



**Board of Directors Meeting  
May 22, 2024  
SASED Administrative Center  
2900 Ogden  
Lisle, IL 60532  
11:00 AM  
AGENDA**

1. **Call to Order/Roll Call of Board of Directors Meeting**
2. **Appointment of Secretary Pro-Tempore**
3. **Pledge of Allegiance**
4. **Approval of the Agenda**
5. **Public Comment**
6. **Consent Agenda**
  - a. Personnel Recommendations
    - 1) Accept/Approve the Resignations, Retirements, Employment, and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff as presented.
    - 2) Approve the Contract Buy-out for an Occupational Therapist from FoxHire/AHS Staffing
  - b. Financial
    - 1) Gross Payrolls for April 2024
    - 2) Payroll Liabilities for April 2024
    - 3) Bill List for May 2024
    - 4) Interim Checks for April 2024
    - 5) Voids for April 2024
  - c. SASED Programs/Services
    - 1) Approve the Agreement between Early CHOICES and Accountability Solutions for services in the amount of \$5,000
    - 2) Approve the Independent Contractor Agreement between SASED and Creative Exchange Music Therapy for the 2024-2025 school year.
    - 3) Approve the Agreement for Services between Early CHOICES and Illinois State University for the Summer Inclusion Institute held on June 5-6, 2024.
    - 4) Approve the Independent Contractor Agreement between Early CHOICES and Denise Perez Binder in the amount of \$3000 for presentation services
    - 5) Approve the Independent Contractor Agreement between Early CHOICES and Accountability Solutions in the amount of \$20,000 for data auditing services
  - d. Governance
    - 1) Accept the Adopted Resolution to Appoint a New SASED Governing Board Representative for Community High School District 99
    - 2) Revised Classroom Lease with Salt Creek School District 48 for remainder of SY23-24
    - 3) Accept the Donation Check from Delta Gamma Foundation in the amount of \$1925 for the Vision Program
    - 4) Accept the donation check from Abt Electronics, Inc. in the amount of \$400 towards the Rich Laren Day of Outdoor Learning
    - 5) Accept the Donation Check from Clarendon Hills Lions Club in the amount of \$1500 for the Vision Program.
    - 6) Approve the Amended (Final) SASED SY23-24 School Calendar. The calendar has been amended to account for the 3 e-Learning Days that were utilized on January 12, 16, and 23

of 2024. In addition, the 5 emergency days were removed, making May 24, 2024, the last day of student attendance.

7. **Approval of Minutes**
  - a. Approve the Open Session Minutes from 4-17-24 Board of Directors Meeting
8. **Action Items**
  - a. FY 25 Billing Model
  - b. Approve the Submission of the FY25 Tentative Budget to the Governing Board
  - c. Adopt the Resolution Regarding Non-Renewal and Honorable Dismissal of Support Staff
  - d. Accept the Bid and Extend a Contract to F.E. Moran, Inc. for the Mechanical Improvement Project at Southeast School.
  - e. Approve the Proposed SASED SY24-25 Calendar
  - f. Election of Officers/Designees for SY24-25
    - 1) Elect Chairperson Pro-Tempore
    - 2) Elect Chairperson (1 year term)
    - 3) Elect Vice Chairperson (1 year term)
    - 4) Elect Secretary (1 year term)
9. **Executive Director Topics**
  - a. SASED Program and Services Monthly Updates - Cooperative Corner
  - b. SASED Employee Recognition
  - c. SASED Retiree Reception
  - d. SASED Monthly Enrollment Update
10. **SASED Financial Updates**
  - a. FY 24 Budget Reports
  - b. Treasurers/Investments Reports
11. **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 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)
12. **Reconvene to Open Session**
13. **Action Items**
  - a. Approve the 3-Year Employment Agreement for the Assistant Director of Business-CSBO
  - b. Approve the SY24-25 Employment Agreement for Assistant Director of Programs and Services
  - c. Approve the SY24-25 Employment Agreements for Assistant Directors, Program Administrators and Program Coordinators
  - d. Salary increase of 6% for Business Office Assistant
  - e. Approve the FY25 Wage Increase of 5% for Non-CBA Staff
  - f. Approve the Closed Session Minutes from 4-17-24.
  - g. Approve the Destruction of the October 26, 2022 Closed Session Recording as presented on the Closed Session Minutes Log
14. **Adjournment**



**PROPOSED PERSONNEL ACTION**

**1. Resignations/Retirements/Terminations – Licensed Staff**

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Carrasquillo, Elizabeth	ELL Teacher SASED Programs	Tuition	8/15/2013	5/30/2024	Retiring
Cherrie, Margo	Teacher/STARS Maercker School	Tuition	4/13/2022	5/30/2024	Accepted another position
Misch, Michelle	Teacher/MN Prairieview School	Tuition	8/11/2021	5/24/2024	Accepted another position
Morton, Kevin	Teacher Southeast School	Tuition	8/19/1999	12/20/2024	Retiring* *Accelerated retirement date
Vandercar, Patricia	Teacher/VI Addison Trail H.S.	Tuition	8/10/2022	5/24/2024	Personal reasons

**2. Resignations/Retirements/Terminations – Registered Staff**

Grill, Meghan	Occupational Therapist	User Fee Member Dists.	8/10/2022	5/31/2024	Relocating
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**3. Resignations/Retirements/Terminations – Educational Support Staff**

Chandler, Alison	Signing Assistant/DHH North School	Tuition	8/11/2021	5/24/2024	Personal reasons
Edwards, Trevor	1:1 Teacher Assistant	User Fee Dist. #201	10/19/2023	05/14/2024	Personal reasons
Krause, Christy	1:1 Medical Assistant	User Fee Dists. #58 & #68	11/27/2006	5/29/2024	Retiring
Miller, Tina	1:1 Teacher Assistant	User Fee Dist. #86	2/21/2024	3/21/2024	Personal reasons
Minhas, Kaiser	Teacher Assistant Southeast School	Tuition	3/5/2024	5/28/2024	Accepted another position
Rhodes, Cheryl	1:1 Teacher Assistant	User Fee Dists. #60 & #63	9/21/2016	5/30/2024	Retiring

**4. Resignations/Retirements/Terminations – Grant Staff**

Brown, Shameka	Early CHOICES Inclusion Specialist 0.51 F.T.E.	Early CHOICES Grant	10/30/2023	6/30/2024	Personal reasons
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# School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

## 5. Appointments – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Cabral, Jamie	Teacher/SLE Maercker School	Tuition	8/12/2024		\$90,415.00
Schmale, Julie	Teacher/SLE Prairieview School	Tuition	8/12/2024		\$78,782.00
Story, Kelly	Teacher/DHH North School	Tuition	8/12/2024		\$107,198.00

## 6. Change of Employment Status – Licensed Staff

Sanzenbacher, Erin	From:				
	Speech/Language Pathologist/MN Program – 0.57 F.T.E.	Tuition	8/17/2010		\$49,334.41 Prorated from \$86,335.00
	To:				
	Speech/Language Pathologist/MN Program – 1.0 F.T.E.	Tuition	8/12/2024		\$91,472.00

## 7. Change of Employment Status – Registered Staff

Barker, Janet	From:				
	Occupational Therapist 1.0 F.T.E.	User Fee Member Dists.	1/11/2019		\$77,180.72
	To:				
	Occupational Therapist 0.80 F.T.E.	User Fee Member Dists.	8/12/2024		\$61,744.12* Prorated from \$77,180.72*

\*Based on 2023/2024 salary.

## 8. Change of Employment Status – Grant Staff

Reising Rechner, Pamela	From:				
	LRE Specialist Early CHOICES 120 days (.58 F.T.E.)	Early CHOICES Grant	9/25/2017	\$41.40	
	To:				
	LRE Specialist Early CHOICES 50 days (.24 F.T.E.)	Early CHOICES Grant	7/1/2024	\$41.40*	



**8. Change of Employment Status – Grant Staff - continued**

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Ropars, Emily	From:				
	LRE Specialist	Early	4/20/2015	\$42.37	
	Early CHOICES	CHOICES			
	103 days (.50 F.T.E.)	Grant			
	To:				
	LRE Specialist	Early	7/1/2024	\$42.37*	
Early CHOICES	CHOICES				
50 days (.24 F.T.E.)	Grant				

\*Based on 2023/2024 hourly rates.

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



**FOR INFORMATION ONLY**

**1. Leaves of Absences/FMLA – Educational Support Staff**

Crites, Glen	Bus Driver Multi-Needs Program	3/7/2024 – 5/24/2024 *updated leave dates
Mazur, Anna	Teaching Assistant Addison Trail / Vision	5/13/24 – 5/24/24

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**2. Leave of Absence/Unpaid – Licensed Staff**

Johnson, Julia	ELL Teacher SASED Programs	8/12/2024 – 5/30/2025
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**PROPOSED PERSONNEL ACTION – CONTRACT STAFF**

**1. Resignations/Retirements/Terminations – Registered Staff - Contracted**

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Kelly, Sarah	Physical Therapist PediaStaff	User Fee Member Dists.	02/13/2024	4/24/2024	Personal reasons

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

Davis, Nautica	1:1 Teacher Assistant MN - Amergis	User Fee Dist. #58, #180	03/05/2024	04/16/2024	Personal reasons
Elannani, Nada	1:1 Teacher Assistant STARS - Amergis	User Fee Dist. #68	08/25/2022	05/01/2024	Personal reasons
Gonzalez, Belen	1:1 Teacher Assistant MN - Amergis	User Fee Dist. #100	03/16/2023	04/26/2024	Personal reasons
Khosrowabadi, Janine	1:1 Teacher Assistant MN - Amergis	User Fee Dist. #100	01/05/2023	04/16/2024	Personal reasons
Pospisl, Anna	1:1 Teacher Assistant Vision - Amergis	Tuition	09/20/2023	04/26/2024	Personal reasons
Thomas, Valerie	1:1 Teacher Assistant MN - Amergis	User Fee Dist. #202	11/06/2023	05/06/2024	Personal reasons

**3. Appointments – Educational Support Staff - Contracted**

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Giacomi, Raisa	1:1 MATA MN - Amergis	User Fee Dist. #202	04/15/2024	\$ 78.00	
Gonzalez, Yessica	Teacher Assistant DHH - Amergis	Tuition	04/23/2024	\$ 50.00	
Guillen, Jennifer	Teacher Assistant MN - Amergis	User Fee Dist. #20	05/06/2024	\$ 50.00	
Spilky, Elizabeth	1:1 MATA MN - MX Health	User Fee Dist. #58, #63	04/15/2024	\$ 77.25	

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

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

From: Elizabeth Carrasquillo <[ecarrasquillo@sased.org](mailto:ecarrasquillo@sased.org)>

Date: Wed, Apr 17, 2024 at 11:40 AM

Subject: 2023-2024

To: Julie Grohn <[jgrohn@sased.org](mailto:jgrohn@sased.org)>

Cc: Matthew Layton <[mLAYTON@sased.org](mailto:mLAYTON@sased.org)>

Hi Julie,

Would you please forward my intention to retire at the end of this school year to the Board of Directors?

Esteemed Board of Directors,

Please accept this email as notice of my intention to retire at the end of the 2023-2024 school year.

Kind regards,  
Elizabeth Carrasquillo

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*Elizabeth Carrasquillo*

*English Learner Teacher*

*SASED*

*(630) 955-8155*

**Confidentiality Notice:** *This email is intended and restricted for use by above addressee only. It may contain confidential and privileged information, exempt from disclosure under federal or state law. In the event some other person or entity receives this email, said recipient is hereby notified that any dissemination, distribution or duplication of this email or its content is prohibited. If you should receive this email in error, please reply to this email or call immediately stating the error. Thank you.*

Margo Cherrie  
14 Sterling Circle Apt 106  
Wheaton, IL 60189  
Cherriem316@gmail.com  
630-276-6180

May 9th, 2024

Julie Grohn  
Director of Human Resources  
SASED - The School Association for Special Education in DuPage County.  
2900 Ogden Ave  
Lisle, Illinois 60532

Dear Ms. Grohn,

I am writing to formally resign from the STARS Special Education Teacher position at SASED, effective May 30, 2024. I've truly appreciated my time working, learning, and growing here and am grateful for the opportunities I've had.

Sincerely,

A handwritten signature in black ink that reads "Margo Cherrie". The signature is written in a cursive, flowing style.

Margo Cherrie

**SASED**

The School Association for Special Education in Dupage County  
2900 Ogden Ave  
Lisle, Illinois 60532  
Phone (630) 778-4500

May 10, 2024

Dear SASED Stakeholders,

I am writing to you today to discuss my past experiences, present experiences, and future endeavors with the SASED organization. When I began my employment at SASED in 2021 I was looking for a Special Education Program that was inclusive with embedded support into the students day. I came to SASED with thirteen years of Special Education Experience and an enormous tool box to serve the students on my caseload. I learned quickly that the premise of SASED support was thin and in need of their own support as well. The experience I was afforded here at SASED was unmeasurable. I learned so much about myself, teaching philosophies, and how to work under pressure in crisis situations. I am forever grateful for the opportunities SASED put before me.

Throughout my three years here at SASED I have met so many amazing professionals and I would like to take the time to acknowledge them. There are two Social Workers that deserve to be heard and have their students' best interests in mind. Anna Walsh, LCSW who I consider to be one of the best Social Workers I have had the privilege of working with. Anna is selfless, compassionate, brilliant, and handles each situation uniquely with open arms to families in crisis. Jeannine Peters, LCSW at Directions and Southeast School who I have worked with for six years. Jeannine is bold, passionate, immensely brilliant, and has a heart of gold. She works tirelessly to provide comprehensive care to students, families, colleagues, and administrators. Here are SASED's best of the best when it comes to Social Work. Please listen to them, take them seriously, and show them that they have a voice.

During my years at SASED there are Speech and Language Pathologists who have opened the world of communication to our students. Katherine Looney, M.S. CCC-SLP has immersed my students into the world of language. We worked closely together to bring AAC Devices to as many students as possible with extensive training to help guide the students to have a voice. Stephanie Cohla, works with our students individually and in group activities. Her enthusiasm and love for learning illuminates her. She models for students and paraprofessionals, takes the time to build that communication piece for our students, and continually provides support to families and staff to improve a child's overall language development. Again, use their strength and knowledge to build programs within SASED, listen to their ideas, and show them they are a valued member of this Association.

As a member of the GLT, I have worked with one special education teacher who supersedes expectations and professionalism. This exemplary educator is Laura Dahl. Her wisdom, understanding, and patience is noticed in every decision she makes for her classroom. She has been with SASED for many years and has watched the changes and challenges that affect her classroom daily. She has sat on numerous committees and has written plans for many programs SASED is lacking today. Ask Laura, she willingly passes on her knowledge and her fortitude to all she works with.

The SIIS Team at SASSED is no other. I have had the opportunity to work hand in hand with two of these amazing people, Jason Jobb and Claire Smith. They have the key to unlock so many doors, windows, and closets within SASSED if given the chance. Their expertise is invaluable and needs to be heard, really heard. Two of the most selfless, compassionate human beings on your staff. Hear them and give them the platform to make real changes within your Association.

Did you know that SASSED's Contracted Paraprofessionals out number SASSED Paraprofessionals three to one? In my classroom I have three Contracted Paraprofessionals and all are Certified Substitutes. Shakira Turner, Jessica Padilla Tellis, and Isabel Krynski are by far the best teaching assistants I have ever worked with in my sixteen years as an educator. They work tirelessly to make each day for our students positive and productive. They handle extreme behaviors, bathrooming, feeding, student safety, and the list goes on. They show up prepared, on time, and ready to take on the day's challenges. These three Paraprofessionals stand out above the rest. This should be noted and celebrated.

Multi-Needs Administration, Amy McKee and Bridget Lessentien have shown time and time again their dedication to SASSED, their educators, students, and families. I have had great Administrators throughout my career, but never ones who fight for better programming, training, and carry a team approach on decisions that are best for our students. They have voices, ideas, compassion, and a unique understanding of what is needed in a Multi-Needs Classroom. Open the dialogue to improve these programs, you have the ability to make SASSED outstanding and the leader in Special Education Services for all.

It has taken blood, sweat, and a lot of tears to create a cohesive classroom where students lead their own learning. I provide the guide and opportunity for them to make their own choices in what and how they learn, building independence, confidence, and inclusionary measures to enhance their educational experience. I work in a team approach with parents, specialists, paraprofessionals, administrators, and my students to build a comprehensive plan for success. This success has been shown through data collection, mastery of objectives and goals, parental involvement, and support from all I have listed above. I have shared my concerns, my planning and preparation, my innovative ideas, my philosophy of programming for students and their families and have paved the way for my students to become successful members of their community. Unfortunately, I have been met with many roadblocks along the way.

For this reason, I am resigning from my position as a Multi-Needs Special Education Teacher effective May 28, 2024. This decision has not been made lightly. I choose to continue my search for a Special Education Program that is inclusive with embedded support into the students' day. I appreciate all the learning and growth I received from SASSED and hope with a listening ear, open heart, and true compassion for the special education field and the amazing personnel you are employing you make better decisions for the health and wellbeing of your students, families, and staff in your care.

Sincerely,



Michelle Misch

mmisch@comcast.net

Dear Dr. Dryier and the SASSED Board,

I had previously announced my intention to retire as of 06/30/27, however, due to circumstances I have accelerated my plans to retire effective 12/20/24 (or the last day of the semester on the Southeast calendar.)

Please accept this letter as a formal notification of my intent to retire under section 5.10 of our contract.

It has been a great honor working at SASSED for the past 30 years and I am very grateful to have been a part of such an excellent organization.

I wish the organization nothing but the best and am looking forward to the next stage of my life journey.

Sincerely,

Kevin Morton

Teacher SASSED

**From:** Patricia Vandercar <[pvandercar@sased.org](mailto:pvandercar@sased.org)>  
**Date:** May 2, 2024 at 6:40:51 PM CDT  
**To:** Julie Grohn <[jgrohn@sased.org](mailto:jgrohn@sased.org)>  
**Cc:** Amy Gebre <[AGEBRE@sased.org](mailto:AGEBRE@sased.org)>  
**Subject:** resignation

Julie,

Please be informed, I resign my teaching position at the end of the 2023-2024 school year.

Patricia Vandercar

# Meghan M. Grill, OTD, OTR/L

13857 Big Run Lane, Homer Glen, IL 60491 | (708) 752-6046 | [meghangrillot@gmail.com](mailto:meghangrillot@gmail.com)

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April 24, 2024

The School Association for Special Education in DuPage County  
2900 Ogden Avenue  
Lisle, IL 60532

Dear Sherilyn,

I'm writing to inform you of my decision to resign from my role as occupational therapist at The School Association for Special Education in DuPage County (SASED). My last working day will be June 27, 2024. Due to exciting changes in my personal life, I will be moving out of state, and have accepted an occupational therapist position with Fergus Falls Area Special Education Cooperative in Fergus Falls, Minnesota.

My time at SASED these last two years has been pivotal in my development, formation, and growth as a school-based occupational therapist. The SASED OT department holds integrity at its core, and fosters an environment strong with support and collaboration. The skills and expertise of my counterparts were influential to me in many ways, and I will carry forth all this into my future endeavors within the world of occupational therapy.

Thank you for your support and understanding regarding my decision; you can reach me via email at [meghangrillot@gmail.com](mailto:meghangrillot@gmail.com) or by phone at 708-752-6046. I look forward to staying in touch, and wish everyone at SASED continued success!

Sincerely,

*Meghan M. Grill*, OTD, OTR/L

Meghan Grill

### Reasonable Assurance

Sent 04/30/2024 At 3:49 PM By JULIE Grohn

CC

Reasonable Assurance | Form Entry | ALISON CHANDLER

Submitted by ALISON CHANDLER on 05/09/2024 at 2:51 PM

Please complete this form by the End of May

#### Legal Name

First Name	Middle Name	Last Name	Suffix
ALISON	B	CHANDLER	



Dear 10 month staff:

Thank you for your service as a 10 month employee at SASED for the 2023-2024 school year. Please accept this letter as a notice of reasonable assurance that SASED shall retain you in your position for the 2024-2025 school year. This assurance is contingent upon regular SASED operations and will not apply in the event of a disruption of operations beyond the SASED's control.

Based on this notice, you may not be eligible for unemployment compensation benefits drawn on SASED's wages during any scheduled school breaks, including but not limited to summer, winter and spring break - See 820 ILCS 406/612.

Your services on behalf of the students of SASED are much appreciated, and we look forward to working with you again during the 2024-2025 school year.

If you become employed elsewhere or otherwise unavailable for the 2024-2025 school year, please send a letter of resignation to the Human Resources Office as soon as possible. You can email your resignation letter to [hr@sased.org](mailto:hr@sased.org).

This notice must be completed by May 30, 2024 through the use of this form.

Sincerely,  
Human Resources

Please indicate below your receipt of this notice and intention of availability for the 2024-2025 school year. (One of the boxes must be checked.)<sup>4</sup>

- I would like to continue my status as an employee for the 2024-2025 school year.
- I do not wish to continue my status as an employee with SASED for the 2024-2025 school year.
- I am not returning due to retirement<sup>5</sup>

I am not returning due to resignation<sup>6</sup>

*Alison Bell Chandler*

Signed:  
ALISON CHANDLER  
Time:  
Today at 2:51 PM  
IP Address:  
50.204.26.130, 198.143.32.3

User:  
ALISON CHANDLER  
Email:  
[alison.packers@gmail.com](mailto:alison.packers@gmail.com)

Date  
05/09/2024

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

From: **Trevor J Edwards** <[trevorjedwards@gmail.com](mailto:trevorjedwards@gmail.com)>

Date: Tue, May 14, 2024 at 9:59 AM

Subject: Re: Letter

To: Julie Grohn <[jgrohn@sased.org](mailto:jgrohn@sased.org)>

I resign, effective end of day today.

I have questions regarding how my medical insurance will be handled. As I know it is intended to cover summer hours for permanent employees, I assume we pay more on the premium during the school year to cover that. Will my insurance coverage extend beyond the end of this month, or will I receive a partial refund on the premium?

Thank you,  
Trevor

From: **Christy Krause** <[ckrause@sased.org](mailto:ckrause@sased.org)>

Date: Thu, May 9, 2024 at 6:45 AM

Subject: Retirement

To: Julie Grohn <[jgrohn@sased.org](mailto:jgrohn@sased.org)>

To whom it may concern.

This is a letter to inform you that as of 5/31/2024, I will be retiring from SASSED.

Sincerely,

Christy Krause

From: **tina miller** <[tmiller04201@gmail.com](mailto:tmiller04201@gmail.com)>

Date: Wed, May 15, 2024 at 6:07 PM

Subject: Resignation letter

To: <[jgrohn@sased.org](mailto:jgrohn@sased.org)>

Hello,

This is Tina Miller, I received a call from the director. He was having me send a resignation letter. So I wanted to say I have to resign due to transportation issues at this time. I would definitely want to come back to work as soon as I can get my truck taking care of.

Thanks

Tina

Sent from Gmail Mobile

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

From: **Kaiser Minhas** <[kminhas@sased.org](mailto:kminhas@sased.org)>

Date: Tue, May 14, 2024 at 1:24 PM

Subject: 2024-2025 school year

To: Julie Grohn <[jgrohn@sased.org](mailto:jgrohn@sased.org)>, Keith Zmijewski <[kzmijewski@sased.org](mailto:kzmijewski@sased.org)>

Hello Julie and Keith,

To begin, thank you very much for giving me the opportunity to join the team at Southeast this school year. I also look forward to working "ESY" in late May and June at Southeast!

This email is to inform you that I will not be returning in the fall as I will be returning to teaching history full time at the Latin School of Chicago.

Thanks again for everything! I've thoroughly enjoyed my time at Southeast, and I look forward to a productive final few weeks of the school year as well as a productive ESY session.

Kaiser Minhas

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Kaiser Minhas  
Teacher Assistant  
Southeast Alternative School of Naperville

From: Cheryl Rhodes <[crhodes@sased.org](mailto:crhodes@sased.org)>  
Date: Wed, Apr 24, 2024 at 2:35 PM  
Subject: retirement  
To: Julie Grohn <[jgrohn@sased.org](mailto:jgrohn@sased.org)>

I have decided this is my last year and will be retiring. May 30 is my last day. I have done the IMFR forms and was told that it would be sent to SASED. I hope this is what happened. Please let me know if there is something else I need to do. I hope to be a substitute next year. Please let me know what I need to do to make that happen.

Thank you,  
Cheryl Rhodes

Shameka Brown  
241 Americana Cir  
Fairview Heights, IL, 62208  
Luvteach5@gmail.com  
618-420-2976  
May 15, 2024

SASED School District

To Whom It May Concern:

I am writing to formally resign from my position as an Inclusion Specialist with Early CHOICE programs, effective June 30, 2024. This decision was not made lightly, but after careful consideration, I believe it is the best course of action for both personal and professional growth.

I want to express my gratitude for the opportunities I have had while working at Early CHOICE. It has been a privilege to collaborate with such dedicated colleagues and to serve our community. I am proud of the work we have accomplished together to promote inclusion.

Thank you once again for the opportunities and experiences I have had here. I wish you all the best in the future.

Thank you,  
Shameka Brown

From: **Julia Johnson** <[jjohnson@sased.org](mailto:jjohnson@sased.org)>  
Date: Tue, Apr 23, 2024 at 1:31 PM  
Subject: Request for Year Leave  
To: Julie Grohn <[jgrohn@sased.org](mailto:jgrohn@sased.org)>

Dear Ms. Grohn and Board Members,

I am writing to request a year of medical leave absence for the 2024-2025 school year. During this time I will be going through multiple surgeries and rehabs. I intend to come back to my ELL Itinerant position for the following 2025-2026 school year.

--

*Julia Johnson*

ELL Teacher

SASED  
2900 Ogden Ave  
Lisle, IL 60532

630-955-8040 ext 811



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.  
 Executive Director  
 Jim Nelson  
 Executive Director

**To:** Jimmy Gunnell and Jim Nelson, Executive Director  
**From:** Julie Grohn, Director of HR  
**Date:** May 22, 2024  
**Re:** Occupational Therapist Buyout

Below is information for a contract buyout with AHS Staffing (Foxhire) for Tracie Glumac. Tracie is currently an Occupational Therapist at SASED.

<b>Occupational Therapist</b>	BA Step 37	Salary at 1.0 FTE \$83,994.00
<b>Tracie Glumac</b>	FTE .8	FTE .8
<b>FoxHire/AHS Staffing</b>	<b>Contract</b>	<b>SASED (year 1)</b>
Hourly rate/Annual Salary	\$81.00	\$67,195.20
Benefits	\$0.00	\$22,000.00
Annual amount paid	\$89,910.00	\$89,195.20
Buy-out amount		\$7,500.00
<b>TOTAL</b>	\$89,910.00	\$96,695.20

## BUY-OUT REIMBURSEMENT AGREEMENT

**Employer:** School Association for Special Education in DuPage County (“SASED”)

**Staff Member:** Tracie Glumac (“the Staff Member”)

**Employment Start Date:** August 2024 (“the Start Date”)

**Employment Fee:** \_\_\_\_\_ (“the Employment Fee”)

This Agreement is made and entered into on the date indicated below, by and between SASED and the Staff Member.

WHEREAS, the Staff Member currently provides services for SASED through a staffing services agency; and

WHEREAS, SASED is interested in employing the Staff Member directly, which will necessitate payment of a fee (the Employment Fee) to the staffing services agency pursuant to SASED’s contract with the agency; and

WHEREAS, SASED has determined that paying the agency’s Employment Fee in order to employ the Staff Member is in the best interests of SASED, its Member Districts, and its students, subject to the reimbursement terms identified herein;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, SASED and the Staff Member agree as follows:

1. The recitals set forth above are incorporated herein.
2. The Staff Member agrees to accept employment with SASED, commencing on the Start Date identified above.
3. In reliance on the Staff Member’s acceptance of employment with SASED, SASED will pay the Employment Fee to the staffing services agency pursuant to SASED’s contract with the agency.
4. The Staff Member agrees to reimburse SASED for the Employment Fee paid by SASED to the staffing services agency, under the following circumstances:
  - a. The Staff Member must reimburse SASED for the total amount of the Employment Fee if the Staff Member fails to complete at least two (2) years of employment with SASED (as measured from the Start Date).
  - b. For purposes of this Section 4, the term “fails to complete” includes situations in which the Staff Member voluntarily discontinues employment and situations in which SASED dismisses the Staff Member from employment for cause (i.e., due to poor performance or inappropriate conduct by the Staff Member).

5. The Staff Member acknowledges and understands that nothing in this Agreement creates a right to employment with SASSED for any certain term. SASSED reserves the right to decline or discontinue employment of the Staff Member as permitted by law.
6. Should any provision of this Agreement be declared or be determined by any court of competent jurisdiction to be illegal, invalid, void or unenforceable, the legality, validity and enforceability of the remaining parts, terms or provisions shall not be affected, and the illegal, unenforceable or invalid part, term or provision shall be deemed to be amended to the minimum extent necessary to render it legal, valid and enforceable. If such provision cannot be so amended, the parties will promptly negotiate in good faith a replacement provision that will as closely as possible reflect the parties' original intent.
7. Both parties acknowledge that they have carefully read and fully understand the legal effect of this Agreement and that they are signing this Agreement voluntarily and without any duress or coercion.

IN WITNESS WHEREOF, the School Association for Special Education in DuPage County and the Staff Member have signed this Agreement on the date(s) indicated below.

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

STAFF MEMBER

Signature: Tracie Gumac

Date: 5/14/24

## **GROSS PAYROLL**

**April 2024      \$ 1,763,563.34**

TOTAL SALARY	:	1,763,563.34
TOTAL DEDUCTIONS	:	616,341.14
TOTAL EMPLOYEES	:	347

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

REPORT OF DEDUCTIONS/BENEFITS BY CATEGORY

*****TOTAL*****			*****DEDUCTION*****		*****BENEFIT*****	
CATEGORY	CODE	DESCRIPTION	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS
AMOUNT	BASE GROSS					
	AJP	CUNA% 403B PLAN	11,402.73	123,093.98		
	TRS03	TRS SSP PRETAX	300.00			
	TRSP3	TRSP03 SSP PRE	405.62	13,520.42		
ISA-BEFORE TAX	TOTAL		21,416.35	136,614.40		
21,416.35	136,614.40					

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY	886,658.84	886,658.84	886,658.84	TOTAL EMPLOYEES	342
TOTAL TSA'S - BEFORE TAX	21,416.35	21,416.35	0.00	TOTAL FEMALE EMPLOYEES:	300
TOTAL TAX SHELTERED RETIREMENT:	59,943.72	59,943.72	0.00	TOTAL MALE EMPLOYEES	42
TOTAL OTHER BEF TAX DEDUCTIONS:	61,908.74	61,908.74	61,908.74	TOTAL FACULTY MEMBERS	133
TOTAL TAXABLE BENEFITS	0.00	0.00	0.00		
TOTAL TAXABLE GROSS	743,390.03	743,390.03	824,750.10		

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

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

R = Reimbursed

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

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY	876,904.50	876,904.50	876,904.50	TOTAL EMPLOYEES	343
TOTAL TSA'S - BEFORE TAX	21,392.03	21,392.03	0.00	TOTAL FEMALE EMPLOYEES:	302
TOTAL TAX SHELTERED RETIREMENT:	59,375.19	59,375.19	0.00	TOTAL MALE EMPLOYEES	41
TOTAL OTHER BEF TAX DEDUCTIONS:	62,808.78	62,808.78	62,808.78	TOTAL FACULTY MEMBERS	133
TOTAL TAXABLE BENEFITS	0.00	0.00	0.00		
TOTAL TAXABLE GROSS	733,328.50	733,328.50	814,095.72		

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

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

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

## **PAYROLL LIABILITIES**

**April 2024      \$ 581,259.09**

**4/15/2024 Payroll Accounts Payable Check Register**

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400879	SASED EDUCATION ASSOCIATION	4/15/2024	\$3,641.86	
232400880	SASED SUPPORT STAFF ASSOCIATION	4/15/2024	\$901.69	
		2 ACH Check(s) For a Total of		\$4,543.55
103944	STATE DISBURSEMENT UNIT	4/15/2024	\$172.26	
103945	STATE DISBURSEMENT UNIT	4/15/2024	\$380.00	
103946	STATE DISBURSEMENT UNIT	4/15/2024	\$819.38	
		3 Computer Check(s) For a Total of		\$1,371.64
202300298	ILLINOIS DEPT OF REVENUE	4/15/2024	\$35,891.40	
202300301	TEACHERS RETIREMENT (2.2%)	4/15/2024	\$2,820.33	
202300302	TEACHERS RETIREMENT SYSTEM	4/15/2024	\$43,764.48	
202300303	THIS (TRS HEALTH) FUND	4/15/2024	\$7,634.57	
202300304	MB FINANCIAL (FEDERAL)	4/15/2024	\$65,203.98	
202300305	MB FINANCIAL BANK (FICA-E)	4/15/2024	\$34,196.43	
202300306	MB FINANCIAL BANK (FICA-W)	4/15/2024	\$34,196.43	
202300307	THE OMNI GROUP	4/15/2024	\$1,748.00	
202300308	CUNA MUTUAL GROUP	4/15/2024	\$24,652.63	
202300309	TEACHERS RETIREMENT SYSTEM SSP	4/15/2024	\$1,320.65	
		10 Wire Transfer Check(s) For a Total of		\$251,428.90
		2 ACH Checks For a Total of		\$4,543.55
		3 Computer Checks For a Total of		\$1,371.64
		Total for 15 Manual, Wire Tran, ACH & Computer Checks		\$257,344.09
		Net Amount		\$257,344.09
10	EDUCATION FUND			\$257,344.09

**4/30/2024 Payroll Accounts Payable Check Register**

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400881	SASED EDUCATION ASSOCIATION	4/30/2024	\$3,641.86	
232400882	SASED SUPPORT STAFF ASSOCIATION	4/30/2024	\$901.69	
		2 ACH Check(s) For a Total of		\$4,543.55
103950	STATE DISBURSEMENT UNIT	4/30/2024	\$172.26	
103951	STATE DISBURSEMENT UNIT	4/30/2024	\$380.00	
103952	STATE DISBURSEMENT UNIT	4/30/2024	\$819.38	
103953	UNITED WAY OF NAPERVILLE	4/30/2024	\$20.00	
		4 Computer Check(s) For a Total of		\$1,391.64
202300299	IMRF (EMPLOYEES CONT)	4/15/2024	\$20,073.21	
202300300	IMRF (EMPLOYERS CONT)	4/15/2024	\$14,155.60	
202300310	ILLINOIS DEPT OF REVENUE	4/30/2024	\$35,392.85	
202300311	IMRF (EMPLOYEES CONT)	4/30/2024	\$20,329.48	
202300312	IMRF (EMPLOYERS CONT)	4/30/2024	\$14,365.10	
202300313	TEACHERS RETIREMENT (2.2%)	4/30/2024	\$2,771.98	
202300314	TEACHERS RETIREMENT SYSTEM	4/30/2024	\$43,014.20	
202300315	THIS (TRS HEALTH) FUND	4/30/2024	\$7,503.69	
202300316	MB FINANCIAL (FEDERAL)	4/30/2024	\$63,632.56	
202300317	MB FINANCIAL BANK (FICA-E)	4/30/2024	\$34,264.66	
202300318	MB FINANCIAL BANK (FICA-W)	4/30/2024	\$34,264.66	
202300319	THE OMNI GROUP	4/30/2024	\$1,748.00	
202300320	CUNA MUTUAL GROUP	4/30/2024	\$24,628.31	
202300321	TEACHERS RETIREMENT SYSTEM SSP	4/30/2024	\$1,320.65	
202300322	ILLINOIS DEPT OF REVENUE	4/30/2024	\$114.86	
202300323	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUN	4/30/2024	\$400.00	
		16 Wire Transfer Check(s) For a Total of		\$317,979.81
		2 ACH Checks For a Total of		\$4,543.55
		4 Computer Checks For a Total of		\$1,391.64
		Total for 18 Manual, Wire Tran, ACH & Computer Checks		\$323,915.00
		Net Amount		\$323,915.00
10	EDUCATION FUND			\$323,915.00

## **BILLS PAYABLE LIST – SASSED PROGRAMS**

**May 2024            \$ 880,796.65**

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
05/23/2024	103994	WINFIELD SCHOOL DIST	Meals - SASED students March 2024	690.46
05/23/2024	103995	WESTMONT CUSD #201	Meals - SASED students March 2024	496.93
05/23/2024	103996	2XL POWERLIFTING LLC	18 Adapted PE Sessions for Transition students for 4/1/24 through 4/29/24	1,944.00
05/23/2024	103996	2XL POWERLIFTING LLC	Adapted PE Class - 14 Sessions	1,512.00
05/23/2024	103997	AA ELECTRIC COMPANY	Damaged Exit Sign repaired and other electrical things repaired.	426.52
05/23/2024	103997	AA ELECTRIC COMPANY	Electrical Repair in classroom	624.00
05/23/2024	103998	AHS STAFFING	OT/PT Services by T.Glumac from 03/18/24 through 3/21/24	2,430.00
05/23/2024	103998	AHS STAFFING	OT/PT Services for 3/19/24	378.00
05/23/2024	103998	AHS STAFFING	OT/PT Services for 04/23/24 and 04/24/24	714.00
05/23/2024	103998	AHS STAFFING	OT/PT Services for 04/22/24 through 04/25/24	2,430.00
05/23/2024	103998	AHS STAFFING	OT/PT Services for 4/15/24 through 4/18/24	2,430.00
05/23/2024	103998	AHS STAFFING	OT/PT Services for 4/16/24 & 4/17/24	672.00
05/23/2024	103998	AHS STAFFING	OT /PT Services for 4/8/24 through 4/11/24	2,430.00
05/23/2024	103998	AHS STAFFING	OT/PT Services for 4/9/24 and 4/10/24	756.00
05/23/2024	103998	AHS STAFFING	OT/PT Services for 4/1/24 through 4/4/24	2,430.00
05/23/2024	103998	AHS STAFFING	OT/PT Services for 4/2/24 and 4/3/24	756.00
05/23/2024	103999	AMBER MECHANICAL CON	Quarterly Billing	8,031.00
05/23/2024	104000	AMERGIS HEALTHCARE S		0.00
05/23/2024	104001	AMERGIS HEALTHCARE S		0.00
05/23/2024	104002	AMERGIS HEALTHCARE S		0.00
05/23/2024	104003	AMERGIS HEALTHCARE S	Behavior Teach and Sign Language Interpreter services for 03/18/24 through 03/22/24	5,775.00
05/23/2024	104003	AMERGIS HEALTHCARE S	Behavior Tech for 03/18/24 through 3/22/324	3,412.50
05/23/2024	104003	AMERGIS HEALTHCARE S	Behavior Tech for 03/18/24 through 3/22/324	1,725.00
05/23/2024	104003	AMERGIS HEALTHCARE S	Behavior Tech for 3/18/24 through 3/22/24	1,750.00
05/23/2024	104003	AMERGIS HEALTHCARE S	Behavior Tech for 4/1/24 through 4/5/24	1,675.00
05/23/2024	104003	AMERGIS HEALTHCARE S	Sign Language Interpreter and Behavior Tech for 4/1/24 through 4/5/24	3,125.00
05/23/2024	104003	AMERGIS HEALTHCARE S	Behavior Tech services for 4/8/24 through 4/12/24	13,502.50
05/23/2024	104003	AMERGIS HEALTHCARE S	Behavior Tech for 4/8/24 through 4/12/24	1,750.00
05/23/2024	104003	AMERGIS HEALTHCARE S	Sign Language Interpreter	2,700.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			services for 04/08/24 through 04/12/24	
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech for 4/8/24 through 4/12/24	3,833.50
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior tech and Nursing Services for 4/22/24 through 4/26/24	37,796.70
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech and Nursing Services for 04/22/24 through 4/26/24	39,824.49
05/23/2024	104003	AMERGIS HEALTHCARE	S Nursing and Behavior Tech for 4/22/24 through 4/25/24	3,169.26
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech and Sign Language Interpreter services for 4/22/24 through 4/26/24	4,100.00
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech for 04/16/24 through 04/26/24	13,337.50
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech for 4/22/24 through 4/26/24	3,850.50
05/23/2024	104003	AMERGIS HEALTHCARE	S Sign Language Interpreter services for 4/15/24 through 4/19/24	2,287.50
05/23/2024	104003	AMERGIS HEALTHCARE	S Nursing and Behavior Tech Services for 4/9/24 through 4/19/24	5,988.26
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech and Nursing Services for 4/8/24 through 4/12/24	39,167.74
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech and Nursing Services for 4/8/24 through 4/12/24	34,644.52
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech services for 4/15/24 through 4/19/24	14,062.50
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech and Nursing Services for 4/15/24 through 4/19/24	40,923.00
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech for 4/15/24 through 4/19/24	4,862.50
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech and Nursing Services for 4/15/24 through 4/19/24	42,806.76
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech for 4/1/24 through 4/5/24	3,512.50
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech for 4/1/24 through 4/5/24	9,900.00
05/23/2024	104003	AMERGIS HEALTHCARE	S Behavior Tech and Nursing Services for 04/02/24 through 04/05/24	36,360.50
05/23/2024	104004	AOTA	PT Reimbursement	229.00
05/23/2024	104005	APPLE INC.	Apple Store VPP Purchase for iPad apps ESSR	13,500.00
05/23/2024	104005	APPLE INC.	ESSR Purchase iPads- Invoices MA76177381 and MA76106507	12,570.00
05/23/2024	104006	BERWYN GARAGE	Auto Service/repairs on Bus	2,046.45
05/23/2024	104006	BERWYN GARAGE	Bus maintenance/oil , etc	1,111.32
05/23/2024	104007	BUNGERT, TINA	OT Conference Reimbursement	139.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
05/23/2024	104008	CENTERING ON CHILDRE	Basic Curriculum: Tasks 1-16	11,684.00
05/23/2024	104009	CLASSIC LANDSCAPE, L	May 2024 Monthly Lanscape	1,207.50
05/23/2024	104010	CREATIVE EXCHANGE		0.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group-Albright	225.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group-DHH	375.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group-ECC	150.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group-Salt Creek	375.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group-Southeast Alt	562.50
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group-STARS	825.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group-Swartz	375.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group-Transition	450.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group-Addison Trail	150.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group April 2024-AT	375.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group April 2024-Albright	300.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group April 2024-DHH	600.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group April 2024-ECC	375.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group April 2024-Salt Creek Primary	675.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group April 2024-SE Alt.	750.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group April 2024 - STARS	1,125.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group April 2024-Swartz	675.00
05/23/2024	104011	CREATIVE EXCHANGE	Music Therapy Group April 2024-Transition	450.00
05/23/2024	104012	CRISIS PREVENTION IN		0.00
05/23/2024	104013	CRISIS PREVENTION IN	Nonviolent Crisis Intervention(R) 3rd Edition Participant Workbook	8,397.00
05/23/2024	104013	CRISIS PREVENTION IN	Classroom culture participant workbook	2,899.00
05/23/2024	104013	CRISIS PREVENTION IN	Verbal Intervention 3rd Edition Participant Workbook	1,499.50
05/23/2024	104013	CRISIS PREVENTION IN	Classroom Culture - Instructor Certification Program (Virtual Class) registration for Darcie Vance	3,349.00
05/23/2024	104013	CRISIS PREVENTION IN	Classroom Culture - Instructor Certification Program (Virtual Class) registration for Jason Jobb	3,349.00
05/23/2024	104013	CRISIS PREVENTION IN	PD - Moroz/Bergfeld	8,998.00
05/23/2024	104013	CRISIS PREVENTION IN	PD - Trainer/Peters	5,649.00
05/23/2024	104014	CUNA MUTUAL GROUP	Cuna Mutual Retirement Solutions payment	62.50
05/23/2024	104015	DOUBLETREE BY HILTON	Invoice #33903; Banquet Event Order #81453	13,079.24

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
05/23/2024	104016	DUPAGE COUNTY R.O.E.	PD - Admin Acdmy White	200.00
05/23/2024	104017	EDU HEALTHCARE, LLC	Paraprofessional and Social Work services for 04/08/24 through 04/12/24	3,118.50
05/23/2024	104017	EDU HEALTHCARE, LLC	Paraprofessional and Social Work services for 4/22/24 through 4/25/24	2,268.00
05/23/2024	104017	EDU HEALTHCARE, LLC	Paraprofessional and Social Work services for 4/1/24 through 4/5/24	3,591.00
05/23/2024	104017	EDU HEALTHCARE, LLC	Paraprofessional and Social Work services from 4/15/24 through 4/19/24	3,276.00
05/23/2024	104018	ELITE RECOGNITION SE	Elite Recognition Services - Invoice Number 4488	328.35
05/23/2024	104018	ELITE RECOGNITION SE	Elite Recognition Services (MVE - March) Invoice Number 4503	275.87
05/23/2024	104019	ENGLER CALLAWAY BAAS	General School Law Service Through April 30, 2024	806.00
05/23/2024	104020	FUN AND FUNCTION	OT/PT Therapeutic Supplies 4-1-24	258.72
05/23/2024	104021	GRANRATH, MARC	Reimbursement Request-M Granrath Classroom materials & supplies	153.75
05/23/2024	104022	IASPA	IASPA membership for Julie Grohn - Invoice number- 4331	250.00
05/23/2024	104023	ILLINOIS STATE POLIC	Fingerprinting for March. Invoice Number- 20240307078	282.50
05/23/2024	104024	INTERIM SCHOOL BUSIN	Business Office Associate April 2024	11,400.00
05/23/2024	104025	JERRARD, CHERISE	Milage Reimbursement for March 2024	285.55
05/23/2024	104026	JIM DHAMER PLUMBING	Fountain and urinal repairs	684.25
05/23/2024	104027	JASON JOBB	Milage Reimbursement April 2024	298.55
05/23/2024	104028	LAZZAR, DIANE	Milage Reimbursement April 2024	316.34
05/23/2024	104029	LEONARD, ZACHARY	Milage Reimbursement for May 031 2024	21.60
05/23/2024	104030	LRP PUBLICATIONS	Renewal for "The Special Educator" Newsletter for September through August	405.00
05/23/2024	104031	MACGILL DISCOUNT MED	Disposable Underpads	243.00
05/23/2024	104031	MACGILL DISCOUNT MED	Nurse supplies	575.35
05/23/2024	104032	MAXIM HEALTHCARE SER	Nursing Services for 02/20/24 through 02/23/24	2,040.43
05/23/2024	104032	MAXIM HEALTHCARE SER	Nursing Services for 04/01/24 through 4/5/24	1,840.87
05/23/2024	104032	MAXIM HEALTHCARE SER	Nursing Services for 4/1/2024 through 4/5/2024	14,938.45
05/23/2024	104032	MAXIM HEALTHCARE SER	Nursing Services for 4/22/24 through 4/26/24	2,277.35
05/23/2024	104032	MAXIM HEALTHCARE SER	Nursing Services for 4/15/24 through 4/26/24	19,817.52
05/23/2024	104032	MAXIM HEALTHCARE SER	Nursing Services for 1/8/24	9,404.63

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			through 4/12/24	
05/23/2024	104032	MAXIM HEALTHCARE	SER Nursing Services for 4/9/24 and 4/12/24	916.19
05/23/2024	104032	MAXIM HEALTHCARE	SER Nursing Services for 4/15/24 through 4/19/24	14,732.00
05/23/2024	104033	MESKO, ANDREA	Milage Reimbursement April 2024	23.45
05/23/2024	104034	MICROSONIC INC.	Student Earmold Order	114.00
05/23/2024	104035	MIDLAND PAPER	COPY PAPER FOR 2900	2,704.60
05/23/2024	104035	MIDLAND PAPER	COPY PAPER FOR SE-ALT	1,757.60
05/23/2024	104036	MIDWEST BUS SALES, I	2019 Model C customer lease return damage penalty	4,553.65
05/23/2024	104036	MIDWEST BUS SALES, I	2019 Thomas Modecl C2 Customer lease return Damage Penalty	7,272.82
05/23/2024	104037	MIDWEST OFFICE INTER	AFTER SCHOOL CHAIRS	13,739.92
05/23/2024	104038	NASN	PD - Bernice Judd	495.00
05/23/2024	104039	NU MOTION	OT/PT Equipment	5,057.10
05/23/2024	104040	NUNZIATO, NICOLE	Milage Reimbursement for Jan-March 2024	10.05
05/23/2024	104041	ODP BUSINESS SOLUTIO	Office supplies	49.65
05/23/2024	104041	ODP BUSINESS SOLUTIO	toner for Tammy Wrobbel	481.99
05/23/2024	104041	ODP BUSINESS SOLUTIO	Office supplies	35.58
05/23/2024	104042	OTICON INC	Audio order	229.61
05/23/2024	104042	OTICON INC	FM ADaptor	361.00
05/23/2024	104043	PEARSON	Pearson Order 3.21.24	290.65
05/23/2024	104044	PORTABLE JOHN	Outdoor Ed 2024	750.00
05/23/2024	104045	PROCARE THERAPY	Paraprofessional Services for 4/15/24 through 4/19/24	1,408.50
05/23/2024	104045	PROCARE THERAPY	Nursing Services for 4/15/24 through 4/19/24	2,730.00
05/23/2024	104045	PROCARE THERAPY	Paraprofessional services for 4/15/24 through 4/19/24	3,158.00
05/23/2024	104045	PROCARE THERAPY	Paraprofessional and Nursing Services for 4/9/24 through 4/12/24	9,167.50
05/23/2024	104045	PROCARE THERAPY	Paraprofessional Services from 4/15/2024 through 4/19/2024	1,750.00
05/23/2024	104046	RELOCATION SERVICES	bookcases for programs	350.00
05/23/2024	104047	RUSH UNIVERSITY STUD	Rush University SOTA Job Fair	200.00
05/23/2024	104048	SCHOOL NURSE SUPPLY	Nurse Supplies	111.32
05/23/2024	104048	SCHOOL NURSE SUPPLY	School Nurse Supply	111.32
05/23/2024	104049	SEESAW LEARNING, INC	Seesaw Renewal 24-25	2,874.00
05/23/2024	104050	SHEARER, MARGARET	Milage Reimbursement for April 2024	30.55
05/23/2024	104051	SHERWIN WILLIAMS	N95 Masks 10 pk.	21.99
05/23/2024	104051	SHERWIN WILLIAMS	1 Gallon of Nearly Brown paint	49.52
05/23/2024	104051	SHERWIN WILLIAMS	1 Gallon Paint	42.19
05/23/2024	104051	SHERWIN WILLIAMS	Masking Tape	16.74
05/23/2024	104051	SHERWIN WILLIAMS	Masking Tape for summer moves	46.05
05/23/2024	104052	SIGN LANGUAGE INTERP	Sign Language Interpreter Invoice 2921 for services provided on 3/1/24 at NIU for PD event	740.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
05/23/2024	104053	SOCIAL THINKING/ THI	materials	58.58
05/23/2024	104053	SOCIAL THINKING/ THI	Mr Z. Classroom supplies	530.22
05/23/2024	104054	SOLIANI		0.00
05/23/2024	104055	SOLIANI	Paraprofessional Services for 3/14/24 and 3/15/24	810.00
05/23/2024	104055	SOLIANI	Paraprofessional and Nursing Services for 3/18/24 through 3/22/24	5,852.80
05/23/2024	104055	SOLIANI	Paraprofessional and Nursing Services for 4/8/24 through 4/12/24	11,840.00
05/23/2024	104055	SOLIANI	Paraprofessional and Nursing Services for 4/1/24 through 4/5/24	15,919.60
05/23/2024	104055	SOLIANI	Paraprofessional services for 4/22/24 through 4/24/24	1,249.80
05/23/2024	104055	SOLIANI	Paraprofessional Services for 4/15/24 through 4/19/24	2,088.00
05/23/2024	104055	SOLIANI	Paraprofessional Services for 4/15/024 through 4/19/24	3,240.00
05/23/2024	104055	SOLIANI	Paraprofessional Services for 4/15/24 through 4/19/24	3,645.00
05/23/2024	104055	SOLIANI	Paraprofessional Services for 4/8/24 through 4/12/24	2,100.00
05/23/2024	104056	SONITROL CHICAGOLAND	Fire Security Services	633.00
05/23/2024	104057	SOUTHPAW ENTERPRISES	Sensory Swings for Holmes (Sensory Room)	1,500.24
05/23/2024	104058	STRINGFELLOW, JILLIA	Milage Reimbursement for December 2023	144.76
05/23/2024	104058	STRINGFELLOW, JILLIA	Milage Reimbursement March and April 2024	395.97
05/23/2024	104059	SUBURBAN DRIVE LINE	Safety Test, Busses- invoices 69351, 69379, and 69408	135.00
05/23/2024	104060	SUNBELT	Special Education Teacher services from 3/18/24 through 3/21/24	2,870.00
05/23/2024	104060	SUNBELT	Paraprofessional services for 3/18/24 through 3/22/24	1,925.00
05/23/2024	104060	SUNBELT	Special Education Teacher and Paraprofessional Services for 4/1/204 through 4/5/24	4,795.00
05/23/2024	104060	SUNBELT	Paraprofessional and Special Education Teacher services for 4/15/24 through 4/19/24	4,795.00
05/23/2024	104060	SUNBELT	Paraprofessional and Special Education Teacher services for 4/8/24 through 4/12/24	4,795.00
05/23/2024	104061	TEAM SELECT HOME CAR	Nursing Services for 3/4/24 through 3/21/24	3,780.00
05/23/2024	104062	THE STEPPING STONES	Paraprofessional and Nursing Services for 3/18/24 through 3/22/824	11,438.52
05/23/2024	104062	THE STEPPING STONES	Paraprofessional, Nursing and Special Education Teacher Services for 02/19/24 through 2/29/24	19,287.41

