all districts that choose to participate. Any exceptions to this requirement must be disclosed in the bid reply.

8. Any explanation, statement or alternate which the Contractor proposes must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal and attached thereto. Unless the Contractor so indicates, it is understood that the Contractor has bid in strict accordance with the specification requirements. Alternate bids will be considered only secondarily to the contract specifications. Any alternates submitted must be thoroughly detailed to merit consideration.
9. All information supplied by SASSED to develop the bid is based upon actual current activity but information is to be considered estimates of existing present operations.
10. No contract shall be assigned or any part of the same subcontracted without the written consent of Districts impacted by the subcontract, but in no case shall such consent relieve the Contractor from his obligations, or change the terms of the contract. Such consent shall not be unduly delayed or withheld. However, if the assignment is to a related entity, no consent is required.
12. SASSED will request financial information from the Contractor to assess the financial stability of the Contractor in awarding the contract. The financial stability of the Contractor will be a factor in the award of the contract. This determination shall be made in accordance with the section VII of the Bid Specifications entitled "Award of Contract".
13. The Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, State, county and other local government agencies, which may in any manner affect the performance of the Contract and in particular any such laws pertaining to safety.
14. The successful Contractor shall not discriminate against any worker, employee or applicant, or any member of the public because of race, color, national origin, age, sexual orientation, religion or disability, nor otherwise commit an unfair employment practice.
15. These instructions are to be considered an integral part of the bid.
16. A Bid Bond of 10% of the total bid price is required from a qualified and acceptable surety.
17. An annual performance bond is required to be provided for the estimated value of the contract work to each District that request a performance bond. The performance bond will be issued to and paid for by each District that requests a performance bond.

II INTERPRETATION AND ERRORS

In the event that questions should arise requiring interpretation of this document, such questions shall be referred to SASSED, whose decision shall be binding on all parties. Any interpretation of the bid specifications shall be made only by an addendum issued by SASSED. A copy of the addendum shall be emailed or otherwise delivered to each Contractor receiving a set of bid specifications and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective Contractor to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of their proposal. SASSED will make every effort to address requests for clarifications but generally Contractors should not expect a response for clarifications made three working days prior to the bid opening. Oral explanations or representations will not be binding. No advantage shall be taken by the Contractor of manifest, clerical errors, or omissions in the Bid Specifications. The Contractor is requested to notify SASSED immediately of any errors or omissions that may be encountered.

Interested bidders may contact the undersigned to resolve questions:

Sam Cannata
Director of Business Services
2900 Ogden Avenue
Lisle, IL 60532
(630) 778-4509
scannata@sased.org

III SCOPE

The Contractor shall provide during the contract period:

- a. Sufficient vehicles to transport conveniently and safely any and all students designated by each District to be served under this contract.
- b. Transportation for each and every day that school is in session and in accordance with routes and schedules submitted by the Contractor to each District and approved by each District. Each District can request a change in a student's assigned route and/or the number of vehicles required to best suit its student's needs at any time before or during the school year. The Contractor will make every reasonable effort to accommodate a district's request within a reasonable period of time.
- c. Transportation for all students, or for other personnel, as may be required by each District on field trips, athletic activities or any other purposes designated by the District.
- d. Vehicles that provide easy access and safe transportation for students with disabilities confined to wheelchairs.
- e. A full fleet of vehicles in operation at all times during the contract period.

IV GENERAL CONDITIONS

A. INVOICING

1. Invoicing for services is to be made directly to the resident school district for all students placed in SASED operated programs.
2. Invoicing for services for all students placed in District programs are to be sent directly to the resident school district.
3. The Contractor will invoice SASED each month for the number of days that the Suburbans are used by the Southeast Alternative School each month. The cost of the Suburbans in the bid reply will include the cost to the Contractor for use of the vehicles and the additional costs associated with maintenance, insurance, licenses and other costs of operating the vehicles. Gasoline to operate the vehicles will be provided by and paid for by the Contractor. The Contractor can invoice SASED on a monthly basis for tolls connected to the use of these vehicles. SASED will require 17 - 20 Suburbans to meet its program needs at its alternative school and a minimum of 2 standby vehicles.

The payments for services to the Contractor shall be made each month based upon an invoice prepared by the Contractor itemizing monthly charges. The Contractor shall also submit such other reports as may from time to time be requested by each District. Records sufficient to confirm the accuracy of all reports shall be kept by the Contractor, and made available for inspection by each District at all reasonable times, for one year after the submission of each report. The successful Contractor will use the fee structure described herein based upon the daily fees for the routes for busses, busses with lifts and other vehicles. Other vehicles include Suburbans, MPV's, minivans etc... Individual daily billing rates are to be developed for busses, busses with lifts and other vehicles for the following categories:

AM Routes Regular and Summer (One way)
Single Route Per AM period of time
Double Routes Per AM period of time
Triple Routes Per AM period of time

PM Routes Regular and Summer (One Way)
Single Route Per PM period of time
Double Routes Per PM period of time
Triple Routes Per PM period of time

Mid-Day Routes (Usage in conjunction with AM and PM routes)
Single Route Per Mid-Day period of time
Double Route Per Mid-Day period of time
Triple Route Per Mid-Day period of time

Once daily route rates are developed the route rate will be divided evenly among students being transported on each route. The Contractor will invoice each district for each of its students on each route, each day, at the end of the month. All bus routes that transport students in wheelchairs require a monitor on the route. The purpose of the monitor is to assist the driver of the bus with getting students on and off the bus with a lift and to monitor the needs of students during travel time. The hourly cost of the bus monitor is to be invoiced in addition to the billing rate for the cost of the route. The cost of the monitor will be evenly split among all students in a wheelchair on the route. For routes requiring a monitor where students are not on a vehicle with a lift the cost of the monitor will be invoiced separately and equally shared by all students requiring a monitor on the specific route. Billing for bus monitors will be on an hourly basis. The Contractor will make every effort to minimize the time a monitor spends on a vehicle to minimize the related cost to the Districts. Billing for the bus monitor is limited to the time when the route begins at the terminal to the time the monitor is returned to the terminal. If the monitor is on a vehicle before or after a route which requires a monitor then the district will not be invoiced for the portion of the monitor's time when a monitor is not required for any students on the route. This situation could occur if a vehicle is running multiple morning or afternoon routes but only one of the routes has students where a monitor is required.

If a District or SASED places an aide (including a medical assistant) on a vehicle to monitor a student then the Contractor will not invoice a portion of the route costs for this monitor. Only students are to be allocated a portion of the route fee. Also if SASED places an aide on a route with a vehicle that requires a monitor then the Contractor is not required to place an additional monitor on the bus and will therefore not be allowed to invoice for a monitor in this circumstance. Notwithstanding the foregoing, in the event of a student in a wheelchair or requiring a lift, the contractor shall be responsible for providing the aide to operate the lift and secure the wheelchair irregardless of the district providing an aide for the individual student.

Invoicing will be sent to Districts each month. A copy will also be sent to SASED's Director of Business Services each month. A report will also be developed each month specifying vehicles used, the number of routes run by the vehicle in AM, PM and Mid-Day and the students included on the routes that it operates each day. This report will be sent to SASED's Director of Business Services each month.

Invoicing will occur for each student and will include:

Allocation of route costs to each student	_____
Allocation of monitor charge for each student	_____
Total cost per student per day	=====

B. EQUIPMENT AND VEHICLE MAINTENANCE

The Contractor shall submit with the bid a description of the equipment proposed for use in fulfilling this contract (including any equipment to be purchased). This description should include the type of equipment, number of vehicles, year, make, capacity, current odometer readings and modifications. Wheelchair buses with hydraulic lifts that permit students to enter and exit the vehicles in wheelchairs will be included for physically handicapped students at a maximum ratio of five (5) students to one bus unless the route can be completed within one hour or less. Exceptions may be granted but will require written approval from the District. It is further understood that all equipment used during the term of this contract shall comply with all local, State and federal statutes, school bus specifications and safety legislation governing school bus transportation. The contractor shall ensure that any vehicle used in the completion of the contract is in compliance with all government regulations concerning inspections. The cost of inspections shall be borne by the Contractor. No vehicle may be used in the transportation of students without first having completed these required inspections. All vehicles shall be kept in a clean and sanitary condition and open to examination by District personnel at all times. Students may require a special harness for physical support. The Contractor shall maintain reasonable inventory of each size of approved device so that it is able to supply any device requested by each District on the date of providing transportation services. If transportation regulations require car seats for students under specified ages and weights then the Contractor shall maintain a reasonable inventory of approved car seats so that they are able to be provided on the day of transportation. Car seats may also be required for student support. The contractor will allow for the use of parent/district provided car seat whenever feasible and when in compliance with local, state and federal regulations.

The Contractor will have sufficient vehicles available for the fulfilment of the contract beginning with the summer of 2018 (July 2018). At all times, the Contractor must have one (1) standby vehicle available for each ten (10) vehicles used to service the contract. This shall include standby buses with hydraulic lifts. The average age of all vehicles used by the Contractor to service the contract shall not exceed ten (10) years; provided, however, that the age of any single vehicle shall not exceed twelve (12) years. Vehicle maintenance records shall be available for inspection by each District upon request. All vehicles will be air conditioned to provide for student health concerns related to unsafe temperature levels occurring in the vehicles. All vehicles will be outfitted with functioning video cameras that record activities and allow for tapes or other optional monitoring technologies to observe activities occurring on the vehicles. Access to these video recordings will be made available to Districts upon request.

Students are required to be transported on time within forty-five (45) minutes each way to and from school. Exceptions will be made for transportation to occur within an hour (60 minutes) each way, to and from school but the Contractor's goal should be to make every attempt to limit transportation time to forty-five (45) minutes or less. Communication is required to be made to the District if the route will exceed forty-five (45). This required communication will allow the District to consider optional placements or other considerations which may need to be considered to address student concerns. For routes transporting preschool age students the duration of the route is to be strictly limited to 45 minutes except if approved in advance by the district.

