SASED
TEACHING • LEADING • BELIEVING

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

Board of Directors Meeting
November 20, 2024
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
2:00 PM
AGENDA

1. **Call to Order/Roll Call of Board of Directors Meeting**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Space Utilization Study Proposal Presentation**
5. **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.
   b. Financial
      1) Budget Reports
      2) Treasurers/Investments Reports
      3) Gross Payrolls for October 2024
      4) Payroll Liabilities for October 2024
      5) Bill List for November 2024
      6) Interim Checks for October 2024
      7) Voids for October 2024
   c. SASED Governance
      1) First Reading and Adoption of SASED Board Policy Manual Revisions per IASB PRESS Release 117 dated October 2024, as well as Policy 5:50 and 5:170 which have minor changes made by SASED.
      2) Approve the Application for the FY25 School Maintenance Project Grant
      3) Approve the Affiliation Agreement with Calvin University
      4) Approve the SY24-25 School-Based Educational Agreement with Midwestern University
6. **Approval of Minutes**
   a. Approve the Open Session and Closed Session Minutes from 10-16-24 Board of Directors Meeting
7. **Discussion with Action Items**
   a. Approve the Additional Staffing Need of .5 FTE for Audiology Department Staff
   b. Approve the SY24-25 Employment Agreement for Technology Coordinator
8. **Discussion/Information**
   a. Classroom Needs Discussion for ESY 24-25 (June 23, 2025 - July 17, 2025) and SY25-26
   b. SASED Annual Financial Report (AFR) Extension
   c. Final Lease Clarification
   d. Southeast Keys and Fobs
9. **Executive Director Topics**
   a. SASED SY24-25 Enrollment
   b. Human Resources Staffing Update
   c. SASED Strategic Plan Updates
   d. Committee Updates
      1) Finance Committee Update

2) Facilities Planning Committee

10. **Adjournment**

School Association for Special Education in DuPage

Teaching ◆ Leading ◆ Believing

PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Licensed Staff

Name	Position	Funding Source	Initial Employment Date	Last Day Worked	Reason
Aurrichio, Megan	Teacher Pathways/Southeast	Tuition	8/10/2022	11/8/2024	Accepted another position
Gaona, Natalie	Teacher Pathways/Southeast	Tuition	9/20/2005	TBD	**Requesting to rescind her June, 2028 retirement**
Yehling, Becky	Teacher Pathways/Southeast	Tuition	8/12/2024	10/15/2024	Personal reasons

2. Resignations/Retirements/Terminations – Educational Support Staff

Easoz, Margery	Teacher Assistant/SLE Kingsley	Tuition	1/8/2007	5/23/2025	Retiring
Edlund, Eileen	Teacher Assistant/SLE Kingsley	Tuition	9/2/1986	5/23/2025	Retiring
Klein, Nicole	Teacher Assistant/SLE Prairieview	Tuition	8/12/2019	11/7/2024	Personal reasons
Skala, Crow (Charlotte)	Signing Assistant North School	Tuition	8/10/2023	10/31/2024	Personal reasons

3. Appointments – Licensed Staff

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Burke, Emily	Permanent Substitute Teacher/SLE Program	Tuition	10/15/2024		$42,241.57 Prorated from $52,874.00

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

School Association for Special Education in DuPage

Teaching ◆ Leading ◆ Believing

FOR INFORMATION ONLY

1. Leave of Absence/FMLA – Licensed Staff

Name	Position	Length of Leave
Arroyo, Natasha	Social Worker VI Program	2/26/2025 – 5/29/2025
Gaona, Natalie	Teacher Pathways/Southeast	10/31/2024 - Intermittent

2. Leave of Absence/FMLA – Registered Staff

Guzzarde, Krystle	Occupational Therapist OT/PT Program	3/20/2025 – 5/27/2025
Hizel, Michael	Occupational Therapist OT/PT Program	2/18/2025 – 3/4/2025
Jose, Veena	HR Assistant SASED Admin. Center	11/6/2024 – 11/15/2024
Pollak, Angela	Occupational Therapist OT/PT Program	11/29/2024 – 3/11/2025

3. Leave of Absence/FMLA – Educational Support Staff

Bliss, Kelly	Medical/Teacher Assistant SLE Program-Willowbrook	11/6/2024 – 11/15/2024
Mueller, Kimberly	Movement Specialist SMNP Program	10/16/2024 – Intermittent

4. Leave of Absence/Unpaid – Registered Staff

Pollak, Angela	Occupational Therapist OT/PT Program	3/12/2025 – 5/23/2025
Sadikot, Zara	Occupational Therapist OT/PT Program	11/11/2024 – 11/22/2024

School Association for Special Education in DuPage

Teaching ◆ Leading ◆ Believing

PROPOSED PERSONNEL ACTION – CONTRACT STAFF

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

Name	Position	Funding Source	Initial Employment Date	Last Day Worked	Reason
Bailey, Tanika	1:1 TA SLE - Amergis	User Fee Dist. #45	09/03/2024	09/27/2024	Personal reasons
Jackson Moore, Marijae	1:1 TA SLE - Amergis	User Fee Dist. #88	09/30/2024	10/25/2024	Personal reasons
Krynski, Isabel	1:1 TA SLE - Amergis	User Fee Dist. #66	08/16/2024	11/15/2024	Personal reasons
Nichols, Geoffrey	1:1 TA SLE - BW	User Fee Dist. #202	10/07/2024	11/08/2024	Personal reasons
Passalacqua, Stefania	1:1 TA SLE - BW	User Fee Dist. #34	09/25/2024	11/08/2024	Personal reasons
Spilky, Elizabeth	1:1 MATA SMNP - Maxim Health	User Fee Dist. #60,88,201	08/15/2024	09/23/2024	Personal reasons
VanStockum, Holly	1:1 MATA Transition - Amergis	User Fee Dist. #202	08/15/2024	10/26/2024	Personal reasons

2. Appointments – Educational Support Staff - Contracted

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Foster, Tammy	1:1 Teacher Assistant SLE - BW	User Fee Dist. #41	11/06/2024	$ 48.00	
Gomez, Armoni	1:1 Teacher Assistant SLE - BW	User Fee Dist. #58	10/28/2024	$ 41.00	
Greenwood, Constence	Teacher Assistant SLE - BW	User Fee Dist. #58	10/17/2024	$ 48.00	
Hayes, Mikelle	1:1 Teacher Assistant SLE - BW	User Fee Dist. #60	10/22/2024	$ 48.00	
Jones, Kayla	1:1 Teacher Assistant SLE - Amergis	User Fee Dist. #58	10/10/2024	$ 40.00	
Jones, Leslie	1:1 MATA SLE - Maxim Health	User Fee Dist. #180	10/28/2024	$84.87	

2. Appointments – Educational Support Staff – Contracted - continued

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Mayer, Taryn	1:1 MATA SMNP - BW	User Fee Dist. #20, 202	10/28/2024	$ 78.00	
Nichols, Geoffrey	1:1 Teacher Assistant SLE - BW	User Fee Dist. #202	10/07/2024	$ 48.00	
Nosewicz, Samantha	Interpreter DHH - BW	Tuition	10/30/2024	$ 80.00	
Pavlov, Milica	1:1 Teacher Assistant SLE - BW	User Fee Dist. #63	11/01/2024	$ 48.00	
Reyes Amaya, Karla	Teacher Assistant Pathways – BW	Tuition	10/28/2024	$41.00	
Skafgaard, Stephanie	1:1 Teacher Assistant SLE - BW	User Fee Dist. #180	10/15/2024	$ 48.00	
Smith, Marques	1:1 Teacher Assistant SLE - BW	User Fee Dist. #58	11/7/2024	$ 48.00	
Truman, Justin	1:1 Teacher Assistant SLE - BW	User Fee Dist. #60	10/10/2024	$ 48.00	
Wilson, Shauntierra	1:1 Teacher Assistant SLE - Amergis	User Fee Dist. #180	10/28/2024	$ 40.00	

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

Megan Aurrichio

407 East 17th St.

Lockport IL,

meganaurrichio@gmail.com

630-589-2172

10/23/2024

Southeast School

6s331 Cornwall Rd.

Naperville, IL 60540

To whom it may concern,

I hope this message finds you well. I am writing to formally resign from my position at Southeast School within the Pathways Program, effective November 8, 2024.

As I reflect on my time here, I am filled with gratitude for the past six years. The experiences and lessons I have gained during my time with all of you have been invaluable, and I sincerely appreciate the support and guidance I received from you and the entire team.

Working at Southeast has not only enhanced my professional skills but also taught me the importance of collaboration, resilience, and community. I will carry these lessons with me as I move forward in my career.

Thank you once again for everything. I look forward to staying in touch and hope to cross paths in the future.

Warm regards,

Megan Aurrichio

From: **Natalie Gaona** <ngaona@sased.org>
Date: Wed, Oct 30, 2024 at 11:09 AM
Subject: Retirement
To: Julie Grohn <jgrohn@sased.org>

Hi Julie,

My husband has been diagnosed with End Stage Renal Failure. We had been going through the process to get him on a transplant list and we were recently informed that due to a condition he has, the hospital we originally were pursuing to get on the transplant list denied him being able to get on their list stating he needed to go to a hospital better equipped to handle his situation. That being said, we have to start the process all over again which is going to delay any progress he's made and add a significant amount of medical expenses. It is for these reasons that I am asking to rescind my retirement agreement. My fear is that with the delay and added expenses I won't be able to stop working as soon as I had hoped.

--

Respectfully,
Natalie Gaona
Teacher
Southeast School
ngaona@sased.org
630-548-7102

---------- Forwarded message ---------
From: **Becky Yehling** <bjy2004@comcast.net>
Date: Mon, Oct 21, 2024 at 2:41 PM
Subject: Human resources
To: jgrohn@sased.org <jgrohn@sased.org>

Hi

I have received a message that you didn't know I had resigned. I emailed last week. I had to resign due to a family issue.

Becky Yehling

last day = 10/15/2024

Margery Easoz
5827 Doe Circle
Westmont, IL 60559
(630) 247-9274

4th November 2024

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

Dear SASED,

I am writing to formally notify you that I plan to retire at the end of the 2024/2025 school year. I want to express my gratitude for the past years I have worked with SASED.

Sincerely,

Margery Easoz

SASED SLE Teacher Assistant

Eileen Edlund <eedlund@sased.org> Wed, Oct 30, 2024 at 8:28 PM
To: hr@sased.org

I intend to retire at the end of the 2024-2025 school year. I have enjoyed my time working with you all. Regards, Eileen Edlund

---------- Forwarded message ---------
From: **Nicole Klein** <nklein@sased.org>
Date: Thu, Nov 7, 2024 at 9:09 AM
Subject: Letter
To: Julie Grohn <jgrohn@sased.org>

SASED
2900 Ogden Ave
Lisle, Illinois 60532

Dear Ms. Grohn,

Please accept my letter of resignation effective immediately. I am truly grateful for my team at SASED and all the wonderful students and staff that I have worked for over the past five years.

Sincerely
Nicole Klein

Cc Bridget Lessentien

SASED
Teaching·Leading·Believing

Kristie Katzel <kkatzel@sased.org>

Resignation

1 message

Crow Skala <skalac11@gmail.com> Tue, Oct 22, 2024 at 7:20 PM
To: Tara Corral <sased+8a74e157-12903@applitrack.com>, hr@sased.org

I'm emailing to inform you I will be resigning. I'd like my last day to be October 31st if possible.

Angela Pollak, OTR/L

Occupational Therapist

—

11141 Shakespeare Street
Westchester, IL 60154
773-474-0892
apollak@sased.org
angela.n.pollak@gmail.com

November 4, 2024

SASED BOARD

Dear SASED Board,

I have been an Occupational Therapist with SASED since 2012. During this time, I have been a dedicated and loyal therapist to my department, special education team and students. I have experienced a long fertility journey and we are excited to finally welcome our daughter to our family this year. Her expected arrival is 12/2/24. After my FMLA, I would like to take a short leave of absence (mid February-May) and return for the upcoming school year in August, 2025. As educators and therapists, we know how critical the early bonding time is for brain development and secure attachments. I respectfully ask the board for permission to approve this extended time.

Sincerely,

Angela Pollak, OTR/L Occupational Therapist

Angela Pollak

On Fri, Nov 1, 2024 at 9:39 AM Zara Sadikot <zsadikot@sased.org> wrote:

Hello All,

I am emailing to inform you that I've had a change to my return to work. I have been dealing with postpartum anxiety and went to my doctor regarding this. They recommended that I return to work on Monday 25th November and stated they will be putting that date on the IMRF short term disability form.

They did not give me a medical letter regarding this to give to Sased but said they can if it is needed. I spoke to Sherilyn this morning regarding this and would be happy to speak via phone further if needed.

Please do let me what you need from me.

Thanks so much.

Zara Sadikot, MS, OTR/L
Occupational Therapist
D180, D58, D63

School Association for Special Education in DuPage County

Budget Report (accrual basis)

For the Month Ending October 2024

Revenues	Original Budget	Monthly Activity	FYTD Activity	Encumbered	Unexpended Budget Balance	% of Budget	% of Budget (prior year)
Tuition and Fees	$ 34,639,685	$ 292,199	$ 18,092,287		$ 16,547,398	52.2%	53.8%
State Revenue	$ 3,017,420	$ 307,394	$ 817,218		$ 2,200,202	27.1%	25.7%
Federal Revenue	$ 404,923	$ 32,673	$ 162,547		$ 242,376	40.1%	5.0%
Medicaid Revenue	$ 330,000	$ -	$ 617,030				
Grant Revenue	$ 826,000	$ (56,130)	$ 41,786		$ 784,214	5.1%	11.0%
Total Revenues	$ 39,218,028	$ 576,136	$ 19,730,868		$ 19,774,190	49.6%	47.4%
Expenditures							
Payroll	$ 22,871,957	$ 1,906,126	$ 4,589,755	$17,254,838	$ 18,282,202	20.1%	20.3%
Benefits	$ 5,473,222	$ 418,437	$ 974,120	$ 3,814,139	$ 4,499,102	17.8%	16.1%
Purchased Services	$ 10,214,328	$ 939,557	$ 1,929,179	$ 525,837	$ 8,285,149	18.9%	18.2%
Supplies	$ 702,324	$ 53,148	$ 252,417	$ 55,137	$ 449,907	35.9%	23.9%
Capital Outlay	$ 2,096,425	$ 22,648	$ 82,117	$ 258,157	$ 2,014,308	3.9%	16.4%
Medicaid Flow Through	$ -	$ 528,856	$ 743,004	$ -			
Equipment	$ 128,339	$ 1,743	$ 6,742	$ 21,396	$ 121,597	5.3%	53.3%
Total Expenses	$ 41,486,595	$ 3,870,515	$ 8,577,334	$21,929,504	$ 33,652,265	18.9%	20%

Total FYTD revenue when compared to current budget is at 49.6%

Revenues were comprised of tuition and EBF funds

State revenues are negative because Early Choices did not fully utilize the state grant in FY24, resulting in a payment of $131,649 to ISBE

Total FYTD expenditure when compared to current budget is at 18.9%

Expenditures were comprised primarily of salaries, benefits, contract staff and Medicaid Flow Through

School Association for Special Education in DuPage County
Treasurer's Report
October 31, 2024

	A EDUCATION FUND	B SELF FUNDED MEDICAL INSUR	C SELF FUNDED DENTAL INSUR	D FSA	A + B + C + D TOTAL EDUCATION FUND
CASH ACTIVITY REPORT					
Beginning Balance					
Investments	11,690,908.15	(661,593.56)	361,102.83	(13,930.57)	11,376,486.85
October activity					
Interest Earned	11,324.56				11,324.56
Gains/(Losses) on Sales of Securities					-
Record Health Fund Transfers	(54,750.70)	51,102.42	(119.02)	3,770.30	3.00
Cash Receipts	6,228,683.42	1,886.48	611.44	(5,118.59)	6,226,062.75
Cash Disbursements - General	(2,040,984.98)				(2,040,984.98)
- Payroll	(1,906,126.92)				(1,906,126.92)
Subtotal	2,238,145.38	52,988.90	492.42	(1,348.29)	2,290,278.41
Ending Balance	**13,929,053.53**	**(608,604.66)**	**361,595.25**	**(15,278.86)**	**13,666,765.26**
Investment - Demand Deposit - Fifth Third Bank	9,476,792.97	(610,491.14)	360,983.81	(10,160.27)	9,217,125.37
IL School District Liquid Asset Fund	22,727.73				22,727.73
Fifth Third Securities	4,426,912.16				4,426,912.16
	13,926,432.86	**(610,491.14)**	**360,983.81**	**(10,160.27)**	**13,666,765.26**

Rachel Wisniewski

Rachel Wisniewski, Treasurer

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
10/31/2024

	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
EDUCATION FUND					
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	**22,727.73**	0.482%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook		0.482%	Money Market	ISDLAF	Money Market Mutual Fund
	22,727.73				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	**9,476,792.97**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	**(279,059.47)**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	**19,391.87**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	9,217,125.37				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	**1,711,912.16**	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	**1,715,000.00**	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	**500,000.00**	Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
Corporate Bonds	-				
Municipal Bonds	-				
Other assets, including prepaid interest	-				
	4,426,912.16				
	13,666,765.26	**TOTAL**			

GROSS PAYROLL

October 2024 $ 1,906,126.92

TOTAL SALARY	:	1,906,126.92
TOTAL DEDUCTIONS	:	654,709.93
TOTAL EMPLOYEES	:	340

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

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

	FEDERAL	STATE	MEDICARE
TOTAL GROSS PAY :	962,690.79	962,690.79	962,690.79
TOTAL TSA'S - BEFORE TAX :	20,605.69	20,605.69	0.00
TOTAL TAX SHELTERED RETIREMENT:	66,523.70	66,523.70	0.00
TOTAL OTHER BEF TAX DEDUCTIONS:	59,409.45	59,409.45	59,409.45
TOTAL TAXABLE BENEFITS :	23.00	23.00	23.00
TOTAL TAXABLE GROSS :	816,174.95	816,174.95	903,304.34

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

TOTAL EMPLOYEES :	335
TOTAL FEMALE EMPLOYEES:	295
TOTAL MALE EMPLOYEES :	40
TOTAL FACULTY MEMBERS :	145

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

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

* = Reimbursed

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

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

	FEDERAL	STATE	MEDICARE
TOTAL GROSS PAY :	943,436.13	943,436.13	943,436.13
TOTAL TSA'S - BEFORE TAX :	20,846.79	20,846.79	0.00
TOTAL TAX SHELTERED RETIREMENT:	65,493.94	65,493.94	0.00
TOTAL OTHER BEF TAX DEDUCTIONS:	57,678.12	57,678.12	57,678.12
TOTAL TAXABLE BENEFITS :	23.00	23.00	23.00
TOTAL TAXABLE GROSS :	799,440.28	799,440.28	885,781.01

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

TOTAL EMPLOYEES :	330
TOTAL FEMALE EMPLOYEES:	290
TOTAL MALE EMPLOYEES :	40
TOTAL FACULTY MEMBERS :	145

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

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

' = Reimbursed

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

PAYROLL LIABILITIES

October 2024 $ 638,341.06

10/15/2024 Payroll Accounts Payable Check Register

Check #	Vendor Name	Check Date	Check Amount	
242500356	SASED EDUCATION ASSOCIATION	10/15/2024	$4,103.69	
242500357	SASED SUPPORT STAFF ASSOCIATION	10/15/2024	$761.03	
		2 ACH Check(s) For a Total of		$4,864.72
104645	STATE DISBURSEMENT UNIT	10/15/2024	$172.26	
104646	STATE DISBURSEMENT UNIT	10/15/2024	$860.35	
		2 Computer Check(s) For a Total of		$1,032.61
202400140	ILLINOIS DEPT OF REVENUE	10/15/2024	$39,795.86	
202400143	TEACHERS RETIREMENT (2.2%)	10/15/2024	$3,257.26	
202400144	TEACHERS RETIREMENT SYSTEM	10/15/2024	$50,543.97	
202400145	THIS (TRS HEALTH) FUND	10/15/2024	$8,817.10	
202400146	MB FINANCIAL (FEDERAL)	10/15/2024	$76,923.77	
202400147	MB FINANCIAL BANK (FICA-E)	10/15/2024	$36,259.34	
202400148	MB FINANCIAL BANK (FICA-W)	10/15/2024	$36,259.34	
202400149	THE OMNI GROUP	10/15/2024	$3,973.00	
202400150	TRUSTAGE	10/15/2024	$24,424.50	
202400151	TEACHERS RETIREMENT SYSTEM SSP	10/15/2024	$1,575.06	
202400152	ILLINOIS DEPT OF REVENUE	10/15/2024	$465.61	
		11 Wire Transfer Check(s) For a Total of		$282,294.81
		2 ACH Checks For a Total of		$4,864.72
		2 Computer Checks For a Total of		$1,032.61
		Total for 15 Manual, Wire Tran, ACH & Computer Checks		$288,192.14
			Net Amount	$288,192.14
10	EDUCATION FUND			$288,192.14

10/31/2024 Payroll Accounts Payable Check Register

Check #	Vendor Name	Check Date	Check Amount	
242500358	SASED EDUCATION ASSOCIATION	10/31/2024	$4,110.52	
242500359	SASED SUPPORT STAFF ASSOCIATION	10/31/2024	$782.17	
		2 ACH Check(s) For a Total of		$4,892.69
104663	STATE DISBURSEMENT UNIT	10/31/2024	$172.26	
104664	STATE DISBURSEMENT UNIT	10/31/2024	$860.35	
		2 Computer Check(s) For a Total of		$1,032.61
202400153	ILLINOIS DEPT OF REVENUE	10/31/2024	$38,777.02	
202400156	TEACHERS RETIREMENT (2.2%)	10/31/2024	$3,199.81	
202400157	TEACHERS RETIREMENT SYSTEM	10/31/2024	$49,652.80	
202400158	THIS (TRS HEALTH) FUND	10/31/2024	$8,661.62	
202400159	MB FINANCIAL (FEDERAL)	10/31/2024	$73,803.15	
202400160	MB FINANCIAL BANK (FICA-E)	10/31/2024	$35,380.09	
202400161	MB FINANCIAL BANK (FICA-W)	10/31/2024	$35,380.09	
202400162	THE OMNI GROUP	10/31/2024	$3,973.00	
202400163	TRUSTAGE	10/31/2024	$24,669.30	
202400164	TEACHERS RETIREMENT SYSTEM SSP	10/31/2024	$1,573.81	
202400165	ILLINOIS DEPT OF REVENUE	10/31/2024	$465.61	
202400166	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUN	10/31/2024	$400.00	
202400141	IMRF (EMPLOYEES CONT)	10/15/2024	$19,876.74	
202400142	IMRF (EMPLOYERS CONT)	10/15/2024	$14,312.65	
202400154	IMRF (EMPLOYEES CONT)	10/31/2024	$19,825.69	
202400155	IMRF (EMPLOYERS CONT)	10/31/2024	$14,272.24	
202400167	ILLINOIS DEPT OF REVENUE	10/31/2024	($47.00)	
202400170	MB FINANCIAL (FEDERAL)	10/31/2024	($34.12)	
202400171	MB FINANCIAL BANK (FICA-E)	10/31/2024	($76.38)	
202400172	MB FINANCIAL BANK (FICA-W)	10/31/2024	($76.38)	
202400173	ILLINOIS DEPT OF REVENUE	10/31/2024	$47.00	
202400176	MB FINANCIAL (FEDERAL)	10/31/2024	$34.12	
202400177	MB FINANCIAL BANK (FICA-E)	10/31/2024	$76.38	
202400178	MB FINANCIAL BANK (FICA-W)	10/31/2024	$76.38	
		24 Wire Transfer Check(s) For a Total of		$344,223.62
		2 ACH Checks For a Total of		$4,892.69
		2 Computer Checks For a Total of		$1,032.61
		Total for 28 Manual, Wire Tran, ACH & Computer Checks		$350,148.92
		Net Amount		$350,148.92