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
05/23/2024	104062 THE STEPPING STONES	Paraprofessional, Nursing and Special Education Teacher services for 04/3/24 through 4/12/24	22,192.94
05/23/2024	104062 THE STEPPING STONES	Paraprofessional and Nursing Services for 3/4/24 through 3/15/24	21,847.20
05/23/2024	104063 THERAPRO, INC.	OT/PT Assessments 4-5-24	974.05
05/23/2024	104064 THERAPY SHOPPE	SUPPLIES FOR LAURA ZACHARSKI ROOM	93.95
05/23/2024	104064 THERAPY SHOPPE	Sensory Supplies	113.25
05/23/2024	104065 UCP SEQUIN/INFINITEC	Comprehensive Emergent Literacy PD Duncan, Corsello,Wawczak,Fernandez	180.00
05/23/2024	104066 U.S. POSTAL SERVICE	Postage by Phone March 2024	2,000.00
05/23/2024	104067 WORTHINGTON DIRECT	North Furniture Order	2,153.89
05/23/2024	104068 WPS	OT/Pt Assessments On-Line 3-22-24	156.00
05/23/2024	104068 WPS	OT/PT Assessments	380.00
Totals for checks			813,235.95

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	813,235.95	813,235.95
***	Fund Summary Totals ***	0.00	0.00	813,235.95	813,235.95

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
05/23/2024	232400899	KEENEYVILLE DISTRICT	Meals - SASED students March 2024	295.15
05/23/2024	232400900	DUPAGE COUNTY SCHOOL	Meals - SASED students March 2024	1,999.23
05/23/2024	232400901	SALT CREEK SCHOOL DI	Meals - SASED students March 2024	1,795.79
05/23/2024	232400902	DOWNERS GROVE DISTRI	Meals - SASED students March 2024	485.07
05/23/2024	232400903	MAERCKER DISTRICT #6	Meals - SASED students March 2024	822.32
05/23/2024	232400904	CASS SCHOOL DISTRICT	Meals - SASED students March 2024	1,057.54
05/23/2024	232400905	2955, LLC	Rent 2900 Ogden, Lisle - June 2024	49,200.23
05/23/2024	232400906	AHN, MAY	Milage Reimburesement for March 2024	111.67
05/23/2024	232400907	AL WARREN OIL CO., I	4/18/24 Gas Delivery-14% Bio-Diesel Blend	320.12
05/23/2024	232400907	AL WARREN OIL CO., I	04/26/24 Fuel Delivery-Bio Diesel blend	290.82
05/23/2024	232400907	AL WARREN OIL CO., I	05/02/2024 Fuel Delivery BIO Diesel Blend	257.17
05/23/2024	232400907	AL WARREN OIL CO., I	05/10/24 Fuel delivery	305.84
05/23/2024	232400908	ALDRICH, DANA	Milage Reimburesement for March 2024	37.92
05/23/2024	232400908	ALDRICH, DANA	Milage Reimbursement for April 2024	88.78
05/23/2024	232400909	ANDERSEN, VERONICA	Milage Reimbursement for March 2024	151.54
05/23/2024	232400909	ANDERSEN, VERONICA	Milage Reimbursement for April 2024	195.74
05/23/2024	232400910	ARROYO, NATASHA	Reimburse ADL Instruction Supplies	65.77
05/23/2024	232400911	ARVANS, SUSAN	Milage Reimburesement for Nov. 2023- Jan. 2024	89.23
05/23/2024	232400911	ARVANS, SUSAN	Milage Reimburesement for Feb- March 2024	55.51
05/23/2024	232400912	BERGFELD, BETH	Milage Reimbursement April 2024	116.43
05/23/2024	232400913	BOCZKOWSKI, DEBRA	Milage Reimbursement for March 2024	276.71
05/23/2024	232400914	BOHNERT, SHANNON	Milage Reimbursement for March 2024	44.54
05/23/2024	232400915	BOLIN, BRIANNE	Milage Reimbursement April 2024	220.70
05/23/2024	232400916	BOOTSMA, KRISTY	Milage Reimbursement for March 2024	56.98
05/23/2024	232400916	BOOTSMA, KRISTY	Milage Reimbursement for April 2024	53.81
05/23/2024	232400917	BUNGERT, TINA	Milage Reimbursement for Feb. 2024	40.91
05/23/2024	232400917	BUNGERT, TINA	Milage Reimbursement for March 2024	18.76
05/23/2024	232400918	CARRASQUILLO, ELIZAB	Milage Reimbursement for April 2024	321.93
05/23/2024	232400919	CASTALDO, CARRIE	Reimbursement Request/ C.	55.17

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			Castaldo Student File	
			Supplies & SEL	
05/23/2024	232400920	CHAPLIN, KRISTINE	Milage Reimbursement Feb 2024	324.48
05/23/2024	232400921	CIECKO, ASHLEY	Milage Reimbursement for March 2024	21.75
05/23/2024	232400922	CORRAL, TARA	Milage Reimbursement for Mar-April 2024	181.94
05/23/2024	232400923	CREAGAN, HELEN	Milage Reimbursement for April 2024	121.00
05/23/2024	232400924	CUOMO, SUSAN	Milage Reimburesement for April 2024	66.72
05/23/2024	232400925	DAHL, LAURA	Reimbursement Request-L Dahl Community outing to WE ROCK THE SPECTRUM	75.00
05/23/2024	232400926	DARRUS, JULIE	Milage Reimbursement for Jan-Feb 2024	211.05
05/23/2024	232400927	DELEONARDIS, NICOLE	Milage Reimbursement April 2024	22.11
05/23/2024	232400928	DORCHACK, MARIA	Milage Reimbursement for March 2024	196.38
05/23/2024	232400928	DORCHACK, MARIA	Milage Reimbursement for April 2024	313.09
05/23/2024	232400929	ELIAS, JENNIFER	Milage Reimbursement for Jan and Feb 2024	57.53
05/23/2024	232400930	FARRELL, LYSA	Milage Reimbursement for Feb 29-Apr 12, 2024	138.31
05/23/2024	232400931	FORTUNA, CHRISTINA	Milage Reimbursement 3.22-04.29.24	67.82
05/23/2024	232400932	GRILL, MEGHAN	Milage Reimbursement April 2024	70.52
05/23/2024	232400933	GROHN, JULIE	Travel Allowance May 2024	400.00
05/23/2024	232400933	GROHN, JULIE	Reimburse Supplies for Admin Asst. Lunch	55.38
05/23/2024	232400934	HEARTLAND ALLIANCE H	CCIS #24883 INV. DATED 03/31/2024 Interpreting Services	366.34
05/23/2024	232400934	HEARTLAND ALLIANCE H	CCIS Interpreting Service for IEP's	110.00
05/23/2024	232400934	HEARTLAND ALLIANCE H	CCIS Interpreting Services	110.00
05/23/2024	232400935	HOMAN, JULIA	Milage Reimbursement April 2024	288.97
05/23/2024	232400936	KAUFMANN, COLETTE	Reimburse Stars Materials	42.00
05/23/2024	232400937	LANDES, LINDA	Milage Reimbursement for April 2-12, 2024	10.05
05/23/2024	232400938	LAYTON, MATTHEW	Travel Allowance May 2024	400.00
05/23/2024	232400939	LOHRENZ, ASHLEY	Milage Reimbursement for March 2024	158.32
05/23/2024	232400939	LOHRENZ, ASHLEY	Milage Reimbursement for April 2024	123.95
05/23/2024	232400940	LOONEY, KATHERINE	Milage Reimbursement April 2024	85.47
05/23/2024	232400941	MEDEARIS, CHRISTOPHE	Milage ReimbursementJan-Mar 2024	193.77
05/23/2024	232400941	MEDEARIS, CHRISTOPHE	Milage Reimbursement forJan-Marl 2024 Swartz	56.08
05/23/2024	232400942	MISENER, JOEY	Reimburse Expenses - Lion	101.25

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			Club Donatio Bowling Trip 04.11.2024	
05/23/2024	232400943	MOHAMMAD, KAYLA	Milage Reimbursement April 2024	73.20
05/23/2024	232400944	MOROZ, KRISTYN	Milage Reimbursement April 2024	91.83
05/23/2024	232400945	MOYNIHAN, LYNN	Milage Reimbursement April 2024	137.55
05/23/2024	232400946	MUELLER, KIMBERLY	Milage Reimbursement for Jan-Feb 2024	407.50
05/23/2024	232400947	NOWAK, SUSAN	Reimbursement Request-S. Nowak Group Activities	111.86
05/23/2024	232400947	NOWAK, SUSAN	Milage Reimbursement Feb-April 2024	127.09
05/23/2024	232400948	NOWICKI, JULIA	Reimburse Expenses - Field Trip, Rock the Spectrum Gym	350.00
05/23/2024	232400949	PETERSON, COLLEEN	Milage Reimbursement for April 2024	152.22
05/23/2024	232400950	ROBERTS, RUTH	Milage Reimbursement for March 2024	162.03
05/23/2024	232400951	SHANAHAN, KERRY	Milage Reimbursement April 2024	272.69
05/23/2024	232400952	SMITH, CLAIRE	Milage Reimbursement April 2024	362.56
05/23/2024	232400953	STAMATELOPOULOS, KEL	Milage Reimbursement for March 2024	84.42
05/23/2024	232400953	STAMATELOPOULOS, KEL	Milage Reimbursement for April 2024	140.70
05/23/2024	232400954	TATHAM, SARA	Reimburse Expenses-ICTW Symposium	769.12
05/23/2024	232400954	TATHAM, SARA	Milage Reimbursement April 2024	69.01
05/23/2024	232400955	THOMPSON, EVA	Milage Reimbursement for Feb-March 2024	140.23
05/23/2024	232400955	THOMPSON, EVA	Milage Reimbursement for Feb- March 2024	79.03
05/23/2024	232400956	URBAN, JESSICA	Milage Reimbursement for March 2024	34.71
05/23/2024	232400957	VANDERCAR, PATRICIA	Reimbursement PATRICIA VANDERCAR Vision ADL Instructional Addison Trail Oct & Nov 2023	61.34
05/23/2024	232400957	VANDERCAR, PATRICIA	Reimburse ADL Instruction Supplies	37.01
05/23/2024	232400958	WARD, KRISTEN	Milage Reimbursement April 17 2024	21.91
05/23/2024	232400959	WHITE, SHEILA	Milage Reimbursement for March 2024	274.03
05/23/2024	232400960	WISNIEWSKI, RACHEL	Travel Allowance May 2024	400.00
			Totals for checks	67,560.70

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	91.83	67,468.87	67,560.70
***	Fund Summary Totals ***	0.00	91.83	67,468.87	67,560.70

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

## **BILLS PAYABLE LIST – GRANTS**

**May 2024            \$ 26,177.92**

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
05/23/2024	104069	COMMUNITY SCHOOL DIS	DRS STEP Outcome Reimbursements for Vocational Transportation-South	6,210.00
05/23/2024	104069	COMMUNITY SCHOOL DIS	Wheaton South DRS STEP Outcome Reimbursement for Vocational Purchases 2/22/24 - 3/19/24	1,695.07
05/23/2024	104069	COMMUNITY SCHOOL DIS	Wheaton Transition DRS STEP Outcome Reimbursements for Vocational Purchases 2/22/24 - 3/19/24	3,407.60
05/23/2024	104069	COMMUNITY SCHOOL DIS	Wheaton North DRS STEP Outcome Reimbursement for Vocational Purchases 2/22/24 - 3/19/24	819.19
05/23/2024	104070	BROWN, SHAMEKA	April 2024 travel for Shameka Brown	78.69
05/23/2024	104070	BROWN, SHAMEKA	PDNO Conference attendance travel reimbursement for Shameka Brown	533.32
05/23/2024	104071	COLLINSVILLE CUSD 10	Contract for Services	3,329.09
05/23/2024	104072	CREATIVE CULTURE CON	invoices for supply purchase	2,891.02
05/23/2024	104073	INTERPRENET, INC.	invoice for services	250.00
05/23/2024	104074	SIMPLE MACHINES MARK	invoice for services	174.00
05/23/2024	104075	WROBBEL, TAMMY	April 2024 travel for Tammy Wrobbel	288.23
05/23/2024	104075	WROBBEL, TAMMY	PDNO Conference attendance travel reimbursement for Tammy Wrobbel	828.34
Totals for checks				20,504.55

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	20,504.55	20,504.55
***	Fund Summary Totals ***	0.00	0.00	20,504.55	20,504.55

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
05/23/2024	232400961	BAIN, AMY	April 2024 travel for Amy Bain	92.00
05/23/2024	232400962	HOPPER, ALISABETH	April 2024 travel for Alisabeth Hopper	1,251.58
05/23/2024	232400962	HOPPER, ALISABETH	PDNO Conference attendance travel reimbursement for Alisabeth Hopper	634.98
05/23/2024	232400963	KNOCKE, FAITH	April 2024 travel for Faith Knocke	75.40
05/23/2024	232400964	KREMER, ANN	Travel for Ann Kremer to attend/present at the National Training Institute	178.27
05/23/2024	232400964	KREMER, ANN	PDNO Conference attendance travel reimbursement for Ann Kremer	440.89
05/23/2024	232400964	KREMER, ANN	April 2024 travel for Ann Kremer	458.38
05/23/2024	232400965	REISING RECHNER, PAM	PDNO Conference attendance travel reimbursement for Pamela Reising Rechner	625.72
05/23/2024	232400965	REISING RECHNER, PAM	April 2024 travel for Pamela Reising Rechner	1,253.90
05/23/2024	232400966	ROPARS, EMILY	April 2024 travel for Emily Ropars	37.25
05/23/2024	232400966	ROPARS, EMILY	PDNO Conference attendance travel reimbursement for Emily Ropars	204.77
05/23/2024	232400967	TOKAT, TALIN	April 2024 travel for Talin Tokat	150.73
05/23/2024	232400967	TOKAT, TALIN	Travel for Talin Tokat to attend/present at the National Training Institute	177.16
05/23/2024	232400967	TOKAT, TALIN	PDNO Conference attendance travel reimbursement for Talin Tokat	92.34
			Totals for checks	5,673.37

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	5,673.37	5,673.37
***	Fund Summary Totals ***	0.00	0.00	5,673.37	5,673.37

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

## **BILLS PAYABLE LIST – FLOW THROUGH**

**May 2024      \$ 0**

## **INTERIM CHECKS**

**April 2024     \$ 625,722.18**

*Interim*

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
04/04/2024	103860	CASH	petty cash replenish	1,000.00
04/05/2024	103861	DEARBORN NATIONAL LI	MARCH 2024 LIFE INSURANCE INVOICE	6,353.61
04/05/2024	103862	DUPAGE COUNTY PUBLIC	Waste Water - usage 11/30/2023-01/30/2024	203.84
04/05/2024	103863	ENGIE RESOURCES LLC	Energy Services Jan 25-March 1, 2024	6,990.38
04/05/2024	103863	ENGIE RESOURCES LLC	Energy charges Mar 01-Mar 29, 2024	5,931.42
04/05/2024	103864	FRONTLINE EDUCATION	Training for Frontline Central \$695.00	695.00
04/05/2024	103865	GOURMET GORILLA	Food Service Feb 14, 2024 Bulk items	25.33
04/05/2024	103865	GOURMET GORILLA	Food Service-Transition Feb 2024	2,485.18
04/05/2024	103865	GOURMET GORILLA	Food Service Southeast School Feb 2024	13,196.31
04/05/2024	103865	GOURMET GORILLA	Food Service Transition Bulk Items Feb 2024	83.18
04/05/2024	103865	GOURMET GORILLA	Credit Memo 169678 Feb 2024	-104.85
04/05/2024	103866	HAND2MIND, INC	PO3112400031	767.94
04/05/2024	103866	HAND2MIND, INC	PO3112400031	109.95
04/05/2024	103867	HEALTH CARE SERVICE	Blue Cross/Blue Shield Claims and Administration Fee Invoice for February 2024 Invoice 657317221718	438,459.91
04/05/2024	103868	HOME DEPOT CREDIT SE	Acct # 6035322149985602 statement closing 03/21/2024	451.45
04/05/2024	103869	KONICA MINOLTA BUSIN	Service Coverage - 03/22/2024 to 04/21/2024	1,258.00
04/05/2024	103870	KONICA MINOLTA PREMI	Konica Minolta Copiers 450-0068168 Coverage 3/26/24-4/25/24	1,032.16
04/05/2024	103871	LOCKPORT AREA SPECIA	H.I. ADVOCACY GROUP	403.00
04/05/2024	103872	AMERGIS HEALTHCARE S	Behavior Tech for 2/26/24 through 2/28/24	1,050.00
04/05/2024	103872	AMERGIS HEALTHCARE S	Behavior Tech for 2/26/24 through 2/29/24	3,212.50
04/05/2024	103872	AMERGIS HEALTHCARE S	Behavior Tech and Sign Language Interpreter services for 02/26/24 through 02/29/24	4,546.00
04/05/2024	103872	AMERGIS HEALTHCARE S	Behavior Tech Services from 2/26/24 through 2/29/24	9,437.50
04/05/2024	103872	AMERGIS HEALTHCARE S	Behavior Tech and Nursing services for 2/26/24 through 2/29/24	27,598.74
04/05/2024	103872	AMERGIS HEALTHCARE S	Behavior Tech and Nursing Services for 02/26/24 through 2/29/24	32,861.00
04/05/2024	103872	AMERGIS HEALTHCARE S	Behavior Tech for 02/12/24 through 02/16/24	11,675.00
04/05/2024	103873	MAZZINI-FERNANDEZ, M	Reimburse NEDSRA-Crafts and Sensory room	40.00
04/05/2024	103874	METLIFE	APRIL Metlife Dental and Vision Invoice for 4/1/24-4/30/24. Due 4/1/24.	18,139.36

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
04/05/2024	103875 NICOR GAS	Gas Services Southeast-02/01/2024-02/29/2024	1,446.35
		4	
04/05/2024	103876 UNIVERSAL PREMIUM	Fuel Services March 15-March 31, 2024	215.53
04/05/2024	103877 VANGUARD ENERGY SERV	Service Period 02/01/2024-02/29/2024	1,312.21
04/05/2024	103878 VERIZON WIRELESS	Accnt # 380335400-00001 03/20-4/19/2024	771.02
04/05/2024	103878 VERIZON WIRELESS	Accnt # 480335060-00001	96.51
		Totals for checks	591,743.53

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	463,952.88	0.00	127,790.65	591,743.53
***	Fund Summary Totals ***	463,952.88	0.00	127,790.65	591,743.53

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

*Interim*

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
04/05/2024	232400794 BELL, RACHEL	Reimburse, Transition vision Inst. supplies	8.61
04/05/2024	232400794 BELL, RACHEL	Reimburse Vision Transition Instructional Supplies	11.81
04/05/2024	232400795 BRUSICH, WENDY	Reimburse AT Vision Program supplies	44.65
04/05/2024	232400796 CURBY, KATI	Reimbursement of lunch supplies	34.94
04/05/2024	232400797 MARTINEZ, PAUL	Reimbursement Request-P Martinez Community Instruction Book Store	20.94
04/05/2024	232400798 MILLER, CHRISTINE	Reimburse Meeting supplies	21.94
04/05/2024	232400799 PEABL, KIRSTIN	Reimburse - Vision Public Transportation expenses	46.50
04/05/2024	232400800 SEYLER, NICOLE	Reimbursement ADL Instructional Supplies	43.75
04/05/2024	232400801 VANDERCAR, PATRICIA	Reimburse AT Vision Program Instruction Supplies	16.26
		Totals for checks	249.40

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	249.40	249.40
*** Fund Summary Totals ***		0.00	0.00	249.40	249.40

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

Credit CARD

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
04/29/2024	103965	FIFTH THIRD BANK/MAS	EC Order 3.4.24	44.99
04/29/2024	103965	FIFTH THIRD BANK/MAS	PBIS (Bender)	45.46
04/29/2024	103965	FIFTH THIRD BANK/MAS	EC Order 3.4.24	46.79
04/29/2024	103965	FIFTH THIRD BANK/MAS	North 2.29.24 Order	107.81
04/29/2024	103965	FIFTH THIRD BANK/MAS	cass middle school	118.93
04/29/2024	103965	FIFTH THIRD BANK/MAS	Indeeded Subscription Charges monthly	120.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Bouncyband Wiggle Wobble Chair Feet	167.94
04/29/2024	103965	FIFTH THIRD BANK/MAS	Amazon order	39.95
04/29/2024	103965	FIFTH THIRD BANK/MAS	University of NC Chapel Hill Fundamentals of Structured Teaching Lessentien 4.15-4.19.24	540.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Bluedog Ink order	586.54
04/29/2024	103965	FIFTH THIRD BANK/MAS	02.17.24-03.16.24 Pods service cust acct 141999028	289.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Univ of NC Chapel Hill Fundamentals of Learning 04.15-04.19.24 Zmijewski	540.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Univ of NC Chapel Hill Fundamentals of Learning 04.15-04.19 Vance	540.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Univ of NC Chapel Hill Fundamentals of Learning 04.15-04.19 White	540.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Univ of NC Chapel Hill Fundamentals of Learning 04.15-04.19 Shanahan	540.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Univ of NC Chapel Hill Fundamentals of Learning 04.15-04.19 Moroz	540.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	You Can't Make Me!: Pro-Active Strategies for Positive Behavior Change in Children Paperback - September 6, 2019	21.95
04/29/2024	103965	FIFTH THIRD BANK/MAS	Vision Program - STRONGARM LED Safety for Canes, Clip on Light LightBaum Adjustable LEF Flashlight for Canes, Universal Tube Mount AMAZON (Cherise Jerrard 3/11/2024) O&M	39.94
04/29/2024	103965	FIFTH THIRD BANK/MAS	Bam Bino Space Suit - iPad 10th Generation Case for Kids   iPad 10th gen Kids case with Screen Guard, Handle, Stand, Shoulder Strap, Pencil Holder [Not for iPad Air 5/4] (Cosmic Black); EayCoul for iPad 10th Generation Case(2022), with[Tempered Glass Screen Protector] [Pencil Holder] 360 Rotating Handle Stand, Heavy Duty	62.56

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			Shockproof Case for iPad 10.9 inch (Black)	
04/29/2024	103965	FIFTH THIRD BANK/MAS	Zoll Medical	120.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Itin Monitor Order	239.97
04/29/2024	103965	FIFTH THIRD BANK/MAS	Salazars Auto RO 17033, repairs/fuel pump	1,187.79
04/29/2024	103965	FIFTH THIRD BANK/MAS	Help Kidz Learn, order 79402	390.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Instructional Materials - OT (Therese Hilger 3/12/2024)	39.92
04/29/2024	103965	FIFTH THIRD BANK/MAS	Univ of NC Chapel Hill Fundamentals of Learning 04.15-04.19 Ahn	540.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Univ of NC Chapel Hill Fundamentals of Learning 04.15-04.19 Moynihan	540.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Dunkin for Board Meeting	21.74
04/29/2024	103965	FIFTH THIRD BANK/MAS	Nurse/Health	31.99
04/29/2024	103965	FIFTH THIRD BANK/MAS	Oral Swabs, Portable Headphones, Homexcel Wash Cloths	58.22
04/29/2024	103965	FIFTH THIRD BANK/MAS	Amazon order	64.97
04/29/2024	103965	FIFTH THIRD BANK/MAS	Band-aids	15.58
04/29/2024	103965	FIFTH THIRD BANK/MAS	Mirrors & Tongue Depressors	92.52
04/29/2024	103965	FIFTH THIRD BANK/MAS	PBIS QSA/Dombrow	141.61
04/29/2024	103965	FIFTH THIRD BANK/MAS	Bluedog Ink	511.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Evaluate APD Master Course, Fanuka	2,250.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Treat APD Master Course, Fanuka	2,250.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Chromebook Carry Case 8 pack	541.65
04/29/2024	103965	FIFTH THIRD BANK/MAS	USPS Certified Mailing	17.70
04/29/2024	103965	FIFTH THIRD BANK/MAS	Language First Conference 2024 Kirkman and VanCleece	230.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Chat GPT Subscription 03.24-04.24.2024	20.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	PBIS MS/HS School Store	62.25
04/29/2024	103965	FIFTH THIRD BANK/MAS	Classroom Supplies - Holmes	1,020.63
04/29/2024	103965	FIFTH THIRD BANK/MAS	36 Feet Self Adhesive Hook and Loop Tape Roll Sticky Back Strip Adhesive Backed Fabric Fastener Mounting Tape for Picture and Tools Hanging Pedal Board Fastening (3/4 INCH, White) AMAZON Classroom Supplies Regina Fernandez (3/19/2024)	10.99
04/29/2024	103965	FIFTH THIRD BANK/MAS	OT/PT Office Supplies 4-1-24	16.96
04/29/2024	103965	FIFTH THIRD BANK/MAS	repair on framed maps for Boardroom	425.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Vision - O&M Instructional Supplies Batteries for Sound Source Remote AMAZON (Mark Renc 3/20/2024)	5.80
04/29/2024	103965	FIFTH THIRD BANK/MAS	Educational materials; replacing Diana Aherns personal purchases for the	8.76

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			Kindergarten classroom.	
04/29/2024	103965	FIFTH THIRD BANK/MAS	Mesh Desk Organizer	22.97
04/29/2024	103965	FIFTH THIRD BANK/MAS	Misc Items OT order for various classrooms	25.90
04/29/2024	103965	FIFTH THIRD BANK/MAS	Paypal monthly payment	30.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Transition Program Files	31.01
04/29/2024	103965	FIFTH THIRD BANK/MAS	Nurse	33.48
04/29/2024	103965	FIFTH THIRD BANK/MAS	STARS Filing	35.92
04/29/2024	103965	FIFTH THIRD BANK/MAS	OT/PT Supplies 4-2-24	53.83
04/29/2024	103965	FIFTH THIRD BANK/MAS	OT/PT Supplies 4-2-24	73.60
04/29/2024	103965	FIFTH THIRD BANK/MAS	STARS Filing	83.44
04/29/2024	103965	FIFTH THIRD BANK/MAS	OT/PT Office Supplies 4-1-24	117.32
04/29/2024	103965	FIFTH THIRD BANK/MAS	Class Gift- Picture Frames	128.48
04/29/2024	103965	FIFTH THIRD BANK/MAS	Misc Items OT order for various classrooms	167.94
04/29/2024	103965	FIFTH THIRD BANK/MAS	Acctn 27013-26628M, Mar2024 Cycle 44-20	325.81
04/29/2024	103965	FIFTH THIRD BANK/MAS	WCI Groot Acctn 3106-103761 04.01-04.30.24	1,191.28
04/29/2024	103965	FIFTH THIRD BANK/MAS	Dunkin, Finance Work Group, 04.03.24	15.49
04/29/2024	103965	FIFTH THIRD BANK/MAS	Transition Program Files	17.99
04/29/2024	103965	FIFTH THIRD BANK/MAS	Transition Program Files	25.98
04/29/2024	103965	FIFTH THIRD BANK/MAS	General Office/Kitchen Supplies	43.60
04/29/2024	103965	FIFTH THIRD BANK/MAS	STARS Filing	68.42
04/29/2024	103965	FIFTH THIRD BANK/MAS	Scale for weight maintenance	119.98
04/29/2024	103965	FIFTH THIRD BANK/MAS	Spiral Binding Machine	139.98
04/29/2024	103965	FIFTH THIRD BANK/MAS	STARS Filing	149.94
04/29/2024	103965	FIFTH THIRD BANK/MAS	General Office/Kitchen Supplies	171.91
04/29/2024	103965	FIFTH THIRD BANK/MAS	Umbrellas	230.89
04/29/2024	103965	FIFTH THIRD BANK/MAS	Service period 02.21-03.26.24	241.34
04/29/2024	103965	FIFTH THIRD BANK/MAS	Educational materials; replacing Diana Aherns personal purchases for the Kindergarten classroom.	283.10
04/29/2024	103965	FIFTH THIRD BANK/MAS	Restock for Holmes Kindergarten	84.30
04/29/2024	103965	FIFTH THIRD BANK/MAS	OT/PT Supplies 4-2-24	92.25
04/29/2024	103965	FIFTH THIRD BANK/MAS	Illinois Assoc. Dekalb Annual Converence District Reg.	765.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Hanger hooks for the mailboxes for glass walls	9.99
04/29/2024	103965	FIFTH THIRD BANK/MAS	Chewy Bracelet for WB student for TM-OT	19.63
04/29/2024	103965	FIFTH THIRD BANK/MAS	OT PT Resources - 4-5-24	25.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Pull ups for class supply	60.98
04/29/2024	103965	FIFTH THIRD BANK/MAS	FCS Terzick/Morton DRS, PRE-ENTS	70.46
04/29/2024	103965	FIFTH THIRD BANK/MAS	Kindergarten Supplies- Ilyavi	75.98
04/29/2024	103965	FIFTH THIRD BANK/MAS	Supplies for Nicole Nunziato's Classroom	114.72
04/29/2024	103965	FIFTH THIRD BANK/MAS	Supplies for PS	148.43
04/29/2024	103965	FIFTH THIRD BANK/MAS	Materials	149.24
04/29/2024	103965	FIFTH THIRD BANK/MAS	Materials	310.58

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
04/29/2024	103965	FIFTH THIRD BANK/MAS	Supplies for Nicole Nunziato's Classroom	361.98
04/29/2024	103965	FIFTH THIRD BANK/MAS	Kindergarten Manipulatives	541.16
04/29/2024	103965	FIFTH THIRD BANK/MAS	Firstcomm Telephony Services March 2024 - Acct: 8573	959.12
04/29/2024	103965	FIFTH THIRD BANK/MAS	Supplies A. K.	57.36
04/29/2024	103965	FIFTH THIRD BANK/MAS	Airline tickets for Ann Kremer to travel to International Early Childhood Inclusion Institute paid via credit card	850.89
04/29/2024	103965	FIFTH THIRD BANK/MAS	travel for Tammy Wrobbel to attend the International Inclusion Institute via Southwest Airlines paid via credit card	343.96
04/29/2024	103965	FIFTH THIRD BANK/MAS	Annual Fee social Media manager	1,188.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Shirts for PD attendees	740.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Zoom Subscription invoice 251617421	50.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Dropbox Plus Subscip, cloud storage	119.88
04/29/2024	103965	FIFTH THIRD BANK/MAS	pest control supplies busses	51.48
04/29/2024	103965	FIFTH THIRD BANK/MAS	Bus Maintenance RO#16974	431.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Repairs/Maintenance Busses	3,684.56
04/29/2024	103965	FIFTH THIRD BANK/MAS	I-Pass Replenish 03.12 and 03.21	200.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Bus Maintenance RO 17063 and 17058	123.03
04/29/2024	103965	FIFTH THIRD BANK/MAS	Special Bus needs	435.00
04/29/2024	103965	FIFTH THIRD BANK/MAS	Firstcomm Telephony Services Dec 2023/Jan 2024 - Acct: 8573	1,947.75
04/29/2024	103965	FIFTH THIRD BANK/MAS	Sensory Pop-Up Tent	69.95
04/29/2024	103965	FIFTH THIRD BANK/MAS	Thermal Laminating Pouches	31.06
Totals for checks				33,729.25

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	33,729.25	33,729.25
***	Fund Summary Totals ***	0.00	0.00	33,729.25	33,729.25

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

## **VOIDED CHECKS**

**April, 2024      \$ 0**

## INDEPENDENT CONTRACTOR AGREEMENT

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

The Parties agree as follows:

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

**Custom Development on Android App to meet required compliance standards:**

**A. Added feature to allow users to delete account and all data by individual assessment within app.**

**B. Added feature to allow users to delete account and all data from within Google App store App bio link.**

**C. Added features to online EC and SPP 6 apps to allow for data to be called and deleted from within the app and within the Google app store.**

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

3. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contractor \$5,000.00, plus related travel expenses not to exceed n/a. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.

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

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

6. **CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that

she/he will comply with all applicable laws, regulations and SASSED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to Early CHOICES.

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

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

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

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

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

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

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

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

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

**14. SEVERABILITY.** If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any

provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

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

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

**For Contractor:**            Accountability Solutions, LLC  
   1704 Llano St B-142  
   Santa FE, NM 87505

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

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

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

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

**SASED**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
   Executive Director

By: \_\_\_\_\_ Date: \_\_\_\_\_  
   Director of Business Operations

**Contractor**

By: Kelly L Hydo, CEO Date: 04/02/24

## INDEPENDENT CONTRACTOR AGREEMENT

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

The Parties agree as follows:

1. **SERVICES.** SASED shall engage Contractor to provide the following service:
  - a. To provide supplies (paper, pens, stickers, etc. and equipment (guitar, rhythm instruments, tape recorders, etc).
  - b. To develop programs and procedures for students.
  - c. To provide direct service to students on a regular basis.
  - d. To regularly report progress to staff.
  - e. To consult with treatment team members as requested.
  - f. To perform all services in accordance with the Music Therapy code of ethics and maintain necessary certification and registration in the state of Illinois.

Contractor shall provide services pursuant to an agreed schedule. Contractor is responsible for obtaining approval for scheduled services prior to providing services.

2. **TERM.** Contractor shall provide services to SASED pursuant to this Agreement during the period from August 19, 2024 to June 1, 2025, unless otherwise agreed to by the parties in writing. ("Agreement Term").

3. **COMPENSATION.** In exchange for approved services provided pursuant to Paragraph 1, SASED shall pay Contractor \$75.00 per direct service hour for 17.5 hours a week for approximately 34 weeks. 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. **RECORDS AND CONFIDENTIALITY.** Contractor acknowledges that for purposes of implementing this Agreement and providing services under this Agreement, she/he may have access to information that constitutes "school student records" as defined in the *Illinois School*

*Student Records Act* (105 ILCS10/1, 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, use, redisclosure and data security.

All school student records maintained by SASED that are used by the Contractor in connection with the provision of services under this Agreement shall be and remain the property of SASED. The parties acknowledge and agree that all records and documents prepared pursuant or related to this Agreement are the property of SASED, although Contractor may retain temporary physical possession of them for the convenience of SASED. SASED has the unrestricted authority to request, access, use, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared by Contractor under this Agreement. Any record (personally identifiable to a student) that Contractor delivers to or prepares for SASED under this Agreement is a student record, subject to all confidentiality protections under the Federal Educational Rights and Privacy Act and the Illinois School Student Records Act. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to SASED.

**7. CRIMINAL BACKGROUND CHECK.** Any Contractor employees who provide services to SASED students under this Agreement shall be subject to a criminal background check as required by the Illinois School Code.

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

**9. TERMINATION.** Either party may terminate this Agreement for any reason, at any time, by written notice delivered to the other party not less than ten (10) days prior to the termination date. The Contractor will be entitled to recover any outstanding compensation earned as of the date of receipt of written notification from SASED of its termination of this Agreement.

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

**11. 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.

**12. NON-DISCRIMINATION.** Contractor agrees that she/he shall not discriminate in the performance of this Agreement against any individual on the basis of an individual's actual or perceived race, color, creed, religion, national origin, sex, gender identity, sexual orientation, age, disability or any other status protected by law in its programs and/ or activities.

13. **INSURANCE.** During the term of this Agreement, Contractor shall maintain:

General Liability and Professional Liability insurance coverage in at least the following amounts: one million dollars (\$1,000,000) per each occurrence; and three million dollars (\$2,000,000) in the aggregate. The insurance shall include a provision for Sexual Abuse and Molestation coverage in the amount of one million dollars (\$1,000,000) per occurrence/aggregate.

Auto Liability insurance coverage in the amount of one million dollars (\$1,000,000) Combined Single Limit if autos are used during SASSED business.

Workers Compensation/Employers' Liability insurance with statutory coverage with \$100,000 Accident, \$500,000 Disease Policy and \$100,000 Disease Per Employee.

A certificate of insurance should be provided annually naming SASSED as an Additional Named Insured and its successors on a primary and noncontributory basis.

14. **LIABILITY.** Contractor agrees to indemnify and hold harmless SASSED, its officers, 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.

15. **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.

16. **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.

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

18. **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: Craig Christiansen, MT-BC  
Creative Exchange Music Therapy  
1942 Suffolk Avenue  
Westchester, Illinois 60154

For SASED: Dr. James Gunnell, Executive Director  
School Association for Special Education in DuPage County  
2900 Ogden Avenue  
Lisle, Illinois 60532

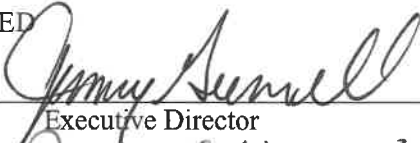
19. GOVERNING LAW. The laws and regulations of the State of Illinois shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the Parties.

20. 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:

  
Executive Director

Date:

5/22/2024

By:

  
Director of Business

Date:

5/22/2024

Contractor

By:



Date:

4/18/24



**ILLINOIS STATE  
UNIVERSITY**  
*Illinois' first public university*

## **AGREEMENT FOR SERVICES**

**This Agreement for Services is entered into by and between the Board of Trustees of Illinois State University, a body corporate and politic of the State of Illinois, on behalf of its Conference Services, hereinafter referred to as the "University" and Early CHOICES hereinafter referred to as "Early CHOICES". Both parties agree as follows:**

1. **Services.** University agrees to furnish to Early CHOICES the following services:  
**Oversee program registration, facility management, and other services for the 2024 Early CHOICES Summer Inclusion Institute that will be held June 5-6, 2024 at the Marriott Hotel & Conference Center in Normal, IL. Specific services are outlined on Exhibit A attached hereto and made a part hereof.**
2. **Term.** Services shall be provided for the period beginning **upon execution of this Agreement by both parties** and ending **7/31/2024** or when money owed to the University is paid in full.
3. **Compensation.** University shall receive as compensation for all work and services to be performed herein, a fee of \$12.00 per paid registrant and a management fee of \$3,000.00, in addition to the costs of all expenses as outlined on Exhibit B attached hereto and made a part hereof. In the event of early termination, the University shall be paid for services performed up to the effective date of termination. Upon completion of the event, University will invoice total expenses owed to University to Early CHOICES within ninety (90) days. Invoice is due 30 days after receipt.
4. **Governing Law.** This contract shall be governed and construed in accordance with the laws of the State of Illinois.
5. **Nondiscrimination.** Both parties agree to comply with all applicable federal and state laws, including nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. Neither party shall engage in unlawful discrimination or harassment against any person because of race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking).
6. **Use of Name or Marks.** Neither party shall use the name or trademarks of the other party in any written material including but not limited to brochures, letters, and circulars, without the prior written consent of the other party.
7. **Enforcement.** The failure of either party at any time to enforce any provision of this Agreement shall in no way be construed to be a waiver of such provisions or affect the validity of this Agreement or any part thereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Agreement.
8. **Assignment.** This Agreement may not be assigned by Early CHOICES without the prior written consent of University. Such consent shall not be unreasonably withheld.

9. **Severability.** If any provision of this agreement is held unenforceable, the provision shall be severed and the remainder of this agreement will continue in full force and effect.
10. **Independent Contractor.** The University's relationship to Early CHOICES under this agreement shall be that of an independent contractor. Neither party shall be considered an agent or employee of the other party for any purpose.
11. **Liability.** It is understood and agreed that neither party to this agreement shall be liable for any negligent or wrongful acts, either of commission or omission, chargeable to the other, unless such liability is imposed by law, and that this agreement shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party against the other or against a third party.
12. **Insurance.** During all times relevant to this agreement, Early CHOICES shall maintain and keep in effect applicable general liability insurance with limits acceptable to the Board of Trustees of Illinois State University, and shall provide proof of coverage upon request.
13. **Amendments.** This agreement shall not be amended, modified, altered, or changed except by mutual agreement confirmed in writing by both parties.
14. **Notices:**

All notices required herein shall be in writing and shall be sent via registered or certified mail return receipt requested or by an overnight courier service to the persons listed below. A notice shall be deemed to have been given when received by the party at the address set forth below.

Notices to Early CHOICES shall be sent to:

Ann Kremer, Project Director  
2900 Ogden Ave  
Lisle, IL 60532

Notices to the University shall be sent to:

Jason Van Heuklon, Interim Director  
ISU Conference Services  
Campus Box 8610  
Normal, IL 61790-8610

15. **Entire Agreement.** This agreement with all attachments, amendments and documents incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior communications and writing concerning the subject matter of this agreement.

The persons signing this Agreement represent and warrant that they have authority to bind their respective parties.

The Board of Trustees of

Early CHOICES

Illinois State University

Dr. Ani Yazedjian 5/19/24  
Dr. Ani Yazedjian Date  
Acting Vice President for Academic Affairs  
and Provost

[Signature] 5/18/2024  
Signature Date

Ann Kremer  
Print Name & Title

2900 Ogden Ave.  
Address

Lisle, IL 60532  
Address

815-276-7957  
Telephone Number

\_\_\_\_\_  
Fax Number

a.kremer22@gmail.com  
E-mail Address

**EXHIBIT A**  
**SCOPE OF WORK**

**REGISTRATION**

- Establish and oversee registration procedures
- Establish a registration timeline

- There is no fee to register and therefore no income is being collected via registration.
- Develop the online attendee registration form using Institute Services registration software for placement on the Early CHOICES hosted website
- Receive and process online registration for all participants including attendees, speakers, and committee members
- Prepare attendance reports and participant lists to be provided to the client as needed
- Provide a confirmation email receipt and detailed Institute information to all participants
- Receive and respond to all telephone and email inquiries concerning the program, registration, housing, and travel
- Provide full color printed name badges, clear slotted badge holders, and black rope bulldog clip lanyards for all registered participants
- Provide standard presenter and committee ribbons up to 50 total. Any additional ribbons will be at a cost to the client.
- Coordinate attendee lists by alpha and institution and provide to the client via email
- Coordinate and package registration information prior to the Institute
- Provide one registrar to assist with on-site registration for the first day for up to 3 hours.
- Oversee on-site registration procedures and hand out all registration materials to participants
- Maintain a separate database of all registrants

#### **MARKETING & PRINTING**

- Design the Institute logo for placement on all marketing materials
- All information will be placed on the Early CHOICES hosted website which will be referred to as Institute website.
- Design the attendee information flyer in a PDF format for placement on the Institute website
- Provide content to the client for placement on the Institute website
- Communicate changes to the client for website updates as needed
- Create a save the date graphic and distribute electronically. The distribution excel will be provide to Conference Services staff by the client for this email.
- Coordinate the speaker bios, descriptions, objectives, and credentials for the online Institute schedule
- Work directly with our internal graphic designer on all design needs listed below
- Design the Institute at-a-glance for placement on the Institute website
- Design flyers as needed with input from the client
- Design maps as needed for placement on the Institute website
- Design signage boards with input from the client
- Receive updated printing quotes for the signage boards and work with a vendor for printing
- Confirm the type of swag the client wants to provide to registered attendees
- Receive quotes for swag
- Order and receive swag items to be packaged with registration materials
- Order bags or boxes based on the amount of packaged registration items the clients want to hand out.
- Order custom or additional ribbons as needed for attendees, speakers, and committee members
- Create content for the final attendee and speaker informational email and distribute electronically 1 week prior to the Institute

#### **FINANCIAL MANAGEMENT**

- ISU will only pay for costs associated with the Institute as set forth with the approved Projected Budget.
- The Early CHOICES funds will be paid to ISU.
- All program expenses will be paid by Illinois State University to vendors as outlined in the approved Projected Budget.
- Prepare preliminary operating budget
- Manage accounts receivable and payable.
- Monitor program income and expenses (the only income will be one check from Early CHOICES for the funds to support Institute expenses.

- Review, approve, and oversee timely processing of bills included in the approved budget
- Invoice directly to organizations, if requested
- Provide financial accounting of all program income and expenses to the client
- Provide closing Financial Reports and Final Statement
- Distribute residual funds or an invoice if a balance is due to the client

#### **FACILITIES**

- Confirm Institute schedule with the Marriott Hotel & Conference Center in Normal, IL.
- Negotiate meeting space, audio visual needs, and food and beverage
- Reserved dates with the Marriott Hotel and provide the contract to the client for signature
- Work with the staff at the Marriott Hotel to request audio visual equipment in all contracted spaces
- Work with the staff at the Marriott Hotel to answer questions about the Institute space and make any necessary room changes/additions during the planning process
- Submit final banquet event orders to the Marriott Hotel

#### **FOOD / BEVERAGE**

- Arrange and coordinate all catered events at the Marriott Hotel & Conference Center, Normal, IL, including meal selection and creation of special menus as requested
- Receive special dietary needs during registration from attendees and confirm appropriate meals accommodate those needs
- Work with the Marriott Hotel to make any changes leading up to the Institute as well as any on-site changes
- Oversee all meal events to ensure they go as planned

#### **OVERNIGHT ACCOMMODATIONS**

- Confirm overnight group room block accommodations for speakers and committee members (approx. 20 rooms) at the Marriott Hotel and have the client sign the contract
- Handle all special requests with overnight room needs for speakers
- Direct attendees to other local hotels for their room needs (no official room block)
- Manage hotel room pick up for the speakers and inform the client of the room block status
- Submit final rooming list to the hotels and receive confirmation numbers to be distributed to each speaker
- Review the hotel invoice for the speaker rooms prior to submitting payment with approval from the client

#### **TRAVEL ARRANGEMENTS / HONORARIUMS**

- Arrange and pay for speaker honorariums at a rate determined by the client - (approximately 1)
- Arrange and pay for speaker hotel accommodations – (approximately 15)
- All reimbursements to speakers will be approved by the client before being paid

#### **PARKING**

- Confirm parking with the Marriott Hotel for guests staying at the property
- Confirm parking with the Marriott Hotel for guests not staying at the property
- Communicate parking fees and location with the attendees prior to arrival

#### **LOGISTICS**

- Establish planning/action timeline including all pertinent deadlines
- Communicate an effective timeline to the client
- Obtain and disseminate local information as appropriate
- Coordinate signage for meeting rooms
- Oversee all logistics and be main contact for all Institute questions
- Communicate with the client during the planning process on all Institute aspects

- Review program outcome with Institute chair that includes a financial report

#### **ON-SITE MANAGEMENT**

- Provide on-site coordination to assist with the overall facilitation of events
- Answer all attendee and speaker questions during registration and the Institute
- One Conference Services coordinator will remain on-site during Institute hours
- Assist guests with special arrangements and accommodations, within reason
- Take responsibility for and manage room setups, equipment requirements including A/V, and meal functions
- Handle any changes or issues within reason
- Act as the liaison between the Marriott Hotel & Conference Center, Normal, IL staff and the Institute Chair
- Handle any last-minute changes within reason and ensure that the Institute goes as planned

#### **POST-INSTITUTE ANALYSIS**

- Process the grant funds check as set forth in the approved Projected Budget
- Process all expenses as set forth in the approved Projected Budget
- Pay all invoices as requested
- Prepare financial summary
- Distribute residual or send an invoice if a balance is due
- Review program outcome and financial records

#### **EXHIBIT B**

#### **PROJECTED BUDGET**

**2024 Early CHOICES Summer Institute**

June 5 - 6, 2024 • Marriott Hotel & Conference Center  
Based on 200 participants (attendees, speakers, committee)

## INDEPENDENT CONTRACTOR AGREEMENT

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

The Parties agree as follows:

- SERVICES.** Early CHOICES shall engage Contractor to provide the following service: Plan and co-facilitate/present the June 2024 Practice Based Coaching Series. Series will be a five part series that will run ninety minute each session.
- TERM.** Contractor shall provide services to Early CHOICES pursuant to this Agreement during the period from May 15, 2024 to June 30, 2024 ("Agreement Term").
- COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contractor \$3,000.00, plus related travel expenses not to exceed n/a. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.
- 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.
- INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED or Early CHOICES. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED or Early CHOICES.
- CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to Early CHOICES.
- OTHER RULES AND POLICIES.** Contractor agrees to abide by any other rules, policies, and procedures as communicated by Early CHOICES.

8. **TERMINATION.** This Agreement may be terminated early for the following reasons:
- a. Mutual agreement, with fourteen (14) days' notice;
  - b. Permanent disability (inability to perform essential job functions with or without accommodation);
  - c. Death; or
  - d. Cause.

