



**Board of Directors Meeting  
September 17, 2025  
SASED Administrative Center  
2900 Ogden  
Lisle, IL 60532  
2:00 PM  
AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
  - a. Approval of Open Session Minutes from August 6, 2025 Board of Directors Meeting
  - b. Personnel Recommendations
    - 1) Accept/Approve the Resignations, Retirements, Employment, and Change of Employment Status of Educational Support Staff, Licensed Staff, and Registered Staff as presented.
    - 2) Approve the Maxim Healthcare Education Services Agreement, Amendment No. 3, as presented
  - c. Financial
    - 1) Budget Reports
    - 2) Treasurers/Investments Reports
    - 3) Payroll Reports for August 2025
    - 4) Bill List for September 2025
    - 5) Interim Checks and Voids for August 2025
  - d. Governance
    - 1) Approve the Release and Settlement Agreement with Selective Insurance and the Board of Education of Center Cass SD66
    - 2) First Reading of the Updated Policies Released with IASB PRESS Issue 119
    - 3) Approve the Master Service Agreement Renewal with Net56
    - 4) Accept the Donation Received from the Lions Club of Oakbrook Terrace
5. **Action Items**
  - a. Approve the Non-Precedent Agreement between SASED and the SASED Education Association, IEA-NEA and Identified Staff Members
  - b. Approve the Recommended Architect and Letter of Intent with Wight & Company
6. **Discussion/Information**
  - a. SASED SY25-26 Enrollment
  - b. Buildings and Grounds Update
  - c. Human Resources Staffing Update
  - d. Technology Department Update
  - e. Committee Reports
  - f. Executive Director Report
7. **Convene into Closed Session**
  - a. To convene into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1;

8. **Reconvene into Open Session**
9. **Adjournment**



**Dr. Kim Dryier**  
*Executive Director*

**ACTION ITEM**

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To: SASED Board of Directors  
From: Kim Dryier, Executive Director  
Date: September 17, 2025  
Re: Approval of Board of Directors Meeting Minutes

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Open session meeting minutes from the August 6, 2025 Board of Directors Meeting.

Recommended Action: SASED Administration requests that the Board of Directors approve the open session meeting minutes from the August 6, 2025 Meeting.



**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE**

**SASED Board of Directors Meeting  
August 6, 2025 - 2:00 PM  
SASED Administrative Center  
2900 Ogden Avenue, Lisle, IL 60532**

**OPEN SESSION MINUTES**

Dr. Jean Barbanente, Chairperson, called the SASED Board of Directors meeting to order at 2:04 pm and welcomed those in attendance.

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

<b>Present:</b>	<b>District</b>	<b>Representative</b>
	Benjamin School District 25	Dr. Patrick McGill
	West Chicago Elem School District 33	Ms. Kristina Davis
	Winfield School District 34	Dr. Matt Rich
	DuPage County School District 45	Dr. Brian Graber
	Salt Creek School District 48	Dr. Amy Zaher
	Cass School District 63	Mr. Mark Cross
	Center Cass School District 66	Dr. Andrew Wise
	Woodridge School District 68	Dr. Patrick Broncato
	DuPage High School District 88	Dr. Jean Barbanente
	Community High School District 94	Dr. Kurt Johansen
	Community High School District 99	Dr. Hank Thiele
	Community Consolidated School District 180	Dr. Tom Schneider
	Lisle Community Unit School District 202	Dr. Keith Filipiak
	Elmhurst Community Unit School District 205	Dr. Keisha Campbell
<b>Absent:</b>	Keeneyville School District 20	
	Downers Grove School District 58	
	Maercker School District 60	
	Westmont Community Unit School District 201	

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

Also in attendance:

Dr. Kim Dryier, Executive Director, SASED  
Dr. Elizabeth Vander Woude, Asst. Dir. Programs and Services, SASED  
Ms. Rachel Wisniewski, CSBO, SASED  
Mr. Dan Lawler, Technology Coordinator, SASED  
Ms. Senga Lowe, Board Recording Secretary, SASED  
Tammie Schallmo, PMA  
Adam Parisi, DuPage SD45 Business Manager  
Curt Saindon, Woodridge SD68 Business Manager  
Dan Oberg, CHSD 94 Business Manager  
Ryan Domeracki, Downers Grove SD58 Business Manager  
Robin Cox, SASED

- 2. Pledge of Allegiance**
- 3. Public Comment - None**

#### 4. Consent Agenda

- a. Approval of Open Session Minutes from June 11, 2025 Board of Directors Meeting
- b. Personnel Recommendations
  1. Accept/Approve the Resignations, Retirements, Employment, and Change of Employment Status of Educational Support Staff, Licensed Staff, and Registered Staff as presented.
- c. Financial
  1. Budget Reports
  2. Treasurers/Investments Reports
  3. Payroll Reports for June and July 2025
  4. Bill List for July and August 2025
  5. Interim Checks and Voids for June and July 2025
- d. Governance
  1. Approve the Second Reading and Adoption of the Updated Policies Released with IASB PRESS Issue 118
  2. Approve the SY25-26 Renewal Contract for Frontline
  3. Approve the Services Agreement with 2Axend, LLC
  4. Approve the Intergovernmental Agreements between SASSED and Berwyn South SD100, and SASSED and West Aurora SD129 to enroll a non-member district student in a SASSED program.

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

#### **Upon Roll Call Vote:**

**Ayes:** McGill SD25, Davis SD33, Rich SD34, Graber SD45, Zaher SD48, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Schneider SD180, Filipak SD202, Campbell SD205.

**Nays:** None

**Ayes:** 14 Districts

**Nays:** None

**Absent:** 4 Districts

***Upon roll call vote, motion passed.***

#### 5. Action Items

- a. Approved the Removal of Student Growth Metric from PERA Teacher Evaluation System and adopted the Memorandum of Understanding as part of the SASSED/SEA Agreement

***A motion was made to approve the Removal of Student Growth Metric from PERA Teacher Evaluation System and adopt the Memorandum of Understanding as part of the SASSED/SEA Agreement, as presented. This motion was made by Member Wise and seconded by Member Broncato.***

#### **Upon Roll Call Vote:**

**Ayes:** McGill SD25, Davis SD33, Rich SD34, Graber SD45, Zaher SD48, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Schneider SD180, Filipak SD202, Campbell SD205.

**Nays:** None

**Ayes:** 14 Districts

**Nays:** None

**Absent:** 4 Districts

***Upon roll call vote, motion passed.***

#### 6. Discussion/Information

- a. FOIA Request from Public Info Access LLC - Ms. Wisniewski summarized the request and SASSED responded as presented.

- b. FOIA Request from the Association for the Advancement of Civil Liberties (AACL) - Ms. Wisniewski summarized the request and SASSED responded as presented.
- c. Summary of Extended School Year (ESY) - Dr. Vander Woude provided a summary of ESY to the Board.
- d. Medicaid/Embrace Update - Ms. Wisniewski provided an update regarding Medicaid and Embrace to the Board.
- e. Executive Director Report by Dr. Dryier
  - 1. Strategic Plan Updates
    - a. Staffing
      - 1. Currently 3 certified staff openings and lower number of contractual staff
      - 2. Meetings with Benedictine and North Central occurred. SASSED staff will be visiting NC classrooms in the fall to review programming and recruit for clinicals and student teaching. SASSED is scheduled to host students from Benedictine and NC this school year.
    - b. Programs and Services
      - 1. Training for AIMS and Ukero have occurred.
        - a. Additional training is scheduled for the the week of August 11th for all Southeast Staff
        - b. A Southeast Staff Leadership Team has been established and meeting all summer to problem solve and prepare for the new school year.
      - 2. Several program changes have been scheduled for the Transition program, including a new environmental floor plan, the PAES lab being relocated to the transition program location, and more microbusinesses are planned for the fall.
      - 3. A schedule has been created that allows for a much higher administrative presence in all programs.
    - c. Communication
      - 1. Staff and Student Attendance Processes have been developed and will shared opening week.
      - 2. A schedule for GLTs and PLT's has been created for ALL programs.
      - 3. IEP Facilitation Training occurred. The new IEP Compliance Managers are developing training modules, inclusive of the roles and responsibilities of all staff members, along with expected standards and model templates.
    - d. Operations
      - 1. A new PO process was developed and will implemented this school year
      - 2. The negotiation team has been identified- Dr. Castillo, Dr. Filipiak, and Dr. Zaher
      - 3. An RFQ for a new Architect Firm has been developed. It will be posted after the Board meeting. It outlines a tight timeline for decision.
      - 4. SASSED is working with Choose DuPage to investigate facility opportunities
  - 2. SY25-26 Opening Day - Dr. Dryier provided a summary of the Opening Day agenda.
  - 3. Dare to Lead Training - SASSED hosted Dare to Lead Training on July 22-24th. Attendees included SASSED administration, Teacher Association Leadership, and SASSED Staff Leaders. It was an amazing three days, facilitated by Dr. Lizzy Perez. Many new tools were shared to increase our effectiveness as well as our abilities to be more empathetic and daring leaders. Feedback was awesome from all participants and this training was a fantastic springboard for our new year.
- f. Funding Options for New Facility - Tammie Shallmo from PMA presented the funding options to the Board. The Board asked her to share the presentation with the district business managers as well, of which some were in attendance. Key points discussed were 1) What's the cost?, 2) What are the savings?, 3) How do we pay for the new facility?





**ACTION ITEM**

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To: SASED Board of Directors  
Via: Dr. Kim Dryier  
From: Dr. Julia Wheaton, Interim Chief Human Resource Officer  
Date: September 17, 2025  
Re: Personnel Recommendations

**Purpose:** This month's personnel report on staffing changes, including new hires, departures, and any leaves is being presented for your review.

Please see the attached Personnel Notes.

*Financial Impact:* Filled positions have been accounted for in the FY26 budget.

*Recommended Action:* SASED Administration requests that the Board of Directors approve the personnel recommendations as presented.



# School Association for Special Education in DuPage

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## PROPOSED PERSONNEL ACTION

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

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Hall, Kaitlin	Teacher/SLE Winfield Primary	Tuition	8/18/2025	8/28/2025	Personal reasons
Hawes, Jennifer	Teacher/APE SLE Program	Tuition	8/10/2023	5/29/2025	Personal reasons
Nevins, Jennifer	Teacher/SLE Winfield Primary	Tuition	8/12/2024	5/29/2025	Personal reasons
Olenec, Karen	Teacher Transition Program	Tuition	8/8/2025	8/29/2025	Personal reasons
Rogus, Brian	Teacher/APE SASED Programs	Tuition	8/18/2025	9/12/2025	Personal reasons

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

McKinney, Laura	Occupational Therapist .40 F.T.E.	User Fee Member Dists.	8/12/2019	9/2/2025	Personal reasons
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### 3. Resignations/Retirements/Terminations – Educational Support Staff

Asare, Joann	Audiology Assistant SAC - .53 F.T.E.	Tuition	3/25/2025	8/8/2025	Personal reasons
Barrutia, Diana	Teacher Assistant/VI Addison Trail H.S.	Tuition	8/22/2023	9/5/2025	Accepted another position
Gindy, Jackleine	Teacher Assistant/SLE Anne M. Jeans	Tuition	8/17/2000	8/19/2026	Retiring

### 4. Appointments – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Buetow, Adina	Teacher/VI Kingsley	Tuition	8/11/2025		\$68,240.00
Hodalic, Tamara	Teacher/VI Kingsley	Tuition	8/11/2025		\$54,592.00
Pullins, Courtney	Teacher/Pathways Southeast School	Tuition	8/8/2025		\$102,633.00
Tronc, Eric	Teacher/APE SASED Programs	Tuition	8/18/2025		\$52,812.60 Prorated from \$54,592.00



# School Association for Special Education in DuPage

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## 5. Appointments – Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Khan, Laila	Teacher Assistant/VI Kingsley	Tuition	9/2/2025	\$19.45	
Leyva, Danna	Teacher Assistant Transition	Tuition	8/11/2025	\$17.96	
Sommers, Beth	Teacher Assistant/SLE Lisle South	Tuition	8/14/2025	\$17.96	
Upadhyayula, Madhurima	Teacher Assistant/SLE Winfield Primary	Tuition	8/11/2025	\$19.45	

## 6. Change of Employment Status – Licensed Staff

Ilyavi, Catherine	From:				
	Teacher Assistant/SLE Winfield Primary	Tuition	9/16/2014	\$21.44	
	To:				
	Permanent Teacher Substitute SASED Programs	Tuition	9/8/2025		\$49,844.87 Prorated from \$54,592.00
Marchese, Jameson	From:				
	Teacher Assistant Transition	Tuition	9/23/2015	\$20.56	
	To:				
	Teacher Transition	Tuition	9/4/2025		\$49,251.48 Prorated from \$54,592.00
Quilico, Kaitleen	From:				
	BCBA/Pathways Southeast	Tuition	8/12/2024		\$88,553.46 (184 days)
	To:				
	IST/SI Specialist Pathways/Southeast	Tuition	8/4/2025		\$95,927.00 (195 Days)

9/17/2025



# School Association for Special Education in DuPage

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## 6. Change of Employment Status – Licensed Staff - Licensed

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Scholle Shearer, Margaret	From:				
	Speech/Language Pathologist VI Program-.68 F.T.E.	Tuition	9/22/2008		\$68,273.10 Prorated from \$99,701.00
	To:				
	Speech/Language Pathologist VI Program-.61 F.T.E.	Tuition	8/11/2025		\$60,958.13 Prorated from \$99,701.00

## 7. Change of Employment Status – Educational Support Staff

Campbell, Joanne	From:				
	Permanent Teacher Substitute SASED Programs	Tuition	8/12/2024		\$56,046.44
	To:				
	Teacher Assistant/SLE Winfield Primary	Tuition	9/8/2025	\$19.45	
Halak, Haley	From:				
	Administrative Asst./DHH – SAC	Tuition	8/6/2024	\$19.76	
	To:				
	Audiology Assistant SAC - .53 F.T.E.	Tuition	8/25/2025	\$19.76	

**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

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## FOR INFORMATION ONLY

### 1. Leave of Absence/FMLA – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Goes, Jennifer	Teacher/SLE Hillcrest	8/23/2025 – Intermittant

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### 2. Leave of Absence/FMLA – Educational Support Staff

Abts, Cynthia	Medical/Teacher Assistant Transition	8/25/2025 – 9/12/2025
Gindy, Jackleine	Teacher Assistant/SLE Anne M. Jeans	9/8/2025 – 9/18/2025
McCarthy, Lawrence	Maintenance Manager SAC	9/12/2025 – 10/17/2025
Payne, Julie	Teacher Assistant Transition	8/11/2025 – 9/26/2025
Sudds, Pamela	Data Analyst SAC	9/25/2025 – 10/5/2025

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### 3. Leave of Absence/Unpaid – Educational Support Staff

Upadhyayula, Madhurima	Teacher Assistant/SLE Winfield Primary	9/17/2025 – 11/5/2025
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From: **Laura McKinney** <[lmckinney@sased.org](mailto:lmckinney@sased.org)>

Date: Sun, Jul 13, 2025 at 1:08 PM

Subject: McKinney FMLA return

To: Sherilyn Genin <[sgenin@sased.org](mailto:sgenin@sased.org)>

Hi Sherilyn,

I hope you are doing well and you are having a great summer. I have decided not to return to my position at SASED in November following the conclusion of my maternity leave.

This has not been an easy decision, but after careful consideration, I have decided to focus on my family at this time and think it is best to slowly return to the workforce, building back my private practice caseload. I am truly grateful for the support and understanding and I appreciate your flexibility in trying to find a 2-day/week position that would have accommodated my schedule.

I want to thank you for your leadership and support through the years I've been at SASED. I've learned a great deal and will carry those lessons with me into the future.

Warm regards,

Laura McKinney

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Laura McKinney MOT OTR/L

SASED Occupational Therapist

Dist. 58, Indian Trail Elementary School

[lmckinney@sased.org](mailto:lmckinney@sased.org)

**Tuesdays full day**

**Wednesdays full day**

**Fridays PM only**

*last day - 9/12/2025*

**From: Joann Asare**  
Date: Sun, Aug 10, 2025 at 10:51 PM  
Subject: Effective for 08/12/2025 going (no work on Mondays)  
To: Tara Corral <[tcorral@sased.org](mailto:tcorral@sased.org)>

Good Evening Tara,

I hope this email finds you well, my apologies for emailing at this time, but I do want to start off by saying thank you so much for your patience and cooperation during this tough time for me and my family, it means the world truly.

Unfortunately due to so many unforeseen circumstances, I would be unable to come back to SASSED at this moment, the sudden passing as well as other personal matters beyond my control have unfortunately affected and changed so much for me, one of those factors being me having to relocate due to my living situation temporarily.

Since I'm unable to tell when I'd be able to come back because of the nature of the situations I felt it would be best to resign rather than keep everyone in a gray area. I feel so terrible about this all on top of everything that's already going on; SASSED was truly the first place to ever treat me like family and welcome me with open arms and I'll forever be grateful. I am hoping the dust will settle on my end and honestly would love to come back if the opportunity presented itself again.

Again, I am so so sorry for any inconvenience this may have caused, please let me know if there's anything you need from me or if there's anything I can do to help.

Best Regards,  
Joann Asare

Diana Barrutia  
Tue, Aug 26, 3:42 PM

Good Afternoon,

I have accepted another position and will start on September 8th. My last day as a paraprofessional at SASSED will be Friday September 5, 2025. I appreciate the opportunities SASSED has offered me.