All vehicles shall be equipped with two way radios. Drivers will have access to cell phones for emergency purposes only and will be required to comply with laws regarding their usage while in a vehicle. All vehicles will have GPS tracking devices installed to allow for vehicle monitoring and tracking during emergencies. If feasible the GPS system used by the Contractor will allow for each District, at their request, to access to the GPS system to monitor vehicle locations.

C. ROUTES

1. New School Year Routing:

Prior to the beginning of each school year, each District will provide to the Contractor a list of all students to be transported, including name, address, phone number, school attending, required vehicle arrival and vehicle departure time at each school, handicapping condition when conditions require special handling, and the school's calendar. Deviations in schedules are expected to occur from time to time and should be anticipated. Subsequent to providing this list, information on children to be added to or dropped from transportation routes shall be provided to the Contractor by each District in separate communications

Based upon student information that is received, routes will be established by the Contractor and approved by the District, which will provide for the transportation needs of each student. Prior to the end of a school term Districts must submit a tentative list of all known students to be transported at the beginning of the next school term to the Contractor so that the Contractor can develop routes by August 1st for these students. An updated list of students shall be submitted to the contractor the end of the first week of August or sooner if possible. A final list of students must be submitted to the Contractor ten (10) work days prior to the start of school. The Contractor will make every effort to accommodate late requests. However for students that are not included in the final list a five (5) work day grace period after the date of receiving the revised student information from the District will be allowed. If the Contractor is unable to provide transportation services to such students within five days, the Contractor shall provide an immediate explanation as to the reasons why the Contractor is unable to provide such transportation and provide a reasonable timeline as to when services can commence. The District will have the option to seek an alternate transportation provider if the Contractor is unable to meet the needs of the District. One week prior to the opening of each student attendance center, the Contractor will provide to each District a tentative schedule of each vehicle's route transporting students for each District. This schedule will also include the estimated travel time for each student on the route.

2. On-going changes to routes:

The District shall use its best efforts to provide the Contactor within a reasonable period of time notice of transportation change requests including but not limited to added students, deleted students, time changes, changes to students' transportation needs and equipment, etc. The District shall provide written notice via email of the requests. Contractor shall provide email confirmation of receipt of changes and subsequent follow up to requestor prior to service implementation. Approved changes to established routes, schedules or stops shall be

implemented by Contractor as soon as possible after request by District, or within three full working days following the written request, unless mutually agreed upon by all affected parties. In the event that changes cannot be made within the prescribed period, the Contractor will provide a detailed description as to why and the proposed action to remedy the issue as quickly as possible. The written explanation shall also include the expected timeline for completion. The District will have the option to seek an alternate transportation provider if the Contractor is unable to meet the needs of the District

3. Summer School (ESY) Routing:

Each District must submit a tentative list of approximately 90% of all known students to be transported to the Contractor by May 1st of each agreement year so that the Contractor can develop routes by June 1st for this group of students. An updated list shall be submitted to the Contractor by the end of the second full week of May. A final list of students must be submitted to the Contractor ten (10) work days prior to the start of summer school. The Contractor shall make every effort to provide transportation services to students not included in the final list. If the Contractor is unable to provide transportation services to such students within five days, the Contractor shall provide the District with an explanation as to the reasons why the Contractor is unable to provide such transportation services and provide a timeline as to when services can reasonably commence. The Contractor will make every effort to accommodate late requests. The District will have the option to seek an alternate transportation provider if the Contractor is unable to meet the needs of the District. One week prior to the opening of summer school, the Contractor will provide to each District a tentative schedule of each vehicle's route for transporting students for each District. This schedule will also include the estimated travel time for each student on the route.

D. SERVICE CONDITIONS

1. No vehicle shall transport more than five (5) students in wheelchairs in each bus route, unless the route can be completed in one hour or less.
2. Routing and scheduling shall be done with the full cooperation and approval of District representatives.
3. Routes in general will be designed to provide a maximum of 45 minutes, one way travel time. However, up to a one-hour, one way ride, will be acceptable with District approval. Routes with preschool age students should be completed within 45 minutes. An hour of travel time for preschool age students is considered excessive.
4. Contractors will confirm required arrival and departure times of vehicles from the all school locations. Contractors will confirm the school calendars with each District's personnel.
5. The contractor shall be responsible for informing all parents of scheduled home pickup and return times, and shall maintain a consistent schedule in this regard.
6. Students shall be picked up and dropped off immediately in front of or as near as possible to their home or residence and shall be dropped off and picked up at school in like manner. Students will not be dropped off unless a teacher, parent or designee is present.

7. To avoid accidents, vehicles will be prohibited from backing up unless no other option exists.
8. No unauthorized persons shall be allowed in any vehicle while engaged in transporting students. The District reserves the right to have an authorized representative ride on any bus, on any contracted route.
9. The Contractor understands that some of the students to be transported exhibit behavioral disorders and may present discipline problems. The Districts have statutory obligations to provide transportation for all students, regardless of their behavior. The Contractor will transport all students knowing that some of the students may not meet the expectations of acceptable conduct for a typical student. Students can't be refused transportation due to discipline or conduct problems. If a student exhibits inappropriate behavior, this conduct shall be brought to the attention of the appropriate school official who shall determine what (if any) disciplinary action is required. In severe instances a driver may need to call 911 to obtain police assistance but these situations should be exceptional occurrences and are to be promptly reported to appropriate school officials. Severe conduct problems on a continuing basis may require the assistance of a bus aide for the route. The Contractor may initiate this request but this request is subject to the prior approval of the District. The Contractor will provide appropriate training for its drivers who transport this population of students.
10. The drivers of Suburbans leased by the Southeast Alternative School are SASED employees. The drivers are allowed to drive these vehicles to their place of residence in the evening following the last student drop off and drive from their residence to the first student's residence the next morning. Drivers are allowed to use these vehicles on a limited basis for personal use if they have commitments in traveling to their place of residence in the evening after completing the last student drop off. An example of such a commitment is traveling to a university for a college course after work and then after the course is completed driving directly home.
11. Routing for the Suburbans used by the Southeast Alternative School will be developed by SASED.
12. The contractor shall cooperate with the district regarding, and adhering to the district's policies, procedures, rules and regulations relating to, the use of audio and video surveillance tapes, viewing and disclosure thereof in connection with any student disciplinary or other actions relating to students arising from transportation services. The contractor agrees to promptly furnish to the district any requested audio or video surveillance footage. Except to the extent caused by the contractor, its employees or agents, the contractor shall not be liable for the district's failure to obtain the proper student/parent authorizations or if the district improperly uses the video surveillance footage. The district shall request video footage as soon as practical and, if at all possible, within 48 hours of the incident and the contractor shall provide the video footage if not overwritten within 48 hours of the request. The district and contractor acknowledge that the video surveillance system may only maintain video and audio footage for a finite period of time before it is overwritten by the system as part of the system's normal

course of operation. If the district does not request copies of audio or video footage prior to the system overwriting them as part of its normal course of operation, then the contractor shall not be liable. However, the contractor shall not delete, or cause the system to overwrite, audio or video footage outside of the system's normal course of operation.

E. INFORMATION REQUIREMENTS

1. The following information for all drivers under employment of the Contractor will be provided to the Districts upon request:
 - A. Name – first, middle and last
 - B. Valid permit number for drivers of school buses
 - C. Proof of completion of the Illinois School Bus Driver Instruction Program and date of completion for school bus drivers
 - D. Health certificate and date issued
 - E. Driver's license number and date of expiration
 - F. Evidence of freedom from tuberculosis will be required if required by State regulations
 - G. Proof of age
 - H. Results of criminal background checks
2. The following information for all aides employed by the Contractor will be provided to the District upon request:
 - A. Name – first, middle and last
 - B. Evidence of freedom from tuberculosis will be required if required by State regulations
 - C. Proof of age
 - D. Health certificate and date issued
 - E. Results of criminal background checks
3. Prior to the beginning of the contract, the Contractor shall provide each District, upon request, with the following information on all vehicles to be used in the transportation of students:
 - A. Make, model, year and serial number
 - B. State license number, municipal vehicle sticker number, and safety inspection sticker number
 - C. Capacity of vehicle
 - D. Special alteration made in the vehicle to accommodate handicapped students
 - E. Ownership of vehicle

Subsequent to the initial report for (3) above, the Contractor shall provide, upon request, the same information on any newly acquired vehicles, and shall update the information on state license, municipal vehicle, and safety inspection stickers whenever this information changes.

F. INTERIM ROUTES, COMMUNITY SERVICE, FIELD TRIPS AND SPECIAL SERVICE ROUTES

Programs may require the use of transportation services during the hours of 9:30 am. – 1:30 p.m. on either a fixed weekly schedule or on an irregular basis.

G. SUMMER SCHOOL ROUTES (Beginning the summer of 2018)

SASED operates an extensive summer school program for its member districts and Districts may operate independent summer school programs for students.

H. REVISION OF DAILY RUNS

In the event of inclement weather or for any other reason that school must be canceled or delayed, the Superintendent of each District, or their designee shall notify the Contractor prior to 6:00 a.m. on the day of such cancellation or delay. In the event that school must be dismissed early, the Superintendent or his designee shall notify the Contractor as conditions warrant.

I. EARLY DISMISSAL DATES

Several times during each school year Districts have early dismissal dates. These dates are scheduled well in advance and often at the start of the school term. Special attention should be given to these dates to ensure arrival/departure times are prompt. Prior to the beginning of the school year each District will address the logistics of staggering early dismissal patterns with the Contractor to ensure early dismissal patterns allow for reasonably consistent transportation patterns.