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

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

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

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

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

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

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

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

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

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

**For Contractor:** Denise Perez Binder  
Address 28436 Tranquil Lake Cir  
Wesley Chapel, FL 33543

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

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

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

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

**SASED**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Business Operations

**Contractor**

By: Denise Perez Binder Date: 5/20/2024

## INDEPENDENT CONTRACTOR AGREEMENT

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

The Parties agree as follows:

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

**Auditing and updating Early CHOICES Qwiz data sorter and system with over 10 years of indicator data stored.**

2. **TERM.** Contractor shall provide services to Early CHOICES pursuant to this Agreement during the period from May 15, 2024 to June 30, 2024 ("Agreement Term").

3. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contractor \$20,000.00, plus related travel expenses not to exceed n/a. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.

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

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

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

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

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

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

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

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

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

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

12. **LIABILITY.** Contractor agrees to indemnify and hold harmless 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 SASSED 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:**            Accountability Solutions, LLC  
   1704 Llano St B-142  
   Santa FE, NM 87505

**For SASSED:**                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 SASSED Board of Directors.

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

**SASSED**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
   Executive Director

By: \_\_\_\_\_ Date: \_\_\_\_\_  
   Director of Business Operations

**Contractor**

By: Kelly L Hyde, CEO Date: 05/15/24

**SASED GOVERNING BOARD/BOARD OF DIRECTORS ALTERNATE  
APPOINTMENT RESOLUTION**

**WHEREAS**, the Board of Education of **Community High School District #99**, DuPage County, Illinois (hereinafter "Board"), is a Member District of The School Association for Special Education in DuPage County (hereinafter "SASED"), established pursuant to a Joint Agreement/Bylaws for SASED, dated April 30, 1981, as last amended July 1, 2016 (hereinafter "Agreement"); and

**WHEREAS**, pursuant to Article IV of the Agreement, SASED is managed by a Governing Board consisting of one representative of each Member District who is an elected official and one alternate representative who is an elected official, each whom serve a two-year term; and

**WHEREAS**, pursuant to amendment to the Joint Amendment/Bylaws for SASED to take effect May 1, 2023 under Article V of the Agreement, SASED is managed by a Board of Directors consisting of the Superintendent and one alternate representative, who is an elected official and who serves a two-year term;

**NOW, THEREFORE**, be it hereby resolved by the Board of Education of **Community High School District #99**, DuPage County, Illinois, as follows:

**SECTION I:** Christopher Espinoza is hereby appointed as the Governing Board Representative.

**SECTION II:** Donald Renner is hereby appointed as the Governing Board Alternate Representative to perform all the functions of the Governing Board Representative to SASED, including attendance of meetings and voting, when the actual Governing Board Representative is unable to perform such functions.

**SECTION III:** Donald Renner is hereby appointed as the Board of Directors Alternate Representative to perform all the functions of the Board of Directors Representative to SASED, including attendance of meetings and voting, when the actual Board of Directors Representative is unable to perform such functions.

**SECTION IV:** This Resolution shall be in full force and effect at the May 22, 2024 Board of Directors meeting and the May 29, 2024 Governing Board meeting.

**ADOPTED THIS** 20<sup>th</sup> day of May, 2024, by the following vote:

AYES: Kara Casten, Ken Dawson, Sherell Fuller, Don Renner

NAYS: None

ABSENT: Terry Pavesich, Chris Espinoza, Jennie Hagstrom

BOARD OF EDUCATION  
Community High School District #99, DuPage County, Illinois

BY   
Its President

ATTEST

BY   
Its Secretary

# LEASE

**1. PARTIES:** The parties to this Lease are the Board of Education **Salt Creek School District #48**, DuPage County, Illinois, having its principal offices at 1110 S. Villa Avenue, Villa Park, 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:

**One VI classroom at Albright Middle School, 1110 S. Villa Avenue, Villa Park, IL for the remainder of the FY24 school year starting 4/10/24 – 8/10/24**

including all furnishings and ordinary school equipment present in said one (1) classroom 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 a four-month term commencing on April 10, 2024 and continuing until August 10, 2024. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. If the Parties cannot mutually agree on rent for the additional consecutive school year term, this Lease shall immediately terminate at midnight (12:00am) on August 11, 2024.

**4. RENT AND RELATED COSTS:** Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the four-month term April 10, 2024 through August 10, 2024) it is hereby agreed that the rent amount is as follows:

	<b>Location</b>	
<b>LEVEL #1 (Storage)</b>		
<b>LEVEL #2 (Office Space)</b>		
<b>LEVEL #3 (Classroom)</b>	1 VI Classroom Albright Middle School Prorated 4/10/24 – 8/10/24	<b>\$7,750.23</b>
	<b>TOTAL</b>	<b>\$7,750.23</b>

**5. PAYMENT OF RENT:** Lessee agrees to pay rent in one lump sum on or before as soon as possible after signed agreement, to the principal office 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 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 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 damages 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 non-contributory 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 cancelled 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 inure to the benefit of Lessor and Lessee and their respective successors and assignees.

**14. SERVICE LEVELS:** The rental fees paid to the Lessor shall be based upon the usage needs of the Lessee. The usage needs are defined as follows:

**LEVEL I:**

Regular classroom or equivalent space, including use of utilities, garbage, snow removal and lawn cutting. This usage is typically associated with usage of the space for storage.

**LEVEL II:**

Includes all items in LEVEL I plus janitorial service, supplies and general maintenance. This usage is typically associated with usage of the space for general office.

**LEVEL III:**

Includes all items included in LEVEL I and LEVEL II plus a proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. This level indicates that the SASSED staff and students are an integral part of the building. Student fees required by the Lessor for students attending these programs are billed to SASSED. SASSED staff has access to general supplies, copy machine, etc. as do all other staff. Postage can be accumulated by the Lessor and invoiced to SASSED separately. 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. 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 trouble shoot 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. SASSED teachers working with students included in Lessor's classroom programs will be allowed to participate in Lessor's staff meetings and activities that relate to those classroom programs. 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 as of the 10<sup>th</sup> day of April, 2024.

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 48  
1110 S. Villa Avenue  
Villa Park, IL 60181

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

By:

By:

\_\_\_\_\_  
Its President

\_\_\_\_\_  
SASED Executive Director

ATTEST:

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
SASED Director of Business Services/CSBO

DELTA GAMMA FOUNDATION  
COLUMBUS, OHIO 43221-0397

To: SASED

04/25/2024  
39001

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
4/24/24 SASED	04/24/2024	DIRECTED GIVING - CHICAGO WEST SUB ALUM	\$1,925.00	\$0.00	\$1,925.00
<b>Totals:</b>			<b>\$1,925.00</b>	<b>\$0.00</b>	<b>\$1,925.00</b>



ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER



**DELTA GAMMA FOUNDATION**  
3250 RIVERSIDE DRIVE  
PO BOX 21397  
COLUMBUS, OHIO 43221-0397

Huntington  
Bank  
COLUMBUS, OHIO  
25-2/440

39001

CHECK DATE: 04/25/2024  
CHECK NO.: 39001

CHECK AMOUNT

PAY **\*\*One thousand nine hundred twenty five and 00/100 Dollars\*\*** \$ \*\* 1,925.00

TO THE ORDER OF  
SASED  
2900 OGDEN AVENUE  
LISLE, IL 60532

DELTA GAMMA FOUNDATION

*Julie J. Martin*  
AUTHORIZED SIGNATURE

DOCUMENT INCLUDES A HIDDEN WORD. DO NOT CASH IF THE WORD VOID IS VISIBLE. DOCUMENT ALSO CONTAINS HEAT SENSITIVE INK. TOUCH HERE - RED IMAGE DISAPPEARS WITH HEAT

⑆03900⑆ ⑆044000024⑆ 01891136153⑆



Security Features Included.

Details on back



**Jimmy Gunnell, Ed.D.**

*Executive Director*

**Jim Nelson**

*Executive Director*

May 22, 2024

Kim Gerber  
VP of Finance  
Delta Gamma Foundation  
206 Kings Court  
La Grange Park, IL 60526

Dear Ms. Gerber,

We recently received a generous donation of \$1,925 from your Chicago West Suburban Alumnae Chapter of Delta Gamma Fraternity. On behalf of SASED and our Board of Directors, we would like to thank you for this donation. Your donation truly helps SASED reach our vision of being an innovative leader that inspires, creates, and implements best practices in education for all of our students and we value your support tremendously.

Thank you again for your support!

Sincerely,

Mr. Jim Nelson  
Co-Executive Director

Dr. Jimmy Gunnell  
Co-Executive Director



**ABT ELECTRONICS, INC.**  
 1200 N. MILWAUKEE AVE  
 GLENVIEW, IL 60025  
 847-544-2318

**JPMorgan Chase Bank, N.A.**  
 Chicago, IL

2-1/710

002116  
2116

04/19/2024

PAY TO THE ORDER OF SASED

\$ \*\*400.00

Four hundred and 00/100\*\*\*\*\*

DOLLARS

SASED  
 2900 Ogden Avenue  
 Lisle IL 60532  
 United States

VOID IF NOT CASHED WITHIN 180 DAYS

MEMO

AUTHORIZED SIGNATURE

MP

⑈002116⑈ ⑆071000013⑆

515816937⑈

ABT ELECTRONICS, INC.

002116

SASED

2116  
 04/19/2024

Date	Description	Orig. Amt.	Amt. Due	Discount	Amount
04/16/2024	Bill #04-16-2024	400.00	400.00		400.00
	Donation to Rich Laren Day of Outdoor Learning				

10135 Cash : Jp Morgan Chase - A...

400.00



May 22, 2024

Abt Electronics, Inc.  
1200 N. Milwaukee Avenue  
Glenview, IL 60025

To Whom It May Concern,

We recently received your generous donation to our Rich Laren Day of Outdoor Learning event in the amount of \$400. On behalf of SASED and our Board of Directors, we would like to thank you for this donation. Your donation truly helps SASED reach our vision of being an innovative leader that inspires, creates, and implements best practices in education for all of our students and we value your support tremendously.

This cherished event, initially co-founded sixteen years ago by Rich Laren, a dedicated Transition Program teacher at SASED, and Jay Johnson from the Forest Preserve District of DuPage County, has blossomed into an extraordinary opportunity for special education students countywide to immerse themselves in the wonders of nature.

The event took place on Friday, May 3, 2024 and we are so pleased to report that the weather was amazing! We could not have asked for a better day! We had a record-breaking, 643 special education students and 200 volunteers in attendance. They were filled with excitement and joy as they spent the day at St. James Farm in Warrenville, learning all about the great outdoors, learning archery, fishing, and even floating in a kayak!

We hope we can count on your support again next year, when we hope to increase the attendance even more!

Thank you again for your support!

Sincerely,

SASED Board of Directors



**CLARENDON HILLS LIONS CLUB**

P.O. BOX 61  
CLARENDON HILLS, IL 60514

**CLARENDON HILLS BANK®**  
*A branch of Hinsdale Bank & Trust Company, N.A.*  
A WINTROUST COMMUNITY BANK  
70-2540/719



2705

05/06/2024

PAY TO THE  
ORDER OF

SASED

\$ \*\*1500.00

DOLLARS

One thousand five hundred and no/100\*\*\*\*\*

SASED  
2900 Ogden Ave.  
Attn: Amy Gebre  
Lisle, IL 60532



*[Signature]*  
AUTHORIZED SIGNATURE

In Memory of Joe Lebeda, Clarendon Hills Lion

⑈002705⑈ ⑆071925402⑆ ⑈0350005710⑈

CLARENDON HILLS LIONS CLUB

2705

SASED

2705

05/06/2024

-\$1,500.00

In Memory of Joe Lebeda, Clarendon Hills Lion  
SASED

SASED

In Memory of Joe Lebeda, Clarendon Hill...

\$1,500.00



**Jimmy Gunnell, Ed.D.**

*Executive Director*

**Jim Nelson**

*Executive Director*

May 22, 2024

Clarendon Hills Lions Club  
5635 Thurlow Street  
Hinsdale, IL 60521-5154

To Whom It May Concern,

We recently received a generous donation to our Vision Program in the amount of \$1,500 from your organization, in memory of Joe Lebeda. On behalf of SASED and our Board of Directors, we would like to thank you for this donation. Your donation truly helps SASED reach our vision of being an innovative leader that inspires, creates, and implements best practices in education for all of our students and we value your support tremendously.

Thank you again for your support!

Sincerely,

SASED Board of Directors

**2023-2024 Final Public School Calendar for School Assn For Special Educ, RCDT Admin Submitted to the ROE Admin, as of 5/16/2024**

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

**Total Days of Attendance: 178 Regular Day: 8:00AM - 2:45PM**

**Instruct. Day Lgth:**

**5 Hrs. 30 Mins.**

July 2023							August 2023							September 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4 HOL	5	6	7	8	9	7	8	9	10	11	12	13	4 HOL	5 X	6 X	7 X	8 X	9	10
10	11	12	13	14	15	16	14 TI	15 TI	16 TI	17 X	18 X	19	20	11 X	12 X	13 X	14 X	15 X	16	17
17	18	19	20	21	22	23	21 X	22 X	23 X	24 X	25 X	26	27	18 X	19 X	20 XHS	21 X	22 X	23	24
24	25	26	27	28	29	30	28 X	29 X	30 X	31 X	1	2	3	25 X	26 X	27 X	28 X	29 X	30	1
31	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8

July Atnd: 0      Accum: 0      Aug Atnd: 11      Accum: 11      Sept Atnd: 20      Accum: 31

October 2023							November 2023							December 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1	30	31	1 X	2 X	3 X	4	5	27	28	29	30	1 X	2	3
2 X	3 X	4 X	5 X	6 X	7	8	6 X	7 X	8 X	9 X	10 X	11 HOL	12	4 X	5 X	6 X	7 X	8 X	9	10
9 HOL	10 X	11 X	12 X	13 X	14	15	13 X	14 X	15 X	16 X	17 X	18	19	11 X	12 X	13 X	14 X	15 X	16	17
16 X	17 X	18 XHS	19 X	20 X	21	22	20 X	21 FPT	22 NIA	23 HOL	24 NIA	25	26	18 X	19 X	20 X	21 X	22 NIA	23	24
23 X	24 X	25 X	26 X	27 X	28	29	27 X	28 X	29 X	30 X	1	2	3	25 HOL	26 NIA	27 NIA	28 NIA	29 NIA	30	31
30 X	31 X	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

Oct Atnd: 21      Accum: 52      Nov Atnd: 19      Accum: 71      Dec Atnd: 15      Accum: 86

January 2024							February 2024							March 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31	29	30	31	1 X	2 X	3	4	30	27	28	29	1 X	2	3
1 HOL	2 NIA	3 NIA	4 NIA	5 NIA	6	7	5 X	6 X	7 X	8 X	9 X	10	11	4 X	5 X	6 X	7 X	8 X	9	10
8 X	9 X	10 X	11 X	12 XELD	13	14	12 X	13 X	14 X	15 X	16 X	17	18	11 X	12 X	13 X	14 X	15 X	16	17
15 HOL	16 XELD	17 X	18 X	19 X	20	21	19 NIA	20 X	21 X	22 X	23 X	24	25	18 X	19 X	20 X	21 X	22 X	23	24
22 X	23 XELD	24 X	25 X	26 X	27	28	26 X	27 X	28 X	29 X	1	2	3	25 NIA	26 NIA	27 NIA	28 NIA	29 NIA	30	31
29 X	30 X	31 X	1	2	3	4	4	5	6	7	8	9	10	1	2	3	4	5	6	7

Jan Atnd: 17      Accum: 103      Feb Atnd: 20      Accum: 123      Mar Atnd: 16      Accum: 139

April 2024							May 2024							June 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31	29	30	1 X	2 X	3 X	4	5	27	28	29	30	31	1	2
1 NIA	2 X	3 X	4 X	5 X	6	7	6 X	7 X	8 X	9 X	10 X	11	12	3	4	5	6	7	8	9
8 X	9 X	10 X	11 X	12 X	13	14	13 X	14 X	15 X	16 X	17 X	18	19	10	11	12	13	14	15	16
15 X	16 X	17 X	18 X	19 X	20	21	20 X	21 X	22 X	23 X	24 X	25	26	17	18	19 HOL	20	21	22	23
22 X	23 X	24 X	25 X	26 X	27	28	27 HOL	28	29	30	31	1	2	24	25	26	27	28	29	30
29 X	30 X	1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7

Apr Atnd: 21      Accum: 160      May Atnd: 18      Accum: 178      June Atnd: 0      Accum: 178

**2023-2024 School Assn For Special Educ as of 5/16/2024**

**Calendar Legend - Totals for the Year**

Calendar Code	Code Description	No. of Days	Totals
X	Pupil Attendance Day	172	
XHS	Half-Day School Improvement Program	2	
XELD	ELearning Day	3	
FPT	Full-Day Parent/Teacher Conference	1	
			Total Days Toward Pupil Attendance: 178
TI	Teacher Institute/Workshop	3	
			Total Calendar Days: 181
HOL	Holiday	10	
NIA	Not in Attendance	18	

**PT /In-Service/Act of God/Explanations**

School Begin Date: 08/14/2023 School End Date: 05/24/2024

Regular Day: 8:00AM - 2:45PM Instruct. Day Lgth: 5 Hrs. 30 Mins.

Cal. Date	Cal. Code	Code Descr.	Student Attend.	Activity Time	Brief Explanation for Activity or School Closing
08/14/2023	TI	Teacher Institute/Workshop			
08/15/2023	TI	Teacher Institute/Workshop			
08/16/2023	TI	Teacher Institute/Workshop			
09/20/2023	XHS	Half-Day School Improvement Program	8:00AM 11:30AM	12:30PM 2:45PM	Professional Development
10/18/2023	XHS	Half-Day School Improvement Program	8:00AM 11:30AM	12:30PM 2:45PM	Professional Development
11/21/2023	FPT	Full-Day Parent/Teacher Conference		5:00PM 8:00PM	Parent/Teacher Conferences conducted from 5pm to 8pm
01/12/2024	XELD	ELearning Day			Inclement Weather
01/16/2024	XELD	ELearning Day			Inclement Weather
01/23/2024	XELD	ELearning Day			Inclement Weather



**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE**

**SASED Board of Directors Meeting  
April 17, 2024 - 11:00 AM  
SASED Administration Center  
2900 Ogden Avenue, Lisle, IL 60532**

**OPEN SESSION MINUTES**

Mr. Mark Cross, Chairperson, called the SASED Board of Directors meeting to order at 11:02 am and welcomed those in attendance.

**1. Roll call was taken with the following responding:**

<b>Present:</b>	<b>District</b>	<b>Representative</b>
	Keeneyville School District 20	Dr. Omar Castillo
	Benjamin School District 25	Mr. Jack Buscemi
	Winfield School District 34	Dr. Matt Rich (exited at 12:20pm)
	Salt Creek School District 48	Mr. Ray Kielminski
	Downers Grove School District 58	Dr. Kevin Russell
	Maercker School District 60	Dr. Sean Nugent
	Cass School District 63	Mr. Mark Cross
	Woodridge School District 68	Dr. Patrick Broncato
	DuPage High School District 88	Dr. Jean Barbanente
	Community High School District 94	Mr. John Langton
	Community High School District 99	Dr. Hank Thiele
	Community Consolidated School District 180	Dr. Charlie Kyle
	Lisle Community Unit School District 202	Dr. Keith Filipiak
	Elmhurst Community Unit School District 205	Dr. Keisha Campbell
<b>Absent:</b>	West Chicago Elementary School District 33	
	DuPage County School District 45	
	Center Cass School District 66	
	Westmont Community Unit School District 201	

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

Also in attendance:

- Dr. Jimmy Gunnell, Co-Executive Director, SASED
- Mr. Jim Nelson, Co-Executive Director, SASED
- Dr. Kim Dryier, Incoming Executive Director, SASED
- Ms. Rachel Wisniewski, CSBO, SASED
- Ms. Senga Lowe, Board Recording Secretary, SASED
- Robin Cox, SSA Member
- 4 additional guests

**2. Appointment of Secretary Pro-Tempore** - Dr. Jean Barbanente, DuPage High SD88, was nominated as Secretary Pro-Tem for this April 17, 2024 meeting by Mr. Mark Cross.

**3. Pledge of Allegiance**

**4. Approval of the Agenda for the April 17, 2024 Board of Directors Meeting**

*A motion was made to approve the Agenda for the 4-17-24 Board of Directors Meeting. This motion was made by Member Thiele and seconded by Member Buscemi.*

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

**5. Public Comment - There was one public comment electronically submitted via SASSED's website and read aloud by Mr. Mark Cross, Chairperson.**

**6. Consent Agenda**

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

- a. Personnel Recommendations
  1. Accept/Approve the Resignations, Retirements, Employment, and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff as presented.
- b. Financial
  1. Gross Payrolls for March 2024
  2. Payroll Liabilities for March 2024
  3. Bill List for March 2024
  4. Interim Checks for March 2024
- c. SASSED Programs/Services
  1. Approve the Facilities Usage Agreement with NIU Naperville Campus for SASSED's SY24-25 Opening Day Event on August 12-13, 2024
  2. Approve the 2024 Rich Laren Outdoor Learning Day Contracts with Superior Ambulance and Portable John
  3. Approve the 2024 ESY Lease Agreement with Salt Creek SD48
  4. Approve the Intergovernmental Agreement to enroll a non-member district student in a SASSED program
  5. Approve the Out-of-State Travel Requests for three SASSED Team Members to Attend the Assistive Technology Conference in October 2024
- d. Governance
  1. Approve the SASSED Updated Job Descriptions
  2. Updated SASSED Organizational Chart
  3. Approve the ECB&S Legal Fee Increase

**Upon Roll Call Vote:**

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

**Nays:** None

**Ayes:** 14 Districts

**Nays:** None

**Absent:** 4 Districts

*Upon roll call vote, motion carried.*

**7. Approval of Minutes**

- a. Approved the open session minutes from the Board of Directors Meeting on 3-20-24.  
*A motion was made to approve the open session minutes from the Board of Directors Meeting on 3-20-24. This motion was made by Member Rich and seconded by Member Kielminski.*

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

## 8. Action Items

- a. Approved the SY24-25 Lease Agreement  
*A motion was made to approve the Lease Agreement between SASED and Member Districts for SY24-25 as presented. This motion was made by Member Rich and seconded by Member Nugent.*

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

- b. Approved to waive the second reading and adopted the IASB Policy Manual revisions, per IASB Issue 114 from March 2024.  
*A motion was made to waive the second reading and adopt the IASB Policy Manual revisions, per IASB Issue 114 from March 2024 as presented. This motion was made by Member Kyle and seconded by Member Thiele.*

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

## 9. Executive Director Updates

- a. FY 25 Billing Procedures Proposal - First read
  1. Dr. Keith Filipiak and Ms. Rachel Wisniewski opened the discussion with an overview of member vs non-member as it relates to the new billing procedures. They also explained how overhead costs and program costs are calculated in the new financial structure. Additionally, they provided an overview of non-billables, capital projects, overhead and non-tuition revenue.
  2. A question was asked regarding a \$4.3 difference between the gross expenditures and net costs. Ms. Wisniewski and Dr. Filipiak responded that they would need to review and would email the Board of Directors with an answer.
  3. A question was asked, "How many districts don't use their purchased days for professional development?" Ms. Wisniewski responded with "Not many, some districts use more than they originally purchased." Ms. Wisniewski will provide an exact breakdown of this information to the Board of Directors at the next meeting in May.
  4. Ms. Wisniewski discussed the billing cycle schedule. SASED will provide an initial tuition bill in August, a mid-year sure-up in March and a final bill in July after the close of the fiscal year.
  5. Ms. Wisniewski discussed the IDEA Grant. Currently, SASED bills member districts for 7.5% of the annual allocation. SASED will no longer invoice member districts for the IDEA funds. For FY25, the IDEA funds will continue to flow directly to member districts to use locally based on their student needs.
  6. Ms. Wisniewski discussed Medicaid "Fee for Service" reimbursement. SASED will retain the "Fee for Service" reimbursement for non-member (SASED) districts, which will be earmarked for capital projects. SASED retains the reimbursement for "Fee for Service" because SASED employs the individuals who generated the medicaid funds, this includes funds received for the DWC programming.
  7. Once the FY25 billing procedures are approved by the Board of Directors, SASED will meet with member district CSBOs, Special Education Administrators to discuss the changes which will go into effect on July 1, 2024.
  8. Mr. Cross stated that if Board members had additional questions, they should share them with Dr. Filipiak and Ms. Wisniewski so they can follow up before Board approval in May.

b. FY 25 Draft Budget

1. Mr. Jim Nelson, Dr. Jimmy Gunnell, and Ms. Wisniewski gave an overview of the draft budget. Board members agreed that there are a lot of moving parts to the FY25 budget. Dr. Gunnell stated that it would not be a fair comparison to compare the FY25 budget to the current FY24 or the FY23 budget because previous budgets have not been costed out. Additionally, there is little information in the previous budgets explaining what is behind the numbers making it very difficult to unpack previous budgets. Something as simple as the total number of full-time positions budgeted is not readily available. Dr. Gunnell stated that if SASED were fully staffed this year, we would be amending the FY 24 budget. We cannot compare the FY 25 budget to the FY 24 budget because it is not apples to apples. The FY 25 budget is based on a SASED being fully-staffed with the projected SY24-25 student enrollment of 385 students. Mr. Nelson further stated that the FY25 budget numbers are “true numbers” meaning we know that the budget numbers are accurate. The FY25 budget will be a starting point for moving forward budgetary-wise.
2. Dr. Gunnell discussed the long history of SASED’s use of 1:1 assistants. Back in the Fall, SASED Program Administrators and district representatives were provided a rubric to use when determining the need for 1:1 assistants. SASED Program Administrators were directed to examine classroom locations, staffing, and students’ needs and verify whether or not a 1:1 assistant is necessary. If the 1:1 assistant is required by the student’s IEP, then a IEP conference must be convened to address the need for a 1:1 assistant.
3. A Board member asked if Ms. Wisniewski could provide each member district with an estimate on their tuition costs for SY24-25 so they could prepare their district budget. Ms. Wisniewski stated that she would provide that information to each district at the next Board meeting in May.
4. Mr. Cross and Dr. Kim Dryer asked Ms. Wisniewski to review the enrollment to staff ratio and confirm that it makes sense. Although 1:1 ratio is a good benchmark, Dr. Rich explained that to base the tuition billing off of a 1:1 staff to student ratio would be inaccurate. This ratio does not include the related services staff. It would make more sense to correlate students with services and staff servicing. We need to make sure the budget is accurate. When estimating a district’s cost per student, the district should not take the total budget amount and divide by the number of students.

c. SY24-25 SASED Program Descriptions and Rationale

1. Dr. Gunnell discussed the proposed changes to each of the programs. The proposed changes are a result of discussions over the last 18 months. The revised program descriptions are long overdue and is a progressive step forward for SASED. The program changes will increase the efficiency of programs and will have a positive impact on students. SASED will post the new program descriptions on the website. The revised program descriptions will be shared with the member district representatives and the Parent Advisory Committee in May. SASED will also create detailed program brochures for each of the programs and services. The brochures will also include types of curricula and assessments that will be utilized by each specific SASED program.

d. FY 25 Classroom/Office Space Locations

1. Based on the results from the classroom location survey, Dr. Gunnell and Mr. Nelson reviewed two scenarios for member district hosted classrooms for the 2024-25 school year. Dr. Gunnell and Mr. Nelson recommended Scenario A to the Board. Scenario A includes using Lisle SD202 as a cluster site for SASED Medical Needs Support Program. Clustering the medical needs program is a short-term solution. Dr. Gunnell stated the lease for the

SASED Administration Center ends in 2 years. Mr. Nelson emphasized the need for a long-term Facilities Plan.

e. SASED Monthly Enrollment Update

1. Mr. Nelson provided a brief overview of SASED's current enrollment of 391 students, as of April 11, 2024, which includes 29 non-member students.

f. ISBE External Grants - SASED as the Grantee

1. Dr. Gunnell provided an overview of the status of the 3 grants. He stated that ending SASED's role as a the grantee has nothing to do about the quality of the work and services provided by Project Early CHOICES, but rather it is about streamlining SASED's business operations. Dr. Gunnell stated the initial discussions regarding SASED's role as fiscal agent and grantee started back in November of 2023 and formal notice was issued to ISBE and Project CHOICES Director, Ann Kremer on December 11, 2023. Dr. Gunnell is in the process of researching how grant employees are currently being paid through next year when the last grant expires. Two of the ISBE grants end this calendar year. One grant ends on June 30, 2024 and another grant ends December 31, 2024. Dr. Gunnell stated that grant staff are considered Educational Support Personnel (ESP) by the Illinois School Code. As such, the ESP grant staff shall be given a 30-day notice of honorable dismissal. Grant staff will receive formal notice of dismissal no later than May 30, 2024. The Board recommended moving forward with this process.

g. SASED Program and Services Monthly Updates - Cooperative Corner Newsletter

1. Dr. Jimmy Gunnell gave a brief overview of this month's Cooperative Corner highlighting the special moments/events in each of the programs and services. He summed it up by stating it was all about the recent solar eclipse.

h. SASED Employee Recognition

1. Mr. Nelson gave an overview of the staff members awarded Most Valuable Employee for the month of March, which focused on Good Work Ethic.

## 10. SASED Financial Updates

- a. FY 24 Budget Reports - Ms. Wisniewski provided a brief overview of the budget report. The total FY Revenue compared to budget is at 96%. The total FY Expenditures compared to budget is at 60%. Using last year as a benchmark, our revenues and expenditures are on track.
- b. Treasurers/Investments Reports - Ms. Wisniewski provided a brief overview of the treasurer/investment reports. SASED's Fund Balance is currently at 44% as of March 30, 2024.

## 11. Closed Session

***A motion was made to recess into closed session at 12:40 pm 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;***

*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 was made by Member Kyle and seconded by Member Russell.*

**Upon Roll Call Vote:**

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

**Nays: None**

**Ayes:** 13 Districts    **Nays:** None

**Absent:** 5 Districts

*Upon roll call vote, motion carried.*

**12. Reconvene to Open Session**

*A motion was made to reconvene back into open session at 1:03 pm. This motion was made by Member Buscemi and seconded by Member Kielminski.*

**Upon Roll Call Vote:**

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

**Nays: None**

**Ayes:** 13 Districts    **Nays:** None

**Absent:** 5 Districts

*Upon roll call vote, motion carried.*

**13. Action Items**

- a. Approved the Closed Session Minutes from March 20, 2024 Board of Directors Meeting.  
*A motion was made to approve the Closed Session Minutes from the March 20, 2024 Board of Directors Meeting. This motion was made by Member Thiele and seconded by Member Kielminski.*

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

**14. Adjournment**

*A motion was made to adjourn at 1:05 pm. This motion was made by Member Thiele and seconded by Member Broncato.*

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

Minutes Approved by:

\_\_\_\_\_  
Mr. Mark Cross  
Chairperson

Date

\_\_\_\_\_  
Ms. Jean Barbanente  
Secretary (Pro-Tem)

Date

		MEMBER			NON-MEMBER			Grand Total
		SASED	DWC	Total	DWC	Other	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	\$15,694,020	\$1,619,671	\$14,074,349	
Services	\$14,769,642	\$1,328,925	\$13,440,717	
Subtotal	\$30,463,662	\$2,948,596	\$27,515,066	
Overhead	\$5,136,270	\$375,000	\$4,761,270	17.3%
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	
<b>Total</b>	<b>\$39,179,267</b>	<b>\$11,274,088</b>	<b>\$32,276,336</b>	

# 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

PROGRAMS							
	Program / Service	Description	Gross Expenditures	Grant Revenue	Net Costs	Billing Note	
	Deaf and Hard of Hearing	Assist students to fill language and vocabulary gaps caused by their hearing loss	\$2,470,960	\$212,914	\$2,258,046	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.	\$3,918,773	\$368,110	\$3,550,663		
	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	\$1,455,122	\$121,669	\$1,333,453		
	Transition	Teaches real life skills in age appropriate, natural environments	\$704,111	\$38,326	\$665,785		
	Vision	Serves students who are blind/visually impaired	\$2,749,040	\$257,552	\$2,491,488	DWC Districts are charged member rate	
	Extended School Year		\$408,911	\$117,171.00	\$291,740		
		<b>Subtotal</b>	<b>\$15,694,020</b>	<b>\$1,619,671</b>	<b>\$14,074,349</b>		

## SERVICES

SERVICES	Program / Service	Description	Gross Expenditures	Grant Revenue	Net Costs	Billing Note
	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 and allocate amount to programs based on usage
	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	
		<b>Subtotal</b>	<b>\$14,769,642</b>	<b>\$1,328,925</b>	<b>\$13,440,717</b>	

# OVERHEAD

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.

	<b>Program / Service</b>	<b>Gross Expenditures</b>	<b>Grant Revenue</b>	<b>Net Costs</b>	<b>Billing Note</b>
<b>Overhead</b>	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	\$516,971	0	\$516,971	
	Prof Dev - Spring Inst., CPI	\$284,899	0	\$284,899	
	Technology	\$1,200,291	0	\$1,200,291	
	<b>Subtotal</b>	<b>\$5,136,270</b>	<b>\$375,000</b>	<b>\$4,761,270</b>	

# 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 <ul style="list-style-type: none"> <li>• 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.</li> <li>• for evidence-based summer enrichment programs.</li> <li>• for evidence-based comprehensive after-school programs</li> </ul>	\$274,212	\$274,212	\$0	
	Student Activity Fund	Micro Business	\$2,500	0	\$0	
		<b>Subtotal</b>		<b>\$1,941,177</b>	<b>\$1,984,948</b>	<b>\$0</b>

## 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
<b>Subtotal</b>	<b>\$5,915,544</b>	

**District Costs Based on FY24 Proposed Tuition and Service Rates**

District	Programs	SI-AT	OT-PT (2.42 per min)	Private Placement	1:1 BILLING	ITINERANT (\$3.28 per min)	ESY	AUDIOLOGY	OVERHEAD 17.3%	Total Proposed Method	Total Current Method	Dollar Difference	Percent Difference
20	\$452,114	\$20,182	\$254,457	\$418	\$394,512	\$7,675	\$12,752	\$0	\$197,585	\$1,339,695	\$1,320,646	\$19,049	1%
25	\$166,929	\$4,165	\$96,628	\$0	\$78,453	\$4,133	\$5,173	\$0	\$61,498	\$416,980	\$409,761	\$7,219	2%
33	\$403,897	\$149,761	\$684,650	\$0	\$45,121	\$78,487	\$5,238	\$0	\$236,518	\$1,603,672	\$1,626,632	-\$22,961	-1%
34	\$147,276	\$18,356	\$57,024	\$0	\$68,556	\$13,579	\$2,124	\$0	\$53,096	\$360,012	\$352,548	\$7,464	2%
45	\$517,842	\$169,226	\$594,582	\$0	\$50,814	\$103,672	\$6,237	\$0	\$249,530	\$1,691,903	\$1,708,935	-\$17,031	-1%
48	\$375,416	\$14,320	\$42,944	\$0	\$245,376	\$12,288	\$5,877	\$0	\$120,446	\$816,667	\$806,926	\$9,741	1%
58	\$1,033,417	\$42,190	\$550,206	\$2,718	\$809,515	\$182,985	\$17,543	\$0	\$456,473	\$3,095,047	\$3,072,135	\$22,912	1%
60	\$702,986	\$92,165	\$235,026	\$941	\$451,197	\$11,572	\$16,848	\$0	\$261,357	\$1,772,091	\$1,735,497	\$36,594	2%
63	\$465,743	\$12,237	\$61,348	\$209	\$188,527	\$11,710	\$11,891	\$0	\$130,038	\$881,703	\$874,583	\$7,120	1%
66	\$196,473	\$31,506	\$184,448	\$418	\$129,198	\$4,487	\$3,609	\$0	\$95,174	\$645,314	\$647,740	-\$2,426	0%
68	\$864,791	\$1,826	\$138,370	\$0	\$706,925	\$54,317	\$12,536	\$0	\$307,726	\$2,086,490	\$2,071,674	\$14,816	1%
88	\$680,534	\$25,388	\$88,352	\$0	\$332,522	\$51,599	\$6,533	\$0	\$204,992	\$1,389,920	\$1,432,428	-\$42,508	-3%
94	\$434,233	\$36,712	\$66,741	\$0	\$79,972	\$30,473	\$19,884	\$0	\$115,567	\$783,581	\$795,956	-\$12,375	-2%
99	\$930,193	\$8,329	\$34,521	\$3,763	\$402,055	\$36,676	\$11,985	\$0	\$246,961	\$1,674,483	\$1,711,530	-\$37,047	-2%
180	\$690,852	\$10,412	\$120,765	\$209	\$285,365	\$7,085	\$13,251	\$0	\$195,133	\$1,323,071	\$1,291,614	\$31,457	2%
201	\$454,196	\$70,286	\$206,407	\$2,822	\$162,578	\$19,195	\$13,948	\$0	\$160,791	\$1,090,222	\$1,097,065	-\$6,843	-1%
202	\$746,845	\$30,593	\$280,182	\$2,090	\$378,978	\$20,192	\$18,665	\$0	\$255,615	\$1,733,162	\$1,785,314	-\$52,152	-3%
205	\$412,620	\$166,585	\$1,628,241	\$0	\$72,167	\$189,875	\$7,935	\$0	\$428,594	\$2,906,017	\$2,986,427	-\$80,410	-3%
DWC	\$2,635,005	\$0	\$115,931	\$0	\$657,939	\$5,199	\$43,386	\$0	\$598,141	\$4,055,600	\$3,554,490	\$501,110	14%
Non-member	\$1,613,424	\$0	\$39,543	\$0	\$388,920	\$19,279	\$13,474	\$0	\$358,913	\$2,433,553	\$2,994,436	-\$560,883	-19%
<b>TBD</b>								\$291,740	\$50,471	\$342,211			
<b>Total</b>	<b>\$13,924,786</b>	<b>\$904,238</b>	<b>\$5,480,366</b>	<b>\$13,588</b>	<b>\$5,928,691</b>	<b>\$864,476</b>	<b>\$248,888</b>	<b>\$291,740</b>	<b>\$4,784,622</b>	<b>\$32,441,394</b>	<b>\$32,276,336</b>	<b>\$165,058</b>	<b>1%</b>

<b>BILLING CYCLE</b>	
<b>Program/Service</b>	<b>Invoice Date</b>
SASED/DWC Programs	July (100%)
IST/AT	September
User Fee (Private Facility)	September
ESY	October
OT/PT	October
Itinerant (Vision and Hearing)	October
1:1 Staffing	December
Diagnostic (Audiology)	January (Referral based July - December)
Mid-year Sure Up	March
Diagnostic (Audiology)	June (Referral based January - June)
Tuition Programs/Itinerant/OTPT/1:1 Staffing FINAL	July



**July 1, 2024-June 30, 2025**

# **FY25 Budget**

*Dr. James W. Gunnell  
Jim Nelson  
Co-Executive Directors*

*Rachel Wisniewski  
Assistant Director of Business Services/CSBO*

***Executive  
Summary***

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**SASED OPERATING  
BUDGET SUMMARY FY25**

	SASED Program & Services	Capital Improvement	Total
<b>Fund Balance - July 1, 2024</b>	<b>3,551,304</b>	<b>1,028,436</b>	<b>4,579,740</b>
<b>Revenue:</b>			
Local Sources			
Tuition and Fees	37,538,400		37,538,400
Earnings on Investment	24,000		24,000
State Sources			
Evidence Based Funding	2,799,608		2,799,608
Transportation Reimbursement	233,909		233,909
State Free Lunch and Breakfast	900		900
Federal Sources			
NSLP	115,000		115,000
E-RATE	124,000		124,000
School Breakfast Program	52,000		52,000
Medicaid Admin Outreach	330,000		330,000
Flow-Through	1,100,000		1,100,000
<b>Total Revenue</b>	<b>42,317,816</b>	<b>-</b>	<b>42,317,816</b>
<b>Expenditures:</b>			
Salary	22,927,465		22,927,465
Employee Benefits	5,514,094		5,514,094
Purchased Services	10,244,149	141,232	10,385,381
Supplies and Materials	666,740		666,740
Capital Outlay	280,600	1,765,400	2,046,000
Other Objects (Flow-Through)	1,100,000		1,100,000
Non-Capitalized Equipment	128,339		128,339
<b>Total Expenditures</b>	<b>40,861,387</b>	<b>1,906,632</b>	<b>42,768,019</b>
<b>Revenue Over (Under) Expenditures</b>	<b>1,456,429</b>	<b>(1,906,632)</b>	<b>(450,203)</b>
<b>Medical Insurance Run Out Claims</b>	<b>(900,000)</b>	<b>-</b>	<b>(900,000)</b>
<b>Transfer of Funds</b>	<b>(878,196)</b>	<b>878,196</b>	<b>-</b>
<b>Fund Balance - June 30, 2025</b>	<b>3,229,537</b>	<b>-</b>	<b>3,229,537</b>

**SASED  
BUDGET SUMMARY FY25**

	SASED Program & Services	Capital Improvement	Grants	Student Activity Fund	Total
<b>Fund Balance - July 1, 2024</b>	<b>3,551,304</b>	<b>1,028,436</b>	<b>964,259</b>	<b>46,994</b>	<b>5,590,993</b>
<b>Revenue:</b>					
Local Sources					
Tuition and Fees	37,538,400		47,998		37,586,397
Earnings on Investment	24,000				24,000
School Activity Income				5,000	5,000
State Sources					
Evidence Based Funding	2,799,608				2,799,608
Transportation Reimbursement	233,909				233,909
State Free Lunch and Breakfast	900				900
Federal Sources					
NSLP	115,000				115,000
E-RATE	124,000				124,000
School Breakfast Program	52,000				52,000
Medicaid Admin Outreach	330,000				330,000
DRS Grant			417,000		417,000
Early Choices Grant			409,000		409,000
Flow-Through	1,100,000				1,100,000
<b>Total Revenue</b>	<b>42,317,816</b>	<b>-</b>	<b>873,998</b>	<b>5,000</b>	<b>43,196,814</b>
<b>Expenditures:</b>					
Salary	22,927,465		369,124		23,296,589
Employee Benefits	5,514,094		75,366		5,589,460
Purchased Services	10,244,149	141,232	1,350,872		11,736,253
Supplies and Materials	666,740		11,396	2,500	680,636
Capital Outlay	280,600	1,765,400	-		2,046,000
Other Objects (Flow-Through)	1,100,000				1,100,000
Non-Capitalized Equipment	128,339				128,339
<b>Total Expenditures</b>	<b>40,861,387</b>	<b>1,906,632</b>	<b>1,806,757</b>	<b>2,500</b>	<b>44,577,276</b>
<b>Revenue Over (Under)</b>					
<b>Expenditures</b>	<b>1,456,429</b>	<b>(1,906,632)</b>	<b>(932,760)</b>	<b>2,500</b>	<b>(1,380,463)</b>
<b>Medical Insurance Run Out Claims</b>	<b>(900,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(900,000)</b>
<b>Transfer of Funds</b>	<b>(878,196)</b>	<b>878,196</b>			<b>-</b>
<b>Fund Balance - June 30, 2025</b>	<b>3,229,537</b>	<b>-</b>	<b>31,500</b>	<b>49,494</b>	<b>3,310,530</b>

**Capital Improvement**

**HVAC PROJECT AT SOUTHEAST**

**Includes Alternate 1  
gymnasium air handler**

F.E. Moran (M-1, M-2, M-3 Plenum, 3 Rooftop Units)	1,759,000
Prasino - Commissioning	6,400
Architect/Engineering Fees 8%	141,232
<b>Total</b>	<b>1,906,632</b>

**FY25 BUDGET COST BY PROGRAM**

	<b>FY25 DIRECT COST</b>	<b>ADD PROGRAM ALLOCATIONS</b>	<b>LESS OFFSET GRANT REVENUE</b>	<b>FY25 NET COST</b>	
PROGRAM 1 - EXECUTIVE ADMINISTRATION	\$918,862	\$0	\$0	\$918,862	
PROGRAM 2 - BUSINESS SERVICES	\$698,264	\$0	\$0	\$698,264	
PROGRAM 3 - HUMAN RESOURCES SERVICES	\$551,290	\$0	\$0	\$551,290	
PROGRAM 4 - CURRICULUM/PROGRAMS AND SERVICES	\$647,694	\$0	\$0	\$647,694	
PROGRAM 5 - PROFESSIONAL DEVELOPMENT	\$260,131	\$0	\$0	\$260,131	
PROGRAM 6 - INFORMATION TECHNOLOGY	\$1,506,915	\$0	\$124,000	\$1,382,915	
PROGRAM 7 - BUILDINGS AND GROUNDS	\$627,091	\$0	\$0	\$627,091	
PROGRAM 8- TRANSPORTATION	\$157,189	\$0	\$89,598	\$67,591	
MEDICAL INSURANCE RUN OUT CLAIMS	\$900,000	\$0	\$0	\$900,000	
<b>TOTAL OVERHEAD</b>	<b>\$6,267,436</b>	<b>\$0</b>	<b>\$213,598</b>	<b>\$6,053,838</b>	<b>19.35%</b>
PROGRAM 9 - ELL SERVICES	\$244,794	(\$213,963)	\$30,831	\$0	
PROGRAM 10- VISION PROGRAM	\$2,006,733	\$44,937	\$289,481	\$1,762,190	
PROGRAM 11 - DHH PROGRAM	\$2,914,294	\$116,553	\$301,250	\$2,729,597	
PROGRAM 12 - PATHWAYS PROGRAM	\$4,194,588	\$156,720	\$415,932	\$3,935,376	
PROGRAM 13- SUPPORTIVE MEDICAL NEEDS PROGRAM	\$1,629,295	\$31,888	\$231,641	\$1,429,541	
PROGRAM 14 - STRUCTURED LEARNING ENVIRONMENT PROGRAM	\$7,663,287	\$348,642	\$669,049	\$7,342,880	
PROGRAM 15 - TRANSITION PROGRAM	\$1,807,559	\$46,682	\$262,034	\$1,592,207	
PROGRAM 16 - PROJECT SEARCH PROGRAM	\$129,797	\$0	\$11,736	\$118,061	
PROGRAM 17 - DIAGNOSTICS/AUDIOLOGICAL SERVICES	\$122,623	\$0	\$10,220	\$112,403	
PROGRAM 18 - FOOD SERVICES	\$208,999	(\$41,099)	\$167,900	\$0	
PROGRAM 19 - ITINERANT SERVICES	\$1,153,347	\$0	\$130,003	\$1,023,344	
PROGRAM 20 - OCCUPATIONAL/PHYSICAL THERAPY SERVICES	\$6,265,313	\$2,318	\$239,794	\$6,027,837	
PROGRAM 21 - STUDENT IMPROVEMENT INSTRUCTIONAL SUPPORT	\$1,338,273	(\$427,643)	\$107,496	\$803,134	
PROGRAM 22 - ASSISTIVE TECHNOLOGY SERVICES	\$157,483	(\$65,035)	\$10,220	\$82,228	
PROGRAM 23 - 1:1 TEACHER ASSISTANT	\$2,573,847	\$0	\$0	\$2,573,847	
PROGRAM 24 - 1:1 MATA	\$1,423,985	\$0	\$59,948	\$1,364,037	
PROGRAM 25 - 1:1 INTERPRETER	\$4,351.35	\$0	\$3,997	\$50,354	
PROGRAM 26 - EXTENDED SCHOOL YEAR	\$484,840	\$0	\$170,287	\$314,553	
PROGRAM 27 - CREDIT RECOVERY	\$6,384	\$0	\$0	\$6,384	
PROGRAM 28 - ESY 1:1 MATA	\$14,159	\$0	\$0	\$14,159	
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>\$34,393,951</b>	<b>(\$0)</b>	<b>\$3,111,819</b>	<b>\$31,282,132</b>	
MEDICAID FLOW THROUGH	\$1,100,000	\$0	\$1,100,000	\$0	
<b>TOTAL MEDICAID FLOW THROUGH</b>	<b>\$1,100,000</b>	<b>\$0</b>	<b>\$1,100,000</b>	<b>\$0</b>	
PROGRAM 35- CAPITAL PROJECTS	\$1,906,632	\$0	\$0	\$1,906,632	
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$1,906,632</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,906,632</b>	
PROGRAM 36 - DRS YOUTH SERVICES COORDINATOR GRANT	\$139,998	\$0	\$92,000	\$47,998	
PROGRAM 37 - DRS BASE PLUS GRANT	\$1,257,760	\$0	\$325,000	\$932,760	
PROGRAM 38 - EARLY CHOICES GRANT	\$409,000	\$0	\$409,000	\$0	
PROGRAM 39 - ESSER III GRANT	\$0	\$0	\$0	\$0	
<b>TOTAL GRANTS</b>	<b>\$1,806,757</b>	<b>\$0</b>	<b>\$826,000</b>	<b>\$980,757</b>	
PROGRAM 40 - STUDENT ACTIVITY FUND	\$2,500	\$0	\$0	\$2,500	
<b>TOTAL STUDENT ACTIVITY FUND</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	
<b>TOTAL SASED PROGRAM BUDGET DIRECT COST</b>	<b>\$45,477,276</b>	<b>(\$0)</b>	<b>\$5,251,417</b>	<b>\$40,225,860</b>	

**TUITION RATES**

		<b>FY25</b>		
<b>STUDENT PROGRAMS</b>	<b>FY24 RATE</b>	<b>NET COST</b>	<b>OVERHEAD 19.35%</b>	<b>RATE TOTAL</b>
DWC Visually Impaired Program	\$49,001	\$48,950	\$9,472	\$58,421
DWC Hearing Impaired Program	\$52,573	\$52,492	\$10,157	\$62,649
Pathways Program (formally Southeast Alternative and Directions)		\$45,234	\$8,753	\$53,987
Southeast Alternative School	\$44,627			
Directions Program	\$34,495			
Supportive Medical Needs Program (SMN)		\$62,154	\$12,027	\$74,181
Structured Learning Environment Program (formally STARS and Multi-Needs)		\$50,992	\$9,867	\$60,859
STARS Program	\$38,404			
Multi-Needs Program	\$46,573			
Transition Program	\$57,822	\$53,074	\$10,270	\$63,343
Project Search Program	\$8,068	\$9,838	\$1,904	\$11,742
<b>ITINERANTS - DIRECT SERVICE/CONSULT SERVICE (IEP)</b>				
	<b>FY24 RATE</b>	<b>NET COST</b>	<b>OVERHEAD 19.35%</b>	<b>RATE TOTAL</b>
Itinerant - Hearing Impaired/Visually Impaired/O&M (per minute)	\$3.99	\$3.81	\$0.74	\$4.55
Itinerant - OT/PT (per minute)	\$2.99	\$2.85	\$0.55	\$3.40
<b>USER FEE SERVICES</b>				
	<b>FY24 RATE</b>	<b>NET COST</b>	<b>OVERHEAD 19.35%</b>	<b>RATE TOTAL</b>
1:1 Aide	\$42,000	\$49,978	\$9,671	\$59,648
1:1 Medical Assistant	\$71,400	\$85,252	\$16,496	\$101,749
1:1 Interpreter	\$52,160	\$50,354	\$9,744	\$60,098
Audiological Evaluation	\$842	\$749	\$145	\$894
Assistive Technology (days)	\$893	\$748	\$145	\$892
School Improvement & Instructional Support Services (days)	\$952	\$1,159	\$224	\$1,383