Thank you,  
Diana Barrutia

On Tue, Aug 19, 2025 at 9:22 PM Jackleine Gindy <[jgindy@sased.org](mailto:jgindy@sased.org)> wrote:

Hello Julia. thank you so much for taking time today to sit with me and my son and explain everything to us. we truly appreciate it.

This is an official request for my retirement on August 19, 2026.

Please let me know if you need anything else from me at this time.

Jackleine Gindy

To SASED administration, board of directors and HR Team

Due to multiple breaches of the IEA NEA contract as well as several other reasons, I will be resigning from my position as a teacher with SASED, effective immediately.

Listed below are the contract breaches:

**Article VI**

*Section 6.5 - Employees new to SASED will be required to attend two days of New Employee Orientation.*

My first day of employment was 08/18/2025. I was not provided any days of orientation before starting in the classroom. I was given very little information before starting on 8/18/25. I was extremely unprepared to start in this position.

*Section 6.5 - Each new, first year employee covered by this agreement shall be provided with a mentor.*

I was not provided a mentor.

**Article VII**

*Section 7.6 - Each teacher shall have a minimum of 150 minutes per week of plan time.*

From 8/18-8/28, I was provided approximately 45 minutes of plan time.

*Section 7.9A - All employees shall be provided a duty-free uninterrupted lunch equal to regular to local school lunch period but not less than thirty minutes in each school day... Through mutual agreement between the employee and his/her immediate supervisor, the employee may work through the duty-free lunch period and leave the workplace an equal time earlier.*

From 8/18/25-8/28/25, I was provided 0 minutes of duty-free uninterrupted lunch time each day. This deviation was not made by mutual agreement between the employee and the immediate supervisor. It also was not possible to leave early as students were still in my classroom past 3pm every day.

*Section 7.11A - An employee shall not be required to work under unsafe or hazardous conditions, provided at all times the employee's responsibility shall be the protection of students and their continued safety and well being.*

The classroom I was given is not adequately equipped for the students in my class. There is nowhere to store items that need to be locked up (cleaning supplies, scissors, hand sanitizer, snacks). This has been an issue with my students getting into all of the

items listed. I put child locks on the 2 cabinets in the room, but they were ripped open and broken by a student.

There is a student in my class whom I believe is in an inappropriate setting. The behaviors they exhibit create an unsafe environment for other students, staff and themselves. He has hurt several of my students and to my knowledge, no action has been taken.

*Section 7.11B - If a student has a known or suspected communicable disease, notification to staff and others will be made to the extent necessary, and within the current ISBE guidelines, to minimize the health risk to staff and others.*

A student's temperature was taken around 2:20pm and read a temperature of 102.2. The student was sent back to my classroom for the remainder of the day and was sent home on a bus with other students on it. The student's mom later emailed me that he had hand, foot, and mouth disease.

*Section 7.11C - If a student is exhibiting behaviors that will result in the student presenting a danger to himself or others, the following must occur: The student's individual behavior intervention procedures from the Individual Education Plan and/or Functional Behavioral Analysis/Behavior Intervention Plan must be implemented. If after performing the prescribed interventions the student still presents a danger to the students' or others' safety, the student may be temporarily removed from the learning environment in accordance with emergency procedures for that building.*

Per the IEP and BIP, a student in my class is required to have a 1:1 staff at all times. The student has not been provided a 1:1 staff. The intervention procedures from the IEP and BIP have been followed as best as possible with the staff we have. Breaks to the bathroom and sensory room are provided but due to being understaffed, there are times that removing the student from the classroom is not an option.

Other factors that have contributed to my resignation decision are as follows:

- I was given no communication about the extremity of the behaviors in my classroom prior to starting.
- I have expressed concerns about the safety of my students multiple times to the administration and to my knowledge, no action has been taken.
- I asked HR on 8/22/25 to see my contract as I was not provided a copy. I was told it would be sent to me on 9/17/25 after the board approves it. With it being a contract I already signed and is in my file, I should have access to it.
- Not being provided with 3 paraprofessionals/support staff like I was told in my interview. On 8/21 in the afternoon and all day on 8/26, I was assigned one teacher assistant in my room.

- Teachers do not have access to curriculum.
- An escalated student was brought back into my classroom instead of staying in the sensory room/outside of the classroom. This resulted in 2 students being attacked.
- The subs being assigned to my room have changed multiple times. There is no advanced notice of change for my students and it takes time for each new sub to learn my students and how to support them.
- There have been two instances where I emailed asking for extra support for the safety of my kids and got no response back. There also have been verbal requests for more support that have been ignored.
- Three of my students showed up early on a late start day and came to my classroom which resulted in loss of my plan time, again.

My values and priorities as a teacher are not aligned with the way this program is working right now. I cannot continue to work for SASED as I feel they are failing the students and staff.

Thank you,  
Kaitlin Hall



On Thu, Aug 7, 2025 at 8:26 AM Jennifer Hawes <[jhawes@sased.org](mailto:jhawes@sased.org)> wrote:  
Dear Dr. Dryier,

This letter serves as formal notification of resignation from my position as APE teacher at SASED. I sincerely apologize that this is so late in the summer but the reason for resignation is due to family reasons. This has been a very emotional time for me and I have been torn with making this decision but I believe it is in the best interest of my family to resign and seek other opportunities.

I have made relationships with all students and staff who will greatly be missed. I have appreciated the immense support from both the adapted PE team and school administration in my last two years at SASED as well as the opportunity for growth and professional development. I can only wish for SASED continued success in the future.

Sincerely,

Jennifer

(Jennifer Hawes)



Tara and Kati,

This is to officially inform you of my immediate resignation from my position for the 2025-2026 school year.

As I mentioned on my phone call with Tara, the radical switch from working with ED kids was always going to be somewhat of a challenge but I approached it with a positive attitude and did all I could do to prepare with the limited information I had. After I recently received my caseload, I quickly saw that their needs require a lot of support and organization, which I am not confident will be in place to the level I will need it to be given my lower level of experience working with this population.

I regret the short notice. I know it will pose problems for you. This is disappointing for myself as well as I truly enjoyed working for SASSED at Pathways and hoped to possibly return there after my time at Winfield.

Jennifer Nevins

PS- I will return my computer to the SAC tomorrow.

--

Jennifer Nevins

Special Education Teacher

SASSED Southeast-Pathways



From: **Karen Olenec** <kolenec@sased.org>

Date: Thu, Sep 4, 2025 at 7:35 AM

Subject: Official Letter of Resignation

To: Julia Wheaton <jwheaton@sased.org>

Good Morning Julia. Below is the letter I just sent to the Transition team. I am still waiting for the letter from the doctor that I met with yesterday. I will forward it to you as soon as it arrives. Please let me know if Amy sent you the letter from the ER doctor from last week. If not, I will send that to you as well.

Good Morning,

Thank you for all of the kindness, patience, encouragement, and grace since we met this past July. This team of educators is absolutely in a class of their own. I feel blessed to have witnessed your incredible work.

This is my official letter of resignation.

For many reasons, some personal and some professional, it is undoubtedly clear that I must step away.

I wish you all the very best this school year and beyond. Your students are incredibly fortunate to have this team of people.

Thank you,

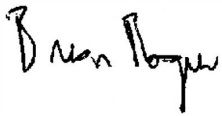
Karen Olenec



To Whom it May Concern,

I, Brian Rogus am resigning my position as Adaptive Physical Education Teacher from SASED School District on this day September 12th, 2025.

Sincerely,


A handwritten signature in black ink that reads "Brian Rogus". The signature is written in a cursive style with a large initial "B".

Brian Rogus



**ACTION ITEM**

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To: SASED Board of Directors  
Via: Dr. Kim Dryier  
From: Dr. Julia Wheaton, Chief Human Resources Officer   
Date: September 17, 2025  
Re: Approval of the Maxim Amendment Agreement #3- August 1, 2025 - July 31, 2027

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Summary: Maxim Healthcare Education Services Staffing Agreement, Amendment No. 3, provides a two-year extension to the initial contract effective on June 6, 2023 which was scheduled to terminate on June 6, 2024 following a previous contract amendment. The two-year extension reflects a 3% rate increase for each year which is commensurate with market rate increases.

Financial Impact: The two-year extension reflects a 3% rate increase for each year which is commensurate with market rate increases and within compensation rate increases for similar SASED human resource needs.

Recommended Action: SASED Administration requests that the Board of Directors approve the Maxim Healthcare Education Services Agreement #3 for August 1, 2025 to July 31, 2027..



**EDUCATION SERVICES STAFFING AGREEMENT AMENDMENT No. 3**

This Third Amendment (hereinafter "Amendment") to the Education Services Staffing Agreement (hereinafter "Agreement") is entered into this 18th day of June 2025, by and between **The School Association for Special Education in Dupage County**, referred to in this Agreement as "CLIENT," and **Maxim Healthcare Services, Inc.** a Maryland Corporation including its affiliates and subsidiaries, referred to in this Agreement as "MAXIM."

**RECITALS**

**WHEREAS**, CLIENT and MAXIM entered into an Agreement, with an effective date of June 6, 2023.

**WHEREAS**, this Agreement was scheduled to terminate on June 6, 2024, however, the Parties amended the Agreement to be effective through to July 31, 2025 via an amendment dated 12<sup>th</sup> August 2024.

**WHEREAS**, the Parties now wish to extend the term of the Agreement for additional two (2) school calendar years, through to July 31, 2027.

**WHEREAS**, the Parties also wish to incorporate an annual rate increase of 3%.

**THEREFORE**, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, and intending to be legally bound, CLIENT and MAXIM hereby agree to amend the Agreement to incorporate the following terms and conditions:

Section 2.1 is hereby deleted in its entirety and replaced with the following:

**Section 2.1. Term** This Agreement will commence on June 6, 2023, and will continue through to July 31, 2027.

The following language is hereby incorporated into Attachment A; all other terms and conditions will remain unchanged:

**Annual Rate Increase:** An annual increase of three percent (3%) of the Base Rate(s) will be added to each service, effective on the first day of each new school year, based on the prior year's rates. These rates shall become effective August 1, 2025, and increase each educational calendar year.

The terms and conditions of this Amendment are effective as of June 18, 2025. All other terms and conditions will remain unchanged as stated in the Agreement.

CLIENT and MAXIM have acknowledged their understanding of and agreement to the mutual promises written above by executing and delivering this Agreement as of the date set forth above.

THE SCHOOL ASSOCIATION FOR SPECIAL  
EDUCATION IN DUPAGE COUNTY

MAXIM HEALTHCARE SERVICES, INC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**ACTION ITEM**

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To: SASED Board of Directors  
Via: Dr. Kim Dryier  
From: Rachel Wisniewski, Assistant Director of Business/CSBO  
Date: September 17, 2025  
Re: Approval of Financial Reports

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Summary: The Budget Progress report and the Treasurer's report for the period ending August 31, 2025 are attached for your review.

Financial Impact: Revenue for the month of August 2025 totaled \$21,109,849 and consisted primarily of Tuition Revenue. The pre-bill for the tuition programs was invoiced in August. Revenue also included Evidence Based Funding and Medicaid. Year to date revenues including Medicaid flow thru through August totaled \$22,467,915 representing 55% of budgeted revenue. Expenditures for the month of August 2025 totaled \$739,949 and consisted of regular and customary expenditures, including salaries and benefits, and contractual payments. Year to date expenditures through August 2025 totaled \$1,500,257 representing 3% of budgeted expenditures.

The Treasurer's Report reflects accrual based general ledger balances. The Treasurer's report shows that as of August 31, 2025, SASED's general ledger balance totaled approximately \$6.6 M. From this balance, \$2,030,414 is held in our demand deposit account at Fifth Third. The remaining \$4,557,485 is held in investments through PMA and Fifth Third Securities. SASED's general ledger balance at the end of August is 15% of budgeted expenditures.

Recommended Action: SASED Administration requests that the Board of Directors approve the financial reports as presented.

**School Association for Special Education in DuPage County**

Budget Report (accrual basis)

For the Month Ending August 2025

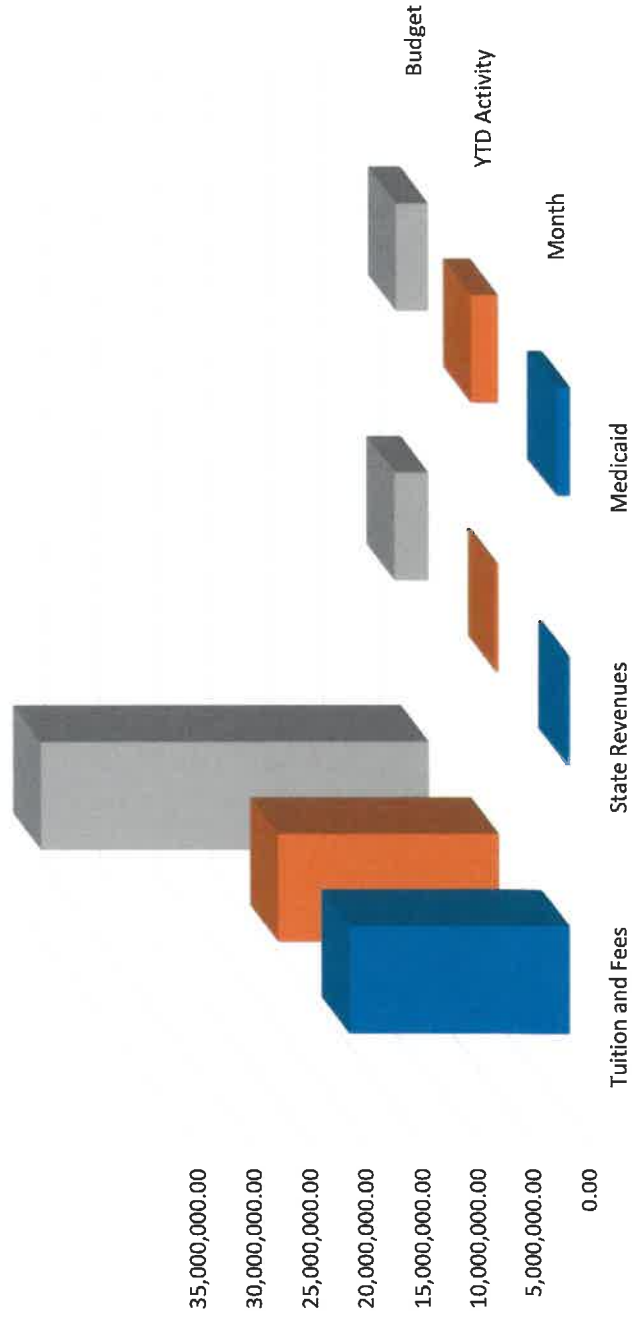
					<u>Unexpended</u>		
<u>Revenues</u>	<u>Original Budget</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Encumbered</u>	<u>Budget Balance</u>	<u>% of Budget</u>	<u>% of Budget (prior year)</u>
Tuition and Fees	\$ 34,359,373	\$ 19,648,980	\$19,660,871		\$14,698,502	57.2%	51.8%
State Revenue	\$ 3,044,932	\$ 254,690	\$ 254,690		\$ 2,790,242	8.4%	8.4%
Federal Revenue	\$ 304,468	\$ 112	\$ 78,326		\$ 226,142	25.7%	6.5%
Medicaid Revenue	\$ 2,869,500	\$ 1,206,067	\$ 2,431,017				
Grant Revenue	\$ 417,000	\$ -	\$ 43,011		\$ 373,989	10.3%	3.3%
<b>Total Revenues</b>	<b>\$ 40,995,273</b>	<b>\$ 21,109,849</b>	<b>\$22,467,915</b>		<b>\$18,088,875</b>	<b>54.8%</b>	<b>48.1%</b>
<u>Expenditures</u>							
Payroll	\$ 23,734,033	\$ 343,051	\$ 659,594	\$ 2,359,532	\$23,074,439	2.8%	3.5%
Benefits	\$ 6,283,681	\$ 72,861	\$ 133,405	\$ 669,758	\$ 6,150,276	2.1%	2.6%
Purchased Services	\$ 8,632,076	\$ 251,710	\$ 605,631	\$ 728,279	\$ 8,026,445	7.0%	7.4%
Supplies	\$ 719,130	\$ 34,104	\$ 31,119	\$ 204,673	\$ 688,011	4.3%	19.5%
Capital Outlay	\$ 1,874,604	\$ -	\$ -	\$ 239,786	\$ 1,874,604	0.0%	2.2%
Other Objects/ Medicaid Flow Through	\$ 2,111,029	\$ -	\$ -	\$ -			
Equipment	\$ 160,000	\$ 38,224	\$ 70,508	\$ 106,872	\$ 89,492	44.1%	2.4%
<b>Total Expenses</b>	<b>\$ 43,514,553</b>	<b>\$ 739,949</b>	<b>\$ 1,500,257</b>	<b>\$ 4,308,901</b>	<b>\$39,903,267</b>	<b>3.4%</b>	<b>5%</b>

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY  
MONTHLY REVENUE REPORTING  
31-Aug-25**

**SASSED PROGRAMS**

Program	Aug-25 Monthly Activity	2025-26 FYTD Activity	2025-26 Original Budget	% YTD
Tuition and Fees	19,637,711.86	19,727,817.48	34,610,274.00	57.0%
State Revenues	254,510.00	254,510.00	3,042,544.00	8.4%
Medicaid	1,206,067.49	2,431,017.09	2,869,500.00	84.7%
<b>Total</b>	<b>21,098,289.35</b>	<b>22,413,344.57</b>	<b>40,522,318.00</b>	<b>55.3%</b>