10 EDUCATION FUND

BILLS PAYABLE LIST – FLOW THROUGH

November 2024 $ 0

BILLS PAYABLE LIST – SASED PROGRAMS

November 2024 $ 2,537,201.15

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	104687	WINFIELD SCHOOL DIST	FY25 Classroom Lease Agreement	104,000.00
11/21/2024	104687	WINFIELD SCHOOL DIST	SASED Student meals fees for September 2024	1,286.52
11/21/2024	104688	WESTMONT CUSD #201	FY25 Classroom Lease Agreement	58,000.00
11/21/2024	104688	WESTMONT CUSD #201	SASED Student meals fees for September 2024	1,151.76
11/21/2024	104689	2XL POWERLIFTING LLC	Adaptive PE Classes November 2024	1,512.00
11/21/2024	104690	ABLENET INC	new classrooms - lisle south	580.00
11/21/2024	104691	ADVOCATE OCCUPATIONA	Bus Driver Physical for Rachel Bell and Laura Zacharski/ Hepatitis Vaccine Leslie Bentley- Invoice 862574	408.00
11/21/2024	104692	AED PROFESSIONALS	Cardiac Science G3 Adult Defibrillation Electrode Pads	77.95
11/21/2024	104693	AHS STAFFING	OT/PT Services for 9/23/24 through 9/27/24	3,150.00
11/21/2024	104693	AHS STAFFING	OT/PT Services for 9/30/24 through 10/04/24	3,150.00
11/21/2024	104693	AHS STAFFING	OT/PT Services for 10/07/24 through 10/11/24	3,066.00
11/21/2024	104693	AHS STAFFING	OT?PT Services for 10/15/24 through 10/18/24	2,520.00
11/21/2024	104693	AHS STAFFING	OT/PT Services for 18/13/24 through 8/16/2024	2,436.00
11/21/2024	104693	AHS STAFFING	OT/PT Services for 10/21/24 to 10/23/24	1,890.00
11/21/2024	104694	ALIMED	OT/PT Supplies 8-23-24	146.98
11/21/2024	104695	ALLEN LOCK & KEY	Invoices 3049 and 3053. Service on Doors at SE ALT	315.00
11/21/2024	104696	ALLIED BENEFIT SYSTE	Allied FSA Invoice NOVEMBER 2024 - Auto deducted on 11/15/24	362.25
11/21/2024	104697	AMBER MECHANICAL CON	Quarterly Billing #4	8,031.00
11/21/2024	104698	AMERGIS HEALTHCARE S		0.00
11/21/2024	104699	AMERGIS HEALTHCARE S		0.00
11/21/2024	104700	AMERGIS HEALTHCARE S		0.00
11/21/2024	104701	AMERGIS HEALTHCARE S	Nursing Services for 09/30/24 through 10/04/24	5,764.98
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech services for 09/30/24 through 10/04/24	8,190.00
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech and Nursing services for 9/23/24 through 10/4/24	6,821.10
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech Services for 9/30/2024 through 10/04/2024	14,167.35
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech & Paraprofessional Services for 9/30/24 through 10/4/24	26,813.05
11/21/2024	104701	AMERGIS HEALTHCARE S	Sign Language Interpreter for 09/30/24 through 10/04/24	5,287.50
11/21/2024	104701	AMERGIS HEALTHCARE S	Nursing Services for 10/7/24 through 10/11/24	5,199.48

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech Services fro 10/7/24 through 10/11/24	6,656.25
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech and Nursing Services for 10/07/24 through 10/11/24	9,419.60
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech Services for 10/7/24 through 10/11/24	15,753.60
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech and School Aide Services for 10/15/24 through 10/18/24	26,019.55
11/21/2024	104701	AMERGIS HEALTHCARE S	Sign Language interpreter Services for 10/15/2024 through 10/18/2024	4,237.50
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech Services for 10/15/24 through 10/18/24	6,726.95
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech Services for 10/15/24 through 10/18/24	8,771.25
11/21/2024	104701	AMERGIS HEALTHCARE S	Nursing services for 10/15/24 through 10/18/24	4,602.00
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech and School Aide Services for 10/7/24 through 10/10/24	26,413.35
11/21/2024	104701	AMERGIS HEALTHCARE S	Sign Language Interpreter services for 10/21/24 through 10/25/24	5,362.50
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech services for 10/21/2024 through 10/25/2024	7,746.30
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech and School Aide services for 10/21/2024 through 10/25/2024	26,109.15
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech Services for 10/21/2024 through 10/25/2024	13,770.00
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech and Nursing Services for 10/21 through 10/25/24	8,813.90
11/21/2024	104701	AMERGIS HEALTHCARE S	Nursing Services for 5460.00	5,460.00
11/21/2024	104701	AMERGIS HEALTHCARE S	Sign Language Interpreter services for 10/07/24 through 10/10/24	4,275.00
11/21/2024	104701	AMERGIS HEALTHCARE S	Behavior Tech for 10/15/24 through 10/18/24	13,293.90
11/21/2024	104702	AMERICAN PRINTING HO	Vision Program - EMILIA ARIANO Materials Needed for Parent Night at ATHS AMERICAN PRINTING HOUSE FOR THE BLIND 10/24/24	32.39
11/21/2024	104703	AMERICAN HERITAGE LI	Allstate Critical Illness and Accident Coverage Bill - November 2024	2,873.84
11/21/2024	104704	ARK THERAPEUTIC SERV	MISC-CHEW TOYS FOR SLP-ALL	72.94
11/21/2024	104705	BAILEY MANUFACTURING	OT/PT Supplies 10-11-24 order #208268	55.50
11/21/2024	104706	BERWYN GARAGE	Veh MN1 van maintenance	1,174.29
11/21/2024	104706	BERWYN GARAGE	Veh MN05 maintenance	68.90
11/21/2024	104707	BLAZERWORKS, LLC		0.00
11/21/2024	104708	BLAZERWORKS, LLC		0.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	104709	BLAZERWORKS, LLC		0.00
11/21/2024	104710	BLAZERWORKS, LLC		0.00
11/21/2024	104711	BLAZERWORKS, LLC	Nursing Services for 9/30/24 through 10/4/24	2,489.50
11/21/2024	104711	BLAZERWORKS, LLC	Nursing Services for 9/23/24 through 9/27/24	3,461.25
11/21/2024	104711	BLAZERWORKS, LLC	Nursing Services for 9/16/24 through 9/20/24	3,801.20
11/21/2024	104711	BLAZERWORKS, LLC	Nursing Services for 8/27/24	308.75
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/30/24 through 10/4/24	6,000.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/23/24 through 9/30/24	8,084.16
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/16/24 through 9/20/24	6,947.52
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/30/24 through 10/4/24	5,040.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/23/24 through 9/27/24	5,040.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/16/24 through 9/20/24	4,464.00
11/21/2024	104711	BLAZERWORKS, LLC	Sign Language Interpreter Services for 9/30/24 through10/4/24	2,800.00
11/21/2024	104711	BLAZERWORKS, LLC	Sign Language Interpreter Services for 9/23/24 through 9/27/24	2,800.00
11/21/2024	104711	BLAZERWORKS, LLC	Sign Language Interpreter Services for 9/16/24 through 9/20/24	2,560.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/30/2024 through 10/4/2024	2,436.03
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/23/2024 through 9/27/2024	3,101.74
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/16/2024 through 9/20/2024	2,648.97
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/30/2024 through 10/4/2024	4,459.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/23/2024 through 9/27/2024	4,123.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 9/16/2024 through 9/20/2024	3,115.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 10/7/24 through 10/11/24	5,627.52
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 10/7/24 through 10/11/24	4,848.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 10/7/24 through 10/11/24	6,331.00
11/21/2024	104711	BLAZERWORKS, LLC	Nursing Services for 8/21/24	341.25
11/21/2024	104711	BLAZERWORKS, LLC	Sign Language Interpreter services for 10/7/24 through 10/11/24	2,180.00
11/21/2024	104711	BLAZERWORKS, LLC	Nursing Services for 10/7/24 through 10/11/24	4,160.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 10/7/24 through 10/11/24	2,828.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 10/15/24 through 10/18/24	4,904.16
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 10/15/24 through 10/18/24	8,866.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 10/15/24 through 10/18/24	2,746.00
11/21/2024	104711	BLAZERWORKS, LLC	Nursing Services for 10/15/24 through 10/18/24	2,899.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 10/13/24 through 10/18/24	2,904.00
11/21/2024	104711	BLAZERWORKS, LLC	Sign Language Interpreter Services for 10/15/24 through 10/18/24	2,220.00
11/21/2024	104711	BLAZERWORKS, LLC	Paraprofessional Services for 10/7/24 through 10/11/24	1,248.00
11/21/2024	104711	BLAZERWORKS, LLC	Nursing services for 8/18/24	395.20
11/21/2024	104712	CASE	FY24 Audiology Diagnostics-Refund	1,684.00
11/21/2024	104713	CDW GOVERNMENT	CDW ORDER #MZKX362 ORDERED 9/20/22	22,049.28
11/21/2024	104713	CDW GOVERNMENT	ORDER #1C9Q2HW	911.09
11/21/2024	104714	CLASSIC LANDSCAPE, L	Monthly landscape maintenance November 2024	1,150.00
11/21/2024	104715	CLIC	CLIC LATE PAYMENT INVOICE	342.47
11/21/2024	104716	COMMITTEE FOR CHILDR	digital curriculum	6,894.00
11/21/2024	104717	CORPAY MASTERCARD	Gas Cards purchases/services 10.16.24-10.31.24	53.00
11/21/2024	104717	CORPAY MASTERCARD	Gas Cards 10.16.24 - 10.31.24	525.98
11/21/2024	104718	COUNSELEAR LLC	Subscription	1,318.35
11/21/2024	104719	CREATIVE EXCHANGE	Music Therapy October 2024 - SE ALt	937.50
11/21/2024	104719	CREATIVE EXCHANGE	Music Therapy October 2024 - SMNP	300.00
11/21/2024	104719	CREATIVE EXCHANGE	music invoices Oct 2024	2,475.00
11/21/2024	104719	CREATIVE EXCHANGE	music invoices October 2024	2,700.00
11/21/2024	104720	CRISIS PREVENTION IN	Coaches Materials for Training - CPI NCI 3rd Edition Workbooks	8,697.00
11/21/2024	104721	CURRICULUM ASSOCIATE	curriculum/text	9,488.63
11/21/2024	104722	E3 DIAGNOSTICS	GSI Corti 4 Printer & Audiometer	14,875.00
11/21/2024	104722	E3 DIAGNOSTICS	GSI Corti 4 Printer & Audiometer	7,285.50
11/21/2024	104723	EDU HEALTHCARE, LLC	Paraprofessional Services for 9/30/24 through 10/4/24	1,575.00
11/21/2024	104723	EDU HEALTHCARE, LLC	Paraprofessional Services for 10/7/24 through 10/11/24	1,575.00
11/21/2024	104723	EDU HEALTHCARE, LLC	Paraprofessional Services for 10/15/24 through 10/18/24	1,260.00
11/21/2024	104723	EDU HEALTHCARE, LLC	Paraprofessional Services for 10/21/24 through 10/25/24	1,575.00
11/21/2024	104724	ENGIE RESOURCES LLC	Energy Services SE ALT 09/26-10/25/2024 Accnt # 5506147058	6,900.88
11/21/2024	104725	ENGLER CALLAWAY BAAS	Professional Development Service October 2024	1,060.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	104725	ENGLER CALLAWAY BAAS	General School Law Services October 2024	7,075.50
11/21/2024	104726	F.E. MORAN INC	HVAC WORK AT SOUTHEAST	219,249.00
11/21/2024	104726	F.E. MORAN INC	HVAC WORK AT SEALT PERIOD END 11/30/24 INV #002185465000	19,197.00
11/21/2024	104727	GRAINGER	Antislip tape, SE ALt	54.47
11/21/2024	104727	GRAINGER	Special Project: Classroom Configuration - 1 Fence/Barrier Material Order	207.56
11/21/2024	104728	HEALTH CARE SERVICE	Blue Cross/Blue Shield Claims and Administration Fee Invoice for October 2024 Invoice 6573182296 due December 2, 2024	393,836.42
11/21/2024	104729	HEGGERTY PHONEMIC AW	Vision Program - MARGARET SHOLLE Instructional Materials - SLP HEGGERTY 10/2/2024	124.00
11/21/2024	104730	HINCKLEY SPRINGS	Water Service October 2024 SASED Lisle and SE Alt	502.07
11/21/2024	104731	HOME DEPOT CREDIT SE	Account # 6035322149985602 Oct-Nov 2024 purchases	4,321.92
11/21/2024	104732	INTERIM SCHOOL BUSIN	Business Office Consultant Servies - M Dyrek October 2024	10,500.00
11/21/2024	104733	IT SAVVY LLC	software	5,226.81
11/21/2024	104734	JASON JOBB	Milage Reimbursement for October 2024	278.20
11/21/2024	104735	KONICA MINOLTA BUSIN	Monthly Copier Maintenance 10/22-11/21/2024	1,258.00
11/21/2024	104736	KONICA MINOLTA PREMI	Copier/Lease services 10/26-11/25/2024	1,032.16
11/21/2024	104736	KONICA MINOLTA PREMI	Konica Contract 450-0068168-001 11/12-12/11/2024 Copier Services	2,320.06
11/21/2024	104737	LAKESHORE LEARNING	QUIET TIME PRIVACY CUBE ESSER FUNDS	527.84
11/21/2024	104737	LAKESHORE LEARNING	Special Project: Classroom Configuration	526.70
11/21/2024	104738	LAMINATION DEPOT, IN	Waterbury lamination	256.26
11/21/2024	104739	LAUTERBACH & AMEN, L	INVOICE #97240 DATED 10/30/24	9,900.00
11/21/2024	104740	LAZZAR, DIANE	Milage Reimbursement for September 2024	249.59
11/21/2024	104740	LAZZAR, DIANE	Milage Reimburesment for October 2024	187.57
11/21/2024	104741	LEARN PLAY THRIVE, L	Spring Institute 2025 - Payment for Presenter, Meg Ferrell (Proctor) M.S., OTR/L with Learn, Play, Thrive, L.L.C. who is presenting at the Spring Institute 2025 on Friday, February 28, 2025.	2,750.00
11/21/2024	104742	LEARNING A-Z	Additional space to A-Z EL	206.66
11/21/2024	104743	MAXIM HEALTHCARE SER	Nursing Services for 9/30/24 through 10/4/24	21,916.80

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	104743	MAXIM HEALTHCARE SER	Nursing Services for 10/7/24 & 10/11/24	618.00
11/21/2024	104743	MAXIM HEALTHCARE SER	Nursing Services for 10/7/24 through 10/11/24	15,101.05
11/21/2024	104743	MAXIM HEALTHCARE SER	Nursing services for 10/21/24 through 10/25/24	19,346.94
11/21/2024	104743	MAXIM HEALTHCARE SER	Nursing Services for 10/16/2024	386.25
11/21/2024	104743	MAXIM HEALTHCARE SER	Nursing Services for 10/21/2024	328.31
11/21/2024	104743	MAXIM HEALTHCARE SER	Nursing Services for 10/1/24 through 10/18/24	21,822.29
11/21/2024	104744	MICROSONIC INC.	Maeve Pratt Earmold - Microsonic	128.00
11/21/2024	104744	MICROSONIC INC.	Sam E. and Ryan V. (Earmolds)	116.00
11/21/2024	104744	MICROSONIC INC.	Sam E. and Ryan V. (Earmolds)	128.00
11/21/2024	104744	MICROSONIC INC.	L. Chen (Earmold)	86.00
11/21/2024	104745	MPOWER GENERATORS IN	Emergency Power System invoice 8856	489.40
11/21/2024	104746	NCS PEARSON	OT/PT Assessment Workbook	81.60
11/21/2024	104746	NCS PEARSON	assessments	220.00
11/21/2024	104746	NCS PEARSON	Assessments	495.00
11/21/2024	104747	NET56	jamf Pro iOS Aug 2024 licence/usage	228.48
11/21/2024	104747	NET56	INVOICE #16478 Monthly Billing for November 2024	25,844.45
11/21/2024	104747	NET56	NET56 NOVEMBER INVOICES	3,949.07
11/21/2024	104748	NICOR GAS	Gas Service SE ALT - 10/1/24-11/01/24	608.11
11/21/2024	104749	NU MOTION	OT/PT Hi/Lo Activity Chair	4,948.00
11/21/2024	104750	NUNZIATO, NICOLE	Milage Reimbursement for October 2024	216.06
11/21/2024	104751	ODP BUSINESS SOLUTIO	McFadden Consumables	147.21
11/21/2024	104751	ODP BUSINESS SOLUTIO	McFadden Consumables	59.94
11/21/2024	104751	ODP BUSINESS SOLUTIO	NORTH - DEBORAH WETHERILL - Book Rings, 1", Silver, Pack Of 100	4.92
11/21/2024	104752	ORKIN EXTERMINATING	Pest Service SE ALT montlhly service	100.99
11/21/2024	104753	OTTO BOCK HEALTHCARE	Milage Reimbursement for SLE Sept. 2024	46.05
11/21/2024	104754	PHILLIP'S FLOWERS	Flower Services 10.25.24	104.90
11/21/2024	104755	QUALITY INTEGRATED S	10/26/2024 service on beeping alarm	332.97
11/21/2024	104756	SCHOOL MEDICAID CONS	INVOICE #10015	600.00
11/21/2024	104757	SHERWIN WILLIAMS	paint supplies admin offices	178.77
11/21/2024	104758	SIGN LANGUAGE INTERP	ASL Interpreting, Invoice no.: 0823	2,141.00
11/21/2024	104758	SIGN LANGUAGE INTERP	Invoice no.: 0910 Terms: Net 30 Invoice date: 11/04/2024 Due date: 12/04/2024	185.00
11/21/2024	104759	SOMMERFELD, GAIL	Diabetes Educational Training 9/24/25	400.00
11/21/2024	104760	SONOVA USA INC.	Roger 21 Repair	168.99
11/21/2024	104760	SONOVA USA INC.	Casey Fanuka - Roger 21 Receivers, BTE Chargers	1,774.79

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	104760	SONOVA USA INC.	Roger ON 3	1,624.20
11/21/2024	104760	SONOVA USA INC.	Roger Touchscreen Mic Repairs	1,721.99
11/21/2024	104760	SONOVA USA INC.	(Updated Phonak PO) Casey Fanuka - lava red roger focus II, precious pink roger focus II, kit roger touchscreen mic and digimaster, roger on charging cable, Sky L50 UP Black Hearing Aid	5,590.44
11/21/2024	104760	SONOVA USA INC.	Roger Touchscreen Mic 3	7,686.71
11/21/2024	104761	SUBURBAN DOOR CHECK	50 duplicate keys, SE Alt	230.00
11/21/2024	104762	THERAPRO, INC.	OT/PT Assessments	751.41
11/21/2024	104763	TREE TOWNS IMAGING &	LAMINATING FILM FOR PROGRAMS	5,673.00
11/21/2024	104764	TWO WAY RADIO CENTER	Walkie Talkies for LISLE SOUTH	1,673.00
11/21/2024	104765	VERIZON WIRELESS	Verizon hotspots October 2024	122.27
11/21/2024	104765	VERIZON WIRELESS	Verizon Wireless Phones/Service Oct 2024	927.08
11/21/2024	104766	VILLA PARK OFFICE EQ	FILE CABINET FOR AP	294.00
11/21/2024	104767	WALPER, WILLIAM	Reimburse Bus driver initial class 10/12/24	10.00
11/21/2024	104768	WESTONE	Westone Invoices 64354, 60792750, 60794790, 60798830, 60806433, 60806826, 90060458, 90064974	826.05
11/21/2024	104769	WPS	OT/PT Assessments 10-3-24	78.00
			Totals for checks	1,514,145.79

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	397,170.51	1,684.00	876,845.28	1,275,699.79
20	OPER, BUILD, & MAINT FUND	0.00	0.00	238,446.00	238,446.00
*** Fund Summary Totals ***		397,170.51	1,684.00	1,115,291.28	1,514,145.79

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

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	242500366	KEENEYVILLE DISTRICT	FY25 Classroom Lease Agreements	46,000.00
11/21/2024	242500366	KEENEYVILLE DISTRICT	SASED Student meals fees for September 2024	665.28
11/21/2024	242500367	DUPAGE COUNTY SCHOOL	FY25 Classroom Lease Agreement	185,000.00
11/21/2024	242500367	DUPAGE COUNTY SCHOOL	Meals Sased students for September 2024	1,830.70
11/21/2024	242500368	SALT CREEK SCHOOL DI	24-25 Room Rental	139,000.00
11/21/2024	242500368	SALT CREEK SCHOOL DI	SASED Student meals fees for September 2024	1,774.00
11/21/2024	242500369	DOWNERS GROVE DISTRI	FY25 Classroom Lease Agreement	69,000.00
11/21/2024	242500369	DOWNERS GROVE DISTRI	SASED Student meals fees for September 2024	462.06
11/21/2024	242500370	MAERCKER DISTRICT #6	FY25 Classroom Lease Agreement	127,000.00
11/21/2024	242500370	MAERCKER DISTRICT #6	SASED Student meals fees for September 2024	1,691.64
11/21/2024	242500371	CASS SCHOOL DISTRICT	FY25 Classroom Lease Agreement	46,000.00
11/21/2024	242500371	CASS SCHOOL DISTRICT	SASED Student meals fees for September 2024	389.58
11/21/2024	242500372	CENTER CASS DISTRICT	FY25 Classroom Lease Agreement	46,000.00
11/21/2024	242500372	CENTER CASS DISTRICT	Breakfast and Lunch fee for SASED September 2024	569.50
11/21/2024	242500372	CENTER CASS DISTRICT	Summer Classroom Lease Lakeview School	17,000.00
11/21/2024	242500373	DUPAGE HS DISTRICT #	FY25 Classroom Lease Agreement	125,000.00
11/21/2024	242500374	LISLE CUSD #202	FY25 Classroom Lease Agreement	152,000.00
11/21/2024	242500375	2955, LLC	Rent Payable - 2900 Ogden - December 2024	50,170.33
11/21/2024	242500376	AL WARREN OIL CO., I	Fuel Service for10-10-24	242.28
11/21/2024	242500376	AL WARREN OIL CO., I	Fuel Delivery 10/17/24	148.34
11/21/2024	242500376	AL WARREN OIL CO., I	Fuel Delivery 10/24/2024	238.12
11/21/2024	242500376	AL WARREN OIL CO., I	Fuel delivery 10.31.24	198.18
11/21/2024	242500377	ALDRICH, DANA	Milage Reimbursement for October 2024	25.66
11/21/2024	242500378	ANDERSEN, VERONICA	Milage Reimbursement for September 2024	389.37
11/21/2024	242500378	ANDERSEN, VERONICA	Milage Reimbursement for October 2024	304.29
11/21/2024	242500379	ARROYO, NATASHA	Milage Reimbursement for Aug 26 - Oct 4, 2024	95.07
11/21/2024	242500380	ARVANS, SUSAN	Milage Reimbursement for August and September 2024	85.83
11/21/2024	242500381	BECVAR, FRANK	Milage Reimbursement for October 2024	70.73
11/21/2024	242500382	BELL, RACHEL	Milage Reimbursement for September 2024	266.47
11/21/2024	242500382	BELL, RACHEL	Milage Reimbursement for October 2024	79.10
11/21/2024	242500383	BERGFELD, BETH	Milage Reimbursement for	107.79

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			September 2024	
11/21/2024	242500383	BERGFELD, BETH	Milage Reimbursement for October 2024	102.43
11/21/2024	242500384	BOCZKOWSKI, DEBRA	Milage Reimbursement for August and September 2024	299.49
11/21/2024	242500384	BOCZKOWSKI, DEBRA	Milage Reimbursement for October 2024	322.27
11/21/2024	242500385	BUNGERT, TINA	Milage Reimbursement for September 2024	17.97
11/21/2024	242500386	BURGER, JOAN	Milage Reimbursement for October r 2024	14.61
11/21/2024	242500387	CHAPLIN, KRISTINE	Milage Reimbursement for August 2024	109.71
11/21/2024	242500387	CHAPLIN, KRISTINE	Milage Reimbursement for September and October 2024	513.31
11/21/2024	242500388	CIECKO, ASHLEY	Milage Reimbursement forAugust and September 2024	58.00
11/21/2024	242500388	CIECKO, ASHLEY	Milage Reimbursement for October 2024	32.35
11/21/2024	242500389	COHLA, STEPHANIE	Milage Reimbursement for September 2024	77.29
11/21/2024	242500390	CRAMAROSSO, NATALIE	Milage Reimbursement for August - October 2024	53.60
11/21/2024	242500391	CURBY, KATI	Milage Reimbursement for August and September 2024	112.03
11/21/2024	242500392	DORCHACK, MARIA	Milage Reimbursement for October 2024	262.57
11/21/2024	242500393	DRYIER, KIMBERLY	Travel Allowance November 2024	400.00
11/21/2024	242500394	ELIAS, JENNIFER	Milage Reimbursement for September 2024	33.10
11/21/2024	242500395	FARRELL, LYSA	Milage Reimburement for Aug. 08-Sept 20, 2024	113.20
11/21/2024	242500395	FARRELL, LYSA	Milage Reimbursement for Sept. 23 - Nov. 06 2024	158.60
11/21/2024	242500396	FORNAL, SARAH	Milage Reimbursement for October 2024	5.43
11/21/2024	242500397	GENIN, SHERILYN	Milage Reimbursement for October 2024	102.01
11/21/2024	242500398	GROHN, JULIE	Travel Allowance November 2024	400.00
11/21/2024	242500399	HANSEN, ABIGAIL	Milage Reimbursement for 08/13/24-09/27/24	75.04
11/21/2024	242500400	HEARTLAND ALLIANCE H	CCIS Translator Services	146.95
11/21/2024	242500400	HEARTLAND ALLIANCE H	Vision Program - Heartland Alliance Health Cross-Cultural Interpreting Services For Low Vision Clinic @ SASED on 9/24/2024	148.59
11/21/2024	242500400	HEARTLAND ALLIANCE H	Invoice # 25921, Invoice Date 09/30/2024	204.75
11/21/2024	242500400	HEARTLAND ALLIANCE H	Vision Program - Heartland Alliance Health Cross-Cultural Interpreting Services For Annual IEP meeting on 9/9/24	71.75