**FY25 FTE AND ENROLLMENT BY PROGRAM**

	<b>FTE</b>	<b>ENROLLMENT</b>
PROGRAM 1 - EXECUTIVE ADMINISTRATION	5.03	
PROGRAM 2 - BUSINESS SERVICES	5.00	
PROGRAM 3 - HUMAN RESOURCES SERVICES	3.00	
PROGRAM 4 - CURRICULUM/PROGRAMS AND SERVICES	4.00	
PROGRAM 5 - PROFESSIONAL DEVELOPMENT	0.00	
PROGRAM 6 - INFORMATION TECHNOLOGY	3.00	
PROGRAM 7 - BUILDINGS AND GROUNDS	1.00	
PROGRAM 8- TRANSPORTATION	3.00	
<b>TOTAL OVERHEAD</b>		
PROGRAM 9 - ELL SERVICES	2.00	
PROGRAM 10- VISION PROGRAM	21.83	36.00
PROGRAM 11 - DHH PROGRAM	37.01	52.00
PROGRAM 12 - PATHWAYS PROGRAM	50.00	87.00
PROGRAM 13- SUPPORTIVE MEDICAL NEEDS PROGRAM	15.29	23.00
PROGRAM 14 - STRUCTURED LEARNING ENVIRONMENT PROGRAM	108.94	144.00
PROGRAM 15 - TRANSITION PROGRAM	20.55	30.00
PROGRAM 16 - PROJECT SEARCH PROGRAM	1.00	12.00
PROGRAM 17 - DIAGNOSTICS/AUDIOLOGICAL SERVICES	1.00	150 tests
PROGRAM 18 - FOOD SERVICES	1.50	
PROGRAM 19 - ITINERANT SERVICES	10.45	268,465.00
PROGRAM 20 - OCCUPATIONAL/PHYSICAL THERAPY SERVICES	61.00	2,117,472.00
PROGRAM 21 - STUDENT IMPROVEMENT INSTRUCTIONAL SUPPORT	10.83	
PROGRAM 22 - ASSISTIVE TECHNOLOGY SERVICES	1.00	
PROGRAM 23 - 1:1 TEACHER ASSISTANT	51.50	
PROGRAM 24 - 1:1 MATA	16.00	
PROGRAM 25 - 1:1 INTERPRETER	1.00	
<b>TOTAL PROGRAMS AND SERVICES</b>		
PROGRAM 36 - DRS YOUTH SERVICES COORDINATOR GRANT	1.50	
PROGRAM 37 - DRS BASE PLUS GRANT		
PROGRAM 38 - EARLY CHOICES GRANT	3.50	
PROGRAM 39 - ESSER III GRANT		
<b>TOTAL GRANTS</b>		
<b>TOTAL FTE</b>	<b>439.93</b>	

## IDEA REVENUE

<u>DISTRICT NAME</u>	<u>#</u>	<u>FY24</u>			<u>FY25</u>	
		<u>SASED</u>	<u>DISTRICT</u>	<u>TOTAL</u>	<u>SASED</u>	<u>DISTRICT</u>
Keeneyville	20	28,965	362,002	390,967	0	402,418
Benjamin	25	12,153	152,316	164,469	0	173,847
West Chicago	33	72,794	911,823	984,617	0	1,012,174
Winfield	34	8,739	108,564	117,303	0	121,665
Villa Park	45	72,173	901,928	974,101	0	1,050,081
Salt Creek	48	19,526	242,458	261,984	0	278,421
Downers Grove	58	102,840	1,283,836	1,386,676	0	1,501,603
Maercker	60	26,372	328,895	355,267	0	382,807
Cass	63	16,206	201,749	217,955	0	226,709
Center Cass	66	19,082	238,056	257,138	0	270,316
Woodridge	68	55,136	688,281	743,417	0	780,054
DuPage H.S.	88	78,754	971,295	1,050,049	0	1,121,456
West Chicago H.S.	94	41,770	515,168	556,938	0	594,392
Downers Grove H.S.	99	84,689	1,044,495	1,129,184	0	1,162,945
Burr Ridge	180	11,834	149,017	160,851	0	172,871
Westmont	201	30,283	380,549	410,832	0	427,382
Lisle	202	47,583	591,714	639,297	0	686,130
Elmhurst	205	140,327	1,745,211	1,885,538	0	2,094,374
<b>TOTAL</b>		<b>869,226</b>	<b>10,817,357</b>	<b>11,686,583</b>	<b>0</b>	<b>12,459,645</b>



**July 1, 2024-June 30, 2025**

**FY25**

*Dr. James W. Gunnell  
Jim Nelson  
Co-Executive Directors*

*Rachel Wisniewski  
Assistant Director of Business Services/CSBO*

***Tentative  
Budget***

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# EXECUTIVE ADMIN BUDGET

FY 2025

## PROGRAM 1

<u>ACCOUNT #</u>					<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET</u> <u>FY2025</u>
343510	10	E	000	2320	1100 01 232000 SALARIES - CERTIFIED	2.23	416,150
343520	10	E	000	2320	1200 01 232000 SALARIES - NON CERTIFIED	2	111,716
242330211	10	E	000	2320	2110 01 232000 EMPLOYER TRS		50,990
	10	E	000	2320	2120 01 232000 LOCAL IMRF		4,692
	10	E	000	2320	2130 01 232000 FICA		6,926
	10	E	000	2320	2140 01 232000 MEDICARE		7,654
242330220	10	E	000	2320	2200 01 232000 HEALTH & LIFE INS.-LOCAL		40,185
242330310	10	E	000	2320	3100 01 232000 PURCHASED SERVICES		137,165
242330339	10	E	000	2320	3120 01 232000 MEETINGS & REGISTRATIONS		42,224
242330318	10	E	000	2320	3180 01 232000 LEGAL		50,000
242330332	10	E	000	2320	3320 01 232000 STAFF MONTHLY TRAV.-LOCAL		9,600
242330342	10	E	000	2320	3420 01 232000 POSTAGE LOCAL		8,000
252310350	10	E	000	2310	3500 01 231000 ADVERTISING		3,500
242330410	10	E	004	2320	4100 01 232000 REGULAR SUPPLIES - LOCAL		30,060
<b>TOTAL DIRECT COST</b>							<b><u>918,862</u></b>

**BUSINESS SERVICES BUDGET**

**FY 2025**

**PROGRAM 2**

<u>ACCOUNT #</u>					<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET</u> <u>FY2025</u>
514610	10	E	000	2510 1000 01	251000 SALARIES - CERTIFIED	1.0	140,000
524620	10	E	000	2520 1200 01	252000 SALARIES - NON CERTIFIED	4.0	311,336
512150211	10	E	000	2510 2110 01	251000 EMPLOYER TRS		17,154
662520212	10	E	000	2520 2120 01	252000 FISCAL CLASS LOCAL IMRF		13,076
	10	E	000	2520 2130 01	252000 FICA		19,303
	10	E	000	2510 2140 01	251000 MEDICARE		2,030
	10	E	000	2520 2140 01	252000 MEDICARE		4,514
512510220	10	E	000	2510 2200 01	251000 HEALTH & LIFE		36,127
662520220	10	E	000	2520 2200 01	252000 HEALTH & LIFE INS.		36,173
962520310	10	E	006	2520 3100 01	252000 FISCAL PURCHASED SVCS		4,000
662520339	10	E	000	2520 3120 01	252000 MEETINGS & REGISTRATIONS		1,000
662520317	10	E	000	2520 3170 01	252000 AUDIT		25,000
512510332	10	E	000	2510 3320 01	251000 STAFF TRAVEL		5,300
512510339	10	E	000	2510 3390 01	251000 MEETINGS AND REGISTRATION		2,100
662520380	10	E	000	2520 3800 01	252000 PROPERTY-LIABILITY INSURANCE		74,300
216524610	10	E	000	2520 3810 01	252000 WORKERS COMPENSATION		6,351
512510410	10	E	000	2510 4100 01	251000 SUPPLIES		500
<b>TOTAL DIRECT COST</b>							<b><u>698,264</u></b>

# HUMAN RESOURCES BUDGET

FY 2025

## PROGRAM 3

<u>ACCOUNT #</u>				<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET</u> <u>FY2025</u>
534610	10 E 000	2642	1100 01	264200 SALARIES- CERTIFIED	1.0	145,696
534630	10 E 000	2642	1200 01	264200 SALARIES - NON CERTIFIED	2.0	92,245
102642211	10 E 000	2642	2110 01	264200 EMPLOYER TRS LOCAL		17,852
102642212	10 E 000	2642	2120 01	264200 IMRF LOCAL		3,874
102642213	10 E 000	2642	2130 01	264200 HR FICA		5,719
102642214	10 E 000	2642	2140 01	264200 HR MEDICARE		3,450
102642220	10 E 000	2642	2200 01	264200 HEALTH & LIFE LOCAL		63,135
264201230	10 E 001	2642	2300 01	264200 OT-PT TUITION REIMB		10,000
264202230	10 E 002	2642	2300 01	264200 SUPPORT STAFF TUIT REIMB		10,000
102642310	10 E 000	2642	3100 01	264200 BACKGROUND INVESTIGATIONS		10,000
	10 E 001	2642	3100 01	264200 HR PURCHASED SERVICE		42,950
102642311	10 E 006	2642	3100 01	264200 LICENSES		56,680
102642339	10 E 000	2642	3120 01	264200 MEETINGS & REGISTRATION		4,200
112642312	10 E 002	2642	3120 01	264200 RETIREE HEALTH INSUR REIM		24,000
	10 E 001	2642	3120 01	264200 TUITION REIMBURSEMENT CERT U		20,000
264200314	10 E 000	2642	3140 01	264200 SUPPORT STAFF PROF DEV.		3,000
102642332	10 E 000	2642	3320 01	264200 STAFF TRAVEL		5,800
102642312	10 E 000	2642	3500 01	264200 ADVERTISING		5,740
112642410	10 E 000	2642	4100 01	264200 STAFF APPRECIATION/SUPPLIES		16,000
102642410	10 E 004	2642	4100 01	264200 SUPPLIES		10,350
102642540	10 E 000	2642	5500 01	264200 EQUIPMENT		600
				<b>TOTAL DIRECT COST</b>		<b><u>551,290</u></b>

# CURRICULUM BUDGET

FY 2025

## PROGRAM 4

<u>ACCOUNT #</u>					<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET</u> <u>FY2025</u>
134208	10 E 001	1200	1100 01	134208	SALARIES - CERTIFIED PERM SUB	2.0	122,381
	10 E 001	2210	1200 01	134208	SALARIES - NON CERTIFIED	2.0	122,614
	10 E 001	2210	2110 01	134208	CURRICULUM DEV TRS		1,530
	10 E 001	2210	2120 01	134208	CURR DEV IMRF		5,150
	10 E 001	2210	2130 01	134208	CURR DEV FICA		7,602
	10 E 001	2210	2140 01	134208	MEDICARE CURRICULUM DEV		3,552
	10 E 001	2210	2200 01	134208	HEALTH & LIFE LOCAL		44,005
922211310	10 E 001	2210	3100 01	134208	PURCHASED SERVICES		51,500
922211312	10 E 001	2210	3120 01	134208	MTG and REG - CURRICULUM		40,450
134208314	10 E 000	1200	3140 01	134208	CURRICULUM SOFTWARE		91,050
	10 E 001	2330	4100 01	134208	OFFICE SUPPLIES		2,000
922211410	10 E 001	2210	4100 01	134208	CURRICULUM SUPPLIES		155,860
					<b>TOTAL DIRECT COST</b>		<b><u>647,694</u></b>

**PROFESSIONAL DEVELOPMENT**  
**FY2025**  
**PROGRAM 5**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>BUDGET</u> <u>FY 2025</u>
10 E 006 2210 3100 01 194012	INFINITEC	26,780
10 E 010 2210 3100 01 194012	IST CONSULTANTS	75,620
10 E 605 2210 3111 01 194012	STAFF DEV SPRING INST PURCH SV	45,000
10 E 605 2210 3112 01 194012	STAFF DEV INSERV SPECIAL PROJ	26,229
10 E 605 2210 4100 01 194012	STAFF DEV SPECIAL PROJ SUPPLY	43,502
10 E 605 2210 4101 01 194012	STAFF DEV RESTRAINT TRG SUPPLY	43,000
<b>TOTAL DIRECT COST</b>		<b><u>260,131</u></b>

# TECHNOLOGY BUDGET

FY 2025

## PROGRAM 6

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET FY2025</u>
554620 10 E 000 2660 1200 01	266000 SALARIES - NON CERTIFIED	3.0	182,995
102660212 10 E 000 2660 2120 01	266000 IMRF		7,686
10 E 000 2660 2130 01	266000 FICA		11,346
10 E 000 2660 2140 01	266000 MEDICARE		2,653
102660220 10 E 000 2660 2200 01	266000 HEALTH & LIFE		53,025
102660316 10 E 006 2660 3100 01	266000 CONSULTANT FEES		8,000
102660315 10 E 005 2660 3100 01	266000 MACHINE MAINT PITNEY BOWES		4,500
102660313 10 E 003 2660 3100 01	266000 SaaS INSTRUCTIONAL		36,300
102660310 10 E 000 2660 3100 01	266000 LICENSES		221,250
102660314 10 E 004 2660 3100 01	266000 SaaS NON-INSTRUCTIONAL		38,660
112660310 10 E 001 2660 3100 01	266000 PROFESSIONAL & TECHNICAL SVCS		469,500
102660339 10 E 000 2660 3120 01	266000 MEETINGS & REGISTRATIONS		700
102660323 10 E 000 2660 3200 01	266000 MACHINE MAINTENANCE		94,200
102660332 10 E 000 2660 3320 01	266000 STAFF TRAVEL		1,500
102660341 10 E 000 2660 3410 01	266000 COMMUNICATIONS		42,600
102660411 10 E 000 2660 4100 01	266000 LOCAL SOFTWARE		
102660412 10 E 002 2660 4100 01	266000 Central Printing Store		
102660410 10 E 004 2660 4100 01	266000 SUPPLIES		20,550
10 E 000 2660 5500 01	266000 EQUIPMENT > \$1000		230,500
102660700 10 E 000 2660 7000 01	266000 NON-CAP IT EQUIPMENT		80,950
<b>TOTAL DIRECT COST</b>			<b><u>1,506,915</u></b>
<b>REVENUES</b>			
10 R 000 4090 0000 01 266000	E-RATE REIMBURSEMENT		124,000
<b>TOTAL NET COST</b>			<b>1,382,915</b>

# BUILDINGS & GROUNDS BUDGET

FY 2025

## PROGRAM 7

<u>ACCOUNT #</u>					<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET</u> <u>FY2025</u>
102540	10	E	000	2540	1200 01 254000 B&G CLASS SAL LOCAL	1.0	66,613
102540212	10	E	000	2540	2120 01 254000 IMRF LOCAL		2,798
	10	E	000	2540	2130 01 254000 FICA LOCAL		4,130
	10	E	000	2540	2140 01 254000 MEDICARE LOCAL		966
102540220	10	E	000	2540	2200 01 254000 HEALTH & LIFE LOCAL		12,040
102540312	10	E	000	2540	3120 01 254000 B&G - MTG & REG		1,050
102540310	10	E	000	2540	3200 01 254000 BUILDING MAINTENANCE		12,090
102540325	10	E	000	2540	3250 01 254000 2900 OGDEN AVE RENT		473,904
102540410	10	E	000	2540	4100 01 254000 BUILDING SUPPLIES		22,000
102540540	10	E	000	2540	5500 01 254000 SE BLDG IMPROVEMENTS		29,500
	10	E	000	2540	7000 01 254000 NON-CAP EQUIPMENT		2,000
<b>TOTAL DIRECT COST</b>							<b><u>627,091</u></b>

**TRANSPORTATION BUDGET**

**FY 2025**

**PROGRAM 8**

<u>ACCOUNT #</u>						<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET</u> <u>FY2025</u>	
132550	10	E	013	2550	1200	01	255000 SALARIES - TRANSPORTATION	3.0	82,750
132550212	10	E	013	2550	2120	01	255000 TRANSPORTATION IMRF		3,476
132550213	10	E	013	2550	2130	01	255000 TRANSPORTATION FICA		5,131
132550214	10	E	013	2550	2140	01	255000 TRANSPORTATION MEDICARE		1,200
132550220	10	E	013	2550	2200	01	255000 TRANSPORTATION H&L		24,133
132550310	10	E	013	2550	3100	01	255000 TRANSPORTATION PURCHASED SVCS		26,000
132550332	10	E	013	2550	3320	01	255000 TRANSPORTATION STAFF TRAVEL		500
132550341	10	E	013	2550	3410	01	255000 TRANS SUPERVISOR - TELEPHONE		2,000
132550410	10	E	013	2550	4100	01	255000 TRANSPORTATION SUPPLIES		12,000
211220550	10	E	000	2550	5500	01	255000 VEHICLES		0
<b>TOTAL DIRECT COST</b>									<b><u>157,189</u></b>
<b>REVENUES</b>									
	10	R	005	3510	0000	01	351000 TRANSPORTATION REIMBURSEMENT		89,598
<b>TOTAL NET COST</b>									<b>67,591</b>

**ELL BUDGET**  
**FY 2025**  
**PROGRAM 9**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET FY2025</u>
131200 10 E 000 1200 1100 01	134210 SALARIES - CERTIFIED	2.0	191,820
131200311 10 E 000 1200 2110 01	134210 ELL COORDINATOR TRS		23,503
131200214 10 E 000 1200 2140 01	134210 ELL - MEDICARE		2,781
131200220 10 E 000 1200 2200 01	134210 ELL - HEALTH and LIFE		22,710
131200312 10 E 000 1200 3120 01	134210 ELL - MTG & REG		1,400
131200332 10 E 000 1200 3320 01	134210 ELL - STAFF TRAVEL		2,080
131200410 10 E 000 1200 4100 01	134210 ELL - SUPPLIES		500
<b>TOTAL DIRECT COST</b>			<b><u>244,794</u></b>

<b>REVENUES</b>			
10 R 000 3001 0000 01	300100	EBF	30,831
<b>Subtotal</b>			<b>213,963</b>

**PROGRAM ALLOCATIONS**

VISION	18	\$	21,759
DHH	44	\$	53,189
PATHWAYS	41	\$	49,562
SLE	51	\$	61,650
MED MN		\$	-
TRANSITION	23	\$	27,803
<b>TOTAL</b>	<b>177</b>	<b>\$</b>	<b>213,963</b>

**TOTAL NET COST** -

**DWC - VISUALLY IMPAIRED PROGRAM**  
**FY 2025**  
**PROGRAM 10**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET</u>
263510 10 E 000 1206 1100 01	134202 SALARIES - CERTIFIED	13.43	1,167,155
263520 10 E 000 1206 1200 01	134202 SALARIES - NON CERTIFIED	7.00	194,445
263530 10 E 013 2550 1200 01	134202 SALARIES -TRANSPORTATION	1.40	109,864
260230 10 E 000 1206 1300 01	134202 SALARIES - CERT SUBSTITUTES		30,000
260232 10 E 000 1206 1320 01	134202 SALARIES - CLASS SUB		3,000
261206211 10 E 000 1206 2110 01	134202 EMPLOYER TRS		24,567
10 E 013 2550 2110 01	134202 VIS TRANSPORTATION TRS		1,373
212263510 10 E 000 1206 2120 01	134202 IMRF		8,167
10 E 000 1206 2130 01	134202 FICA		12,056
10 E 000 1206 2140 01	134202 MEDICARE		19,743
10 E 013 2550 2140 01	134202 MEDICARE		1,593
261206220 10 E 000 1206 2140 01	134202 HEALTH & LIFE		161,685
10 E 013 2550 2140 01	134202 HEALTH & LIFE		21,985
10 E 000 1206 3100 01	134202 PURCHASED SERVICES		20,000
10 E 000 1206 3110 01	134202 CONTRACTUAL SERVICES		-
216263510 10 E 000 1206 3810 01	134202 WORKERS COMP & UNEMPLOY		5,000
211206325 10 E 001 1206 3250 01	134202 RENT		179,000
261206314 10 E 000 1206 3140 01	134202 COMMUNITY ACCESS		5,300
211206332 10 E 000 1206 3320 01	134202 STAFF TRAVEL		5,000
211206339 10 E 000 1206 3120 01	134202 MEETINGS AND REGISTRATION		7,500
331206331 10 E 013 2550 3310 01	134202 STUDENT TRANSPORTATION		12,000
331206410 10 E 013 2550 4100 01	134202 TRANSPORTATION SUPPLIES		3,000
211206416 10 E 003 1206 4100 01	134202 INSTRUCTIONAL MATERIALS		14,300
231206416 10 E 007 1206 4100 01	134202 CLASSROOM SUPPLIES		
	<b>TOTAL DIRECT COST</b>		<b><u>2,006,733</u></b>
	<b>ALLOCATIONS</b>		
	ELL ALLOCATION		21,759
	AT ALLOCATION		-
	SIIS ALLOCATION		23,178
			<b><u>44,937</u></b>
	<b>REVENUES</b>		
10 R 005 3510 0000 01	351000 TRANSPORTATION REIMBURSEMENT		83,704
	EBF		205,777
			<b><u>289,481</u></b>
	<b>TOTAL NET COST</b>		<b>1,762,190</b>

BUDGETED TUITION RATE	\$ <u>48,950</u>
# OF STUDENTS	<u>36.0</u>

**DWC- HEARING IMPAIRED PROGRAM**

**FY 2025**

**PROGRAM 11**

<u>ACCOUNT #</u>		<u>DESCRIPTION</u>	<u>FTE</u>	<u>FY2025</u> <u>BUDGET</u>
273510	10 E 000	1207 1100 01 134203 SALARIES - CERTIFIED	17.26	1,334,693
273520	10 E 000	1207 1200 01 134203 SALARIES - NON CERTIFIED	19.75	691,404
270230	10 E 000	1207 1300 01 134203 SALARIES - CERT SUBSTITUTES		20,000
270532	10 E 000	1207 1320 01 134203 SALARIES - CLASS SUB		10,000
211207211	10 E 000	1207 2110 01 134203 EMPLOYER TRS		26,757
212273510	10 E 000	1207 2120 01 134203 IMRF		29,039
	10 E 000	1207 2130 01 134203 FICA		42,867
	10 E 000	1207 2140 01 134203 MEDICARE		29,378
261207220	10 E 000	1207 2200 01 134203 HEALTH & LIFE		359,526
261207310	10 E 000	1207 3100 01 134203 PURCHASED SERVICES		16,000
	10 E 000	1207 3110 01 134203 CONTRACTUAL SERVICES		97,734
216273510	10 E 000	1207 3810 01 134203 WORKER COMP		5,000
211207325	10 E 000	1207 3250 01 134203 RENT		208,000
231207333	10 E 001	1207 3100 01 134203 AUDITORY TRAINER MAINTENANCE		15,000
211207332	10 E 000	1207 3320 01 134203 STAFF TRAVEL		1,500
211207339	10 E 000	1207 3120 01 134203 MEETINGS AND REGISTRATIONS		1,395
211207314	10 E 001	1207 3140 01 134203 TRANSLATION/INTPRETING SVS		4,000
261207314	10 E 000	1207 3140 01 134203 COMMUNITY ACCESS		1,000
261207416	10 E 012	1207 4100 01 134203 INSTRUCT MATERIALS		13,000
211207411	10 E 006	1207 4100 01 134203 AUDITORY TRAINER SUPPLY		3,000
571000700	10 E 001	1207 7000 01 134203 AUDITORY TRAINER EQUIPMENT		5,000
		<b>TOTAL DIRECT COST</b>		<b><u>2,914,294</u></b>
		<b>ALLOCATIONS</b>		
		ELL ALLOCATION		53,189
		AT ALLOCATION		11,213
		SIIS ALLOCATION		<u>52,152</u>
				<b>116,553</b>
		<b>REVENUES</b>		
10 R 000	3001 0000 01	300100 EBF		<u>301,250</u>
				<b>301,250</b>
		<b>TOTAL NET COST</b>		<b>2,729,597</b>

BUDGETED TUITION RATE	\$ <u>52,492</u>
# OF STUDENTS	52.0

**PATHWAYS PROGRAM**  
**FY 2025**  
**PROGRAM 12**

<u>ACCOUNT #</u>					<u>DESCRIPTION</u>	<u>FTE</u>	<u>FY25 BUDGET</u>
123510	10 E 000	1212	1100 01	134204 SALARIES - CERTIFIED	27.0	2,418,430	
123520	10 E 000	1212	1200 01	134204 SALARIES - NON CERTIFIED	22.0	428,581	
120230	10 E 000	1212	1300 01	134204 SALARIES - CERT SUBSTITUTES		30,500	
120232	10 E 000	1212	1320 01	134204 SALARIES - CLASS SUB		2,000	
120240	10 E 001	1212	1200 01	134204 SALARIES - CUSTODIAN	1.0	41,524	
261212211	10 E 000	1212	2110 01	134204 EMPLOYER TRS		52,750	
212123510	10 E 000	1212	2120 01	134204 IMRF		18,000	
261212213	10 E 000	1212	2130 01	134204 FICA		26,572	
261212214	10 E 000	1212	2140 01	134204 MEDICARE		41,282	
261212220	10 E 000	1212	2200 01	134204 HEALTH & LIFE		464,451	
	10 E 001	1212	2120 01	134204 IMRF CUST.		1,744	
	10 E 001	1212	2130 01	134204 FICA CUST		2,575	
	10 E 001	1212	2140 01	134204 MEDICARE CUSTODIAN		602	
	10 E 001	1212	2200 01	134204 HEALTH & LIFE CUST		8,762	
261212310	10 E 003	1212	3100 01	134204 SOUTHEAST PS INTERPRETING		2,500	
261212313	10 E 000	1212	3100 01	134204 PURCHASED SERVICES		6,500	
	10 E 000	1212	3110 01	134204 CONTRACTUAL SERVICES		375,900	
216123510	10 E 000	1212	3810 01	134204 WC & UC		5,000	
211212314	10 E 000	1212	3140 01	134204 COMMUNITY ACCESS		9,000	
212540320	10 E 001	2540	3200 01	134204 PURCH SVS BLDG MAINT		3,000	
521212329	10 E 001	1212	3200 01	134204 BUILDING MAINTENANCE		110,000	
211212332	10 E 000	1212	3320 01	134204 STAFF TRAVEL		-	
211212339	10 E 000	1212	3120 01	134204 MEETINGS AND REGISTRATION		3,000	
211212410	10 E 004	1212	4100 01	134204 REGULAR SUPPLIES		7,000	
211212411	10 E 001	1212	4100 01	134204 BEHAVIOR REINFORCERS-PBIS		10,000	
211212412	10 E 009	1212	4120 01	134204 MEDICAL SUPPLIES		1,000	
211212414	10 E 005	1212	4130 01	134204 BUILDING SUPPLIES		5,000	
211212415	10 E 000	1212	4150 01	134204 CUSTODIAL SUPPLIES		6,000	
211212416	10 E 003	1212	4160 01	134204 INSTRUCTIONAL MATERIALS		12,915	
211212460	10 E 000	1212	4600 01	134204 UTILITIES		100,000	
<b>TOTAL DIRECT COST</b>						<u><u>4,194,588</u></u>	

**ALLOCATIONS**

FOOD SERVICE	41,099
ELL ALLOCATION	49,562
AT ALLOCATION	-
SIIS ALLOCATION	66,059
	<u>156,720</u>

**REVENUES**

10 R 000	3001 0000	01	300100	EBF	<u>415,932</u>
					<b>415,932</b>

**TOTAL NET COST**

**3,935,376**

BUDGETED TUITION RATE	<u>\$ 45,234</u>
# OF STUDENTS	<u>87.0</u>

**SUPPORTIVE MEDICAL NEEDS PROGRAM**

**FY 2025**

**PROGRAM 13**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>FY25 BUDGET</u>
203510 10 E 000 1220 1100 01	134205 SALARIES - CERTIFIED	8.79	696,040
203520 10 E 000 1220 1200 01	134205 SALARIES - NON CERTIFIED	6.50	17,077
200230 10 E 000 1220 1300 01	134205 SALARIES - CERT SUBSTITUTES		20,000
211220211 10 E 000 1220 2110 01	134205 EMPLOYER TRS		14,640
212203510 10 E 000 1220 2120 01	134205 IMRF		717
10 E 000 1220 2130 01	134205 FICA		1,059
10 E 000 1220 2140 01	134205 MEDICARE		10,657
261220220 10 E 000 1220 2200 01	134205 HEALTH AND LIFE		188,928
261220311 10 E 000 1220 3100 01	134205 PURCHASED SERVICES		20,000
10 E 000 1220 3110 01	134205 CONTRACTUAL SERVICES		491,176
211220314 10 E 000 1220 3140 01	134205 COMMUNITY ACCESS		2,500
261220325 10 E 000 1200 3250 01	134205 RENT		152,000
216203510 10 E 000 1220 3810 01	134205 WC & UC		5,000
211220332 10 E 000 1220 3320 01	134205 STAFF MONTHLY TRAVEL		1,000
211220339 10 E 000 1220 3120 01	134205 MEETINGS & REGISTRATION		2,000
211220410 10 E 003 1220 4100 01	134205 REGULAR SUPPLIES		2,500
361220417 10 E 049 1200 4100 01	134205 MEDICAL SUPPLIES		4,000
	<b>TOTAL DIRECT COST</b>		<b><u>1,629,295</u></b>
	<b>ALLOCATIONS</b>		
	ELL ALLOCATION		0
	AT ALLOCATION		5,233
	SIIS ALLOCATION		26,655
			<b><u>31,888</u></b>
	<b>REVENUES</b>		
10 R 000 3001 0000 01 300100	EBF		231,641
			<b><u>231,641</u></b>
	<b>TOTAL NET COST</b>		<b>1,429,541</b>

BUDGETED TUITION RATE	<u>\$62,154</u>
# OF STUDENTS	23

**STRUCTURED LEARNING ENVIRONMENT PROGRAM (SLE)**

**FY 2025**

**PROGRAM 14**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>FY25 BUDGET</u>
203510 10 E 000 1220 1100 01	134206 SALARIES - CERTIFIED	39.14	3,330,732
203520 10 E 000 1220 1200 01	134206 SALARIES - NON CERTIFIED	69.8	1,503,541
200230 10 E 000 1220 1300 01	134206 SALARIES - CERT SUBSTITUTES		35,000
200232 10 E 000 1220 1320 01	134206 SALARIES - CLASS SUBSTITUTES		10,000
211220211 10 E 000 1220 2110 01	134206 EMPLOYER TRS		64,939
212203510 10 E 000 1220 2120 01	134206 IMRF		63,149
10 E 000 1220 2130 01	134206 FICA		93,220
10 E 000 1220 2140 01	134206 MEDICARE		70,097
261220220 10 E 000 1220 2200 01	134206 HEALTH AND LIFE		1,008,560
261220311 10 E 000 1220 3100 01	134206 PURCHASED SERVICES		20,000
10 E 000 1220 3110 01	134206 CONTRACTUAL SERVICES		939,750
211220314 10 E 000 1220 3140 01	134206 COMMUNITY ACCESS		11,500
261220325 10 E 000 1200 3250 01	134206 RENT		465,000
216203510 10 E 000 1220 3810 01	134206 WC & UC		5,000
211220332 10 E 000 1220 3320 01	134206 STAFF MONTHLY TRAVEL		10,000
211220339 10 E 000 1220 3120 01	134206 MEETINGS & REGISTRATION		1,500
211220410 10 E 003 1220 4100 01	134206 REGULAR SUPPLIES		29,800
361220417 10 E 049 1200 4100 01	134206 MEDICAL SUPPLIES		1,500
	<b>TOTAL DIRECT COST</b>		<b><u>7,663,287</u></b>
	<b>ALLOCATIONS</b>		
	ELL ALLOCATION		61,650
	AT ALLOCATION		47,094
	SIIS ALLOCATION		239,897
			<b><u>348,642</u></b>
	<b>REVENUES</b>		
10 R 000 3001 0000 01	300100 EBF		<u>669,049</u>
			<b><u>669,049</u></b>
	<b>TOTAL NET COST</b>		<b>7,342,880</b>

BUDGETED TUITION RATE	<u>\$50,992</u>
# OF STUDENTS	144

# TRANSITION PROGRAM

FY 2025

## PROGRAM 15

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>FY25 BUDGET</u>
213510 10 E 000 1221 1100 01	134207 SALARIES - CERTIFIED	8.20	767,019
213520 10 E 000 1221 1200 01	134207 SALARIES - NON CERTIFIED	10.60	265,117
213540 10 E 013 2550 1100 01	134207 SALARIES - TRANSPORTATION	1.75	82,973
213231 10 E 000 1221 1300 01	134207 SALARIES - CERT SUBSTITUTES		2,500
211221211 10 E 000 1221 2110 01	134207 EMPLOYER TRS		16,028
211221212 10 E 000 1221 2120 01	134207 IMRF		11,135
10 E 000 1221 2130 01	134207 FICA		16,437
10 E 000 1221 2140 01	134207 MEDICARE		14,966
211221220 10 E 000 1221 2210 01	134207 HEALTH AND LIFE		215,919
10 E 013 2550 2120 01	134207 TRANS IMRF		1,802
10 E 013 2550 2130 01	134207 TRANS FICA		2,660
10 E 013 2550 2140 01	134207 TRANS MEDICARE		1,203
10 E 013 2550 2200 01	134207 TRANS H&L		18,355
211221310 10 E 009 1221 3100 01	134207 PURCHASED SERVICES		31,000
10 E 009 1221 3100 01	134207 INTERPRETING SERVICES		1,000
261221310 10 E 006 1221 3100 01	134207 CONTRACTUAL SERVICES		195,468
211221314 10 E 000 1221 3140 01	134207 COMMUNITY ACCESS		6,000
2112213251 10 E 004 1221 3250 01	134207 RENT-OGDEN AVE		125,076
211213510 10 E 000 1221 3810 01	134207 WC & UC		5,000
211221331 10 E 013 2550 3310 01	134207 STUDENT TRANSPORTATION		2,000
211221339 10 E 000 1221 3120 01	134207 MEETINGS & REGISTRATION		2,400
211221414 10 E 001 1221 4100 01	134207 MEDICAL SUPPLIES		1,000
211221410 10 E 013 2550 4100 01	134207 TRANSPORTATION SUPPLIES		3,000
211221416 10 E 002 1221 4100 01	134207 INSTRUCTIONAL MATERIALS		19,500
	<b>TOTAL DIRECT COST</b>		<b><u>1,807,559</u></b>
	<b>ALLOCATIONS</b>		
	ELL ALLOCATION		27,803
	AT ALLOCATION		1,495
	SIIS ALLOCATION		17,384
			<b><u>46,682</u></b>
	<b>REVENUES</b>		
10 R 005 3510 0000 01	351000 TRANSPORTATION REIM		60,607
10 R 000 3001 0000 01	300100 EBF		201,427
			<b><u>262,034</u></b>
	<b>TOTAL NET COST</b>		<b><u>1,592,207</u></b>

BUDGETED TUITION RATE	<u>\$53,074</u>
ENROLLMENT	<u>30</u>

**PROJECT SEARCH**  
**FY 2025**  
**PROGRAM 16**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>FY25 BUDGET</u>
101212 10 E 000 1212 1100 01	134213 SALARIES - CERTIFIED	1.0	99,043
101212211 10 E 000 1212 2110 01	134213 PROJECT SEARCH - TRS		1,238
101212214 10 E 000 1212 2140 01	134213 PROJECT SEARCH - MEDICARE		1,436
101212220 10 E 000 1212 2200 01	134213 PROJECT SEARCH HEALTH & LIFE		24,230
101212310 10 E 000 1212 3100 01	134213 PROJECT SEARCH - PURCH SVCS		1,500
101212312 10 E 000 1212 3120 01	134213 Project Search - Mtg & Reg		1,750
101212410 10 E 000 1212 4100 01	134213 PROJECT SEARCH - SUPPLIES		600
	<b>TOTAL DIRECT COST</b>		<b><u>129,797</u></b>
	<b>ALLOCATIONS</b>		
	ELL ALLOCATION		
	SIIS ALLOCATION		
			<b>0</b>
	<b>REVENUES</b>		
10 R 000 3001 0000 01	300100 EBF		<u>11,736</u>
			<b>11,736</b>
	<b>TOTAL NET COST</b>		<b><u>118,061</u></b>

BUDGETED TUITION RATE	<u>\$ 9,838</u>
ENROLLMENT	12

## AUDIOLOGY BUDGET

FY 2025

### PROGRAM 17

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET FY2025</u>
255010 10 E 000 2150 1100 01	194002 SALARIES - AUDIOLOGIST	0.8	86,117
255020 10 E 001 2150 1200 01	194002 SALARIES - NON CERTIFIED	0.2	6,802
10 E 000 2150 2110 01	194002 TRS		0
10 E 001 2150 2120 01	194002 IMRF		286
10 E 001 2150 2130 01	194002 FICA		422
10 E 000 2150 2140 01	194002 MEDICARE		1,249
10 E 001 2150 2140 01	194002 MEDICARE		99
572150220 10 E 000 2150 2200 01	194002 HEALTH & LIFE		42
10 E 001 2150 2200 01	194002 HEALTH & LIFE		2,408
572150311 10 E 011 2150 3100 01	194002 INTERPRETING		5,000
572150339 10 E 000 2150 3120 01	194002 MEETINGS & REGISTRATION		2,000
582150310 10 E 001 2150 3230 01	194002 HI EQUIP CALIBRATION		1,700
572150332 10 E 000 2150 3320 01	194002 TRAVEL		500
572150411 10 E 006 2150 4100 01	194002 AUDITORY TRAINER SUP		0
572150400 10 E 001 2150 4100 01	194002 OFFICE SUPPLIES		0
572150410 10 E 000 2150 4100 01	194002 AUDIOLOGICAL SUPPLIES		6,000
572150500 10 E 000 2150 5000 01	194002 AUDIOLOGY EQUIPMENT		0
572150700 10 E 000 2150 7000 01	194002 EQUIPMENT NON CAP		10,000
<b>TOTAL DIRECT COST</b>			<b><u><u>122,623</u></u></b>
<b>REVENUES</b>			
10 R 000 3001 0000 01	300100 EBF		<u>10,220</u>
			<b><u>10,220</u></b>
<b>TOTAL NET COST</b>			<b>112,403</b>
<b>COST PER TEST</b>			<b><u>\$ 749</u></b>
<b># OF TESTS</b>			<b>150</b>

**FOOD SERVICE BUDGET**  
**FY 2025**  
**PROGRAM 18**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>BUDGET</u> <u>FY2025</u>
562120 10 E 000 2562 1200 01 169000	SALARIES FOOD HANDLER	1.5 37,779
262562212 10 E 000 2562 2120 01 169000	IMRF	1,587
10 E 000 2562 2130 01 169000	FICA	2,342
10 E 000 2562 2140 01 169000	MEDICARE	548
262562220 10 E 000 2562 2200 01 169000	INSURANCE	6,072
262562315 10 E 000 2562 3150 01 169000	MEAL PURCHASES CONTRACT	160,125
262562410 10 E 000 2562 4100 01 169000	SUPPLIES SCHOOL LUNCH PGM	158
10 E 000 2562 7000 01 169000	FS EQUIPMENT	389
<b>TOTAL DIRECT COST</b>		<b><u>208,999</u></b>
 <b>REVENUES</b>		
10 R 000 4210 0000 01 169000	NSLP REIMBURSEMENT	115,000
10 R 006 4220 0000 01 169000	SCHOOL BREAKFAST PROGRAM	52,000
10 R 006 3360 0000 01 169000	STATE FREE LUNCH / BREAKFAST	<u>900</u>
		<b><u>167,900</u></b>
<b>TOTAL NET COST</b>		<b>41,099</b>

PROGRAM ALLOCATION		
PATHWAYS		41,099

**ITINERANT PROGRAM**

**FY 2025**

**PROGRAM 19**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET</u>
<b>HEARING IMPAIRED</b>			
274510 10 E 000 1207 1100 01	194014 SALARIES - CERTIFIED	5.0	455,552
221207211 10 E 000 1207 2110 01	194014 EMPLOYER TRS		5,694
10 E 000 1207 2140 01	194014 MEDICARE		6,606
221207220 10 E 000 1207 2200 01	194014 HEALTH & LIFE		75,046
221207310 10 E 000 1207 3100 01	194014 CONTRACT SERVICES		200
221207323 10 E 000 1207 3230 01	194014 MACHINE MAINTENANCE AUD TR REPAIR		6,700
221207381 10 E 000 1207 3810 01	194014 WC & UC		2,000
321207332 10 E 000 1207 3320 01	194014 STAFF TRAVEL		15,000
221207339 10 E 000 1207 3120 01	194014 MEETINGS AND REGISTRATIONS		2,850
221207410 10 E 004 1207 4100 01	194014 PROGRAM SUPPLIES		2,100
521207416 10 E 000 1207 4100 01	194014 SUPPLIES - AUD. TRAINERS		5,000
221207700 10 E 001 1207 7000 01	194014 EQUIPMENT - AUD.TRAINERS		25,000
			<u>601,748</u>
<b>VISUALLY IMPAIRED</b>			
264510 10 E 000 1206 1100 01	194014 SALARIES - CERTIFIED	4.8	368,250
221206211 10 E 000 1206 2110 01	194014 EMPLOYER TRS		4,603
10 E 000 1206 2140 01	194014 MEDICARE		5,340
221206220 10 E 000 1206 2200 01	194014 HEALTH & LIFE		91,719
221206331 10 E 000 1206 3810 01	194014 WC & UC		2,000
221206332 10 E 000 1206 3320 01	194014 STAFF TRAVEL		3,500
221206339 10 E 000 1206 3120 01	194014 MEETINGS AND REGISTRATIONS		1,000
221206414 10 E 003 1206 4100 01	194014 SUPPLIES		1,000
			<u>477,412</u>
<b>SUPERVISON</b>			
100030 10 E 000 2330 1200 01	194014 CLASSIFIED SALARIES	0.25	8,503
100031 10 E 000 2330 1100 01	194014 CERTIFIED SALARIES	0.40	45,344
222330211 10 E 000 2330 2110 01	194014 EMPLOYER TRS		5,556
222330212 10 E 000 2330 2120 01	194014 IMRF		357
10 E 000 2330 2130 01	194014 FICA		1,185
10 E 000 2330 2140 01	194014 MEDICARE		5,340
222330220 10 E 000 2330 2200 01	194014 HEALTH & LIFE		7,403
222330331 10 E 000 2330 3810 01	194014 WC & UC		500
			<u>74,186</u>
	<b>TOTAL DIRECT COST</b>		<u><b>1,153,347</b></u>
	<b>REVENUES</b>		
112123231 10 R 000 3001 0000 01	300100 EBF		<u>130,003</u>
			<u><b>130,003</b></u>
	<b>TOTAL NET COST</b>		<b>1,023,344</b>

RATE PER MINUTE	\$	3.81
# OF MINUTES		268,465

**OT/PT SERVICES**  
**FY 2025**  
**PROGRAM 20**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>FY25 BUDGET</u>
133520 10 E 000 2130 1200 01 194001	OT/PT USER FEE SALARIES	61.0	4,837,019
212133520 10 E 000 2130 2120 01 194001	IMRF		203,155
10 E 000 2130 2130 01 194001	FICA		299,895
10 E 000 2130 2140 01 194001	MEDICARE		70,137
272130220 10 E 000 2130 2200 01 194001	HEALTH & LIFE INSURANCE		578,408
272130310 10 E 002 2130 3100 01 194001	CONTRACT OT/PT SERVICES		200,000
272130339 10 E 000 2130 3120 01 194001	MTG & REG		12,200
272130323 10 E 000 2130 3230 01 194001	MACHINE MAINTENANCE		
272130332 10 E 000 2130 3320 01 194001	STAFF TRAVEL OT/PT		15,000
272130410 10 E 004 2130 4100 01 194001	OFFICE SUPPLIES		2,500
272130420 10 E 005 2130 4110 01 194001	OT/PT SUPPLIES		22,000
282132540 10 E 000 2130 5000 01 194001	OT/PT EQUIP > \$2,500		20,000
22022700 10 E 000 2130 7000 01 194001	OT/PT EQUIPMENT > \$500		5,000
	<b>TOTAL DIRECT COST</b>		<b><u>6,265,313</u></b>
	<b>ALLOCATIONS</b>		
	SIIS ALLOCATION		<u>2,318</u>
			<b><u>2,318</u></b>
	<b>REVENUES</b>		
10 R 000 3001 0000 01 300100	EBF		<u>239,794</u>
			<b><u>239,794</u></b>
	<b>TOTAL NET COST</b>		<b>6,027,837</b>

BUDGETED RATE PER MINUTE	\$ <u>2.85</u>
# OF OT/PT MINUTES (IEP AND NON IEP)	<u>2,117,472</u>

# STUDENT INSTRUCTION INSTRUCTIONAL SUPPORT FY2025

## PROGRAM 21

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>FY 2025</u>
414910 10 E 000 2210 1100 01	194013 SALARIES - CERTIFIED	9.8	1,072,179
424920 10 E 000 2210 1200 01	194013 SALARIES - NON CERTIFIED	1.0	41,906
422210211 10 E 000 2210 2110 01	194013 TRS		24,608
422210212 10 E 000 2210 2120 01	194013 IMRF		1,760
10 E 000 2210 2130 01	194013 FICA		2,598
10 E 000 2210 2140 01	194013 MEDICARE		16,154
422210220 10 E 000 2210 2200 01	194013 HEALTH & LIFE		141,566
422210332 10 E 000 2210 3320 01	194013 TRAVEL		17,000
422210339 10 E 000 2210 3120 01	194013 MTG & REG		10,500
422210381 10 E 000 2210 3810 01	194013 WC & UC		5,000
362210410 10 E 001 2210 4100 01	194013 SUPPLIES		5,000
	<b>TOTAL DIRECT COST</b>		<b>1,338,273</b>
	<b>REVENUE</b>		
10 R 000 3001 0000 01 300100	EBF		<u>107,496</u>
			<b>107,496</b>
	<b>TOTAL NET COST</b>		<b>1,230,777</b>

Budgeted Rate per Day	\$ 1,159
# of purchased days	1,062

Program Allocations	Days	Amount
VISION	20	23,178
DHH	45	52,152
PATHWAYS	57	66,059
MSP	23	26,655
SLE	207	239,897
TRANSITION	15	17,384
OTPT	2	2,318
<b>TOTAL</b>	<b>369</b>	<b>427,643</b>

10 R 007 1940 0000 01 194013	DISTRICT BILLINGS	693	\$	803,134
	PROGRAM ALLOCATIONS	369	\$	427,643
	<b>TOTAL</b>	<b>1062</b>	<b>\$</b>	<b>1,230,777</b>

AT BUDGET  
 FY 2025  
**PROGRAM 22**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FTE</u>	<u>BUDGET FY2025</u>
394010 10 E 000 2210 1100 01	194010 LICENSED STAFF SALARIES	1.0	120,500
392210211 10 E 000 2210 2110 01	194010 TRS		1,506
10 E 000 2210 2140 01	194010 MEDICARE		1,747
10 E 000 2210 2200 01	194010 HEALTH & LIFE		24,230
392210381 10 E 000 2210 3810 01	194010 WC & UC		1,000
392210332 10 E 000 2210 3320 01	194010 STAFF TRAVEL		2,000
392210339 10 E 000 2210 3120 01	194010 MEETINGS & REGISTRATION		1,500
392210410 10 E 003 2210 4100 01	194010 SUPPLIES		5,000

**TOTAL DIRECT COST** 157,483

**REVENUES**

10 R 000 3001 0000 01 300100 EBF	10,220
	<b>10,220</b>

**TOTAL NET COST** 147,263

Budgeted Rate per Day	<u>\$ 748</u>
# of purchased days	197

Program Allocations	Days	Amount
VISION	0	-
DHH	15	11,213
PATHWAYS	0	-
MSP	7	5,233
SLE	63	47,094
TRANSITION	2	1,495
<b>TOTAL</b>	<b>87</b>	<b>65,035</b>

10 R 006 1940 0000 01 194010 DISTRICT BILLINGS	110	82,228
PROGRAM ALLOCATIONS	87	65,035
<b>TOTAL</b>	<b>197</b>	<b>147,263</b>

**1:1 TA BUDGET**  
**FY 2025**  
**PROGRAM 23**

<u>ACCOUNT #</u>	<u>Description</u>	<u>FTE</u>	<u>FY25Budget</u>
<b>VISION</b>			
10E000 1206 1200 01 194004	SALARIES 1:1 ASSISTANT VI		0
10E000 1206 2120 01 194004	VI 1:1 IMRF		
10E000 1206 2130 01 194004	VI 1:1 FICA		
10E000 1206 2140 01 194004	VI 1:1 MEDICARE		
10E000 1206 2200 01 194004	VI 1:1 HEALTH & LIFE		
10E010 1206 3100 01 194004	VI 1:1 CONTRACT AIDE	9.0	451,080
			<b>451,080</b>
<b>DHH</b>			
10E000 1207 1200 01 194004	SALARIES 1:1 SIGNING ASSISTANT DHH	1.0	29,285
10E000 1207 2120 01 194004	DHH 1:1 IMRF		1,230
10E000 1207 2130 01 194004	DHH 1:1 FICA		1,816
10E000 1207 2140 01 194004	DHH 1:1 MEDICARE		425
10E000 1207 2200 01 194004	DHH 1:1 HEALTH & LIFE		12,040
10E010 1207 3100 01 194004	DHH 1:1 CONTRACT AIDE	8.0	400,960
			<b>445,755</b>
<b>PATHWAYS</b>			
10E000 1212 1200 01 194004	SALARIES 1:1 ASSISTANT BD		
10E000 1212 2120 01 194004	BD 1:1 IMRF		
10E000 1212 2130 01 194004	BD 1:1 FICA		
10E000 1212 2140 01 194004	BD 1:1 MEDICARE		
10E000 1212 2200 01 194004	BD 1:1 HEALTH & LIFE		
10E010 1212 3100 01 194004	BD 1:1 CONTRACT AIDE	4	200,480
			<b>200,480</b>
<b>SLE</b>			
10E000 1220 1200 01 194004	SALARIES 1:1 ASSISTANT SLE		
10E000 1220 2120 01 194004	1:1 IMRF		
10E000 1220 2130 01 194004	1:1 FICA		
10E000 1220 2140 01 194004	1:1 MEDICARE		
10E000 1220 2200 01 194004	1:1 HEALTH & LIFE		
10E010 1220 3100 01 194004	1:1 CONTRACT AIDE	20.5	1,052,520
			<b>1,052,520</b>
<b>TRANSITION</b>			
10E000 1221 1200 01 194004	SALARIES 1:1 ASSISTANT TRANSITION	2.0	54,608
10E000 1221 2120 01 194004	TRANSITION 1:1 IMRF		2,294
10E000 1221 2130 01 194004	1:1 TRANSITION FICA		3,386
10E000 1221 2140 01 194004	1:1 TRANSITION MEDICARE		792
10E000 1221 2200 01 194004	1:1 TRANSITION HEALTH & LIFE		12,092
10E010 1221 3100 01 194004	TRANSITION 1:1 CONTRACT AIDE	7.0	350,840
			<b>424,012</b>
<b>TOTAL DIRECT COST</b>			<b>2,573,847</b>
<b>REVENUES</b>			
EVIDENCE BASED FUNDING			0
			<b>0.00</b>
<b>TOTAL NET COST</b>			<b>2,573,847</b>
COST PER 1:1 TA			\$ 49,978
# OF 1:1 TA			51.5