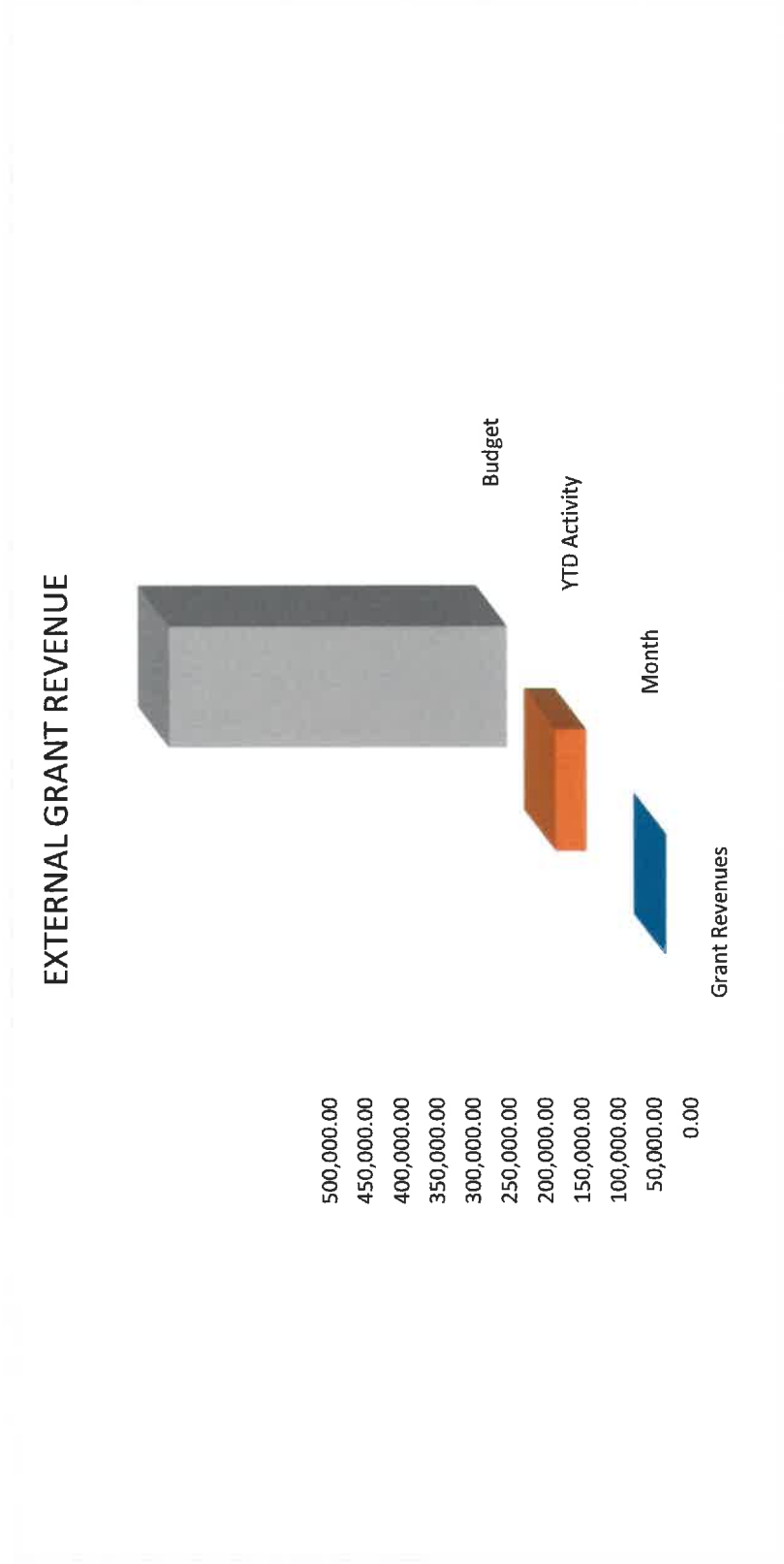
**SASSED PROGRAM REVENUE**



**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY  
MONTHLY REVENUE REPORTING  
31-Aug-25**

**EXTERNAL GRANT PROGRAMS**

Program	Aug-25	2025-26	2025-26	%
Grant Revenues	Monthly Activity	FYTD Activity	Original Budget	YTD
Grant Revenues	<u>0.00</u>	<u>43,010.80</u>	<u>472,955.00</u>	<u>9.1%</u>

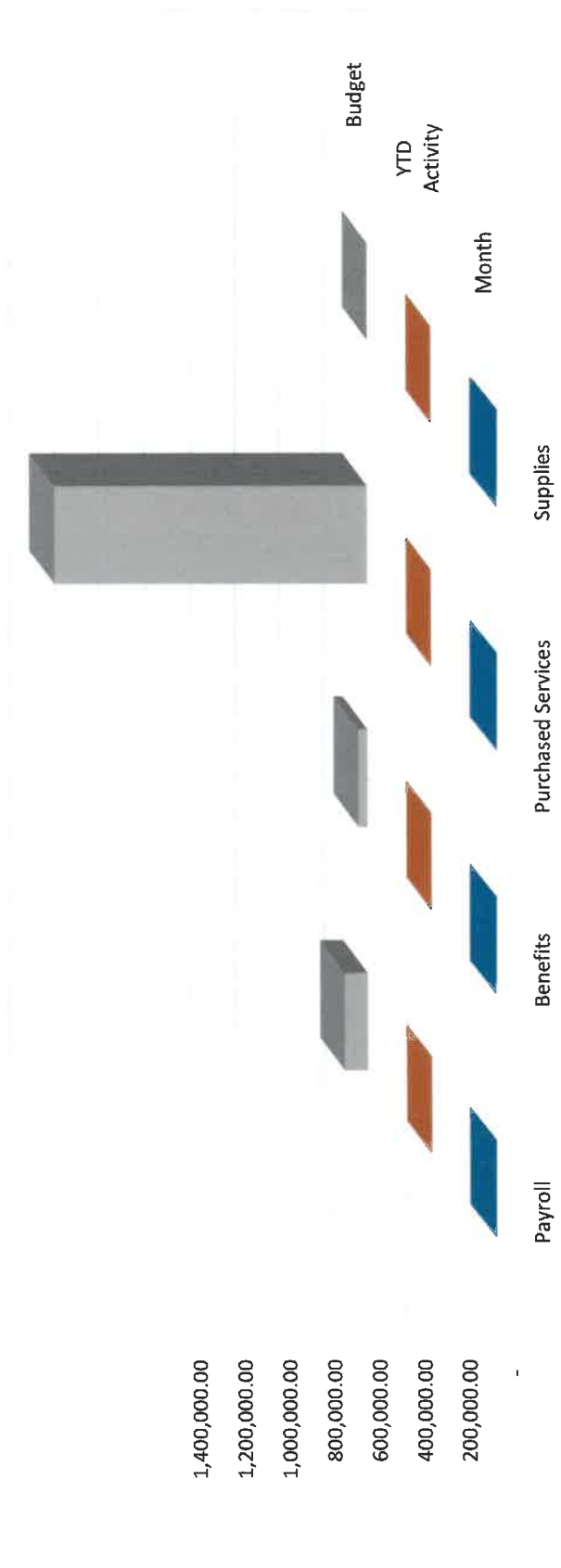


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY  
MONTHLY EXPENDITURE REPORTING  
31-Aug-25**

**EXTERNAL GRANT PROGRAMS**

<u>Program</u>	<u>Aug-25</u>	<u>2025-26</u>	<u>2025-26</u>	<u>%</u>
	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
Payroll	-	-	105,521.00	0.0%
Benefits	-	-	42,136.00	0.0%
Purchased Services	-	-	1,396,084.00	0.0%
Supplies	-	-	-	#DIV/0!
<b>Total</b>	-	-	<b>1,543,741.00</b>	<b>0.0%</b>

**EXTERNAL GRANT EXPENDITURES**



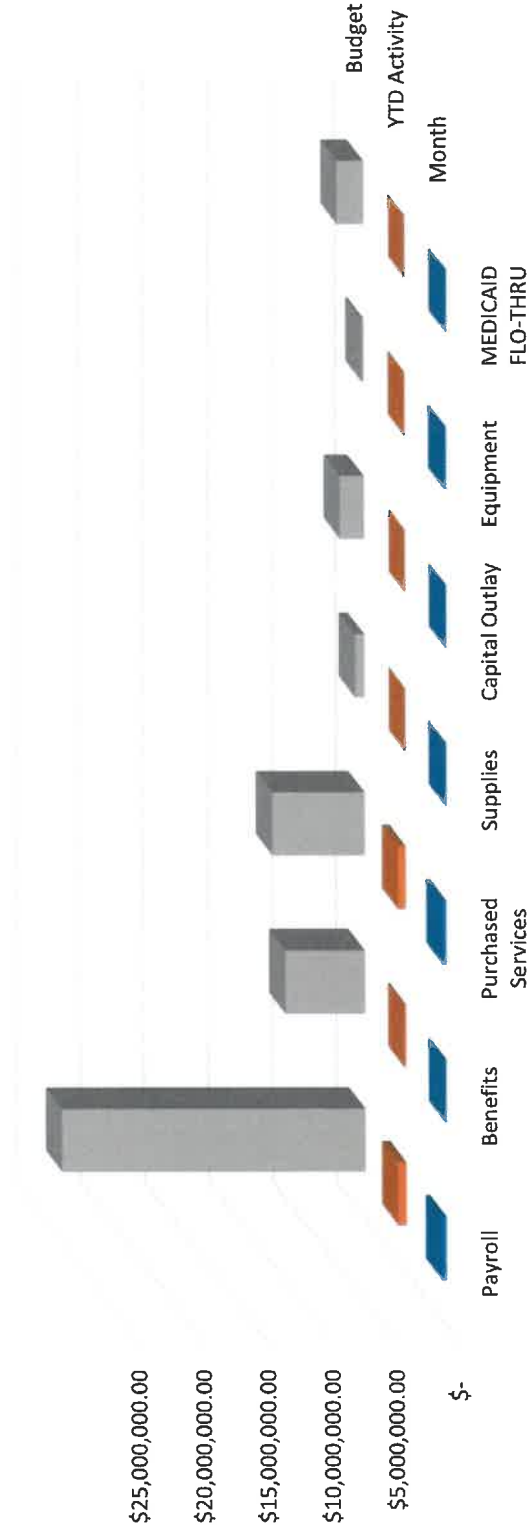
# SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY EXPENDITURE REPORTING

**31-Aug-25**

## SASED PROGRAMS

	Program	Aug-25 Monthly Activity	2025-26 FYTD Activity	2025-26 Original Budget	% YTD
(1)	Payroll	\$ 343,052.00	\$ 659,595.00	\$ 23,628,513.00	<u>2.8%</u>
(2)	Benefits	\$ 72,863.00	\$ 133,409.00	\$ 6,241,544.00	<u>2.1%</u>
(3)	Purchased Services	\$ 251,712.00	\$ 605,630.00	\$ 7,235,993.00	<u>8.4%</u>
(4)	Supplies	\$ 34,104.00	\$ 31,120.00	\$ 719,130.00	<u>4.3%</u>
(5)	Capital Outlay	\$ -	\$ -	\$ 1,874,602.00	<u>0.0%</u>
(7)	Equipment	\$ 38,224.00	\$ 70,508.00	\$ 160,000.00	<u>44.1%</u>
(6)	MEDICAID FLO-THRU	\$ -	\$ -	\$ 2,111,029.00	<u>0.0%</u>
		<u>\$ 739,955.00</u>	<u>\$ 1,500,262.00</u>	<u>\$ 41,970,811.00</u>	<u>3.6%</u>

### SASED PROGRAM EXPENDITURES



School Association for Special Education in DuPage County  
 Treasurer's Report  
 August 31, 2025

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>A + B + C + D</u>
	EDUCATION FUND	SELF FUNDED MEDICAL INSUR	SELF FUNDED DENTAL INSUR	FSA	TOTAL EDUCATION FUND
<b>CASH ACTIVITY REPORT</b>					
Beginning Balance	<u>8,955,842.89</u>	<u>(1,254,111.59)</u>	<u>370,465.63</u>	<u>(10,677.13)</u>	<u>8,061,519.80</u>
Investments					
August activity	12,708.12				12,708.12
Interest Earned					
Gains/(Losses) on Sales of Securities	421,746.15	(421,214.08)	2,648.01	(3,180.08)	0.00
Record Health Fund Transfers	1,475,958.77	835.24	701.13	(3,833.08)	1,473,662.06
Cash Receipts	(1,352,099.69)				(1,352,099.69)
Cash Disbursements - General	(1,607,891.19)				(1,607,891.19)
- Payroll					
Subtotal	<u>(1,049,577.84)</u>	<u>(420,378.84)</u>	<u>3,349.14</u>	<u>(7,013.16)</u>	<u>(1,473,620.70)</u>
Ending Balance	<u>7,906,265.05</u>	<u>(1,674,490.43)</u>	<u>373,814.77</u>	<u>(17,690.29)</u>	<u>6,587,899.10</u>
Investment - Demand Deposit - Fifth Third Bank	3,346,483.59	(1,675,325.67)	373,113.64	(13,857.21)	2,030,414.35
IL School District Liquid Asset Fund	23,557.30				23,557.30
Fifth Third Securities	4,533,927.45				4,533,927.45
	<u>7,903,968.34</u>	<u>(1,675,325.67)</u>	<u>373,113.64</u>	<u>(13,857.21)</u>	<u>6,587,899.10</u>

*Rachel Wisniewski*

Rachel Wisniewski, Treasurer

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY**  
**SCHEDULE OF INVESTMENTS**  
**August 31, 2025**

EDUCATION FUND	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
<b>PMA IL School District Liquid Asset Fund</b>	<b>23,557.30</b>	0.482%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid		0.482%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	<b>23,557.30</b>				
<b>FIFTH THIRD BANK</b>					
Depository and Demand Deposit Accounts	<b>3,340,346.83</b>	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	<b>(1,418,618.50)</b>	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	<b>108,686.02</b>	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	<b>2,030,414.35</b>				
<b>FIFTH THIRD SECURITIES</b>					
Cash & Cash Equivalents	<b>3,058,927.45</b>	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	<b>1,225,000.00</b>	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		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	<b>250,000.00</b>	Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
Corporate Bonds	-				
Municipal Bonds	-				
Other assets, including prepaid interest	-				
	<b>4,533,927.45</b>				
	<b>6,587,899.10</b>	<b>TOTAL</b>			

## **GROSS PAYROLL**

**August 2025      \$ 343,050.76**

TOTAL SALARY	:	343,050.76
TOTAL DEDUCTIONS	:	110,213.55
TOTAL EMPLOYEES	:	171

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

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY	52,471.73	52,471.73	52,471.73	TOTAL EMPLOYEES	93
TOTAL TSA'S - BEFORE TAX	219.73	219.73	0.00	TOTAL FEMALE EMPLOYEES:	75
TOTAL TAX SHELTERED RETIREMENT:	3,696.31	3,696.31	0.00	TOTAL MALE EMPLOYEES	18
TOTAL OTHER BEF TAX DEDUCTIONS:	0.00	0.00	0.00	TOTAL FACULTY MEMBERS	35
TOTAL TAXABLE BENEFITS	0.00	0.00	0.00		
TOTAL TAXABLE GROSS	48,555.69	48,555.69	52,471.73		

\*\*\*\*\*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 \*\*\*\*\*

REPORT OF DEDUCTIONS/BENEFITS BY CATEGORY

*****TOTAL*****			*****DEDUCTION*****		*****BENEFIT*****	
CATEGORY	CODE	DESCRIPTION	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS
AMOUNT	BASE GROSS					
FEDERAL TAX	TOTAL		16,790.50	140,788.25		
16,790.50	140,788.25					
FICA	FICA	FICA	5,477.73	88,350.32		
	FICA	FICA			5,477.73	88,350.32
FICA	TOTAL		5,477.73	88,350.32	5,477.73	88,350.32
10,955.46	176,700.64					
MEDICARE	MDCR	MEDICARE	2,189.51	150,998.37		
	MDCR	MEDICARE			2,189.51	150,998.37
MEDICARE	TOTAL		2,189.51	150,998.37	2,189.51	150,998.37
4,379.02	301,996.74					
STATE TAX	ILSTA	ADD IL TAX AMT	75.00	0.00		
	ILSTX	IL STATE TAX	6,770.59	140,788.25		
STATE TAX	TOTAL		6,845.59	140,788.25		
6,845.59	140,788.25					
TSA-BEFORE TAX	AI	EQUITABLE 457 P	1,357.00			
	AJ	TRUST 403B PLA	3,317.00			
	AJP	TRUS% 403B PLA	1,731.65	12,757.76		
	TRSP3	TRSP03 SSP PRE	23.43	781.12		
TSA-BEFORE TAX	TOTAL		6,429.08	13,538.88		
6,429.08	13,538.88					

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY	157,456.53	157,456.53	157,456.53	TOTAL EMPLOYEES	72
TOTAL TSA'S - BEFORE TAX	6,429.08	6,429.08	0.00	TOTAL FEMALE EMPLOYEES:	50
TOTAL TAX SHELTERED RETIREMENT:	3,781.04	3,781.04	0.00	TOTAL MALE EMPLOYEES :	22
TOTAL OTHER BEF TAX DEDUCTIONS:	6,481.16	6,481.16	6,481.16	TOTAL FACULTY MEMBERS :	28
TOTAL TAXABLE BENEFITS	23.00	23.00	23.00		
TOTAL TAXABLE GROSS	140,788.25	140,788.25	150,998.37		