J. FUEL

The Contractor shall purchase all fuel necessary for the operation of the Contractor's vehicles within the scope of this service.

K. PERSONNEL

The responsibility for hiring and discharging personnel shall rest entirely upon the Contractor and the Contractor agrees that he shall enter into no agreement or arrangement with any employee, person, group or organization which will in any way interfere with this responsibility subject to such terms and conditions as are provided herein. It shall be a primary obligation of

the Contractor to operate its affairs so that each District will be assured of continuous and reliable service. Persons whose conduct might in any way expose a child to any impropriety of work or deed, whose mental or emotional stability is questionable or who in the sole discretion of an appropriate District representative is deemed unfit or unsuitable for the performance of services shall not be permitted to serve as a bus driver, bus assistant or in any other capacity with the Contractor. Districts will communicate their personnel concerns to the Contractor. The Contractor agrees to comply with the District's request assuming the request does not violate any applicable local, State or federal laws and regulations. The District is not responsible for any unemployment claims resulting from any requested reassignment.

The Contractor shall employ only qualified bus drivers who shall be required at all times to exercise the highest degree of care and to observe and comply with all law, ordinances, rules and regulations now in effect or hereafter enacted pertaining to the operation of school buses and other vehicles.

The Contractor shall employ qualified monitors for transportation services as agreed upon by each District. The District shall have no responsibility for hiring, supervising, or providing workman's compensation insurance coverage for the monitors.

The Contractor shall at all times keep all of its drivers, monitors, supervisors and other employees informed of regulations governing the operation of all vehicles, appropriate conduct with students and procedures for maintaining student discipline. Drivers will be obligated to report misconduct on the vehicles to the respective principal or district representative who will take the necessary disciplinary action. If the driver fails to report misconduct on the vehicles a District may require the reassignment of the driver to a route that is not covered by this contract.

The Contractor will allow the District the opportunity, to provide bus driver/monitor training based upon student needs, behavior management techniques, etc... of the special education students being transported by the Contractor. If training is developed by the Districts the Contractor will require its staff to complete the training and will be responsible for providing all handout materials. The Districts are not be responsible for payroll costs or facility costs for this training.

The Contractor, in performing this contract, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sexual orientation or national origin, nor otherwise commit any unfair employment practice.

All employees of Contractor performing services under this contract shall submit to a fingerprint criminal background investigation pursuant to the *Illinois School Code* and perform any other related background checks required by State, local or federal regulations at Contractor's cost.

All employees of the Contractor shall wear a photo identification badge at all times when performing services under this contract.

L. MINIMUM PERSONNEL AND COMMUNICATION

The Contractor awarded this contract must have in place the following personnel devoted to servicing this agreement:

- a. A full time contract manager with ability to make day to day decisions.
- b. A full time training and safety supervisor dedicated to safety oversight.
- c. A full time trip coordinator to schedule field and community trips.
- d. A full time customer service manager and full time customer service coordinator.
- e. A full time employee routing vehicles to minimize travel time and maximize efficiency.
- f. A dispatcher to oversee operations on a daily basis.
- g. A full time employee devoted to billing to ensure accuracy in the monthly billing.
- h. Monitors for all vehicles with lifts for wheelchair students. Monitors may also be required for other routes when program/district personnel request these services.
- i. The Contractor shall ensure that a manager is accessible at all times (twelve months a year) during normal business hours. If the manager not be accessible, an alternate is required and must be accessible to make decisions in any emergency.
- j. Adequate systems for communication from parents and District staff will be provided by the Contractor. These systems include telephone, email and other systems. The Contractor will have adequate staff to answer District telephone calls. The Contractor will have a telephone answering system in place on a 24/7 basis to collect communications outside of normal business hours. An email reporting system will be developed to receive issues from parents/Districts, communicate the receipt of the message and follow up with a resolution of the issues.

M. QUALIFICATION OF CONTRACTOR

Each District may make such investigation as it deems necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to SASED all information and data for this purpose as it may request. SASED and each District reserves the right to reject any bid if the evidence submitted by, or investigation of, such Contractor fails to satisfy SASED and each District that such Contractor is properly qualified to carry out the obligation of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

N. INSURANCE

The Contractor agrees that neither SASED or each participating District nor their members, officials, employees and agents shall in any way or manner be answerable to or suffer loss or damages, expenses, or liabilities for any acts occasioned by the Contractor, his employees, agents, or servants. The Contractor assumes all liabilities of any kind or nature arising from the operation of this Contract either by accident, negligence, theft, or otherwise. The Contractor agrees to indemnify and hold harmless the Boards and their officials, members, employees and agents for any liability and/or claim brought against any of them as a result of Contractor's performance under this Contract. Contractor shall procure and maintain the following minimum insurance coverages, provided that in the event the State of Illinois requires additional forms of

coverage or coverage in greater amounts than those set forth herein, the Contractor shall comply with all such State requirements.

Contract Insurance Requirements

Comprehensive General Liability	\$10,000,000
Automobile Liability	\$5,000,000
Excess Umbrella	\$10,000,000 each occurrence
Uninsured and Underinsured Motorist	Statutory limit

Worker's Compensation insurance shall be at least the minimum limits as specified by law.

Insurance shall be with companies licensed to do business in Illinois with a policy holder's rating not lower than "A" of a financial rating, not lower than "AAA" in Best's Insurance Guide (current edition). Insurance coverage cannot be terminated or non-renewed without thirty (30) days written notice to each District by the insurance company. A successor insurance company must be in place at the time of such notice.

Contractor shall provide each District with a Certificate of Insurance no later than June 15th prior to the initiation of the contract and annually no later than 15 days prior to the expiration of the term of insurance coverage each year. The certificate of insurance shall provide that the insurance shall not be cancelled, non-renewed or modified without each District's receipt of written notice of said action not less than thirty (30) days prior to termination of coverage. Each District requires that the parties indemnified be named as additional insured and/or that the Contractor carry contractual liability coverage as part of a comprehensive general liability in the amount set forth above.

The Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor shall in no way limit the Contractor's responsibility to indemnify, hold harmless and defend the Indemnity herein provided.

Within seven (7) business days following the effective date of this Contract, the Contractor shall provide each District that makes this request a Performance Bond, which shall guarantee the Contractor's performance of the duties imposed upon it pursuant to the contract and indemnify each School District, its Board of Education, Board members, officers, employees, and agents from any loss resulting from failure of Contractor to fully perform each or all of said duties for the enforceable duration of this Agreement. The cost of the performance bond will be the responsibility of the District that makes this request.

All policies of insurance shall carry an endorsement to the effect that they cannot be modified, canceled or non-renewed without thirty (30) days written notice by certified or registered mail. Cancellation of any of the insurance policies required above, or the reduction of the amounts of

liability insurance or medical coverage provided by such policies, shall be deemed a material breach of the contract and shall be cause for termination of the contract. Upon receipt of a notice of cancellation of any of the aforesaid insurance policies, or a reduction in the amount of coverage, each District shall have the option of terminating the contract or paying the premiums necessary to continue the insurance policy at the required limits of liability and deduct the payment or payments from the compensation due the Contractor under the contract. No policy shall reserve or permit any right of subrogation against each District, their officers, employees, students, and agents thereof.

O. FORCE MAJEURE

In the event Contractor is unable to provide transportation services herein specified because of any act of God, civil disturbance, fire, flood, riot, war, picketing, strike, lockout, labor dispute, loss of transportation facilities, oil or fuel shortage or embargo, governmental action or any condition or cause beyond the Contractor's control, each District shall excuse the Contractor from performance under this Agreement.

P. SERVICE RATE ESCALATION

The rates in the second year of the contract shall be adjusted by the change in the CPI using the 12 month percentage change for the calendar year ending December 2018 of the Consumer Price Index, United States Average – All Urban Consumers section, as published by the United States Department of Labor's Bureau of Labor Statistics all items. Any increase however, will not be lower than one and one half percent (1.5%) and not be higher than three percent (3.0%). The same procedures and limitations will apply to increases awarded in the third year of the contract except the 12-month period used to determine the CPI change will end December 2019.

The parties will determine the number of am/pm routes, and live monitor hours for the upcoming 2018-19 school year. In the event that a significant reduction in service to am/pm routes, live route hours, or live monitor hours, or any other changes occurs during the term of this contract which significantly reduce the existing service level(s) the parties agree to discuss the impact of these changes. The contractor may present a request to the Districts to modify the applicable unit rate. This unit rate price modification may be necessary as overheads and fixed costs such as on-site supervisors and mechanic salaries, facility costs, rent and taxes, and various other expenses may not change due to the decrease in service levels.