**1:1 MATA BUDGET**  
**FY 2025**  
**PROGRAM 24**

<u>ACCOUNT #</u>	<u>Description</u>	<u>FTE</u>	<u>FY25 Budget</u>
10E000 2130 1200 01 194009	USER FEE HEALTH - CLASS	16.0	181,507
10E000 2130 2120 01 194009	1:1 NURSE UF IMRF		7,623
10E000 2130 2130 01 194009	1:1 NURS UF FICA		11,253
10E000 2130 2140 01 194009	1:1 UF NURSE MEDICARE		2,632
10E000 2130 2200 01 194009	1:1 NURSE UF HEALTH & LIFE		48,161
10E000 2130 3100 01 194009	USER FEE CONTRACT 1:1 MA		1,172,808
	<b>TOTAL DIRECT COST</b>		<b><u>1,423,985</u></b>

**REVENUES**

EVIDENCE BASED FUNDING	59,948
	<b><u>59,948</u></b>

**TOTAL NET COST** **1,364,037**

COST PER 1:1 MATA	<u>\$ 85,252</u>
# OF 1:1 MATA	16

**1:1 INTERPRETER BUDGET**  
**FY 2025**  
**PROGRAM 25**

<u>ACCOUNT #</u>	<u>Description</u>	<u>FTE</u>	<u>FY25 Budget</u>
10E000 1207 1200 01 194008	SALARIES USER FEE - INTERPRETER	1.0	37,744
10E000 1207 2120 01 194008	IMRF		1,585
10E000 1207 2130 01 194008	FICA		2,340
10E000 1207 2140 01 194008	MEDICARE		547
10E000 1207 2200 01 194008	HEALTH AND LIFE		12,040
10E000 1207 3100 01 194008	CONTRACT SRV- INT		0
10E000 1207 3810 01 194008	WC & UC		94
	<b>TOTAL DIRECT COST</b>		<b><u>54,351</u></b>

<b>REVENUES</b>	
EVIDENCE BASED FUNDING	3,997
	<b><u>3,997</u></b>

**TOTAL NET COST** **50,354**

COST PER INTERPRETER	<u>\$ 50,354</u>
# OF INTERPRETER	1

**EXTENDED SCHOOL YEAR (ESY)**

**FY 2025**

**PROGRAM 26**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>BUDGET</u> <u>FY2025</u>
603510 10 E 000 1600 1100 01	132201 SUMMER LICENSED STAFF SALARIES	99,603
603110 10 E 000 1600 1100 01	132202 SALARIES - CERTIFIED	56,228
603520 10 E 000 1600 1200 01	132201 SUMMER ESP STAFF SALARIES	40,839
603120 10 E 000 1600 1200 01	132202 SALARIES - NON CERTIFIED	43,265
221600211 10 E 000 1600 2110 01	132201 SUMMER TRS	1,245
141600211 10 E 000 1600 2110 01	132202 EMPLOYER TRS	703
221600212 10 E 000 1600 2120 01	132201 SUMMER IMRF	1,715
212603110 10 E 000 1600 2120 01	132202 IMRF	1,817
10 E 000 1600 2130 01	132201 FICA	2,532
10 E 000 1600 2130 01	132202 FICA	2,682
10 E 000 1600 2140 01	132201 MEDICARE	2,036
10 E 000 1600 2140 01	132202 MEDICARE	1,443
221600220 10 E 000 1600 2200 01	132201 SUMMER CERT SAL LOCAL H&L	0
10 E 000 1600 2200 01	132202 MEDICAL INSURANCE	0
221600310 10 E 000 1600 3100 01	132201 CONTRACT SUMMER SCHOOL	172,278
141600310 10 E 000 1600 3100 01	132202 CONTRACT SUMMER SCHOOL	0
141601310 10 E 000 1600 3110 01	132202 CONTRACT 1-1 SUMMER	0
221600325 10 E 000 1600 3250 01	132201 SUMMER SCHOOL RENT	17,000
141600325 10 E 000 1600 3250 01	132202 SUMMER SCHOOL RENT	17,000
221600332 10 E 000 1600 3320 01	132201 SUMMER STAFF TRAVEL	159
221600411 10 E 001 1600 4100 01	132201 SUMMER MEDICAL SUPPLIES	795
221600410 10 E 003 1600 4100 01	132201 SUMMER SCHOOL SUPPLIES	16,000
141600410 10 E 003 1600 4100 01	132202 REGULAR SUPPLIES	7,500
<b>TOTAL DIRECT COST</b>		<b><u>484,840</u></b>
<b>REVENUES</b>		
10 R 000 3001 0000 01 300100	EVIDENCE BASED FUNDING	<u>170,287</u>
		<b><u>170,287</u></b>
<b>TOTAL NET COST</b>		<b>314,553</b>
BUDGETED TUITION RATE		<u>\$1,374</u>
# OF STUDENTS		229

**ESY CREDIT RECOVERY**  
**FY 2025**  
**PROGRAM 27**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>BUDGET</u> <u>FY2025</u>
603110 10 E 000 1600 1100 01	132203 SALARIES - CERTIFIED	3,780
603120 10 E 000 1600 1200 01	132203 SALARIES - NON CERTIFIED	1,710
141600211 10 E 000 1600 2110 01	132203 EMPLOYER TRS	47
212603110 10 E 000 1600 2120 01	132203 IMRF	72
10 E 000 1600 2130 01	132203 FICA	106
10 E 000 1600 2140 01	132203 MEDICARE	80
10 E 000 1600 2200 01	132203 MEDICAL INSURANCE	339
141600310 10 E 000 1600 3100 01	132203 CONTRACT SUMMER SCHOOL	0
141600410 10 E 003 1600 4100 01	132203 REGULAR SUPPLIES	250
<b>TOTAL DIRECT COST</b>		<b><u><u>6,384</u></u></b>
<b>REVENUES</b>		
10 R 000 3001 0000 01 300100	EVIDENCE BASED FUNDING	<u>0</u>
		<b><u><u>0</u></u></b>
<b>TOTAL NET COST</b>		<b>6,384</b>
BUDGETED TUITION RATE		<u>\$709</u>
# OF STUDENTS		<u>9</u>

**ESY 1:1 MATA BUDGET**  
**FY 2025**  
**PROGRAM 28**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>BUDGET</u> <u>FY2025</u>
603520 10 E 000 1600 1200 01	194001 SUMMER ESP STAFF SALARIES	1,989
221600212 10 E 000 1600 2120 01	194001 SUMMER IMRF	84
10 E 000 1600 2130 01	194001 FICA	123
10 E 000 1600 2140 01	194001 MEDICARE	29
10 E 000 1600 3100 01	194001 CONTRACT SUMMER SCHOOL	11,934
	<b>TOTAL DIRECT COST</b>	<b><u>14,159</u></b>
	<b>REVENUES</b>	
10 R 000 3001 0000 01	300100 EVIDENCE BASED FUNDING	<u>0</u>
		<u>0</u>
	<b>TOTAL NET COST</b>	<b>14,159</b>

BUDGETED TUITION RATE	<u>\$4,720</u>
# OF 1:1 MATA	<u>3</u>

**CAPITAL PROJECTS**

FY 2025

**PROGRAM 35**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>BUDGET FY2025</u>
20 E 000 2540 3100 01 000000	PURCHASED SERVICES	141,232
20 E 000 2540 5300 01 254000	SE BLDG CAPITAL PROJECTS	1,765,400
<b>TOTAL DIRECT COST</b>		<b><u>1,906,632</u></b>

**Includes  
Alternate 1  
gymnasium air  
handler**

**HVAC PROJECT AT SOUTHEAST**

F.E. Moran (M-1, M-2, M-3 Plenum, 3 Rooftop)	\$	1,759,000
Prasino - Commissioning	\$	6,400
Architect/Engineering Fees 8%	\$	141,232
<b>Total</b>	<b>\$</b>	<b>1,906,632</b>

**DRS YOUTH SERVICES COORDINATOR GRANT**  
**FY 2025**  
**PROGRAM 36**

<u>ACCOUNT #</u>					<u>DESCRIPTION</u>	<u>BUDGET</u> <u>FY2025</u>
712420	10	E	000	1459 1200 02	499800 VAC CLASSIFIED SALARIES	72,062
713440	10	E	000	1220 1200 02	194003 VAC CLASSIFIED SALARIES LOCAL	37,596
212712410	10	E	000	1459 2120 02	499800 IMRF	3,027
251220212	10	E	000	1220 2120 02	194003 IMRF LOCAL	1,579
	10	E	000	1459 2130 02	499800 FICA	4,468
	10	E	000	1220 2130 02	194003 FICA LOCAL	2,331
	10	E	000	1459 2140 02	499800 MEDICARE	1,045
	10	E	000	1220 2140 02	194003 MEDICARE LOCAL	545
461711220	10	E	000	1459 2200 02	499800 HEALTH & LIFE INSURANCE	7,785
251220220	10	E	000	1220 2200 02	194003 HEALTH AND LIFE INSURANCE LOCAL	4,061
461711332	10	E	000	1459 3320 02	499800 STAFF TRAVEL	329
251220332	10	E	000	1220 3320 02	194003 STAFF TRAVEL VAC LOCAL	171
	10	E	000	1459 4100 02	499800 STEP REINFORCERS	3,286
	10	E	000	1220 4100 02	194003 STEP REINFORCERS LOCAL	1,714
<b>TOTAL DIRECT COST</b>						<b><u>139,998</u></b>
<b>REVENUES</b>						
10 R 006	4998	0000	02		499800 YOUTH SERVICES COORDINATOR GRANT	92,000
						<b><u>92,000</u></b>
10 R 006	1940	0000	01		194003 <b>NET COST TO BILL TO SASSED, NDSEC, D200</b>	<b>47,998</b>

\$92,765 - ANYTHING OVER \$92,765 JE TO VAC LOCAL

THEN GRAND TOTAL OF VAC LOCAL ALLOC TO SASSED,NDSEC,D200 Based on headcount

%	Enrollment	District	Allocation Amount
38.17%	71	SASED	18,322
4.84%	9	NDSEC	2,322
56.99%	106	200	27,354
100%	186		47,998

**DRS BASE PLUS GRANT  
FY 2025  
PROGRAM 37**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>Prior Year Balance</u>	<u>FY25 Allocation</u>	<u>BUDGET FY2025</u>
1041200310	10 E 005 1459 3100 02 499800 VAC SE Alternative School	46,313		46,313
1091200310	10 E 009 1459 3100 02 499800 VAC - VI Program	46,777		46,777
108120310	10 E 008 1459 3100 02 499800 VAC - SASSED Transition	14,074		14,074
	10 E 035 1459 3100 02 499800 VAC COVID SASSED SE	5,200		5,200
	10 E 038 1459 3100 02 499800 VAC COVID SASSED TRANSITION	5,000		5,000
	10 E 039 1459 3100 02 499800 VAC COVID SASSED VISION	9,800		9,800
1001200310	10 E 001 1459 3100 02 499800 VAC Wheaton North	124,619		124,619
1011200310	10 E 003 1459 3100 02 499800 VAC Wheaton Transition	169,330		169,330
1021200310	10 E 002 1459 3100 02 499800 VAC Wheaton South	254,360		254,360
1031200310	10 E 004 1459 3100 02 499800 VAC NDSEC	38,335		38,335
	10 E 006 1459 3100 02 499800 VAC - WEST CHICAGO	57,291		57,291
	10 E 007 1459 3100 02 499800 VAC - WESTMONT 201	8,236		8,236
1101200310	10 E 011 1459 3100 02 499800 VAC COVID WHEATON NORTH	-		-
1311200310	10 E 033 1459 3100 02 499800 VAC COVID WHEATON TRANSITION	34,108		34,108
	10 E 032 1459 3100 02 499800 VAC COVID WHEATON SOUTH	64,650		64,650
	10 E 034 1459 3100 02 499800 VAC COVID NDSEC	3,000		3,000
1661200310	10 E 036 1459 3100 02 499800 VAC COVID WEST CHICAGO	50,468		50,468
	10 E 037 1459 3100 02 499800 VAC COVID WESTMONT 201	1,200		1,200
	10 E 000 1459 3100 02 499800 VAC EXPENDITURES HOLDING ACCT		325,000	325,000
	<b>TOTAL DIRECT COST</b>	<u>932,760</u>	<u>325,000</u>	<u>1,257,760</u>
	<b>REVENUES</b>			
	10 R 006 4998 0000 02 499800 DRS BASE PLUS GRANT			<u>325,000</u>
				<u>325,000</u>
	<b>NET COST</b>			<b>932,760</b>

**EARLY CHOICES GRANT**  
**FY 2025**  
**PROGRAM 38**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>BUDGET</u> <u>FY2025</u>
10 E 000 2520 1200 02 460501	SALARIES	\$259,466.48
10 E 000 2520 2120 02 460501	BENEFITS	\$50,525.28
10 E 000 2210 3100 02 460501	PURCHASED SERVICES	\$92,612.24
10 E 000 2520 4100 02 460501	SUPPLIES	\$6,396.00
<b>TOTAL DIRECT COST</b>		<b><u>409,000</u></b>
<b>REVENUES</b>		
10 R 007 4605 0000 02 460501	EARLY CHOICES GRANT	<b><u>409,000</u></b>
<b>NET COST</b>		<b>-</b>

# ESSER GRANT

FY 2025

PROGRAM 39

<u>ACCOUNT #</u>							<u>DESCRIPTION</u>	<u>BUDGET</u>
								<u>FY2025</u>
498115	10	E	130	1200	1100	01	499810 ESSER III AFTERSCHOOL CERT SAL	
498120	10	E	100	1600	1200	01	499810 ESSER III SUM ENR CLASS SAL	
498125	10	E	130	1200	1200	01	499810 E-3 AFTER SCHOOL CLASS SAL	
498130211	10	E	130	1200	2110	01	499810 E-3 AFTER SCHOOL TRS	
498100212	10	E	100	1600	2120	01	499810 ESSER III SUM ENRICH IMRF	
498130212	10	E	130	1200	2120	01	499810 E-3 AFTER SCHOOL IMRF	
498100213	10	E	100	1600	2130	01	499810 ESSER II SUM ENRICH FICA	
498130213	10	E	130	1200	2130	01	499810 E-3 AFTER SCHOOL FICA	
498100214	10	E	100	1600	2140	01	499810 ESSER III SUM ENRICH MEDICARE	
498130214	10	E	130	1200	2140	01	499810 E-3 AFTER SCHOOL MEDICARE	
498120310	10	E	120	1200	3100	01	499810 ESSER III LL PURCH SVS	
498120410	10	E	120	1200	4100	01	499810 ESSER III LL SUPPLIES	
498130410	10	E	130	1200	4100	01	499810 E-3 AFTER SCHOOL SUPPLIES	
498100410	10	E	100	1600	4100	01	499810 ESSER III SUM ENR SUPPLIES	
499253500	10	E	130	2530	5000	02	499810 ESSER III CAPITAL EQUIP	
<b>TOTAL COST</b>								-
10	R	000	4998	0000	01	499810	<b>TOTAL ESSER GRANT</b>	

**NET COST**

**STUDENT ACTIVITY FUND**

**FY 2025**

**PROGRAM 40**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>BUDGET FY2025</u>
10 E 000 1221 4100 01 134220	MICRO BUSINESS SUPPLIES	\$2,500.00
	<b>TOTAL DIRECT COST</b>	<b><u><u>2,500</u></u></b>
	<b>REVENUES</b>	
10 R 000 3200 0000 01 134220	STUDENT ACTIVITY	<b><u><u>5,000</u></u></b>
	<b>NET COST</b>	<b>(2,500)</b>

**RESOLUTION REGARDING NON-RENEWAL AND  
HONORABLE DISMISSAL OF SUPPORT STAFF**

WHEREAS, the School Association for Special Education in DuPage County (SASED) is a Joint Agreement operating pursuant to Section 10-22.31 of the *Illinois School Code*; and

WHEREAS, the SASED Board of Directors has determined that, due to the overall staffing requirements of SASED, the number of educational support personnel employed by SASED must be decreased and/or certain types of support staff service must be discontinued; and

WHEREAS, as a result of such determination, the SASED Board of Directors has further determined that the educational support personnel named hereinbelow must be honorably dismissed from employment effective as of the date indicated, as provided hereinbelow;

NOW THEREFORE BE IT RESOLVED by the SASED Board of Directors as follows:

1. The following educational support personnel shall be honorably dismissed from employment effective as of the date indicated:

<u>Employee</u>	<u>Effective Date of Dismissal</u>
Tammy Wrobbel	6/30/2024
Alisabeth Hopper	6/30/2024
Faith Knocke	6/30/2024

2. The Chairperson and Secretary of the SASED Board of Directors are hereby authorized and directed to give to the educational support personnel named in Paragraph 1 (above) a notice of honorable dismissal substantially in the form of Exhibit 1 attached hereto, which notice shall be delivered not less than 30 days prior to the effective date of the dismissal,

by (1) regular mail and (2) personal delivery with receipt or certified mail with return receipt requested.

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

Member \_\_\_\_\_ moved that the foregoing Resolution be adopted and Member \_\_\_\_\_ seconded the motion. Upon a roll call vote being taken, the members voted as follows:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

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

BOARD OF DIRECTORS OF SASSED

By: \_\_\_\_\_  
Chairperson

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Secretary



School Association for Special Education in DuPage

---

**Jimmy Gunnell, Ed.D.**  
*Executive Director*  
**Jim Nelson**  
*Executive Director*

EXHIBIT 1

5/22/2024

Tammy Wrobbel  
4501 HILL ROAD  
HIGHLAND, IL 62249

RE: Notice of Honorable Dismissal

Dear Tammy Wrobbel:

Pursuant to Section 10-23.5 of the Illinois *School Code*, you are hereby notified that your employment with SASED will terminate for the following reason: due to the overall staffing requirements of SASED, the number of educational support personnel employed by SASED must be decreased and/or your type of support staff service must be discontinued.

Your employment will terminate effective 6/30/2024.

Your dismissal is an honorable dismissal, and your service to SASED is greatly appreciated.

Sincerely,

BOARD OF DIRECTORS OF SASED

By: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_  
Secretary

cc: Personnel File

SENT BY (1) REGULAR MAIL AND  
(2) PERSONAL DELIVERY WITH RECEIPT OR  
CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED



School Association for Special Education in DuPage

---

**Jimmy Gunnell, Ed.D.**

*Executive Director*

**Jim Nelson**

*Executive Director*

EXHIBIT 1

5/22/2024

Alisabeth Hopper  
1020 E DETROIT AVE  
MONMOUTH, IL 61462

RE: Notice of Honorable Dismissal

Dear Alisabeth Hopper:

Pursuant to Section 10-23.5 of the Illinois *School Code*, you are hereby notified that your employment with SASED will terminate for the following reason: due to the overall staffing requirements of SASED, the number of educational support personnel employed by SASED must be decreased and/or your type of support staff service must be discontinued.

Your employment will terminate effective 6/30/2024.

Your dismissal is an honorable dismissal, and your service to SASED is greatly appreciated.

Sincerely,

BOARD OF DIRECTORS OF SASED

By: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_  
Secretary

cc: Personnel File

SENT BY (1) REGULAR MAIL AND  
(2) PERSONAL DELIVERY WITH RECEIPT OR  
CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED



School Association for Special Education in DuPage

---

**Jimmy Gunnell, Ed.D.**

*Executive Director*

**Jim Nelson**

*Executive Director*

EXHIBIT 1

5/22/2024

Faith Knocke  
5300 N SHERIDAN RD APT 410  
CHICAGO, IL 60640

RE: Notice of Honorable Dismissal

Dear Faith Knocke:

Pursuant to Section 10-23.5 of the Illinois *School Code*, you are hereby notified that your employment with SASED will terminate for the following reason: due to the overall staffing requirements of SASED, the number of educational support personnel employed by SASED must be decreased and/or your type of support staff service must be discontinued.

Your employment will terminate effective 6/30/2024.

Your dismissal is an honorable dismissal, and your service to SASED is greatly appreciated.

Sincerely,

BOARD OF DIRECTORS OF SASED

By: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_  
Secretary

cc: Personnel File

SENT BY (1) REGULAR MAIL AND  
(2) PERSONAL DELIVERY WITH RECEIPT OR  
CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED



April 12, 2024

Ms. Rachel Wisniewski  
School Association for Special Education in DuPage County (SASED)  
2900 Ogden Avenue  
Lisle, Illinois 60532

RE: LETTER OF RECOMMENDATION  
MECHANICAL IMPROVEMENTS  
AT SOUTHEAST ALTERNATIVE SCHOOL  
PROJECT NO. 23166

Dear Ms. Rachel Wisniewski,

On Wednesday, April 10, 2024 at 10:00 A.M, two (2) sealed bids were opened for the Mechanical Improvements at Southeast Alternative School (The bid tabulation is attached). The low qualified bidder F.E. Moran, Inc. of Northbrook, Illinois with a Base Bid amount of \$1,642,000.00.

We have contacted F.E. Moran, Inc. and they have confirmed their bid, see attached letter outlining same. F.E. Moran, Inc. has successfully completed projects of similar size and scope in the past, and they are a competent contractor.

***ARCON Associates, Inc. therefore recommends that the Board of Education School Association for Special Education in DuPage County (SASED) extend a contract to F.E. Moran for the Mechanical Improvements at Southeast Alternative School for the Base Bid and Alternate No. 1 in the amount of \$1,759,000.00***

We appreciate the opportunity to work with you on this project, and we look forward to its successful completion.

Sincerely,  
ARCON Associates, Inc.

A handwritten signature in black ink, appearing to read "VP Trinh", is written over a light blue horizontal line.

VP Trinh, GGP, LEED AP  
Principal

VPT/rac  
J:\1 SASED\23166 Mechanical Improvements @ Southeast\1 Docs\Corr\23166L001.docx

**FE. MORAN, INC.**



**15700 W 103<sup>rd</sup> Street Suite 105 ■ Lemont, IL 60439 ■ Phone (847)498-4800 ■ Fax (630)968-3364**

April 10, 2024

VP Trinh  
Arcon Associates, In  
2050 S Finley Road  
Suite 40  
Lombard, Il 60148

Re: SASED Mechanical Improvements

Dear VP,

This letter is to confirm that FE Moran, Inc has reviewed its bid for the SASED Mechanical Improvements project and will accept an award for the base bid of \$1,642,000.00 and alternate bid \$117,000.00.

We look forward to working with you on this project and if you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "June M. Tucker". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

June M. Tucker  
Executive Vice President

Project: Mechanical Improvements at Southeast Alternative School

Owner: School Association For Special Education In DuPage County (SASED)

Project No.: 23166

Bid Date/Time: Wednesday, April 10, 2024 at 10:00 AM



	CONTRACTOR	BASE BID	ALTERNATE NO. 1M: GYMNASIUM AHU	TOTAL BID
1	AMBER MECHANICAL CONTRACTORS	\$1,843,000.00	\$145,000.00	\$1,988,000.00
2	F.E. MORAN, INC.	\$1,642,000.00	\$117,000.00	\$1,759,000.00
3				
4				
5				
6				
7				
8				
9				

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

F. E. Moran, Inc.  
2265 Carlson Drive  
Northbrook, IL 60062

### SURETY:

(Name, legal status and principal place of business)

Liberty Mutual Insurance Company  
175 Berkeley Street  
Boston, MA 02116  
**Mailing Address for Notices**  
Same As Above

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

### OWNER:

(Name, legal status and address)

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

### BOND AMOUNT:

10%

Ten Percent of Amount Bid

### PROJECT:

(Name, location or address, and Project number, if any)

Mechanical Improvements at Southeast Alternative School, Project# 23166

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 10th day of April, 2024.



(Witness)



(Witness) Oscar F. Rincon

F. E. Moran, Inc.

(Principal)

(Seal)

By: 

(Title)

JUNE M. TUCKER

VICE PRESIDENT

Liberty Mutual Insurance Company

(Surety)

(Seal)

By: 

(Title)

Peter S. Forker

Attorney-in-Fact



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8205863-972267

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Cole P. Hillestad; Peter S Forker; Rebecca M. Johlie; Stephanie C. Anderson; W. C. Behnke; William C. Behnke

all of the city of Chicago state of IL each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 29th day of June, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 29th day of June, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 10th day of April, 2021



By: Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

ACKNOWLEDGMENT BY SURETY

STATE OF Illinois }  
County of Cook } ss.

On this 10th day of April, 2024, before me personally  
appeared Peter S. Forker, known to, me to be the Attorney-in-Fact of  
Liberty Mutual Insurance Company

\_\_\_\_\_, the corporation  
that executed the within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and  
year in this certificate first above written.

*Oscar F. Rincon*

\_\_\_\_\_  
Notary Public in the State of Illinois  
County of Cook



**BID FORM**

Bid to: School Association for Special Education  
In DuPage County (SASED)  
2900 Ogden Avenue  
Lisle, Illinois 60532

Date: **April 10, 2024 at 10:00AM**

Bidder Name: F. E. Moran, Inc.

Contact: June M. Tucker/Sr. Vice President

Address: 2265 Carlson Drive

Northbrook, IL 60062

Telephone: (847)498-4800

Project: **MECHANICAL IMPROVEMENTS  
AT SOUTHEAST ALTERNATIVE SCHOOL  
PROJECT NO. 23166**

I acknowledge receipt of the following Addenda:

No. One Date April 5, 2024

No. \_\_\_\_\_ Date \_\_\_\_\_

No. \_\_\_\_\_ Date \_\_\_\_\_

I agree to the following:

- A. To hold this Bid open until sixty (60) calendar days after the date of Bid Opening.
- B. To accept the provisions of the Instruction to Bidders regarding disposition of Bid Security.
- C. I have examined the site conditions and all bidding documents.
- D. To enter into and execute a contract with the Owner if awarded on the basis of this Bid.
- E. To furnish Insurance required by the Bidding Documents.
- F. To accomplish the work in accordance with the contract and construction documents.
- G. Totally complete the work as outlined in the Time Schedule.
- H. To provide the required Performance Bond and Payment Bond in an amount equal to 100% of the Contract base bid total.
- I. To provide full coordination and supervision of all subcontractors, suppliers, expedite work, management of payment requests, and general administration of project. To provide supervision and responsibility for all safety on, in and around the construction site at all times.

J. By signing and submitting the Bid Form to the Owner, the contractor/vendor certifies that the contractor is not barred from bidding on the contract as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961.

Bid Security for \$ 10% of amount bid in the form of Bid Bond is enclosed.

The bidder agrees to perform all the specified work as set forth in the Bidding Documents for the sum of:

**BASE BID: ALL WORK SHOWN**

One million six hundred forty two thousand DOLLARS (\$ 1,642,000<sup>00</sup>)  
(This total bid must include all allowances as described in the Allowances Section 01 21 00)



CONTRACTOR ACKNOWLEDGES THAT BY CHECKING THIS BOX, THEY HAVE REVIEWED SECTION 01 21 00 ALLOWANCES AND HAVE INCLUDED THE SPECIFIED ALLOWANCES IN BASE BID ABOVE.

**ALTERNATE BID PROPOSALS**

The following alternate bids describe labor and/or materials which shall be provided in a like manner as those specified and/or indicated on the drawings. For each alternate, state the amount to be added to or deducted from the base bid should the Owner decide to proceed with the portion of work identified as alternates. **Descriptions for each Alternate are located in Project Manual section 01 23 00.**

**ALTERNATE BID NO M1: GYMNASIUM AHU**

Add One hundred seventeen thousand DOLLARS (\$ 117,000<sup>00</sup>)

LIST OF REFERENCES - CONSTRUCTION PROJECTS

This list is required to consist of Construction Projects of similar size and cost. The list of projects should be located as near to project site as possible.

Name of Project (Owner)	See Attached References
Location	_____
Cost	_____
Date Completed	_____
Contact Person (Owner)	_____
Telephone (Owner)	_____
Architect/Engineer	_____
Telephone (Architect)	_____

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Name of Project (Owner)	_____
Location	_____
Cost	_____
Date Completed	_____
Contact Person (Owner)	_____
Telephone (Owner)	_____
Architect/Engineer	_____
Telephone (Architect)	_____

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Name of Project (Owner)	_____
Location	_____
Cost	_____
Date Completed	_____
Contact Person (Owner)	_____
Telephone (Owner)	_____
Architect/Engineer	_____
Telephone (Architect)	_____

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Name of Project (Owner)	_____
Location	_____
Cost	_____
Date Completed	_____
Contact Person (Owner)	_____
Telephone (Owner)	_____
Architect/Engineer	_____
Telephone (Architect)	_____

**SIGNATURE SHEET**

If an Individual:

Signature of Bidder \_\_\_\_\_

Name of Individual \_\_\_\_\_ (Seal)

If a Co-partnership:

Signature of Bidder \_\_\_\_\_

Name of Individual \_\_\_\_\_ (Seal)

If a Corporation:

Name of Corporation F. E. Moran, Inc.

State of Corporation Illinois

Signature of Officer *June M. Tucker*

Name of Individual June M. Tucker/Sr. Vice President

President: Ryan Gribbens

Treasurer: Joe Larson

Attest *June M. Tucker* (Seal)  
~~Signature of Secretary~~ June M. Tucker/Sr. Vice President

**CONTRACTOR'S CERTIFICATION  
BID PROPOSAL**

F. E. Moran, Inc., as part of its bid on a contract for  
(Name of Contractor)

Mechanical Improvements at Southeast Alt. School School Association for Special Education (SASED),  
(Name of Project) (Owner)

hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either Section 33E-3 or 33E-4 of Illinois Criminal Code (720 ILCS 5/33E-3 or 33E-4).

By: *June M. Tucker*  
Authorized Agent of Contractor  
June M. Tucker/Sr. Vice President  
April 10, 2024  
Date

SUBSCRIBED and SWORN TO before me

this 10th day of April, 2024

*April L. Sierak*  
NOTARY PUBLIC April L. Sierak



**CERTIFICATION REGARDING CRIMINAL  
BACKGROUND INVESTIGATION**

F. E. Moran, Inc.  
(Name of Contractor)

represents, warrants and certifies that none of its owners, officers, or directors have been convicted of a criminal offense which may, in the opinion of the Architect or its client / project owner, be considered as cause to disqualify Contractor as a responsible bidder, or be in violation of the Illinois School Code. Contractor further represents, warrants, and certifies that all of its employees and any Contractor who may work on this project will satisfy the same standard. In order to demonstrate full compliance with that standard, Contractor hereby consents to a full background check being performed on all such individuals at Contractor's expense. At the discretion of the Architect, such background check may include, but not be limited to the investigation of: law enforcement, criminal justice or correction agencies; credit reporting agencies; the accuracy and completeness of financial responsibility information and all references; civil litigation, judgment, lien, employment, education, military and motor vehicle records. Contractor agrees to indemnify and hold harmless any and all persons, firms and entities who may provide or obtain any such background information.

Upon request of the Architect or its client / project Owner, Contractor shall provide the following information about each person requested for a background investigation:

1. Date of Birth
2. Drivers License Number and State of Issue
3. Federal Social Security Number.

Architect or its client / project Owner may request additional information.

Contractor shall return this information to the Architect or its client / project Owner within three business days of the date of receipt.

By: June M. Tucker/Sr. Vice President

Authorized Agent of Contractor

*June M. Tucker*

Date April 10, 2024

SUBSCRIBED and SWORN TO before me

this 10th day of April, 2024

*April L. Sierak*  
NOTARY PUBLIC April L. Sierak



**PUBLIC CONTRACTORS - WRITTEN SEXUAL HARASSMENT POLICY**

F. E. Moran, Inc., ("Contractor"), having submitted a bid/proposal for  
(Name of Contractor)

Mechanical Improvements at Southeast Alt. School to School Association for Special Education (SASED),  
(Name of Project) (Owner)

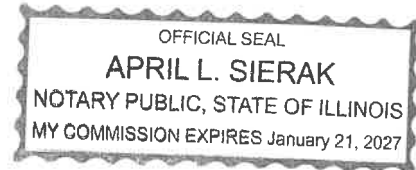
hereby certifies that said Contractor has a written Sexual Harassment Policy in place in full compliance with 775 ILCS 5/2-105(A)(4).

By: *June M. Tucker*  
Authorized Agent of Contractor  
June M. Tucker/Sr. Vice President  
April 10, 2024  
Date

SUBSCRIBED and SWORN TO before me

this 10th day of April, 2024

*April L. Sierak*  
NOTARY PUBLIC April L. Sierak




(Contractors with 25 or more employees)

**CERTIFICATE OF COMPLIANCE WITH  
ILLINOIS DRUG-FREE WORKPLACE ACT**

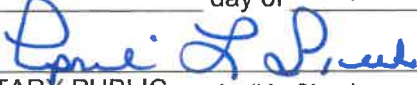
F. E. Moran, Inc., having 25 or more employees, does hereby  
(Name of Contractor)

certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (30ILCD 580/3) that (he, she, 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 (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

By:   
Authorized Agent of Contractor  
June M. Tucker/Sr. Vice President  
April 10, 2024  
Date

SUBSCRIBED and SWORN TO before me

this 10th day of April, 2024

  
NOTARY PUBLIC April L. Sierak



**NON COLLUSION AFFIDAVIT**

**AFFIDAVIT:** "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

(If an individual)

Signature of Bidder \_\_\_\_\_ (Seal)

Business Address \_\_\_\_\_

(If a Partnership)  
Firm Name \_\_\_\_\_ (Seal)

By \_\_\_\_\_

Business Address \_\_\_\_\_

of all Partners \_\_\_\_\_

of the Firm \_\_\_\_\_

(If a Corporation)  
Corporate Name F. E. Moran, Inc.

By *June M. Tucker*  
June M. Tucker/Sr. Vice President

Business Address 2265 Carlson Drive Northbrook, IL 60062

(CORPORATE SEAL)

Name of Officers: President Ryan Gribbens

Secretary Ellya Wong

Treasurer Joe Larson

Attest: *June M. Tucker*  
Secretary June M. Tucker/Sr. Vice President

Name of Bidder F. E. Moran, Inc.

Date April 10, 2024

**CERTIFICATION OF MONTHLY PAYROLL**

I, June M. Tucker/Sr. Vice President, do hereby certify that attached hereto  
(name of contractor or subcontractor's representative)

are true and correct payroll records for all laborers, mechanics, and other workers

employed by F. E. Moran, Inc. on the project known as  
(name of contractor or subcontractor)

Mechanical Improvements at Southeast Alternative School  
(general description of project)

Such records contain a true and accurate statement of each worker's name, address, telephone number (if available), social security number, classification(s), hourly wages paid in each pay period, number of hours worked each day, and starting and ending times of work each day. The hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by the *Illinois Prevailing Wage Act*. I am aware that filing a certified payroll that I know to be false is a Class B misdemeanor.

Certified by: June M. Tucker Dated: April 10, 2024  
June M. Tucker/Sr. Vice President

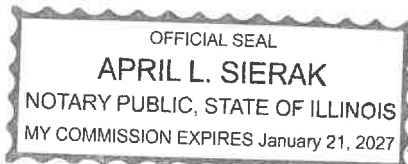
(Name of Contractor or Subcontractor's Representative)

(Title of Representative)

F. E. Moran, Inc.  
(Name of Contractor or Subcontractor)

2265 Carlson Drive

Northbrook, IL 60062  
(Address of Contractor or Subcontractor)



SUBSCRIBED and SWORN TO before me  
this 10th day of April, 2024.  
April L. Sierak  
NOTARY PUBLIC April L. Sierak

Received by \_\_\_\_\_ on: \_\_\_\_\_  
(name of public body)

(Name of Public Official Receiving Certification)

# Contractor's Qualification Statement

1986 EDITION

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES: CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION. AUTHENTICATION OF THIS ELECTRONICALLY DRAFTED AIA DOCUMENT MAY BE MADE BY USING AIA DOCUMENT D401.

This form is approved and recommended by The American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

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The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO: School Association for Special Education (SASED)  
2900 Ogden Avenue  
ADDRESS: Lisle, IL 60532

SUBMITTED BY:	Corporation	<input checked="" type="checkbox"/>
NAME: F. E. Moran, Inc.	Partnership	<input type="checkbox"/>
ADDRESS: 2265 Carlson Drive	Individual	<input type="checkbox"/>
Northbrook, IL 60062	Joint Venture	<input type="checkbox"/>
PRINCIPAL OFFICE:	Other	<input type="checkbox"/>

NAME OF PROJECT (if applicable): Mechanical Improvements at Southeast Alternative School - Project # 23166

TYPE OF WORK (file separate form for each Classification of Work):

<input type="checkbox"/> General Construction	<input checked="" type="checkbox"/> HVAC
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electrical
<input type="checkbox"/> Other (please specify)	

## 1. ORGANIZATION

- 1.1 How many years has your organization been in business as a Contractor?  
Since 1957
- 1.2 How many years has your organization been in business under its present business name?  
Since 1957
  - 1.2.1 Under what other or former names has your organization operated?  
None
- 1.3 If your organization is a corporation, answer the following:
  - 1.3.1 Date of incorporation: 2/15/1957
  - 1.3.2 State of incorporation: Illinois
  - 1.3.3 President's name: Ryan Gribbens
  - 1.3.4 Vice-president's name(s) Rich Maloni
  - 1.3.5 Secretary's name: Eilya Wong
  - 1.3.6 Treasurer's name: Joe Larson

1.4 If your organization is a partnership, answer the following:

- 1.4.1 Date of organization:
- 1.4.2 Type of partnership (if applicable):
- 1.4.3 Name(s) of general partner(s)

1.5 If your organization is individually owned, answer the following:

- 1.5.1 Date of organization: 2/15/1957
- 1.5.2 Name of owner: Brian K. Moran

1.6 If the form of your organization is other than those listed above, describe it and name the principals:

## 2. LICENSING

- 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable. HVAC: Illinois Contractors License # 1043617 Plumbing: IL License # FSC0080  
Sheetmetal/Pipefitters/Sprinkler/Plumbing Fire Sprinkler: IL 055-02212
- 2.2 List jurisdictions in which your organization's partnership or trade name is filed. License # FSC0080  
Sheetmetal Local 73; Sprinklers Local 281 & 669; Pipefitters Local 597;  
Plumbing Local 130

## 3. EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces.  
Sheetmetal, Sprinklers - Fire Protection, Pipefitters, Plumbing, Fabrication
- 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)
- 3.2.1 Has your organization ever failed to complete any work awarded to it?  
NO!
- 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?  
NO!
- 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?  
Only insurance and collection matters that are considered to be routine
- 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)  
No!
- 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.  
SEE ATTACHED EXHIBIT A
- 3.4.1 State total worth of work in progress and under contract:  
SEE ATTACHED EXHIBIT A
- 3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.  
SEE ATTACHED EXHIBIT A 90% of Work is self-performed
- 3.5.1 State average annual amount of construction work performed during the past five years:  
\$200,000,000
- 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

4. REFERENCES

4.1 Trade References:

SEE ATTACHED EXHIBIT E

4.2 Bank References:

SEE ATTACHED EXHIBIT C

4.3 Surety:

SEE ATTACHED EXHIBIT C

4.3.1 Name of bonding company:

SEE ATTACHED EXHIBIT C

4.3.2 Name and address of agent:

SEE ATTACHED EXHIBIT C

5. FINANCING

5.1 Financial Statement Balance Sheet Attached - Further Information May be Reviewed Upon Request from you CFO to our CFO

5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

5.1.3 Is the attached financial statement for the identical organization named on page one?

NO!

5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subidiary).

Armon, Inc. is the Parent Company of F. E. Moran, Inc.

5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

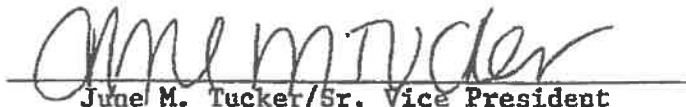
Yes!

6. SIGNATURE

6.1 Dated at this day of April 10, 2024

Name of Organization

By:



Title:

June M. Tucker/Sr. Vice President

6.2

M being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

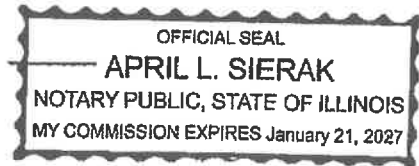
Subscribed and sworn before me this day of 20 April 10, 2024 .

Notary Public:

April L. Sierak

My Commission Expires: 1-21-2027

April L. Sierak



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Electronic Form: A305-1986  
SECTION 00700 - 4

# Company Name: FE MORAN, INC.

## Public Sector

**Product Segment:** Education  
**Project Name:** Bardwell Elementary  
**Subcontract Value:** \$7,146,855  
**Owner:** East Aurora School District 131  
**Start Date:** June 2020  
**Completion Date:** September 2020  
**Scope of Work Description:** new HVAC work  
**Address:** 550 S. Lincoln Avenue, Aurora, IL 60505  
**GC Organization Name:** East Aurora School District 131  
Steve Megazzini (630)299-5548 [smegazzini@d131.org](mailto:smegazzini@d131.org)  
**Trades:** Piping/ Sheet Metal

**Product Segment:** Education  
**Project Name:** 2020 Work at Bentley School  
**Subcontract Value:** \$2,225,000  
**Owner:** New Lennox School District 122  
**Start Date:** June 2020  
**Completion Date:** August 2020  
**Scope of Work Description:** new HVAC work.  
**Address:** 513 E. Illinois Highway, New Lennox, IL 60451  
**GC Organization Name:** International Contractors  
Terry Fielden (630)941-6852 [tfielden@icibuils.com](mailto:tfielden@icibuils.com)  
**Trades:** Piping/ Sheet Metal

**Product Segment:** Education  
**Project Name:** East Chicago Transportation Building  
**Subcontract Value:** \$1,630,000  
**Owner:** School District U-46  
**Start Date:** June 2020  
**Completion Date:** August 2020  
**Scope of Work Description:** new HVAC work  
**Address:** 355 E. Chicago Street Elgin, IL 60120  
**GC Organization Name:** Troop Contracting  
Mike Gerhardstein (630)568-5252  
[mikeg@troopcontracting.com](mailto:mikeg@troopcontracting.com)  
**Trades:** Piping/ Sheet Metal

**Product Segment:** Education  
**Project Name:** Riverside School District 96  
**Subcontract Value:** \$1,881,000  
**Owner:** Riverside School District 96  
**Start Date:** June 2020  
**Completion Date:** August 2020  
**Scope of Work Description:** new HVAC work  
**Address:** 3340 Harlem Avenue, Riverside, IL 60546  
**GC Organization Name:** Berglund Construction  
Jake Patz (312)871-4453 [jpatz@berglundco.com](mailto:jpatz@berglundco.com)  
**Trades:** Piping/ Sheet Metal

## 5 Current Projects

**Product Segment:** Residential Apartments and Multiuse  
**Project Name:** One Chicago  
**Subcontract Value:** \$28,000,000  
**Owner:** JDL  
**Start Date:** January 2020  
**Completion Date:** March 2022  
**Scope of Work Description:** Design/ Build Apartments  
**Address:** 1 W Chicago Avenue, Chicago, IL 60610  
**GC Organization Name:** Power Construction  
Mike Conlon (847)214-6778  
mconlon@powerconstruction.net  
**Trades:** Piping/ Sheet Metal

**Product Segment:** Office Building  
**Project Name:** Salesforce Tower Chicago  
**Subcontract Value:** \$29,000,000  
**Owner:** Wolf Point South Owner, LLC  
**Start Date:** May 2020  
**Completion Date:** June 2022  
**Scope of Work Description:** new core & shell office building  
**Address:** 333 W Wolf Point Plaza, Chicago, IL 60654  
**GC Organization Name:** Walsh Construction Company  
**Trades:** Piping/ Sheet Metal

**Product Segment:** Food Manufacturing Building  
**Project Name:** Newly Weds Foods  
**Subcontract Value:** \$9,000,000  
**Owner:** Newly Weds Foods, Inc.  
**Start Date:** 2/1/2021  
**Completion Date:** 1/1/2022  
**Scope of Work Description:** New construction of manufacturing building  
**Address:** 2501 North Keeler Avenue, Chicago, IL 60639  
**GC Organization Name:** Epstein Construction Inc.  
Jon May (312)919-0608 [jmay@epsteinglobal.com](mailto:jmay@epsteinglobal.com)  
**Trades:** Piping/ Sheet Metal

**Product Segment:** Office Space  
**Project Name:** Uber Technologies-Chicago Talent Hub  
**Subcontract Value:** \$5,500,000  
**Owner:** 601 W Companies  
**Start Date:** April 2021  
**Completion Date:** November 2021  
**Scope of Work Description:** Chicago HQ office buildout  
**Address:** 433 West Van Buren Street, Chicago, IL 60607  
**GC Organization Name:** Executive Construction Inc.  
**Trades:** Piping/ Sheet Metal

**Product Segment:** Residential Apartment  
**Project Name:** Optima III  
**Subcontract Value:** \$5,200,000  
**Owner:** Broadway & Harbor LLC  
**Start Date:** 11/16/2020  
**Completion Date:** 10/31/2021  
**Scope of Work Description:** Design/Build Apartments  
**Address:** 3460 N Broadway, Chicago, IL 60657  
**GC Organization Name:** Optima, Inc.  
**Trades:** Matt Cison (847)980-5535 [cisonm@optima.inc](mailto:cisonm@optima.inc)  
Piping/ Sheet Metal

## Largest Recently Completed Projects

**Product Segment:** Office Building  
**Project Name:** Willis Tower  
**Subcontract Value:** \$19,000,000  
**Owner:** Willis  
**Start Date:** 7/27/2017  
**Completion Date:** 12/31/2019  
**Scope of Work Description:** renovations of the bottom six floors of the building  
**Address:** 233 S. Wacker Drive, Chicago, IL 60606  
**GC Organization Name:** Turner Construction  
**Trades:** Piping/ Sheet Metal

**Product Segment:** Office Building  
**Project Name:** 110 N. Wacker Drive  
**Subcontract Value:** \$18,000,000  
**Owner:** Riverside Development  
**Start Date:** 6/1/2018  
**Completion Date:** 12/31/2020  
**Scope of Work Description:** new office building  
**Address:** 110 N Wacker Chicago  
**GC Organization Name:** Clark Construction  
**Trades:** Piping/ Sheet Metal

**Product Segment:** Residential  
**Project Name:** Optima II  
**Subcontract Value:** \$10,000,000  
**Owner:** Optima  
**Start Date:** 2/23/2015  
**Completion Date:** 4/1/2018  
**Scope of Work Description:** Design/Build Apartments  
**Address:** 220 E. Illinois, Chicago, IL 60611  
**GC Organization Name:** Optima Builders  
**Trades:** Piping/ Sheet Metal

**Product Segment:** Hospitality  
**Project Name:** Wrigley Hotel  
**Subcontract Value:** \$6,000,000  
**Owner:** Rickets  
**Start Date:** 5/23/2016  
**Completion Date:** 4/1/2018  
**Scope of Work Description:** Design/Build Hotel  
**Address:** 3630 N. Clark Street, Chicago, IL 60613  
**GC Organization Name:** Walsh Construction  
**Trades:** Piping/ Sheet Metal

**Product Segment:** Corporate  
**Project Name:** McDonalds  
**Subcontract Value:** \$9,000,000  
**Owner:** McDonalds  
**Start Date:** 9/1/2017  
**Completion Date:** 9/1/2018  
**Scope of Work Description:** Interior buildout of new office building  
**Address:** Carpenter Ave Chicago  
**GC Organization Name:** IEC  
**Trades:** Piping/ Sheet Metal

## **KEY PERSONNEL RESUMES**

### **Brian K. Moran, President – The Moran Group**

Education – Miami of Ohio – B. S. Business

Affiliation: American Society of Heating, Refrigeration and Air Conditioning Engineers Illinois

Chapter American Society of Heating, Refrigeration and Air Conditioning Engineers – Past President

Illinois Chapter, Western Trades Association – Past President

Experience: President & Owner: The Moran Group

### **Ryan Gribbens, President – F. E. Moran, Inc.**

Education: Pipefitters Local 597 (Apprenticeship Program)

Affiliation: Mechanical Contractor Association

Experience: 2022 to Present: F. E. Moran, Inc. President

Projects: 165 N. DesPlaines, Chicago, IL; Wiss Janney, Northbrook, IL; St. Alexius Women's and Children's Hospital, Hoffman Estates, IL; Goodrich Hall Northwestern University;

### **Jerry Manta, Vice President of Operations – F. E. Moran, Inc.**

Education: University of Wisconsin, Green Building and LEED Fundamentals, CPR and First Air Certified, Rigging Certification, Confined Space Certification, Material Handling Certification

Affiliations: Local Sheet Metal Union 73; SMACNA Duct Construction Standards Committee; Mechanical Contractors Association; OSHA 30 Hour

Experience: F. E. Moran, Inc. – Vice President of Operations

Climatemp, Inc. – Vice President of Operations/Project Manager

Climatemp, Inc. – Purchasing Manager/Superintendent

Mehring, Hansen, Wendt – Sheet Metal Apprenticeship

**Harry Paulson Jr., Piping Superintendent – F. E. Moran, Inc.**

Education: St. Laurence High School, Pipefitter Local 597 Apprenticeship Training Program

Affiliations: United Association Pipefitters Local 597, Mechanical Contractors Association

Experience/Projects: Palmer House, Chicago, IL; BP Tar Sands 12 Pipe-Still; Citgo Crude Unit Turn Around; BP OCC Project Coker/V.R.U.