**REPORT OF DEDUCTIONS/BENEFITS BY CATEGORY**

*****TOTAL*****			*****DEDUCTION*****		*****BENEFIT*****	
CATEGORY	CODE	DESCRIPTION	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS
AMOUNT	BASE GROSS					
FEDERAL TAX	TOTAL		13,139.06	116,836.99		
13,139.06	116,836.99					
FICA	FICA	FICA	4,183.25	67,471.84		
	FICA	FICA			4,183.25	67,471.84
FICA	TOTAL		4,183.25	67,471.84	4,183.25	67,471.84
8,366.50	134,943.68					
MEDICARE	MDCR	MEDICARE	1,836.63	126,664.34		
	MDCR	MEDICARE			1,836.63	126,664.34
MEDICARE	TOTAL		1,836.63	126,664.34	1,836.63	126,664.34
3,673.26	253,328.68					
STATE TAX	ILSTA	ADD IL TAX AMT	75.00	0.00		
	ILSTX	IL STATE TAX	5,562.83	116,836.99		
STATE TAX	TOTAL		5,637.83	116,836.99		
5,637.83	116,836.99					
TSA-BEFORE TAX	AI	EQUITABLE 457 P	1,357.00			
	AJ	TRUST 403B PLA	3,317.00			
	AJP	TRUS% 403B PLA	1,577.96	12,154.26		
	TRSP3	TRSP03 SSP PRE	19.08	636.05		
TSA-BEFORE TAX	TOTAL		6,271.04	12,790.31		
6,271.04	12,790.31					

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY	133,122.50	133,122.50	133,122.50	TOTAL EMPLOYEES	68
TOTAL TSA'S - BEFORE TAX	6,271.04	6,271.04	0.00	TOTAL FEMALE EMPLOYEES:	51
TOTAL TAX SHELTERED RETIREMENT:	3,556.31	3,556.31	0.00	TOTAL MALE EMPLOYEES :	17
TOTAL OTHER BEF TAX DEDUCTIONS:	6,481.16	6,481.16	6,481.16	TOTAL FACULTY MEMBERS :	25
TOTAL TAXABLE BENEFITS	23.00	23.00	23.00		
TOTAL TAXABLE GROSS	116,836.99	116,836.99	126,664.34		

## **PAYROLL LIABILITIES**

**August 2025      \$ 129,267.81**

**8/15/2025 Payroll Accounts Payable Check Register**

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
105581	STATE DISBURSEMENT UNIT	8/15/2025	\$750.00	
105582	STATE DISBURSEMENT UNIT	8/15/2025	\$172.26	
		2 Computer Check(s) For a Total of		\$922.26
202500054	ILLINOIS DEPT OF REVENUE	8/15/2025	\$6,845.59	
202500057	TEACHERS RETIREMENT (2.2%)	8/15/2025	\$405.39	
202500058	TEACHERS RETIREMENT SYSTEM	8/15/2025	\$6,290.87	
202500059	THIS (TRS HEALTH) FUND	8/15/2025	\$1,097.40	
202500060	MB FINANCIAL (FEDERAL)	8/15/2025	\$16,790.50	
202500061	MB FINANCIAL BANK (FICA-E)	8/15/2025	\$7,667.24	
202500062	MB FINANCIAL BANK (FICA-W)	8/15/2025	\$7,667.24	
202500063	THE OMNI GROUP	8/15/2025	\$1,357.00	
202500064	TRUSTAGE	8/15/2025	\$6,962.40	
202500065	TEACHERS RETIREMENT SYSTEM SSP	8/15/2025	\$23.43	
		10 Wire Transfer Check(s) For a Total of		\$55,107.06
		2 Computer Checks For a Total of		\$922.26
		Total for 12 Manual, Wire Tran, ACH & Computer Checks		\$56,029.32
		Net Amount		\$56,029.32
10	EDUCATION FUND			\$56,029.32

**8/29/2025 Payroll Accounts Payable Check Register**

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
252600184	SMITH, LISA	8/29/2025	\$400.00	
			1 ACH Check(s) For a Total of	\$400.00
105624	STATE DISBURSEMENT UNIT	8/29/2025	\$750.00	
105625	STATE DISBURSEMENT UNIT	8/29/2025	\$172.26	
			2 Computer Check(s) For a Total of	\$922.26
202500036	IMRF (EMPLOYEES CONT)	8/6/2025	\$547.46	
202500037	IMRF (EMPLOYERS CONT)	8/6/2025	\$525.55	
202500055	IMRF (EMPLOYEES CONT)	8/15/2025	\$3,431.75	
202500056	IMRF (EMPLOYERS CONT)	8/15/2025	\$2,915.68	
202500066	ILLINOIS DEPT OF REVENUE	8/29/2025	\$5,637.83	
202500067	IMRF (EMPLOYEES CONT)	8/29/2025	\$3,552.01	
202500068	IMRF (EMPLOYERS CONT)	8/29/2025	\$3,028.31	
202500069	TEACHERS RETIREMENT (2.2%)	8/29/2025	\$385.34	
202500070	TEACHERS RETIREMENT SYSTEM	8/29/2025	\$5,979.85	
202500071	THIS (TRS HEALTH) FUND	8/29/2025	\$1,043.22	
202500072	MB FINANCIAL (FEDERAL)	8/29/2025	\$13,139.06	
202500073	MB FINANCIAL BANK (FICA-E)	8/29/2025	\$6,019.88	
202500074	MB FINANCIAL BANK (FICA-W)	8/29/2025	\$6,019.88	
202500075	THE OMNI GROUP	8/29/2025	\$1,357.00	
202500076	TRUSTAGE	8/29/2025	\$6,794.36	
202500077	TEACHERS RETIREMENT SYSTEM SSP	8/29/2025	\$19.08	
202500078	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	8/29/2025	\$400.00	
			17 Wire Transfer Check(s) For a Total of	\$60,796.26
			1 ACH Checks For a Total of	\$400.00
			2 Computer Checks For a Total of	\$922.26
			Total for 20 Manual, Wire Tran, ACH & Computer Checks	\$62,118.52
			Net Amount	\$62,118.52

10 EDUCATION FUND

**8/6/2025 ESY Payroll Accounts Payable Check Register**

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
202500035	ILLINOIS DEPT OF REVENUE	8/6/2025	\$2,210.39	
202500038	TEACHERS RETIREMENT (2.2%)	8/6/2025	\$184.49	
202500039	TEACHERS RETIREMENT SYSTEM	8/6/2025	\$2,862.61	
202500040	THIS (TRS HEALTH) FUND	8/6/2025	\$499.34	
202500041	MB FINANCIAL (FEDERAL)	8/6/2025	\$809.82	
202500042	MB FINANCIAL BANK (FICA-E)	8/6/2025	\$2,042.07	
202500043	MB FINANCIAL BANK (FICA-W)	8/6/2025	\$2,042.07	
202500044	TRUSTAGE	8/6/2025	\$387.32	
202500045	TEACHERS RETIREMENT SYSTEM SSP	8/6/2025	\$81.86	
		9 Wire Transfer Check(s) For a Total of		\$11,119.97
		0 ACH Checks For a Total of		\$0.00
		0 Computer Checks For a Total of		\$0.00
		Total for 9 Manual, Wire Tran, ACH & Computer Checks		\$11,119.97
		Net Amount		\$11,119.97
10	EDUCATION FUND			\$11,119.97

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

**September 2025**

**\$ 1,359,578.74**

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
09/18/2025	105632	ABLENET INC	Communication Devices	2,170.00	09/18/2025
09/18/2025	105632	ABLENET INC	Benjamin DeBruin Materials Request 2 of 2	145.00	09/18/2025
09/18/2025	105633	AHS STAFFING	OT/PT Services for 8/12/25 through 8/15/25	2,550.00	09/18/2025
09/18/2025	105633	AHS STAFFING	OT/PT Services for 8/12/25 through 8/15/25	1,791.80	09/18/2025
09/18/2025	105633	AHS STAFFING	OT/PT Services for 8/12/25 and 8/13/25	1,232.50	09/18/2025
09/18/2025	105633	AHS STAFFING	OT/PT Services for 8/18/25 through 8/22/25	3,187.50	09/18/2025
09/18/2025	105633	AHS STAFFING	OT/PT Services for 8/19/25 and 8/20/25	1,275.00	09/18/2025
09/18/2025	105633	AHS STAFFING	OT/PT Services for 8/18/25 through 8/20/25	1,841.10	09/18/2025
09/18/2025	105634	AMBER MECHANICAL CON	Amber Mechanical QRTLY 3 of 4	8,430.00	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	School Aide and Behavior Tech services for 7/14/25 through 7/17/25	5,946.25	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	School Aide and Behavior Tech services for 7/14/25 through 7/17/25	7,027.50	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	Behavior Tech services for 7/14/25 through 7/17/25	1,702.35	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	Nursing Services for 7/14/25 through 7/17/25	2,879.76	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	Behavior Tech and School Aide services for 7/14/25 through 7/17/25	3,150.00	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	Behavior Tech and School Aide Services 6/30/25 through 7/2/25 and 7/14/25 through 7/17/25	1,283.75	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	School Aide Services for 8/11/25 through 8/15/25	983.64	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	School Aide services for 8/25/25 through 8/29/25	2,530.50	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	Sign language interpreter services for 8/25/25 through 8/29/25	2,773.60	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	Behavior Tech, School Aide and Social Worker Services for 8/21/25 through 8/29/25	9,189.55	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	Behavior Tech for 8/8/25	315.00	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	School Aide, Behavior Tech and Nursing Services for 8/8/25 through 8/15/25	15,640.55	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	Sign Language Interpreter Services for 8/18/25 through 8/22/25	2,800.00	09/18/2025
09/18/2025	105637	AMERGIS HEALTHCARE S	Sign Language Interpreter services for 8/13/25 through 8/15/25	1,680.00	09/18/2025
09/18/2025	105638	ARCON ASSOCIATES	ARCON PROJECT #23166 & 24054	9,943.20	09/18/2025
09/18/2025	105639	BERWYN GARAGE	brake inspection/service veh MN03	1,551.41	09/18/2025

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
09/18/2025	105639	BERWYN GARAGE	oil service/dot inspection veh MN05	1,720.96	09/18/2025
09/18/2025	105639	BERWYN GARAGE	alignment and steering wheel service	287.50	09/18/2025
09/18/2025	105639	BERWYN GARAGE	brake inspection/oil servicing beh MN01	2,797.81	09/18/2025
09/18/2025	105640	BEYONDTRUST CORPORAT	BeyondTrust Remote Support Renewal	3,838.34	09/18/2025
09/18/2025	105641	BLAZERWORKS, LLC	Paraprofessional Services for 7/14/25 through 7/17/25	2,304.00	09/18/2025
09/18/2025	105641	BLAZERWORKS, LLC	Paraprofessional Services for 7/14/25 through 7/17/25	533.00	09/18/2025
09/18/2025	105641	BLAZERWORKS, LLC	Paraprofessional Services for 7/14/25 through 7/17/25	9,697.26	09/18/2025
09/18/2025	105641	BLAZERWORKS, LLC	Paraprofessional Services for 7/7/25 to 7/10/25	1,107.00	09/18/2025
09/18/2025	105641	BLAZERWORKS, LLC	Paraprofessional Services for 8/20/25	693.00	09/18/2025
09/18/2025	105641	BLAZERWORKS, LLC	Paraprofessional Services for 8/28/25 through 9/3/25	3,110.25	09/18/2025
09/18/2025	105642	BUILDING WINGS LLC	additional licenses 2025-26	4,435.56	09/18/2025
09/18/2025	105644	CDW GOVERNMENT	80 CODi Rugged Carrying Case for iPads	2,312.00	09/18/2025
09/18/2025	105644	CDW GOVERNMENT	CDWG Laptop Device Replacement Order Quote #PKKL823	6,400.00	09/18/2025
09/18/2025	105644	CDW GOVERNMENT	CDWG Laptop Device Replacement Order Quote #PKKL823	6,400.00	09/18/2025
09/18/2025	105644	CDW GOVERNMENT	CDWG Laptop Device Replacement Order Quote #PKKL823	31,816.00	09/18/2025
09/18/2025	105644	CDW GOVERNMENT	CDWG Laptop Device Replacement Order Quote #PKKL823	33,702.48	09/18/2025
09/18/2025	105644	CDW GOVERNMENT	CDWG Laptop Device Replacement Order Quote #PKKL823	4,802.00	09/18/2025
09/18/2025	105644	CDW GOVERNMENT	CDWG Laptop Device Replacement Order Quote #PKKL823	102,059.16	09/18/2025
09/18/2025	105645	CENTRAL INSTITUTE FO	Abigail Hansen Equipment Request	26.00	09/18/2025
09/18/2025	105646	CINTAS FIRE PROTECTI	Cintas Fire Protection	1,940.46	09/18/2025
09/18/2025	105646	CINTAS FIRE PROTECTI	Service Visit 11396920 scored plexiglass/Cato cabinets	152.64	09/18/2025
09/18/2025	105646	CINTAS FIRE PROTECTI	City inspection/annual spinkler system SE Alt	660.94	09/18/2025
09/18/2025	105646	CINTAS FIRE PROTECTI	Service on vehicle fire extinguishers	1,032.76	09/18/2025
09/18/2025	105647	CLASSIC LANDSCAPE, L	Monthly Landscape Maintenance	1,185.00	09/18/2025
09/18/2025	105648	COAL CREEK SOFTWARE	Verifent - Public Service Loan Forgiveness (Invoice Number- Z-202511)	600.00	09/18/2025
09/18/2025	105649	COMMONLIT INC	curriculum 2025-26	3,600.00	09/18/2025
09/18/2025	105650	CONSTRUCTIVE PLAYTHI	New Classroom - Anne M Jeans	1,076.38	09/18/2025

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT	POST DATE
09/18/2025	105650	CONSTRUCTIVE PLAYTHI	Preschool Instructional Materials	165.58	09/18/2025
09/18/2025	105651	CONSTRUCTION INC	Willowbrook High School Swing Project	15,600.00	09/18/2025
09/18/2025	105652	CORPAY MASTERCARD	Fuel Cards/Service 08.16.25-08.31.25	661.66	09/18/2025
09/18/2025	105653	CREATIVE EXCHANGE	music therapy invoices - Aug 2025	750.00	09/18/2025
09/18/2025	105654	CURRICULUM ASSOCIATE	I-Ready Curriculum	10,412.03	09/18/2025
09/18/2025	105654	CURRICULUM ASSOCIATE	curriculum 2025-26	16,700.32	09/18/2025
09/18/2025	105655	E3 DIAGNOSTICS	E3 DIAGNOSTICS QUOTE #Q-778593-1	1,691.66	09/18/2025
09/18/2025	105656	EDMENTUM	subscription 2025-26	4,800.00	09/18/2025
09/18/2025	105657	EDU HEALTHCARE, LLC	Paraprofessional services for 8/18/25 through 8/22/25	1,610.00	09/18/2025
09/18/2025	105657	EDU HEALTHCARE, LLC	Paraprofessional Services for 8/25/29 through 8/29/25	1,610.00	09/18/2025
09/18/2025	105658	EMERGENT PRESS	Curriculum Southeast	1,085.00	09/18/2025
09/18/2025	105659	EMERGENT LEARNING DI	AIM Curriculum	500.00	09/18/2025
09/18/2025	105660	ENGIE RESOURCES LLC	SE Alt energy services July 1-Aug 4, 2025	2,584.87	09/18/2025
09/18/2025	105661	ENGLER CALLAWAY BAAS	General School Law Service July 2025	1,995.00	09/18/2025
09/18/2025	105662	EVERYDAY SPEECH LLC	Curriculum 2025-26	12,959.73	09/18/2025
09/18/2025	105663	F.E. MORAN INC	JOB ID#185465000 DATED 6/3/24	270,852.62	09/18/2025
09/18/2025	105663	F.E. MORAN INC	JOB ID#185465000 DATED 6/3/24	241,885.80	09/18/2025
09/18/2025	105664	FOUR POINT 0	Laminator Service	90.00	09/18/2025
09/18/2025	105665	FTF BEHAVIORAL CONSU	behavioral consulting	21,423.24	09/18/2025
09/18/2025	105666	GATOR CHEF	TRUE MFG REACH IN REFRIGERATOR FOR SOUTHEAST KITCHEN	6,665.76	09/18/2025
09/18/2025	105667	GOPHER SPORT	Terzick/PE Equipment	913.38	09/18/2025
09/18/2025	105668	GOURMET GORILLA	SE Atl Food Service Bulk items Aug 2025	47.58	09/18/2025
09/18/2025	105668	GOURMET GORILLA	Transition Food Service Bulk items August 2025	53.36	09/18/2025
09/18/2025	105668	GOURMET GORILLA	SE Alt Food Service August 2025	5,375.70	09/18/2025
09/18/2025	105668	GOURMET GORILLA	Transition food service August 2025	3,476.54	09/18/2025
09/18/2025	105668	GOURMET GORILLA	Credit memo August 2025 Food Service	-1,011.43	09/18/2025
09/18/2025	105669	GRAFTON NTEGRATED HE	PD/Training July 29-30 2025	23,808.49	09/18/2025
09/18/2025	105670	HINCKLEY SPRINGS	Water service/delivery SE Alt and Lisle south	185.06	09/18/2025
09/18/2025	105671	ILLINOIS STATE POLIC	Fingerprinting July, 2025 (Invoice Number - 20250707078)	297.00	09/18/2025
09/18/2025	105672	INFLOW CX	Amplix RingCentral Implementation Quote #Q-10301	4,042.50	09/18/2025
09/18/2025	105673	INTERIM SCHOOL BUSIN	contract services Bus office M Dyrek August 2025	9,258.00	09/18/2025
09/18/2025	105674	JASON JOBB	Milage Reimbursement for August 2025	40.25	09/18/2025
09/18/2025	105675	KONICA MINOLTA BUSIN	Konica Minolta Maintenance Agreement Invoice 9010563983	1,258.00	09/18/2025