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	242500400	HEARTLAND ALLIANCE H	CCIS Invoice #25889 Dated 9/30/2024 Interpreter Services	330.00
11/21/2024	242500401	HOMAN, JULIA	Milage Reimbursement for October 2024	347.10
11/21/2024	242500401	HOMAN, JULIA	Reimburse closing the gap conference	314.18
11/21/2024	242500402	KADEN, PATRICIA	Milage Reimbursement for August - September 2024	253.93
11/21/2024	242500403	KAMARIS, ALICIA	Reimburse DHH/North School supplies	29.99
11/21/2024	242500404	LESSENTIEN, BRIDGET	Milage Reimbursement forAugust and September 2024	216.38
11/21/2024	242500405	LITCHFIELD, BETHANY	Milage Reimbursement for October 2024	78.39
11/21/2024	242500406	LOHRENZ, ASHLEY	Milage Reimbursement for September 2024	379.49
11/21/2024	242500407	LOONEY, KATHERINE	Milage Reimbursement for August-Oct. 16, 2024	59.94
11/21/2024	242500408	MALONE, EMILY	Reimburse Registratio for OT Back to School Conf. 08.24/2024	250.00
11/21/2024	242500409	MCGANN, KATHLEEN	Milage Reimburesment for October 2024	18.56
11/21/2024	242500410	MOHAMMAD, KAYLA	Reimburse registratrion for Developing Communication NIU	325.00
11/21/2024	242500411	MOROZ, KRISTYN	Milage Reimbursement for October 2024	70.94
11/21/2024	242500412	MOYNIHAN, LYNN	Milage Reimbursement for August and September 2024	175.49
11/21/2024	242500412	MOYNIHAN, LYNN	Milage Reimbursement for October 2024	85.09
11/21/2024	242500413	MYERS, ALEXIS	Milage Reimbursement for Aug. 8 - Oct. 28, 2024	31.49
11/21/2024	242500414	NOWAK, SUSAN	Milage Reimbursement for Aug - Oct 2024	201.00
11/21/2024	242500415	ONYSCHAK, AUDREY	Milage Reimbursement for September 2024	27.94
11/21/2024	242500416	OTTO, VICKI	Milage Reimbursement for Aug 15 to October 30 2024	66.93
11/21/2024	242500417	PALKA, NICOLE	Milage Reimbursement for August and September 2024	36.85
11/21/2024	242500418	PELLICANO, DARCEY	Milage Reimbursement for August and September 2024	109.61
11/21/2024	242500419	PETERSON, COLLEEN	Milage Reimbursement for October 2024	101.51
11/21/2024	242500420	POPIWCHAK, DANIELLE	Milage Reimbursement for 08/16-10/02/2024	231.53
11/21/2024	242500420	POPIWCHAK, DANIELLE	Milage Reimbursement for October 2024	225.86
11/21/2024	242500421	ROBERTS, RUTH	Milage Reimbursement for October 2024	127.71
11/21/2024	242500422	ROSS, KATHLEEN	Milage Reimbursement for September and October 2024	217.82
11/21/2024	242500423	SEGOVICH, ALEXIS	Milage Reimbursement for August and September 2024	236.12

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	242500424	SHANAHAN, KERRY	Milage Reimbursement for October 2024	325.69
11/21/2024	242500425	SMITH, CLAIRE	Milage Reimbursement for October 2024	272.87
11/21/2024	242500425	SMITH, CLAIRE	Milage Reimbursement for October 2024	129.48
11/21/2024	242500426	STAMATELOPOULOS, KEL	Milage Reimbursement for October 2024	137.35
11/21/2024	242500427	TATHAM, SARA	Milage Reimbursement for September 2024	147.29
11/21/2024	242500428	THOMPSON, EVA	Milage Reimbursement for August and September 2024-SLE/MN	122.77
11/21/2024	242500428	THOMPSON, EVA	Milage Reimbursement for Sept 25 - Oct 25, 2024	146.84
11/21/2024	242500428	THOMPSON, EVA	Milage Reimbursement for October 2024	76.99
11/21/2024	242500429	TSCHETTER, CYNTHIA	Milage Reimbursement for 09.25.24-10.30.24	72.65
11/21/2024	242500430	UHLIR, ELLEN	Milage Reimbursement for September 2024	40.19
11/21/2024	242500430	UHLIR, ELLEN	Milage Reimbursement for October 2024	37.50
11/21/2024	242500431	URBAN, JESSICA	Milage Reimbursement for October 2024	47.64
11/21/2024	242500432	VANCLEVE, CASSIDY	Milage Reimbursement for October 2024	160.60
11/21/2024	242500433	VANDERWOUDE, ELIZABE	Travel Allowance November 2024	400.00
11/21/2024	242500434	WAWCZAK, ELIZABETH	Milage Reimbursement for Aug 2024	95.65
11/21/2024	242500434	WAWCZAK, ELIZABETH	Milage Reimbursement Aug 29-Oct 03, 2024	179.33
11/21/2024	242500435	WISNIEWSKI, RACHEL	Travel Allowance for November 2024	400.00
11/21/2024	242500436	ZENDOL CARR, JENNIFE	Milage Reimbursement for October 2024	50.38
11/21/2024	242500437	ZHANG, WEI	Milage Reimbursement for 08/20/24-10/11/24	23.92

Totals for checks 1,023,055.36

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	0.00	0.00	1,023,055.36	1,023,055.36
*** Fund Summary Totals ***		0.00	0.00	1,023,055.36	1,023,055.36

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

BILLS PAYABLE LIST – GRANTS

November 2024 $ 8,669.33

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	104686	COMMUNITY SCHOOL DIS	Wheaton North STEP outcome reimbursement for vocational purchases (per 10/18/24 request)	4,284.81
11/21/2024	104686	COMMUNITY SCHOOL DIS	Wheaton Warrenville South STEP outcome reimbursement for vocational purchases (per 10/18/24 request)	3,360.35
11/21/2024	104686	COMMUNITY SCHOOL DIS	Wheaton Transition DRS STEP outcome reimbursement for vocational purchases (per 10/18/24)	312.23
			Totals for checks	7,957.39

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	0.00	0.00	7,957.39	7,957.39
*** Fund Summary Totals ***		0.00	0.00	7,957.39	7,957.39

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

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/21/2024	242500362	BAIN, AMY	October 2024 Travel for Amy Bain	196.79
11/21/2024	242500363	KREMER, ANN	October 2024 Travel for Ann Kremer	318.09
11/21/2024	242500364	ROPARS, EMILY	October 2024 Travel for Emily Ropars	57.32
11/21/2024	242500365	TOKAT, TALIN	October 2024 Travel for Talin Tokat	139.74
			Totals for checks	711.94

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	0.00	0.00	711.94	711.94
*** Fund Summary Totals ***		0.00	0.00	711.94	711.94

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

INTERIM CHECKS

October 2024 $ 408,330.42

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/08/2024	104644	BMO	Vision Program - Gabby Vargas Instructional Materials AMAZON 8/14/2024	17.33
10/08/2024	104644	BMO	Vision Program - Patricia Vandercar Albright Middle School ADL AMAZON 8.16.2024	9.99
10/08/2024	104644	BMO	Vision Program - Amy Gebre Instructional Supplies AMAZON 8/19/2024	278.90
10/08/2024	104644	BMO	Vision Program - Emilia Ariano Supplies Addison Trail High School AMAZON 8/21/2024	65.06
10/08/2024	104644	BMO	Vision Program - Emilia Ariano Supplies ATHS AMAZON 9.2.2024	5.99
10/08/2024	104644	BMO	Vision Program - Wendy Brusich Instructional Materials ATHS AMAZON 9.2.2024	74.99
10/08/2024	104644	BMO	Vision Program - Cherise Jerrard Supplies O&M AMAZON 9.5.2024	42.95
10/08/2024	104644	BMO	Vision Program - Wendy Brusich Instructional Supplies Addison Trail High School AMAZON 9/12/2024	38.78
10/08/2024	104644	BMO	Vision Program - Tracey Nardi Supplies AMAZON (Tracey Nardi 9.13.24)	29.00
10/08/2024	104644	BMO	EXPO Dry Erase Whiteboard Cleaning Spray - North - Deborah Wetherill /// Locks with keys for PE lockers - Westmont - Jayne Quetsch /// Take & Toss Toddler Straw Cups - North - Laura Burch	63.52
10/08/2024	104644	BMO	3m poster hanging strips - Abby Hansen - Westmont	13.08
10/08/2024	104644	BMO	Sticker Dots for Arts and Crafts School Classroom - North - Julia Nowicki /// Dish Drying Rack - ECC - Brittany Alexander /// Binder Pockets - North - Alyssa Hamblin	37.80
10/08/2024	104644	BMO	(Deborah Wetherill, North - Electric Pencil Sharpener) (Laura Burch, North - Cutting Board)	45.48
10/08/2024	104644	BMO	(Amy Deegan, North - Springhill Cardstock, Photo & Craft Keeper) ---- (Alyssa Hamblin, North - Magnetic Tape) ---- (Robin Cullen, Westmont - Page Protectors)	100.14

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			---- (Jayne Quetsch, Westmont - Paper Wristbands)	
10/08/2024	104644	BMO	Alphabet Letters (Alyssa Hamblin, North) - Velcro, Seat Pockets, Magnetic Dots, Sheet Protectors (Kelly Story, North)	117.49
10/08/2024	104644	BMO	Kelly Story, North: visual timer, wet erase markers, hot glue sticks (small), pipe cleaners, ABC plastic magnetic letters	83.70
10/08/2024	104644	BMO	Kelly Story, North: velcro colored floor tape, 100 frame popits, report covers	90.59
10/08/2024	104644	BMO	EC ESSERS Order, Part 1 --- Three Light Tables and Protection Plans (DJ Spillan, Jessica Holle, Amy Brady) --- Wood Light Table (Brittany Alexander) --- Rug (Brittany Alexander) --- Rocking Chair (Gabi Barnes) --- Ball Pit (Gabi Barnes)	348.38
10/08/2024	104644	BMO	School Materials	459.32
10/08/2024	104644	BMO	Consumables/Tassone	372.45
10/08/2024	104644	BMO	Supplies/Helf	24.99
10/08/2024	104644	BMO	Consumables/Huerta/Replacement	69.00
10/08/2024	104644	BMO	Helf/Office	190.06
10/08/2024	104644	BMO	Majkrzak supplies	480.77
10/08/2024	104644	BMO	Bolin PBIS SCHOOL STORE	151.54
10/08/2024	104644	BMO	Supplies Room 1	323.95
10/08/2024	104644	BMO	Consumables / Hilb	631.22
10/08/2024	104644	BMO	Speech materials	54.70
10/08/2024	104644	BMO	School/Office Supplies	216.00
10/08/2024	104644	BMO	Belgio/Consumable Replacement	-21.66
10/08/2024	104644	BMO	Furniture/Umbrellas for SASED LISLE SOUTH	693.20
10/08/2024	104644	BMO	Thermometer/Humidity Guage	13.79
10/08/2024	104644	BMO	Medical Supplies	13.84
10/08/2024	104644	BMO	Furniture- Office Chair Replacement, One Returned due to missing half the chair.	86.70
10/08/2024	104644	BMO	Classroom Supplies- Benjamin DeBruin	150.29
10/08/2024	104644	BMO	Instructional Materials- K. Downs	89.97
10/08/2024	104644	BMO	SLE--MISC CLASSROOM SET UP VARIOUS CLASSROOMS	1,063.06
10/08/2024	104644	BMO	Start of New Year Misc Supplies Cass-L Dahl	202.38
10/08/2024	104644	BMO	Misc. items - EP @ Waterbury	22.98
10/08/2024	104644	BMO	Misc. Supplies-Cass CK	95.91
10/08/2024	104644	BMO	Misc. Supplies-Holmes-SG	109.93
10/08/2024	104644	BMO	MISC SLP items for Winfield (LW) classroom	38.88

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/08/2024	104644	BMO	Misc items SC (OT) for Winfield classrooms	89.99
10/08/2024	104644	BMO	SLP Supplies- Willowbrook	47.38
10/08/2024	104644	BMO	Social Work Supplies	119.34
10/08/2024	104644	BMO	Social Work Supplies- Samantha Soberon	39.44
10/08/2024	104644	BMO	Zacharski & Baker Instructional Materials	116.02
10/08/2024	104644	BMO	OT/PT Assessment Supplies 8-26-24	6.99
10/08/2024	104644	BMO	OT/PT Supplies Therapeutics 9-2-24	65.40
10/08/2024	104644	BMO	OT/PT Office Supplies 9-5-24	72.02
10/08/2024	104644	BMO	Lisle South - New classroom	559.93
10/08/2024	104644	BMO	CJH - new classroom	27.99
10/08/2024	104644	BMO	Winfield New Classrooms	161.16
10/08/2024	104644	BMO	Southeast curriculum	250.00
10/08/2024	104644	BMO	lisle south new classrooms	49.85
10/08/2024	104644	BMO	Office Supplies for Coaching Staff - 1 of 4 Amazon Orders	225.67
10/08/2024	104644	BMO	Office Supplies for Coaching Staff / Training - 2 of 4 Amazon Orders	71.15
10/08/2024	104644	BMO	Office Supplies for Coaching Staff / Training - 3 of 4 Amazon Orders	46.30
10/08/2024	104644	BMO	Office Supplies for Coaching Staff / Training - 4 of 4 Amazon Orders	92.51
10/08/2024	104644	BMO	Item(s) required by SI IST Coaches for the Assistive Technology Kits for 2024-2025	83.10
10/08/2024	104644	BMO	Office Supplies for Coaching Staff - 1 of 2 Amazon Orders	165.42
10/08/2024	104644	BMO	Office Supplies for Coaching Staff - 2 of 2 Amazon Orders	107.50
10/08/2024	104644	BMO	Office Supplies for Coaching Staff - 1 Amazon Order	78.98
10/08/2024	104644	BMO	Office Supplies for Coaching Staff - 1 Amazon Order	150.70
10/08/2024	104644	BMO	Amazon order tech supplies	772.11
10/08/2024	104644	BMO	iPad Amazon order - For board meeting	1,208.70
10/08/2024	104644	BMO	Items requested by Greg Sudds for Tech	53.95
10/08/2024	104644	BMO	Ipad tablet tripod for board meeting video recording	35.95
10/08/2024	104644	BMO	Amazon Order - iPad case	13.95
10/08/2024	104644	BMO	Amazon Items for B. Wilson (Accomodation) 1. Yagud Under Desk Treadmill, Walking Pad for Home and Office, 2.5 HP Portable Walking Jogging Running Machine with Remote Control and LED Display, Sliver 2. ProsourceFit	261.96

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Treadmill & Exercise Equipment Mats, Folding and Regular High Density PVC Floor Protector 3. SMUG Standing Desk, Adjustable Height Electric Sit Stand Up Down Computer Table, 48x24 Inch Ergonomic Rising Desks for Work Office Home, Modern Lift Motorized Gaming Desktop Workstation, White	
10/08/2024	104644	BMO	Amazon Items for B. Zhang (Accomodation) Gaiam Kids Balance Ball Chair - Classic Children's Stability Ball Chair, Alternative School Classroom Flexible Desk Seating for Active Students with Satisfaction Guarantee, Blue/Green (3) Sweetcrispy Mobile Small Standing Desk-Sit Stand Desk, Portable Rolling Laptop Desk with Lockable Wheels , Computer Workstations, Adjustable Height, White	241.03
10/08/2024	104644	BMO	Amazon Items for M.Ward (Accomodation) 1. Ergonomic Office Chair, High Back Mesh Desk Chair with Adjustable Lumbar Support, 135 Rocking Backrest, Adjustable Armrest and Headrest, Coat Hanger, Best Desk Chair for Long Hours, Black	109.49
10/08/2024	104644	BMO	Key cabinet for SAC	23.98
10/08/2024	104644	BMO	Casey Fanuka - Headphones & Headphone Jack Adapters	76.14
10/08/2024	104644	BMO	Boys Town Consumables/Belgio	160.69
10/08/2024	104644	BMO	First Comunitcations INVOICEs #127006518 & 127018456	1,449.90
10/08/2024	104644	BMO	Stuttering Foundation - Consumable/ Johnson	35.38
10/08/2024	104644	BMO	FCS/Terzick	-1.24
10/08/2024	104644	BMO	Amazon office supplies	16.19
10/08/2024	104644	BMO	Amazon SAC office supplies	688.45
10/08/2024	104644	BMO	EC ESSERS Order, Part 2 --- Swivel Chair (Carly Kirkman) --- Scoop Rockers (Carly Kirkman) --- Body Sock (Carly Kirkman) --- Round Rug (Gabi Barnes) --- Bean Bag Chair (Diana Barrutia)	188.55
10/08/2024	104644	BMO	supplies classrooms	89.97
10/08/2024	104644	BMO	Casey Fanuka - SHOKZ OpenRun Mini (AfterShokz Aeropex	244.44

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Mini) - Bone Conduction Open-Ear Bluetooth Sport Headphones	
10/08/2024	104644	BMO	Amazon Return Refund Consumables/Belgio	-23.63
10/08/2024	104644	BMO	Return/Refund Consumables/ Tassone	-206.09
10/08/2024	104644	BMO	Return/Refund Concumables/Peters	-209.79
10/08/2024	104644	BMO	Autism Works purchase	12.30
10/08/2024	104644	BMO	Blue Dog Ink Purchase	1,499.96
10/08/2024	104644	BMO	City of Naperville, Water services Sept. 2024	237.24
10/08/2024	104644	BMO	Closing the Gap registration	575.00
10/08/2024	104644	BMO	Costco purchase consumables	47.79
10/08/2024	104644	BMO	Enterprise Renatal to move smartboard	109.25
10/08/2024	104644	BMO	Board Materials	254.85
10/08/2024	104644	BMO	ICIC/Ipa membersihip	210.00
10/08/2024	104644	BMO	Iron Mountain Service/Shredding September 2024	691.81
10/08/2024	104644	BMO	Paypal subscription 09.24	30.00
10/08/2024	104644	BMO	PODS rental September 2024	289.00
10/08/2024	104644	BMO	Quench water cooler service September 2024	361.98
10/08/2024	104644	BMO	Seven Bridges Deposit	1,600.00
10/08/2024	104644	BMO	Gas purchase for rental truck	10.00
10/08/2024	104644	BMO	Southwest Closing the Gap travel purchase	307.96
10/08/2024	104644	BMO	Home Depot purchases/return	-56.57
10/08/2024	104644	BMO	Univ. Wisconsin Madison Conference Registration	450.00
10/08/2024	104644	BMO	WCI Groot Refuse Service September 2024	1,379.27
10/08/2024	104644	BMO	FCS/Terzick	102.69
10/08/2024	104644	BMO	T Corral Consumables	97.99
10/08/2024	104644	BMO	T Corral Consumales	20.75
10/08/2024	104644	BMO	K. Curby P. Card Statement-BMO 09/20/2024	27.59
10/08/2024	104644	BMO	Vision Program - AMY GEBRE P-Card Purchases Instructional - August - September 2024	160.08
10/08/2024	104644	BMO	Vision Program - AMY GEBRE P-Card Purchases Instructional - August - September 2024	216.46
10/08/2024	104644	BMO	BMO 9-20-24 LADSE Registrations	6,710.00
10/08/2024	104644	BMO	PI Card - Julie Grohn (September)	123.00
10/08/2024	104644	BMO	Vision Program - CHERISE JERRARD P-CARD Instructional O&M 9/24/2024	46.80
10/08/2024	104644	BMO	September 2024 P-Card charges	1,444.86

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			for Ann Kremer	
10/08/2024	104644	BMO	P-Card Reconciliation for September 2024 for Senga Lowe	2,221.59
10/08/2024	104644	BMO	P-Card Statement 9/20/2024 Amy McKee	684.54
10/08/2024	104644	BMO	Vision Program - KIRSTIN PEAHL P-Card Transition Cash load and funds to student Ventra accounts for IEP Goals 9/23/2024	135.00
10/08/2024	104644	BMO	Vision Program - CARLY REDDY P-Card Instructional - Student Transportation O&M ATHS 9/30/2024	71.61
10/08/2024	104644	BMO	Professional Learning, Training and Supplies for the SIIS/PD/AT Teams	299.80
10/08/2024	104644	BMO	Vision Program - TRACEY NARDI P-Card Mileage O&M (Metra) 9/23/2024	47.50
10/08/2024	104644	BMO	T Nardi Pcard consumables	7.67
10/08/2024	104644	BMO	L McCarthy Pcard B&G-supplies/maintenance	1,475.90
10/08/2024	104644	BMO	S Cuomo pcard -Transportation	5,045.76
10/08/2024	104644	BMO	Accessibyte renewal	2,186.96
10/08/2024	104644	BMO	AI subscriptions for CHat GPT and Claude AI	40.00
10/08/2024	104644	BMO	Bluedog Ink Purchase-G Guyer Pcard-09.12.24	1,719.66
10/08/2024	104644	BMO	K Zmijewski P card, SE Alt. PBIS/supplies	870.61
			Totals for checks	46,620.02

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	0.00	0.00	46,620.02	46,620.02
*** Fund Summary Totals ***		0.00	0.00	46,620.02	46,620.02

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

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/16/2024	104647	CASH	Petty Cash Replenish	500.00
10/16/2024	104648	INTERIM SCHOOL BUSIN	Contract Service M Dyrek September 2024	9,000.00
10/16/2024	104649	MOHAMMAD, KAYLA	Milage Reimbursement for 08/13/24-09/13/24	77.78
10/16/2024	104650	NEXTERA ENERGY SERVI	SE ALt Gas Service 09/01/2024-09/30/2024	677.53
10/16/2024	104651	PHILLIP'S FLOWERS	Flowers Service September 2024	644.57
10/16/2024	104652	THE HORTON GROUP, IN	HORTON TECH FEES	11,308.50
10/16/2024	104653	UHLIR, ELLEN	REPLACE BROKEN GLASSES	656.48
10/16/2024	104654	WISCONSIN SCHOOL FOR	Visual Phonics & Fingerspelling your way to Reading Event - Wisconsin School for the Deaf	350.00
10/28/2024	104655	CASH	Petty Cash reimbursement 10/29/2024	500.00
10/28/2024	104656	DEARBORN NATIONAL LI	NOVEMBER 2024 LIFE INSURANCE INVOICE	6,241.39
10/28/2024	104657	ENGLER CALLAWAY BAAS	Professional Development service September 2024	1,351.50
10/28/2024	104657	ENGLER CALLAWAY BAAS	General School Law Service September 2024	2,778.50
10/28/2024	104658	HEALTH CARE SERVICE	Blue Cross/Blue Shield Claims and Administration Fee Invoice for September 2024 Invoice 657316919136 due November 1, 2024	310,276.80
10/28/2024	104659	METLIFE	NOVEMBER Metlife Dental and Vision Invoice for 11/1/24-11/30/24. Due 11/1/24.	17,183.85
10/28/2024	104660	NIU NAPERVILLE CONFE	Room rental / opening day balance on invoice.	101.00
10/28/2024	104661	TRUSTAGE	contract # 012-1653-4	62.50
10/28/2024	104662	UNIVERSAL PREMIUM	Fuel / Card Service 10.01.24-10.15.24	576.34
11/01/2024	104662	UNIVERSAL PREMIUM	Fuel / Card Service 10.01.24-10.15.24	-576.34
			Totals for checks	361,710.40

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	334,702.04	0.00	27,008.36	361,710.40
*** Fund Summary Totals ***		334,702.04	0.00	27,008.36	361,710.40

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

VOIDED CHECKS

November 2024 $ 0

POLICY MANUAL REVISIONS
October 2024 PRESS - Issue 117
1st Reading/Adoption - November 20, 2024
Board Policies

DRAFT UPDATES

- ☑ 2:105 Ethics and Gift Ban
  - Minor changes
- ☑ 2:120 Board Member Development
  - Updated in response to 105 ILCS 5/10-16a, 105 ILCS 5/10-22.6(c-5) and 105 ILCS 5/3-11(b)
- ☑ 4:30 Revenue and Investments
  - Substantial changes in response to 30 ILCS 235/2(k), 30 ILCS 235/2(a)(4.5), and 30 ILCS 235/8
- ☑ 4:60 Purchases and Contracts
  - Legal references have been updated
- ☑ 4:150 Facility Management and Building Programs
  - Spending limit has changed in response to 105 ILCS 5/10-20.21
- ☑ 4:170 Safety
  - AED information has changed in response to 105 ILCS 5/10-20.87
- ☑ 5:10 Equal Employment Opportunity and Minority Recruitment
  - Updated in response to the IHRA, 775 ILCS 5/1-102(A) and 5/1-103(Q)
- ☑ 5:20 Workplace Harassment Prohibited
  - Updated in response to the IHRA, 775 ILCS 5/1-102(A) and 5/1-103(Q), and final Title IX regulations
- ☑ 5:90 Abused and Neglected Child Reporting
  - Updated in response to 325 ILCS 5/7
- ☑ 5:120 Employee Ethics, Code of Professional Conduct, and Conflict of Interest
  - Updated in response to 105 ILCS 5/22-93
- ☑ 5:125 Personal Technology and Social Media; Usage and Conduct
  - Updated for continuous improvement
- ☑ 5:230 Maintaining Student Discipline
  - Updated in response to 105 ILCS 5/22-100 and 5/24-24. Legal referenced updated
- ☑ 6:60 Curriculum
  - Updated for continuous improvement and in response to CHEP, 105 ILCS 110/3(e),and 105 ILCS 5/27-13.1
- ☑ 6:270 Guidance and Counseling Program
  - Updated in response to 105 ILCS 5/10-22.24b
- ☑ 7:10 Equal Educational Opportunities
  - Updated to more comprehensively reflect categories by the IHRA, and in response to 775 ILCS 5/1-102(A), and final Title IX regulations
- ☑ 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
  - Updated legal references
- ☑ 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
  - Updated in response to final Title IX regulations
- ☑ 7:200 Suspension Procedures
  - Updated in response to legal reference changes

☑ 8:10 Public Relations
- Updated throughout for continuous improvement.