**Tom Pacholski, Sheet Metal Field Superintendent – F. E. Moran, Inc.**

Education: Washburne Trade School

Experience/Projects: Cook County Central Campus Heath Center, Chicago, IL; Benedictine University College of Business, Lisle, IL; Palmer House, Chicago, IL

**June (Lempa) Tucker, Executive Vice President – F. E. Moran, Inc.**

Education: Iowa State University- Bachelor degree in Science

2011 to Present: F. E. Moran, Inc.: Executive Vice President; Sales

2007 to 2011: IPS: President

1997 to 2006: IPS: Purchasing Manager/Project Manager

1994 to 1997: Woodhill Corporation: Construction Coordinator

**Charlotte Flesher, Vice President – F. E. Moran, Inc.**

Education: Milwaukee School of Engineering and Triton College

2013 to Present: F. E. Moran, Inc.: Sr. Vice President/Estimator/Sales

2011 to 2012: F. E. Moran, Inc.: Lead Estimator/Sales

2005 to 2011 IPS: Lead Estimator/Sales

1991 to 2005: IPS: Project Manager

1984 to 1990: Estimator/Project Manager

Affiliations: Mechanical Contractors Association of Illinois

**Mark Tetrick, Project Manager – F. E. Moran, Inc.**

Education: Purdue University – Bachelor of Science in Building Construction Management

Other: Sergeant in the U. S. Marine Corps School of Infantry – 3 Deployments to Iraq

2012 to Present: F. E. Moran, Inc.: Project Manager

**Sue Maheras, Project Manager – F. E. Moran, Inc.**

2017 to Present: F. E. Moran, Inc.: Project Manager

2015 to 2017: MEPIS, Inc.: Project Manager

**Lauren O'Brien, Project Manager – F. E. Moran, Inc.**

Education: Morton College – Associated in Arts

2017 to Present: F. E. Moran, Inc.: Project Manager

2010 to 2017: Anchor Mechanical, Inc: Project Manager

Other: City of Chicago License Stationary Engineer, EPA certified ARI Technician (universal type), OSHA 10 hour, HVAC I, HVAC II, Commercial Foods, Electricity, Testing and Balancing, Critical Systems, Indoor Air Quality, Facilities Sustainability and Facilities Maintenance all from Local 399 Classes (2010-2012)

**Erin McManus, Project Engineer – F. E. Moran, Inc.**

Education: Bradley University, Peoria – Bachelor of Science Degree Construction Management

2019 to Present: F. E. Moran, Inc. – Project Engineer/Estimator

**Foster Gonzalez, Project Manager – F. E. Moran, Inc.**

Education: Parkland College – Business Marketing, Elgin Community College, General Studies

Other: 2013-2019 Fire Team Leader/Manager United States Marine Corps

2020 to 2022: Progressive Mechanical, Inc. – Director of Marketing & Business Development

2019 to 2021: Everlon Corporation – Channel Partner Account Executive

2014 to 2019: Madden Communications – Project Manger

2012 to 2014: AER Worldwide – Field Services Engineer

**April (Lempa) Sierak, Project Coordinator/Estimating**

Education: Western Illinois University, College of DuPage – Associate in Arts

2011 to Present: F. E. Moran, Inc. Project Coordinator/Estimating

2004 to 2011: IPS: Project Coordinator/Estimating

1998 to 2004: IPS: Lead Estimator/Sales

1993 to 1998: Air Design Systems: Ventilation Estimator/Sales



2265 Carlson Drive ■ Northbrook, IL 60062 ■ (847) 498-4800 ■ (Fax) 498-9091

**FINANCIAL REFERENCES**

**EXHIBIT C**

**BANK REFERENCE:**

**CIBC Formerly The Private Bank**  
70 W. Madison  
Chicago, IL 60602  
Attn: Martin Santellano  
(312)564-2943  
martin.santellano@cibc.com

**BONDING COMPANY:**

Gallagher  
Oscar Rincon  
**Liberty Mutual Insurance Company**  
175 Berkeley Street  
Boston, MA 02116  
Main #: 312-294-5484  
E-Mail: Oscar\_Rincon@ajg.com  
Bonding Capacity: \$350,000,000  
Single Project: \$50,000,000

**F.E. Moran, Inc.**

**Independent Auditor's Report  
and Financial Statements**

**December 31, 2022**



**F.E. Moran, Inc.**  
**December 31, 2022**

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## Independent Auditor's Report

Stockholder and Board of Directors  
F.E. Moran, Inc.  
Northbrook, Illinois

### **Opinion**

We have audited the financial statements of F.E. Moran, Inc. (a wholly owned subsidiary of Armon, Inc.) which comprise the balance sheet as of December 31, 2022, and the related statements of operations, stockholder's equity, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of F.E. Moran, Inc. as of December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of F.E. Moran, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Emphasis of Matter**

As discussed in Note 12 to the financial statements, in 2022 the entity adopted new accounting guidance for accounting for leases. Our opinion is not modified with respect to this matter.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about F.E. Moran, Inc.'s ability to continue as a going concern within one year after the date that these financial statements are available to be issued.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of F.E. Moran, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about F.E. Moran, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

**FORVIS, LLP**

Oakbrook Terrace, Illinois  
May 8, 2023

# F.E. Moran, Inc.

## Balance Sheet

December 31, 2022

### Assets

#### Current Assets

Cash and cash equivalents	\$ 29,787
Accounts receivable, net	41,433,216
Contract assets	18,297,456
Equity in construction joint venture	292,226
Material and supplies inventory	807,360
Other current assets	184,931
Due from affiliates, net	<u>5,975,000</u>

Total current assets 67,019,976

#### Property and Equipment, at Cost

Construction equipment	2,755,121
Furniture and fixtures	260,650
Leasehold improvements	2,599,675
Software	<u>22,350</u>

5,637,796

Less accumulated depreciation and amortization (4,493,285)

Net property and equipment 1,144,511

#### Other Assets

Right-of-use assets - operating leases	1,594,979
Right-of-use assets - finance leases	<u>839,466</u>

Total other assets 2,434,445

Total assets \$ 70,598,932

## Liabilities and Stockholder's Equity

### Current Liabilities

Accounts payable	\$ 26,324,676
Accrued expenses	3,107,419
Contract liabilities	8,006,884
Current portion of operating lease liabilities	592,880
Current portion of finance lease liabilities	419,229

Total current liabilities 38,451,088

### Other Liabilities

Operating lease liabilities	1,025,820
Finance lease liabilities	421,414

Total other liabilities 1,447,234

Total liabilities 39,898,322

### Stockholder's Equity

Common stock, \$100 par value; 1,000 shares authorized, 248 shares issued and outstanding	24,800
Retained earnings	30,675,810

Total stockholder's equity 30,700,610

Total liabilities and stockholder's equity \$ 70,598,932

**F.E. Moran, Inc.**  
**Statement of Operations**  
**Year Ended December 31, 2022**

<b>Revenue</b>	<u>\$ 174,322,760</u>
<b>Cost of Revenue</b>	
Cost of revenue	162,329,035
Indirect costs	<u>4,482,268</u>
Total cost of revenue	<u>166,811,303</u>
<b>Gross Profit</b>	7,511,457
<b>Selling, General and Administrative Expenses</b>	<u>11,700,546</u>
<b>Loss From Operations Before Incentive Compensation</b>	(4,189,089)
<b>Incentive Compensation</b>	<u>230,000</u>
<b>Loss From Operations</b>	<u>(4,419,089)</u>
<b>Other Expense</b>	
Other expense	(487,345)
Interest expense	<u>(19,690)</u>
Total other expense	<u>(507,035)</u>
<b>Loss Before Income Tax Benefit</b>	(4,926,124)
<b>Income Tax Benefit</b>	<u>229,000</u>
<b>Net Loss</b>	<u><u>\$ (4,697,124)</u></u>

**F.E. Moran, Inc.**  
**Statement of Stockholder's Equity**  
**Year Ended December 31, 2022**

	Common Stock		Retained Earnings	Due From Affiliates, Net	Total Equity
	Shares	Amount			
<b>Balance, Beginning of Year</b>	248	\$ 24,800	\$ 48,320,193	\$ (19,970,838)	\$ 28,374,155
Reclassification for distributions to stockholder	-	-	(19,970,838)	19,970,838	-
Net loss	-	-	(4,697,124)	-	(4,697,124)
Net contributions from stockholder	-	-	7,023,579	-	7,023,579
<b>Balance, End of Year</b>	<u>248</u>	<u>\$ 24,800</u>	<u>\$ 30,675,810</u>	<u>\$ -</u>	<u>\$ 30,700,610</u>

**F.E. Moran, Inc.**  
**Statement of Cash Flows**  
**Years Ended December 31, 2022**

<b>Operating Activities</b>	
Net loss	\$ (4,697,124)
Items not requiring cash	
Amortization of right-of-use finance lease assets	333,889
Depreciation and amortization for property and equipment	195,808
Equity in loss from joint venture	773,403
Loss on disposal of property, plant and equipment	36,627
Noncash operating lease expense	588,159
Changes in	
Accounts receivable	(12,623,201)
Contract assets	(2,911,717)
Material and supplies inventory	305,642
Other current assets	23,635
Accounts payable	9,138,679
Accrued expenses	419,314
Contract liabilities	(2,885,124)
Operating lease liabilities	<u>(564,438)</u>
Net cash used by operating activities	<u>(11,866,448)</u>
<b>Investing Activities</b>	
Due from affiliates	5,075,000
Purchase of property and equipment	(21,951)
Proceeds from sales of assets	<u>125,120</u>
Net cash provided by investing activities	<u>5,178,169</u>
<b>Financing Activities</b>	
Contributions from stockholder	7,023,579
Payments on long-term debt	(5,854)
Principal payments on finance lease liabilities	<u>(322,507)</u>
Net cash provided by financing activities	<u>6,695,218</u>
<b>Net Increase in Cash and Cash Equivalents</b>	6,939
<b>Cash and Cash Equivalents, Beginning of Year</b>	<u>22,848</u>
<b>Cash and Cash Equivalents, End of Year</b>	<u>\$ 29,787</u>
<b>Supplemental Cash Flows Information</b>	
Interest paid	\$ 19,690
ROU assets obtained in exchange for new finance lease liabilities	425,826
Reduction of due from affiliates through distributions	19,970,838

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

**Note 1: Nature of Operations and Summary of Significant Accounting Policies**

***Nature of Operations***

F.E. Moran, Inc. (Company) is primarily engaged in the installation and service of heating, ventilation, plumbing and air conditioning for industrial, commercial, and public use. The Company operates throughout the United States. The Company is wholly owned by Armon, Inc. (Parent) which has several subsidiaries.

***Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

***Cash Equivalents***

The Company considers all liquid investments with original maturities of three months or less to be cash equivalents.

***Contract Assets***

Contract assets represent the Company's rights to consideration for work completed but not billed at the reporting date. Contract assets are transferred to receivables when rights become unconditional.

***Contract Liabilities***

Contract liabilities represent the Company's obligation to transfer goods or services to a customer when consideration has already been received from the customer.

***Accounts Receivable***

Accounts receivable include billed and unbilled amounts for services provided to customers for which the Company has an unconditional right to payment. Unbilled amounts for which payment is contingent on satisfaction of additional performance obligations are included in costs and estimated earnings in excess of billings on uncompleted contracts, which is part of contract assets. The Company provides an allowance for doubtful accounts, which is based upon a review of outstanding receivables, historical collection information and existing economic conditions.

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

Accounts receivable are ordinarily due 30 days after the issuance of the invoice. Delinquent receivables are written off based on individual credit evaluation and specific circumstances of the customer. Retainage is due 30 days after the completion of the project and acceptance by the owner.

The Company follows the practice of filing liens within the statutory time frame on construction projects for which collection problems are anticipated. The liens act as security for collection of accounts receivable and have the effect of restricting the customer's ability to subsequently transfer title of the constructed property and to obtain certain kinds of financing without first satisfying the lien.

During the year ended December 31, 2022, bad debt expense related to doubtful accounts receivable, where collectability is not reasonably assured, was \$22,801.

Retention receivables for which the Company has an unconditional right to payment that is only subject to the passage of time are included in accounts receivable. Retention receivables subject to conditions other than the passage of time, such as fulfillment guarantees, future performance, or achievement of stated milestones are included in contract assets and liabilities. See Note 2 for additional information about the Company's contract assets and liabilities.

***Construction Joint Venture***

F.E. Moran Inc., in the normal conduct of its business, has entered into a partnership agreement, referred to as construction joint venture. The joint venture participant is committed to supply a predetermined percentage of capital and to share in a predetermined percentage of the income of the project. Unconsolidated construction joint venture interests are accounted for on the balance sheet using the equity method of accounting. The Company's share of the activities of this interest is included in the income statement on a pro rata basis.

***Property and Equipment***

Property and equipment acquisitions are stated at cost, less accumulated depreciation and amortization. Depreciation and amortization are charged to expense on either a straight-line basis over the estimated useful life of each asset or accelerated methods. Leasehold improvements are amortized over the shorter of the lease term or respective estimated useful lives, as follows:

Furniture and fixtures	7 years
Construction equipment	5 to 7 years
Leasehold improvements	7 to 15 years
Software	5 years

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

***Long-Lived Asset Impairment***

The Company evaluates the recoverability of the carrying value of long-lived assets whenever events or circumstances indicate the carrying amount may not be recoverable. If a long-lived asset is tested for recoverability and the undiscounted estimated future cash flows expected to result from the use and eventual disposition of the asset is less than the carrying amount of the asset, the asset cost is adjusted to fair value and an impairment loss is recognized as the amount by which the carrying amount of a long-lived asset exceeds its fair value.

No asset impairment was recognized during the year ended December 31, 2022.

***Revenue and Cost Recognition***

Revenue is recognized when control of the promised goods or services is transferred to the Company's customers, in an amount that reflects the consideration that the Company expects to be entitled to in exchange for those goods or services. The amount and timing of revenue recognition varies based on the nature of the goods or services provided and the terms and conditions of the customer contract. See Note 2 for additional information about the Company's revenue.

An amount equal to or less than the costs attributable to unapproved change orders and claims has been included in the total estimate revenue when realization is probable. Profit is recorded in the year such claims or unapproved change orders are resolved. Because of the inherent uncertainties in estimating costs and revenues, it is at least reasonably possible that the estimates used could change in the near term. The total amounts included as an increase to contract amounts from unapproved change orders and claims as of December 31, 2022, have not been determined.

***Materials and Supplies Inventory***

Inventories are stated at the lower of cost or net realizable value, with cost determined by the first-in, first-out (FIFO) method.

***Income Taxes***

The Company has elected, with the consent of its stockholder, to have the Company's income taxed as an S corporation under provisions of the Internal Revenue Code and a similar section of the Illinois income tax law. Therefore, taxable income or loss is reported to the stockholder for inclusion in their respective tax returns. Income taxes reflected in these statements are for certain state taxes only. The Company recognizes the financial statement impact of a tax position when it is more likely than not that the position will be sustained upon examination.

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

**Note 2: Revenue From Contracts With Customers**

***Performance Obligations***

The Company recognizes revenue from construction contracts over time, as performance obligations are satisfied, due to the continuous transfer of control to the customer. Construction contracts are generally accounted for as a single performance obligation and are not segmented between types of services. The Company measures transfer of control utilizing an input method to measure progress based on contract cost incurred to date compared to total estimated contract cost (cost-to-cost method). The cost-to-cost method is the most faithful depiction of the Company's performance because it directly measures the value of the services transferred to the customer. Cost of revenue includes an allocation of depreciation and amortization. The Company recognizes revenue, but not profit, on certain uninstalled materials that are not specifically produced, fabricated or constructed for a project. Revenue on these uninstalled materials is recognized when the cost is incurred (when control is transferred). Changes to total estimated contract cost or losses, if any, are recognized in the period in which they are determined as assessed at the contract level. Pre-contract costs are expensed as incurred unless they are expected to be recovered from the customer. Project mobilization costs are generally charged to project costs as incurred when they are an integrated part of the performance obligation being transferred to the customer.

***Variable Consideration***

The nature of the Company's contracts gives rise to several types of variable consideration, including claims and unpriced/unapproved change orders; incentive fees; and liquidated damages. The Company recognizes revenue for variable consideration when it is probable that a significant reversal in the amount of cumulative revenue recognized will not occur. The Company estimates the amount of revenue to be recognized on variable consideration using the expected value, *i.e.*, the sum of a probability-weighted amount or the most likely amount method, whichever is expected to better predict the amount. Factors considered in determining whether revenue associated with claims including, change orders in dispute and unapproved change orders in regard to both scope and price should be recognized include the following:

- The contract or other evidence provides a legal basis for the claim
- Additional costs were caused by circumstances that were unforeseen at the contract date and not the result of deficiencies in the company's performance
- Claim-related costs are identifiable and considered reasonable in view of the work performed
- Evidence supporting the claim is objective and verifiable

If the requirements for recognizing revenue for claims or unapproved change orders are met, revenue is recorded only when the costs associated with the claims or unapproved change orders have been incurred. Back charges to suppliers or subcontractors are recognized as a reduction of cost when it is determined that recovery of such cost is probable and the amounts can be reliably

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

estimated. Disputed back charges are recognized when the same requirements described above for claims accounting have been satisfied.

***Warranties***

Contracts generally include assurance-type warranties that the Company's performance is free from material defect and consistent with the specifications of the contracts, which do not give rise to a separate performance obligation.

***Disaggregation of Revenue***

The Company has determined that significant uncertainty in the amount and timing of revenues and cash flows could result from changes in the local economy, uncertainties from the variable consideration items discussed above, or changes in estimated job profitability resulting from job performance, job conditions, contract penalty provisions, claims, change orders and settlements.

***Contract Balances***

The following table provides information about the Company's accounts receivable, contract assets and contract liabilities from contracts with customers:

	<b>December 31, 2022</b>	<b>January 1, 2022</b>
Accounts receivable, net	<u>\$ 41,433,216</u>	<u>\$ 28,810,015</u>
Contract assets		
Costs and estimated earnings in excess of billings on uncompleted contracts	\$ 10,766,409	\$ 6,489,374
Unbilled on completed contracts	46,606	20,633
Contract retention	<u>7,484,441</u>	<u>5,269,457</u>
Total contract assets	<u>\$ 18,297,456</u>	<u>\$ 11,779,464</u>
Contract liabilities		
Billings in excess of costs and estimated earnings on uncompleted contracts	\$ 13,842,819	\$ 10,892,008
Less contract retention	<u>(5,835,935)</u>	<u>(3,628,264)</u>
Total contract liabilities	<u>\$ 8,006,884</u>	<u>\$ 7,263,744</u>

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

***Significant Judgments***

The Company recognizes revenue over time as progress is made toward satisfying the performance obligations of each contract. The Company measures a contract's progress on the basis of the ratio that costs incurred bear to estimated total costs, a so-called input method.

In respect of contracts for which the transactions price includes amounts contingent on future events, the Company estimates the amount to be included in the transaction price based on their experience with such contracts and only to the extent that it is probable that significant reversal in the amount of cumulative revenue recognized will not occur when the uncertainty is eventually resolved.

***Practical Expedients***

If the Company has a right to consideration from a customer in an amount that corresponds directly with the value of the Company's performance completed to date, the Company recognizes revenue in the amount to which it has a right to invoice for services performed.

**Note 3: Accounts Receivable**

Accounts receivable consist of the following at December 31, 2022:

Contracts in process	\$ 42,113,380
Less allowance for doubtful accounts	<u>(680,164)</u>
Total	<u><u>\$ 41,433,216</u></u>

**Note 4: Costs and Estimated Earnings on Uncompleted Contracts**

Components of costs and estimated earnings on uncompleted contracts are summarized below:

Costs incurred on uncompleted contracts	\$ 264,046,977
Estimated earnings	<u>18,827,090</u>
	282,874,067
Less billings to date	<u>(285,950,477)</u>
	<u><u>\$ (3,076,410)</u></u>

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

Included as components of contract assets and liabilities as follows:

Costs and estimated earnings in excess of billings on uncompleted contracts	\$ 10,766,409
Billings in excess of costs and estimated earnings on uncompleted contracts	<u>(13,842,819)</u>
	<u>\$ (3,076,410)</u>

**Note 5: Construction Joint Venture**

Summary financial information for the construction joint venture in which the Company participates as a 49% owner is as follows:

Assets	\$ 3,378,869
Liabilities	<u>2,782,489</u>
Participants' equity	<u>\$ 596,380</u>
Net loss	<u>\$ (1,578,374)</u>
Company's share of net loss	<u>\$ (773,403)</u>
Equity in construction joint venture	<u>\$ 292,226</u>

The joint venture has a credit agreement with a bank that provides for a revolving loan that expires March 13, 2023. The Company is a guarantor of this line of credit. As of December 31, 2022, no amount was outstanding on the line of credit. The Company's pro rata share of net losses is included in other expense on the statement of operations.

**Note 6: Credit Agreement**

The Company, its Parent and certain affiliates (collectively, the Borrowers) are co-obligors under a credit agreement which provides for a revolving loan and letters of credit and expires June 30, 2023. Under the credit agreement, the availability on the revolving loan is the lesser of \$22,000,000 or the calculated borrowing base, further reduced by the amount of outstanding letters of credit. As of December 31, 2022, after consideration of outstanding letters of credit of \$4,240,000, \$17,760,000 was available for borrowings and \$5,500,000 had been borrowed, as reflected on the Parent's balance sheet. At December 31, 2022, the Company's balance sheet reflects no outstanding borrowings on the line of credit.

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

The Company can elect to borrow under the credit agreement at either a base rate or at the Secured Overnight Financing Rate (SOFR). A loan under the base rate accrues interest at the greater of (a) the federal funds rate plus 0.5% or the prime rate minus .25%. A loan under SOFR accrues interest at the SOFR rate plus 2.365%. At December 31, 2022, the actual rate was 7.25%.

The credit agreement is secured by substantially all of the Borrowers' assets and contains restrictive covenants relating to the Parent Company's consolidated financial position and operations. Financial covenants include a fixed charge coverage ratio, a minimum tangible net worth amount and a senior debt to EBITA ratio.

**Note 7: Related Party Transactions**

The Company is charged by related companies for various operating expenses. The total charges for the year ended December 31, 2022, amounted to \$5,833,765. At December 31, 2022, accounts payable include \$640,124 for various related party expenses.

The Company leases office and warehouse space on a month-to-month and specified-term agreement basis from related parties and third parties. Short-term rent expense under these leases for the year ended December 31, 2022, was \$278,570, of which \$238,790 was with related parties. Rent expense under specified-term agreements for the year ended December 31, 2022, was \$297,559.

The Company also charges related companies for various operating expenses. Total charges to related parties for the year ended December 31, 2022, amounted to \$1,402,034. At December 31, 2022, \$265,301 is included in accounts receivable for these expenses.

For the year ended December 31, 2022, the Company charged a management fee to the joint venture of \$1,368,382 (Note 5).

The due from affiliates balance of \$5,975,000 has arisen from net advances of cash to the Company's Parent and the Parent's subsidiaries over a period of years. This amount has been classified as a current asset based on the Parent's and the Parent's subsidiaries ability to fund repayments of the balance within one year of the balance sheet date.

**Note 8: Contingencies**

The Company is a defendant in certain litigation which arose in the normal course of operations. Management intends to vigorously defend its position and expects the litigation to be resolved with no material adverse effect on the Company's financial position.

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

**Note 9: Concentrations**

The Company maintains cash and cash equivalents in bank accounts which, at times, may exceed insured limits provided by the Federal Deposit Insurance Corporation (FDIC). At December 31, 2022, the Company's cash and cash equivalents did not exceed the amount guaranteed by the FDIC.

**Note 10: Employee Benefit Plans**

***Contributory Savings and Retirement Plan***

The Company sponsors a supplemental savings and retirement plan qualified under Section 401(k) of the Internal Revenue Code of the United States of America. The plan is available to substantially all full-time employees excluding most of the employees participating in the multi-employer pension plan. Eligible employees may contribute up to 25% of their eligible salary. The Company can elect to make discretionary contributions to the plan and has contributed approximately \$162,000 during the year ended December 31, 2022.

***Incentive Compensation***

The Company has a discretionary bonus which is paid annually.

**Note 11: Multiemployer Pension Plans**

The Company contributes to a number of multiemployer defined benefit pension plans under the terms of collective bargaining agreements that cover its union-represented employees. The risks of participating in these multiemployer plans are different from single-employer plans in the following aspects:

- Assets contributed to the multiemployer plan by one employer may be used to provide benefits to employees of other participating employers.
- If a participating employer stops contributing to the plan, the unfunded obligations of the plan may be borne by the remaining participating employers.
- If the Company chooses to stop participating in some of its multiemployer plans, the Company may be required to pay those plans an amount based on the underfunded status of the plan, referred to as a withdrawal liability.

The Company's participation in these plans for the annual period ended December 31, 2022, is outlined in the table below.

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

- The “EIN/Pension Plan Number” column provides the Employer Identification Number (EIN) and the three-digit plan number, if applicable.
- Unless otherwise noted, the most recent Pension Protection Act (PPA) zone status available in 2022 is for the plan’s year-end at December 31, 2021.
- The zone status is based on information the Company received from the plan and is certified by the plan’s actuary. Among other factors, plans in the red zone generally are less than 65% funded, plans in the yellow zone at least 65% funded but are less than 80% funded and plans in the green zone are at least 80% funded.
- The “FIP/RP Status Pending/Implemented” column indicates plans for which a financial improvement plan (FIP) or a rehabilitation plan (RP) either is pending or has been implemented.
- The last column lists the expiration dates of the collective bargaining agreements to which the plans are subject.

Pension Fund	EIN/ Pension Plan Number	Pension Protection Act Zone Status 2022	FIP/RP Status Pending/ Implemented	Company's Contribution 2022	Surcharge Imposed	Expiration Date of Bargaining Agreement
Sheet Metal Workers Local No. 73 Pension Plan	51-6126221	Green	No	\$ 4,416,938	No	5/31/2023
Pipe Fitters Retirement Fund Local 597	62-6105084	Green	No	1,856,479	No	5/31/2023
Sheet Metal Workers National Pension Fund	62-6112463	Green	No	1,329,997	No	5/31/2023
Others			No	<u>1,054,560</u>	No	
				<u>\$ 8,657,974</u>		

The Company was not listed in its plans’ Form 5500 as providing more than 5% of the total contributions for any plans for the year ended 2021.

As of the date of the financial statements, Form 5500s were not available for the plan year ending in 2022.

**Note 12: Leases**

***Change in Accounting Principle***

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-02, Leases (Topic 842). This ASU requires lessees to recognize a lease liability and a right-of-use (ROU) asset on a discounted basis, for substantially all leases, as well as additional disclosures regarding leasing arrangements. Disclosures are required to enable users of

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

financial statements to assess the amount, timing and uncertainty of cash flows arising from leases. In July 2018, the FASB issued ASU 2018-11, Leases (Topic 842): Targeted Improvements, which provides an optional transition method of applying the new lease standard. Topic 842 can be applied using either a modified retrospective approach at the beginning of the earliest period presented or, as permitted by ASU 2018-11, at the beginning of the period in which it is adopted, i.e., the comparatives under Accounting Standards Codification (ASC) 840 option.

The Company adopted Topic 842 on January 1, 2022 (the effective date), using the comparatives under ASC 840 transition method, which applies Topic 842 at the beginning of the period in which it is adopted. Prior period amounts have not been adjusted in connection with the adoption of this standard. The Company elected the package of practical expedients under the new standard, which permits entities to not reassess lease classification, lease identification or initial direct costs for existing or expired leases prior to the effective date. The Company has lease agreements with nonlease components that relate to the lease components. The Company elected the practical expedient to account for nonlease components and the lease components to which they relate as a single lease component for all leases. Also, the Company elected to keep short-term leases with an initial term of 12 months or less off the balance sheet. The Company did not elect the hindsight practical expedient in determining the lease term for existing leases as of January 1, 2022.

The most significant impact of adoption was the recognition of operating lease ROU assets and operating lease liabilities of \$2,183,138 each, while the accounting for existing capital leases (now referred to as finance leases) remained substantially unchanged.

The standard did not significantly affect the statement of operations or cash flows.

### ***Accounting Policies***

The Company determines if an arrangement is a lease or contains a lease at inception. Leases result in the recognition of ROU assets and lease liabilities on the balance sheet. ROU assets represent the right to use an underlying asset for the lease term, and lease liabilities represent the obligation to make lease payments arising from the lease, measured on a discounted basis. The Company determines lease classification as operating or finance at the lease commencement date.

The Company combines lease and nonlease components, such as common area and other maintenance costs, in calculating the ROU assets and lease liabilities. At lease commencement, the lease liability is measured at the present value of the lease payments over the lease term. The ROU asset equals the lease liability adjusted for any initial direct costs, prepaid or deferred rent, and lease incentives. The Company has made a policy election to use a risk-free rate (the rate of a zero-coupon U.S. Treasury instrument) for the initial and subsequent measurement of all lease liabilities. The risk-free rate is determined using a period comparable with the lease term.

The lease term may include options to extend or to terminate the lease that the Company is reasonably certain to exercise. Lease expense is generally recognized on a straight-line basis over the lease term.

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

The Company has elected not to record leases with an initial term of 12 months or less on the balance sheet. Lease expense on such leases is recognized on a straight-line basis over the lease term.

***Nature of Leases***

The Company has entered into the following lease arrangements:

***Finance Leases***

These leases mainly consist of vehicles. Termination of the leases generally is prohibited unless there is a violation under the lease agreement.

***Operating Leases***

The Company leases office space for regional sales and administrative offices that expire in various years through 2027. One lease contains a renewal options for a period of 4 years. Certain leases require the Company to pay all executory costs (property taxes, maintenance, and insurance). Various lease payments have an escalating fee schedule of a 3% to 4% increase each year. Termination of the leases is generally prohibited unless there is a violation under the lease agreement.

***Short-Term Leases***

The Company leases certain equipment with expected lease terms that are less than 12 months. Total lease expense included in selling, general and administrative expenses for the year ended December 31, 2022, was \$278,570.

***All Leases***

The Company has related party leases as described in Note 7.

The Company's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

***Quantitative Disclosures***

The lease cost and other required information for the year ended December 31, 2022, are as follows:

Lease cost	
Finance lease cost	
Amortization of right-of-use asset	\$ 333,889
Interest on lease liabilities	19,690
Operating lease cost	607,889
Short-term lease cost	278,570
Variable lease cost	99,714
	<hr/>
Total lease cost	\$ 1,339,752
	<hr/>

**F.E. Moran, Inc.**  
**Notes to Financial Statements**  
**December 31, 2022**

Other information

Cash paid for amounts included in the measurement of lease liabilities		
Financing cash flows from finance leases	\$	322,507
Operating cash flows from operating leases		584,167
Right-of-use assets obtained in exchange for new finance lease liabilities		425,826
Weighted-average remaining lease term		
Finance leases		3.03 years
Operating leases		2.95 years
Weighted-average discount rate		
Finance leases		1.61%
Operating leases		1.14%

Future minimum lease payments and reconciliation to the balance sheet at December 31, 2022, are as follows:

	<b>Finance Leases</b>	<b>Operating Leases - Related Party</b>	<b>Operating Leases - Third Party</b>
2023	\$ 419,229	\$ 386,304	\$ 206,576
2024	215,096	399,005	197,735
2025	157,426	191,544	100,329
2026	61,564	124,956	-
2027	17,505	42,192	-
Thereafter	16,046	-	-
Total future undiscounted lease payments	886,866	1,144,001	504,640
Less interest	46,223	23,300	6,641
Lease liabilities	<u>\$ 840,643</u>	<u>\$ 1,120,701</u>	<u>\$ 497,999</u>

**Note 13: Subsequent Events**

Subsequent events have been evaluated through May 8, 2023, which is the date the financial statements were available to be issued.

**F.E. MORAN, INC.**  
Northbrook, Illinois

**FINANCIAL STATEMENTS**  
December 31, 2021

F.E. MORAN, INC.  
Northbrook, Illinois

FINANCIAL STATEMENTS  
December 31, 2021

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## INDEPENDENT AUDITOR'S REPORT

Stockholder and Board of Directors  
F.E. Moran, Inc.  
Northbrook, Illinois

**Opinion**

We have audited the financial statements of F.E. Moran, Inc. which comprise the balance sheet as of December 31, 2021, and the related statement of income, statement of equity, and statement of cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of F.E. Moran, Inc. as of December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of F.E. Moran, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about F.E. Moran, Inc.'s ability to continue as a going concern for one year from the date the financial statements are available to be issued.

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(Continued)

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of F.E. Moran, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about F.E. Moran, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

*Crowe LLP*  
Crowe LLP

Oak Brook, Illinois  
April 4, 2022

F.E. MORAN, INC.  
BALANCE SHEET  
December 31, 2021

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**ASSETS**

Current assets

Cash and cash equivalents	\$ 22,848
Accounts receivable, net	28,810,015
Contract assets	15,385,739
Material and supplies inventory	1,113,002
Other current assets	205,706
Due from affiliates, net	<u>11,050,000</u>
Total current assets	56,587,310

Property and equipment, at cost

Construction equipment	2,931,726
Furniture and fixtures	260,650
Software	22,350
Vehicles	1,164,706
Leasehold improvements	<u>2,599,675</u>

	6,979,107
Accumulated depreciation	<u>4,716,430</u>
Net property and equipment	2,262,677

Other long-term assets

1,068,489

Total assets

\$ 59,918,476

**LIABILITIES AND EQUITY**

Current liabilities

Accounts payable	\$ 17,185,997
Accrued expenses	2,688,105
Current portion of long-term debt	5,854
Current portion of capital lease obligation	314,181
Contract liabilities	<u>10,892,008</u>
Total current liabilities	31,086,145

Long term portion of capital lease obligation

458,176

Total liabilities

31,544,321

Equity

Common stock, \$100 par value; 1,000 shares authorized, 248 shares issued and outstanding	24,800
Retained earnings	48,320,193
Due from affiliates, net	<u>(19,970,838)</u>
	<u>28,374,155</u>

Total liabilities and equity

\$ 59,918,476

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See accompanying notes to financial statements.

F.E. MORAN, INC.  
STATEMENT OF INCOME  
Year ended December 31, 2021

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Revenue	\$ 144,024,968
Costs of revenue	
Cost of revenue	129,868,033
Indirect costs	<u>4,057,520</u>
Total cost of revenue	<u>133,925,553</u>
<b>Gross profit</b>	10,099,415
Selling and administrative expenses	<u>13,324,243</u>
<b>Income before other income (expense)</b>	(3,224,828)
Other income (expense)	
Other income, net	1,265,642
Incentive compensation	<u>(113,000)</u>
Total other income (expense)	<u>1,152,642</u>
<b>Net loss</b>	<u>\$ (2,072,186)</u>

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See accompanying notes to financial statements.

F.E. MORAN, INC.  
STATEMENT OF EQUITY  
Year ended December 31, 2021

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	<u>Common Stock</u>		<u>Retained</u>	<u>Due From</u>	<u>Total Equity</u>
	<u>Shares</u>	<u>Amount</u>	<u>Earnings</u>	<u>Affiliates, Net</u>	
Balance as of January 1, 2021	248	\$ 24,800	\$ 50,392,379	\$ (18,020,994)	\$ 32,396,185
Net loss	-	-	(2,072,186)	-	(2,072,186)
Due from affiliates	-	-	-	(1,949,844)	(1,949,844)
Balance as of December 31, 2021	248	\$ 24,800	\$ 48,320,193	\$ (19,970,838)	\$ 28,374,155

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See accompanying notes to financial statements.

F.E. MORAN, INC.  
STATEMENT OF CASH FLOWS  
Year ended December 31, 2021

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<b>Cash flows from operating activities</b>	
Net loss	\$ (2,072,186)
Adjustments to reconcile net income to net cash from operating activities:	
Depreciation for property and equipment	433,849
Provision for allowance for doubtful accounts	1,102,685
Increase in equity in earnings from joint venture	(1,016,629)
Changes in assets and liabilities:	
Accounts receivable	(7,078,275)
Contract assets and liabilities, net	(4,310,767)
Material and supplies inventory	(704,739)
Other assets	(5,175)
Accounts payable	7,557,227
Accrued expenses	(389,408)
Net cash from operating activities	<u>(6,483,418)</u>
<b>Cash flows from investing activities</b>	
Purchase of property and equipment	(811,082)
Due from affiliates, net	<u>7,307,721</u>
Net cash from investing activities	6,496,639
<b>Cash flows from financing activities</b>	
Payments on long-term debt	<u>(8,780)</u>
Net cash from financing activities	<u>(8,780)</u>
Net change in cash and cash equivalents	4,441
Cash and cash equivalents at beginning of year	<u>18,407</u>
<b>Cash and cash equivalents at end of year</b>	<u>\$ 22,848</u>
<b>Supplemental disclosures of cash flow information:</b>	
Vehicles acquired through capital lease	\$ 373,529

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See accompanying notes to financial statements.

#### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Nature of Operations: F.E. Moran, Inc. (the "Company") is primarily engaged in the installation and service of heating, ventilation, plumbing and air conditioning for industrial, commercial, and public use. The Company operates throughout the United States. The Company is wholly owned by Armon, Inc. (the "Parent") which has several subsidiaries. The Company has a proportionately consolidated joint venture, see Note 9 for information on the joint venture

Use of Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant estimates included in these financial statements are management's estimates of contract value and costs to complete long-term construction contracts, allowance for doubtful accounts, useful lives of property and equipment, and estimated insurance claims. Actual results could differ from those estimates.

Revenue Recognition: The Company's contracts are generally for the installation, service, and inspection of heating, ventilation, plumbing, and air conditioning solutions for its clients. The Company recognizes revenue in the amount of the transaction price expected to be received for services or goods provided over time as contractual performance obligations are fulfilled. The Company initially assesses each contract or pool of contracts at their inception for all steps of the revenue recognition process and updates the assessment as facts, circumstances, and/or estimates change.

The Company recognizes revenue for construction contracts over time as it performs obligations. The Company utilizes revenue over time as the Company's performance creates or enhances an asset the customer controls. In all construction contract agreements, the Company has an enforceable right to payment for work and performance obligations completed to date. The Company's contracts are accounted for as a single performance obligation as the Company provides a significant service of integrating all the services and/or goods within the contract, which results in a single bundle of services and goods that represent a combined output.

The Company's contracts include various pricing structures such as fixed price or time and materials. Depending on the nature of the work, the Company's billing process, contract terms, and relationship with the customer, these billings can lead or lag revenue recognized generating contract assets and liabilities as discussed below.

The transaction price represents the amount of consideration to which the Company expects to be entitled in exchange for transferring promised goods or services to its customers. The Company's contracts can have items that cause variable consideration such as the contract's pricing structure, unpriced change orders, unapproved change orders, claims, incentive terms, and/or liquidated damages. These variable considerations can either increase or decrease the transaction price and the Company estimates the amount of variable consideration to be included in the transaction price. Variable consideration is included in the transaction price only to the extent it is probable, in the Company's judgment, that a significant future reversal in the amount of cumulative revenue recognized under the contract will not occur when the uncertainty associated with the variable consideration is subsequently resolved.

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(Continued)

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Unpriced change orders occur when a change in scope of work results in additional work being performed and the parties have agreed to the scope of the work but the contract price for the change order has not been settled. Unapproved change orders occur when a change in the scope of work results in additional work being performed before the parties have agreed on the corresponding change in the contract price. Claims occur when there is a dispute regarding a change in the scope of work and/or the price associated with that change. Incentive terms occur when the contract contains additional transaction prices if certain milestones or contract goals are met. Liquidated damages occur when the contract contains penalties in the form of reduced transaction prices if certain milestones or contract goals are not met.

When the Company records material change orders that are for goods and/or services that are distinct from the original contract and are at a stand-alone price, these change orders are treated as separate contracts. When the change orders are distinct from the original contract but are not at a stand-alone price, these change orders are treated prospectively with the original contract. When the change orders are not distinct from the original contract and are not at a stand-alone price, these change orders are treated on the cumulative catch-up basis with the original contract.

As the Company's contracts have a single performance obligation, the entire transaction price is attributed to that performance obligation. For the single performance obligation, the Company recognizes revenue over time. The Company utilizes the cost-to-cost input method to measure progress towards completion of the performance obligation as the Company believes it best depicts the transfer of control to the customer. Under the cost-to-cost measure of progress, the extent of progress towards completion is measured based on the ratio of costs incurred to date to the total estimated costs at completion of the performance obligation. Contract costs consist of direct costs on contracts, including labor and materials, amounts payable to subcontractors, direct overhead costs and equipment expense.

Due to uncertainties inherent in the estimation process, it is possible that estimates of costs to complete a performance obligation may be revised in the near term. Changes in total estimated costs, and related progress towards complete satisfaction of a performance obligation, are recognized on a cumulative catch-up basis in the period in which the revisions to the estimates are made. When the current estimate of total costs for a performance obligation indicates a loss, a provision for the entire estimated loss is made in the period in which the loss becomes evident. The Company excluded all costs associated with material project inefficiencies from its cost-to-cost method for revenue recognition and records them as incurred.

The Company generally provides limited warranties for work performed on its construction contracts. The related warranty periods typically are limited duration following substantial completion of the Company's work on a project and typically do not exceed one year. Historically, warranty claims have not resulted in material costs incurred. The Company records these warranties as assurance type warranties on its construction contracts and do not consider them a distinct performance obligation.

The Company noted that the timing of satisfying its performance obligation over time and being paid occur in less than a year, as such no element of financing exists.

Economic factors that could affect the nature, amount, timing and uncertainty of revenue and cash flows for contracts with customers include the economic viability of its customers, the amount of federal and state funding of infrastructure, and the geographic demand for the Company's services.

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(Continued)

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Contract Assets and Liabilities: The Company bills construction contracts as they are performed in accordance with contract terms. Contract assets represent revenues earned on performance obligations in excess of billings to customers. Contract liabilities represent billings to customers in excess of revenues earned on performance obligations.

Retainage receivables represent amounts invoiced to customers where payments have been withheld pending the completion of certain milestones, other contractual conditions or upon the completion of the project. Retainage agreements vary from project to project and balances could be outstanding for several months or years depending on the length of the contract. The purpose of retainage is not to provide a form of financing. Apart from retainage, the Company does not have any construction contracts where the period between the transfer of the promised goods to the customer and payment by the customer is expected to exceed one year. As a result, the Company does not adjust any of its transaction prices for the time value of money.

Unbilled work orders represent revenue earned on projects that do not have confirmed contract amounts but have incurred costs. As the completion of these projects is unknown, the Company elects to defer these costs and revenue until the project is completed. The Company only uses this treatment on smaller contracts that span a relatively short period of time.

As all of the Company's revenue is over time, no disaggregation of revenue derived from contracts with customers is presented.

Economic factors that could affect the nature, amount, timing and uncertainty of revenue and cash flows for contracts with customers include the economic viability of its customers, the amount of federal and state funding of infrastructure, and the geographic demand for the Company's services.

Cash and Cash Equivalents: The Company considers all highly liquid investments having a maturity date of three months or less to be cash equivalents.

Accounts Receivable: Accounts receivable from performing construction projects are based on fixed price contracts and service work. The Company extends credit to its customers under credit terms established on a customer-by-customer basis. The Company records accounts receivable based on contractual terms and timing of the actual work performed. The Company does not accrue interest on any of its accounts receivable. Accounts receivable are typically due 30 days after the invoice date. Retainage is due 30 days after the completion of the project and acceptance by the owner.

The Company follows the practice of filing liens within the statutory time frame on construction projects for which collection problems are anticipated. The liens act as security for collection of accounts receivable and have the effect of restricting the customer's ability to subsequently transfer title of the constructed property and to obtain certain kinds of financing without first satisfying the lien.

Allowance for Doubtful Accounts: The allowance for doubtful accounts is determined by management based on the Company's outstanding receivables, historical collection information, and existing economic conditions. Periodically, management reviews accounts receivable and adjusts the allowance based on current circumstances and charges off uncollectible receivables when all attempts to collect have failed.

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(Continued)

F.E. MORAN, INC.  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2021

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Materials and Supplies Inventory: Inventories are stated at the lower of cost or net realizable value, with cost determined by the first-in, first-out (FIFO) method.

Property and Equipment: Property and equipment are stated at cost less accumulated depreciation. Depreciation is computed using the straight-line and accelerated methods over their estimated useful lives, which range from four to ten years. Leasehold improvements are depreciated over the shorter of the lease term or useful life.

Accounts Payable Retention: Included in accounts payable at December 31, 2021 are retention amounts of \$3,298,400.

Accrued Expenses: The significant accounts within accrued expenses at December 31, 2021 are: accrued union payables, insurance liability, accrued incentives and accrued payroll.

Income Taxes: The Company has elected, with the consent of its stockholder, to be taxed as an S corporation under Section 1362 of the Internal Revenue Code, and a similar section of the state income tax law which provides that, in lieu of corporate income taxes, the stockholder will be taxed on their proportionate share of the Company's taxable income. Therefore, no provision for federal or state income taxes is included in the financial statements.

Concentration of Credit Risks: For the year ended December 31, 2021, one customer accounted for 10% of the Company's revenues. At December 31, 2021, two customers accounted for 27% of the Company's accounts receivable.

Subsequent Events: Management has performed an analysis of the activities and transactions subsequent to December 31, 2021 to determine the need for any adjustments to and/or disclosures within the financial statements for the year ended December 31, 2021. Management has performed a review of matters through April 4, 2022, the date the financial statements were available to be issued.

**NOTE 2 - ACCOUNTS RECEIVABLE**

Accounts receivable consisted of the following at December 31, 2021:

Contracts in process	\$ 30,342,379
Less allowance for doubtful accounts	<u>(1,532,364)</u>
Total	<u>\$ 28,810,015</u>

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(Continued)

F.E. MORAN, INC.  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2021

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**NOTE 3 - CONTRACT ASSETS AND LIABILITIES**

Contract assets consisted of the following at December 31, 2021:

Costs and estimated earnings in excess of billings on contracts in process	\$ 6,489,374
Retainage receivable	8,875,732
Unbilled service costs	<u>20,633</u>
	<u>\$ 15,385,739</u>

Contract liabilities consisted of the following at December 31, 2021:

Billings in excess of costs and estimated earnings on contracts in process	\$ 10,892,008
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**NOTE 4 - STATUS OF CONTRACTS IN PROCESS**

Information with respect to contracts in process at December 31, 2021 is as follows:

Contracts in process	\$ 353,822,986
Estimated earnings on contracts in process	<u>35,250,550</u>
Revenue on contracts in process	389,073,536
Billings on contracts in process	<u>393,476,170</u>
	<u>\$ (4,402,634)</u>

Included in the balance sheet under the following captions:

Contract assets	\$ 6,489,374
Contract liabilities	<u>(10,892,008)</u>
	<u>\$ (4,402,634)</u>

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(Continued)

**NOTE 5 - EMPLOYEE BENEFIT PLANS**

Contributory Savings and Retirement Plan: The Company sponsors a supplemental savings and retirement plan qualified under Section 401(k) of the Internal Revenue Code of the United States of America. The plan is available to substantially all full-time employees excluding most of the employees participating in the multi-employer pension plan. Eligible employees may contribute up to 25% of their eligible salary. The Company can elect to make discretionary contributions to the plan and has contributed approximately \$170,000 during the year ended December 31, 2021.

Incentive Compensation: The Company has a discretionary bonus which is paid annually and included in the statement of income as incentive compensation.

Multi-employer Pension Plans: The Company contributes to a number of union-sponsored multi-employer defined benefit pension plans under the terms of collective-bargaining agreements that cover its union-represented employees. The risks of participating in these multi-employer plans differ from single-employer plans. The potential risks include, but are not limited to, the use of the Company's contributions to provide benefits to employees of other participating employers, the Company becoming obligated for other participating employers' unfunded obligations, and, upon the Company's withdrawal from a plan, the Company being required to pay the plan an amount based on the underfunded status of the plan, referred to as a withdrawal liability.

The more significant plans in which the Company participated for the years ended December 31, 2021 are summarized in the table below. The zone status included in the table is based on the certified information received from the plan. Among other factors, plans in the red zone generally are less than 65% funded, plans in the yellow zone are less than 80% funded, and plans in the green zone are at least 80% funded.

<u>Pension Fund</u>	<u>Employer Identification Number / Pension Plan Number</u>	<u>Expiration Date of Collective Bargaining Agreement</u>	<u>Company Contributions in 2021</u>	<u>Pension Protection Act Zone Status and Effective Date</u>	<u>Financial Improvement/ Rehabilitation Plan</u>
Sheet Metal Workers Local No. 73 Pension Plan	51-6126221	05/31/23	\$ 3,784,665	Green 07/01/19	No
Pipe Fitters Retirement Fund Local 597	62-6105084	05/31/23	1,482,859	Green 01/01/20	No
Sheet Metal Workers National Pension Fund	62-6112463	05/31/23	1,165,464	Yellow 01/01/20	Rehabilitation
	Others		<u>765,102</u>		
			<u>\$ 7,198,090</u>		

The certified information of each plan did not indicate whether the Company's contributions exceeded 5% of the total plan contributions.

(Continued)

F.E. MORAN, INC.  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2021

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**NOTE 6 - LEASES**

The Company maintains various leases for office and warehouse facilities on month-to-month and specified-term agreements. These leases include agreements with entities related through common ownership. The lessee is responsible for all real estate taxes, insurance and maintenance.

The approximate minimum lease commitments are as follows:

	<u>Third Party</u>	<u>Related Party</u>	<u>Total</u>
2022	\$ 189,138	\$ 333,910	\$ 523,048
2023	191,976	307,218	499,194
2024	197,735	282,780	480,515
2025	<u>100,329</u>	<u>-</u>	<u>100,329</u>
Total	<u>\$ 679,177</u>	<u>\$ 923,908</u>	<u>\$ 1,603,085</u>

Third-party and related-party rent expense for the year ended December 31, 2021 was approximately \$190,000 and \$400,000, respectively.

**NOTE 7 - CAPITAL LEASES**

The company leases vehicles for their fleet which are accounted for as capital leases. Assets held under capital lease had a capitalized book value of \$1,164,706 as of December 31, 2021. Future minimum lease payments on the leases are as follows:

2022	\$ 330,004
2023	234,263
2024	136,606
2025	87,918
2026	105,771
Thereafter	<u>30,228</u>
	924,789
Less amounts representing interest	<u>(152,432)</u>
Present value future minimum lease payments	<u>\$ 772,357</u>
Current portion of capital lease obligation	\$ 314,181

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(Continued)

**NOTE 8 - CONTINGENCIES AND COMMITMENTS**

The Company is involved in various disputes on construction projects. It is the Company's policy to accrue for amounts related to disputes if it is probable that a liability has been incurred and an amount can be reasonably estimated. In the opinion of management, although the outcome of any dispute cannot be predicted with certainty, the ultimate liability of the Company in connection with contract disputes will not have a material effect on the Company's financial position or future operations.

The Company is obligated under its Parent's credit agreements, and substantially all of the Company's assets are collateral for its Parent's credit agreements. At December 31, 2021, the Company's Parent had no amounts outstanding on the line of credit.

**NOTE 9 - JOINT VENTURES**

The Company participates in a joint venture with third parties in order to share expertise, risk and resources for specific project. The Company has included its share of joint venture income for the partnership it owns in other income (expense). The Company has included its equity in the joint venture in the balance sheet. The joint venture is reported on the financial statements using the one-line equity method in the balance sheet and the proportionate consolidation method in the statement of comprehensive income. The Company's ownership in the joint venture is 49%. During the year ended December 31, 2021, the Company charged a management fee to the joint venture, constituting a related party transaction.