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>POST</u>
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u> <u>DATE</u>
09/18/2025	105676 KONICA MINOLTA PREMI	Konica Contract 09/12/2025-10/11/2025 Cust. 1055705311 Inv. 5035651923	2,320.06 09/18/2025
09/18/2025	105677 LAKESHORE LEARNING	Jennifer Cercero Instructional Materials	34.49 09/18/2025
09/18/2025	105677 LAKESHORE LEARNING	Preschool Classroom Instructional Items- S. Jobb	220.18 09/18/2025
09/18/2025	105677 LAKESHORE LEARNING	Jennifer Cercero Instructional Materials	136.85 09/18/2025
09/18/2025	105678 LAUREN SHEEHAN CONSU	PD	750.00 09/18/2025
09/18/2025	105679 LEARNING A-Z	digital learning	10,317.00 09/18/2025
09/18/2025	105680 LOPEZ, LAURA	REIMBURSEMENT REQUEST FOR L LOPEZ STORE PURCHASE	389.88 09/18/2025
09/18/2025	105681 WILLIAM MACGILL & CO	nurse	469.60 09/18/2025
		Totals for checks	996,736.22

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	474,054.60	474,054.60
20	OPER, BUILD, & MAINT FUND	0.00	0.00	522,681.62	522,681.62
***	Fund Summary Totals ***	0.00	0.00	996,736.22	996,736.22

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
09/18/2025	105712	MAXIM HEALTHCARE SER	Nursing Services for 6/23/25 through 7/2/25	8,753.97	09/18/2025
09/18/2025	105712	MAXIM HEALTHCARE SER	Nursing Services for 7/7/25 through 7/10 /25	11,070.33	09/18/2025
09/18/2025	105712	MAXIM HEALTHCARE SER	Nursing Services for 7/14/25 through 7/17/25	12,163.59	09/18/2025
09/18/2025	105713	MCGRAW HILL EDUCATIO	southeast curriculum	491.81	09/18/2025
09/18/2025	105714	MCGUINN, CAROL	ASL interpreter for Opening Day on 8/11/25 from 8:00 am - 4:30 pm. Invoice 0811125	680.00	09/18/2025
09/18/2025	105715	MIDLAND PAPER	COPY PAPER	3,700.50	09/18/2025
09/18/2025	105716	MSI HEATING	SE HVAC Duct & Thermostat work	2,881.65	09/18/2025
09/18/2025	105717	MUNICIPAL BACKFLOW L	SE Annual Backflow valve inspection	323.85	09/18/2025
09/18/2025	105718	NET56	Lic Jamf Pro June 2025	231.20	09/18/2025
09/18/2025	105718	NET56	Net56 USAC Agreement Internet Access (Communication Taxes, Internet Access with Faas Main Building, WAN SE)	10,155.36	09/18/2025
09/18/2025	105718	NET56	Net56 Managed Services (Managed IT Production Services, SIEM Licenses, Orion Licenses, DRRS)	26,878.23	09/18/2025
09/18/2025	105719	NICOR GAS	SE Alt Energy Services 07/01-07/31/2025	255.14	09/18/2025
09/18/2025	105720	NIU NAPERVILLE CONF	Opening Day 25-26 Facility Rental from NIU	20,668.00	09/18/2025
09/18/2025	105721	ODP BUSINESS SOLUTIO	Consumables McFadden	41.25	09/18/2025
09/18/2025	105721	ODP BUSINESS SOLUTIO	Consumables McFadden	24.60	09/18/2025
09/18/2025	105721	ODP BUSINESS SOLUTIO	Consumables McFadden	35.06	09/18/2025
09/18/2025	105721	ODP BUSINESS SOLUTIO	KITCHEN SUPPLIES	46.78	09/18/2025
09/18/2025	105721	ODP BUSINESS SOLUTIO	KITCHEN SUPPLIES	28.59	09/18/2025
09/18/2025	105721	ODP BUSINESS SOLUTIO	KITCHEN SUPPLIES	13.89	09/18/2025
09/18/2025	105721	ODP BUSINESS SOLUTIO	Posters for K Dryier	37.98	09/18/2025
09/18/2025	105721	ODP BUSINESS SOLUTIO	School supplies	273.96	09/18/2025
09/18/2025	105721	ODP BUSINESS SOLUTIO	OT SUPPLIES	59.18	09/18/2025
09/18/2025	105721	ODP BUSINESS SOLUTIO	Transition Program - Patrick Dugan Instructional Materials - SAC Transition Office Depot 8/26/2025	8.11	09/18/2025
09/18/2025	105722	PADDOCK PUBLICATIONS	Daily Herald Legal Notice - Invoice 345901	123.97	09/18/2025
09/18/2025	105723	PHILLIP'S FLOWERS	Phillips Flowers - flowers for staff event	101.45	09/18/2025
09/18/2025	105724	PLAY WITH A PURPOSE	Special Project: Classroom Configuration	9,053.88	09/18/2025
09/18/2025	105725	PRASINO ENGINEERING,	COMMISSIONING SERVICES	5,200.00	09/18/2025
09/18/2025	105726	QUALITY INTEGRATED S	Service call 26346	152.50	09/18/2025
09/18/2025	105727	RACI, ALAN	ASL interpreter for Opening Day on 8/11/25 from 8:00 am - 4:30 pm.	680.00	09/18/2025
09/18/2025	105728	REHADAPT NORTH AMERI	AT Supplies for Classroom Team Projects and Training	282.00	09/18/2025
09/18/2025	105729	RIVERSIDE INSIGHTS	SEL Program	1,800.00	09/18/2025
09/18/2025	105730	SCHOOL OUTFITTERS	NEW Winfield Classrooms	2,034.90	09/18/2025

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT	POST DATE
09/18/2025	105730	SCHOOL OUTFITTERS	NEW Winfield Classrooms	14,293.59	09/18/2025
09/18/2025	105731	SCHOOLMATE	Planners/Goana	128.25	09/18/2025
09/18/2025	105731	SCHOOLMATE	Planners/Goana	156.75	09/18/2025
09/18/2025	105732	SHERWIN WILLIAMS	paint supplies	154.60	09/18/2025
09/18/2025	105732	SHERWIN WILLIAMS	Invoices 5875-8,7903-3,7871-2,+ 9298-3	442.70	09/18/2025
09/18/2025	105733	SONITROL CHICAGOLAND	SE Alt Security Services 09/01-11/30/2025	664.65	09/18/2025
09/18/2025	105734	SONOVA USA INC.	Summer repair DHH	1,352.99	09/18/2025
09/18/2025	105735	SUBURBAN DOOR CHECK	SE Alt-Service Call 08/15/2025	414.00	09/18/2025
09/18/2025	105735	SUBURBAN DOOR CHECK	Suburban Door Check and Lock Services	167.00	09/18/2025
09/18/2025	105736	SUBURBAN DRIVE LINE	Safety tests August 2025 - Invoices 71683,71689,71690,71695,71702, 71707,71729	315.00	09/18/2025
09/18/2025	105737	T-MOBILE	T-Mobile Hotspots Account #976288363	620.00	09/18/2025
09/18/2025	105738	TREE TOWNS IMAGING &	LAMINATING FILM	7,063.00	09/18/2025
09/18/2025	105739	ULINE INC.	new desk lisle south	992.06	09/18/2025
09/18/2025	105739	ULINE INC.	new desk lisle south	-910.00	09/18/2025
09/18/2025	105740	U.S. POSTAL SERVICE	Refill postage machine account	2,000.00	09/18/2025
09/18/2025	105741	WORTHINGTON DIRECT	winfield Dry erase Board	2,276.67	09/18/2025
Totals for checks				148,382.99	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	143,182.99	143,182.99
20	OPER, BUILD, & MAINT FUND	0.00	0.00	5,200.00	5,200.00
***	Fund Summary Totals ***	0.00	0.00	148,382.99	148,382.99

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
09/18/2025	252600201	2955, LLC	2900 OGDEN AVENUE RENT SCHEDULE BASED ON NEW LEASE AGREEMENT APPROVED 6/11/25	55,000.00	09/18/2025
09/18/2025	252600202	AL WARREN OIL CO., I	Fuel Delivery 08/21/2025	320.59	09/18/2025
09/18/2025	252600202	AL WARREN OIL CO., I	Fuel Delivery 08/28/2025	176.78	09/18/2025
09/18/2025	252600202	AL WARREN OIL CO., I	Fuel Delivery 09/04/2025	197.44	09/18/2025
09/18/2025	252600203	ALDRICH, DANA	Milage Reimbursement for August 2025	28.28	09/18/2025
09/18/2025	252600204	BELL, RACHEL	Milage Reimbursement for August 2025	97.64	09/18/2025
09/18/2025	252600205	BERGFELD, BETH	Milage Reimbursement for August 2025	42.84	09/18/2025
09/18/2025	252600206	BOOTSMA, KRISTY	Milage Reimbursement for August 2025	43.19	09/18/2025
09/18/2025	252600207	BURGER, JOAN	Milage Reimbursement for August 2025	42.98	09/18/2025
09/18/2025	252600208	CHAPLIN, KRISTINE	Milage Reimbursement for August 2025	119.70	09/18/2025
09/18/2025	252600209	CREAGAN, HELEN	Milage Reimbursement for August 2025	67.90	09/18/2025
09/18/2025	252600210	CUOMO, SUSAN	Milage Reimbursement for June 2025	49.85	09/18/2025
09/18/2025	252600211	DRYIER, KIMBERLY	FY26 MILEAGE ALLOTMENT	400.00	09/18/2025
09/18/2025	252600212	FERRY, SUZANNE	Milage Reimbursement for August 2025	28.91	09/18/2025
09/18/2025	252600213	GENIN, SHERILYN	Milage Reimbursement for August 2025	56.63	09/18/2025
09/18/2025	252600214	HEARTLAND ALLIANCE H	CCIS INVOICE 27349 Dated: 07/31/2025	50.75	09/18/2025
09/18/2025	252600215	HOMAN, JULIA	Milage Reimbursement for August 2025	108.15	09/18/2025
09/18/2025	252600216	KADEN, PATRICIA	Reimburse Glasses broken by student	411.98	09/18/2025
09/18/2025	252600217	LOHRENZ, ASHLEY	Milage Reimbursement for August 2025	242.76	09/18/2025
09/18/2025	252600218	LOWE, SENG	Milage Reimbursement for July and August 2025	118.30	09/18/2025
09/18/2025	252600219	MEDINA, OLIVIA	Milage Reimbursement for June and July 2025	107.52	09/18/2025
09/18/2025	252600220	MILLER, CHRISTINE	Milage Reimbursement July and Aug 2025	92.40	09/18/2025
09/18/2025	252600221	MOROZ, KRISTYN	Milage Reimbursement for August 2025	76.30	09/18/2025
09/18/2025	252600222	MUNCHOFF, JASON	Reimburse Project Search Conference July 15-18, 2025	1,657.01	09/18/2025
09/18/2025	252600223	NATZKE, JENNIFER	Milage Reimbursement for August 2025	52.50	09/18/2025
09/18/2025	252600224	NOWAK, SUSAN	Reimbursement Request S. Nowak	1.25	09/18/2025
09/18/2025	252600225	NUNZIATO, NICOLE	Milage Reimbursement for August 2025	138.14	09/18/2025
09/18/2025	252600226	PETERSON, COLLEEN	Milage Reimbursement for August 2025	22.82	09/18/2025
09/18/2025	252600227	POPIWCHAK, DANIELLE	Milage Reimbursement for August 2025	148.50	09/18/2025
09/18/2025	252600228	PRESERVATION SERVICE	PRESERVATION SVS PROJECT	90,900.00	09/18/2025

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
			#24135 PERIOD END 7/31/25		
09/18/2025	252600228	PRESERVATION SERVICE	SCHOOL ROOM REPLACEMENT INV #6690	57,350.00	09/18/2025
09/18/2025	252600229	RELIANCE STANDARD LI	Reliance September Invoice	4,004.93	09/18/2025
09/18/2025	252600230	ROSS, KATHLEEN	Milage Reimbursement for june and July 2025	28.70	09/18/2025
09/18/2025	252600231	SEGOVICH, ALEXIS	Milage Reimbursement for August 2025	13.93	09/18/2025
09/18/2025	252600232	SHANAHAN, KERRY	Milage Reimbursement for August 2025	119.63	09/18/2025
09/18/2025	252600233	VANDERWOUDE, ELIZABE	FY26 MILEAGE ALLOTMENT	400.00	09/18/2025
09/18/2025	252600233	VANDERWOUDE, ELIZABE	Request for Reimbursement Check to Elizabeth Vander Woude for CPI training on 8-8-25 at Holiday Inn Express in the amount of \$1,300.	1,300.00	09/18/2025
09/18/2025	252600234	WALSH, ANNA	Milage Reimbursement for August 2025	41.23	09/18/2025
09/18/2025	252600235	WISNIEWSKI, RACHEL	FY26 MILEAGE ALLOTMENT Sept 2025	400.00	09/18/2025
Totals for checks				214,459.53	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	4,004.93	0.00	62,204.60	66,209.53
20	OPER, BUILD, & MAINT FUND	0.00	0.00	148,250.00	148,250.00
***	Fund Summary Totals ***	4,004.93	0.00	210,454.60	214,459.53

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

## **BILLS PAYABLE LIST – GRANTS**

**September 2025**

**\$ 15,355.05**

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>POST</u>
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u> <u>DATE</u>
09/18/2025	105628 COMMUNITY SCHOOL DIS	Wheaton North STEP outcome reimbursement for vocational purchases (per 07/03/2025 request)	369.20 09/18/2025
09/18/2025	105628 COMMUNITY SCHOOL DIS	Wheaton Warrenville South STEP outcome reimbursement for vocational purchases (per 08/05/2025 request)	191.97 09/18/2025
09/18/2025	105628 COMMUNITY SCHOOL DIS	Wheaton Warrenville South STEP outcome reimbursement for vocational purchases (per 07/03/2025 request)	11,703.88 09/18/2025
Totals for checks			12,265.05

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	12,265.05	12,265.05
***	Fund Summary Totals ***	0.00	0.00	12,265.05	12,265.05

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

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>POST</u>
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u> <u>DATE</u>
09/18/2025	252600185 COMMUNITY HS DISTRIC	West Chicago STEP outcome reimbursement for vocational purchases (per 08/13/2025 request)	3,090.00 09/18/2025
		Totals for checks	3,090.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	3,090.00	3,090.00
***	Fund Summary Totals ***	0.00	0.00	3,090.00	3,090.00

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

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

**September 2025**

**\$ 1,355,291.41**

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
09/18/2025	105629	WEST CHICAGO SCHOOL	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	1,662.74	09/18/2025
09/18/2025	105629	WEST CHICAGO SCHOOL	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	102,877.38	09/18/2025
09/18/2025	105629	WEST CHICAGO SCHOOL	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	1,541.60	09/18/2025
09/18/2025	105629	WEST CHICAGO SCHOOL	Reimbursement for Admitstrative Outreach Jan-Mar 2025	86,681.56	09/18/2025
09/18/2025	105630	WINFIELD SCHOOL DIST	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	8,764.97	09/18/2025
09/18/2025	105630	WINFIELD SCHOOL DIST	Reimbursement for Admitstrative Outreach Jan-Mar 2025	2,494.35	09/18/2025
09/18/2025	105631	WESTMONT CUSD #201	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	123.13	09/18/2025
09/18/2025	105631	WESTMONT CUSD #201	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	21,829.07	09/18/2025
09/18/2025	105631	WESTMONT CUSD #201	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	90.51	09/18/2025
09/18/2025	105631	WESTMONT CUSD #201	Reimbursement for Admitstrative Outreach Jan-Mar 2025	19,952.50	09/18/2025
Totals for checks				246,017.81	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
17	MEDICAID SUB FUND	0.00	0.00	246,017.81	246,017.81
***	Fund Summary Totals ***	0.00	0.00	246,017.81	246,017.81

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
09/18/2025	252600186	KEENEYVILLE DISTRICT	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	976.86	09/18/2025
09/18/2025	252600186	KEENEYVILLE DISTRICT	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	39,370.16	09/18/2025
09/18/2025	252600186	KEENEYVILLE DISTRICT	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	842.35	09/18/2025
09/18/2025	252600186	KEENEYVILLE DISTRICT	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	34,059.42	09/18/2025
09/18/2025	252600187	BENJAMIN SCHOOL DIST	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	294.55	09/18/2025
09/18/2025	252600187	BENJAMIN SCHOOL DIST	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	10,669.82	09/18/2025
09/18/2025	252600187	BENJAMIN SCHOOL DIST	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	421.22	09/18/2025
09/18/2025	252600187	BENJAMIN SCHOOL DIST	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	6,109.45	09/18/2025
09/18/2025	252600188	DUPAGE COUNTY SCHOOL	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	1,638.33	09/18/2025
09/18/2025	252600188	DUPAGE COUNTY SCHOOL	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	142,877.05	09/18/2025
09/18/2025	252600188	DUPAGE COUNTY SCHOOL	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	1,597.53	09/18/2025
09/18/2025	252600188	DUPAGE COUNTY SCHOOL	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	58,584.84	09/18/2025
09/18/2025	252600189	SALT CREEK SCHOOL DI	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	277.80	09/18/2025
09/18/2025	252600189	SALT CREEK SCHOOL DI	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	2,583.29	09/18/2025
09/18/2025	252600189	SALT CREEK SCHOOL DI	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	333.69	09/18/2025
09/18/2025	252600189	SALT CREEK SCHOOL DI	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	7,216.23	09/18/2025
09/18/2025	252600190	DOWNERS GROVE DISTRI	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	287.95	09/18/2025
09/18/2025	252600190	DOWNERS GROVE DISTRI	Fee for Service Voucher	12,335.08	09/18/2025