SASED UPDATES

☑ 5:50 Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- Minor changes

☑ 5:170 Copyright
- SASED DMCA Agent updated

Document Status: Draft Update

2:105 Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by SASED employees and Board members:

1. No employee shall intentionally perform any *political activity* during any *compensated time*, as those terms are defined herein.
2. No Board member or employee shall intentionally use any SASED property or resources in connection with any political activity.PRESSPlus1
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee shall intentionally solicit or accept any *gift* from any *prohibited source*, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss SASEDPRESSPlus2 business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece,

husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. *Catered* means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and *inter-governmental gift* means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under 26 U.S.C. §501(c)(3).

Enforcement

The Board Chairperson and Executive Director shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Executive Director or Board Chairperson. If attempts to correct any misunderstanding or problem do not resolve the matter, the Executive Director or Board Chairperson shall, after consulting with the Board Attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by

blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

Political activity means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, *compensated time* includes any period of time when the employee is on premises under the control of the SASED and any other time when the employee is executing his or her official duties, regardless of location.

Prohibited source means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member

or another employee directing that employee;

2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members should report claims of sexual harassment against a member of the Board to the Board Chairperson or Executive Director. If the report is made to the Executive Director, the Executive Director shall promptly notify the Chairperson, or if the Chairperson is the subject of the complaint, the Vice Chairperson. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board Chairperson shall appoint a qualified outside investigator who is not a SASED employee or Board member to conduct an independent review of the allegations. If the allegations concern the Chairperson, or the Chairperson is a witness or otherwise conflicted, the Vice Chairperson shall make the appointment. If the allegations concern both the Chairperson and Vice Chairperson, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Executive Director will post this policy on the SASED website and/or make this policy available in the SASED's administrative office.

LEGAL REF.:

105 ILCS 5/22-93.

5 ILCS 430/, State Officials and Employees Ethics Act.

10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of

Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. The term *use* in Item #2 is based on the Ill. Attorney General's model ordinance; it is arguably broader than the State Officials and Employees Ethics Act (SOEEA), which prohibits board members and district employees from intentionally *misappropriating* district property in connection with prohibited political activities. 5 ILCS 430/5-15(a)-(b). Some attorneys advise that a board member's mere presence on district property while engaging in a political activity on their own time (such as circulating an election petition at a school athletic event) is not a misappropriation of district property, and therefore does not violate the SOEEA. Consider that the term *use* may be easier to practically apply as a standard. Consult the board attorney for guidance on this issue. If the board wants Item #2 to match the SOEEA standard, substitute "misappropriate" in place of "use," and select the Save Status "Adopted with Additional District Edits." **Issue 117, October 2024**

PRESSPlus 2. Updated for continuous improvement. **Issue 117, October 2024**

Document Status: Draft Update

2:120 Board Member Development

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

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

Mandatory Board Member Training

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development and leadership training in: (1) education and labor law;, (2) financial oversight and accountability;, (3) fiduciary responsibilities;, ~~and~~ (4) trauma-informed practices for students and staff; and (5) improving student outcomes.[PRESSPlus1] within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act (OMA) no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on OMA~~the Open Meetings Act~~ is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the SASED PERA implementation date.
4. Each new Board member must attend the SASED New Board Member Orientation as per the Articles of Joint Agreement.

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board Chairperson or Executive Director, or their designees, shall~~will~~ make reasonable efforts to provide ongoing professional development to Board members about the requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14,[PRESSPlus2] adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments,[PRESSPlus3] appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

Board Self-Evaluation

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

New Board Member Orientation

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

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

LEGAL REF.:

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

105 ILCS 5/10-16a and 5/24-16.5.

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-16a, amended by P.A. 103-771, eff. 6-1-25. Training on improving student outcomes "must include information that is relevant to and within the scope of the duties of a school board member." **Issue 117, October 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. While a district must make reasonable efforts to provide professional development to board members in these areas, the inclusion of this subhead is optional. Information about professional development opportunities is available through IASB's website at: www.iasb.com/conference-training-and-events/training/.

105 ILCS 5/10-22.6, amended by P.A.s 102-466, eff. 7-1-25, 102-539, and 103-896, addresses the suspension or expulsion of students and school searches. See sample policies 7:190, *Student Behavior*, 7:200, *Suspension Procedures*, 7:210, *Expulsion Procedures*, and 7:220, *Bus Conduct*, available at PRESS Online by logging in at www.iasb.com. 105 ILCS 5/10-20.14, amended by P.A. 103-896, addresses parent-teacher advisory committees and their functions. See sample policy 2:150, *Committees*. **Issue 117, October 2024**

PRESSPlus 3. See 105 ILCS 5/3-11(b), amended by P.A. 103-413, for the definition of *trauma-responsive learning environments*. **Issue 117, October 2024**

Document Status: Draft Update

4:30 Revenue and Investments

Revenue

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

Investments

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

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

Investment Objectives

The objectives for SASED's investment activities are:

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

Authorized Investments

The Chief Investment Officer may invest SASED funds in one or more of the following:[PRESSPlus1]

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

   The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory

thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Short-term obligations of corporations organized in the United States with assets exceeding $500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of SASED's funds may be invested in short-term obligations of corporations under this paragraph.
5. Obligations of corporations organized in the United States with assets exceeding $500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than 10~~three~~ PRESSPlus2 years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of SASED's funds may be invested in obligations of corporations under this paragraph.
6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, SASED, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by SASED or its governing authority.
9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principale office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. SASED may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
11. The Illinois School District Liquid Asset Fund Plus.
12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or

inscribed in the name of SASED, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

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

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

13. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 13 supersedes paragraphs 1-12 and controls in the event of conflict.

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

The Chief Investment Officer and Executive Director shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial

and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

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

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

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

SASED shall~~may~~PRESSPlus3 consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. SASED may consider factors including:

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

SASED may not deposit public funds in a financial institution subject to the CRA unless the institution has a current rating of satisfactory or outstanding under the CRA.PRESSPlus4 When investing or depositing public funds, SASED may give preference to financial institutions that have a current rating of outstanding under the CRA.PRESSPlus5

Collateral Requirements

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

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in SASED's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

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

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

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

Ethics and Conflicts of Interest

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

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

LEGAL REF.:

30 ILCS 235/, Public Funds Investment Act.

30 ILCS 238/, Ill. Sustainable Investing Act.

105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

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

PRESSPlus Comments

PRESSPlus 1. 30 ILCS 235/2(k), added by P.A. 103-880, eff. 1-1-25, permits a board to adopt a resolution to allow for investment of public funds in other instruments not specifically listed in the Public Funds Investment Act provided those investments comply with: (1) any other law that authorizes a board to invest funds, and (2) the investment policy adopted by the Board. There is uncertainty regarding the potential breadth and scope of this provision and procedural requirements for implementation. The board attorney and district financial advisor(s) should be consulted before adding instruments to the list of authorized investments in this policy and the board's investment portfolio in accordance with 30 ILCS 235/2(k).

Any additional investments authorized by the Board under 30 ILCS 235/2(k) should be added to this policy beginning with Item #14. If adding additional investments, select the Save Status "Adopted with Additional District Edits." **Issue 117, October 2024**

PRESSPlus 2. 30 ILCS 235/2(a)(4.5), amended by P.A. 103-880, eff. 1-1-25, extends the maturity timeframe for investments in obligations of U.S. corporations with assets exceeding $500M from 3 years to 10 years, provided that certain conditions are met. **Issue 117, October 2024**

PRESSPlus 3. Updated in response to 30 ILCS 235/8(a). **Issue 117, October 2024**

PRESSPlus 4. Updated in response to 30 ILCS 235/8(a-5). **Issue 117, October 2024**

PRESSPlus 5. Optional. 30 ILCS 235/8(a-10). **Issue 117, October 2024**

Document Status: Draft Update

4:60 Purchases and Contracts

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

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts over $25,000 shall be approved or authorized by the Board of Directors.

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

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

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

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

    a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was

found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a SASED school or school-related activity with one or more student(s); (2) prohibit any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the SASED's fingerprint-based criminal history records check on him or her.

b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if SASED objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide SASED access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).

c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide SASED with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by SASED and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.

9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
10. Design-build contracts must comply with 105 ILCS 5/15A-1 *et seq.*
11. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.865. PRESSPlus1
12. Purchases made with federal, or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

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

LEGAL REF.:

2 C.F.R. Part 200.

105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-20.865, 5/10-21.9, 5/10-22.34c, 5/15A-1 *et seq.*, 5/19b-1 *et seq.*, 5/22-94, and 5/24-5.

30 ILCS 708/, Grant Accountability and Transparency Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 130/, Prevailing Wage Act.

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.86, renumbered by P.A. 103-605. **Issue 117, October 2024**

Document Status: Draft Update

4:150 Facility Management and Building Programs

The Executive Director shall manage SASED's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable Board of Directors policies. The Executive Director or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection SASED, and (3) compliance with the 10-year safety survey process required by the School Code.

Standards for Managing Buildings and Grounds

All SASED buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Executive Director or designee shall provide the Board of Directors with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board of Directors approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed $172,500,PRESSPlus1 including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each SASED school with 50 or more students, the Executive Director or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board of Directors will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Executive Director or designee shall provide the Board of Directors with projected facility needs, enrollment trends, and other data impacting facility use. Board of Directors approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board of Directors will confer with members of the staff and community, the Ill. State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board of Directors facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in

State and federal law.

7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board(s) primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board of Directors. When a facility is to be named or renamed, the Board of Directors Chairperson will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board of Directors. The Board of Directors will make the final selection. The Executive Director or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.:

42 U.S.C. §12101 *et seq.*, Americans with Disabilities Act~~; of 1990, implemented by~~ 28 C.F.R. Parts 35 and 36.

20 ILCS 3130/, Green Buildings Act.

105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11.

105 ILCS 140/, Green Cleaning Schools Act.

105 ILCS 230/, School Construction Law.

410 ILCS 25/, Environmental Barriers Act.

410 ILCS 35/25, Equitable Restrooms Act.

820 ILCS 130/, Prevailing Wage Act.

23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.

71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. The $17,500 spending limit is one-half of the $35,000 bidding threshold for purchases or contracts. 105 ILCS 5/10-20.21, amended by P.A. 103-8. **Issue 117, October 2024**

Document Status: Draft Update

4:170 Safety

Safety and Security

All SASED operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on SASED property or at a SASED event. The Executive Director or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or SASED.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

Annual Review

The Board of Directors or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). ~~29 Ill.Admin.Code Part 1500.~~

Automated External Defibrillator (AED)

At least one automated external defibrillator (AED) shall be present in each SASED attendance center during the school day and during any SASED-sponsored extracurricular activity on school grounds.[PRESSPlus1] In addition, ~~T~~the Executive Director or designee shall implement a written plan for responding to medical emergencies at SASED's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one ~~automated external defibrillator (AED)~~ to be available at every physical fitness facility on the premises according to State law requirements.

SASED shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by SASED. The Executive Director or designee shall ensure that every AED on SASED's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Executive Director or designee shall implement a plan with SASED's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Executive Director or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Executive Director or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within SASED's in certain situations. This transfer option is unavailable in this SASED because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Executive Director or designee.

Lead Testing in Water

The Executive Director or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Executive Director or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Executive Director is authorized to close school(s) in the event of hazardous weather or other

emergency that threatens the safety of students, staff members, or school property.

An employee emergency phone tree will be constructed for each SASED-operated school and administrative office by each school or program administrator. Emergency phone trees shall be submitted to the Human Resource Department by the second Friday in September and updated copies shall be submitted as information changes.

Employees who work in schools operated by SASED member districts, shall follow the directives of the Superintendent of the District in which they are located and immediately notify the Executive Director of an emergency closing.

LEGAL REF.:

105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.

105 ILCS 128/, School Safety Drill Act; 29 Ill.Admin.Code Part 1500.

210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.

225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 4:190 (Targeted School Violence Prevention Program), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-20.87, added by P.A. 103-1019, eff. 1-1-25. An AED installed and maintained according to the Physical Fitness Facility Medical Emergency Preparedness Act (210 ILCS 74/) can be used to satisfy this requirement. Note that 105 ILCS 5/10-20.87 applies to "school districts." Consult the board attorney regarding application of this requirement to cooperatives/career centers. **Issue 117, October 2024**

Document Status: Draft Update

5:10 Equal Employment Opportunity and Minority Recruitment

SASED shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; reproductive health decisions;[PRESSPlus1] credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities;[PRESSPlus2] or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under policy 2:260, *Uniform Grievance Procedure*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Executive Director shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating SASED's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Executive Director or a Complaint Manager under policy 2:260, *Uniform Grievance Procedure*. The Nondiscrimination Coordinator also serves as SASED's Title IX Coordinator.

The Executive Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of SASED's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Julie Grohn

Name

2900 Ogden Ave. Lisle, IL 60532

Address

jgrohn@sased.org

Email

630-778-4500

Telephone

Complaint Managers:

Assistant Director of Business-CSBO	Assistant Director of Programs and Services
Name	Name
2900 Ogden Ave. Lisle, IL 60532	2900 Ogden Ave. Lisle, IL 60532
Address	Address
executivedirector@sased.org	executivedirector@sased.org
Email	Email
630-778-4500	630-778-4500
Telephone	Telephone

The Executive Director shall also use reasonable measures to inform staff members and applicants that SASED is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

SASED will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit SASED to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

8 U.S.C. §1324a *et seq.*, Immigration Reform and Control Act.

20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §218d, Fair Labor Standards Act.

29 U.S.C. §621 *et seq.*, Age Discrimination in Employment Act.

29 U.S.C. §701 *et seq.*, Rehabilitation Act of 1973.

38 U.S.C. §4301 *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 *et seq.*, Civil Rights Act of 1991.

42 U.S.C. §2000d *et seq.*, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §2000e *et seq.*, Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

42 U.S.C. §2000ff *et seq.*, Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000gg *et seq.*, Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 *et seq.*, Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:184 (Leaves, Holidays, and Vacations), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/1-102(A) and

5/1-103(Q), amended by P.A. 103-785, eff. 1-1-25. *Reproductive health decisions* means a person's decisions regarding their use of: contraception; fertility or sterilization care; assisted reproductive technologies; miscarriage management care; healthcare related to the continuation or termination of pregnancy; or prenatal, intranatal, or postnatal care. 775 ILCS 5/1-103(O-2), added by P.A. 103-785, eff. 1-1-25. **Issue 117, October 2024**

PRESSPlus 2. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-102(A), amended by P.A. 103-797, eff. 1-1-25. *Family responsibilities* means an employee's actual or perceived provision of *personal care* to a *covered family member*, as those terms are defined in the Employee Sick Leave Act, 820 ILCS 191/5. **Issue 117, October 2024**

Document Status: Draft Update

5:20 Workplace Harassment Prohibited

SASED expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. SASED employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, pregnancy, marital status, family responsibilities,[PRESSPlus1] reproductive health decisions,[PRESSPlus2] order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure;* 2:265, *Title IX Grievance Procedure;* 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited.*

SASED will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

SASED shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. SASED provides annual sexual harassment prevention training in accordance with State law.

SASED employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for SASED pursuant to a contract with SASED, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known, and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must

stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Program Administrator/Coordinator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure.* If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Executive Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of SASED's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as SASED's Title IX Coordinator.

Nondiscrimination Coordinator:

Julie Grohn

Name

2900 Ogden Ave. Lisle, IL 60532

Address

jgrohn@sased.org

Email

630-778-4500

Telephone

Complaint Managers:

Assistant Director of Business-CSBO	Assistant Director of Programs and Services
Name	Name
2900 Ogden Ave. Lisle, IL 60532	2900 Ogden Ave. Lisle, IL 60532
Address	Address
executivedirector@sased.org	executivedirector@sased.org
Email	Email
630-778-4500	630-778-4500

Telephone Telephone

Investigation Process

Any SASED employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to SASED's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sex-based PRESSPlus3 harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to SASED, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Grievance Procedure*, and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and

Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Program Administrator, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

SASED encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U.S. Equal Employment Opportunity Commission.

The Executive Director shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on SASED website and/or making this policy available in SASED's administrative office and including this policy in the appropriate handbooks.

LEGAL REF.:

42 U.S.C. §2000e *et seq.*, Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.

20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.

5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Vance v. Ball State Univ., 570 U.S. 421 (2013)

Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).

Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-102(A), amended by P.A. 103-797, eff. 1-1-25. *Family responsibilities* means an employee's actual or perceived provision of *personal care* to a *covered family member*, as those terms are defined in the Employee Sick Leave Act, 820 ILCS 191/5. **Issue 117, October 2024**

PRESSPlus 2. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/1-102(A) and 5/1-103(Q), amended by P.A. 103-785, eff. 1-1-25. *Reproductive health decisions* means a person's decisions regarding their use of: contraception; fertility or sterilization care; assisted reproductive technologies; miscarriage management care; healthcare related to the continuation or termination of pregnancy; or prenatal, intranatal, or postnatal care. 775 ILCS 5/1-103(O-2), added by P.A. 103-785, eff. 1-1-25. **Issue 117, October 2024**

PRESSPlus 3. Updated in response to final regulations implementing Title IX. **Issue 117, October 2024**

5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All SASED workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from engaging in any of the following activities while on SASED owned or leased premises, while performing work for SASED, or being on a call for SASED:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being impaired by or under the influence of a controlled substance while on SASED owned or leased premises, using SASED's equipment, vehicles or property or while performing work for SASED regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on SASED premises or while performing work for SASED when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on SASED premises or while performing work for SASED when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. SASED considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

Upon the Executive Director or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Executive Director or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects SASED from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *SASED premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to SASED and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used

for a Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of SASED and member district policies respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring at SASED workplaces or while using SASED's equipment, vehicles or property or while performing work for SASED, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Executive Director or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to SASED employees.
5. Establish a drug-free awareness program to inform employees about:

    a. The dangers of drug abuse in the workplace,
    b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
    c. The penalties that SASED may impose upon employees for violations of this policy.

6. Remind employees that policy 6:60, *Curriculum Content*, requires SASED to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is at any SASED workplace, using SASED equipment, vehicles or property and (2) while an employee is performing work for SASED at a school event regardless of the event's location.

Tobacco has the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis has the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

SASED Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should SASED employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of $5,000 or more, the Executive Director shall notify the appropriate State or federal agency from which SASED receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

LEGAL REF.:

20 U.S.C. §7101 *et seq.*, Safe and Drug-Free School and Communities Act of 1994.

21 U.S.C. §812, Controlled Substances Act; 21 C.F.R. §1308.11-1308.15.

41 U.S.C. §8101 *et seq.*, Drug-Free Workplace Act of 1988.

42 U.S.C. §12114, Americans With Disabilities Act.

21 C.F.R. Parts 1100, 1140, and 1143.

30 ILCS 580/, Drug-Free Workplace Act.

105 ILCS 5/10-20.5b.

410 ILCS 82/, Smoke Free Illinois Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 705/1-1 *et seq.*, Cannabis Regulation and Tax Act.

720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

23 Ill.Admin.Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

Adopted: December 13, 2023

Document Status: Draft Update

5:90 Abused and Neglected Child Reporting

Any SASED employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall~~: (1)~~ immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY)~~, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office~~.PRESSPlus1 Any SASED employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Executive Director or Program Administrator/Coordinator that a report has been made. The Executive Director or Program Administrator/Coordinator shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

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

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

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

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

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

All SASED employees shall:

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

employment and at least every three years after that date.

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

Alleged Incidents of Sexual Abuse; Investigations

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

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

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

Special Executive Director Responsibilities

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

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

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

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

Special Governing Board Member Responsibilities

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

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

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

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

105 ILCS 5/10-21.9, 5/10-23.13, 5/21B-85, 5/22-85.5, and 5/22-85.10.

20 ILCS 1305/1-1 *et seq.*, Department of Human Services Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/12C-50.1, Criminal Code of 2012.

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to 325 ILCS 5/7, amended by P.A. 103-624, eff. 1-1-25, removing the requirement for mandated reporters to confirm their oral reports in writing to the DCFS field office. **Issue 117, October 2024**

Document Status: Draft Update

5:120 Employee Ethics, Code of Professional Conduct, and Conflict of Interest

All SASED employees are expected to maintain high standards in job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional relationships with students, parents, staff members, and others.

The Executive Director or designee shall provide this policy to all SASED staff, and students, and/or parents/guardians in their respective handbooks, and ensure its posting on SASED's website.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and SASED's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for SASED employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Executive Director or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the SASED employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program.*
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following SASED-established guidelines for specific situations, including but not limited to:
    a. Transporting a student;
    b. Taking or possessing a photo or video of a student; and
    c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused*

and Neglected Child Reporting.

5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
    a. Violates expectations and guidelines for employee-student boundaries.
    b. Sexually harasses a student.
    c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
    d. Engages in grooming as defined in 720 ILCS 5/11-25.
    e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
        i. A sexual or romantic invitation.
        ii. Dating or soliciting a date.
        iii. Engaging in sexualized or romantic dialog.
        iv. Making sexually suggestive comments that are directed toward or with a student.
        v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
        vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests as required by the Ill. Governmental Ethics Act:

1. Executive Director;
2. Program Administrators and Coordinators;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of $1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all SASED employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of SASED nor shall an employee act as an agent of any business in any transaction with SASED. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;
2. An employee's partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial, or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

~~Guidance~~School Counselor Gift Ban[PRESSPlus1]

~~Guidance~~School counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For ~~guidance~~school counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the ~~guidance~~school counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the ~~guidance~~school counselor believes that it was provided due to the official position or employment of the ~~guidance~~school counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the ~~guidance~~school counselor must consider the circumstances in which the gift was offered, including any of the following:
    a. The history of the relationship between the individual giving the gift and the ~~guidance~~school counselor, including any previous exchange of gifts between those individuals.
    b. Whether, to the actual knowledge of the ~~guidance~~school counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
    c. Whether, to the actual knowledge of the ~~guidance~~school counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school SASED employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than $100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.
8. Travel, lodging, food, and beverage costs incurred by the school counselor and paid by an institution of higher education for attendance by the school counselor of an educational or military program at the institution of higher education.[PRESSPlus2]

A ~~guidance~~school counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated
by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 7:20 (Harassment of Students Prohibited)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-93, amended by P.A. 103-1020, changing the term *guidance counselor* to *school counselor.* **Issue 117, October 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-93, amended by P.A. 103-1020. Any costs

paid for by the institution of higher education may not exceed the per diem rates for travel, gift, and car expenses set by the Internal Revenue Service (IRS) and referenced in the IRS's Publication 463 or a successor publication. **Issue 117, October 2024**

Document Status: Draft Update

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

Definitions

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

Social media - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, ~~Twitter~~X (formerly Twitter), Threads, Instagram, TikTok, Snapchat, Discord,* PRESSPlus1 and *YouTube*. This is a non-exhaustive list.

Personal technology - Any device that is not owned or leased by SASED or otherwise authorized for SASED use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones, smartwatches, PRESSPlus2 and other devices.

Usage and Conduct

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

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest,* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes SASED employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20 *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a SASED-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For SASED employees, proper approval may include implied consent under the circumstances.

7. Refrain from using SASED's logos without permission and follow Board policy 5:170, *Copyright*, and all SASED copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through SASED employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of SASED for any losses, costs, or damages, including reasonable attorney fees, incurred by SASED relating to, or arising out of, any violation of this policy.

Executive Director Responsibilities

The Executive Director shall:

1. Inform SASED employees about this policy.
2. Direct Program Administrators/Coordinators to annually:

    a. Provide their building staff with a copy of this policy.
    b. Inform their building staff about the importance of maintaining high standards in their school relationships.
    c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.