Q. FUEL ESCALATION

The cost of fuel shall be included in the route costs. It is recognized that fuel costs fluctuate. The fuel cap rate shall be established at \$2.85 per gallon for diesel and \$2.60 for gasoline fuel. The fuel cap shall be inclusive of all applicable taxes. When the price of regular unleaded gasoline or diesel fuel vary by more than \$0.10 per gallon from the cap during a given month in which transportation services are provided a fuel adjustment will be allowed for the entire

month. If the cost of diesel fuel is above \$2.95 per gallon the Contractor will be reimbursed for each cent above \$2.95 per gallon and if less than \$2.75 per gallon, the District shall be reimbursed for each cent below \$2.75 per gallon. If the cost of gasoline fuel is above \$2.70 per gallon the Contractor will be reimbursed for each cent above \$2.70 per gallon and if less than \$2.50 per gallon, the District shall be reimbursed for each cent below \$2.50 per gallon for gasoline fuel. Each month the Contractor shall retain all fuel cost records and attach the cost records to a calculation of the fuel charge or credit, and include the calculation with each monthly invoice. Increases in the fuel cap must be received with invoicing or communicated within 30 days of the end of each month. If notice is not provided by the Contractor to the Districts of fuel prices being paid in excess of the fuel cap then the Districts will not be responsible for the fuel surcharge. However notice is not required within 30 days if the cost of fuel is below the fuel cap. In this case the credit will be required to be applied to invoices sent to the District. Determination of the number of gallons for fuel reimbursement shall be computed based upon ten (8) miles per gallon of gasoline and based upon twelve (10) miles per gallon of diesel fuel. This computation shall begin at the first student pick up location and end at the last school drop off location at the end of the afternoon run. Mileage to the student home in the morning and mileage back from the student home in the afternoon to the contractor terminal shall not be included in the calculation. Mileage to/from the school and between tiers, if applicable, will be included in the mileage calculation. Other vehicle mileage is not allowable in the fuel surcharge or credit calculation

S. TERMINATION

Districts may jointly or individually terminate this contract at any time during the contract period by providing written notice of said termination to the Contractor at least thirty days prior to the designated termination date. The sole right to make this determination is at the discretion of SASSED and the participating District(s). The parties further agree that any failure to meet an acceptable standard of services constitutes a breach of this contract and constitutes sufficient reason to terminate the contract as set forth below. If, at any time, the Contractor fails to comply with the terms of this Agreement, or does not fully perform and strictly adhere to any of the terms hereof required to be performed or adhered to by the Contractor, or its drivers, or employees, the District(s) may, in addition to other remedies and/or penalties provided for herein, and in its sole discretion, terminate this Agreement as provided herein, with prejudice. In the event that the District(s) determine that the Contractor has failed to comply with, fully perform, or strictly adhere to this Agreement, the District(s) may send written notice at least thirty (30) days in advance to the Contractor indicating the intention of the District(s) to declare the Contractor in default. In such notice, the District(s) will state in what respect the Contractor has failed to comply with the terms of this Agreement, and will state the date which the Agreement will terminate unless the Contractor, prior to such date, cures the defect to the satisfaction of the District(s). If, prior to the date of termination stated in the notice as aforesaid, the District(s) notifies the Contractor that the defect has been cured, this Agreement will not terminate on the date stated in the notice but will be deemed to have remained in effect as of the date such notice was given. In the event that the District(s) does not so notify the Contractor that the defect has been cured as aforesaid, this Agreement is terminated without further action by the District(s) on the date of termination stated in the notice and in such event, the bond posted by the Contractor shall be paid to the District without further proceedings or notice.

The date of termination stated in the notice of intent to declare the Contractor in default, as provided above, may not be sooner than 30 calendar days following the date of such notice unless there is a complete failure by the Contractor to provide the services required by this contract, in which event the date of termination may be 5 calendar days following the date of such notice.

The right of the District to terminate this Agreement as provided above, is cumulative with all other rights of the District contained herein. The District's failure to send a Notice of Default to the Contractor shall not be deemed a waiver of the District's right to terminate this Agreement.

T. EMERGENCY REQUIREMENTS

The following safety procedures shall be established by the Contractor:

An office worker familiar with the contract shall be available in the Contractor's office to answer calls from parents, drivers and District staff each day students are transported from 6:00 a.m. to 6:00 p.m. A separate telephone line dedicated to this contract is to be established.

In addition an email system will be established by the Contractor to record issues, communicate receipt of the issue and provide a response on the resolution of the issue.

An answering service and/or assigned office worker shall be provided by the Contractor to be used between the hours of 6:00 p.m. and 6:00 a.m. each day students are transported to advise callers that the office is closed and in the event of an emergency to implement emergency procedures developed by the Contractor.

The Contractor shall maintain two-way radio communications in all regular or back-up vehicles with a base receiver and transmitter in the home office. Drivers will have access to a cell phone for emergency use in compliance with State and local laws.

Each driver must make a "dry run" of each route prior to students being transported. Dry runs are required at the beginning of the school year or when significant revisions to a route occur. Adding or deleting one student is not a significant revision. Even though dry runs are not required for adding one student, their use is encouraged to avoid problems when one student is added to a route.

The Contractor shall provide immediate notification to the District within 15 minutes of a vehicle accident. A written accident report will follow within 24 hours of the accident.

The Contractor shall provide "incident reports" and notify the District in a timely manner of any incidents requiring reporting. These incident reports may be automated through an email system. These incidents include, but are not limited to, leaving a child unattended

at a house, dropping a student off at a school without staff to escort the student, late arrivals or drop off, etc...

U. PERFORMANCE CALCULATION

Rate reductions will be made for not meeting the requirements of this agreement. The district and contractor agree that in certain circumstances, the actual amount of damages incurred by the district will be difficult to assess and/or may be immeasurable. Accordingly, under the following circumstances, except during the first week of summer school each year and the first two (2) weeks of each school year, the district may assess damages against the Contractor. However, the district must timely notify the contractor in writing (via email or otherwise) of the specific event. If the district fails to assess such damages on the next invoice cycle from the date of the occurrence, then such failure will relieve the contractor of such liability. These damages accrue in addition to the district's expectation that it will not pay for any transportation services that have not been provided. Rate reductions can be cumulative for a route being late and other violations.

	Per Student Reduction of Route Cost
1. Late pickup at home (more than 15 minutes)	20%
2. Late drop off at home (more than 15 minutes)	20%
3. More than 60 minute route without prior approval	20%
4. More than 45 minute route without prior approval (preschooler)	20%
5. Failure to provide a camera on a bus	20%
6. Failure to have an operational bus radio	100%
7. Failure to have operating air conditioning	100%
8. Failure to report a bus incident or accident	100%

The Contractor will not be liable for performance reductions relating to circumstances directed by the Districts that prevent the Contractor from delivering or picking up students on time that may have been caused by: limitations of the bell schedule; district timing of loading, unloading, and departure from school grounds; traffic conditions surrounding the schools; delays due to shuttle programs and transfer points; etc

V. TERMINAL LOCATION

The location of the Contractor's terminal used for vehicle departure at the beginning of the day and for vehicle return at the end of the day is important to the award of this bid. The contractor will disclose its current terminal locations and plans for additional locations. The most desirable terminal location would be multiple locations within the SASSED catchment area to reduce fuel costs and to minimize the costs of bus monitors.

VI. CONTRACTOR INFORMATION

Each Contractor submitting a bid is asked to provide the following information:

1. Qualifications
2. Experience in special education transportation
3. Audited Financial Report
4. School districts in Illinois presently being served listing contacts and contact information to serve as Contractor references
5. Size and type of service involved in present operation.
6. Route planning and organization procedures.
7. Employee safety training and supervision
8. Vehicle maintenance programs and housing procedures.
9. A copy of any proposed lease agreement for the lease of the Suburbans for use at the Southeast Alternative School.
10. Description of Contractor's central office and maintenance staff with names and job descriptions of key employees
11. List of vehicles to be used to transport students including age of vehicle, mileage, ramp accessories
12. Insurance certificate evidencing insurance limits
13. Signed copies of "Certifications" and "Representations of the Contractor".
14. The location of existing terminals in DuPage County and plans for new locations.

In addition to the above, the bidder is asked to answer the following questions:

1. How would you as a Contractor integrate this contract into your present operation?
2. Will you have a local base from which to manage and supervise the contract, and if so, how will it be organized? If not, how will you organize to manage and supervise the contract?
3. Will you have a local base which will handle the maintenance of your fleet, and if so, how will it be organized? If not, how will you organize the maintenance of your fleet?
4. How does the location of the terminal(s) fit with SASSED catchment area.

VII. AWARD OF CONTRACT

1. Factors to be considered in evaluating proposals will include an analysis of cost, quality of performance, quality of supervision training procedures and practices and general experience. Strong consideration will be given to reputation and customer service responsiveness. Emphasis will be placed on the Company's sophistication and expertise.
2. Furthermore, this contract will be awarded by first considering the Contractor most able to provide safety and comfort for the students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, then price. However, at

- no time shall a cause of action lie against a school board for awarding a pupil transportation contract unless the cause of action is based on fraudulent conduct
3. Recommendation to award the Contract will be made by SASED on the basis of the proposal which, in SASED's sole and absolute judgment, will best serve the interest of the Districts.
 4. EVALUATION OF BID – SASED will evaluate bids on behalf of participating Districts on the following point system:

<u>FACTOR</u>	<u>MAXIMUM POINTS</u>
A. The bid price	100
B. Experience and effectiveness of the bidder in transporting disabled students with disabilities in the State of Illinois for special education joint agreements in an area comparable to the area served by SASED	30
C. Condition, adequacy and location of the Contractor's terminals and equipment, including the type of vehicles and the manner in which they are equipped and maintained.	10
C. The Contractor's financial stability and ability to continue as a "Going Concern."	<u>10</u>
TOTAL POINTS	150

The bid reply form has an estimate of the number of routes for each vehicle type. These estimates, though based upon an analysis of existing students, can not be relied upon as a precise numbers of billable units during the term of the contract. Actual service needs change each year.

ATTACHMENT #1

CERTIFICATIONS AND REPRESENTATIONS OF THE CONTRACTOR

CERTIFICATIONS

1. BID-RIGGING AND BID-ROTATION

The Contractor hereby certifies that he is not barred from bidding on this contract as a result of a violation or conviction of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended.

2. NON-COLLUSION AFFIDAVIT

The Contractor states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

3. SEXUAL HARASSMENT CLAUSE

The undersigned bidder is in full compliance with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

4. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The undersigned hereby certifies that the Contractor is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices.

5. CRIMINAL BACKGROUND INVESTIGATIONS

Contractor is in compliance with Senate Bill 540, P.A. 86-411, effective as of January 1, 1990, which states that criminal background investigations must be conducted by the Department of State Police on all employees working for contractors doing business with the school districts who come in daily contract with children.