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			5052E470 for Service Provided Jan-Nov 2024		
09/18/2025	252600190	DOWNERS GROVE DISTRI	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	182.63	09/18/2025
09/18/2025	252600190	DOWNERS GROVE DISTRI	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	27,183.59	09/18/2025
09/18/2025	252600191	MAERCKER DISTRICT #6	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	916.37	09/18/2025
09/18/2025	252600191	MAERCKER DISTRICT #6	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	28,708.74	09/18/2025
09/18/2025	252600191	MAERCKER DISTRICT #6	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	1,063.65	09/18/2025
09/18/2025	252600191	MAERCKER DISTRICT #6	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	16,668.70	09/18/2025
09/18/2025	252600192	CASS SCHOOL DISTRICT	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	392.74	09/18/2025
09/18/2025	252600192	CASS SCHOOL DISTRICT	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	12,909.50	09/18/2025
09/18/2025	252600192	CASS SCHOOL DISTRICT	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	617.20	09/18/2025
09/18/2025	252600192	CASS SCHOOL DISTRICT	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	8,682.63	09/18/2025
09/18/2025	252600193	CENTER CASS DISTRICT	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	52.57	09/18/2025
09/18/2025	252600193	CENTER CASS DISTRICT	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	9,293.46	09/18/2025
09/18/2025	252600193	CENTER CASS DISTRICT	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	413.35	09/18/2025
09/18/2025	252600193	CENTER CASS DISTRICT	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	6,367.25	09/18/2025
09/18/2025	252600194	WOODRIDGE DISTRICT #	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	2,350.48	09/18/2025
09/18/2025	252600194	WOODRIDGE DISTRICT #	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	211,921.41	09/18/2025
09/18/2025	252600194	WOODRIDGE DISTRICT #	Fee for Service May Voucher 5136F168 for Service Dates	2,370.80	09/18/2025

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			pending per Embrace 06-03-2025		
09/18/2025	252600194	WOODRIDGE DISTRICT #	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	48,142.86	09/18/2025
09/18/2025	252600195	DUPAGE HS DISTRICT #	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	509.80	09/18/2025
09/18/2025	252600195	DUPAGE HS DISTRICT #	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	73,316.16	09/18/2025
09/18/2025	252600195	DUPAGE HS DISTRICT #	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	476.14	09/18/2025
09/18/2025	252600195	DUPAGE HS DISTRICT #	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	8,443.93	09/18/2025
09/18/2025	252600196	COMMUNITY HS DISTRICT	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	123.46	09/18/2025
09/18/2025	252600196	COMMUNITY HS DISTRICT	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	25,397.72	09/18/2025
09/18/2025	252600196	COMMUNITY HS DISTRICT	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	20,247.07	09/18/2025
09/18/2025	252600197	COMMUNITY HS DIST #9	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	61.27	09/18/2025
09/18/2025	252600197	COMMUNITY HS DIST #9	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	30,871.75	09/18/2025
09/18/2025	252600197	COMMUNITY HS DIST #9	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	328.47	09/18/2025
09/18/2025	252600197	COMMUNITY HS DIST #9	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	34,847.37	09/18/2025
09/18/2025	252600198	COMMUNITY CONSOLIDAT	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	572.31	09/18/2025
09/18/2025	252600198	COMMUNITY CONSOLIDAT	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	8,843.62	09/18/2025
09/18/2025	252600198	COMMUNITY CONSOLIDAT	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	2,447.68	09/18/2025
09/18/2025	252600198	COMMUNITY CONSOLIDAT	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	15,319.32	09/18/2025
09/18/2025	252600199	LISLE CUSD #202	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	3,310.69	09/18/2025

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>POST</u>
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u> <u>DATE</u>
09/18/2025	252600199 LISLE CUSD #202	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	40,111.76 09/18/2025
09/18/2025	252600199 LISLE CUSD #202	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	2,350.72 09/18/2025
09/18/2025	252600199 LISLE CUSD #202	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	23,212.92 09/18/2025
09/18/2025	252600200 ELMHURST CUSD #205	Fee for Service Voucher 5080D199 for Service Provided Dec 2024	582.45 09/18/2025
09/18/2025	252600200 ELMHURST CUSD #205	Fee for Service Voucher 5052E470 for Service Provided Jan-Nov 2024	89,107.61 09/18/2025
09/18/2025	252600200 ELMHURST CUSD #205	Fee for Service May Voucher 5136F168 for Service Dates pending per Embrace 06-03-2025	509.84 09/18/2025
09/18/2025	252600200 ELMHURST CUSD #205	Reimbursement for Adminitstrative Outreach Jan-Mar 2025	29,567.99 09/18/2025
Totals for checks			1,109,273.60

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
17	MEDICAID SUB FUND	0.00	0.00	1,109,273.60	1,109,273.60
***	Fund Summary Totals ***	0.00	0.00	1,109,273.60	1,109,273.60

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

## **INTERIM CHECKS**

**August 2025            \$ 860,554.69**

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
08/12/2025	105580	VANGUARD CLEANING SY	Vanguard Cleaning Services for building cleaning services at Southeast, Lisle South and Transition invoices 90657-90655-90658	15,000.00	08/12/2025
08/13/2025	105577	BMO	SE Alt water servic 05.28-06.26.2025	208.69	06/30/2025
08/13/2025	105577	BMO	Iron Mountain Shredding Service 05/28-06/24/2025	38.05	06/30/2025
08/13/2025	105577	BMO	Sensory items for student (BE) for SW-CT	21.63	06/30/2025
08/13/2025	105577	BMO	ESY - DWC DHH / VI 6/23 - 7/17/2025 Instructional Supplies AMAZON 6.10.2025	901.13	06/30/2025
08/13/2025	105577	BMO	ESY - DWC DHH / VI 6/23 - 7/17/2025 Instructional Supplies AMAZON 6.13.2025	23.88	06/30/2025
08/13/2025	105577	BMO	ESY - DWC DHH / VI 6/23 - 7/17/2025 Instructional Supplies AMAZON 6.23.2025	39.99	06/30/2025
08/13/2025	105577	BMO	Firstcomm Phone Bill May Inv. 127970537 and 127981450	1,531.30	06/30/2025
08/13/2025	105577	BMO	Amazon order for bag tags	46.53	06/30/2025
08/13/2025	105577	BMO	Firstcomm Phone Bill June Inv. 128066529 and 127981450	1,601.88	06/30/2025
08/13/2025	105577	BMO	Registration - A Shelby	480.00	06/30/2025
08/13/2025	105577	BMO	OFFICE SUPPLIES	189.84	06/30/2025
08/13/2025	105577	BMO	Enterprise truck rental for summer moves-June 24 payment	1,371.00	06/30/2025
08/13/2025	105577	BMO	T Corral Pcard 07/20/2025	75.69	06/30/2025
08/13/2025	105577	BMO	Transportation/S. Cuomo pcard 07/20/2025	97.57	06/30/2025
08/13/2025	105577	BMO	K Curby pcard 007/20/2025	75.43	06/30/2025
08/13/2025	105577	BMO	J Grohn Pcard 06.26.25	5.00	06/30/2025
08/13/2025	105577	BMO	A Kremer pcard 07/20/2025	32.47	06/30/2025
08/13/2025	105577	BMO	Council for Excep Child-A Kremer pcard 07/20/2025	169.00	06/30/2025
08/13/2025	105579	BMO	WCI Groot-refuse service SE ALT 07/01-07/31/2025	1,579.26	08/13/2025
08/13/2025	105579	BMO	SE Alt New washing machine	474.05	08/13/2025
08/13/2025	105579	BMO	Paypal service for microbusiness	30.00	08/13/2025
08/13/2025	105579	BMO	ESY DWC - 2024 - 25 AMY GEBRE Instructional Materials - Albright Amazon 7/9/2025	287.51	08/13/2025
08/13/2025	105579	BMO	new classrooms winfield	2,418.24	08/13/2025
08/13/2025	105579	BMO	Opening Day Supplies	179.40	08/13/2025
08/13/2025	105579	BMO	Amazon - supplies	144.09	08/13/2025
08/13/2025	105579	BMO	Office Depot - order for Dare to Lead Training supplies	58.95	08/13/2025
08/13/2025	105579	BMO	Office Max - posters for Opening Day 25-26	73.58	08/13/2025
08/13/2025	105579	BMO	Enterprise Truck rental classroom moves July 2025	1,606.26	08/13/2025
08/13/2025	105579	BMO	ESY DWC DHH/VI Program - CHERISE JERRARD PCard	129.50	08/13/2025

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>POST</u>
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u> <u>DATE</u>
		Instructional - June July 2025 7/29/2025	
08/13/2025	105579 BMO	P-CARD for Senga Lowe July 2025	1,798.81 08/13/2025
08/13/2025	105579 BMO	statement 7/20/25	75.88 08/13/2025
08/13/2025	105579 BMO	vander woude statement 7/20/25	157.23 08/13/2025
08/13/2025	105579 BMO	A Gebre p-card statement date 07.20.25	279.38 08/13/2025
08/13/2025	105579 BMO	Larry McCarthy Pcard statement date 07.20.25	770.75 08/13/2025
		Totals for checks	31,971.97

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	31,971.97	31,971.97
***	Fund Summary Totals ***	0.00	0.00	31,971.97	31,971.97

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

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>POST</u>
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u> <u>DATE</u>
08/15/2025	105583 IASA DUPAGE DIVISION	IASA Dupage 25-26 Membership for K Dryier	150.00 08/15/2025
Totals for checks			150.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	150.00	150.00
*** Fund Summary Totals ***		0.00	0.00	150.00	150.00

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

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
08/21/2025	105584	BERWYN GARAGE	MN01 vehicle repairs/maintenance	4,521.37	06/30/2025
08/21/2025	105585	EDU HEALTHCARE, LLC	Professional Contract Services May 05-May 09, 2025	1,417.50	06/30/2025
08/21/2025	105585	EDU HEALTHCARE, LLC	Professional Contract Services 06/17 and 06/18, 2025	630.00	06/30/2025
08/21/2025	105586	EMBRACE EDUCATION	FY22/23 Cost settlement and Direct Service Billing	56,704.27	06/30/2025
08/21/2025	105587	MAXIM HEALTHCARE SER	Nursing Services for 6/17/25 through 6/18/25	5,190.04	06/30/2025
08/21/2025	105587	MAXIM HEALTHCARE SER	Nursing Services for 6/23/25 through 6/26/25	10,107.00	06/30/2025
08/21/2025	105588	OTICON INC	Oticon - EduMic - Audiology	2,499.99	06/30/2025
08/21/2025	105589	RENAISSANCE	2024-25 overage payment	1,113.84	06/30/2025
08/21/2025	105590	SUBURBAN DRIVE LINE	oil change/Maintenance veh M224622 06/20/22025	45.00	06/30/2025
08/22/2025	105591	ADVOCATE OCCUPATIONA	Bus Driver Physical for Mark Renc. Invoice 19977372	156.00	08/22/2025
08/22/2025	105592	AMERICAN HERITAGE LI	Allstate Critical Illness and Accident Coverage Bill - August 2025	2,607.02	08/22/2025
08/22/2025	105593	ANTOINE BLAKE	Assembly of classroom furniture 28 cubbies	2,200.00	08/22/2025
08/22/2025	105594	CLASSIC LANDSCAPE, L	Classic Landscape SE July 2025	1,185.00	08/22/2025
08/22/2025	105594	CLASSIC LANDSCAPE, L	Monthly Landscape Maintenance August 2025	1,185.00	08/22/2025
08/22/2025	105595	CONSTRUCTIVE PLAYTHI	winfield new classrooms	241.98	08/22/2025
08/22/2025	105595	CONSTRUCTIVE PLAYTHI	supplies	1,493.68	08/22/2025
08/22/2025	105596	CORPAY MASTERCARD	Gas Cards/Service 07/16-07/31/2025	35.94	08/22/2025
08/22/2025	105596	CORPAY MASTERCARD	Fuel Card/Services 08/01-08/15/2025	255.71	08/22/2025
08/22/2025	105597	EDUCATIONAL BENEFIT	August 2025 Final Invoice for EBC - Medical Premium and Basic Life Premium	363,989.54	08/22/2025
08/22/2025	105598	GOURMET GORILLA	Food Service Transition July 2025	378.00	08/22/2025
08/22/2025	105599	HINCKLEY SPRINGS	Water/cooler service July 2025 Lisle South and SE Alt	143.80	08/22/2025
08/22/2025	105600	HOME DEPOT CREDIT SE	Home Depot Acct # 6035322149985602 due 08/16/25	1,715.61	08/22/2025
08/22/2025	105601	KONICA MINOLTA BUSIN	Konica Minolta Maintenance Agreement Invoice 9010525267	1,258.00	08/22/2025
08/22/2025	105602	NET56	Net56 Managed Services (Managed IT Production Services, SIEM Licenses, Orion Licenses, DRRS)	26,878.23	08/22/2025
08/22/2025	105602	NET56	NET 56 ANNUAL CONTRACT	10,155.36	08/22/2025
08/22/2025	105603	OLEARY, KEATON	Reimburse Building supplies bought with employee money	341.48	08/22/2025
08/22/2025	105604	T-MOBILE	T-Mobile Hotspots Account #976288363	620.00	08/22/2025
08/22/2025	105605	TEACHTOWN, INC.	Curriculum Subscription	55,750.00	08/22/2025
08/22/2025	105606	TRUSTAGE	Retirement Solutions	62.50	08/22/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			Quarterly Fees		
08/22/2025	105607	VERIZON WIRELESS	Verizon Smartphones and Flip Phones June-July invoices 6118927531 and 6118916939	465.52	08/22/2025
08/27/2025	105608	ADDISON SCHOOL DISTR	FY24-25 Tuition Refund True-Up	19,308.27	06/30/2025
08/27/2025	105609	MARQUARDT SCHOOL DIS	FY24-25 Tuition Refund True-Up	778.07	06/30/2025
08/27/2025	105610	QUEEN BEE SCHOOL DIS	FY24-25 Tuition Refund True-Up	5,091.98	06/30/2025
08/27/2025	105611	WINFIELD SCHOOL DIST	FY24-25 Tuition Refund True-Up	59,358.79	06/30/2025
08/27/2025	105612	HINSDALE TWP. H.S. D	FY24-25 Tuition Refund True-Up	61.80	06/30/2025
08/27/2025	105613	BELLWOOD SCHOOL DIST	FY24-25 Tuition Refund True-Up	11,406.86	06/30/2025
08/27/2025	105614	WESTCHESTER SCHOOL D	FY24-25 Tuition Refund True-Up	1,659.91	06/30/2025
08/27/2025	105615	RIVERSIDE PUBLIC SCH	FY24-25 Tuition Refund True-Up	330.20	06/30/2025
08/27/2025	105616	FENTON CHS DISTRICT	FY24-25 Tuition Refund True-Up	450.00	06/30/2025
08/27/2025	105617	BERWYN SOUTH S.D. 10	FY24-25 Tuition Refund True-Up	6,397.10	06/30/2025
08/27/2025	105618	SUMMIT SCHOOL DIST #	FY24-25 Tuition Refund True-Up	230.00	06/30/2025
08/27/2025	105619	INDIAN SPRINGS DIST	FY24-25 Tuition Refund True-Up	3,844.68	06/30/2025
08/27/2025	105620	AURORA EAST DISTRICT	FY24-25 Tuition Refund True-Up	25,788.53	06/30/2025
08/27/2025	105621	FOREST RIDGE DISTRI	FY24-25 Tuition Refund True-Up	50.10	06/30/2025
08/27/2025	105622	COMMUNITY SCHOOL DIS	FY24-25 Tuition Refund True-Up	3,625.49	06/30/2025
08/27/2025	105623	LASEC	FY24-25 Tuition Refund True-Up	2,987.37	06/30/2025
Totals for checks				694,716.53	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	366,596.56	141,369.15	130,046.55	638,012.26
17	MEDICAID SUB FUND	0.00	0.00	56,704.27	56,704.27
***	Fund Summary Totals ***	366,596.56	141,369.15	186,750.82	694,716.53

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

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>POST</u>
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u> <u>DATE</u>
08/21/2025	252600176 CORRAL, TARA	Milage Reimbursement for May and June 2025	206.99 06/30/2025
08/21/2025	252600177 HEARTLAND ALLIANCE H	INTERPRETING FEES	45.50 06/30/2025
08/22/2025	252600178 RELIANCE STANDARD LI	Reliance August Invoice	4,073.90 08/22/2025
08/27/2025	252600179 SALT CREEK SCHOOL DI	FY24-25 Tuition Refund True-Up	30,495.42 06/30/2025
08/27/2025	252600180 MAERCKER DISTRICT #6	FY24-25 Tuition Refund True-Up	186.01 06/30/2025
08/27/2025	252600181 CENTER CASS DISTRICT	FY24-25 Tuition Refund True-Up	12,186.97 06/30/2025
08/27/2025	252600182 COMMUNITY HS DIST #9	FY24-25 Tuition Refund True-Up	14,987.55 06/30/2025
08/27/2025	252600183 COMMUNITY CONSOLIDAT	FY24-25 Tuition Refund True-Up	21,033.85 06/30/2025
Totals for checks			83,216.19

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	4,073.90	78,889.80	252.49	83,216.19
***	Fund Summary Totals ***	4,073.90	78,889.80	252.49	83,216.19

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

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>POST</u>
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u> <u>DATE</u>
08/29/2025	105626 CASH	Replenish Petty Cash	500.00 08/29/2025
08/29/2025	105627 ILLINOIS STATE BOARD	RETURN OF FY23 SCHOOL MAINT GRANT FUNDS	50,000.00 08/29/2025
Totals for checks			50,500.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	500.00	0.00	0.00	500.00
20	OPER, BUILD, & MAINT FUND	0.00	0.00	50,000.00	50,000.00
***	Fund Summary Totals ***	500.00	0.00	50,000.00	50,500.00

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

**VOIDED CHECKS**

**August 2025     \$ 0**



**Dr. Kim Dryier**  
*Executive Director*

**ACTION ITEM**

---

To: SASED Board of Directors

From: Kim Dryier, Executive Director

Date: September 17, 2025

Re: Approval of the Release and Settlement Agreement with Selective Insurance and BOE of Center Cass SD66

---

Summary: After a two year negotiation between the insurance companies, Center Cass SD66's insurance company, Selective Insurance, and their attorney, have agreed to a settlement in the amount of \$20,000 to replace the carpet that was damaged during ESY 2023. This Release shall be construed such that SASED will be deemed to have satisfied all of its possible liability for all claims as to Selective and/or District 66 that were or could have been asserted relating to or arising from the occurrence.