3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither SASED, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law.*
5. Periodically review this policy and any implementing procedures with SASED employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

105 ILCS 5/21B-75 and 5/21B-80.

775 ILCS 5/5A-102, Ill. Human Rights Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.

Garcetti v. Ceballos, 547 U.S. 410 (2006).

Pickering v. High School Dist. 205, 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 117, October 2024**

PRESSPlus 2. Updated for continuous improvement. **Issue 117, October 2024**

Document Status: Draft Update

5:230 Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Executive Director or designee shall ensure that all teachers, other licensed educational employees (except for individuals employed as paraprofessional educators), and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board of Directors policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior disrupts instruction or presents a danger to the student or others, the teacher or responsible employee should first discuss the matter with the student, if appropriate. If the behavior continues, the teacher or responsible employee should consult with the Building Principal/Program Administrator and/or discuss the problem with the parent(s)/guardian(s). A teacher or responsible employee may temporarily remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students or presents a danger to students' or others safety. A student's removal must be in accordance with Board policy and administrative procedures; applicable federal and State laws and regulations, including but not limited to those pertaining to the discipline of students with odisabilities; and, consistent with the student's Individual Educational Plan (IEP) and/or Functional Analysis of Behavior/Behavior Management Plan (FBA/BMP).

~~Teachers~~SASED personnel or responsible employees shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) is prohibited in all circumstances~~may not be used~~. ~~Teachers~~SASED personnel may only use reasonable force as ~~needed to keep students, school personnel, and others safe, or for self-defense or defense of property~~permitted by 105 ILCS 5/10-20.33.[PRESSPlus1]

LEGAL REF.:

105 ILCS 5/22-100 and 5/24-24.[PRESSPlus2]

23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-100 and 5/24-24, respectively added and amended by P.A. 103-806, eff. 1-1-25. *Corporal punishment* means "a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for

others." 105 ILCS 5/22-100, added by P.A. 103-806, eff. 1-1-25. See sample policy 7:190, *Student Behavior*, available at PRESS Online by logging in at www.iasb.com, for a discussion of corporal punishment. **Issue 117, October 2024**

PRESSPlus 2. The Legal References are updated. **Issue 117, October 2024**

Document Status: Draft Update

6:60 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.
3. In grades 7 through 12, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Executive Director or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.*
8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
9. In all grades, physical education must be taught including a developmentally planned and

sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Executive Director, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.

10. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) personal health habits~~components necessary to develop a sound mind in a healthy body~~,PRESSPlus1 (d) dangers and avoidance of abduction, (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, and (f)~~beginning in the fall of 2024,~~ in grades 69~~-~~12,PRESSPlus2 the dangers of fentanyl. The Executive Director shall implement a comprehensive health education program in accordance with State law.
11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
12. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
13. In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
14. In grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.
15. In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers

and computer applications; e.g., keyboarding or accessing the Internet.

16. In all schools, environmental education ~~conservation of natural resources must be taught~~, including instruction on: (a) ~~home ecology~~the current problems and needs in the conservation of natural resources~~,~~ and (b) ~~endangered species~~beginning in the fall of 2026, instruction on climate change~~, (c) threats to the environment, and (d) the importance of the environment to life as we know it~~. PRESSPlus3

17. In all schools, instruction as determined by the Executive Director or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovakians in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

    In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

19. In all schools, the curriculum includes instruction as determined by the Executive Director or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

20. In all schools, the curriculum includes instruction as determined by the Executive Director or designee on the history, struggles, and contributions of women.

21. In all schools, the curriculum includes instruction as determined by the Executive Director or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.

22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.

23. In all schools, instruction during courses as determined by the Executive Director or designee on disability history, awareness, and the disability rights movement.

24. In all schools, instruction as determined by the Executive Director or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as

well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.

25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/10-20.73 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.05, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, and 5/27-24.2.

105 ILCS 110/3, Comprehensive Health Education Program.

105 ILCS 435/, Vocational Education Act.

625 ILCS 5/6-408.5, Ill. Vehicle Code.

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement to more closely align with the Comprehensive Health Education Program (CHEP)105 ILCS 110/3. **Issue 117, October 2024**

PRESSPlus 2. Updated in response to CHEP, 105 ILCS 110/3(e), amended by P.A. 103-810. **Issue 117, October 2024**

PRESSPlus 3. Updated in response to 105 ILCS 5/27-13.1, amended by P.A. 103-837, eff. 7-1-25; 23 Ill.Admin.Code §1.420(l). Instruction on the conservation of natural resources must include, but is not limited to, air pollution, water pollution, waste reduction and recycling, the effect of excessive use of pesticides, preservation of wilderness areas, forest management, protection of wildlife, and humane

care of animals. Instruction on climate change must include, but is not limited to, identifying the environmental and ecological impacts of climate change on individuals and communities and evaluating solutions for addressing and mitigating the impact of climate change. Instruction on climate change must align with State learning standards, as appropriate and subject to funding, and ISBE is required to make instructional resources and professional development learning opportunities available for educators. **Issue 117, October 2024**

Document Status: Draft Update

6:270 Guidance and Counseling Program

SASED provides a guidance and counseling program for students. The Executive Director or designee shall direct SASED's guidance and counseling program. School counseling services, as described by State law, may be performed by school counselors or licensed educators with a school support personnel endorsement in the area of school counseling~~a qualified guidance specialist or any certificated staff member~~.PRESSPlus1

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. SASED's counselors shall offer counseling to those students who require additional assistance.

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

LEGAL REF.:

105 ILCS 5/10-22.24a and 5/10-22.24b.

23 Ill.Admin.Code §1.420(q).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-22.24b, amended by P.A.s 102-876, 103-542, and 103-780, provides that school counselors as defined in 105 ILCS 5/10-22.24a or individuals who hold a Professional Educator License with a school support personnel endorsement in the area of school counseling under 105 ILCS 5/21B-25 may provide school counseling services. **Issue 117, October 2024**

Document Status: Draft Update

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge,[PRESSPlus1] reproductive health decisions,[PRESSPlus2] or actual or potential marital or parental status, including pregnancy. Further, SASED will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievancecomplaint by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Any student may file a sex discrimination complaint by using Board policy 2:265, *Title IX Grievance Procedure*.[PRESSPlus3]

Administrative Implementation

The Executive Director shall appoint a Nondiscrimination Coordinator, who also serves as SASED's Title IX Coordinator. The Executive Director and Program Administrator/Coordinator shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.

29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, and 5/27-1.

775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated to more comprehensively reflect categories protected by the Ill. Human Rights Act (775 ILCS 5/). **Issue 117, October 2024**

PRESSPlus 2. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/1-102(A) and 5/1-103(Q), amended by P.A. 103-785, eff. 1-1-25. *Reproductive health decisions* means a person's decisions regarding their use of: contraception; fertility or sterilization care; assisted reproductive technologies; miscarriage management care; healthcare related to the continuation or termination of pregnancy; or prenatal, intranatal, or postnatal care. 775 ILCS 5/1-103(O-2), added by P.A. 103-785, eff. 1-1-25. **Issue 117, October 2024**

PRESSPlus 3. Updated in response to final regulations implementing Title IX. **Issue 117, October 2024**

Document Status: Draft Update

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations[PRESSPlus1]

It shall be the responsibility of each member district of residence to ensure that all resident students comply with all applicable laws pertaining to health examinations and immunization schedules.

If a student attending a SASED class or program fails to comply with such laws, the District Superintendent or designee shall notify the Executive Director or designee to exclude said student from public school attendance until further notice.

LEGAL REF.:

42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act

105 ILCS 5/27-8.1 and 45/1-20.

410 ILCS 45/7.1, Lead Poisoning Prevention Act.

410 ILCS315/2e, Communicable Disease Prevention Act.

23 Ill.Admin.Code §1.530.

77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.

77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.

77 Ill.Admin.Code Part 690, Control of Notifiable~~Communicable~~ Diseases and Conditions Code.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (Eligibility for Services), 7:280 (Communicable and Chronic Infectious Disease)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample, available by logging in at www.iasb.com, to determine whether further changes are necessary. **Issue 117, October 2024**

Document Status: Draft Update

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important SASED goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by SASED or the school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Executive Director or designee shall develop and maintain a bullying prevention and response plan that advances SASED's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. SASED uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of SASED. However, nothing in SASED's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Program Administrator/Coordinator, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to SASED'S named officials or any staff member. SASED named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Julie Grohn

Name

2900 Ogden Ave. Lisle, IL 60532

Address

jgrohn@sased.org

Email

630-778-4500

Telephone

Complaint Managers:

Assistant Director of Business-CSBO	Assistant Director of Programs and Services
Name	Name
2900 Ogden Ave. Lisle, IL 60532	2900 Ogden Ave. Lisle, IL 60532
Address	Address
executivedirector@sased.org	executivedirector@sased.org
Email	Email
630-778-4500	630-778-4500
Telephone	Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Executive Director or designee shall promptly investigate and address reports of bullying, by, among other things:

    a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
    b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Executive Director or designee shall investigate whether a reported incident of bullying is within the permissible scope of SASED's jurisdiction and shall require that SASED provide the victim with information regarding services that are available within SASED and community, such as counseling, support services, and other programs.

6. The Executive Director or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if SASED's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. SASED's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Executive Director or designee shall post this policy on SASED's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Executive Director or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that SASED already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

        1) An updated version of the policy with the amendment/modification date included in the

reference portion of the policy;

2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or

3) A signed statement from the Board Chairperson indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Executive Director or designee must post the information developed as a result of the policy re-evaluation on SASED's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Executive Director or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
    b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sex~~ual harassment~~ discrimination[PRESSPlus1] in violation of Title IX of the Education Amendments of 1972.
    c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into SASED's educational program as required by State law.
    e. 6:235, *Access to Electronic Networks*. This policy states that the use of SASED's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
    g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    i. 7:310, *Restrictions on Publications; Elementary Schools,* and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§1.240 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

PRESSPlus Comments

PRESSPlus 1. Updated in response to final regulations implementing Title IX. **Issue 117, October 2024**

Document Status: Draft Update

7:200 Suspension Procedures

With respect to disciplinary action concerning children with disabilities, the Executive Director shall develop procedures that conform to the requirements of 34 CFR 300.530 through 300.536, as well as Section 10-22.6 of the *Illinois School Code* [105 ILCS 5/10-22.6], as amended. In addition, upon the occurrence of any act that may subject the student either to expulsion from school or suspension resulting in more than ten (10) cumulative days of suspension during any one school year, a meeting of the IEP Team shall be convened to review the student's behavioral intervention plan or, if a behavioral intervention plan has not yet been developed, to develop one.[PRESSPlus1]

LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample, available by logging in at www.iasb.com, to determine necessary changes. **Issue 117, October 2024**

Document Status: Draft Update

8:10 Public Relations

The Board Chairperson is the official spokesperson for the Governing Board. The Executive Director is SASED's chief spokesperson. The Board, in collaboration with the Executive Director[PRESSPlus1] or designee, shall plan and implement a SASED public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for SASED.
3. ~~Secure~~Ensure[PRESSPlus2] adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's goodwill, respect, and trust~~confidence~~.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media and community accurately informed.
8. ~~Coordinate with the SASED Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.~~

The public relations program should include:

1. Regular news releases concerning SASED programs, policies, activities, and special event management for distribution by, for example, posting on the SASED website, using SASED social media ~~platforms~~accounts,[PRESSPlus3] ~~e.g., Facebook, Twitter, etc.,~~ and/or sending to the news media.
2. News conferences, ~~and~~ interviews, and official Board or SASED statements, as requested or needed. The Board Chairperson and Executive Director will coordinate their respective media relations efforts. As official spokesperson for the Board,[PRESSPlus4] the Board Chairperson will communicate on behalf of the Board to the news media and community. Statements made by Board members when not authorized by the Board will be considered personal comments of the Board member, and Board members are encouraged to identify such statements as their personal opinions. Official Board or SASED statements (other than those made directly to the media) will be made through the SASED website and/or its social media accounts, at official SASED events, or through other official communication methods, such as SASED email or mailings. Individuals may speak for SASED only with prior approval from the Executive Director.[PRESSPlus5]
3. Publications have a high quality of editorial content and effective format. All publications shall identify SASED, school, department, or classroom and shall include the name of the Executive Director, the Program Administrator, and/or the author and the publication date.
4. Other efforts highlight SASED's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for SASED's

schools. Effective community engagement[PRESSPlus6] is essential to create trust and support among the community, Board, Executive Director, and Association staff.[PRESSPlus7]

The Board, in consultation with the Executive Director~~, determines the purpose(s) and objective(s) of any community engagement initiative~~ articulates the Association's community engagement goals.

~~For each community engagement initiative:~~

1. ~~The Board will:~~
    1. ~~Commit to the determined purpose(s) and objective(s), and~~
    2. ~~Provide information about the expected nature of the public's involvement.~~
2. ~~The Executive Director will:~~
    1. ~~Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s),~~
    2. ~~At least annually, prepare a report for the community engagement initiative, and/or~~
    3. ~~Prepare a final report of the community engagement initiative.~~

The Board will periodically: (1) review whether its community engagement ~~initiative~~goals(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual ~~initiatives~~tactics.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. The board and superintendent should have a conversation regarding which objectives the board, superintendent, or both the board and superintendent together will implement. **Issue 117, October 2024**

PRESSPlus 2. Updated throughout for continuous improvement. **Issue 117, October 2024**

PRESSPlus 3. Updated in response to the U.S. Supreme Court case Lindke v. Freed, 601 U.S. 187 (2024), which held that a government official's speech on social media is attributable to the government if the official: (1) has actual authority to speak on behalf of the government on a particular matter; and (2) purports to exercise that authority when speaking on social media. If an official's speech on social media is attributable to the government, then the official's social media posts will be subject to scrutiny under the First Amendment. Social media accounts of government officials that are clearly labeled as personal (e.g., "This is the personal page of [insert name]") or with a disclaimer (e.g., "the views expressed are strictly my own") are presumed to contain only personal posts, though that presumption can be challenged depending on the particular facts. The Court did not distinguish between elected or appointed government officials and employees, suggesting that the same test would apply to government employees.

Because those who post on a district's social media accounts typically have authority to speak on the district's behalf, such accounts are likely either *limited public forums* (also referred to as *nonpublic*

forums) or *public forums*. See, e.g., People for the Ethical Treatment of Animals v. Tabak, 2024 WL 3573661 (D.C. Cir. 2024)(finding the National Institutes of Health's (NIH) social media accounts were limited public forums because use of the accounts was limited to discussion of certain subjects; however, the NIH violated the First Amendment when it filtered out comments based on the plaintiff's viewpoints). Consider that school districts are different than federal government agencies and must ensure other duties to students, e.g., safety and security, which may require excluding certain comments from the district's social media accounts. **Issue 117, October 2024**

PRESSPlus 4. In alignment with the IASB *Foundational Principles of Effective Governance*, the school board president is the board's spokesperson (see sample policy 2:110, *Qualifications, Term, and Duties of Board Officers*) and the superintendent is the district's spokesperson. **Issue 117, October 2024**

PRESSPlus 5. This item aligns with sample policy 2:110, *Qualifications, Term, and Duties of Board Officers*, and the board member oath of office in 105 ILCS 5/10-16.5, which requires board members to swear or affirm that they "shall recognize that a board member has no legal authority as an individual and that decisions can only be made by a majority vote at a public board meeting." Making official statements through the district's website and official social media accounts, rather than through personal or "mixed use" accounts is a best practice and a strategy to mitigate First Amendment liability for board members and employees who communicate through social media platforms. Additionally, it is a best practice for board members or employees with social media accounts to clearly label their personal accounts as personal and limit district-related communications to official district accounts. **Issue 117, October 2024**

PRESSPlus 6. For training resources, see www.iasb.com/conference-training-and-events/training/workshops/reflecting-on-communication-and-community-engageme/ and www.iasb.com/about-us/publications/journal/2022-illinois-school-board-journal/september-october-2022/engaging-with-the-community-%C2%A0a-time-to-reflect-and/ **Issue 117, October 2024**

PRESSPlus 7. These statements are based on IASB's *Foundational Principles of Effective Governance*, principle #2, "The board connects with the community." The first sentence applies the definition of community engagement to a board and its school district. See www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/. **Issue 117, October 2024**

Add Item to Schedule

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. APPLICATION YEAR/ROUND
022, Dupage	**19022803060, School Assn For Special Educ**	**2025, 1**

	Item I.D.	Facility Name	Facility Address	Facility Description	Project Description	Project Location	Priority Code	Category Code	Est. cost	Est. Start Date	Est. Completion Date
Open	1	SASED	6S 331 Cornwall Road, Naperville	Southeast Alternative School is located at 6S331 Cornwall Rd., Naperville, IL. Facility was built in 1972 and houses between 90-120 students. The building is 28,832 square feet.	Roof areas 3.1, 3.2, 5.0, and 6.0 have severely aged and have reached the end of their useful life.	Roof Area 3.1 (50 SF) connecting hall to gymnasium Roof Area 3.2 (50 SF) connecting hall to gymnasium Roof Area 5.0 (4,175 SF) over classrooms Roof Area 6.0 (1,260 SF) over entrance and hallway	A	ROOF	$260,000.00	06/04/2025	10/06/2025

Total Estimated Project Cost	$260,000.00
Total Requested Grant Amount	$50,000.00
Total Reserved Local Funds(District Responsibility):	$50,000.00
Total Reserved Remaining Funds (District Responsibility):	$160,000.00

SCHOOL MAINTENANCE PROJECT GRANT

FY 25 Application Cycle - Round 1

District Certification

Name : School Assn For Special Educ

RCDT #: 19-022-8030-60

TIN #: 362919494

The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in the Grant Application Certifications and Assurances and the Program Specific and Financial Assurances of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds to complete the projects described in the "Work Item Listing" section of the School Maintenance Project Grant Application. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

The person approving these Certifications, Assurances and Standard Terms of the Grant hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so. (v2.23.2017)

The person approving this application certifies (1) to the statements contained in the list of certifications, and (2) that the statements herein are true, complete and accurate to the best of his/her knowledge. He/she also provided the required assurances titled "Grant Application Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant" and "Program Specific and Financial Assurances for the School Maintenance Project Grant" (found within the application under "Application Certifications and Assurances") and agrees to comply with any resulting terms if an award is accepted. He/she is aware that any false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001). The list of certification and assurances is included below.

By submitting this form, I certify to the above and that the local board of education or other school governing authority has authorized the school maintenance project during a duly convened meeting, and has reserved local funds to meet the local match requirement. In addition, the applicant has not obligated funds or begun work on any of the projects listed on this application prior to the submission of this application. Signing below certifies that he or she has read, understood, and will comply with all the provisions of the following:

• Grant Application Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant, and

• Program-Specific and Financial Assurances for the School Maintenance Project Grant.

_____ _____

Signature of President of Board of Education *Date*

_____

Name of Board President (type or print)

A copy of this form signed by the President of the Board of Education AND the Taxpayer Identification Number Form MUST be printed, signed, and attached as a PDF under the Application Required Attachments before your application can be approved. No application will be processed without these two signed attachments.

(SMPG Dist. Cert. - Rev. 8/2023)

Docusign Envelope ID: 5C319E2F-1B78-440D-96CC-3559CE337545

AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT ("Agreement") is entered into effective as of January 18, 2024 (the "Effective Date") by and between CALVIN UNIVERSITY a Michigan nonprofit corporation ("Calvin"), and The School Association for Special Education in DuPage County, a public special education cooperative organized and operating pursuant to Section 10-22.31 of the Illinois School Code ("Agency").

WHEREAS, Calvin offers various life sciences education programs (collectively, the "Program") and desires to provide clinical experience to its students enrolled in Program (the "Students") and Calvin faculty members involved in programs in which the students are enrolled (the "Faculty");

WHEREAS, Agency operates facilities related to the subject matter of the Program; and

WHEREAS, Agency and Calvin desire to cooperate to furnish clinical educational internships to Students in accordance with Calvin's course curriculum, attached hereto as Exhibit A.

NOW, THEREFORE, it is mutually agreed as follows:

1. **Facilities.** Agency shall provide Students with opportunities to obtain experience utilizing the clinical facilities of Agency in connection with the Program. Subject to the terms of this Agreement, Agency reserves the right to limit the total number of Students assigned to any Agency facility. Subject to availability, Calvin may reserve conference and classroom space at Agency's facilities for Student use and Students and Faculty may have access to the Agency's cafeteria and library, if available. Subject to availability, parking may be provided for Students and Faculty while at an Agency facility.

2. **Client Care.** Agency shall at all times have the ultimate responsibility for its clients' care within all Agency facilities. Agency managers shall have the authority and responsibility to direct client care within all Agency facilities.

No provision of this Agreement shall prevent any client from requesting not to be a teaching client or prevent any member of the Agency staff from designating any client as a non-teaching client. Agency reserves the right to restrict any and all program activity when, in the discretion of Agency, the welfare of any client requires such a restriction.

3. **Confidentiality.** Calvin and Agency shall instruct Students of the importance of respecting the confidential and privileged nature of all patient information which may come to their attention through patient contact and Agency records. Appropriate ethical and professional conduct shall be required of all Students and Faculty at all times. Agency reserves the right to deny access to any records or Agency facilities by any Student or Faculty who disregards this requirement. Students and Faculty shall not disclose, discuss or otherwise reveal any information regarding patients or visitors except that which is required in the course of performing their duties.

Docusign Envelope ID: 5C319E2F-1B78-440D-96CC-3559CE337545

For purposes of implementing this Agreement, Calvin may, and Calvin's Students will, have access to Agency 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) and/or "records" as defined in the Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*), which information is hereinafter collectively referred to as "Agency Student Data." With regard to Agency Student Data:

a. Calvin and its Students will comply with all applicable laws and regulations (including FERPA, the Illinois School Student Records Act, and the Illinois Mental Health and Developmental Disabilities Confidentiality Act) relating to confidentiality, privacy, and data security.
b. Calvin and its Students will have access to Agency Student Data on an "as needed" basis, only as necessary to implement the program under this Agreement.
c. When Calvin and/or its Students are provided access to Agency Student Data, Calvin (and its Students, Faculty, employees and agents) will use the information only for the purposes for which access was provided.
d. Calvin agrees that it and its Students will comply with 34 CFR §99.33(a) relating to the use and redisclosure of Agency Student Data.
e. Calvin and its Students shall maintain in force measures reasonably available within the industry to prevent any unauthorized person from gaining access to Agency Student Data. Calvin agrees that it and its Students will maintain the confidentiality of Agency Student Data using at least the degree of care and security as Calvin uses to maintain the confidentiality of its own confidential information.
f. Calvin agrees to direct its Students, Faculty, employees, and agents to adhere to the confidentiality requirements set forth herein.
g. Upon termination, cancellation, expiration, or other conclusion of this Agreement, Calvin and its Students shall return all Agency Student Data to the Agency and shall delete all Agency Student Data from their operational systems.

4. **Orientation.** Agency shall provide an orientation to the Students and Faculty. Orientation will include an introduction to Agency policies and procedures, including safety, infection control and documentation guidelines specific and appropriate to the clinical experience activities. Orientation shall typically take place on the first clinical experience. All new Faculty shall attend orientation to the clinical setting. The content and length of the clinical orientation shall be mutually established according to needs. Faculty will be updated on any changes in care delivery and practice issues and will be provided with the opportunity for additional clinical orientation, as necessary. The Faculty and Students shall abide by all Agency policies and procedures provided in writing to Calvin prior to the first clinical experience.

5. **Clinical Coordination.** Agency and Calvin shall each designate one person to coordinate the assignment of Students to the clinical units and facilities. Initially, the liaison for Agency shall be Julie Grohn. Initially, the liaison for Calvin shall be Megan Marn, Distance Education Clinical Coordinator.

Docusign Envelope ID: 5C319E2F-1B78-440D-96CC-3559CE337545

6. **Assignment of Students.** The assignment of Students to Agency units shall be according to a schedule, which shall be jointly agreed upon by Calvin and Agency. Students may obtain clinical experience only on those clinical care locations which have been specifically designated by Agency as clinical experience units during the scheduling process. Students shall wear their appropriately designated identification at all times while at Agency facilities.

Calvin shall provide to Agency a list of Student names, dates of assignments, course objectives and/or course syllabus, and other related information, as requested by Agency. A list of names, addresses and phone numbers of each Student will also be provided to Agency prior to the start of the assigned clinical experience. Calvin shall notify Agency of any cancellation of a pre-planned assignment prior to the beginning of the scheduled clinical experience.

Requests for Student placement by Calvin shall be submitted in advance. No provision of this Agreement shall prevent Agency from refusing to accept any Student or Faculty for the safety and quality of patient care in an emergency situation or otherwise. Agency shall notify Calvin in writing of any refusal to accept a Student and the basis for such refusal within two (2) business days of such refusal. In connection with this Agreement, Agency and Calvin shall each comply with all laws, including, without limitation, antidiscrimination laws.