6. ILLINOIS DRUG FREE WORKPLACE ACT

The Contractor having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

7. **NO SMOKING CLAUSE**

Contractor agrees that he, his employees and sub-contractors, will abide by a no smoking requirement on all district property.

By signing and notarizing this document, I state and declare that the Contractor listed below and I are in compliance, and will comply, with all of the Certifications listed herein.

Signature

Date

Name of Signer and Title

Contractor Name

Address

Phone

Address

REPRESENTATIONS OF THE CONTRACTOR

The Contractor, with the submission of its bid, represents to the Districts that the following facts and circumstances are true:

1. The Contractor knows the scope of the Contract, has completely reviewed the general and specific conditions and requirements of the Bid Specification, and is aware of all applicable laws and their requirements.
2. The Contractor has the necessary equipment and personnel (including backups), or has documented financial ability and means to acquire the same, sufficient to adequately and properly perform the Contract in accordance with the Bid Specifications and applicable laws.
3. The Contractor acknowledges that the Districts cannot determine in advance the exact number and location of students to be transported pursuant to this Contract since school enrollment and placements fluctuate from year to year.
4. The Contractor acknowledges that this bid was based upon an estimate of the number of students and their location and that the actual list of no less than ninety percent (90%) of the students to be transported will be provided by the Districts no later than the first week in July.
5. The Contractor has been a prime carrier of students for various Boards of Education.
6. The remaining representations set forth in the Contractor's resume submitted with the Contractor's bid are incorporated herein as though set forth in full.
7. The Contractor has provided current audited financial statements.
8. The Contractor represents and covenants that no official, employee or agent of the Districts (1) has been employed or retained to solicit or aid in the procuring of this Contract; or (2) will be employed or otherwise benefit from this Contractor.
9. The Contractor certifies that all of its employees who have or will have contact with students have successfully passed, pursuant to The School Code, an Illinois criminal background and investigation check.

(Signature)

(Date)

(Firm)

Reliance of the Districts

These Districts will rely upon the Contractor's representations, resume and financial condition letter submitted with and after the bid in entering into this Contract with Contractor.

ATTACHMENT #2

BID REPLY FORM

Please use the excel worksheet to fill in your pricing. The yellow highlighted cells on the worksheet are required to be filled in. This form is being provided for your reference.

# of Routes by Vehicle Type	
Type A Mini-Busses	9 passenger or less

All One Way Routes										
Simple Route /day	25	\$	14	\$	17	\$	25	\$	174	\$
Double Route /day	8	\$	6	\$	2	\$	7	\$	174	\$
Triple Route /day	0	\$	1	\$	0	\$	0	\$	174	\$

Single Route /day	Double Route /day	Triple Route /day
28	11	15
7	9	7
0	1	0
174	174	174

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS	CT	CU	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EU	EV	EW	EX	EY	EZ	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM	FN	FO	FP	FQ	FR	FS	FT	FU	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG	GH	GI	GJ	GK	GL	GM	GN	GO	GP	GQ	GR	GS	GT	GU	GV	GW	GX	GY	GZ	HA	HB	HC	HD	HE	HF	HG	HH	HI	HJ	HK	HL	HM	HN	HO	HP	HQ	HR	HS	HT	HU	HV	HW	HX	HY	HZ	IA	IB	IC	ID	IE	IF	IG	IH	II	IJ	IK	IL	IM	IN	IO	IP	IQ	IR	IS	IT	IU	IV	IW	IX	IY	IZ	JA	JB	JC	JD	JE	JF	JG	JH	JI	IJ	JK	KL	KM	KN	KO	KP	KQ	KR	KS	KT	KU	KV	KW	KX	KY	KZ	LA	LB	LC	LD	LE	LF	LG	LH	LI	LJ	LK	LL	LM	LN	LO	LP	LQ	LR	LS	LT	LU	LV	LW	LX	LY	LZ	MA	MB	MC	MD	ME	MF	MG	MH	MI	MJ	MK	ML	MM	MN	MO	MP	MQ	MR	MS	MT	MU	MV	MW	MX	MY	MZ	NA	NB	NC	ND	NE	NF	NG	NH	NI	NJ	NK	NL	NM	NN	NO	NP	NQ	NR	NS	NT	NU	NV	NW	NX	NY	NZ	OA	OB	OC	OD	OE	OF	OG	OH	OI	OJ	OK	OL	OM	ON	OO	OP	OQ	OR	OS	OT	OU	OV	OW	OX	OY	OZ	PA	PB	PC	PD	PE	PF	PG	PH	PI	PJ	PK	PL	PM	PN	PO	PP	PQ	PR	PS	PT	PU	PV	PW	PX	PY	PZ	QA	QB	QC	QD	QE	QF	QG	QH	QI	QJ	QK	QL	QM	QN	QO	QP	QQ	QR	QS	QT	QU	QV	QW	QX	QY	QZ	RA	RB	RC	RD	RE	RF	RG	RH	RI	RJ	RK	RL	RM	RN	RO	RP	RQ	RR	RS	RT	RU	RV	RW	RX	RY	RZ	SA	SB	SC	SD	SE	SF	SG	SH	SI	SJ	SK	SL	SM	SN	SO	SP	SQ	SR	SS	ST	SU	SV	SW	SX	SY	SZ	TA	TB	TC	TD	TE	TF	TG	TH	TI	TJ	TK	TL	TM	TN	TO	TP	TQ	TR	TS	TT	TU	<th>TW</th> <th>TX</th> <th>TY</th> <th>TZ</th> <th>UA</th> <th>UB</th> <th>UC</th> <th>UD</th> <th>UE</th> <th>UF</th> <th>UG</th> <th>UH</th> <th>UI</th> <th>UJ</th> <th>UK</th> <th>UL</th> <th>UM</th> <th>UN</th> <th>UO</th> <th>UP</th> <th>UQ</th> <th>UR</th> <th>US</th> <th>UT</th> <th>UU</th> <th>UV</th> <th>UW</th> <th>UX</th> <th>UY</th> <th>UZ</th> <th>VA</th> <th>VB</th> <th>VC</th> <th>VD</th> <th>VE</th> <th>VF</th> <th>VG</th> <th>VH</th> <th>VI</th> <th>VJ</th> <th>VK</th> <th>VL</th> <th>VM</th> <th>VN</th> <th>VO</th> <th>VP</th> <th>VQ</th> <th>VR</th> <th>VS</th> <th>VT</th> <th>VU</th> <th>VV</th> <th>VW</th> <th>VX</th> <th>VY</th> <th>VZ</th> <th>WA</th> <th>WB</th> <th>WC</th> <th>WD</th> <th>WE</th> <th>WF</th> <th>WG</th> <th>WH</th> <th>WI</th> <th>WJ</th> <th>WK</th> <th>WL</th> <th>WM</th> <th>WN</th> <th>WO</th> <th>WP</th> <th>WQ</th> <th>WR</th> <th>WS</th> <th>WT</th> <th>WU</th> <th>WV</th> <th>WW</th> <th>WX</th> <th>WY</th> <th>WZ</th> <th>XA</th> <th>XB</th> <th>XC</th> <th>XD</th> <th>XE</th> <th>XF</th> <th>YG</th> <th>YH</th> <th>YI</th> <th>YJ</th> <th>YK</th> <th>YL</th> <th>YM</th> <th>YN</th> <th>YO</th> <th>YP</th> <th>YQ</th> <th>YR</th> <th>YS</th> <th>YT</th> <th>YU</th> <th>YV</th> <th>YW</th> <th>YX</th> <th>YY</th> <th>YZ</th> <th>ZA</th> <th>ZB</th> <th>ZC</th> <th>ZD</th> <th>ZE</th> <th>ZF</th> <th>ZG</th> <th>ZH</th> <th>ZI</th> <th>ZJ</th> <th>ZK</th> <th>ZL</th> <th>ZM</th> <th>ZN</th> <th>ZO</th> <th>ZP</th> <th>ZQ</th> <th>ZR</th> <th>ZS</th> <th>ZT</th> <th>ZU</th> <th>ZV</th> <th>ZW</th> <th>ZX</th> <th>ZY</th> <th>ZZ</th> <th>AA</th> <th>AB</th> <th>AC</th> <th>AD</th> <th>AE</th> <th>AF</th> <th>AG</th> <th>AH</th> <th>AI</th> <th>AJ</th> <th>AK</th> <th>AL</th> <th>AM</th> <th>AN</th> <th>AO</th> <th>AP</th> <th>AQ</th> <th>AR</th> <th>AS</th> <th>AT</th> <th>AU</th> <th>AV</th> <th>AW</th> <th>AX</th> <th>AY</th> <th>AZ</th> <th>BA</th> <th>BB</th> <th>BC</th> <th>BD</th> <	TW	TX	TY	TZ	UA	UB	UC	UD	UE	UF	UG	UH	UI	UJ	UK	UL	UM	UN	UO	UP	UQ	UR	US	UT	UU	UV	UW	UX	UY	UZ	VA	VB	VC	VD	VE	VF	VG	VH	VI	VJ	VK	VL	VM	VN	VO	VP	VQ	VR	VS	VT	VU	VV	VW	VX	VY	VZ	WA	WB	WC	WD	WE	WF	WG	WH	WI	WJ	WK	WL	WM	WN	WO	WP	WQ	WR	WS	WT	WU	WV	WW	WX	WY	WZ	XA	XB	XC	XD	XE	XF	YG	YH	YI	YJ	YK	YL	YM	YN	YO	YP	YQ	YR	YS	YT	YU	YV	YW	YX	YY	YZ	ZA	ZB	ZC	ZD	ZE	ZF	ZG	ZH	ZI	ZJ	ZK	ZL	ZM	ZN	ZO	ZP	ZQ	ZR	ZS	ZT	ZU	ZV	ZW	ZX	ZY	ZZ	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD
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[illegible][illegible]

Monitors

	Monitors per Shift	Monitor Hr/Valid in 1/4 Hr increments Awarded up	Monitors Daily Billing Yearly	2018-19 Daily Billing Total
Bus Monitors				
AM Monitors	36	82	-	174 \$
Mid Day Monitors	3	3	-	174 \$
PM Monitors	39	61	-	174 \$
				518

Billing Rate Per Monitor				Monitors Daily	2018-19 Annual Daily Total
Monitors per Shift	Monitor Hours/Day	Monitors per Shift	Monitors Daily	2018-19 Annual Daily Total	
AM Monitors	54	15	810	20	
PM Monitors	53	15	795	20	
				40	

Lease of Suburbans for SASED Employed Driver Use

	# of Leased Suburban/dw	Daily Billing Subtotal	Leased Suburban Daily		2018-19 Annual Daily Total	
\$ASED Lease of Suburbans	18	\$ -	\$ -	\$ -	\$ -	\$ -

GRAND TOTAL

ATTACHMENT #3

TRANSPORTATION SERVICES CONTRACT

To be completed after award of the contract

TRANSPORATION SERVICES CONTRACT

THIS AGREEMENT is entered into this ____ day of _____, 2018, by and between the Board of Education of _____ DuPage County, Illinois ("District"), and _____ ("Contractor") (collectively referred hereto as "the parties").