Financial Impact: \$20,000

Recommended Action: SASED Administration requests that the Board of Directors approve the Release and Settlement Agreement with Selective Insurance and the Board of Education of Center Cass SD66

## RELEASE & SETTLEMENT AGREEMENT

For and in consideration of the payment by School Association for Special Education in DuPage County (hereinafter "SASED"), in the amount of \$20,000.00, made payable as follows: to "Nielsen Zehe & Antas PC, Client Fund Trust Account", and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged:

(1) SELECTIVE INSURANCE COMPANY OF AMERICA, as subrogee of Center Cass School District #66 (hereinafter "Selective"), and its representatives, attorneys, agents, assigns and insureds, and

(2) the Board of Education of Center Cass School District #66 (hereinafter "District 66"), and its representatives, attorneys, agents, assigns and insurers,

do hereby and forever discharge SASED and its Governing Board, Board of Directors, Board members, associates, predecessors, successors, administrators, assigns, agents, directors, officers, partners, joint venturers, employees, representatives, attorneys, insurers, and all persons acting by, through and under or in connection with them, of and from any and all manner of suits, debts, liens, contracts, agreements, promises, liabilities, claims, demands, losses, costs or expenses, of any nature whatsoever, known or unknown, fixed or contingent (hereinafter collectively referred to as "Claims") which Selective and/or District 66 now has, including causes of action, in law or in equity against SASED by reason of Claims arising out of, based upon, or in any way related to the injuries and damages sustained by Selective and/or District 66, as a result of the alleged damage to District 66's real and personal property located at 701 Plainfield Rd, Downers Grove, IL 60516 allegedly occurring during Extended School Year (summer) 2023.

It is the essence of this instrument and the express objective and intention of Selective and District 66 that this Release shall be construed such that SASED will be deemed to have satisfied all of its possible liability for all claims as to Selective and/or District 66 that were or could have been asserted relating to or arising from the occurrence. Any language in this Release that is inconsistent

with that intention shall be void and of no consequence, and in place thereof, it is agreed that it shall be considered that this Release contains such other language, if any, necessary to carry out the intent of the parties as expressed herein.

The parties agree and understand that, in providing this Release, the parties do not intend to grant rights to any other person or entity. This Release is a compromise and settlement of a doubtful and disputed claim. Neither the matters contained in this Release, nor the negotiations of the compromise and settlement contemplated hereby are to be considered as admissions of any liability whatsoever by any party to this Release. No past or present wrongdoing on the part of any party shall be implied from such matters, negotiations, or entry into this Release.

Dated: 8/13/25  
By: Ryan Wittrien  
A representative of SELECTIVE INSURANCE COMPANY OF AMERICA

Dated: 8/14/25  
By: BW:  
A representative of the BOARD OF EDUCATION OF CENTER CASS SCHOOL DISTRICT #66

Dated: \_\_\_\_\_  
By: \_\_\_\_\_  
A representative of SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b>  <b>See Specific Instructions on page 3.</b>	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  <b>NIELSEN, ZEHE &amp; ANTAS, P.C.</b>		
	<b>2</b>	Business name/disregarded entity name, if different from above.		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b>	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>		
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.  <b>55 WEST MONROE STREET, SUITE 1800</b>	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code  <b>CHICAGO, ILLINOIS 60603</b>		
	<b>7</b>	List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
3	6	-	4	2	2	9	8	0	0

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person 	Date January 1, 2025
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



## **ACTION ITEM**

---

To: SASED Board of Directors  
From: Kim Dryier, Executive Director  
Date: September 17, 2025  
Re: First Reading of Policies included in the IASB PRESS Issue 119 Update

---

Summary: IASB PRESS Release 119 was released in June 2025 and Board review and adoption is required. These updates have been reviewed by the SASED Policy Committee, with no suggested changes.

### Draft Update

2:80 - Board Member Conduct - Minor language edits  
2:130 - Board-Executive Director Relationship - Minor language edits  
3:65 - Staff Supervision - Renumbered from 3:62 to 3:65  
7:140 - Search and Seizure - Legal references updated based on a 5 year review  
7:300 - Extracurricular Athletics - Legal references updated based on a 5 year review  
8:80 - Gifts to SASED - Minor language edits

### Draft Update - Rewritten

2:240 - E1 PRESS Issue Updates - Rewritten in response to a 5-year review  
2:240 - E2 Developing Local Policy - Rewritten in response to a 5-year review

### Review and Monitor

1:10 - SASED Legal Status  
1:20 - SASED Organization, Operations, and Cooperative Agreements  
1:30 - SASED Philosophy  
2:10 - SASED Boards  
2:125-E3 - Resolution to Regulate Expense Reimbursement  
2:240 - Board Policy Development  
3:30 - Chain of Command  
4:50 - Payment Procedures  
4:90 - Student Activity and Fiduciary Funds  
4:180 - Pandemic Preparedness; Management; and Recovery  
5:20-E - Resolution to Prohibit Sexual Harassment  
5:270 - Employment At-Will, Compensation, and Assignment  
7:90 - Release During School Hours  
7:130 - Students Rights and Responsibilities  
7:325 - Student Fundraising Activities  
8:110 - Public Suggestions and Concerns

Recommended Action: SASED Administration requests that the Board of Directors review these policies as a first reading.

# **POLICY MANUAL REVISIONS**

**June 2025 PRESS Update 119**

**1st Reading -September 17, 2025**

***Board Policies***

## **Draft Update**

- 2:80 - Board Member Conduct - Minor language edits
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- 8:80 - Gifts to SASSED - Minor language edits

## **Draft Update - Rewritten**

- 2:240-E1 PRESS Issue Updates - Rewritten in response to a 5-year review
- 2:240-E2 Developing Local Policy - Rewritten in response to a 5-year review

## **Review and Monitor**

- 1:10-SASED Legal Status
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- 5:20-E Resolution to Prohibit Sexual Harassment
- 5:270 Employment At-Will, Compensation, and Assignment
- 7:90-Release During School Hours
- 7:130-Students Rights and Responsibilities
- 7:325-Student Fundraising Activities
- 8:110-Public Suggestions and Concerns



# Update Memo

Please distribute to board members and appropriate staff.

# PRESS

## Policy Reference Education Subscription Service

### Contents

**Instructions**..... p. 1

**PRESS Terminology** ..... p. 2

**PRESS Issue 119 Topic Bundles** ..... p. 2



**Progress Report** ..... p. 4

**Revisions to Policies, Administrative Procedures, and Exhibits (numerical table)** ..... p. 5

**Next Issue: Fall Legislative Update**

### Online Instructions

Please follow these four easy steps to log in to **PRESS**:

- Go to [www.iasb.com](http://www.iasb.com) and click on the  button on the top navigation.
- Enter your email address and password.
    - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder for an email from [info@iasb.com](mailto:info@iasb.com), if you do not see it in your email inbox.
    - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
    - If you continue to have difficulty signing on to [www.iasb.com](http://www.iasb.com), please contact Michael Ifkovits at [mikfovits@iasb.com](mailto:mikfovits@iasb.com).
  - Click the  button on the top navigator bar. This will bring you to your account page
  - Under "Quick Links," click on "PRESS Login."

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Debra Jacobson, Associate General Counsel and **PRESS** Editor, [djacobson@iasb.com](mailto:djacobson@iasb.com); Jeremy Duffy, IASB Deputy Executive Director/General Counsel and Assistant **PRESS** Editor, [jduffy@iasb.com](mailto:jduffy@iasb.com); Maryam Brotine, Associate General Counsel and Assistant **PRESS** Editor, [mbrotine@iasb.com](mailto:mbrotine@iasb.com); or Megan Mikhail, Assistant General Counsel and Assistant **PRESS** Editor, [mmikhail@iasb.com](mailto:mmikhail@iasb.com).

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (PRM) pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words, a.k.a. "tracked changes."

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download and use **PRM** pages to update your policy manual, please go to [www.iasb.com/policy/](http://www.iasb.com/policy/) to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), available on IASB's website.

### PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

Please spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.



## *Document Status: Draft Update*

### **GOVERNANCE**

#### **2:80 Board Member Conduct**

The SASED Board adopts the Illinois Association of School Boards' "*Code of Conduct for ~~Board Members of School Boards (Code)~~*" [PRESSPlus1](#) ". A copy of the Code shall be displayed in the regular Board meeting room.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Governing Board; Indemnification), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational Governing Board Meeting)

~~ADOPTED: August 16, 2023~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 119, June 2025**

## *Document Status: Draft Update*

### **GOVERNANCE**

#### **2:130 Board-Executive Director Relationship**

The Governing Board employs, and Board of Directors evaluates the Executive Director. Both Boards hold him or her responsible for the operation of SASED in accordance with Board policies and State and federal law.

The Board-Executive Director relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Executive Director.

Both Boards consider the recommendations of the Executive Director as the Cooperative's Chief Executive Officer. The Board of Directors adopts policies necessary to provide general [PRESSPlus1](#) direction for SASED and to encourage achievement of SASED's goals. The Executive Director develops plans, programs, and procedures needed to implement the policies and directs SASED's operations.

LEGAL REF.:

[105 ILCS 5/10-16.7](#) and [5/10-21.4](#).

CROSS REF.: 3:40 (Executive Director)

ADOPTED: August 16, 2023

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

## *Document Status: Draft Update*

### **GENERAL ADMINISTRATION**

#### **3:65 Staff Supervision**

In all cases, SASED personnel shall be directly supervised by the SASED Administrators, Supervisors and, when appropriate, certified staff members. [PRESSPlus1](#) SASED personnel may also be directly supervised by member district Administrators and Supervisors when appropriate. SASED and its administrative staff shall be responsible for the supervision of the general functions of the program or service on a day-to-day basis.

**SASED** is responsible for providing technical assistance and consultation to employees and administrators regarding special education programs and services. Such assistance and consultation may include, but is not limited to, the following activities:

1. Classroom visitations - classroom visitations may be initiated by either the classroom teacher or by the designated SASED supervisor. Other administrative staff of either SASED or a member district may request a classroom visitation by the designated supervisor.
2. In-service - supervisors shall plan and conduct appropriate in-service activities.
3. Consultation - consultations regarding students, curriculum, instruction, etc., may be initiated by either the staff member or designated supervisor. Other administrative staff of either SASED or a member district may request a consultation between a staff member and his or her designated supervisor.
4. Records and reports - Appropriate records and reports may be requested by the designated supervisor.

~~ADOPTED: August 16, 2023~~

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is re-numbered from 3:62 to 3:65. Boards should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies. **Issue 119, June 2025**

## *Document Status: Draft Update*

### STUDENTS

#### **7:140 Search and Seizure**

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes SASED and member district administrators and school liaison police officers. [PRESSPlus1](#)

Students have no reasonable expectation of privacy in school premises or areas within schools or in their personal effects left there.

This Policy should be read with reference to other related Board Policies including, but not limited to, the following: Policy on 7:190 Student Behavior and 7:230 Misconduct by Students with Disabilities.

#### Types of Searches

A search may include: 1) a request by a SASED employee, administrator or a sworn law enforcement officer to a student to relinquish personal items, including backpacks and purses, to be opened and searched; 2) a directive by a SASED employee, administrator or a sworn law enforcement officer to a student to remove outerwear, including clothing worn over a shirt, hat, gloves, socks and shoes, so these items can be searched; to turn out pockets, roll down sleeves, roll up pants to the knees, remove any belt, reveal the waist band or the top of the pants or skirt for visual inspection; 3) opening and inspecting personal items stored in a desk or locker, such as clothing, backpacks, purses and other containers; or 4) a search of multiple lockers or desks.

SASED may implement use of a walk-through or hand-held metal detecting device to search students and their belongings on a daily, as-needed, or random basis.

#### Search Procedure

In exigent circumstances, any SASED employee or administrator may take any action s/he reasonably believes is necessary to protect any student, school staff or visitor from a physical threat.

Absent exigent circumstances, employees should notify the appropriate administrator of the circumstances that lead the employee to believe that a student has engaged in a violation of SASED policies or other misconduct, including any reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or student conduct rules.

The method of searching must be (1) reasonably related to the objective of the search, and (2) not excessively intrusive in light of (i) the age and gender of the student and (ii) the nature of the suspected violation. An individualized search should be no more intrusive than is necessary to turn up evidence of the legal or rule violation the student is reasonably suspected of committing.

Random searches, such as random Metal Detector Screenings and mass locker and desk searches may be conducted by administrators or law enforcement officers even in the absence of a reasonable ground for suspecting that the search will produce evidence a student has violated or is violating either

the law or SASSED policies.

Administrators should conduct searches of individual students or coordinate a search by law enforcement officers. If practical, where a SASSED employee or administrator has reasonable grounds to suspect that an individual student possesses illegal materials, including a firearm or drugs, a SASSED administrator should ask a sworn law enforcement officers to conduct the search.

When practical, school employees or administrators of the same gender as the student should be assigned to scan students with hand-held metal-detecting devices or to ask a student to remove any belt and reveal the waist band or top of the pants or skirt for visual inspection.

All property removed as a result of this procedure, that may be legitimately brought onto SASSED property, will be returned to the individual. Property removed from a student, possession of which violates Board policy, shall be confiscated and the student disciplined in accordance with Board policy. When appropriate, property may be transferred to law enforcement authorities.

Following a search, the administrator who authorized the search should document the information leading to the search, the type of search conducted, the identity of the individual conducting the search, and any evidence obtained and processed, or any property returned to the individual searched.

#### Metal Detector Screening

The Executive Director or his/her designee may authorize random, daily, or as-needed Metal Detector Screenings to deter and prevent weapons from being brought into any school building, activity or event. If the administrator decides to authorize daily Metal Detector Screenings, the screenings will be conducted in accordance with this policy.

All schools with metal detectors, whether used randomly or daily, shall post a sign outside the entrance to be used for metal-detector screenings to the effect that any person who enters the building may be subject to search.

If the detector is activated, the student shall be asked to relinquish any metal item. A School Official shall then conduct a second Metal Detector Screening.

If the detector is activated after the second Metal Detector Screening, the individual may be subject to further search per this policy, including a request to remove outerwear, including clothing worn over a shirt, hat, gloves, socks and shoes, so these items can be searched; to turn out pockets, roll down sleeves, roll up pants to the knees, remove any belt, reveal the waist band or the top of the pants or skirt for visual inspection. If possible, such measures should be conducted outside the view of others, including students and in the presence of an additional adult. Additionally, School Officials may inspect the contents of personal items, including backpacks and purses, to determine if a weapon is concealed therein.

#### Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Executive Director or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. SASSED officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. SASSED officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social

networking website that violates a SASED and/or host district disciplinary rule or policy. During the course of an investigation, the student may be required to share the content that is reported in order to allow SASED officials to make a factual determination.