Calvin has performed a criminal background check for each Student and Faculty prior to beginning any clinical experience at Agency's Michigan facility and for facilities located in other states will comply with the criminal background laws and regulations in such states. Such criminal background check was performed by a third party investigator at the time of a Student's enrollment in one of Calvin's life sciences degree programs (or shortly thereafter) or at the time of a Faculty's employment with Calvin (or shortly thereafter), and included a search of criminal convictions in the State of Michigan and such counties outside the State of Michigan in which such third party investigator determined such Student or Faculty resided during the seven (7) years prior to the date of the criminal background check. After redacting all Student and Faculty names and other personally identifiable information from the results generated by the third party investigator, unless other state regulations apply, Calvin shall forward to Agency all such criminal background check results, which shall list the date on which each criminal background check was performed. If Agency is regulated by Michigan Public Acts 27, 28 or 29 of 2006, Calvin shall also provide Agency with a Clinical Student Disclosure Statement, in the form prescribed by the Michigan Department of Community Health, Bureau of Health Professions, for each Student. Agency shall ensure that the results of any such background check or Clinical Student Disclosure Statement shall be kept strictly confidential and shall be used by Agency only to approve or disapprove of such Student or Faculty for placement. Calvin makes no representations or warranties of any kind regarding (a) any such criminal background search results and Clinical Student Disclosure Statements, including, without limitation, the accuracy, completeness or sufficiency of such results, and (b) whether any Student or Faculty is acceptable to participate in Agency's clinical programs or ultimately eligible for licensure. It shall be the sole responsibility of Agency to analyze such criminal background check results and/or Clinical Student Disclosure Statements, perform such additional background checks as Agency deems necessary and to determine whether the person to whom the results pertain is eligible to participate in Agency's clinical programs. If Agency determines that a Student or Faculty shall not participate at Agency's facilities, Agency shall so notify Calvin within two (2) business days after Agency's receipt of the background check results and/or Clinical Student Disclosure Statements, and Calvin shall notify the individual

Docusign Envelope ID: 5C319E2F-1B78-440D-96CC-3559CE337545

concerned. Calvin shall ensure that such individual shall not participate in any clinical program at Agency's facilities contemplated by this Agreement.

In addition, notwithstanding any other provision of this Agreement to the contrary, for each placed Student (and any Faculty who will have direct, daily contact with Agency's students), the parties will ensure compliance with Section 10-21.9 of the Illinois *School Code* relating to fingerprint-based criminal history records checks and checks of the Illinois Statewide Sex Offender Database and the Illinois Statewide Murderer and Violent Offender Against Youth Database. The parties acknowledge that the results of the checks must be acceptable to the Agency in its sole discretion.

7. **Suspension of a Student's Participation.** Agency shall have the right to temporarily relieve a Student from a specific assignment or require the immediate removal of a Student from an Agency facility for the safety and quality of patient care in an emergency situation or otherwise, pending a final determination of the future status of such Student by the parties. Agency shall submit a reasonably detailed written report of any such action to Calvin within two (2) business days after such relief from assignment or removal. The parties agree to cooperate in an effort to resolve such action and to prevent the recurrence of any performance that is unsatisfactory or any behavior that is disruptive, unsafe or detrimental to the Agency facility and/or patients.

8. **Records.** Calvin shall maintain all educational records and reports relating to the educational program completed at Agency's facilities by individual Students and/or Faculty, and Agency shall have no responsibility regarding same.

9. **Evaluation of Students in the Clinical Setting.** Except as otherwise provided in this Section 9, the Faculty assume the responsibility to evaluate the performance of the Students while they are within Agency's clinical setting and are encouraged to solicit input from Agency's staff. Calvin agrees to maintain regular contact with the Students while the Students are in Agency's clinical setting. If Agency agrees to provide the primary evaluation responsibility for Students during the clinical experience, Agency will maintain regular communication with the Faculty and notify Faculty immediately if a Student is not making progress at Agency's clinical site. At the conclusion of the clinical experience, the Faculty and the appropriate Agency staff will evaluate the learning experience in the clinical setting. An annual meeting with representatives of Agency and Calvin will be scheduled to evaluate the internship program, discuss changes and developments, and to make suggestions to meet future needs.

10. **Faculty.** Calvin shall provide to Agency a list of Faculty names, including area of teaching responsibility, position, and telephone numbers where the Faculty can be contacted. Calvin shall provide written notification to Agency of any revisions or changes in Faculty as needed throughout the year in a timely manner. Calvin may solicit input regarding qualifications of any Agency staff who are candidates for faculty positions with clinical rotations at Agency.

Calvin shall provide to Agency evidence of current state licensure, and/or certification of any Faculty engaged in clinical supervision, upon request by Agency. Faculty shall wear their appropriately designated identification at all times while at Agency facilities.

Docusign Envelope ID: 5C319E2F-1B78-440D-96CC-3559CE337545

11. **Faculty/Student Health.** To the extent required by the Agency, Calvin shall provide to Agency, for all Students who may have direct contact with patients at any Agency facility, written documentation of negative TB results and evidence of physical fitness to perform assigned tasks and freedom from communicable disease pursuant to Section 24-5 of the Illinois School Code (105 ILCS 5/24-5). Additionally, if requested by Agency, Students who may have direct contact with patients at any Agency facility shall be required to comply with the Occupational Safety and Health Administration requirements related to blood borne pathogens. Any such students who refuse Hepatitis B vaccination will be required to sign acknowledgment waivers.

12. **Insurance.** Calvin shall maintain professional liability insurance coverage for each Student and Faculty in the amounts of at least One Million Dollars ($1,000,000) per occurrence and Three Million Dollars ($3,000,000) aggregate. A certificate evidencing such coverage is attached hereto as Exhibit B.

13. **Indemnification.** Each party agrees to indemnify, hold harmless and defend the other party from and against any claim, liability or loss, including, without limitation, attorneys' fees, suffered by the other party arising from the acts or omissions of the indemnifying party or its employees or agents. This indemnity obligation shall survive the termination or expiration of this Agreement.

14. **Calvin Discipline.** Calvin shall have full responsibility for the conduct of all Student and Faculty disciplinary proceedings.

15. **Students/Faculty Not Employees.** Students and Faculty shall not be deemed to be employees of Agency for purposes of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, social security or any other purpose, because of their participation in the internship program. Each Student is placed within a Agency facility to receive clinical internship experience as a part of his or her academic curriculum, and each Faculty is placed within a Agency facility to aid in such Student clinical experience. Those duties performed by a Student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision. At no time shall Students or Faculty replace or substitute for any employee of Agency. This provision shall not be deemed to prohibit the employment of any such participant by Agency under a separate employment agreement.

16. **Program is Mutually Beneficial.** There shall be no monetary consideration paid by either party hereto to the other, it being acknowledged that the program described herein is mutually beneficial. The parties shall cooperate in administering this program in a manner which will tend to maximize the mutual benefits provided to Calvin and Agency and so that Calvin can offer its Students beneficial educational experiences and Agency can benefit through exposure of its staff to advances in medicine, by aiding in the growth and development of the profession and through the potential for recruitment of future employees.

17. **Terms of Agreement.** This Agreement shall be effective upon its execution by Agency and Calvin and shall continue in effect until five (5) years after the Effective Date. At the

Docusign Envelope ID: 5C319E2F-1B78-440D-96CC-3559CE337545

end of the initial term, the Agreement shall renew automatically each year for an additional one (1) year term, until terminated by one of the following methods:

(a) By mutual agreement of the parties;

(b) By either party providing thirty (30) days prior written notice to the other party, if the other party has failed to perform any duty or responsibility under this Agreement; or

(c) By either party providing ninety (90) days prior written notice to the other party for any or no reason.

Notwithstanding termination of this Agreement, all Students enrolled in the internship program at the effective date of such Termination shall be permitted to complete the internship program.

18. **Notices.** Any notice under this Agreement to Calvin should be provided to:

Calvin University Speech Pathology and Audiology
3201 Burton SE
Grand Rapids, MI 49546
Attn: Elizabeth Cronkrite, Distance Education Clinic Director

Any notice under this Agreement to Agency shall be provided to:

The School Association for Special Education in DuPage County
2900 Ogden Ave.
Lisle, IL 60532
Attn: Jim Nelson

19. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement. The provisions of this Agreement shall supersede all contemporaneous oral agreements, communications and understandings and all prior oral and written communications, agreements and understandings between the parties with respect to the subject matter of this Agreement. Each party acknowledges that no representation, inducement or condition not set forth herein has been made or relied upon by either party.

20. **Modifications; Waivers.** No provision of this Agreement shall be amended, altered, modified or waived unless done so in writing, signed by a duly authorized representative of the party against whom such modification or waiver is sought to be enforced. The terms and conditions contained in any Amendment shall prevail over conflicting terms and conditions contained in this Agreement. A waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

21. **Privacy Regulations; Confidentiality.** Agency agrees that it will abide by all requirements associated with the Family Educational Rights and Privacy Act of 1974

Docusign Envelope ID: 5C319E2F-1B78-440D-96CC-3559CE337545

(FERPA) and the restrictions on use of FAFSA data contained in the Higher Education Act of 1965, with regard to Calvin's Students. Among the FERPA provisions of the Act is that data may be used only for intended purposes and that those responsible for student data take reasonable precautions to prevent its misuse. In accordance with the provisions of FERPA, to the extent Calvin grants Agency or Agency obtains access in other ways to Student data it is on a need-to-know basis and only for the purposes allowed under the law. Calvin further acknowledges that any other confidential information it gains from or concerning Agency through this Agreement is and shall remain confidential and shall not be disclosed to any third party without the prior written consent of Agency.

22. **Regulatory Compliance.** The parties acknowledge that currently there are, and from time to time may be, certain standards, rulings, regulations or orders issued by the Centers for Medicare and Medicaid Services, the Federal Trade Commission or other federal, state or local government agencies regarding billings for professional services rendered to clients. In the event Agency undertakes to bill clients or third-party payers for any services rendered by the Students or Faculty, or for the services of any attending or supervision agents, physicians or other health care professionals, Agency shall be solely responsible for compliance with all applicable standards, rulings, regulations and orders, and shall maintain such records and documentation as may be required to demonstrate such compliance. Calvin shall have no obligation with respect to any billings undertaken by the Agency.

23. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and lawful assigns. Neither party may assign or delegate this Agreement without the prior written consent of the other party. Any purported assignment or delegation of this Agreement, in whole or in part, without the prior written consent of the non-assigning party shall be void and of no effect.

24. **Third Parties.** This Agreement is intended solely for the mutual benefit of the parties hereto, and there is no intention, express or otherwise, to create any rights or interests for any party or person other than Agency and Calvin; without limiting the generality of the foregoing, no rights are intended to be created for any patient, Student, Faculty, parent or guardian of any Student, or employer or prospective employer of any Student.

25. **Applicable Law.** The terms and conditions of this Agreement shall be governed, construed, interpreted and enforced in accordance with the domestic laws of the State of Illinois, excluding choice of law principles.

26. **Headings.** The headings used herein have been used for the convenience of the parties and are not to be used in construing this Agreement.

Docusign Envelope ID: 5C319E2F-1B78-440D-96CC-3559CE337545

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

CALVIN UNIVERSITY:

By: DocuSigned by: _____
Signature

Adejoke B. Ayoola
Printed Name

Its: Dean, School of Health
Title

AGENCY: The School Association for Special Education in DuPage County

By: _____
Signature

Dr Kim Dryjer
Printed Name

Its: Executive Director
Title

Docusign Envelope ID: 5C319E2F-1B78-440D-96CC-3559CE337545

EXHIBIT A

Internship Curriculum and Objectives

SPAUD 540, 541, 542 Clinical Practicum: Off Campus Placement

COURSE CATALOG DESCRIPTION

This course provides students with continued clinical learning through supervised experiences in selected off-campus sites. The course includes an advanced clinical seminar session to present cases and discuss various perspectives of practice. Current research and technological advances are considered for clinical application. Prerequisite: acceptance into the SPAUD MA program.

COURSE OBJECTIVES and STUDENT LEARNING OUTCOMES

Satisfactory completion of this course is necessary to meet the academic standards of the Calvin University's Speech Pathology and Audiology Program and the knowledge and skills required by the American Speech-Language-Hearing Association's (ASHA) Standards for the Certificate of Clinical Competence in Speech-Language Pathology. Students are required to achieve an overall course grade of B to satisfy KASA standards. Remediation for achieving specific objectives may be implemented, if necessary.

Specific standards addressed in this course are:

- ASHA Standard IV-H: The applicant must have demonstrated knowledge of entry level and advanced certifications, licensure and other relevant professional credentials, as well as local, state, and national regulations relevant to professional practice.
- CAA Standard 3.1.1B: Understand the role of clinical teaching and clinical modeling as well as supervision of students and other support personnel.
- CAA 3.1.6B: Process of Clinical Education and Supervision.
- CAA 3.1.1B: Understand of the characteristics of the individuals served (e.g., age,
- demographics, cultural and linguistic diversity, educational history and status, medical history and status, cognitive status, and physical and sensory abilities) and how these characteristics relate to clinical service.
- ASHA Standard V-A: The applicant must have demonstrated knowledge of entry level and advanced certifications, licensure and other relevant professional credentials, as well as local, state, and national regulations relevant to professional practice.

Students are required to achieve an average score of 80% or higher in each learning objective to pass this course.

Upon completion of this course, students will:

- Demonstrate understanding of state licensure, ASHA certificate, CF requirements, Praxis requirements (IV-H).
- Demonstrate understanding of the role of clinical teaching and clinical modeling as well as supervision of students and other support personnel. (3.1.1B). Demonstrate the process of clinical education and supervision (3.1.6B).
- Demonstrate interaction and personal qualities of communication, collaboration, ability to provide counseling (3.1.1B).
- Demonstrate understanding of the characteristics of the individuals served (e.g., age, demographics, cultural and linguistic diversity, educational history and status, medical history and status, cognitive status, and physical and sensory abilities) and how these characteristics relate to clinical service (CAA 3.1.1B).

GRADES AND ASSIGNMENTS

Off-Campus/Externship:

The majority of a student's grade will be provided to them by their external supervisor(s) (CI) over the course of the semester. The external CIs will complete the 2 evaluations: one at midterm and one at final. These

Docusign Envelope ID: 5C319E2F-1B78-440D-96CC-3559CE337545

assessments measure the skills learned during the course of the graduate program through coursework and clinical experience.

The ***Essential Functions Evaluation*** assesses the requisite skills in five areas: communication, motor, intellectual-cognitive, sensory-observational, and behavioral-social.

The ***Off-Campus Competency Evaluation*** assesses skills in the areas of evaluation, intervention, and collaboration.

The skills assessed in the 2 evaluations enable a student to meet graduate and professional requirements as measured by state and national credentialing agencies. Failure to meet or maintain the Essential Functions may result in action against the student, including, but not limited to dismissal from the program.

Externship Project:

Students will be completing a research-based project for their external CI based upon their request. Projects are expected to be research in an area of interest for the CI or the externship site. All projects will be pre-approved by the course instructor by the 4th week of class. If your CI does not indicate an area of research, students will find a topic of research related to their clinical site. The student's grade will be based upon the presentation of the project and any handouts/supporting documentation. Students will create a video for the project presentation which will be uploaded to the class Teams site. Students will also upload any handouts, presentation slides or other relevant documents. 4 classmates will also provide written feedback about their classmates' projects/presentations.

Non-graded items:

The Clinical Liaison will make contact with all of the external CIs to check on students' progress and address any issues that arise.

Finally, students will track their clinical encounters on **Tevera**. The external CIs will sign off on clinical hours in Tevera. Weekly tracking of clinical time is expected.

Docusign Envelope ID: 5C319E2F-1B78-440D-96CC-3559CE337545

EXHIBIT B

Insurance Certificate

Will be sent to the facility via email from 'Arthur J. Gallagher Risk Management'

SCHOOL-BASED EDUCATION AGREEMENT

This **School-Based Education Agreement** ("Agreement") effective as of October 1, 2024 ("Effective Date") is by and between **Midwestern University**, an Illinois not-for-profit corporation registered as an Arizona foreign corporation, with campuses located in Downers Grove, Illinois and in Glendale, Arizona, ("University") and **The School Association for Special Education** in DuPage County, also known as **SASED,** ("School"). University and School are referred to below individually as "Party" and collectively as "Parties."

RECITALS

WHEREAS, the University desires to establish at School an educational program or programs ("Program") to provide practical learning opportunities, research study opportunities and/or clinical experiences to University's students ("University Students") enrolled in its **Clinical Psychology, Occupational Therapy, Physical Therapy, and Speech-Language Pathology** programs ("Area of Specialization"); and

WHEREAS, the School supports the provision of such opportunities and experiences to University Students and is able and agrees to provide a limited number of Programs to qualified University Students each year.

NOW, THEREFORE, in consideration of the promises set forth in this Agreement, the Parties agree as follows:

TERMS AND CONDITIONS

1. **Term/Termination.**

(a) Term.

Auto-renewing. This Agreement shall commence on the Effective Date above. The Initial Term of this Agreement shall be for one (1) year from the Effective Date. Thereafter, this Agreement shall automatically renew for successive one (1) year periods (each a "Renewal Term"), unless terminated as provided herein.

(b) Termination.

(i) Either Party may terminate this Agreement, with or without cause, after providing ninety (90) days prior written notice to the other Party.

(ii) Either Party may terminate this Agreement for cause upon thirty (30) days' notice in accordance with this paragraph. Termination procedures shall be initiated by a notifying Party providing the other Party with a written notice describing the reason for termination and requesting an immediate meeting to discuss and resolve the circumstances giving rise to termination. Such meeting shall occur within ten (10) days of receipt of written notice. Following such meeting, if applicable, the notifying Party shall allow reasonable time for the other Party to cure any failure to perform. If the Parties are unable to resolve the reasons for termination, then a termination date will be set. If the Parties are unable to agree on the effective date of termination, termination will become effective at the close of the academic year in which notice was sent or upon one party providing thirty (30) day notice of its

intent to terminate this Agreement, or the end of the close of the academic year, whichever occurs first.

(iii) The Parties shall make every reasonable effort to extend the term of this Agreement to a mutually agreed upon termination date to permit University Students in good standing participating in the Program pursuant to this Agreement to complete their assignment at School, if such Program will not be completed prior to the expiration or termination of this Agreement.

2. **Use of School Facilities.** The School agrees to make certain of its facilities available for instructing University Students in the Program. The School shall obtain (at its own expense) from third parties, including state and local governments, all applicable licenses, permissions, and accreditations necessary to maintain its operations and shall, at all times, be responsible for its operations and all services provided to School's students.

3. **Curriculum.**

(a) It is understood that the Program is an educational program of the University and not of the School. University Students enrolled in the Program shall at all times be under the exclusive control of the University unless otherwise stated in this Agreement. The University shall be responsible for the content of the curriculum of the Program and the method of instruction. The University shall set forth such information in a syllabus or course objective, which the University shall provide to the School. Any and all material changes to the content of the curriculum must be approved by the School.

(b) Research Requirements.

(i) It is understood and agreed by the Parties that the University and its participating University Students may be asked to collaborate with School on various research studies, or University Students may be required to complete research projects to complete their degree requirements. The School and the University shall jointly establish the general requirements of research projects including, but not limited to, pre-approval of the research project, curricula, University Student performance evaluation and reporting, general professional standards and any other matters specific to the University Students' participation in a research project. School may make office space, computer equipment and telecommunication equipment at the designated School facility available to University Students to assist them in their participation in any research project.

(ii) Notwithstanding the foregoing or anything to the contrary that may be stated elsewhere in this Agreement, the School acknowledges and agrees that they are accepting University Students to the Program with full knowledge that the participating University Students may be participating in research projects related to their Program. School further acknowledges and agrees that University Students must discuss the research with their assigned faculty advisor at the University and may be required to present results of research projects at a University seminar, research poster session, and/or as a thesis in order for the University Students to satisfy curricular requirements. University understands and agrees and shall inform its University Students that under no circumstances shall any University Student identify any of School's students, employees or subcontractors in a case study or

any published work without the express written consent of the identifiable party or (as applicable) such party's parent or other legal guardian as may be required by law.

(iii) Notwithstanding this **Section 3 and Section 8(f)**, nothing in this Agreement is intended to circumvent the requirement that any research project be approved by the University's Institutional Review Board, where applicable. It is also understood and agreed to by the Parties that any such collaboration on various research studies including University's Students may be arranged for under a separate research agreement or contract.

4. **Administrative Oversight.** Each Party shall designate one or more appropriately qualified employees or professional staff members to serve as a liaison to the other Party and coordinate the Program. Each Party shall provide the other with prompt written notice of any changes to its designated liaison.

5. **Assignment of University Students.**

(a) The University and the School shall mutually agree in a timely fashion as to the approximate number of University Students eligible to participate in the Program at any given time and as to which University Students from the Area of Specialization will be assigned to the Program. The Parties agree that the requests for placement shall be approved at the School's discretion for those University Students who have met the requisite health requirements and background check screenings in accordance with **Section 14** of this Agreement, and those University Students that have satisfactorily completed the prerequisite didactic portion of the University's curriculum that is applicable to the Program and the designated Area of Specialization.

(b) The University shall verify prior to assigning University Students to the Program that such University Student has satisfactorily completed all applicable prerequisites of the University's curriculum. The University shall, or shall require its University Students to, submit directly to the School liaison or their designee any information or documentation required by the School for participation in the Program if the School timely notifies the University in writing of such requirements.

(c) Cancellation of Program. In addition to canceling a Program for any other reason specified in this Agreement, the Parties agree as follows:

(i) Each Party may cancel, by written notice to the other Party as specified in **Section 15**, the Program of any participating University Student whose performance is unsatisfactory, or whose personal characteristics prevent desirable relationships within the assigned School or with School's students, or whose health status is a detriment to the University Student's successful completion of the Program. Prior to any such cancellation, however, the cancelling Party's liaison shall notify the non-cancelling Party's liaison of the problem, consult with such person about the proposed action, and attempt to work out a mutually acceptable resolution, which may include developing a corrective action plan for the participating University Student.

(ii) Notwithstanding the foregoing, it is understood and agreed that the School shall have the right to take immediate corrective action without prior notice to the University liaison for any of the following reasons:

- any action or failure to act on the part of the University Student which affects the safety and/or welfare of School's students or the School's staff;
- any criminal conduct by the University Student;
- any damage to the School's property by the University Student;
- any illegal drug use by the University Student;
- any violation by the University Student of the rules and policies of the School;
- any violation by the University Student of any confidentiality obligations; including without limitation those obligations set forth under the Health Insurance Portability and Accountability Act of 1996, as amended, codified at 42 U.S.C. § 1320d ("HIPAA") and/or the Family Educational Rights and Privacy Act codified at 20 U.S.C. § 1232g ("FERPA"); or
- any failure on the University Student's part to meet the requirements of any corrective action plan in place for University Student.

(iii) In the event that the School takes immediate corrective action pursuant to the provisions of this **Section 5(c)**, the School shall notify the University liaison in writing of the action taken promptly thereafter. It is understood and agreed that the School makes the final determination of what the appropriate corrective measures are for a University Student's inappropriate behavior, whether a cure period will be allowed for a University Student, and whether or not a University Student's assignment at the School is terminated. Examples of such corrective measures may include, but are not limited to, immediately terminating the University Student's assignment at School, ejecting the University Student from the School premises, or refusing to allow the University Student to enter School property in the future.

6. Instruction and Supervision.

(a) The School shall assign one or more members of its staff and/or any of its third party subcontracted education specialists with the appropriate licensures and/or certifications to serve as the instructor(s) ("Instructor") for the Program. The Instructor shall instruct and supervise University Students participating in the Program and shall complete a final evaluation of each such University Student on an Evaluation Form supplied by the University. Upon mutual agreement of the Parties, the School may assign additional employees or members of its staff to assist the Instructor in instructing and supervising University Students. All School employees and/or staff members assigned to instruct and supervise any University Students in the Program are subject to the approval of the University. If the University desires to terminate the assignment of any Instructor, the University shall notify the School in writing of the reasons for such termination and shall consult with the School before terminating the assignment. If the School considers University's request to terminate the assignment of any Instructor, the School shall use reasonable efforts to assign the University Student to a different Instructor. If the School wishes to change the assignment of a participating University Student to a different Instructor, the School shall give the University a written request for such reassignment that includes the reasons

for such request, and shall discuss such request with the University and School liaison. University acknowledges and agrees that School cannot guarantee that reassignment will be possible, and School reserves the right to terminate the Program for the subject University Student(s).

(b) The School shall at all times be and remain solely responsible for the services being provided to School's students. Any direct contact between University Student(s) and any of School's students shall be under the proximate supervision of the assigned Instructor. The type and quantity of direct services and activities in which University Students may participate in while assigned to the School and participating in the Program shall be discussed by the School's liaison and the University's liaison for the subject Area of Specialization, but the decision of the School's liaison shall be final.

7. **Supervisory Support.**

(a) University.

(i) University liaison(s) and/or their designee may conduct one or more on-site visits for each participating University Student during such University Student's assigned academic year, if deemed necessary, in order to provide technical assistance to the University Students and their assigned Instructor to help University Students achieve the learning goals set by the University and the School. Otherwise, all such meetings and communications between the School and the University shall take place via email or by teleconference.