WITNESSETH

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

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

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

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

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

6. **Amendments.** No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.
7. **Indemnification.** Contractor agrees to indemnify, hold harmless and defend Districts and SASED Boards of Education, officers, employees, student teachers, and agents thereof against all suits, actions, legal proceedings, claims, and demands, and against all damages, judgments for personal injuries, including death to any person (including but not limited to third parties, employees of District, employees of Contractor or any subcontractor and their dependents or personal representative) loss, cost and expense, in any manner caused by, arising from, incidental to, connected with or growing out of the Contractor's operation of buses under the contract, except to the extent such is caused by or arises from, incidental to, connected with or growing out of the negligence or willful misconduct of Districts, SASED, Board of Education, its officers, employees, student teachers, and/or agents.
8. **Force Majeure.** In the event Contractor is unable to provide the transportation services as specified in the Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, governmental action or any other condition of cause beyond Contractor's control, District shall excuse Contractor from performance under this Agreement.

IN WITNESS WHEREOF, the parties have signed this Agreement on the ____ day of _____, 2018.

Contractor:

Board of Education:

Contractor

President

Its: _____

Secretary

Dated: _____

Dated: _____

ATTACHMENT #4

CURRENT RATE SHEET

Basic Rate	2015-16	2016-17	2017-18
Zone 1	\$25.00	\$ 25.38	
Zone 2	\$31.00	\$ 31.47	
Zone 3	\$42.50	\$ 43.14	
Zone 4	\$66.50	\$ 67.50	
Zone 5	\$88.50	\$ 89.83	
Zone 6	\$120.50	\$ 122.31	
Minimum Route Rate - One Student			
<6 mi. - Equal to 2 X Zone 1 Rate	\$50.00	\$ 50.75	
6-15 mi. - Equal to 3 X Zone 1 Rate	\$75.00	\$ 76.13	
15-25 mi. - Equal to 4 x Zone 1 Rate	\$100.00	\$ 101.50	
25+ mi. - Equal to 5 x Zone 1 Rate	\$125.00	\$ 126.88	
Minimum Route Rate - Two Students			
<6 mi. - Equal to 1.5 X Zone 1 Rate	\$37.50	\$ 38.06	
6-15 mi. - Equal to 2 X Zone 1 Rate	\$50.00	\$ 50.75	
15-25 mi. - Equal to 3 x Zone 1 Rate	\$75.00	\$ 76.13	Subject to Performance Escalation Provision of Amendment One
25+ mi. - Equal to 4 x Zone 1 Rate	\$100.00	\$ 101.50	
Wheelchair Charges	\$36.66	\$ 37.21	
Monitor/Bus Aide - Per Hour	\$15.74	\$ 15.98	
Field Trips & Special Service Routes			
Cost Per Mile	\$1.42	\$ 1.44	
Cost Per Hour	\$29.66	\$ 30.10	
Community Service Routes			
Cost Per Mile	\$1.42	\$ 1.44	
Cost Per Hour	\$29.66	\$ 30.10	
Video Cameras			
Daily Rate	\$250.00	\$ 253.75	
Suburban Lease Rate	\$108.22	\$ 109.84	
Summer School	Same Rates as Above		

ATTACHMENT #5

OCTOBER 2017 STUDENT DETAIL

Student information is included for the purpose of allowing the Contractor to develop pricing for the bid. This is confidential information and requires that the Contractor use the utmost care to ensure that it is accessible only to those that require access to complete this bid.

See Attached worksheets for details

ATTACHMENT #6

OCTOBER 2017 BILLING WORKSHEETS

See attached worksheets for details

Addendum #1

Clarifications and revisions to the bid Specifications for the January 2018 Bid for Special Education Student Transportation Services and Transportation Services for Homeless and Other Students

REVISED DATE OF THE BID OPENING

The date of the bid opening has been changed to January 30, 2018, at 1:30pm at the SASSED Administrative Center located at 2900 Ogden Avenue, Lisle Illinois.

COSTS ASSOCIATED WITH THE LEASED SUBURBANS WITH SASSED DRIVERS

The cost of the lease to operate the Suburban vehicles for the SE Alternative School will include the cost of maintenance, insurance, licensing and other costs of operating the vehicles. Gasoline to operate the vehicles will be provided by and paid for by the contractor. In addition these vehicles must have two way radios installed with a dedicated separate frequency and access to a radio tower.

MINIMUM PERSONNEL

The requirements for personnel are included in the bid specification in Section L. on page 14. Bidders are required to complete the bid based upon this staffing level. Pricing may be adjusted for a reduced staffing level if the bidder determines that it can provide an acceptable service level with reduced staff but the reduced staff and related pricing adjustment must be disclosed in a supplemental bid reply.

SHARED ROUTING

Two or more contractors can submit a bid reply. This relationship must be fully disclosed in the bid reply. The bid reply must clearly state the responsibility for service that each contractor is assuming with this relationship. All parties will be jointly and severally liable for meeting the service obligations of the contract. Bids submitted jointly may be considered secondarily to contractors that have bid individually.

SUPPLEMENTAL ROUTING DETAIL

Supplemental information is being provided for

May 2017 invoicing

Summer of 2017 student detail in excel

December of 2017 student detail

of Routes by Vehicle Type

	Type A Mini-Busses										9 passenger or less										# of Days per year
	# of Rtes for Busses					# of Rtes for Lift Busses					# of Rtes for Suburbans					# of Rtes for MPV's					
	# of Rtes for Busses	Rate per Rte/day for Busses	Busses Daily Billing Total	# of Rtes for Lift Busses	Rate per Rte/day for Lift Busses	Lift Busses Billing Total	# of Rtes for Suburbans	Rate per Rte/day for Suburbans	Suburbans Billing Total	# of Rtes for MPV's	Rate per Rte/day for MPV	MPV's Billing Total	MPV Daily Billing Total	2018-19 Daily Billing Total	Total Cost per Year						
School Year																					
AM One Way Routes																					
Single Route /day	26	\$ 134.00	\$ 3,350.00	14	\$ 139.00	\$ 1,946.00	17	\$ 109.00	\$ 1,853.00	25	\$ 119.00	\$ 2,975.00	\$	10,124.00	174	\$ 1,761,576.00					
Double Route /day	8	\$ 143.00	\$ 1,144.00	0	\$ 148.00	\$ 888.00	2	\$ 114.00	\$ 228.00	7	\$ 123.00	\$ 861.00	\$	3,121.00	174	\$ 543,954.00					
Triple Route /day	0	\$ 153.00	\$ -	1	\$ 158.00	\$ 158.00	0	\$ -	\$ -	0	\$ -	\$ -	\$	158.00	174	\$ 27,462.00					
PM One Way Routes																					
Single Route /day	28	\$ 134.00	\$ 3,752.00	11	\$ 139.00	\$ 1,529.00	15	\$ 109.00	\$ 1,635.00	27	\$ 119.00	\$ 3,213.00	\$	10,129.00	174	\$ 1,762,446.00					
Double Route /day	7	\$ 143.00	\$ 1,001.00	9	\$ 148.00	\$ 1,332.00	3	\$ 114.00	\$ 342.00	7	\$ 123.00	\$ 861.00	\$	3,536.00	174	\$ 615,264.00					
Triple Route /day	0	\$ 153.00	\$ -	1	\$ 158.00	\$ 158.00	0	\$ -	\$ -	0	\$ -	\$ -	\$	158.00	174	\$ 27,462.00					
Mid Day One Way Routes Including Field Trips																					
Single Route /day	8	\$ 60.00	\$ 480.00	0	\$ 60.00	\$ 540.00	4	\$ 60.00	\$ 240.00	8	\$ 60.00	\$ 360.00	\$	1,620.00	174	\$ 281,880.00					
Double Route /day	0	\$ -	\$ -	1	\$ 60.00	\$ 60.00	0	\$ -	\$ -	0	\$ -	\$ -	\$	60.00	174	\$ 10,440.00					
Triple Route /day	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	\$	-	174	\$ -					
Summer School																					
AM One Way Routes																					
Single Route /day	26	\$ 134.00	\$ 3,484.00	14	\$ 136.00	\$ 1,946.00	18	\$ 109.00	\$ 1,962.00	14	\$ 119.00	\$ 1,686.00	\$	9,058.00	20	\$ 181,160.00					
Double Route /day	1	\$ 143.00	\$ 143.00	0	\$ 148.00	\$ -	0	\$ 114.00	\$ -	1	\$ 123.00	\$ 123.00	\$	266.00	20	\$ 5,320.00					
Triple Route /day	0	\$ 153.00	\$ -	0	\$ 158.00	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	\$	-	20	\$ -					
PM One Way Routes																					
Single Route /day	26	\$ 134.00	\$ 3,484.00	14	\$ 139.00	\$ 1,946.00	18	\$ 109.00	\$ 1,962.00	15	\$ 119.00	\$ 1,785.00	\$	9,177.00	20	\$ 183,540.00					
Double Route /day	1	\$ 143.00	\$ 143.00	0	\$ 148.00	\$ -	0	\$ 114.00	\$ -	1	\$ 123.00	\$ 123.00	\$	266.00	20	\$ 5,320.00					
Triple Route /day	0	\$ 153.00	\$ -	0	\$ 158.00	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	\$	-	20	\$ -					
\$ 5,404,984.00																					