The following information summarizes the Company's allocable share of the various joint venture activities as of December 31, 2021 and for the year ended December 31, 2021:

Assets	<u>\$ 3,318,936</u>	Revenues	<u>\$ 11,181,470</u>
Liabilities	<u>\$ 2,253,307</u>	Costs	<u>\$ 10,164,841</u>
Equity	<u>\$ 1,065,629</u>	Net Income	<u>\$ 1,016,629</u>

The following summarizes the Company's equity in the joint venture at December 31, 2021:

Balance - beginning of period	\$ 49,000
Net Income	1,016,629
Distributions	<u>-</u>
Balance - end of period	<u>\$ 1,065,629</u>

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(Continued)

**NOTE 10 - DUE FROM AFFILIATES**

The Company is wholly owned by Armon, Inc. (the "Parent") which has several subsidiaries. At times, the Company will advance excess funds, provide construction services, and incur administrative expenses to the Parent and the Parent's subsidiaries. During the year ended December 31, 2021, the Company recorded revenue from the Parent's subsidiaries and incurred administrative expenses from its Parent of approximately \$1,820,000 and \$1,730,000, respectively. These activities had resulted in a net amount due from these affiliates, which is reported as a reduction of equity on the Company's balance sheet.

The due from affiliates balance has arisen from net advances of cash to the Company's Parent and the Parent's subsidiaries over a period of years. Approximately \$11,050,000 of the amounts due from the affiliates has been classified as a current asset based on the Parent's and the Parent's subsidiaries ability to fund a repayment of the balance at December 31, 2021. The remaining balance due from these affiliates is reported as a reduction to equity.

**2024-2025 Proposed Public School Calendar for School Assn For Special Educ, Draft, as of 5/16/2024**

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

**Total Days of Attendance: 179 Regular Day: 8:15AM - 3:00PM**

**Instruct. Day Lgth:**

**6 Hrs. 0 Mins.**

July 2024							August 2024							September 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	31	1
1	2	3	4 HOL	5	6	7	5	6	7	8	9	10	11	2 HOL	3 X	4 X	5 X	6 X	7	8
8	9	10	11	12	13	14	12 TI	13 TI	14 TI	15 X	16 X	17	18	9 X	10 X	11 X	12 X	13 X	14	15
15	16	17	18	19	20	21	19 X	20 X	21 X	22 X	23 X	24	25	16 X	17 X	18 X	19 X	20 XHS	21	22
22	23	24	25	26	27	28	26 X	27 X	28 X	29 X	30 X	31	1	23 X	24 X	25 X	26 X	27 X	28	29
29	30	31	1	2	3	4	2	3	4	5	6	7	8	30 X	1	2	3	4	5	6

July Atnd: 0      Accum: 0

Aug Atnd: 12      Accum: 12

Sept Atnd: 20      Accum: 32

October 2024							November 2024							December 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1 X	2 X	3 X	4 X	5	6	28	29	30	31	1 X	2	3	25	26	27	28	29	30	1
7 X	8 X	9 X	10 X	11 X	12	13	4 X	5 HOL	6 X	7 X	8 X	9	10	2 X	3 X	4 X	5 X	6 X	7	8
14 HOL	15 X	16 X	17 X	18 X	19	20	11 X	12 X	13 X	14 X	15 X	16	17	9 X	10 X	11 X	12 X	13 X	14	15
21 X	22 X	23 X	24 X	25 XHS	26	27	18 X	19 X	20 X	21 X	22 X	23	24	16 X	17 X	18 X	19 X	20 X	21	22
28 X	29 X	30 X	31 X	1	2	3	25 X	26 FPT	27 NIA	28 HOL	29 NIA	30	1	23 NIA	24 NIA	25 HOL	26 NIA	27 NIA	28	29
4	5	6	7	8	9	10	2	3	4	5	6	7	8	30 NIA	31 NIA	1	2	3	4	5

Oct Atnd: 22      Accum: 54

Nov Atnd: 17      Accum: 71

Dec Atnd: 15      Accum: 86

January 2025							February 2025							March 2025						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1 HOL	2 NIA	3 NIA	4	5	27	28	29	30	31	1	2	24	25	26	27	28	1	2
6 X	7 X	8 X	9 X	10 X	11	12	3 X	4 X	5 X	6 X	7 X	8	9	3 X	4 X	5 X	6 X	7 X	8	9
13 X	14 X	15 X	16 X	17 X	18	19	10 X	11 X	12 X	13 X	14 X	15	16	10 X	11 X	12 X	13 X	14 X	15	16
20 HOL	21 X	22 X	23 X	24 X	25	26	17 NIA	18 X	19 X	20 X	21 X	22	23	17 X	18 X	19 X	20 X	21 X	22	23
27 X	28 X	29 X	30 X	31 X	1	2	24 X	25 X	26 X	27 X	28 TI	1	2	24 X	25 X	26 X	27 X	28 X	29	30
3	4	5	6	7	8	9	3	4	5	6	7	8	9	31 NIA	1	2	3	4	5	6

Jan Atnd: 19      Accum: 105

Feb Atnd: 18      Accum: 123

Mar Atnd: 20      Accum: 143

April 2025							May 2025							June 2025						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1 NIA	2 NIA	3 NIA	4 NIA	5	6	28	29	30	1 X	2 X	3	4	26	27	28	29	30	31	1
7 X	8 X	9 X	10 X	11 X	12	13	5 X	6 X	7 X	8 X	9 X	10	11	2 XED	3 XED	4 XED	5	6	7	8
14 X	15 X	16 X	17 X	18 NIA	19	20	12 X	13 X	14 X	15 X	16 X	17	18	9	10	11	12	13	14	15
21 X	22 X	23 X	24 X	25 X	26	27	19 X	20 X	21 X	22 X	23 X	24	25	16	17	18	19 HOL	20	21	22
28 X	29 X	30 X	1	2	3	4	26 HOL	27 X	28 X	29 XED	30 XED	31	1	23	24	25	26	27	28	29
5	6	7	8	9	10	11	2	3	4	5	6	7	8	30	1	2	3	4	5	6

Apr Atnd: 17      Accum: 160

May Atnd: 19      Accum: 179

June Atnd: 0      Accum: 179

**2024-2025 School Assn For Special Educ as of 5/16/2024**

**Calendar Legend - Totals for the Year**

Calendar Code	Code Description	No. of Days	Totals
X	Pupil Attendance Day	176	
XHS	Half-Day School Improvement Program	2	
FPT	Full-Day Parent/Teacher Conference	1	
			Total Days Toward Pupil Attendance: 179
XED	Emergency Day-Proposed	5	
TI	Teacher Institute/Workshop	4	
			Total Calendar Days: 188
HOL	Holiday	10	
NIA	Not in Attendance	17	

**PT /In-Service/Act of God/Explanations**

School Begin Date: 08/12/2024 School End Date: 06/04/2025

Regular Day: 8:15AM - 3:00PM Instruct. Day Lgth: 6 Hrs. 0 Mins.

Cal. Date	Cal. Code	Code Descr.	Student Attend.	Activity Time	Brief Explanation for Activity or School Closing
08/12/2024	TI	Teacher Institute/Workshop			
08/13/2024	TI	Teacher Institute/Workshop			
08/14/2024	TI	Teacher Institute/Workshop			
09/20/2024	XHS	Half-Day School Improvement Program	8:15AM 11:30AM	12:30PM 3:00PM	TBD
10/25/2024	XHS	Half-Day School Improvement Program	8:15AM 11:30AM	12:30PM 3:00PM	TBD
11/26/2024	FPT	Full-Day Parent/Teacher Conference		4:00PM 7:00PM	FTP
02/28/2025	TI	Teacher Institute/Workshop			

## **SINGLE NOMINATION—PRO-TEM OFFICER**

**If there is only one nomination, the chairperson may recognize the election without asking for votes.**

Chairperson: “*Nominations are now in order for the office of \_\_\_\_\_ pro-tem*”

Member: “*I nominate \_\_\_\_\_.*” (*seconds not needed*)

Chairperson: “*\_\_\_\_\_ is nominated. Are there any other nominations for the office of \_\_\_\_\_ pro-tem?*”

Chairperson: “*Hearing no further nominations, the nominations for the office of \_\_\_\_\_ pro-tem are closed.*”

“*\_\_\_\_\_ being the only candidate nominated for the office of \_\_\_\_\_ pro-tem, the chairperson hereby declares **him/her** elected by acclamation and directs the board secretary to record so in the minutes.*”

## SINGLE NOMINATION—CHAIRPERSON

**If there is only one nomination, the chairperson pro-tem may recognize the election without asking for votes.**

Chairperson pro-tem: *“Nominations are now in order for the office of chairperson.”*

Member: *“I nominate \_\_\_\_\_.” (seconds not needed)*

Chairperson pro-tem: *“\_\_\_\_\_ is nominated. Are there any other nominations for the office of chairperson?”*

Chairperson pro-tem: *“Hearing no further nominations, the nominations for the office of chairperson are closed.”*

*“\_\_\_\_\_ being the only candidate nominated for the office of chairperson, the chair pro-tem hereby declares **him/her** elected by acclamation and directs the board secretary to record so in the minutes.”*

## MULTIPLE NOMINATIONS—CHAIRPERSON

**If there is more than one nomination, the chairperson pro-tem asks for a voice/raised hand vote for each individual nominee.**

Chairperson pro-tem: *“Nominations are now in order for the office of chairperson.”*

Member: *“I nominate \_\_\_\_\_.” (seconds not needed)*

Chairperson pro-tem: *“\_\_\_\_\_ is nominated. Are there any other nominations for the office of Chairperson?”*

Repeat for each nomination:

Member: *“I nominate \_\_\_\_\_.” (seconds not needed)*

Chairperson pro-tem: *“\_\_\_\_\_ is nominated. Are there any other nominations for the office of Chairperson?”*

When nominations are complete...

Chairperson pro-tem: *“Hearing no further nominations, the nominations for the office of chairperson are closed.”*

Chairperson pro-tem states the following for nominated member until a majority vote is produced

*“\_\_\_\_\_ has been nominated for the office of chairperson.”*

*“All those in favor of Member \_\_\_\_\_ for chairperson say “Aye” with a raised hand until counted” Recording secretary counts votes and records them. , “those opposed say “No” with a raised hand until counted.” Recording secretary counts votes and records them.*

If nominee receives a majority vote, the chairperson pro-tem announces the results of the vote by saying, *“Member \_\_\_\_\_ is elected for the office of chairperson by a raise of hands and directs the board secretary to record so in the minutes.”*

**OR**

If nominee does not receive a majority vote, the chairperson pro-tem says *“Member \_\_\_\_\_ is not elected.”* And moves on to the next Nominee vote.

*“\_\_\_\_\_ has been nominated for the office of chairperson.”*

*“All those in favor of Member \_\_\_\_\_ for chairperson say “Aye” with a raised hand until counted” Recording secretary counts votes and records them. , “those opposed say “No” with a raised hand until counted.” Recording secretary counts votes and records them..*

If nominee receives a majority vote, the chairperson pro-tem announces the results of the vote by saying, *“Member \_\_\_\_\_ is elected for the office of chairperson by a raise of hands and directs the board secretary to record so in the minutes.”*

**OR**

If nominee does not receive a majority vote, the chairperson pro-tem says *“Member \_\_\_\_\_ is not elected.”* And moves on to the next Nominee vote.

**This procedure continues until someone receives a majority vote. If there is a tie vote, members keep voting until someone is elected.**

## **SINGLE NOMINATION—VICE CHAIRPERSON**

**If there is only one nomination, the chairperson pro-tem may recognize the election without asking for votes.**

Chairperson pro-tem: *“Nominations are now in order for the office of vice-chairperson.”*

Member: *“I nominate \_\_\_\_\_.” (seconds not needed)*

Chairperson pro-tem: *“\_\_\_\_\_ is nominated. Are there any other nominations for the office of vice-chairperson?”*

Chairperson pro-tem: *“Hearing no further nominations, the nominations for the office of vice-chairperson are closed.”*

*“\_\_\_\_\_ being the only candidate nominated for the office of vice-chairperson, the chair hereby declares **him/her** elected by acclamation and directs the board secretary to record so in the minutes.”*

## MULTIPLE NOMINATIONS—VICE-CHAIRPERSON

**If there is more than one nomination, the chairperson pro-tem asks for a voice/raised hand vote for each individual nominee.**

Chairperson pro-tem: *“Nominations are now in order for the office of vice-chairperson.”*

Member: *“I nominate \_\_\_\_\_.” (seconds not needed)*

Chairperson pro-tem: *“\_\_\_\_\_ is nominated. Are there any other nominations for the office of Vice-Chairperson?”*

Repeat for each nomination:

Member: *“I nominate \_\_\_\_\_.” (seconds not needed)*

Chairperson pro-tem: *“\_\_\_\_\_ is nominated. Are there any other nominations for the office of Vice-Chairperson?”*

When nominations are complete...

Chairperson pro-tem: *“Hearing no further nominations, the nominations for the office of vice-chairperson are closed.”*

Chairperson pro-tem states the following for nominated member until a majority vote is produced

*“\_\_\_\_\_ has been nominated for the office of vice-chairperson.”*

*“All those in favor of Member \_\_\_\_\_ for vice-chairperson say “Aye” with a raised hand until counted” Recording secretary counts votes and records them. , “those opposed say “No” with a raised hand until counted.” Recording secretary counts votes and records them.*

If nominee receives a majority vote, the chairperson pro-tem announces the results of the vote by saying, *“Member \_\_\_\_\_ is elected for the office of vice-chairperson by a raise of hands and directs the board secretary to record so in the minutes.”*

**OR**

If nominee does not receive a majority vote, the chairperson pro-tem says *“Member \_\_\_\_\_ is not elected.”* And moves on to the next Nominee vote.

*“\_\_\_\_\_ has been nominated for the office of vice-chairperson.”*

*“All those in favor of Member \_\_\_\_\_ for vice-chairperson say “Aye” with a raised hand until counted” Recording secretary counts votes and records them. , “those opposed say “No” with a raised hand until counted.” Recording secretary counts votes and records them..*

If nominee receives a majority vote, the chairperson pro-tem announces the results of the vote by saying, *“Member \_\_\_\_\_ is elected for the office of vice-chairperson by a raise of hands and directs the board secretary to record so in the minutes.”*

**OR**

If nominee does not receive a majority vote, the chairperson pro-tem says *“Member \_\_\_\_\_ is not elected.”* And moves on to the next Nominee vote.

**This procedure continues until someone receives a majority vote. If there is a tie vote, members keep voting until someone is elected.**

## SINGLE NOMINATION—SECRETARY

**If there is only one nomination, the chairperson pro-tem may recognize the election without asking for votes.**

Chairperson pro-tem: *“Nominations are now in order for the office of secretary.”*

Member: *“I nominate \_\_\_\_\_.” (seconds not needed)*

Chairperson pro-tem: *“\_\_\_\_\_ is nominated. Are there any other nominations for the office of secretary?”*

Chairperson pro-tem: *“Hearing no further nominations, the nominations for the office of secretary are closed.”*

*“\_\_\_\_\_ being the only candidate nominated for the office of secretary, the chair hereby declares **him/her** elected by acclamation and directs the board secretary to record so in the minutes.”*

## MULTIPLE NOMINATIONS—SECRETARY

**If there is more than one nomination, the chairperson pro-tem asks for a voice/raised hand vote for each individual nominee.**

Chairperson pro-tem: *“Nominations are now in order for the office of secretary.”*

Member: *“I nominate \_\_\_\_\_.” (seconds not needed)*

Chairperson pro-tem: *“\_\_\_\_\_ is nominated. Are there any other nominations for the office of secretary?”*

Repeat for each nomination:

Member: *“I nominate \_\_\_\_\_.” (seconds not needed)*

Chairperson pro-tem: *“\_\_\_\_\_ is nominated. Are there any other nominations for the office of Secretary?”*

When nominations are complete...

Chairperson pro-tem: *“Hearing no further nominations, the nominations for the office of secretary are closed.”*

Chairperson pro-tem states the following for nominated member until a majority vote is produced

*“\_\_\_\_\_ has been nominated for the office of secretary.”*

*“All those in favor of Member \_\_\_\_\_ for secretary say “Aye” with a raised hand until counted” Recording secretary counts votes and records them. , “those opposed say “No” with a raised hand until counted.” Recording secretary counts votes and records them.*

*If nominee receives a majority vote, the chairperson pro-tem announces the results of the vote by saying, “Member \_\_\_\_\_ is elected for the office of secretary by a raise of hands and directs the board secretary to record so in the minutes.”*

*If nominee does not receive a majority vote, the chairperson pro-tem says “Member \_\_\_\_\_ is not elected.” And moves on to the next Nominee vote.*

*“\_\_\_\_\_ has been nominated for the office of secretary.”*

*“All those in favor of Member \_\_\_\_\_ for secretary say “Aye” with a raised hand until counted” Recording secretary counts votes and records them. , “those opposed say “No” with a raised hand until counted.” Recording secretary counts votes and records them..*

*If nominee receives a majority vote, the chairperson pro-tem announces the results of the vote by saying, “Member \_\_\_\_\_ is elected for the office of secretary by a raise of hands and directs the board secretary to record so in the minutes.”*

*If nominee does not receive a majority vote, the chairperson pro-tem says “Member \_\_\_\_\_ is not elected.” And moves on to the next Nominee vote.*

**This procedure continues until someone receives a majority vote. If there is a tie vote, members keep voting until someone is elected.**

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	6	0	2	1
		D45 - North School	Nowicki	3-4	10	7	0	3	0
		D45 - North School	Misener	5	10	10	0	0	0
		D201 - Westmont Junior High	Quetsch-Rohrer	6-8	10	10	0	0	1
<b>DHH TOTAL</b>					<b>70</b>	<b>55</b>	<b>0</b>		<b>3</b>
DIRECTIONS	Keith Zmijewski	SASED - Southeast School	Moses	3-5	10	5	0	5	0
		SASED - Southeast School	O'Sullivan	6-8	10	7	0	3	0
		SASED - Southeast School	Hilb	9-10	10	6	0	5	1
		SASED - Southeast School	McFadden	11-12	10	4	0	6	0
<b>DIRECTIONS TOAL</b>					<b>40</b>	<b>22</b>	<b>0</b>		<b>1</b>
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	Primozić	EC Medical	8	6	0	2	0
		D58 - Hillcrest Elementary	Kirkpatrick	K-1	8	8	0	0	0
		D20 - Waterbury Elementary	Ryndak	K-1	8	6	0	2	1
		D34 - Winfield Primary School	Goes	K-2	8	7	0	1	1
	Sheila White	D60 - Holmes Primary	Kilmczak	1-2	8	7	0	1	0
	Amy McKee	D58 - Kingsley Elementary	Raponi	K-2 Medical	6	4	0	2	0
		D20 - Waterbury Elementary	Wood	2-5	8	3	0	5	0
		D58 - Kingsley Elementary	Lapato	3-5 Medical	8	6	0	2	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	
<b>MULTI NEEDS TOTAL</b>					<b>146</b>	<b>114</b>	<b>0</b>		<b>5</b>
PROJECT SEARCH	Kati Curby	NORTHWESTERN-CENTRAL DUPAGE	Munchoff	12+	12	8	0	0	0
<i>Only accepts students through application once per year</i> <b>TOTALS</b>					<b>12</b>	<b>8</b>			<b>0</b>
		SASED - Southeast School	Holle	K	8	7	0	1	0
		SASED - Southeast School	Nelson	K-1	8	3	0	5	0
		SASED - Southeast School	Aurricchio	1-2	10	7	0	3	0

SOUTHEAST	Keith Zmijewski	SASED - Southeast School	Petrella	3-4	10	5	0	5	1
		SASED - Southeast School	Gaona	5	10	6	0	4	0
		SASED - Southeast School	Balogh	6	10	10	0	0	1
		SASED - Southeast School	Tassone	7	10	5	0	5	0
		SASED - Southeast School	Huerta	8	10	8	0	2	1
		SASED - Southeast School	Smith	9-10	10	11	0	-1	0
		SASED - Southeast School	Dombrow	11-12	10	8	0	2	0
		SASED - Southeast School	Morton	12	10	8	0	2	0
<b>SOUTHEAST TOTAL</b>					<b>106</b>	<b>78</b>	<b>0</b>		<b>3</b>
STARS	Amy Gebre	D48 - Swartz	McGann	K-2	8	8	0	0	0
	Sheila White	D60 - Holmes Primary	Ilyavi	K-1	8	7	0	1	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
<b>STARS TOTAL</b>					<b>56</b>	<b>46</b>	<b>0</b>		<b>1</b>
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
<b>TRANSITION TOTAL</b>					<b>40</b>	<b>27</b>	<b>0</b>		<b>4</b>
VISION	Amy Gebre	D48 - Salt Creek	Magnuson	EC	6	2	0	4	1
		D48 - Swartz Intermediate	Ardaiole	K-2	8	6	0	2	2
		D48 - Swartz Intermediate	Fernandez	2-4	8	6	0	2	1
		D48 - Albright Middle	Dwyer	5-8	10	8	0	2	3
		D88 - Addison Trail High School	Ariano	9-12	10	5	0	5	2
		D88 - Addison Trail High School	Brusich	9-12	10	6	0	4	2
		D88 - Addison Trail High School	Jackson	9-12	10	6	0	4	1
<b>VISION TOTAL</b>					<b>56</b>	<b>39</b>	<b>0</b>		<b>12</b>
<b>ENROLLMENT TOTALS --&gt;</b>						<b>389</b>	<b>0</b>		<b>29</b>
<b>SASED Program Enrollment (Non D/WC)</b>		<b>D/WC (DHH/VI) Programs Enrollment</b>			<b>CAPACITY</b>	<b>ENROLLED</b>	<b>PENDING</b>	<b>OPENINGS</b>	<b>Non-Member</b>
% Enrolled	<b>96.52%</b>	% Enrolled D/WC	<b>81.73%</b>	SASED	380	285	0	139	10
% Non-Member	<b>3.48%</b>	% Enrolled Non-D/WC	<b>18.27%</b>		D/WC	146	104	0	39
<b>All Program Enrollment</b>									
SASED + D/WC	<b>95.14%</b>								
% Non-Member	<b>7.42%</b>								

## School Association for Special Education in DuPage County

Budget Report (accrual basis)

April 2024

<u>Revenues</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>% of Budget</u>	<u>% of Budget (prior year)</u>
Tuition and Fees	\$ (47,100)	\$ 32,529,478	\$ 31,829,573	102.2%	98.9%
State Revenue	\$ 366,742	\$ 2,879,253	\$ 3,724,607	77.3%	84.0%
Federal Revenue		\$ 1,096,447	\$ 1,169,228	93.8%	119.6%
Medicaid Revenue	\$ -	\$ 1,620,646			
Grant Revenue	\$ 64,182	\$ 867,117	\$ 1,524,658	56.9%	133.0%
<b>Total Revenues</b>	<b>\$ 383,824</b>	<b>\$ 38,992,940</b>	<b>\$ 38,248,066</b>	<b>97.7%</b>	<b>100.0%</b>
<u>Expenditures</u>					
Payroll	\$ 1,763,563	\$ 15,050,008	\$ 21,488,304	70.0%	71.0%
Benefits	\$ 418,106	\$ 3,442,014	\$ 5,951,032	57.8%	60.6%
Purchased Services	\$ 752,770	\$ 7,274,032	\$ 8,755,669	83.1%	98.5%
Supplies	\$ 37,211	\$ 455,360	\$ 892,071	51.0%	43.7%
Capital Outlay	\$ 5,479	\$ 332,053	\$ 1,951,321	17.0%	48.8%
Medicaid Flow Through	\$ 290,829	\$ 1,837,952			
Equipment	\$ 12,591	\$ 121,140	\$ 140,870	86.0%	118.5%
<b>Total Expenses</b>	<b>\$ 3,280,549</b>	<b>\$ 28,512,557</b>	<b>\$ 39,179,267</b>	<b>68.1%</b>	<b>74.3%</b>

Total FYTD revenue when compared to current budget is at 97.7%

Compared to prior year (100%), the total revenue budget for current fiscal year is on track

Total FYTD expenditure when compared to current budget is at 68.1%

Compared to prior year (74.3%), the total expenditure budget for current fiscal year is on track

Expenditures were comprised primarily of salaries, benefits, and contract staff

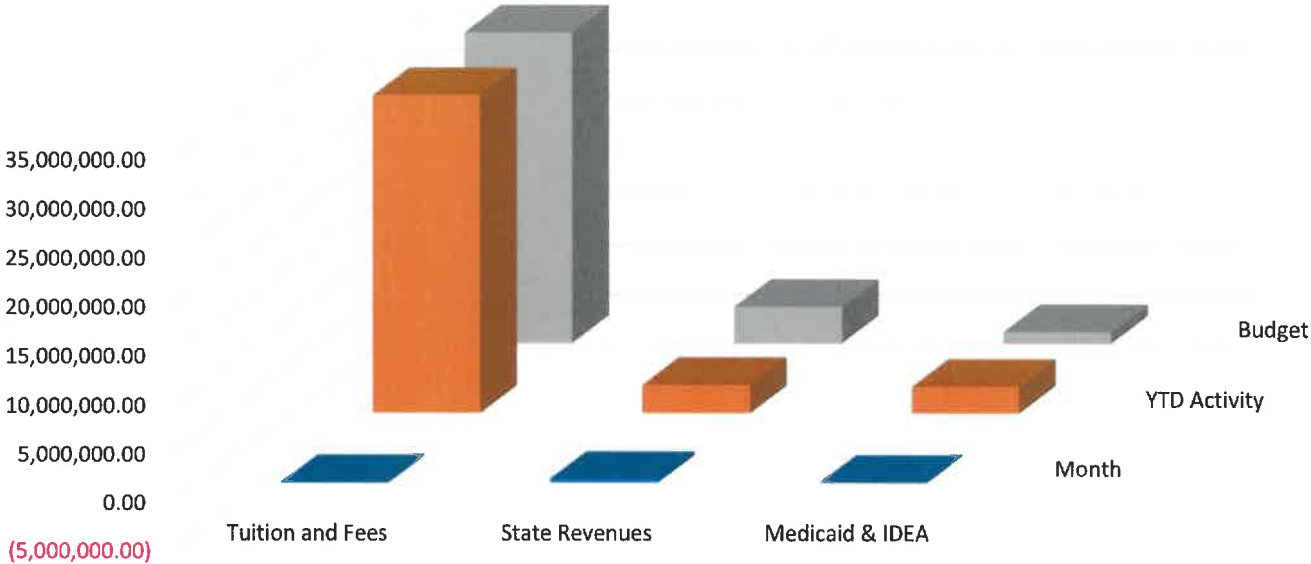
# SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY REVENUE REPORTING

30-Apr-24

## SASED PROGRAMS

<u>Program</u>	<u>Apr-24 Monthly Activity</u>	<u>2023-24 FYTD Activity</u>	<u>2023-24 Original Budget</u>	<u>% YTD</u>
Tuition and Fees	<b>(47,100.34)</b>	32,529,478.08	31,829,573.00	<u>102.2%</u>
State Revenues	366,742.18	2,879,252.75	3,724,607.00	<u>77.3%</u>
Medicaid & IDEA	0.00	2,717,092.81	1,169,228.00	<u>232.4%</u>
<b>Total</b>	<b><u>319,641.84</u></b>	<b><u>38,125,823.64</u></b>	<b><u>36,723,408.00</u></b>	<b><u>103.8%</u></b>

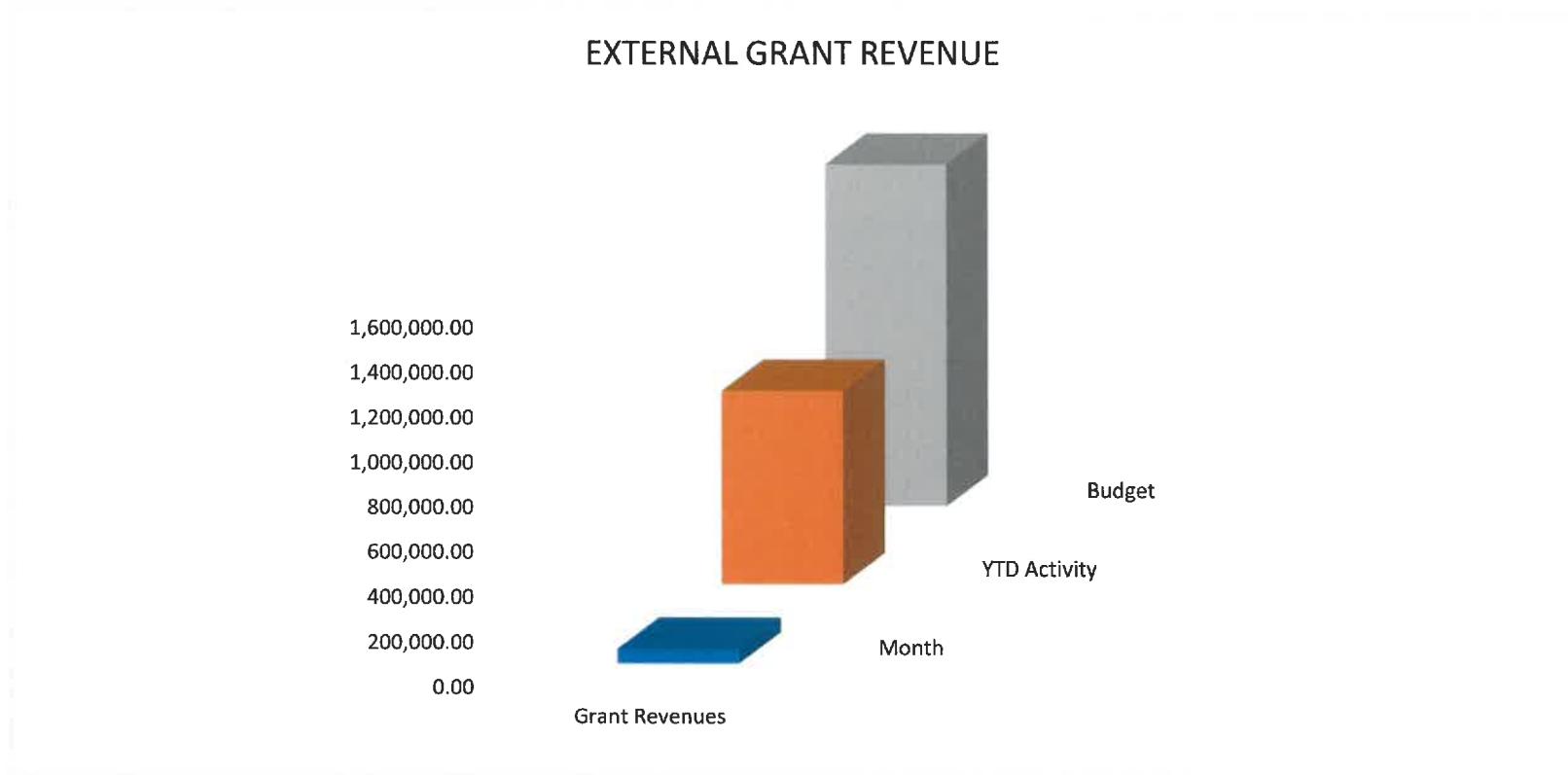
SASED PROGRAM REVENUE



**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY**  
**MONTHLY REVENUE REPORTING**  
**30-Apr-24**

**EXTERNAL GRANT PROGRAMS**

<u>Program</u>	<u>Apr-24</u> <u>Monthly Activity</u>	<u>2023-24</u> <u>FYTD Activity</u>	<u>2023-24</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Grant Revenues	<u>64,182.42</u>	<u>867,116.97</u>	<u>1,524,658.00</u>	<u>56.9%</u>



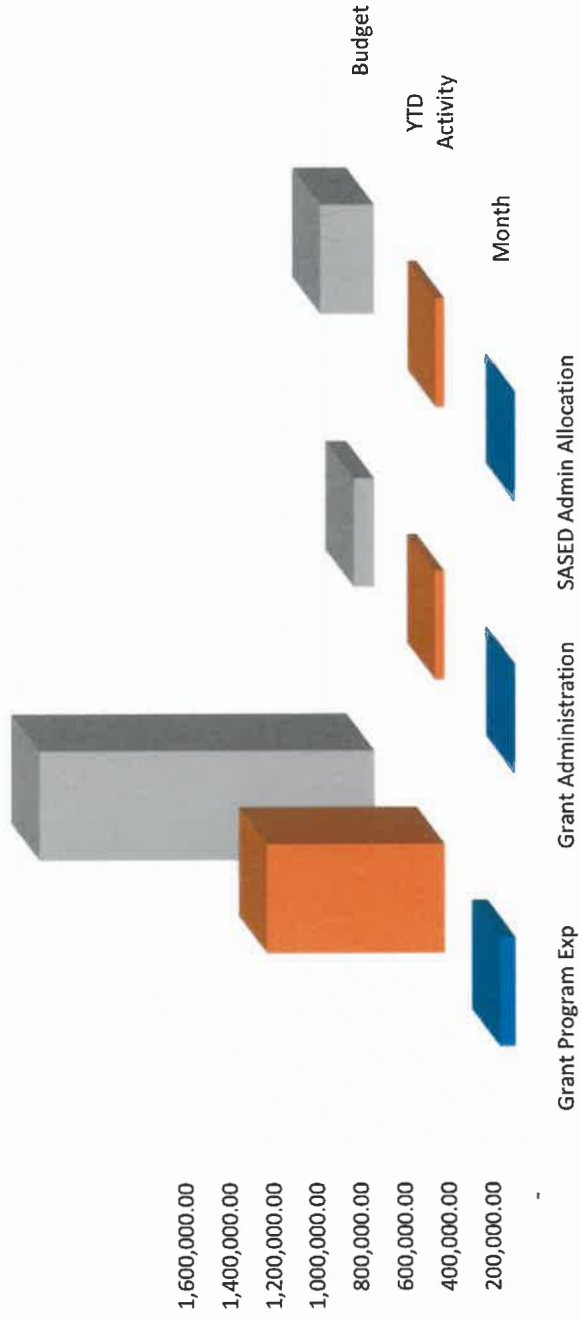
# SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY EXPENDITURE REPORTING

30-Apr-24

## EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Apr-24</u> <u>Monthly Activity</u>	<u>2023-24</u> <u>FYTD Activity</u>	<u>2023-24</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Grant Program Exp	71,295.19	812,974.45	1,525,780.00	<u>53.3%</u>
Grant Administration	4,143.12	44,107.79	93,601.02	<u>47.1%</u>
SASED Admin Allocation	4,113.32	40,490.45	246,519.00	<u>16.4%</u>
<b>Total</b>	<u>79,551.63</u>	<u>897,572.69</u>	<u>1,865,900.02</u>	<u>48.1%</u>

## EXTERNAL GRANT EXPENDITURES



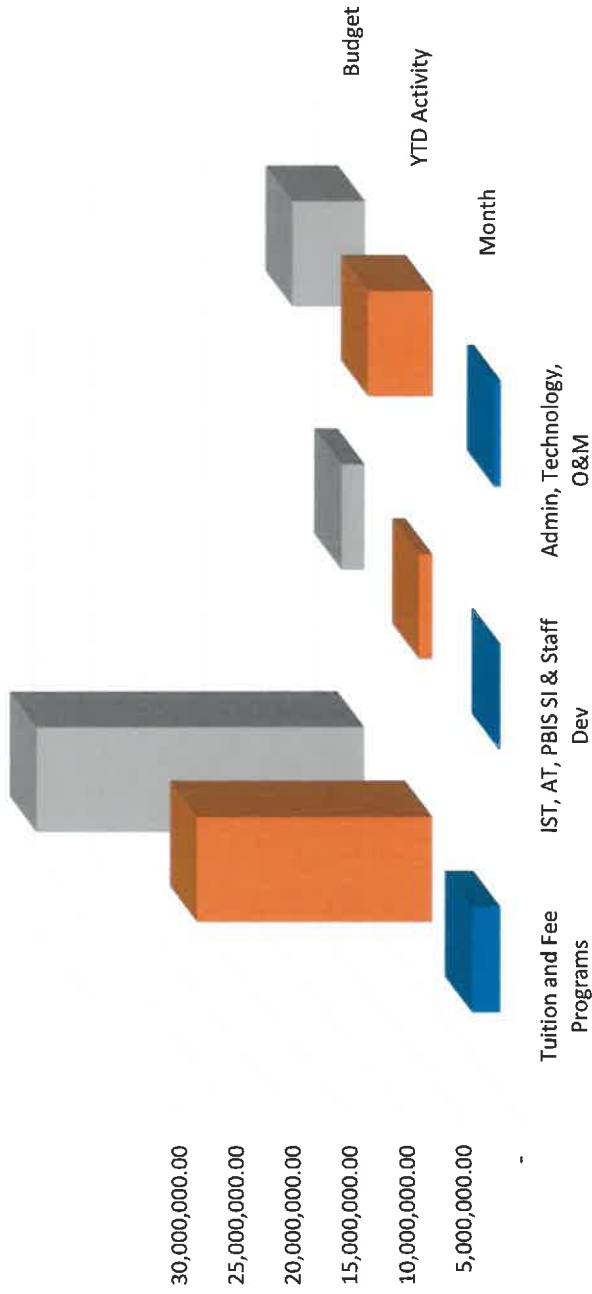
# SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY EXPENDITURE REPORTING

30-Apr-24

## SASED PROGRAMS

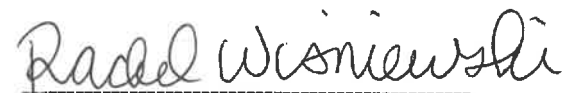
Program	Apr-24 Monthly Activity	2023-24 FYTD Activity	2023-24 Original Budget	% YTD
Tuition and Fee Programs	2,477,719.38	20,714,713.49	28,892,245.91	<u>71.7%</u>
IST, AT, PBIS SI & Staff Dev	146,379.48	1,167,697.11	2,035,279.00	<u>57.4%</u>
Admin, Technology, O&M	576,898.92	5,732,574.09	6,385,842.38	<u>89.8%</u>
	<u>3,200,997.78</u>	<u>27,614,984.69</u>	<u>37,313,367.29</u>	<u>74.0%</u>

## SASED PROGRAM EXPENDITURES



**School Association for Special Education in DuPage County**  
**Treasurer's Report**  
**April 30, 2024**

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>A + B + C + D</u>
	<b>EDUCATION FUND</b>	<b>SELF FUNDED MEDICAL INSUR</b>	<b>SELF FUNDED DENTAL INSUR</b>	<b>FSA</b>	<b>TOTAL EDUCATION FUND</b>
<b>CASH ACTIVITY REPORT</b>					
Beginning Balance					
Investments	<u>16,695,096.28</u>	<u>338,499.56</u>	<u>376,595.30</u>	<u>(29,201.44)</u>	<u>17,380,989.70</u>
April activity					
Interest Earned	11,979.74				11,979.74
Gains/(Losses) on Sales of Securities					-
Record Health Fund Transfers	51,028.75	(51,014.37)	154.08	(168.46)	(0.00)
Cash Receipts	1,615,060.56	2,974.61	646.30		1,618,681.47
Cash Disbursements - General	(1,572,001.83)			(10,205.27)	(1,582,207.10)
- Payroll	(1,763,563.34)				(1,763,563.34)
Subtotal	<u>(1,657,496.12)</u>	<u>(48,039.76)</u>	<u>800.38</u>	<u>(10,373.73)</u>	<u>(1,715,109.23)</u>
Ending Balance	<u>15,037,600.16</u>	<u>290,459.80</u>	<u>377,395.68</u>	<u>(39,575.17)</u>	<u>15,665,880.47</u>
Investment - Demand Deposit - Fifth Third Bank	10,625,076.47	287,512.95	376,721.62	(29,369.90)	11,259,941.14
IL School District Liquid Asset Fund	22,152.90				22,152.90
Fifth Third Securities	4,383,786.43				4,383,786.43
	<u>15,031,015.80</u>	<u>287,512.95</u>	<u>376,721.62</u>	<u>(29,369.90)</u>	<u>15,665,880.47</u>



Rachel Wisniewski, Treasurer

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY**  
**SCHEDULE OF INVESTMENTS**  
**4/30/2024**

	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
<b>EDUCATION FUND</b>					
<b>PMA IL School District Liquid Asset Fund</b>					
Depository Accounts - Liquid	22,152.90	0.482%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook		0.482%	Money Market	ISDLAF	Money Market Mutual Fund
	<b>22,152.90</b>				
<b>FIFTH THIRD BANK</b>					
Depository and Demand Deposit Accounts	10,625,076.47	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	599,404.81	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	35,459.86	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	<b>11,259,941.14</b>				
<b>FIFTH THIRD SECURITIES</b>					
Cash & Cash Equivalents	928,786.43	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		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	-				
	<b>4,383,786.43</b>				
	<b>15,665,880.47</b>	<b>TOTAL</b>			

**ASSISTANT DIRECTOR OF BUSINESS - CHIEF SCHOOL BUSINESS OFFICIAL  
EMPLOYMENT AGREEMENT  
July 1, 2024 through June 30, 2027**

**THIS EMPLOYMENT AGREEMENT** ("Agreement") is made on the date hereinafter set forth between Rachel Wisniewski ("Administrator") and the Board of Directors ("BOARD") of the School Association for Special Education in DuPage County ("SASED").

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Administrator in the position of Assistant Director of Business – Chief School Business Official for a term of three years commencing on July 1, 2024 and terminating on June 30, 2027.
2. For the 2024-2025 contract year (July 1, 2024 through June 30, 2025), the Administrator shall be paid an annual salary of One Hundred Forty Thousand and No/100 Dollars (\$140,000.00).  
For the 2025-2026 contract year (July 1, 2025 through June 30, 2026), the BOARD will determine the Administrator's base salary on or before June 30, 2025. The Administrator's base salary for 2025-2026 shall equal or exceed her base salary for the 2024-2025 contract year.  
For the 2026-2027 contract year (July 1, 2026 through June 30, 2027), the BOARD will determine the Administrator's base salary on or before June 30, 2026. The Administrator's base salary for 2026-2027 shall equal or exceed her base salary for the 2025-2026 contract year.
3. The Administrator shall work a Two Hundred Fifty-Nine (259)-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
4. In addition to the annual salary stated in Paragraph A.2 of this Agreement, the BOARD shall pay on the Administrator's behalf to the State of Illinois Teachers' Retirement System ("TRS") and the Teachers' Health Insurance Security Fund ("T.H.I.S. Fund") the Administrator's required contributions to said pension system and health fund. It is the parties' intention to qualify all such payments paid by the

BOARD on the Administrator's behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Administrator's future services, knowledge and experience.

5. During the term of this Agreement, the Administrator shall hold a valid Professional Educator License, and such other relevant Administrative endorsements as shall qualify her to act as Assistant Director of Business – Chief School Business Official of SASED under the *School Code of Illinois* and the Rules of the Illinois State Board of Education.

## **B. BENEFITS**

1. SASED shall reimburse the Administrator for expenses incurred for business-related travel outside the Chicago metropolitan area in accordance with SASED policies and procedures.
2. As a condition of her employment, the Administrator shall be required to travel between SASED buildings and programs and make other business-related trips including, but not limited to, meetings with SASED and member school district representatives, parents and constituents, and other local, State and federal agencies and organizations. It is recognized that because of such required travel, the Administrator will incur expenses of a business nature for the lease or acquisition of a vehicle and the expenses typically associated therewith, including insurance. As a condition of her employment and in order to fulfill the aforementioned required travel, the Administrator shall provide, at her sole expense, a personally owned or leased vehicle for business purposes and bear all costs associated with the lease or purchase, upkeep and maintenance of said vehicle. The Administrator, at the Administrator's sole cost, shall also maintain automobile insurance coverage for business usage of said vehicle. Coverage shall not be less than Illinois statutory

minimums, shall not have any exclusions for business use, and shall include Auto Physical Damage coverage to the vehicle as SASSED's coverages will not be responsible for any physical damage to the Administrator's vehicle. All coverages should be placed with a carrier with an A or greater rating by AM Best. A Certificate of Insurance shall be provided as proof of insurance and shall name SASSED, the SASSED Governing Board and SASSED Board of Directors as Additional Insureds. As and for a vehicle allowance to be used by the Administrator towards the lease or acquisition of a vehicle and all expenses associated therewith, including insurance, the BOARD shall pay to the Administrator the sum of Four Hundred and No/100 Dollars (\$400.00) per month. It shall be the Administrator's sole responsibility to maintain appropriate documentation of the business use of the vehicle for personal income tax purposes.

3. As a condition of her employment, the Administrator shall be required to utilize a BOARD-provided cellular telephone for SASSED-related business. The Board shall pay for the cost of such cellular telephone.
4. The Administrator shall also be entitled to the following BOARD-paid benefits:
  - a. Medical, dental and vision insurance for the Administrator and her eligible dependents;
  - b. Term life insurance in the face amount of Fifty Thousand Dollars (\$50,000); and
  - c. Supplemental disability insurance, when combined with TRS disability payments for which the Administrator may be eligible, shall provide no more than sixty percent (60%) of the Administrator's base salary in the event of disability.

However, in the event that the Board's contribution towards the Administrator's participation in the SASSED group hospitalization and major medical insurance group plan under this Section subjects the Board to any excise tax, civil money penalty or civil action for noncompliance with the nondiscrimination provisions of the *Patient Protection and Affordable Care Act*, P.L. 111-148 and/or the *Health Care and Education Reconciliation Act*, P.L. 111-152, the Board shall immediately reduce its contribution towards the Administrator's participation by the amount

necessary to avoid the imposition of an excise tax, civil money penalty or civil action. Further, and in such event, unless otherwise agreed to in writing by the parties, the Board shall elect to convert the amount of the reduction to an alternative form of compensation or combination of compensation and benefit(s) to the extent necessary to avoid the imposition of an excise tax, civil money penalty or civil action; however, in no event shall such an alternative form of compensation or combination of compensation and benefit(s) subject SASED to an employer contribution to TRS for an increase in creditable earnings in excess of six percent (6%).

5. The Administrator shall be entitled to receive fourteen (14) days of sick leave per contract year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
6. The Administrator shall be entitled to receive two (2) personal days and one (1) emergency day per contract year. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
7. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Executive Director of SASED. Vacation days shall be taken during the school year for which they were granted, or by December 31 of the following school year, provided that no more than five (5) unused vacation days may be carried over to the final school year of this Agreement. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost. In consideration of the salary increases provided under this Agreement and the carryover of unused vacation days as provided under this subsection and insofar that the parties agree that any payment made to the Administrator for unused vacation at the termination of the Agreement is not intended as TRS creditable earnings, payment for unused vacation days at the Administrator's final per diem rate shall become due and payable to the Administrator thirty (30) days following the later of (a) the Administrator's last day of work, (b) termination of this Agreement, or (c) the Administrator's final regular payroll.

8. The Administrator may attend, subject to the Executive Director's approval, appropriate professional meetings at the national and state level and documented expenses incurred shall be paid by SASSED.
9. The Administrator shall be allowed such holidays, benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise determine.
10. The BOARD shall pay all of the Administrator's dues and membership fees in professional organizations approved by the Executive Director.

**C. POWERS, DUTIES, AND GOALS**

1. The Administrator shall devote maximum attention and energy to the business of SASSED. The Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Assistant Director of Business – Chief School Business Official. The Administrator may attend and teach with the prior approval of the Executive Director university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASED districts or educational agencies for short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of SASSED by any lengthy and conspicuous absence for such activities.
2. The duties and responsibilities of the Administrator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Administrator by the Executive Director. The BOARD reserves the right to reassign the Administrator to different duties from time to time during the term of this Agreement, without a loss of pay.
3. The Administrator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the BOARD and shall comply with their requirements.
4. The BOARD and the Administrator agree that this Agreement is a multi-year contract within the meaning of Section 10-23.8a of the Illinois *School Code*. Pursuant to Section 10-23.8a, by accepting the terms of a multi-year contract, the

Administrator waives all rights granted her under Sections 24-11 through 24-16 of the *School Code* only for the term of the multi-year contract.

5. This is a performance-based contract pursuant to Section 10-23.8a of the Illinois *School Code*. The BOARD and the Administrator agree that the goals and indicators set forth in Appendix A are linked to student performance and academic improvement. The goals stated in Appendix A shall be met by the Administrator.
6. The Administrator will annually cause a written report to be prepared with respect to each of the goals identified in Appendix A. The reports will assess the status of the goals and progress toward the goals. The Administrator will discuss each report with the Executive Director and make recommendations with respect to further actions.
7. Once the student performance and academic improvement goals have been attained, this Agreement may be extended.

#### **D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Administrator's duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of the Administrator .
2. The BOARD may terminate this Agreement by written notice to the Administrator at any time after the Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED. Reasons for discharge for cause shall be given in writing, and the Administrator shall be entitled to appear before the BOARD to discuss such causes. If the Administrator

chooses to be accompanied by legal counsel, she shall bear any of her costs therein involved. Such meeting shall be conducted in closed session.

**E. EVALUATION**

The Executive Director and the Administrator shall, on an annual basis consistent with the cycle for evaluating certified teachers, discuss and evaluate their working relationship, rapport and understanding, as well as the Administrator's progress toward performance goals and other performance standards. At that time, the Administrator's performance under this Agreement and progress toward the goals shall be appraised by the Executive Director and a written evaluation of that performance shall be provided to the Administrator. The initial meeting to review the evaluation is planned to occur by February 1st. The parties may schedule such other meetings to review the evaluation or other performance considerations and discuss, as warranted, the terms and conditions of the continued future employment of the Administrator. The results of the evaluation, or failure by the Executive Director to complete an evaluation, does not preclude dismissal or nonrenewal of this Agreement. At any time during the term of this Agreement, if the Administrator's performance fails to meet expectations communicated to the Administrator in writing, whether through an evaluation or otherwise, the BOARD may terminate this Agreement. Such termination of the Agreement for performance deficiencies is in addition to the provisions in Paragraph D, and no hearing will be required.

**F. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Administrator and to the BOARD Chairperson.

**G. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary and the Administrator, and appended to this Agreement.

**H. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Administrator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Assistant Director of Business/CSBO**

**SASED Board of Directors**

\_\_\_\_\_  
**Rachel Wisniewski**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Date**

**APPENDIX A TO  
ASSISTANT DIRECTOR OF BUSINESS - CHIEF SCHOOL BUSINESS OFFICIAL  
EMPLOYMENT AGREEMENT**

**GOALS AND INDICATORS**

**Goal 1:** Prepare and manage annual financial budgets that support strategic plan initiatives and maintain fiscal responsibility.

*Indicators:*

- Allocate funds to support strategic plan initiatives, considering priority of needs
- Regularly report to the Board of Directors regarding revenues and expenditures

**Goal 2:** Create and maintain a 5-year facilities plan to address SASSED needs.

*Indicators:*

- Work with the Executive Director to review needs
- Maintain a sustainable plan to budget accordingly for project implementation
- Provide timely reports to the Executive Director and Board of Directors

**ASSISTANT DIRECTOR OF PROGRAMS AND SERVICES**  
**EMPLOYMENT AGREEMENT**  
**JULY 1, 2024 through June 30, 2025**

**THIS EMPLOYMENT AGREEMENT** (“Agreement”) is made on the date hereinafter set forth between Elizabeth Vander Woude (“Assistant Director of Programs and Services”) and the Board of Directors of (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Assistant Director of Programs and Services for a term of twelve months commencing on July 1, 2024 and terminating on June 30, 2025 at an annual salary of One Hundred Thirty-Two Thousand, One Hundred Fifty and No/100 Dollars (\$132,150.00). The Assistant Director of Programs and Services shall work a Two Hundred Fifty-Nine (259)-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Assistant Director of Programs and Services’ behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the CSBO’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Assistant Director of Programs and Services’ behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Assistant Director of Programs and Services does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Assistant Director of Programs and Services did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid

by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Assistant Director of Programs and Services' future services, knowledge and experience.