(ii) University shall prepare a performance evaluation form ("Evaluation Form") that Instructors shall use to evaluate the assigned University Students and provide electronic copies of such forms to the designated School liaison(s). Each Instructor shall be responsible for completing the Evaluation Form and submitting these evaluations to the University's and School's liaison(s) as agreed upon by the Parties.

(iii) Throughout each academic year, University may at its sole discretion give University library privileges to those Instructors who supervise one or more University Students during that year, upon request.

(b) School.

(i) School shall provide the Instructors time to plan and implement the Program, when feasible and when approved by the School liaison and the designated School's principal, giving them time to attend relevant meetings and conferences at the University.

(ii) School shall provide the physical facilities, applicable School student records and equipment reasonably necessary to conduct the Program enabling University Students to complete the goals and objectives of the Program.

(iii) School shall be responsible for providing all University Students participating in any Program with a work environment that is safe and healthful and free from harassment, discrimination, and violence.

(iv) School shall advise the University liaison of any changes in the School's personnel, operations or policies that may affect the Program or participating University Students.

(v) The School shall notify the University of the number of placements that it has available for the Program.

(vi) School shall give participating University Students reasonable access to the School's library facilities, desktop computers, WIFI, and reasonable study and storage space, when available.

(vii) School or School's liaison or other designee shall provide participating University Students with an orientation to the School and its facilities, along with a copy of relevant School rules, regulations and policies with which they are required to comply.

(viii) School through its designated liaison or other staff shall, unless prohibited by applicable law, arrange for providing University Students with emergency medical care services and/or first aid in the event of illness or accident occurring on the designated School premises during the course of the Program. School acknowledges and agrees that University Students are required to have medical insurance coverage in effect during their period of assignment, and that the University Students are financially responsible for the cost of their own medical insurance and for any medical care they may receive as arranged by the School.

8. Participating Student Responsibilities.

(a) Identification. The University shall advise its University Students to wear appropriate identification or uniform required by the School while participating in the Program. Neither the identification nor the uniform shall indicate that such University Students are members of the School's staff. The University shall inform its University Students to identify themselves to School's students, staff members and visitors in a manner mutually agreed upon by the Parties.

(b) Transportation. University Students participating in the Program shall be responsible for their transportation to and from the designated School.

(c) Health Insurance Coverage. University Students shall obtain and maintain, at their sole cost and expense, health insurance coverage for the duration of their assignment at School, and shall be financially responsible for the cost of any and all medical care services arranged by the School as a result of illness or injury occurring during their participation in the Program.

(d) Schedules. University Students are required to adhere to their assigned schedules and, as directed by their Instructor and designated University liaison, notify the School and the University if they will be absent or if they require any schedule changes.

(e) Meetings. University Students are required to attend and participate in administrative meetings and professional development opportunities as directed by the School's liaison or Instructor. It is understood and agreed that these activities shall occur during the regularly scheduled time that the University Students are assigned to the designated School.

(f) Research. University Students are required to comply with the School's and the University's requirements regarding research involving School's students and the publication of materials based on Program activities. Such requirements include, but are not limited to:

(i) Obtaining any and all necessary School and University pre-approvals for the research project, including approval by the University's Institutional Review Board, where applicable. The University will advise University Students that any such collaboration on various research studies including University Students may be arranged for under a separate research agreement or contract.

(ii) Submitting to the University's and School's liaison, for such persons' prior written approval, a preview copy of any and all materials that they wish to publish when such materials relate to the University Student's participation in the Program. Under no circumstance shall any University Student use the Personal Identifiable Information (defined below) of School's students, employees or subcontractors in a case study or any published work without a signed authorization or HIPAA compliant authorization for protected health information as defined under HIPAA. "Personally Identifiable Information" means any information that does or can identify a specific individual and includes such information of or pertaining to School's students, employees, or subcontractors and all nonpublic personal information and protected health information.

(g) Transportation of School Students. University Students participating in a Program pursuant to this Agreement are not permitted to and will not transport under any circumstances any of School's students by car or otherwise.

(h) Student Compliance. In addition to the above requirements, University Students must also comply with the provisions of **Section 11** (School Student Information), **Section 13** (Confidentiality) and **Section 14** (University Student Background Check Screening and Health Requirements) of this Agreement and with any and all relevant federal, state and local laws, including; but not limited to, HIPAA and FERPA, and with all relevant School policies, procedures, rules and regulations applicable to their performance of the Program activities contemplated by this Agreement.

9. Insurance.

(a) University. During the term of this Agreement and any renewals thereof, the University shall maintain general and professional liability insurance covering the University and its University Students with minimum coverage limits of One Million Dollars ($1,000,000) per occurrence/claim and Three Million Dollars ($3,000,000) in the annual aggregate. Such insurance may be obtained from a reputable insurance company, a program of self-insurance or combination thereof. Upon the execution of this Agreement or upon request, the University shall furnish the School or its designee(s) with a current certificate of insurance or other evidence of the liability insurance coverage required herein. The University agrees to provide the School or its designee(s) with thirty (30) days prior written notification (or as soon as possible if notice is received less than thirty (30) days before the effective date) of the cancellation, nonrenewable, or material change of any liability insurance policy required by this Agreement.

(b) School. School represents and warrants that it is insured or self-insured, and that it has and shall maintain during the term of this Agreement and any renewals thereof sufficient liability

insurance for all services and activities being performed by School and its ancillary facilities and each of its/their respective employees and subcontractors under this Agreement. Such coverage amounts shall not be less than One Million Dollars ($1,000,000) per occurrence/claim and Three Million Dollars ($3,000,000) annual aggregate. If the School is self-insured, coverage under such self-insurance shall be at least at industry standard. In the event that the School does not provide such liability insurance coverage for its employees or subcontractors, School shall require that those individuals/companies obtain and maintain for the duration of this Agreement and any Renewal Term thereof liability insurance in sufficient amounts to cover any and all liability which may arise in connection with their performance of this Agreement and the activities contemplated by it. School shall (or shall require its employees and/or subcontracts) to provide the University with thirty (30) days prior written notification (or as soon as possible if notice is received less than thirty (30) days before the effective date) of the cancellation, nonrenewable, or material change of any liability insurance policy required by this Agreement. The School shall, or shall require its employees and/or subcontractors to, furnish appropriate evidence to the University of the existence of the insurance coverage required herein upon request.

(c) Each Party reserves the right to terminate this Agreement in the event that the insurance specified in this **Section 9** is terminated, canceled, or not provided.

10. Indemnification.

(a) Neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury (including death) or property damage, occasioned by any act or omission chargeable to the other Party. Each Party shall indemnify, defend, and hold the other Party and its affiliates, trustees, officers, directors, and employees harmless from and against all loss, damage, liability or claims (including, without limitation, reasonable costs and expense of litigation and reasonable attorneys' fees) (collectively "Claims") related to or arising out of the negligent acts or omissions of the indemnifying Party or its trustees, officers, directors or employees, with respect to the University its University Students and other individuals each Party is legally responsible for in performance of this Agreement. Each Party shall provide the other with reasonable notice of any adverse event which may result in liability to the other Party. It is the intention of the Parties to reasonably cooperate in the disposition of all such audits, actions, or Claims. Such cooperation may include, but is not limited to, timely notice, joint investigation, witness availability, and disposition of claims of third Parties arising from the activities performed under this Agreement. Notwithstanding the foregoing, nothing stated in this Agreement shall be construed to waive the University's or School's rights or defenses available to it and those available under Governmental Immunity Act, if applicable.

(b) The School shall not be responsible or liable for any personal injury that a University Student may suffer while participating in the Program under this Agreement, unless such injury is caused by the negligence or willful misconduct of the School or any of its ancillary facilities and each of its/their respective employees, staff or subcontractors.

(c) The School shall not be responsible for any property of a University Student that is lost, stolen or damaged on the premises of the School or its ancillary facilities.

(d) The indemnification provisions under this **Section 10** shall survive the termination or expiration of this Agreement.

11. **School Student Information.** All information obtained and records created which pertain to School's students are and shall remain confidential and the property of the School. The University shall advise its University Students participating in the Program that the use, disclosure or re-disclosure of such information or records is not permitted without the prior written approval of the School, the subject student's parent or legal guardian or as may otherwise be required by law. University Students shall be informed of their obligation to comply with the School's policies and procedures regarding the confidentiality of the School's and any of its students' information and the use of all such information. The University shall ensure that each University Student participating in a Program at the School will be provided and has completed HIPAA and (if applicable) FERPA compliance training provided by the University prior to the start of any Program. The training shall include: (a) a general overview of applicable regulations and law; (b) the duty of the University Students to maintain the confidentiality of the subject information; (c) the uses and disclosures that may be made; and (d) rights under the applicable regulations. Upon request by the School, the University shall provide evidence of any or all participating University Students' training.

    In addition, for purposes of implementing this Agreement, the University may, and the University Students will, have access to School 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) and/or "records" as defined in the Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*), which information is hereinafter collectively referred to as "School Student Data." With regard to School Student Data:

    a. The University and the University Students will comply with all applicable laws and/or regulations (including FERPA, the Illinois School Student Records Act, and the Illinois Mental Health and Developmental Disabilities Confidentiality Act) relating to confidentiality, privacy, and data security.

    b. The University and the University Students will have access to School Student Data on an "as needed" basis, only as necessary to implement the program under this Agreement.

    c. When the University and/or the University Students are provided access to School Student Data, the University (and its University Students, employees and agents) will use the information only for the purposes for which access was provided.

    d. The University agrees that it and the University Students will comply with 34 CFR §99.33(a) relating to the use and redisclosure of School Student Data.

    e. The University and the University Students shall maintain in force measures reasonably available within the industry to prevent any unauthorized person from gaining access to School Student Data. The University agrees that it and the University Students will maintain the confidentiality of School Student Data using at least the degree of care and security as the University uses to maintain the confidentiality of its own confidential information.

    f. The University agrees to direct its University Students, employees, and agents to adhere to the confidentiality requirements set forth herein.

    g. Upon termination, cancellation, expiration, or other conclusion of this Agreement, the University and the University Students shall return all School Student Data to the School and shall delete all School Student Data from their operational systems.

12. **Student Records.** The School and the University shall comply with the applicable provisions of FERPA and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding each Party's respective students. Notwithstanding the foregoing, it is expressly agreed and understood that each Party remains solely responsible for maintaining all education records and reports relating to its respective students, and shall comply with all applicable statutes, rules and regulations pertaining to the maintenance of and release of information from such records. Each Party acknowledges and agrees that the other Party will have no responsibility for such records and will accordingly refer all requests for such information to the University and/or the School, as applicable. To the extent permitted by law, nothing contained herein shall be construed as precluding either Party from releasing any such information to the other so that each can perform its respective responsibilities under this Agreement.

13. **Confidentiality.** In performance of this Agreement, each Party may receive or gain access to certain information relating to the other Party or to its employees, staff, subcontractors, or students that the other Party deems to be proprietary and/or confidential ("Confidential Information"). Confidential Information may include and is not limited to any records, reports, documents or deliverables prepared or generated in performance of this Agreement, technical data, trade secrets or know-how, research, software, processes, designs, financial information, information pertaining to University's and School's students, data or other business information disclosed by a Party in any medium, whether oral or written. With respect to such Confidential Information accessed or received in performance of this Agreement, each Party shall and shall inform its/their respective students, employees, staff and representatives to:

(a) Not use or disclose Confidential Information other than as permitted by this Agreement, by written consent of the disclosing Party, or as may otherwise be required by law;

(b) Use appropriate safeguards to prevent use or disclosure of Confidential Information other than as permitted by this Agreement or by law;

(c) Report to the other Party any unauthorized use or disclosure of any Confidential Information of which it/they may become aware in accordance with applicable law;

(d) Comply with all applicable laws and regulations including, but not limited to, the applicable provisions of the privacy and security standards of HIPAA and (as applicable) the provisions of FERPA;

(e) Mitigate, to the extent required by law, any harmful effect that is known to a Party and caused by its students', employees', staff or representatives' use or disclosure of Confidential Information that is in violation of this Agreement or applicable law. Each Party recognizes that any breach of confidentiality or misuse of any Confidential Information may result in the termination of this Agreement; and

(f) Inform University Students, employees, staff and representatives of their responsibility to comply with applicable federal, state and local laws, and the School's and University's policies regarding access to, use, or disclosure of Confidential Information, including but not limited to, policies regarding proper use of computer assets, network usage, and information security, as applicable, that may be in effect at the commencement of any Program. Each Party shall use its

reasonable efforts to provide the other with advance written notice of any changes to its applicable policies and procedures.

(g) Except as required by applicable federal, state, or local law or regulation, the term "Confidential Information" as used in this Agreement shall not include information that: (i) at the time of disclosure is, or thereafter becomes, generally available to the public other than as a result of, directly or indirectly, any breach of this Agreement by the receiving Party or any of its representatives; (ii) at the time of disclosure is, or thereafter becomes, available to the receiving Party on a non-confidential basis from a third-party source, provided that such third party is not and was not prohibited from disclosing such Confidential Information to the receiving Party by any legal, fiduciary, or contractual obligation; (iii) was known by or in the possession of the receiving Party, as established by documentary evidence, prior to being disclosed by or on behalf of the disclosing Party pursuant to this Agreement; or (iv) was or is independently developed by the receiving Party, as established by documentary evidence, without reference to or use of, in whole or in part, any of the disclosing Party's Confidential Information. It is further understood and agreed to by the Parties that this **Section 13** shall survive the expiration or termination of this Agreement.

14. University Student Background Check Screening and Health Requirements.

(a) Background Check Screening. The University shall require University Students to submit to a background check as a condition of their participation in the Program. In the event that the University does not perform the background screenings required herein, the School reserves the right to perform said screenings at its and/or the University Student's expense; and the University will inform each University Student of his/her responsibility to submit to a complete background investigation prior to assignment. A background check will be considered "complete" if it includes, at a minimum, all of the following elements: (i) social security number validation; (ii) analyzed social security number search; (iii) obtaining, as applicable, information from federal, state and local governmental sources; (iv) seven (7) year criminal background check in current and previous states and counties of residence and, if requested by the School, employment and/or a fingerprint-based criminal history records check in accordance with applicable law; (v) confirmation that the University Student is not listed as sexual offender and, if requested by the School in any Adult and/or Child Abuse Registry; (vi) verification that the University Student has not been excluded from participating in any federal or state health care programs; (vii) verification that the Student is not on the Office of Inspector General's List of Excluded Individuals/Entities and the General Service Administration Excluded Party's List; and (viii) any other element identified in writing by the School necessary to meet state law requirements.

In addition, for each University Student who is placed with the School, the University will ensure that the University Student complies with Section 10-21.9 of the Illinois *School Code* relating to fingerprint-based criminal history records checks and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database.

The School reserves the right to not accept any University Student to, or require the withdrawal of any University Student from, the Program in the event that University Student fails to meet the standards established by the School for an acceptable background check. The University acknowledges and agrees, and shall inform its University Students, that any University Student with an adverse background check result shall not be permitted to participate in the Program at

the School where University Students with such results are forbidden by University and/or School policy.

(b) Health Requirements. University shall recommend only those University Students who are in good health and who are, to the best of University's knowledge and belief, physically and mentally able to participate in the Program. University acknowledges and shall inform its University Students that the School may refuse participation in the Program to any University Student if School concludes that the University Student is not fit to participate or may pose a health risk to others. The University shall, or shall require University Students to, provide the School with health certification documentation for the time the University Student is training at School or any of its ancillary facilities. Such documentation shall include, without limitation, the results of: (a) a physical exam; (b) negative annual tuberculin one (1) step PPD skin test (or if needed the two (2) step tuberculin skin test or QuantiFERON test) or negative chest x-ray if skin/blood test is positive; (c) vaccination (or documentation of University Student's declination of vaccination(s) in accordance with applicable laws or regulations) and/or proof of immunity for: Varicella, Mumps, Rubella (German Measles), Rubeola (Measles), Tetanus/Diphtheria/ Pertussis, Hepatitis B; (d) annual influenza vaccination; and (e) any other health standards established by the School and University or as otherwise required by applicable law. The University shall obtain written authorization from the University Students to allow disclosure of the University Students' Student Health Status form and shall make all such University Student health certification documentation available for inspection by the School upon request.

(c) Drug Testing. Upon request of the School, the University shall require University Students to submit to drug testing, at University's or University Student's sole cost and expense, prior to their participation in the Program. No University Student with adverse drug test results will participate in the Program unless the University Student presents satisfactory evidence that the drugs are legally prescribed and will not affect their ability to safely participate in the activities contemplated by this Agreement.

15. **Notice.** All notices, demands or other writings provided for under this Agreement shall be deemed to have been fully given when made in writing and either hand delivered, forwarded certified mail return receipt requested, or deposited in the United States mail, postage prepaid, and addressed to the respective Parties as set forth below and/or at any other address or location approved in writing by the Parties.

If to the University:
Midwestern University
Office of the General Counsel
19555 North 59th Avenue
Glendale, AZ 85308

With an unofficial copy to:

Glendale, AZ Campus:
Midwestern University
Attn: COEE Paralegal
19555 North 59th Avenue
Glendale, AZ 85308

If to the School:
SASED
2900 Ogden Ave.
Lisle, IL 60532
Attn: Dr. Kim Dryier, Executive Director
Phone: 630-778-4500 ext. 8104
Fax: 630-778-0196
E-Mail: kdryier@sased.org

Downers Grove, IL Campus:
Midwestern University
Attn: COEE Paralegal
555 31st Street
Downers Grove, IL 60515

16. General.

(a) Relationship of the Parties. In the performance of all work, duties and obligations pursuant to this Agreement, the University and the School are at all times acting as independent contractors and not joint venturers or agents of the other. Neither Party nor their respective students, employees, faculty or staff members shall be deemed or claim to be the student, employee, agent or joint employee of the other. Neither the University nor the School shall in any way become obligated for the debts or expenses of the other Party and neither Party shall have the authority to bind the other Party or otherwise execute any document on behalf of the other, nor shall either Party hold itself out to the public or to any third party as possessing such authority. It is further agreed that each Party shall be liable for its own respective debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits it may owe to or on behalf of itself and its own employees.

(b) University Students as Learners. While participating in the Program, University Students shall have the status as learners and are not to replace School employees or staff members. Nothing in this Agreement shall be deemed to create an employer-employee relationship between a University Student and the School. University Students shall not be considered employees of the School for any purpose while participating in the Program and are not entitled to any compensation or benefits, including but not limited to the payment of any salaries, taxes or other required withholdings related to employment, workers' compensation or unemployment insurance, and no University Student is entitled to, and shall not, receive any rights under this Agreement.

(c) Accreditation Documentation. Each Party to this Agreement represents that it has received the appropriate current approvals and accreditation as required by state regulatory agencies and pertinent health care and professional accrediting bodies (as applicable) and will immediately notify the other Party of any changes in such approvals or accreditation. The University, upon the request of the School, shall cooperate in any investigation conducted by an accrediting body at the School. The School, upon the request of the University, shall permit any agency responsible for approving the University or accrediting its curriculum to inspect the School's facilities and services available for educational experiences and such other reasonable items pertaining to the Program upon reasonable notice during the School's regular business hours, subject to requirements of School students confidentiality, legal compliance requirements of the School, and minimizing disruption or interference with the School's operations, including the provision of educational services. The Parties shall take reasonable measures to maintain the standards necessary for the School, the University and the Program to be and remain eligible for accreditation by the appropriate agency or body. Any forms or other documents required by accrediting organizations and/or government agencies and which are essential to the conduct of the Program or performance of this Agreement will be completed by the Parties and such information necessary to obtain and maintain such accreditation will be supplied by the Parties unless prohibited by law, regulation or legal privilege.

(d) Non-Discrimination. University, School and University Students participating in the Program pursuant to this Agreement shall not discriminate against any person regardless of race; color; religion; creed; national origin or ancestry; ethnicity; sex (including pregnancy); gender (including gender expression, gender identity, and sexual orientation); marital status; age; disability; citizenship; past, current or prospective service in the uniformed services; genetic information; or any other protected classes or characteristics recognized by federal, state or local laws.

(e) Counterpart Signature. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise), each of which counterparts shall be deemed an original Agreement and all of which shall constitute but one Agreement.

(f) Entire Agreement. This Agreement constitutes the entire understanding and agreement between the Parties and replaces and supersedes all prior agreements with respect to the subject matter hereof, both oral and written. There are no other arrangements, understandings, restrictions, representations, or warranties between the Parties. Except for disclosure to its legal counsel, accountants or financial advisors, each Party hereunder shall not disclose the terms of this Agreement to any third party, unless disclosure thereof is authorized in writing by the other Party or as may be required by law, the Parties' accrediting organization(s), or otherwise authorized by this Agreement.

(g) Assignment of Agreement. Neither Party to this Agreement may assign, subcontract, or transfer any of its rights or obligations under this Agreement to a third party without the prior written consent of the other Party. The rights, duties and obligations hereunder shall extend to, be binding upon and inure to the benefit of the permitted successors and assigns of each Party.

(h) No Third-Party Beneficiaries. This Agreement shall inure exclusively to the benefit of and be binding upon the Parties and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

(i) Written Amendments/Waivers. No revision or amendment to this Agreement shall be valid unless such revision or amendment is in writing and executed by the Parties.

(j) Non-Waiver of Rights. The failure by any Party to enforce at any time any of the provisions of this Agreement, or any rights with respect thereto, or to exercise any election herein provided, shall in no way affect the validity of this Agreement. The exercise by any Party of any rights or elections under the terms or conditions of this Agreement shall not preclude or prejudice any Party from exercising the same or any other right or election it may have under this Agreement, regardless of any previous action or proceeding taken by the Parties.

(k) Severability. If any provision of this Agreement shall be deemed invalid, illegal, or unenforceable by a court of competent jurisdiction, then such invalid, illegal or unenforceable provision shall be deemed deleted from this Agreement. All remaining provisions of the Agreement shall be deemed to be in full force and effect.

(l) Headings Not Binding. The headings used in this Agreement have been prepared for the convenience of reference only and shall not control, affect the meaning, or be taken as an interpretation of any provisions of this Agreement.

(m) Survival Clause. It is mutually agreed upon that any duty, obligation or liability of either Party assumed by this Agreement or any subsequent extensions or revisions thereto shall continue until such time as the duty, obligation or liability ceases to exist.

(n) Governing Law. This Agreement shall be governed in all respects by, and be construed in accordance with, the laws of the state in which the School is located.

(o) Non-Exclusivity. Each Party shall have the right to enter into similar agreements with other parties.

(p) Force Majeure. Either Party shall be excused from any delay or failure in performance hereunder caused by reason of any occurrence or contingency beyond its reasonable control including, but not limited to, acts of God, acts of war, act of terrorism, active shooter, fire, insurrection, labor disputes, riots, civil disorder, earthquakes, or other acts of nature, curtailment or inadvisability of transportation services, or other emergency beyond such Party's reasonable control. The obligations and rights of the Party so excused shall be extended on a day-to-day basis for the time period equal to the period of such excusable interruption. In the event the interruption of a Party's performance hereunder continues for a period in excess of thirty (30) days, the other Party shall have the right to terminate this Agreement upon ten (10) days' prior written notice to the other Party.

(q) After-Enacted Laws. If, prior to the termination or expiration of this Agreement, any federal, state or local authority or regulatory body or the Internal Revenue Service, determines that this Agreement is illegal or jeopardizes either Party's tax exempt status or otherwise materially affects either Party's business, then the affected Party shall give the other Party such notice as is reasonable in the circumstances and shall make available a reasonable period within which to cure. If the Parties initiate no acceptable cure or remedy, then the affected Party may terminate this Agreement upon ten (10) days' prior written notice to the other Party.

(r) Inspector General. Each Party to this Agreement hereby acknowledges that in accordance with applicable state law, the Inspector General has the authority to conduct certain investigations and shall have access to all information and personnel necessary to conduct those investigations, unless prohibited by law, regulation or legal privilege.

(s) Compensation. Under the terms of this Agreement, neither Party is obligated to make payments of any kind to the other or any Instructor or University Student participating hereunder. No part of any consideration paid hereunder, if any, is a prohibited payment for the recommending or arranging for the referral of business or the ordering of items or services; nor, are the payments intended to induce illegal referrals of business.

(signatures are on the next page)

SCHOOL-BASED EDUCATION AGREEMENT

IN WITNESS WHEREOF, authorized representatives of the Parties have executed this Agreement as evidenced below.

APPROVED AND ACCEPTED:

University: Midwestern University

By: Fred Romano
Name: Fred D. Romano, Ph.D., FASAHP
Title: Dean, College of Health Sciences, Downers Grove, Illinois Campus
Date: 10 / 22 / 2024

By: Jared Chamberlain
Name: Jared Chamberlain, Ph.D.
Title: Dean, College of Health Sciences, Glendale, Arizona Campus
Date: 10 / 21 / 2024

By: Matthew J Sweeney
Name: Matthew J. Sweeney, CPA, CFA
Title: Sr. Vice President and CFO
Date: 10 / 22 / 2024

School: The School Association for Special Education in DuPage County (SASED)

By:
Name: Dr. Kim Dryier
Title: Executive Director
Date: 10-22-24

SASED Board of Directors Meeting
October 16, 2024 - 2:00 PM
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 2:01 pm and welcomed those in attendance.