Monitors

School Year

Billing Rate Per Monitor										2018-19 Daily Billing Total												
Monitors per Shift					Hr/Increment					Hr/Increment					Hr/Increment							
Monitors per Shift	Monitor Hours/Day	Monitor Hr/Increment	Monitor Hr/Increment	Monitor Hr/Increment	Monitors per Shift	Monitor Hours/Day	Monitor Hr/Increment	Monitor Hr/Increment	Monitor Hr/Increment	Monitors per Shift	Monitor Hours/Day	Monitor Hr/Increment	Monitor Hr/Increment	Monitor Hr/Increment	Monitors per Shift	Monitor Hours/Day	Monitor Hr/Increment	Monitor Hr/Increment	Monitor Hr/Increment			
Bus Monitors	38	82	\$ 22.00	\$ 1,804.00	38	82	\$ 22.00	\$ 1,804.00	38	82	\$ 22.00	\$ 1,804.00	\$	1,804.00	174	\$						
AM Monitors	3	3	\$ 22.00	\$ 66.00	3	3	\$ 22.00	\$ 66.00	3	3	\$ 22.00	\$ 66.00	\$	66.00	174	\$						
Mid Day Monitors	39	81	\$ 22.00	\$ 1,782.00	39	81	\$ 22.00	\$ 1,782.00	39	81	\$ 22.00	\$ 1,782.00	\$	1,782.00	174	\$						
PM Monitors													\$	310,088.00		\$						
																\$ 183,540.00						

Summer School

Billing Rate Per Monitor										2018-19 Annual Daily Total												
Monitors per Shift					Hr/Increment					Hr/Increment					Hr/Increment							
Monitors per Shift	Monitor Hours/Day	Monitor Hr/Increment	Monitor Hr/Increment	Monitor Hr/Increment	Monitors per Shift	Monitor Hours/Day	Monitor Hr/Increment	Monitor Hr/Increment	Monitor Hr/Increment	Monitors per Shift	Monitor Hours/Day	Monitor Hr/Increment	Monitor Hr/Increment	Monitor Hr/Increment	Monitors per Shift	Monitor Hours/Day	Monitor Hr/Increment	Monitor Hr/Increment	Monitor Hr/Increment			
Bus Monitors	15	54	\$ 22.00	\$ 1,189.00	15	54	\$ 22.00	\$ 1,189.00	15	54	\$ 22.00	\$ 1,189.00	\$	1,189.00	20	\$						
AM Monitors	0	0	\$ 22.00	\$ -	0	0	\$ 22.00	\$ -	0	0	\$ 22.00	\$ -	\$	-	20	\$						
Mid Day Monitors	15	53	\$ 22.00	\$ 1,166.00	15	53	\$ 22.00	\$ 1,166.00	15	53	\$ 22.00	\$ 1,166.00	\$	1,166.00	20	\$						
PM Monitors													\$	23,320.00		\$						
																\$ 682,528.00						

Lease of Suburbans for SASED Employed Driver Use

		<u>Leased</u>			
# of Leased	Suburban Daily	Suburban Daily	2018-19 Annual		
Suburban/day	Daily Billing	Subtotal	Daily Total		
18	\$ 140.00	\$ 2,520.00	\$ 2,520.00	174	\$ 438,480.00

SASED Lease of Suburbans

# of Vehicles				
	Type A Mini-Busses		9 passenger or less	
	<u>Busses</u>	<u>With Lift</u>	<u>Suburbans</u>	<u>MPV</u>
School Year	33	21	19	32
AM One Way Routes				
Single Route /day	25	14	17	25
Double Route /day	8	6	2	7
Triple Route /day	0	1	0	0
PM One Way Routes				
Single Route /day	28	11	15	27
Double Route /day	7	9	3	7
Triple Route /day	0	1	0	0
Mid Day One Way Routes				
Single Route /day	8	9	4	6
Double Route /day	0	1	0	0
Triple Route /day	0	0	0	0
Summer School	Summer Days = 29			
AM One Way Routes				
Single Route /day	26	14	18	14
Double Route /day	1	0	0	1
Triple Route /day	0	0	0	0
PM One Way Routes				
Single Route /day	26	14	18	15
Double Route /day	1	0	0	1
Triple Route /day	0	0	0	0
Mid Day One Way Routes				
Single Route /day	0	0	0	0
Double Route /day	0	0	0	0
Triple Route /day	0	0	0	0
School Year				
	<u>Monitors per</u>	<u>Monitor</u>		
	<u>Shift</u>	<u>Hours/Day</u>		
Bus Monitors				
AM Monitors	38	81.85		
Mid Day Monitors	3	3		
PM Monitors	39	80.97		
Summer School				
	<u>Monitors per</u>	<u>Monitor</u>		
	<u>Shift</u>	<u>Hours/Day</u>		
Bus Monitors				
AM Monitors	15	53.8		
Mid Day Monitors	0	0		
PM Monitors	15	52.7		

ATTACHMENT #1
CERTIFICATIONS AND REPRESENTATIONS OF THE CONTRACTOR

CERTIFICATIONS

1. BID-RIGGING AND BID-ROTATION

The Contractor hereby certifies that he is not barred from bidding on this contract as a result of a violation or conviction of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended.

2. NON-COLLUSION AFFIDAVIT

The Contractor states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

3. SEXUAL HARASSMENT CLAUSE

The undersigned bidder is in full compliance with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

4. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The undersigned hereby certifies that the Contractor is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices.

5. CRIMINAL BACKGROUND INVESTIGATIONS

Contractor is in compliance with Senate Bill 540, P.A. 86-411, effective as of January 1, 1990, which states that criminal background investigations must be conducted by the Department of State Police on all employees working for contractors doing business with the school districts who come in daily contract with children.

6. ILLINOIS DRUG FREE WORKPLACE ACT

The Contractor having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

7. **NO SMOKING CLAUSE**

Contractor agrees that he, his employees and sub-contractors, will abide by a no smoking requirement on all district property.

By signing and notarizing this document, I state and declare that the Contractor listed below and I are in compliance, and will comply, with all of the Certifications listed herein.

Signature

ROBERT E. HAZH PRESIDENT

Name of Signer and Title

2150 WESTERN G. SUITE 400

Address

Lisle IL 60532

Address

Date

1-30-18
SUNELISE SANTHUTST

Contractor Name

630-841-5458

Phone

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

THIS AMENDMENT ("Amendment") is entered into this 21st day of March, 2022, by and between the Board of Education of Lisle Community Unit School District No. 202, DuPage County, Illinois ("District") and Sunrise Southwest, LLC. ("Contractor") collectively referred to herein as ("the Parties").

WITNESSETH

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

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

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

1. **TERM:** The term of the Contract shall be extended for one (1) year and be in effect from July 1, 2022 to June 30, 2023 ("Term").
2. **COMPENSATION:**
 - a. Contractor shall provide all services pursuant to the Contract and shall be compensated according to the terms thereof in the amounts listed in the Rate Sheet included in Exhibit A hereto. The rates in Exhibit A represent an increase of thirteen percent (13%) on all rates and categories in the Contract and are based on the understanding that all scheduled days of student attendance and transportation services provided for those days occur.
 - b. The Parties agree that if any routes in which students being transported by the Contractor for the District are shared with any other district's students, Contractor will discount the applicable route rate in either Exhibit A or Exhibit B by twenty-five percent (25%) for each day such route is run as a shared route. The Parties agree to facilitate and agree to such route sharing where operational practical and feasible for Contractor, and such agreement shall not be unduly withheld.
 - c. The Parties agree that during the Term should Contractor fail to service all routes requested by District, a reduction in the rates charged for serviced routes will be charged and the conditions for the calculation of such rate reduction are as follows:
 - i. The Routing Service Levels and rate reductions off the Rate Sheet in Exhibit A hereto are listed in Exhibit B hereto.