3. During the term of this Agreement, the Assistant Director of Programs and Services shall hold a valid Professional Educator License, and such other relevant Administrative endorsements shall qualify her to act as the Assistant Director of Programs and Services of SASSED under the *School Code of Illinois* and the Rules of the Illinois State Board of Education.

**B. BENEFITS**

1. SASSED shall reimburse the Assistant Director of Programs and Services for expenses incurred for business-related travel outside the Chicago metropolitan area in accordance with SASSED policies and procedures.
2. As a condition of her employment, the Assistant Director of Programs and Services shall be required to travel between SASSED buildings and programs and make other business-related trips including, but not limited to, meetings with SASSED and member school district representatives, parents and constituents, and other local, State and federal agencies and organizations. It is recognized that because of such required travel, the Assistant Director of Programs and Services will incur expenses of a business nature for the lease or acquisition of a vehicle and the expenses typically associated therewith, including insurance. As a condition of her employment and in order to fulfill the aforementioned required travel, the Assistant Director of Programs and Services shall provide, at her sole expense, a personally owned or leased vehicle for business purposes and bear all costs associated with the lease or purchase, upkeep and maintenance of said vehicle. The Assistant Director of Programs and Services, at the Assistant Director of Programs and Services' sole cost, shall also maintain automobile insurance coverage for business usage of said vehicle. Coverage shall not be less than Illinois statutory minimums, shall not have any exclusions for business use, and shall include Auto Physical Damage coverage to the vehicle as SASSED's coverages will not be responsible for any physical damage to the Assistant Director of Programs and Services' vehicle.

All coverages should be placed with a carrier with an AVI or greater rating by AM Best. A Certificate of Insurance shall be provided as proof of insurance and shall name SASSED, the SASSED Governing Board and SASSED Board of Directors as Additional Insureds. As and for a vehicle allowance to be used by the Assistant Director of Programs and Services towards the lease or acquisition of a vehicle and all expenses associated therewith, including insurance, the BOARD shall pay to the Assistant Director of Programs and Services the sum of Four Hundred and No/100 Dollars (\$400.00) per month. It shall be the Assistant Director of Programs and Services' sole responsibility to maintain appropriate documentation of the business use of the vehicle for personal income tax purposes.

3. As a condition of her employment, the Assistant Director of Programs and Services shall be required to utilize a BOARD-provided cellular telephone for SASSED-related business. The Board shall pay for the cost of such cellular telephone.
4. The Assistant Director of Programs and Services shall also be entitled to the following BOARD-paid benefits:
  - a. Medical, dental and vision insurance for the Assistant Director of Programs and Services and her eligible dependents;
  - b. Term life insurance in the face amount of Fifty Thousand Dollars (\$50,000); and
  - c. Supplemental disability insurance, when combined with TRS disability payments for which the Assistant Director of Programs and Services may be eligible, shall provide no more than sixty percent (60%) of the Assistant Director of Programs and Services' base salary in the event of disability.

However, in the event that the Board's contribution towards the Assistant Director of Programs and Services' participation in the SASSED group hospitalization and major medical insurance group plan under this Section subjects the Board to any excise tax, civil money penalty or civil action for noncompliance with the nondiscrimination provisions of the *Patient Protection and Affordable Care Act*, P.L. 111-148 and/or the *Health Care and Education Reconciliation Act*, P.L. 111-152, the Board shall immediately reduce its contribution towards the Assistant Director of Programs and Services participation by the amount necessary to avoid

the imposition of an excise tax, civil money penalty or civil action. Further, and in such event, unless otherwise agreed to in writing by the Parties, the Board shall elect to convert the amount of the reduction to an alternative form of compensation or combination of compensation and benefit(s) to the extent necessary to avoid the imposition of an excise tax, civil money penalty or civil action; however, in no event shall such an alternative form of compensation or combination of compensation and benefit(s) subject the Board to an employer contribution to TRS for an increase in creditable earnings in excess of six percent (6%).

5. The Assistant Director of Programs and Services shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
6. The Assistant Director of Programs and Services shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
7. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Executive Director of SASSED. Vacation days shall be taken during the school year for which they were granted, or by December 31 of the following school year, provided that no more than five (5) unused vacation days may be carried over to the final school year of this Agreement. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost. In consideration of the salary increases provided under this Agreement and the carryover of unused vacation days as provided under this subsection, and insofar that the parties agree that any payment made to the Assistant Director of Programs and Services for unused vacation at the termination of the Agreement is not intended as TRS creditable earnings, payment for unused vacation days at the Assistant Director of Programs and Services final per diem rate shall become due and payable to the Assistant Director of Programs and Services thirty (30) days following the later of (a) the Assistant Director of Programs and Services' last day

of work, (b) termination of this Agreement, or (c) the Assistant Director of Programs and Services' final regular payroll.

8. The Assistant Director of Programs and Services may attend, subject to the Executive Director's Approval, appropriate professional meetings at the national and state level and documented expenses incurred shall be paid by SASSED.
9. The Assistant Director of Programs and Services shall be allowed such holidays, benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise determine.
10. The BOARD shall pay all of the Assistant Director of Programs and Services' dues and membership fees in professional organizations approved by the Executive Director.

### **C. POWERS AND DUTIES**

1. The Assistant Director of Programs and Services shall devote maximum attention and energy to the business of SASSED. The Assistant Director of Programs and Services shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Assistant Director of Programs and Services. The Assistant Director of Programs and Services may attend and teach with the prior approval of the Executive Director university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASSED districts or educational agencies for short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Assistant Director of Programs and Services may not jeopardize the functioning of SASSED by any lengthy and conspicuous absence for such activities.
2. The duties and responsibilities of the Assistant Director of Programs and Services shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Assistant Director of Programs and Services by the Executive Director. The BOARD reserves the right to reassign the Assistant Director of Programs and Services to different duties from time to time during the term of the contract, without a loss of pay.
3. The Assistant Director of Programs and Services shall be responsible for and

deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

**D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Assistant Director of Programs and Services' duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of the Assistant Director of Programs and Services.
2. The BOARD may terminate this Agreement by written notice to the Assistant Director of Programs and Services at any time after the Assistant Director of Programs and Services has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Assistant Director of Programs and Services may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED. Reasons for discharge for cause shall be given in writing, and the Assistant Director of Programs and Services shall be entitled to appear before the BOARD to discuss such causes. If the Assistant Director of Programs and Services chooses to be accompanied by legal counsel, he shall bear any of her costs therein involved. Such meeting shall be conducted in closed session.

**E. EVALUATION**

The Executive Director and the Assistant Director of Programs and Services shall, on an annual basis consistent with the cycle for evaluating certified teachers, discuss and evaluate their working relationship, rapport and understanding, as well as the Assistant Director of Programs and Services' progress toward annual performance goals or other performance standards. At that time, the Assistant Director of Programs and Services' performance

under the Agreement and progress toward the goals shall be appraised by the Executive Director and a written evaluation of that performance shall be provided to the Assistant Director of Programs and Services. The initial meeting to review the evaluation is planned occur by February 1st. The parties may schedule such other meetings to review the evaluation or other performance considerations and determine, if necessary, the terms and conditions of the continued future employment of the Assistant Director of Programs and Services. The results of the evaluation, or failure by the Executive Director to complete an evaluation does not preclude dismissal or nonrenewal of the contract. At any time during the term of this Agreement, if the Assistant Director of Programs and Services' performance fails to meet expectations communicated to the Director in writing, whether through an evaluation or otherwise, the BOARD may terminate this Agreement. Such termination of the Agreement for performance deficiencies is in addition to the provisions in Paragraph D, and no hearing will be required.

**F. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Assistant Director of Programs and Services and to the BOARD Chairperson.

**G. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Assistant Director of Programs and Services, and appended to this Agreement.

**H. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of

this Agreement, the text shall control.

- 3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
- 4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- 5. This Agreement shall be binding upon and inure to the benefit of the Assistant Director of Programs and Services, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Assistant Director of Programs and Services**

**SASED Board of Directors**

\_\_\_\_\_  
**Elizabeth Vander Woude**

**By:** \_\_\_\_\_  
**Chairperson**

**Attest:** \_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Date:**

**Elizabeth I. Vander Woude, EdD (She/Her/Hers)**  
630-728-8106 • [elizabethvanderwoude@gse.harvard.edu](mailto:elizabethvanderwoude@gse.harvard.edu) • [LinkedIn](#)

## EDUCATION

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**Harvard Graduate School of Education (HGSE)** **Cambridge, MA**

Ed.M. 2024 Candidate (Education Leadership, Organizations, and Entrepreneurship)

*Relevant Courses:* Institutional Change in School Organizations, Systems, and Sectors; The Organizational Science of School Improvement; Equity and Opportunity: Class in Context; Leading Change; Power and Influence for Positive Impact; Legal Issues in K-12 Education

**Judson University** **Elgin, IL**

Ed.D. 2019 and Ed.M. 2015

*Dissertation:* Winged—But Grounded: A Content Analysis of Intersecting Identities and Systems of Power

*Relevant Courses:* Leadership in Educational Contexts; Evaluating Research Data; Quantitative and Qualitative Data Analysis; Designing and Delivering Professional Presentations

Lights of Literacy Award Winner

**University of Missouri** **Columbia, MO**

Bachelor of Science in Special Education 2006

*magna cum laude*, Student of the Year-College of Education 2006

## PROFESSIONAL SUMMARY

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A results-oriented leader with expertise in leading teams to develop and implement strategic plans through building consensus, collaborating with multiple stakeholder groups, data analysis, and using organizational theory, science, and analysis. Extensive training and background on designing and facilitating adult professional learning resulting in marked changes in performance and an improvement in student outcomes, specifically related to culturally sustaining practices; diversity, equity, inclusion, and belonging; and principles of collaboration. A learner who is interested in theory and research that promotes equitable, innovative strategic design and decision at system levels. A passionate advocate for public education grounded in a genuine belief that education, if transformed correctly, can serve as a primary way for students to build efficacy and enact agency in all realms of life.

## EXPERIENCE

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**Boston Public Schools (BPS)** **Boston, MA**

Principal Fellow

August 2023 - Present

- Created, implemented, and monitored Strategic Quality School Improvement Plans through organizational analysis of rational, natural, and open systems
- Partnered with principals, regional school leaders and superintendents to align school and district strategic plans to ensure student access to daily, unfettered access to complex, rigorous, and culturally enabling instruction and materials
- Provided strategic guidance to the Culture and Belonging team on goal creation and initiatives through the creation of student and staff focus groups and 30-, 60-, and 90-day plans for implementation
- Led district equity walkthroughs and debrief meetings to inform and refine strategic plans demonstrating a 30% improvement in student access to complex and culturally enabling instruction
- Presented qualitative and quantitative data progress updates to different stakeholder groups noting 12% increases in student and staff sense of belonging, 13% increase in student growth percentile on MCAS and MAP math and ELA assessments
- Collaborated with community partnership organizations to increase family engagement
- Consulted with principals on budget allocations and strategic financial plans
- Hired, mentored, and coached new educators

**St. Charles CUSD 303**

Instructional Support Coach

**St. Charles, IL**

July 2016 – July 2023

- Led school improvement leadership teams, curriculum development, and content teams through the creation, implementation, and monitoring of school improvement plans resulting in a 21% increase in achievement from 2016-2019, a 10% achievement increase from 2022-2023, and a student growth median of 157% from the fall to spring state assessment
- Utilized organizational theory and analysis (Congruence Model of Organizations) to create goals, diagnose organizational problems, analyze root causes, and make recommendations to the district's strategic planning committee
- Collaborated, consulted, and coached teams and individuals in establishing goals, norms, accountability procedures and measurements; cultivating interdependence among and between teams; and on data analysis
- Developed and facilitated professional learning workshops, courses, and institutes on diversity, equity, inclusion, and belonging, research-based pedagogies, collective efficacy, and teacher credibility with a 96% approval rating of participants
- Communicated effectively with district leadership and board members through writing and presentations on team and school strategic initiatives and progress
- Provided strategic guidance to upper administration as a member of the strategic planning committee, district level professional learning committee, and lead instructional coach of middle schools

**Judson University**

Adjunct Faculty Professor

**Elgin, IL**

January 2015 – May 2019

- Created, delivered, and taught undergraduate and graduate level education courses on literacy leadership and special education services
- Collaborated and communicated with other professors, directors, and university provost

**St. Charles CUSD 303**

Classroom Teacher

**St. Charles, IL**

August 2011 – June 2016

- Team leader for grade level teachers
- Professional Learning Community for special education teachers and English teachers
- Taught English Language Arts, Reading and Writing Intervention, Social Studies, Special Education

**School Associational for Special Education (SASED)  
County, IL**

Special Education Teacher

**DuPage and West Cook**

August 2006 – June 2011

- Fulfilled IEP case manager duties, including writing and implementing IEPs and Behavior Intervention Plans
- Self-contained classroom teacher for students with IEPs

**SKILLS**

- 
- Cultivating meaningful, trusting relationships with various stakeholders
  - Producing excellent written and oral communication and presentations
  - Analyzing data at macro, meso, and micro levels to make informed and researched decisions
  - Building consensus among team members
  - Solving problems and resolving conflict
  - Identifying high leverage shifts in organizations

**ASSISTANT DIRECTOR OF HUMAN RESOURCES**

**EMPLOYMENT AGREEMENT**

**July 1, 2024 through June 30, 2025**

**THIS EMPLOYMENT AGREEMENT** (“Agreement”) is made on the date hereinafter set forth between Julie Grohn (“the Assistant Director of Human Resources”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Assistant Director of Human Resources for a term of twelve months commencing on July 1, 2024 and terminating on June 30, 2025 at an annual salary of One Hundred Thirty-Eight Thousand, Seven Hundred Fifty-Seven and 71/100 Dollars (\$138,757.71). The Assistant Director of Human Resources shall work a Two Hundred Fifty-Nine (259)-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
  
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Assistant Director of Human Resources’ behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Assistant Director’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Assistant Director of Human Resources’ behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Assistant Director of Human Resources does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Assistant Director of Human Resources did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions

paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Assistant Director of Human Resources' future services, knowledge and experience.

3. During the term of this Agreement, the Assistant Director of Human Resources shall hold a valid Professional Educator License, and such other relevant Administrative endorsements as shall qualify her to act as Assistant Director of Human Resources of SASED under the *School Code of Illinois* and the Rules of the Illinois State Board of Education.

**B. BENEFITS**

1. SASED shall reimburse the Assistant Director of Human Resources for expenses incurred for business-related travel outside the Chicago metropolitan area in accordance with SASED policies and procedures.
2. As a condition of her employment, the Assistant Director of Human Resources shall be required to travel between SASED buildings and programs and make other business-related trips including, but not limited to, meetings with SASED and member school district representatives, parents and constituents, and other local, State and federal agencies and organizations. It is recognized that because of such required travel, the Assistant Director of Human Resources will incur expenses of a business nature for the lease or acquisition of a vehicle and the expenses typically associated therewith, including insurance. As a condition of her employment and in order to fulfill the aforementioned required travel, the Assistant Director of Human Resources shall provide, at her sole expense, a personally owned or leased vehicle for business purposes and bear all costs associated with the lease or purchase, upkeep and maintenance of said vehicle. The Assistant Director of Human Resources, at the Assistant Director of Human Resources' sole cost, shall also maintain automobile insurance coverage for business usage of said vehicle. Coverage shall not be less than Illinois statutory minimums, shall not have any exclusions for business use, and shall include Auto

Physical Damage coverage to the vehicle as SASSED's coverages will not be responsible for any physical damage to the Assistant Director of Human Resources' vehicle. All coverages should be placed with a carrier with an AVI or greater rating by AM Best. A Certificate of Insurance shall be provided as proof of insurance and shall name SASSED, the SASSED Governing Board and SASSED Board of Directors as Additional Insureds. As and for a vehicle allowance to be used by the Assistant Director of Human Resources towards the lease or acquisition of a vehicle and all expenses associated therewith, including insurance, the BOARD shall pay to the Assistant Director of Human Resources the sum of Four Hundred and No/100 Dollars (\$400.00) per month. It shall be the Assistant Director of Human Resources' sole responsibility to maintain appropriate documentation of the business use of the vehicle for personal income tax purposes.

3. As a condition of her employment, the Assistant Director of Human Resources shall be required to utilize a BOARD-provided cellular telephone for SASSED-related business. The Board shall pay for the cost of such cellular telephone.
4. The Assistant Director of Human Resources shall also be entitled to the following BOARD-paid benefits:
  - a. Medical, dental and vision insurance for the Assistant Director of Human Resources and her eligible dependents;
  - b. Term life insurance in the face amount of Fifty Thousand Dollars (\$50,000); and
  - c. Supplemental disability insurance, when combined with TRS disability payments for which the Assistant Director of Human Resources may be eligible, shall provide no more than sixty percent (60%) of the Assistant Director of Human Resources' base salary in the event of disability.

However, in the event that the Board's contribution towards the Assistant Director of Human Resource's participation in the SASSED group hospitalization and major medical insurance group plan under this Section subjects the Board to any excise tax, civil money penalty or civil action for noncompliance with the

nondiscrimination provisions of the *Patient Protection and Affordable Care Act*, P.L. 111-148 and/or the *Health Care and Education Reconciliation Act*, P.L. 111-152, the Board shall immediately reduce its contribution towards the Assistant Director of Human Resources participation by the amount necessary to avoid the imposition of an excise tax, civil money penalty or civil action. Further, and in such event, unless otherwise agreed to in writing by the Parties, the Board shall elect to convert the amount of the reduction to an alternative form of compensation or combination of compensation and benefit(s) to the extent necessary to avoid the imposition of an excise tax, civil money penalty or civil action; however, in no event shall such an alternative form of compensation or combination of compensation and benefit(s) subject the Board to an employer contribution to TRS for an increase in creditable earnings in excess of six percent (6%).

5. The Assistant Director of Human Resources shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
6. The Assistant Director of Human Resources shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
7. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Executive Director of SASSED. Vacation days shall be taken during the school year for which they were granted, or by December 31 of the following school year, provided that no more than five (5) unused vacation days may be carried over to the final school year of this Agreement. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost. In consideration of the salary increases provided under this Agreement and the carryover of unused vacation days as provided under this subsection, and insofar that the parties agree that any payment made to the Assistant Director of Human

Resources for unused vacation at the termination of the Agreement is not intended as TRS creditable earnings, payment for unused vacation days at the Assistant Director of Human Resources' final per diem rate shall become due and payable to the Assistant Director of Human Resources thirty (30) days following the later of (a) the Assistant Director of Human Resources' last day of work, (b) termination of this Agreement, or (c) the Assistant Director of Human Resources' final regular payroll.

8. The Assistant Director of Human Resources may attend, subject to the Executive Director's Approval, appropriate professional meetings at the national and state level and documented expenses incurred shall be paid by SASSED.
9. The Assistant Director of Human Resources shall be allowed such holidays, benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise determine.
10. The BOARD shall pay all of the Assistant Director of Human Resources' dues and membership fees in professional organizations approved by the Executive Director.

**C. POWERS AND DUTIES**

1. The Assistant Director of Human Resources shall devote maximum attention and energy to the business of SASSED. The Assistant Director of Human Resources shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Assistant Director of Human Resources. The Assistant Director of Human Resources may attend and teach with the prior approval of the Executive Director university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASSED districts or educational agencies for short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Assistant Director of Human Resources may not jeopardize the functioning of SASSED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Assistant Director of Human Resources shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Assistant Director of Human Resources by the Executive Director. The BOARD reserves the right to reassign the Assistant Director of Human Resources to different duties from time to time during the term of the contract, without a loss of pay.
3. The Assistant Director of Human Resources shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

**D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Assistant Director of Human Resources' duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of the Assistant Director of Human Resources.
2. The BOARD may terminate this Agreement by written notice to the Assistant Director of Human Resources at any time after the Assistant Director of Human Resources has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Assistant Director of Human Resources may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED. Reasons for discharge for cause shall be given in writing, and the Assistant Director of Human Resources shall be entitled to appear before the BOARD to discuss such

causes. If the Assistant Director of Human Resources chooses to be accompanied by legal counsel, she shall bear any of her costs therein involved. Such meeting shall be conducted in closed session.

**E. EVALUATION**

The Executive Director and the Assistant Director of Human Resources shall, on an annual basis consistent with the cycle for evaluating certified teachers, discuss and evaluate their working relationship, rapport and understanding, as well as the Assistant Director of Human Resources' progress toward the annual performance goals or other evaluation standards. At that time, the Assistant Director of Human Resources' performance under the Agreement and progress toward the goals shall be appraised by the Executive Director and a written evaluation of that performance shall be provided to the Assistant Director of Human Resources. The initial meeting to review the evaluation is generally planned to occur by February 1st. The parties may schedule such other meetings to review the evaluation or other performance considerations and determine, if necessary, the terms and conditions of the continued future employment of the Assistant Director of Human Resources. The results of the evaluation, or failure by the Executive Director to complete an evaluation does not preclude dismissal or nonrenewal of the contract. At any time during the term of this Agreement, if the Assistant Director of Human Resource's performance fails to meet expectations communicated to the Director in writing, whether through an evaluation or otherwise, the BOARD may terminate this Agreement. Such termination of the Agreement for performance deficiencies is in addition to the provisions in Paragraph D, and no hearing will be required.

**F. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Assistant Director of Human Resources and to the BOARD Chairperson.

**G. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Assistant Director of Human Resources, and appended to this Agreement.

**H. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Assistant Director of Human Resources, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Assistant Director of Human Resources**

**SASED Board of Directors**

\_\_\_\_\_  
**Julie Grohn**

**By:** \_\_\_\_\_  
**Chairperson**

**Attest:** \_\_\_\_\_  
**Secretary**

**Date:** \_\_\_\_\_

**Date:**  
\_\_\_\_\_

**TECHNOLOGY COORDINATOR  
EMPLOYMENT AGREEMENT  
July 1, 2024 through June 30, 2025**

**THIS EMPLOYMENT AGREEMENT** (“Agreement”) is made on the date hereinafter set forth between Gina Guyer (“the Technology Coordinator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Technology Coordinator for a term of one (1) year commencing on July 1, 2024 and terminating on June 30, 2025 at an annual salary of Eighty One Thousand Eight Hundred Five and 50/100 Dollars (\$81,805.50). The Technology Coordinator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
  
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Technology Coordinator’s behalf to the Illinois Municipal Retirement Fund (“IMRF”) the Technology Coordinator’s required contributions to said pension system. It is the parties’ intention to qualify all such payments paid by the BOARD on the Technology Coordinator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Technology Coordinator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the IMRF. Both parties acknowledge that the Technology Coordinator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the IMRF, and that such contributions are made as a condition of employment to secure the Technology Coordinator’s future

services, knowledge and experience.

3. The termination date of this Agreement may be extended by mutual agreement, pursuant to the terms of Section D, with or without a modification of the annual salary provisions.

## **B. BENEFITS**

1. The Technology Coordinator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Technology Coordinator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Executive Director of SASSED. Vacation leave days that are not used by the end of the school year are forfeited, provided that if the Technology Coordinator is re-employed as a Technology Coordinator for the following school year, a maximum of five (5) unused days may be carried over for use by the following December 31. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost.
4. The Technology Coordinator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Technology Coordinator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

## **C. POWERS AND DUTIES**

1. The Technology Coordinator shall devote maximum attention and energy to the business of SASSED. The Technology Coordinator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability

to function as the Technology Coordinator..

**D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Technology Coordinator's duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of Technology Coordinator.
2. The BOARD may terminate this Agreement by written notice to the Technology Coordinator at any time after the Technology Coordinator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Technology Coordinator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED. Reasons for discharge for cause shall be given in writing, and the Technology Coordinator shall be entitled to appear before the BOARD to discuss such causes. If the Technology Coordinator chooses to be accompanied by legal counsel, she shall bear any of her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Coordinator without pay pending completion of the requirements of this section. After the effective date of dismissal the Coordinator shall not be entitled to further payments of compensation of any kind under this Contract.

**E. EVALUATION**

The Executive Director shall evaluate the Technology Coordinator's performance on an ongoing basis and shall meet with the Technology Coordinator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not

preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Technology Coordinator.

**F. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Technology Coordinator and to the BOARD Chairperson.

**G. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Technology Coordinator, and appended to this Agreement.

**H. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Technology Coordinator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

Technology Coordinator

SASED Board of Directors

\_\_\_\_\_  
Gina Guyer

By: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**PROGRAM ADMINISTRATOR  
EMPLOYMENT AGREEMENT  
July 1, 2024 through June 30, 2025**

**THIS EMPLOYMENT AGREEMENT** (“Agreement”) is made on the date hereinafter set forth between Darcie Vance (“the Program Administrator”) and the Board of Directors of (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Program Administrator for a term of one (1) year commencing on July 1, 2024 and terminating on June 30, 2025 at an annual salary of One Hundred One Thousand, Eight Hundred Fifty and No/100 Dollars (\$101,850.00). This will be prorated based on the first day of employment. The Program Administrator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
  
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Administrator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Program Administrator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Administrator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Program Administrator did not have the option of choosing to receive the contributed amounts directly, instead of

having such contributions paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Program Administrator's future services, knowledge and experience.

3. During the term of this Agreement, the Program Administrator shall hold a valid Professional Educator License.

**B. BENEFITS \* prorated based on start date**

1. The Program Administrator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Administrator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Assistant Director of Programs and Services of SASSED. Vacation leave days that are not used by the end of the school year are forfeited, provided that if the Program Administrator is re-employed as a Program Administrator for the following school year. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost.
4. The Program Administrator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Administrator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

**C. POWERS AND DUTIES**

1. The Program Administrator shall devote maximum attention and energy to the business of SASSED. The Program Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Administrator. The Program Administrator may attend, and teach, with the prior approval of the Assistant Director of Programs and

- Services, university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASED districts or educational agencies for short-term duration without loss of salary; lecture; and, engage in writing activities and speaking engagements. The Program Administrator may not jeopardize the functioning of SASED by any lengthy and conspicuous absence for such activities.
2. The duties and responsibilities of the Program Administrator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Administrator by the Executive Director. The BOARD reserves the right to reassign the Program Administrator to different duties from time to time during the term of the contract, without a loss of pay.
  3. The Program Administrator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

**D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Program Administrator's duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of Program Administrator.
2. The BOARD may terminate this Agreement by written notice to the Program Administrator at any time after the Program Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASED's obligations shall cease upon such termination. Prior to termination for disability, the Program Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASED. Reasons for discharge for cause shall be given in writing, and the Program Administrator shall be entitled to appear before the BOARD to discuss such causes. If the Program

Administrator chooses to be accompanied by legal counsel, she shall bear any of her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

**E. EVALUATION**

The Assistant Director of Programs and Services or Executive Director shall evaluate the Program Administrator's performance on an ongoing basis and shall meet with the Program Administrator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Administrator.

**F. CONTINUED EMPLOYMENT**

The Program Administrator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Program Administrator may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Program Administrator or reclassify the Program Administrator with a concomitant reduction of salary and benefits. The BOARD may also terminate this Agreement for failure to perform assigned duties or breach of Program Administrator's responsibilities under this Agreement. Termination for such performance deficiencies or breach is in addition to the provisions in Paragraph D, and no hearing will be required.

**G. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Administrator and to the BOARD Chairperson.

**H. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Administrator, and appended to this Agreement.

**I. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Administrator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Program Administrator**

**SASED Board of Directors**

\_\_\_\_\_  
**Darcie Vance**

**By:** \_\_\_\_\_  
**Chairperson**

**Attest:** \_\_\_\_\_  
**Secretary**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROGRAM ADMINISTRATOR  
EMPLOYMENT AGREEMENT  
July 1, 2024 through June 30, 2025**

**THIS EMPLOYMENT AGREEMENT** (“Agreement”) is made on the date hereinafter set forth between Tara Corral (“the Program Administrator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Program Administrator for a term of one (1) year commencing on July 1, 2024 and terminating on June 30, 2025 at an annual salary of One Hundred Thirteen Thousand, Three Hundred-Fifty Nine and 05/100 Dollars (\$113,359.05). The Program Administrator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
  
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Administrator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Program Administrator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Administrator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Program Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the TRS, and that such

contributions are made as a condition of employment to secure the Program Administrator's future services, knowledge and experience.

3. During the term of this Agreement, the Program Administrator shall hold a valid Professional Educator License.

**B. BENEFITS**

1. The Program Administrator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Administrator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Assistant Director of Programs and Services of SASSED. Vacation leave days that are not used by the end of the school year are forfeited, provided that if the Program Administrator is re-employed as a Program Administrator for the following school year. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost.
4. The Program Administrator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Administrator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

**C. POWERS AND DUTIES**

1. The Program Administrator shall devote maximum attention and energy to the business of SASSED. The Program Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Administrator. The Program Administrator may attend, and teach with the prior approval of the Assistant Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a

consultant to other non-SASED districts or educational agencies for short-term duration without loss of salary; lecture; and, engage in writing activities and speaking engagements. The Program Administrator may not jeopardize the functioning of SASED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Program Administrator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Administrator by the Executive Director. The BOARD reserves the right to reassign the Program Administrator to different duties from time to time during the term of the contract, without a loss of pay.
3. The Program Administrator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

**D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Program Administrator's duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of Program Administrator.
2. The BOARD may terminate this Agreement by written notice to the Program Administrator at any time after the Program Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASED's obligations shall cease upon such termination. Prior to termination for disability, the Program Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASED. Reasons for discharge for cause shall be given in writing, and the Program Administrator shall be entitled to appear before the BOARD to discuss such causes. If the Program Administrator chooses to be accompanied by legal counsel, she shall bear any of

her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

**E. EVALUATION**

The Assistant Director of Programs and Services or Executive Director shall evaluate the Program Administrator's performance on an ongoing basis and shall meet with the Program Administrator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Administrator.

**F. CONTINUED EMPLOYMENT**

The Program Administrator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Program Administrator may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Program Administrator or reclassify the Program Administrator with a concomitant reduction of salary and benefits. The BOARD may also terminate this Agreement for failure to perform assigned duties or breach of Program Administrator's responsibilities under this Agreement. Termination for such performance deficiencies or breach is in addition to the provisions in Paragraph D, and no hearing will be required.

**G. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Administrator and to the BOARD Chairperson.

**H. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Administrator, and appended to this Agreement.

**I. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Administrator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Program Administrator**

**SASED Board of Directors**

\_\_\_\_\_  
**Tara Corral**

**By:** \_\_\_\_\_  
**Chairperson**

**Attest:** \_\_\_\_\_  
**Secretary**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROGRAM ADMINISTRATOR  
EMPLOYMENT AGREEMENT  
July 1, 2024 through June 30, 2025**

**THIS EMPLOYMENT AGREEMENT** (“Agreement”) is made on the date hereinafter set forth between Amy Gebre (“the Program Administrator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Program Administrator for a term of one (1) year commencing on July 1, 2024 and terminating on June 30, 2025 at an annual salary of One Hundred-Thirteen Thousand, Three Hundred-Fifty Nine and 05/100 Dollars (\$113,359.05). The Program Administrator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
  
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Administrator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Program Administrator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Administrator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Program Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the TRS, and that such

contributions are made as a condition of employment to secure the Program Administrator's future services, knowledge and experience.

3. During the term of this Agreement, the Program Administrator shall hold a valid Professional Educator License.

**B. BENEFITS**

1. The Program Administrator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Administrator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Assistant Director of Programs and Services of SASSED. Vacation leave days that are not used by the end of the school year are forfeited, provided that if the Program Administrator is re-employed as a Program Administrator for the following school year. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost.
4. The Program Administrator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Administrator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

**C. POWERS AND DUTIES**

1. The Program Administrator shall devote maximum attention and energy to the business of SASSED. The Program Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Administrator. The Program Administrator may attend, and teach with the prior approval of the Assistant Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a

consultant to other non-SASED districts or educational agencies for short-term duration without loss of salary; lecture; and, engage in writing activities and speaking engagements. The Program Administrator may not jeopardize the functioning of SASED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Program Administrator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Administrator by the Executive Director. The BOARD reserves the right to reassign the Program Administrator to different duties from time to time during the term of the contract, without a loss of pay.
3. The Program Administrator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

#### **D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Program Administrator's duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of Program Administrator.
2. The BOARD may terminate this Agreement by written notice to the Program Administrator at any time after the Program Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASED's obligations shall cease upon such termination. Prior to termination for disability, the Program Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASED. Reasons for discharge for cause shall be given in writing, and the Program Administrator shall be entitled to appear before the BOARD to discuss such causes. If the Program Administrator chooses to be accompanied by legal counsel, she shall bear any of

her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

**E. EVALUATION**

The Assistant Director of Programs and Services or Executive Director shall evaluate the Program Administrator's performance on an ongoing basis and shall meet with the Program Administrator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Administrator.

**F. CONTINUED EMPLOYMENT**

The Program Administrator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Program Administrator may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Program Administrator or reclassify the Program Administrator with a concomitant reduction of salary and benefits. The BOARD may also terminate this Agreement for failure to perform assigned duties or breach of Program Administrator's responsibilities under this Agreement. Termination for such performance deficiencies or breach is in addition to the provisions in Paragraph D, and no hearing will be required.

**G. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Administrator and to the BOARD Chairperson.

**H. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Administrator, and appended to this Agreement.

**I. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Administrator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Program Administrator**

**SASED Board of Directors**

\_\_\_\_\_  
**Amy Gebre**

**By:** \_\_\_\_\_  
**Chairperson**

**Attest:** \_\_\_\_\_  
**Secretary**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROGRAM COORDINATOR  
EMPLOYMENT AGREEMENT  
July 1, 2024 through June 30, 2025**

**THIS EMPLOYMENT AGREEMENT** (“Agreement”) is made on the date hereinafter set forth between Sherilyn Genin (“the Program Coordinator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Program Coordinator for a term of one (1) year commencing on July 1, 2024 and terminating on June 30, 2025 at an annual salary of One Hundred-Fifteen Thousand, Six Hundred Twenty Six and 23/100 Dollars (\$115,626.23). The Program Coordinator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
  
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Coordinator’s behalf to the Illinois Municipal Retirement Fund (“IMRF”) the Program Coordinator’s required contributions to said pension system. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Coordinator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Coordinator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the IMRF. Both parties acknowledge that the Program Coordinator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the IMRF, and that such contributions are

made as a condition of employment to secure the Program Coordinator's future services, knowledge and experience.

3. During the term of this Agreement, the Program Coordinator shall hold a valid License with the Illinois Department of Financial and Professional Regulation. (IDFPR).

**B. BENEFITS**

1. The Program Coordinator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Coordinator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Assistant Director of Programs and Services of SASSED. Vacation leave days that are not used by the end of the school year are forfeited, provided that if the Program Coordinator is re-employed as a Program Coordinator for the following school year. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost.
4. The Program Coordinator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Coordinator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

**C. POWERS AND DUTIES**

1. The Program Coordinator shall devote maximum attention and energy to the business of SASSED. The Program Coordinator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Coordinator. The Program Coordinator may attend, and teach with the prior approval of the Assistant Director of Programs and Services

- university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASED districts or educational agencies for short-term duration without loss of salary; lecture; and, engage in writing activities and speaking engagements. The Program Coordinator may not jeopardize the functioning of SASED by any lengthy and conspicuous absence for such activities.
2. The duties and responsibilities of the Program Coordinator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Coordinator by the Executive Director. The BOARD reserves the right to reassign the Program Coordinator to different duties from time to time during the term of the contract, without a loss of pay.
  3. The Program Coordinator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

**D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Program Coordinator's duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of Program Coordinator.
2. The BOARD may terminate this Agreement by written notice to the Program Coordinator at any time after the Program Coordinator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASED's obligations shall cease upon such termination. Prior to termination for disability, the Program Coordinator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASED. Reasons for discharge for cause shall be given in writing, and the Program Coordinator shall be entitled to appear before the BOARD to discuss such causes. If the Program Coordinator chooses to be accompanied by legal counsel, she shall bear any of her

costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Coordinator without pay pending completion of the requirements of this section. After the effective date of dismissal the Coordinator shall not be entitled to further payments of compensation of any kind under this Contract.

**E. EVALUATION**

The Assistant Director of Programs and Services or Executive Director shall evaluate the Program Coordinator's performance on an ongoing basis and shall meet with the Program Coordinator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Coordinator.

**F. CONTINUED EMPLOYMENT**

The Program Coordinator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract.

**G. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Coordinator and to the BOARD Chairperson.

**H. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Coordinator, and appended to this Agreement.

**I. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of

this Agreement, the text shall control.

3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Coordinator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Program Coordinator**

**SASED Board of Directors**

\_\_\_\_\_  
**Sherilyn Genin**

**By:** \_\_\_\_\_  
**Chairperson**

**Attest:** \_\_\_\_\_  
**Secretary**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROGRAM ADMINISTRATOR  
EMPLOYMENT AGREEMENT  
July 1, 2024 through June 30, 2025**

**THIS EMPLOYMENT AGREEMENT** ("Agreement") is made on the date hereinafter set forth between Bridget Lessentien ("the Program Administrator") and the Board of Directors ("BOARD") of the School Association for Special Education in DuPage County ("SASED").

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Program Administrator for a term of one (1) year commencing on July 1, 2024 and terminating on June 30, 2025 at an annual salary of One Hundred Two Thousand and No/100 Dollars (\$102,000.00). The Program Administrator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
  
2. In addition to the annual salary stated in Paragraph A.I of this Agreement, the BOARD shall pay on the Program Administrator's behalf to the State of Illinois Teachers' Retirement System ("TRS") and the Teachers' Health Insurance Security Fund ("T.H.I.S. Fund") the Program Administrator's required contributions to said pension system and health fund. It is the parties' intention to qualify all such payments paid by the BOARD on the Program Administrator's behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Program Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure

the Program Administrator's future services, knowledge and experience.

3. During the term of this Agreement, the Program Administrator shall hold a valid Professional Educator License.

**B. BENEFITS**

1. The Program Administrator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Administrator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.S above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Director of Programs and Services of SASSED. Vacation leave days that are not used by the end of the school year are forfeited, provided that if the Program Administrator is re-employed as a Program Administrator for the following school year. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost.
4. The Program Administrator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Administrator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

**C. POWERS AND DUTIES**

1. The Program Administrator shall devote maximum attention and energy to the business of SASSED. The Program Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Administrator. The Program Administrator may attend, and teach with the prior approval of the Assistant Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASSED districts or educational agencies for short-term

duration without loss of salary; lecture; and, engage in writing activities and speaking engagements. The Program Administrator may not jeopardize the functioning of SASSED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Program Administrator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Administrator by the Executive Director. The BOARD reserves the right to reassign the Program Administrator to different duties from time to time during the term of the contract, without a loss of pay.
3. The Program Administrator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

#### **D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Program Administrator's duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of Program Administrator.
2. The BOARD may terminate this Agreement by written notice to the Program Administrator at any time after the Program Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Program Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED. Reasons for discharge for cause shall be given in writing, and the Program Administrator shall be entitled to appear before the BOARD to discuss such causes. If the Program Administrator chooses to be accompanied by legal counsel, she shall

bear any of her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

**E. EVALUATION**

The Assistant Director of Programs and Services or Executive Director shall evaluate the Program Administrator's performance on an ongoing basis and shall meet with the Program Administrator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Administrator.

**F. CONTINUED EMPLOYMENT**

The Program Administrator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Program Administrator may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Program Administrator or reclassify the Program Administrator with a concomitant reduction of salary and benefits. The BOARD may also terminate this Agreement for failure to perform assigned duties or breach of Program Administrator's responsibilities under this Agreement. Termination for such performance deficiencies or breach is in addition to the provisions in Paragraph D, and no hearing will be required.

**G. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Administrator and to the BOARD Chairperson.

**H. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Administrator, and appended to this Agreement.

**I. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Administrator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Program Administrator**

**SASED Board of Directors**

\_\_\_\_\_  
**Bridget Lessentien**

**BY:** \_\_\_\_\_  
**Chairperson**

**Attest:** \_\_\_\_\_  
**Secretary**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROGRAM ADMINISTRATOR  
EMPLOYMENT AGREEMENT  
July 1, 2024 through June 30, 2025**

**THIS EMPLOYMENT AGREEMENT** (“Agreement”) is made on the date hereinafter set forth between Amy McKee (“the Program Administrator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Program Administrator for a term of one (1) year commencing on July 1, 2024 and terminating on June 30, 2025 at an annual salary of One Hundred Seven Thousand, Nine Hundred Sixty One and No/100 Dollars (\$107,961.00). The Program Administrator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
  
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Administrator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Program Administrator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Administrator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Program Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the TRS, and that such

contributions are made as a condition of employment to secure the Program Administrator's future services, knowledge and experience.

3. During the term of this Agreement, the Program Administrator shall hold a valid Professional Educator License.

**B. BENEFITS**

1. The Program Administrator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Administrator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Assistant Director of Programs and Services of SASSED. Vacation leave days that are not used by the end of the school year are forfeited, provided that if the Program Administrator is re-employed as a Program Administrator for the following school year. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost.
4. The Program Administrator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Administrator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

**C. POWERS AND DUTIES**

1. The Program Administrator shall devote maximum attention and energy to the business of SASSED. The Program Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Administrator. The Program Administrator may attend, and teach with the prior approval of the Assistant Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a

consultant to other non-SASED districts or educational agencies for short-term duration without loss of salary; lecture; and, engage in writing activities and speaking engagements. The Program Administrator may not jeopardize the functioning of SASED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Program Administrator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Administrator by the Executive Director. The BOARD reserves the right to reassign the Program Administrator to different duties from time to time during the term of the contract, without a loss of pay.
3. The Program Administrator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

**D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Program Administrator's duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of Program Administrator.
2. The BOARD may terminate this Agreement by written notice to the Program Administrator at any time after the Program Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASED's obligations shall cease upon such termination. Prior to termination for disability, the Program Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASED. Reasons for discharge for cause shall be given in writing, and the Program Administrator shall be entitled to appear before the BOARD to discuss such causes. If the Program Administrator chooses to be accompanied by legal counsel, she shall bear any of

her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

**E. EVALUATION**

The Assistant Director of Programs and Services or Executive Director shall evaluate the Program Administrator's performance on an ongoing basis and shall meet with the Program Administrator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Administrator.

**F. CONTINUED EMPLOYMENT**

The Program Administrator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Program Administrator may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Program Administrator or reclassify the Program Administrator with a concomitant reduction of salary and benefits. The BOARD may also terminate this Agreement for failure to perform assigned duties or breach of Program Administrator's responsibilities under this Agreement. Termination for such performance deficiencies or breach is in addition to the provisions in Paragraph D, and no hearing will be required.

**G. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Administrator and to the BOARD Chairperson.

**H. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Administrator, and appended to this Agreement.

**I. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Administrator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Program Administrator**

**SASED Board of Directors**

\_\_\_\_\_  
**Amy McKee**

**By:** \_\_\_\_\_  
**Chairperson**

**Attest:** \_\_\_\_\_  
**Secretary**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROGRAM ADMINISTRATOR  
EMPLOYMENT AGREEMENT  
July 1, 2024 through June 30, 2025**

**THIS EMPLOYMENT AGREEMENT** (“Agreement”) is made on the date hereinafter set forth between Keith Zmijewski (“the Program Administrator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Program Administrator for a term of one (1) year commencing on July 1, 2024 and terminating on June 30, 2025 at an annual salary of One Hundred Five Thousand and 00/100 Dollars (\$105,000). The Program Administrator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid his annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
  
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Administrator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Program Administrator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Administrator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Program Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the

TRS, and that such contributions are made as a condition of employment to secure the Program Administrator's future services, knowledge and experience.

3. During the term of this Agreement, the Program Administrator shall hold a valid Professional Educator License.

**B. BENEFITS**

1. The Program Administrator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Administrator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Assistant Director of Programs and Services of SASED. Vacation leave days that are not used by the end of the school year are forfeited, provided that if the Program Administrator is re-employed as a Program Administrator for the following school year. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost.
4. The Program Administrator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Administrator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASED for administrative personnel, or as the BOARD may otherwise approve.

**C. POWERS AND DUTIES**

1. The Program Administrator shall devote maximum attention and energy to the business of SASED. The Program Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from his ability to function as the Program Administrator. The Program Administrator may attend, and teach with the prior approval of the Assistant Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a

consultant to other non-SASED districts or educational agencies for short-term duration without loss of salary; lecture; and, engage in writing activities and speaking engagements. The Program Administrator may not jeopardize the functioning of SASED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Program Administrator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Administrator by the Executive Director. The BOARD reserves the right to reassign the Program Administrator to different duties from time to time during the term of the contract, without a loss of pay.
3. The Program Administrator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

#### **D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Program Administrator's duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of Program Administrator.
2. The BOARD may terminate this Agreement by written notice to the Program Administrator at any time after the Program Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASED's obligations shall cease upon such termination. Prior to termination for disability, the Program Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASED. Reasons for discharge for cause shall be given in writing, and the Program Administrator shall be entitled to appear before the BOARD to discuss such causes. If the

Program Administrator chooses to be accompanied by legal counsel, he shall bear any of his costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

**E. EVALUATION**

The Assistant Director of Programs and Services or Executive Director shall evaluate the Program Administrator's performance on an ongoing basis and shall meet with the Program Administrator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Administrator.

**F. CONTINUED EMPLOYMENT**

The Program Administrator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Program Administrator may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Program Administrator or reclassify the Program Administrator with a concomitant reduction of salary and benefits. The BOARD may also terminate this Agreement for failure to perform assigned duties or breach of Program Administrator's responsibilities under this Agreement. Termination for such performance deficiencies or breach is in addition to the provisions in Paragraph D, and no hearing will be required.

**G. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the

Program Administrator and to the BOARD Chairperson.

**H. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Administrator, and appended to this Agreement.

**I. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Administrator, his successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Program Administrator**

**SASED Board of Directors**

\_\_\_\_\_  
**Keith Zmijewski**

**By:** \_\_\_\_\_  
**Chairperson**

**Attest:** \_\_\_\_\_  
**Secretary**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROGRAM ADMINISTRATOR  
EMPLOYMENT AGREEMENT  
July 1, 2024 through June 30, 2025**

**THIS EMPLOYMENT AGREEMENT** (“Agreement”) is made on the date hereinafter set forth between Kati Curby (“the Program Administrator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

**A. EMPLOYMENT AND SALARY**

1. The BOARD employs the Program Administrator for a term of one (1) year commencing on July 1, 2024 and terminating on June 30, 2025 at an annual salary of One Hundred Seven Thousand, Nine Hundred Sixty-One and No/100 Dollars (\$107,961.00). The Program Administrator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
  
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Administrator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Program Administrator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Administrator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Program Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the TRS, and that such

contributions are made as a condition of employment to secure the Program Administrator's future services, knowledge and experience.

3. During the term of this Agreement, the Program Administrator shall hold a valid Professional Educator License.

**B. BENEFITS**

1. The Program Administrator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Administrator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Assistant Director of Programs and Services of SASED. Vacation leave days that are not used by the end of the school year are forfeited, provided that if the Program Administrator is re-employed as a Program Administrator for the following school year. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost.
4. The Program Administrator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Administrator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASED for administrative personnel, or as the BOARD may otherwise approve.

**C. POWERS AND DUTIES**

1. The Program Administrator shall devote maximum attention and energy to the business of SASED. The Program Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Administrator. The Program Administrator may attend, and teach with the prior approval of the Assistant Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a

consultant to other non-SASED districts or educational agencies for short-term duration without loss of salary; lecture; and, engage in writing activities and speaking engagements. The Program Administrator may not jeopardize the functioning of SASED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Program Administrator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Administrator by the Executive Director. The BOARD reserves the right to reassign the Program Administrator to different duties from time to time during the term of the contract, without a loss of pay.
3. The Program Administrator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

#### **D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement;
  - b. Disability, as certified by a physician, which makes the performance of the Program Administrator's duties impossible;
  - c. Discharge for cause;
  - d. Death; or
  - e. Retirement of Program Administrator.
2. The BOARD may terminate this Agreement by written notice to the Program Administrator at any time after the Program Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASED's obligations shall cease upon such termination. Prior to termination for disability, the Program Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASED. Reasons for discharge for cause shall be given in writing, and the Program Administrator shall be entitled to appear before the BOARD to discuss such causes. If the Program Administrator chooses to be accompanied by legal counsel, she shall bear any of

her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

**E. EVALUATION**

The Assistant Director of Programs and Services or Executive Director shall evaluate the Program Administrator's performance on an ongoing basis and shall meet with the Program Administrator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Administrator.

**F. CONTINUED EMPLOYMENT**

The Program Administrator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Program Administrator may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Program Administrator or reclassify the Program Administrator with a concomitant reduction of salary and benefits. The BOARD may also terminate this Agreement for failure to perform assigned duties or breach of Program Administrator's responsibilities under this Agreement. Termination for such performance deficiencies or breach is in addition to the provisions in Paragraph D, and no hearing will be required.

**G. NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Administrator and to the BOARD Chairperson.

**H. AMENDMENTS**

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Administrator, and appended to this Agreement.

**I. MISCELLANEOUS**

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Administrator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Program Administrator**

**SASED Board of Directors**

\_\_\_\_\_  
**Kati Curby**

**By:** \_\_\_\_\_  
**Chairperson**

**Attest:** \_\_\_\_\_  
**Secretary**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



School Association for Special Education in DuPage

**Jimmy Gunnell, Ed.D.**

*Executive Director*

**Jim Nelson**

*Executive Director*

To: Board of Directors

From: Executive Directors

Date: April 17, 2024

Re: FY25 Wage and Salary Discussion for Non-Bargaining Unit Staff

<u>Group</u>	<u>FTE</u>	<u>Cost of 3%</u>	<u>Cost of 4%</u>	<u>Cost of 5%</u>	<u>Cost of 6%</u>
Assistant Directors	2.0	\$7,903	\$10,537	\$13,171	\$15,806
Program Administrators/Assistant Program Admin/ Coordinators	10.0	\$30,235	\$40,314	\$50,392	\$60,471
Occupational and Physical Therapists	56.5	\$131,138	\$174,850	\$218,563	\$262,275
Admin Assistants & Secretaries	17.0	\$23,595	\$31,460	\$39,325	\$47,190
Audiologist	1.0	\$3,047	\$4,062	\$5,078	\$6,093
Custodial & Maintenance	2.0	\$3,090	\$4,120	\$5,149	\$6,179
Technology	2.0	\$2,781	\$3,708	\$4,635	\$5,562
Other Professional	4.0	\$7,765	\$10,353	\$12,941	\$15,529
<b>TOTAL</b>	<b>94.5</b>	<b>\$209,553</b>	<b>\$279,403</b>	<b>\$349,254</b>	<b>\$419,105</b>