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

	District	**Representative**
Present:	Keeneyville School District 20	Dr. Omar Castillo
	Benjamin School District 25	Dr. Jim Woell
	West Chicago Elementary School District 33	Ms. Kristina Davis
	DuPage County School District 45	Dr. Brian Graber
	Salt Creek School District 48	Dr. Amy Zaher
	Downers Grove School District 58	Dr. Kevin Russell
	Maercker School District 60	Dr. Dean Nugent
	Cass School District 63	Mr. Mark Cross
	Community High School District 94	Dr. Kurt Johansen
	Community High School District 99	Dr. Hank Thiele
	Community Consolidated School District 180	Dr. Charlie Kyle (arrived 2:10)
	Lisle Community Unit School District 202	Dr. Keith Filipiak
Absent:	Winfield School District 34	
	Center Cass School District 66	
	Woodridge School District 68	
	DuPage High School District 88	
	Westmont CUSD 201	
	Elmhurst CUSD 205	

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

Also in attendance:
Dr. Kim Dryier, Executive Director, SASED
Ms. Rachel Wisniewski, CSBO, SASED
Dr. Elizabeth VanderWoude, Asst. Dir. Programs and Services, SASED
Ms. Senga Lowe, Board Recording Secretary, SASED
Robin Cox, SASED

2. **Pledge of Allegiance**

3. **Approval of the Agenda for the October 16, 2024 Board of Directors Meeting**
   A motion was made to approve the Agenda for the 10-16-24 Board of Directors Meeting. This motion was made by Member Russell and seconded by Member Woell.
   Upon voice vote of all ayes from all 11 districts present, motion passed.

4. **Public Comment -** None

5. **Consent Agenda**
Dr. Dryier highlighted a few items on the consent agenda such as personnel resignations and the goalball tournament. No questions from the Board.

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

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. Budget Reports
    2. Treasurers/Investments Reports
    3. Gross Payrolls for September 2024
    4. Payroll Liabilities for September 2024
    5. Bill List for October 2024
    6. Interim Checks for September 2024
    7. Voids for September 2024

C. SASED Governance
    1. Approve the Vision Program Request for the Goalball Tournament on October 23, 2024.
    2. Approve the Project SEARCH at CDH Memorandum of Understanding

Upon Roll Call Vote:

Ayes: Castillo SD20, Woell SD25, Davis SD33, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Johansen SD94, Thiele SD 99, Filipak SD202.
Nays: None
Ayes: 11 Districts **Nays:** None **Absent:** 7 District
Upon roll call vote, motion passed.

6. **Approval of Minutes**

a. Approved the open session and closed session minutes from the Board of Directors Meeting on 9-18-24.
A motion was made to approve the open and closed session minutes from the Board of Directors Meeting on 9-18-24. This motion was made by Member Zaher and seconded by Member Castillo.

Upon voice vote of all ayes from all 12 districts present, motion passed.

7. **Discussion with Action**

Item 7a - The usage of the SASED Medicaid Cost Settlement Funds to offset SASED tuition costs, was removed from action. Dr. Dryer provided a brief overview of this item. Mr. Cross commented that this item will go back to the Finance Committee for discussion and then back to the Board for approval.

8. **Discussion**

a. Facility Planning
Dr. Dryier gave a presentation to the Board. regarding facility planning which included information regarding the current lease at 2900, usage at Southeast School, and spaces occupied within member districts . Dr. Dryier reviewed the proposed timeline, and also the proposed plan involving each group of stakeholders. The proposed plan included three options consisting of 1) keeping things the same, 2) once central location, and 3) a combination of the two. Dr. Dryier also discussed the

opportunities and obstacles for each of the three options. Several questions were introduced by Board members including the following:

1) If looking at options 3, which students/programs would we foresee being included in the central location? Possibly Supportive Medical Needs, SLE program students with higher impaired functions, Pathways, and Transition programs.
2) Would like us to research what our options are for financing. Possibly hire a firm who specializes in funding for a cooperative who would be able to provide options.
3) Do we have the title/background purchase information for the Southeast building? Dr. Dryier stated that they would locate that information.
4) Look at future housing of OT-PT staff and itinerants regarding the office space needed.
5) Look at the possible opportunities within local universities for satellite program locations, (e.g. National Louis University, etc.)
6) Dr. Dryier asked for clarification on what steps she can move forward with at this point.
7) The Board suggested the following initial steps:
    a) Reach out to our current architect, ARCON, and ask them to provide a feasibility study to bring to the Board in November.
    b) Contact PMA for funding options.

9. Executive Director Updates

a. SASED SY24-25 Enrollment Update
Dr. Dryier provided an overview of current enrollment. No questions from the Board.

b. Human Resources Staffing Update
Dr. Dryier reported that we currently have a slightly higher amount of unfilled positions. We have 5 students that have 1:1 aides that did not have that need listed in their IEP's.

c. SASED Strategic Plan Updates
Dr. Dryier provided an update regarding the goal of the culture committee and shared a summary of the staff survey results.

d. SASED 24-25 Board Committees Finalization
The Board Committees are finalized as presented, with the exception of the Facility Planning Committee meeting dates. These dates will be coordinated and shared as soon as possible.

e. SY24-25 Classroom Lease Agreements Addendum Update
Dr. Dryier shared that the District Administrators are meeting on Friday and this discussion is on the agenda. SASED will make sure we are responsive to the district's needs as well. This item will be brought back for discussion and action to the Board in November.

10. Convene into Closed Session

A motion was made to enter into closed session at 3:08pm to discuss the items listed on the closed session agenda. This motion was made by Member Woell and seconded by Member Castillo.

Upon Roll Call Vote:

Ayes: Castillo SD20, Woell SD25, Davis SD33, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Johansen SD94, Thiele SD 99, Kyle SD180, Filipak SD202.
Nays: None
Ayes: 12 Districts **Nays:** None **Absent:** 6 District
Upon roll call vote, motion passed.

11. Reconvened into Open Session at 3:36pm

A motion was made to reconvene into open session. This motion was made by Member Russell and seconded by Member Kyle.

Upon voice vote of all ayes from all 11 districts present, motion passed.

12. Action Items from Closed Session

a. Approved the termination of support staff employee.
A motion was made to approve the termination of support staff employee, Jonah Johnson, as presented. This motion was made by Member Graber and seconded by Member Castillo.

Upon Roll Call Vote:

Ayes: Castillo SD20, Woell SD25, Davis SD33, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Johansen SD94, Kyle SD180, Filipak SD202.
Nays: None
Ayes: 11 Districts **Nays:** None **Absent:** 7 District
Upon roll call vote, motion passed.

13. Adjournment

A motion was made to adjourn at 3:40 pm. This motion was made by Member Russell and seconded by Member Johansen.

Upon voice vote of all ayes from 11 districts present, motion passed.

Minutes Approved by:

_____ _____

Mr. Mark Cross
Chairperson Date

Ms. Kristina Davis
Secretary Date

TECHNOLOGY COORDINATOR

EMPLOYMENT AGREEMENT

November 13, 2024 through June 30, 2025

THIS EMPLOYMENT AGREEMENT ("Agreement") is made on the date hereinafter set forth between Daniel Lawler ("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 Ninety Two Thousand and 00/100 Dollars ($92,000). This amount will be prorated based on start date. The Technology Coordinator 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 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 (prorated based on start date). 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 (prorated based on start date).. 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 (prorated based on start date) 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 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 SASED 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 SASED. The Technology Coordinator shall not, during the term of

this Agreement, engage in other business activities which will detract from his 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 SASED'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 SASED. 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, 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 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

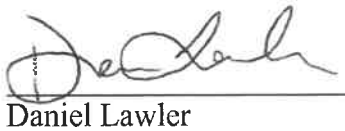
Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Technology Coordinator, and appended to this Agreement.

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, 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.

Technology Coordinator



Daniel Lawler

Date: 11/14/24

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

DuPage Regional Office of
EDUCATION
Excellence in Education

AMBER QUIRK
Regional Superintendent
DuPage County Schools

421 N. County Farm Road
Wheaton, Illinois 60187
Phone: 630.407.5800
Fax: 630.407.5802

To: Debbie Vespa

School Business and Support Services

Illinois State Board of Education

From: Amber Quirk, Regional Superintendent of Schools

RECEIVED
OCT 21 2024
BY:

Date: October 16, 2024

Re: Request for Extension to File Annual Financial Report

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

Filing Extension to **December 15, 2024**:

- School Association for Special Education

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

AQ/ll

cc: Lauterbach & Amen, LLP

Dr. Kim Dryier, Executive Director

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

Clarification to SASED Lease Agreement with Partner Host Districts

This document is aimed to provide additional clarification regarding the leases for classroom and office spaces between SASED and Host Districts (Lessor).

Premises (Page 1, **2. Premises**)

- "All furnishings and ordinary school equipment necessary to use said rooms as classrooms"
    - Clarification:
    - This includes student and staff chairs and desks, white board, book shelves and/or book cases.
- Lessor's program areas and facilities of common benefit
    - Clarification:
    - It is noted in the agreement that this includes the gymnasium, playground, parking areas, and restroom. Further clarification shall include SASED programs will be considered when master schedule is being developed and with input from the SASED Program Administrator to ensure timing of schedule is appropriate to meet the needs of the students in the SASED programs. Students in the SASED program should have similar access to all areas as their non-disabled peers, including, but not limited to, activities, the shredding bin and other school-wide initiatives. Staff should be permitted to use the Faculty Bathrooms.
        - Starting in February of the upcoming school year, Host District Building Administrator or designee and SASED Program Administrator will begin to have collaborative conversations regarding:
        - **SASED Individual student inclusion consideration:**
            - **When considering inclusion, the host subject specific general education will be invited to the IEP meeting.**
            - **Decisions about individual student inclusion needs will be shared in projections in February of the upcoming school year and throughout the remainder of the school year.**
        - SASED Classroom inclusion consideration:
            - Inclusive needs, opportunities, and space will be discussed with the host building administrator or designee.
            - Decisions about SASED classroom inclusion needs will be shared in projections in February of the upcoming school year and throughout the remainder of the school year.

Services (Page 3, **14.Services**)

- "A proportionate share of access…such as nurse, librarian etc"
    - Clarification:
    - As many students in the SASED programs require some form of nursing services, the Lessor's nurse shall provide medication management, basic first aid services, and other services provided to non-disabled peers.

- Individual student nursing needs must be discussed in IEP meetings to ensure all individual medical needs are met and how they are going to be met.
- Individual student medical plans will be shared with the Host Nurse prior to the first day of school.

- "SASED staff and students are an integral….inclusive of building communications and crisis planning."
  - Clarification:
  - All SASED Staff housed in a Lessor's building shall have an email account with the Lessor's building and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.
  - All students participating in a SASED program, and their parents/guardian's shall also be included on the email distribution list of their home district/building.
  - SASED staff need to be included in any type of crisis planning. Evacuation routes need to be specifically outlined and individualized in order to meet the needs of students. This may include access to ramps and/or consideration for mobility challenged students.
  - Host school administrator or designee will coordinate with the local police and fire departments to ensure safety plans and evacuation routes are communicated and understood.
  - SASED Program administrators will ensure the host school has the appropriate documentation for student's individualized evacuation plans.
- "Student fees required by the Lessor….and will be included in the tuition costs billed to the district of residence."
  - Clarification:
  - Students attending SASED Programs will register and pay registration fees with their home school.
  - The Lessor's school will not collect additional registration fees, or require additional registration documents.
    - Some students placed in SASED programs will be required to pay additional fees for specific courses taken in their Host building (ie general education inclusive courses)
  - The home school is responsible to ensure all registration requirements are met.
  - SASED Program Administrators will ensure all SASED students are registered with their home school before being allowed to attend SASED program.
- "SASED Staff has access to the building, general building supplies, copy machine, etc, as do all other staff."
  - Clarification:
  - SASED staff will have access to classroom supplies that are available to all staff, this may include pens, paper, paperclips, staples, etc.
  - SASED staff will have access to the copiers in the Lessor's buildings, including use of Lessor's paper.

        - If concerns arise regarding the use of the copier/printer or the amount of paper being consumed, the Lessor's building administrator will discuss concerns with the SASED Program Administrator
        - If concerns arise with misuse of the copier/printer, the Lessor's building administrator will discuss concerns with the SASED Program Administrator
    - SASED staff will have access to the Lessor's laminators.
        - If concerns arise with the use or quantity of the laminator supplies, the Lessor's building administrator will discuss concerns with the SASED Program Administrator.
    - If the Lessor's building provides coffee or other types of snacks to its employees, SASED staff will be included.
    - SASED staff shall be included in Teacher Appreciation Week as well as other activities or appreciation events/luncheons.
    - SASED Certified Staff and non-certified staff will be provided keys in order to access the interior of the building (if needed). Certified staff will be provided with 2 additional keys for potential contractual staff if the host building has secured classrooms/spaces requiring keys to access.
- "SASED teachers working with students included in the district classroom programs will be allowed to participate in the lessor's staff meeting and activities, inclusive of celebrations and assemblies.
    - Clarification:
    - SASED staff will be allowed to participate in Host building staff meetings, activities, celebrations, and assemblies.

In order to support a collaborative implementation of this addendum, SASED will:

- Provide a projected class list and staff list to the Lessor's building administrator or designee by February 1 of the upcoming school year.
    - Projections will also be shared regarding potential inclusion needs, unique student needs, and projected grade assignments
    - Updates to the projected class list and staff list will be provided monthly
- Provide individual student medical plans to the Host nurse before the start of the new school year or within 3 days of a new student starting.
- Provide updated, accurate lists (by name) of all anticipated staff and students three weeks and again one week before the new school year begins.
- Notify the Lessor's building administrator or designee of any changes in SASED personnel before new staff start or immediately following the resignation or change in SASED personnel.
- Notify the Lessor's building administrator or designee of any changes in SASED class lists immediately following the change.

PROGRAM	ADMINISTRATOR	LOCATION	TEACHER	GRADES	CAPACITY	ENROLLED	PENDING	OPENINGS	ENROLLMENT %
DHH	Tara Corral	D45 - Early Childhood Center	Alexander	EC	8	5	0	3	62.50%
		D45 - Early Childhood Center	Spillan	EC	8	4	0	4	50.00%
		D45 - North School	Kirkman	EC	8	6	0	2	75.00%
		D45 - North School	Story	K	10	6	0	4	60.00%
		D45 - North School	Hamblin	K-2	10	4	0	6	40.00%
		D45 - North School	McGuire	1-3	10	6	0	4	60.00%
		D45 - North School	Nowicki	4-5	10	8	0	2	80.00%
		D201 - Westmont Junior High	Misener	6	10	9	0	1	90.00%
		D201 - Westmont Junior High	Quetsch-Rohrer	6-8	10	7	0	3	70.00%
				DHH TOTAL	84	55			65.48%
Pathways	Keith Zmijewski	SASED - Southeast School	Stojkovic	K-1	10	6	0	4	60.00%
		SASED - Southeast School	Deshazer	1-2	10	6	0	4	60.00%
		SASED - Southeast School	O'Sullivan	2-3	10	7	0	3	70.00%
		SASED - Southeast School	Moses	3-4	10	6	0	4	60.00%
		SASED - Southeast School	Gaona	5	10	7	0	3	70.00%
		SASED - Southeast School	Balogh	7	10	6	0	4	60.00%
		SASED - Southeast School	Tassone	7	10	8	0	2	80.00%
		SASED - Southeast School	Huerta	8	10	5	0	5	50.00%
		SASED - Southeast School	Nevins	7-8	10	4	0	6	40.00%
		SASED - Southeast School	Smith	9-10	10	9	0	1	90.00%
		SASED - Southeast School	Hilb	10-12	10	9	0	1	90.00%
		SASED - Southeast School	McFadden	10-12	10	9	0	1	90.00%
		SASED - Southeast School	Dombrow	11-12	10	6	0	4	60.00%
				PATHWAYS TOTAL	130	88			67.69%
Structured Learning ironment Program (SLE)	Amy McKee & Bridget Lessentien	D60 - Holmes Primary	Brady	EC	8	9	0	-1	112.50%
		D60 - Holmes Primary	Goins	EC	8	6	0	2	75.00%
		D60 - Holmes Primary	Holle	EC	8	7	0	1	87.50%
		D20 - Waterbury Elementary	Ryndak	K-1	8	5	0	3	62.50%
		D34 - Winfield Primary School	Ilyavi	K-3	10	8	0	2	80.00%
		D34 - Winfield Primary School	Walton	1-2	10	8	0	2	80.00%
		D34 - Winfield Primary School	Ball	6-7	8	4	0	4	50.00%
		D58 - Hillcrest Elementary	Goes	K-2	10	8	0	2	80.00%
		D58 - Kingsley Elementary	Lapato	K-2	10	7	0	3	70.00%
		D58 - Kingsley Elementary	Nile	K-1	10	8	0	2	80.00%
		D60 - Holmes Primary	Kilmczak	1-2	10	9	0	1	90.00%
		D20 - Waterbury Elementary	Pittman	2-3	8	5	0	3	62.50%
		D60 - Maercker Intermediate	Cabral	2-5	10	10	0	0	100.00%
		D66 - Prairieview Elementary	Griffin	3-5	10	8	0	2	80.00%
		D66 - Prairieview Elementary	Schmale	3-5	10	8	0	2	80.00%
		D34 - Winfield Central School	Broderick	6-8	7	6	0	1	85.71%
		D63 - Cass Junior High	Dahl	5-8	10	9	0	1	90.00%
		D63 - Cass Junior High	Kaufmann	5-8	11	11	0	0	100.00%
		D88 - Willowbrook High School	Granrath	9-12	10	9	0	1	90.00%
		D88 - Willowbrook High School	Martinez	9-12	10	7	0	3	70.00%
				SLE TOTAL	186	152			81.72%
Supportive Medical Needs Program (SMNP)	Kati Curby	SASED - Lisle Location	Barnes	EC-2	7	2	0	5	28.57%
		SASED - Lisle Location	Raponi	3-5	6	6	0	0	100.00%
		SASED - Lisle Location	Debruin	6-8	6	4	0	2	66.67%
		SASED - Lisle Location	Downs	9-12	6	5	0	1	83.33%
				SMNP TOTAL	25	17			68.00%
PROJECT SEARCH	Kati Curby	NORTHWESTERN-CENTRAL DUPAGE	Munchoff	12+	12	11			91.67%
		nly accepts students through application once per year		TOTAL	12	11			91.67%
TRANSITION	Kati Curby	SASED - Transition Center	Zacharski	12+	10	8	0	2	80.00%
		SASED - Transition Center	Dugan	12+	10	8	0	2	80.00%
		SASED - Transition Center	Duncan	12+	10	5	0	5	50.00%
		SASED - Transition Center	Baker	12+	10	8	0	2	80.00%
				TRANSITION TOTAL	40	29			72.50%
VISION	Amy Gebre	D48 - Salt Creek Primary	Barrutia	EC	6	3	0	3	50.00%
		D48 - Swartz Intermediate	Fernandez	1-4	8	8	0	0	100.00%
		D48 - Albright Middle	Vandercar	4-7	8	5	0	3	62.50%
		D48 - Albright Middle	Vargas	5-8	8	5	0	3	62.50%
		D88 - Addison Trail High School	Ariano	9-12	8	4	0	4	50.00%
		D88 - Addison Trail High School	Brusich	9-12	10	5	0	5	50.00%
		D88 - Addison Trail High School	Jackson	9-12	10	6	0	4	60.00%
				VISION TOTAL	58	36			62.07%
						ENROLLED	PENDING		ENROLLMENT %
					535	388	0		72.52%

For November Board Meeting

SASED Staffing Board Report

	FY25 - Board Approved	Added during 24-25 school year (IEP)	Filled with SASED Employee	Filled by Contract Employee	Unfilled, beginning of year	Unfilled, Never Filled	Unfilled, Due to Resignation	Unfilled, Due to FMLA
PROGRAM ADMIN	9.00		9.00	0.00	0.00			
ADMIN ASSIST	11.50		11.50	0.00	0.00			
CERTIFIED TEACHERS	59.00		54.00	0.00	5.00		1.00	
PE/ADAPTED PE TEACHER	6.00		6.00	0.00	0.00			
ELL TEACHER	2.00		2.00	0.00	0.00			
BCBA	2.00		2.00	0.00	0.00			
VOC COORDINATOR LBS II	1.00		1.00	0.00	0.00			
ART THERAPIST	2.00		2.00	0.00	0.00			
PERM SUBS	5.00		5.00	0.00	0.00			
O&M	5.00		5.00	0.00	0.00			
CERTIFIED PROGRAM ITINERANT TEACHER	1.00		1.00	0.00	0.00			
HI ITINERANT	5.00		5.00	0.00	0.00			
VI ITINERANT	3.80		3.80	0.00	0.00			
SPEECH	15.47		15.47	0.00	0.00			
BMS-Pathways	4.00		3.00	0.00	1.00			
SOCIAL WORK	9.40		9.40	0.00	0.00			
PSYCH	2.00		2.00	0.00	0.00			
NURSE - CSN	4.00		4.00	0.00	0.00			
AT - BMS	1.00		1.00	0.00	0.00			
SIIS COACH - BMS	8.83		8.83	0.00	0.00			
CUSTODIAN	1.00		1.00	0.00	0.00			
Food Handler	1.00		1.00	0.00	0.00			
BRAILIST	0.00		0.00	0.00	0.00			
Teacher Assistant/ABS Room - Pathways	2.00		1.00	1.00	0.00			
TEACHER ASST& SIGNING ASST	51.00		40.00	8.00	3.00			
1:1 Teacher Asst/1:1 Signing Asst	73.00	24.00	20.00	71.00	6.00			
TEACHER ASSISTANTS RBT	2.00		2.00	0.00	0.00			
MA/TA Classroom	0.00		0.00	0.00	0.00			
1:1 MATA	22.00	2.00	7.00	16.00	1.00			
JOB COACH	2.00		0.00	0.00	2.00	2.00		
Job Coach - PW	1.00		1.00	0.00	0.00			
AUDIOLOGIST	1.00		1.00	0.00	0.00			
LEAD INTERPRETER	1.00		1.00	0.00	0.00			
INTERPRETERS	6.00	2.00	4.00	4.00	0.00			
1:1 INTERPRETER	0.00				0.00			
MOVEMENT SPECIALIST	1.00		1.00	0.00	0.00			
OT	45.80		45.20	0.00	0.60			
PT	10.20		10.20	0.00	0.00			
COTA	2.00		2.00	0.00	0.00			
Early Choices	3.50		3.50	0.00	0.00			
TRANSPORTATION	3.00		2.00	0.00	1.00			1.00
EXECUTIVE ADMIN	1.23		1.23	0.00	0.00			
ASST DIRECTORS	3.00		3.00	0.00	0.00			
BUSINESS SERVICES	4.00		4.00	0.00	0.00			
Medicaid	0.80		0.80	0.00	0.00			
HUMAN RESOURCES/STAFF SERVICES	2.00		2.00	0.00	0.00			
BUILDINGS & GROUNDS	1.00		1.00	0.00	0.00			
TECHNOLOGY	3.00		2.00	0.00	1.00		1.00	
DATA ANALYST	1.00		1.00	0.00	0.00			
YOUTH SERVICES COORDINATOR	1.00		1.00	0.00	0.00			
TOTAL FTE	**402.53**	**430.53**	**309.93**	**100.00**	**20.60**	**2.00**	**2.00**	**1.00**

	October
Legend:	26.60
positions to be filled	

Sign Up Sheet for Tours of SASED Properties

If you are interested in taking a short tour of the SASED District Office, please place a check on the date you prefer.

District Office- 2900 Ogden

Name	December 4 7:30 am	December 12 7:30 am	December 18 1:30 pm	January 16 3:30 pm
Dr. Castillo				
Dr. Woell				
Ms. Davis				
Dr. Rich				
Dr. Graber				
Dr. Zaher				
Dr. Russell				
Dr. Nugent				
Mr. Cross				
Dr. Wise				
Dr. Broncato				
Dr. Barbanente				
Dr. Johansen				
Dr. Thiele				
Dr. Kyle				
Mr. Balderman				
Dr. Filipiak				
Dr. Campbell				

If you are interested in taking a short tour of Southeast, please place a check on the date you prefer.

Southeast School 6S331 Cornwall Rd. Naperville (Northwest corner of Maple and Naper)

Name	November 25 9:00 am	December 6 11:00 am	December 11 9:00 am	December 12 2:00 pm	January 10 9:00 am
Dr. Castillo					
Dr. Woell					
Ms. Davis					
Dr. Rich					
Dr. Graber					
Dr. Zaher					
Dr. Russell					
Dr. Nugent					
Mr. Cross					
Dr. Wise					
Dr. Broncato					
Dr. Barbanente					
Dr. Johansen					
Dr. Thiele					
Dr. Kyle					
Mr. Balderman					
Dr. Filipiak					
Dr. Campbell					