- ii. "Billing Cycle" shall be defined as beginning on the first date of each calendar month and ending on the last date of each calendar month.
 - iii. "Requested Routes" shall be defined as all routes requested in writing by District at least 25 days prior to the first day of the beginning of the regular school year of the Term or 25 days prior to the next monthly Billing Cycle during the Term. Such Requested Route count shall be confirmed in writing by District to Contractor.
 - iv. "Routing Service Level" shall be defined as the percentage of Requested Routes serviced by Contractor during each monthly Billing Cycle.
 - v. Routing Service Level percentage shall be calculated by dividing the total number of routes serviced by Contractor during each monthly Billing Cycle by the Routes Requested for the respective Billing Cycle. Should the resulting Routing Service Level percentage be less than 100%, the corresponding rate increase percentage listed in Exhibit B hereto shall be applied to rates for the respective monthly Billing Cycle.
3. **ATTENDANCE DISRUPTIONS:** The Parties mutually understand and agree that in the event the District determines that scheduled school days during the Term are to be cancelled or conducted remotely for any reason, thereby not requiring student transportation services by Contractor for such school days and reducing the total number of school days serviced by Contractor to less than the total days scheduled by District at the beginning of the Term for the full Term, District will either: (A) Reschedule such school days and the transportation services thereof; (B) Pay Contractor eighty percent (80%) of the rate for the cancelled routes if Contractor maintains all of its drivers for such routes on payroll during the period of no service; or (C) Pay Contractor forty percent (40%) of the rate for the cancelled routes if Contractor does not maintain payroll for the drivers of the cancelled routes during the period of no service.
4. **SIGNIFICANT CHANGES:** In the event that a change in circumstances, regardless of cause, results in an increase or decrease of the number of school days serviced by Contractor, the number of routes serviced by Contractor, or an increase in the costs incurred by Contractor to provide services under the Contract by ten percent (10%) or more, the Parties agree to meet and negotiate the impact of such circumstances on the rates agreed to herein in Exhibit A if requested by either Party hereto in writing.
5. **NOTICE TO PARTIES:** All such notices and other written communication shall be sent to the persons and addresses listed below:

SASED Billing

Mini Bus

21-22	22-23	23-24	Shared Rate
\$ 145.95	\$ 164.93	\$ 175.00	\$ 131.25
\$ 155.76	\$ 176.01	\$ 187.00	\$ 140.25
\$ 166.65	\$ 188.31	\$ 200.00	\$ 150.00

Sub

21-22	22-23	23-24	Shared Rate
\$ 118.72	\$ 134.16	\$ 142.00	\$ 106.50
\$ 124.17	\$ 140.31	\$ 149.00	\$ 111.75
\$ 129.62	\$ 146.47	\$ 155.00	\$ 116.25

Field Trips (2 hr Min)

21-22	22-23	23-24	Shared Rate
\$ 65.35	\$ 73.85	\$ 78.00	\$ 58.50
\$ 32.68	\$ 36.92	\$ 39.00	\$ 29.25

W/C Bus

21-22	22-23	23-24	Shared Rate
\$ 151.40	\$ 171.08	\$ 181.00	\$ 135.75
\$ 161.20	\$ 182.16	\$ 193.00	\$ 144.75
\$ 172.10	\$ 194.47	\$ 206.00	\$ 154.50

MPV

21-22	22-23	23-24	Shared Rate
\$ 129.62	\$ 146.47	\$ 155.00	\$ 116.25
\$ 133.97	\$ 151.39	\$ 160.00	\$ 120.00
\$ 138.33	\$ 156.31	\$ 166.00	\$ 124.50

Shuttle (One Way)

21-22	22-23	23-24	Shared Rate
\$ 130.71	\$ 147.70	\$ 157.00	\$ 117.75

Bus Aides

21-22	22-23	23-24
\$ 23.96	\$ 27.08	\$ 29.00

Middays

21-22	22-23	23-24	Shared Rate
\$ 65.35	\$ 73.85	\$ 78.00	\$ 58.50

W/C Shuttle (One Way)

21-22	22-23	23-24	Shared Rate
\$ 151.40	\$ 171.08	\$ 181.00	\$ 135.75

2022-2023 Increase	13%
2023-2024 Increase	6%
2022-2023 Shared Rate Discount	25%

School Association for Special Education in DuPage County

Budget Report (accrual basis)

February 2024

					<u>% of Budget</u>	<u>(prior year)</u>
	<u>Revenues</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>% of Budget</u>	
Tuition and Fees		\$ 5,625,557	\$ 32,879,627	\$ 31,829,573	103.3%	98.8%
State Revenue		\$ 304,510	\$ 2,296,591	\$ 3,724,607	61.7%	65.2%
Federal Revenue			\$ 1,096,447	\$ 1,169,228	93.8%	118.6%
Grant Revenue		\$ 168,957	\$ 731,517	\$ 1,524,658	48.0%	107.2%
	Subtotal Revenues	\$ 6,099,024	\$ 37,004,181	\$ 38,248,066	96.7%	96.4%
Medicaid Flow Through Revenue		\$ -	\$ 1,266,999			
	Total Revenues	\$ 6,099,024	\$ 38,271,179			
	<u>Expenditures</u>					
Payroll		\$ 1,789,621	\$ 11,493,743	\$ 21,488,304	53.5%	54.2%
Benefits		\$ 428,543	\$ 2,600,683	\$ 5,951,032	43.7%	46.3%
*Purchased Services		\$ 903,643	\$ 5,580,826	\$ 8,755,669	63.7%	76.5%
Supplies		\$ 48,208	\$ 397,581	\$ 892,071	44.6%	32.5%
Capital Outlay			\$ 321,358	\$ 1,951,321	16.5%	35.7%
Equipment		\$ 1,246	\$ 91,356	\$ 140,870	64.9%	107.8%
	Subtotal Expenses	\$ 3,171,261	\$ 20,485,548	\$ 39,179,267	52.3%	57.0%
Medicaid Flow Through Disbursements		\$ 466,862	\$ 1,531,396			
	Total Expenses	\$ 3,638,123	\$ 22,016,944			

Total FYTD revenue when compared to current budget is at 96%

Compared to prior year (96%), the total revenue budget for current fiscal year aligns with activity from prior year

Invoices were generated and mailed for 1:1 Teacher Assistants and 1:1 Medical Aides

Total FYTD expenditure when compared to current budget is at 52%

Compared to prior year (57%), the total expenditure budget for current fiscal year is on track

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

Using last year as a benchmark, the expenditures % for supplies is trending higher; however, it is appropriate for after the mid year mark

Medicaid Flow Through disbursements back to districts totaled \$466,862 for the month of February

School Association for Special Education in DuPage County

Treasurer's Report

February 29, 2024

	<u>A</u>	<u>B</u> SELF FUNDED MEDICAL INSUR	<u>C</u> SELF FUNDED DENTAL INSUR	<u>D</u>	<u>A + B + C + D</u>
	<u>EDUCATION FUND</u>	<u>FUNDED MEDICAL INSUR</u>	<u>SELF FUNDED DENTAL INSUR</u>	<u>FSA</u>	<u>TOTAL EDUCATION FUND</u>
CASH ACTIVITY REPORT					
Beginning Balance	15,153,872.25	(146,424.99)	359,260.26	(21,162.19)	15,345,545.33
Investments					
February activity					
Interest Earned	6,115.43				6,115.43
Gains/(Losses) on Sales of Securities	(1,154.24)				(1,154.24)
Record Health Fund Transfers	(101,205.40)	87,852.88	17,967.08	(4,614.56)	0.00
Cash Receipts	3,436,215.44	2,974.61	646.30		3,439,836.35
Cash Disbursements - General	(1,741,729.02)			(13,784.20)	(1,755,513.22)
- Payroll	(1,789,621.35)				(1,789,621.35)
Subtotal	(191,379.14)	90,827.49	18,613.38	(18,398.76)	(100,337.03)
Ending Balance	<u>14,962,493.11</u>	<u>(55,597.50)</u>	<u>377,873.64</u>	<u>(39,560.95)</u>	<u>15,245,208.30</u>

Investment - Demand Deposit - Fifth Third Bank
IL School District Liquid Asset Fund
Fifth Third Securities

10,558,573.51	(58,606.97)	377,262.20	(25,776.75)	10,851,451.99
21,960.85				21,960.85
4,371,795.46				4,371,795.46
<u>14,952,329.82</u>	<u>(58,606.97)</u>	<u>377,262.20</u>	<u>(25,776.75)</u>	<u>15,245,208.30</u>

Rachel Wisniewski

Rachel Wisniewski, Treasurer

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
2/29/2024

EDUCATION FUND	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	21,960.85	0.482%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	21,960.85	0.482%	Money Market	ISDLAF	Money Market Mutual Fund
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	10,558,573.51	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	241,809.80	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	51,068.68	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	10,851,451.99				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	416,795.46	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	500,000.00	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Treasuries - long term	500,000.00	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	-				
	4,371,795.46				
	15,245,208.30	TOTAL			

MEMORANDUM OF UNDERSTANDING

The Board of Directors (“Board”) of the School Association for Special Education in DuPage County (“SASED”) and the SASED Education Association, IEA-NEA (“Association”) hereby agree as follows:

1. The Board and the Association are parties to a collective bargaining agreement for the time period from August 2022 to 11:59 pm on the day prior to the commencement of the 2024-2025 school term based on the SASED school calendar (“the CBA”).
2. The Board and the Association agree that the CBA will be extended for two (2) additional years, beginning on the first day of the 2024-2025 school term based on the SASED school calendar, and ending at 11:59 pm on the day prior to the commencement of the 2026-2027 school term based on the SASED school calendar.
3. For the term of the extension, salary increases shall be as follows:
 - a. For 2024-2025: Each cell of the FY24 salary schedules shall be increased by three and one-half percent (3.5%).
 - b. For 2025-2026: Each cell of the FY25 salary schedules shall be increased by three and one-quarter percent (3.25%).
 - c. Increases continue to be subject to the following provision in Article V (Compensation), Section 5.1, Subsection C: “In no event will an employee’s total annual year to year creditable earnings increase exceed six percent (6%).”
4. To the extent of any conflict or inconsistency between this Memorandum of Understanding and the CBA, the provisions of this Memorandum of Understanding shall control. The CBA shall otherwise remain in full force and effect until 11:59 pm on the day prior to the commencement of the 2026-2027 school term based on the SASED school calendar.

IN WITNESS WHEREOF, the Board and the Association, by their duly authorized representatives, have approved and signed this Memorandum of Understanding on the dates indicated below.

BOARD OF DIRECTORS OF SASED

By: _____
Chairperson

Date: _____

Attest: _____
Secretary

Date: _____

SASED EDUCATION ASSOCIATION, IEA-NEA

By: _____

Date: _____