#### LEGAL REF.:

~~T.L.O. v. New Jersey, 469 U.S. 325 (1985).~~ [PRESSPlus2](#)

~~Vernonia Sch.øel Dist. 47J v. Acton, 515 U.S. 646 (1995).~~

~~Safford Unified Sch.øel Dist. No. 1 v. Redding, 557 U.S. 364 (2009).~~

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

~~Right to Privacy in the School Setting Act, 105 ILCS 75/.~~ [Right to Privacy in the School Setting Act.](#)

~~Cornfield v. Consolidated High Sch.øel Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).~~

~~People v. Dilworth, 169 Ill.2d 195 (1996), cert. denied, 416 S.Ct. 1692517 U.S. 1197 (1996).~~

~~People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), app. denied, 167 Ill.2d 564667 N.E. 2d 1061 (Ill.App.1, 1996).~~

~~T.L.O. v. New Jersey, 469 U.S. 325 (1985).~~

~~Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995).~~

~~Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).~~

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

~~ADOPTED: August 16, 2023~~

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy's content is unique to SASED. Please consult the author and the **PRESS** sample, available by logging in at [www.iasb.com](http://www.iasb.com), to determine whether further changes are necessary. **Issue 119, June 2025**

PRESSPlus 2. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

## Document Status: Draft Update

### STUDENTS

#### 7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving SASED full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through SASED-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program, if requested.
7. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by SASED including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Executive Director or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

#### LEGAL REF.:

105 ILCS 5/10-20.30, ~~5/10-20.54~~, [PRESSPlus1](#) 5/22-80, and 25/2.

[23 Ill.Admin.Code §1.530\(b\)](#).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:340 (Student Records)

~~ADOPTED: August 16, 2023~~

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

## Document Status: Draft Update

### COMMUNITY RELATIONS

#### **8:80 Gifts to SASED**

The Board appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Executive Director or designee. Individuals should obtain a pre-acceptance commitment before identifying SASED, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with SASED's mandate to provide equal educational and extracurricular opportunities to all students in SASED as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require SASED to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the SASED to maintain resource equity among its learning centers.
5. Be viewpoint neutral when the gift involves the incorporation of any messages. [PRESSPlus1](#) The Executive Director or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to SASED including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

SASED will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become SASED's property. The acceptance of a gift is not an endorsement by the Board, SASED, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Education Amendments; implemented by [34 C.F.R. Part 106](#).

[105 ILCS 5/16-1](#).

[23 Ill.Admin.Code §200.40](#).

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

~~ADOPTED: August 16, 2023~~

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## **PRESSPlus Comments**

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

## Document Status: Draft Update - Rewritten

### Board Policy Development

#### 2:240-E1 Exhibit - PRESS Issue Updates

This exhibit is for **PRESS** subscribers. For subscribers to **PRESS Plus**, IASB's full-maintenance policy update service, the **PRESS Plus** Online User Guide and video tutorials, available at [www.iasb.com/policy-services-and-school-law/policy-services/press-plus/](http://www.iasb.com/policy-services-and-school-law/policy-services/press-plus/), provide further guidance. [PRESSPlus1](#)

Actor	Action
Superintendent	<p>Manages the process for the Board to receive <b>PRESS</b> updates to policies.</p> <p>Requests review of recommended revisions by the Board Attorney, as appropriate.</p> <p>Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and full Board include discussion and list action to consider, adopt, implement, or revise Board policies and Board exhibits.</p> <p>Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.</p> <p>Communicates all policy and administrative procedure revisions or adoptions, as appropriate, to staff members, parents, students, and community members.</p>
Superintendent or Superintendent's Secretary	<p>Updates the District's <i>Roster</i> as follows:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://www.iasb.com">www.iasb.com</a> and click on the <b>Member Login</b> button.</li> <li>2. Log in using your email address and password. If you do not know your password, use the "forgot your password?" link.</li> <li>3. At the bottom of your Profile page, click on <b>Districts You Manage</b> and then the District name.</li> <li>4. Review and verify or change the District's existing records. Ensure that all current board members, administrators, and anyone else on staff who needs access to <b>PRESS</b> Online are listed with their current email addresses. For detailed roster management instructions, see <a href="http://www.iasb.com/IASB/media/Documents/rostermanagementinstructions.pdf">www.iasb.com/IASB/media/Documents/rostermanagementinstructions.pdf</a>.</li> </ol>
	<p>Logs in to <b>PRESS</b> Online as follows:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://www.iasb.com">www.iasb.com</a> and click on the <b>Member Login</b> button.</li> <li>2. Log in using your email address and password. If you do not know your password, use the "forgot your password?" link.</li> <li>3. Under "<b>Quick Links</b>," click "<b>PRESS Login</b>."</li> </ol>

<p>Designated support staff</p>	<p>To each member of the Policy Committee, full Board, and/or other interested school official, emails or otherwise distributes the following:</p> <ol style="list-style-type: none"> <li>1. <b>PRESS Update Memo;</b></li> <li>2. <b>PRESS</b> video tutorial link at: <a href="http://www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/">www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/</a>;</li> <li>3. Committee worksheets (showing tracked changes in redline); and</li> <li>4. Current District policy in relevant areas.</li> </ol> <p>As appropriate, includes new and revised policies in the Board meeting packets.</p> <p>After a policy is adopted or revised, updates the District's policy manual master electronic file and adds or updates adoption dates.</p> <p>Archives previous version of revised policy.</p> <p>Follows District process for updating paper and online manuals.</p> <p>Considers distributing the <b>PRESS Update Memo</b> to Building Principals.</p>
<p>Policy Committee (or Full Board)</p>	<p>Considers each <b>PRESS</b> update. Reviews all footnote changes.</p> <p>Decides which changes require Board discussion and which are appropriate as consent agenda items. Policies or policy revisions may be appropriate for a consent agenda when providing for legal compliance; updating legal references; correcting substantive grammar, spelling, or punctuation; or clarifying pre-existing policy language.</p> <p>Presents recommendations regarding <b>PRESS</b> updates to the Board at a regularly scheduled meeting.</p>
<p>Full Board</p>	<p>Conducts a first reading of the policies that are recommended for adoption or revision. Policies may be adopted after a first reading when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant.</p> <p>During the next regular meeting, conducts a second reading.</p> <p style="padding-left: 40px;">A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</p> <p>After the second reading, consider and take action to approve the policies at a duly convened open meeting.</p>
<p>Assistant Superintendents, Directors, Building Principals, and supervisory employees</p>	<p>Reads the <b>PRESS Update Memo</b> (if applicable) and adopted policies, follows the Superintendent's process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).</p>

Anyone

For further clarification, view the online tutorial for **PRESS**, available at [www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/](http://www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/).

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## **PRESSPlus Comments**

PRESSPlus 1. Rewritten for PRESS Plus in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. A redlined version showing the changes made is available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 119, June 2025**

# Document Status: Draft Update - Rewritten

## Board Policy Development

### 2:240-E2 Exhibit - Developing Local Policy

Actor <a href="#">PRESSPlus1</a>	Action
Anyone (Superintendent, Board member, staff, parent, student, community member, or Board Attorney)	Brings a concern that may necessitate a new policy or a current policy's revision to the attention of the Board.
Superintendent	<p>Confers with the Board Attorney as appropriate.</p> <p>Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and full Board include discussion and list actions to consider, adopt, implement, or revise Board policies and Board exhibits.</p> <p>Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.</p> <p>Communicates all policy and administrative procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.</p>
Policy Committee (or Full Board)	<p><b>First</b>, answers these questions to decide whether new policy language is needed:</p> <ol style="list-style-type: none"> <li>1. Does the IASB Policy Reference Manual provide guidance?</li> <li>2. Is the request something that should be covered in policy (i.e., Board work), or is it something that should be covered in an administrative procedure (i.e., staff work)?</li> <li>3. Is it already covered in Board policy? Checks for policies that cover similar or connected topics. Tools such as search engines, Tables of Contents, cross references, and indexes at <b>PRESS</b> Online can be used to identify relevant policy numbers to check for in the Board's policy manual.</li> </ol> <p><b>Second</b>, uses a 3-step process to draft new policy language:</p> <ol style="list-style-type: none"> <li>1. Frames the question and discusses the topic.</li> <li>2. Requests the Superintendent to provide research, including appropriate data, and input from others, such as those who may be affected by the policy and those who will implement the policy.</li> </ol>

	<p>3. Drafts or requests the Superintendent or Board Attorney to draft language addressing the concern that aligns with the Board's mission, vision, goals, and objectives.</p> <p><b>Third</b>, decides whether the new language should be included in an existing policy or added as a new policy. Assigns any new policy an appropriate location and number.</p> <p>The <b>PRESS</b> coding system reserves policy numbers ending in a '0' and '5' for <b>PRESS</b> material. Locally developed Board policies should use policy numbers ending in 2, 4, 6, or 8.</p>
Full Board	<p>Conducts a first reading of the policy that is recommended for adoption or revision. Policies may be adopted after a first reading when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant.</p> <p>During the next regular meeting, conducts a second reading.</p> <p>A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</p> <p>After the second reading, consider and take action to approve the policy at a duly convened open meeting.</p>
Designated support staff	<p>After a policy is adopted or revised, updates the District's policy manual master electronic file and adds or updates adoption dates.</p> <p>Archives previous version of revised policy.</p> <p>Follows District process for updating paper and online manuals.</p>
Assistant Superintendents, Directors, Building Principals, and supervisory employees	<p>Reads adopted policies, follows the Superintendent's process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).</p>

## PRESSPlus Comments

PRESSPlus 1. Rewritten for PRESS Plus in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. A redlined version showing the changes made is available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 119, June 2025**

# *Document Status: Review and Monitoring*

## **ORGANIZATION**

### **1:10 SASED Legal Status**

The [Illinois Constitution](#) requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities. [PRESSPlus1](#)

The General Assembly has implemented this mandate through the creation of joint agreements of various types for the purpose of providing special education services to children with disabilities. SASED is governed by these mandates.

The SASED Governing Board constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.:

[Ill. Constitution, Art. X](#), Sec. 1.

[105 ILCS 5/10-1](#) *et seq.*

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the Board; Indemnification)

**ADOPTED: August 16, 2023**

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### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## ORGANIZATION

### 1:20 SASED Organization, Operations, and Cooperative Agreements

SASED is organized and operates under the Joint Agreement/Bylaws for School Association for Special Education in DuPage County (SASED). [PRESSPlus1](#)

SASED enters into and participates in joint programs and intergovernmental agreements with units of local government, school districts, and other cooperatives/joint agreements, in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit SASED and the community. The Executive Director shall manage these activities to the extent the program or agreement requires SASED's participation and shall provide periodic implementation or operational data and/or reports to the Board of Directors concerning these programs and agreements.

LEGAL REF.:

[Ill. Constitution, Art. VII](#), Sec. 10.

[5 ILCS 220/](#), Intergovernmental Cooperation Act

~~ADOPTED: August 16, 2023~~

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### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## ORGANIZATION

### 1:30 SASED Philosophy

#### Mission Statement [PRESSPlus1](#)

SASED will collaborate with member districts to develop and provide educational services in the least restrictive environment so that students with disabilities will reach their maximum potential as responsible and productive citizens.

#### Belief Statement

1. SASED and member districts will collaborate in advocating for quality services and programs for students with disabilities.
2. SASED operated direct services and programs will be available to students with disabilities.
3. SASED will provide technical assistance and consultation services to member districts.
4. SASED will plan and implement professional development activities for member districts and SASED staff.
5. SASED will develop and implement instructional improvement models based on the assessment of student needs and performance.
6. SASED will be fiscally responsible.
7. SASED will promote open communications networks with parents, member districts, staff, and others.
8. SASED will provide leadership in the recruitment and retention of special education staff for both SASED, and member district operated programs.

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

ADOPTED: August 16, 2023

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### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions

- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# *Document Status: Review and Monitoring*

## GOVERNANCE

### **2:10 SASED Boards**

#### Board of Directors [PRESSPlus1](#)

SASED operations are governed by the Board of Directors whose membership, responsibilities and authority shall be as described in the Articles of Joint Agreement/By-Laws for the School Association for Special Education in DuPage (SASED).

Official action by the Board of Directors may only occur at a duly called and legally conducted meeting at which a quorum is physically present. Board of Directors members, as individuals, have no legal authority over SASED affairs, except as provided by law or as authorized by the Board.

#### Governing Board

SASED's fiscal and legal matters are governed by the Governing Board, whose membership, responsibilities and authority shall be as described in the Articles of Agreement Joint Agreement/By-Laws for the School Association for Special Education in DuPage (SASED).

Official action by the Governing Board may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, a quorum must be physically present at the meeting.

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

LEGAL REF.:

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

[105 ILCS 5/10-1](#), [5/10-10](#), [5/10-12](#), [5/10-16.5](#), [5/10-16.7](#), and [5/10-20.5](#).

CROSS REF.: 1:10 (SASED Legal Status), 2:20 (Powers and Duties of the Board; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of Board Meetings), 2:220 (Board Meeting Procedure)

**ADOPTED:** August 16, 2023

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### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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**Issue 119, June 2025**

## *Document Status: Review and Monitoring*

### **Board Member Compensation; Expenses**

#### **2:125-E3 Resolution to Regulate Expense Reimbursements**

WHEREAS, Section 10-20 of the School Code ([105 ILCS 5/10-20](#)) grants Governing Boards other powers that are not inconsistent with their duties; [PRESSPlus1](#)

WHEREAS, Section 10 of the Local Government Travel Expense Control Act ([50 ILCS 150/](#)) provides that the Governing Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the Cooperative's budget and other financial considerations, the Executive Director has recommended to the Board a maximum allowable reimbursement amount of \$3,500 for Board members and SASED staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation ([50 ILCS 150/10](#) and [20](#));

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists ([50 ILCS 150/10](#) and [15](#));

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board ([50 ILCS 150/15](#));

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$3,500, effective on January 25, 2023 until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
5. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: Board Chairperson

Attested by: Board Secretary

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## **PRESSPlus Comments**

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**Issue 119, June 2025**

## *Document Status: Review and Monitoring*

### GOVERNANCE

#### **2:240 Board Policy Development**

The Boards govern using written policies. Written policies ensure legal compliance, establish Board processes, articulate SASED ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward SASED ends. [PRESSPlus1](#)

##### Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Executive Director. Suggestions from all others should be made to the Board Chairperson or the Executive Director.

The Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Executive Director is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Executive Director shall seek the counsel of the Board Attorney when appropriate.

##### Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration may be given at a subsequent meeting(s) and after an opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the SASED's administrative office during regular office hours and on the SASED website. Copy requests should be made pursuant to Board policy 2:250, *Access to SASED Public Records*.

##### Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

##### Words Importing Gender

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

##### Executive Director Implementation

The Board will support any reasonable interpretation of Board policy made by the Executive Director. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Executive Director is authorized to take appropriate action.

### Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.:

[105 ILCS 5/10-20.5.](#)

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Executive Director)

~~ADOPTED: August 16, 2023~~

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### **PRESSPlus Comments**

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**Issue 119, June 2025**

## *Document Status: Review and Monitoring*

### **GENERAL ADMINISTRATION**

#### **3:30 Chain of Command**

The Executive Director shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations. [PRESSPlus1](#)

All personnel should refer matters requiring administrative action to the responsible administrator and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (SASED Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

~~ADOPTED: August 16, 2023~~

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#### **PRESSPlus Comments**

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**Issue 119, June 2025**

## *Document Status: Review and Monitoring*

### **OPERATIONAL SERVICES**

#### **4:50 Payment Procedures**

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Directors in advance of the Board's regular monthly meeting or, if necessary, a special meeting. These bills shall be reviewed by the Board of Directors, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board of Directors order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board Chairperson and Secretary, or a majority of the Board. [PRESSPlus1](#)

The Treasurer is authorized without prior Board of Directors approval to pay Social Security taxes, wages, pension contributions, utility bills and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board of Directors at its next meeting.

The Board of Directors authorizes the Executive Director or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

#### **Salary Deductions**

Upon written receipt, an employee may have a salary deduction made for charities, annuities, and other purposes approved by the Executive Director or designee. SASED will accept no responsibility with regard to the transaction other than forwarding the deduction to the designated agency. The Executive Director or designee will inform the Board of Directors of the currently approved list of agencies not later than November 1st of each year.

#### **LEGAL REF.:**

[105 ILCS 5/8-16](#), [5/10-7](#), and [5/10-20.19](#).

[23 Ill.Admin.Code §100.70](#).

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

~~ADOPTED: August 16, 2023~~

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#### **PRESSPlus Comments**

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each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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**Issue 119, June 2025**

# *Document Status: Review and Monitoring*

## **OPERATIONAL SERVICES**

### **4:90 Student Activity and Fiduciary Funds**

The Board of Directors, upon the Executive Director or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board of Directors, upon the Executive Director or designee's recommendation, also establishes fiduciary funds to be supervised by the Executive Director or designee. SASED has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds. [PRESSPlus1](#)

#### **Student Activity Funds**

The Executive Director or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board of Directors will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in ISBE rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board of Directors, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

#### **Fiduciary Funds**

The Executive Director or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Board of Directors will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

#### **LEGAL REF.:**

[105 ILCS 5/8-2](#) and [5/10-20.19](#).

[23 Ill.Admin.Code §§100.20, 100.80, and 100.85](#).

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

**ADOPTED: August 16, 2023**

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240,

*Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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**Issue 119, June 2025**

## *Document Status: Review and Monitoring*

### **OPERATIONAL SERVICES**

#### **4:180 Pandemic Preparedness; Management; and Recovery**

The Board recognizes that SASED will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic. [PRESSPlus1](#)

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.

To prepare SASED community for a pandemic, the Executive Director or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate SASED personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

#### **Emergency School Closing**

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Executive Director in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, SASED's local health department, emergency management agencies, and/or Regional Office of Education.

During an emergency school closing, the Board Chairperson and the Executive Director may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that SASED may not be able to accomplish or implement due to a pandemic.

#### **Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video**

A disaster declaration related to a public health emergency may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

#### **Payment of Employee Salaries During Emergency School Closures**

The Executive Director shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to SASED's employees, pursuant to Board policies 3:40, *Executive Director*, 3:50, *Administrative Personnel Other Than the Executive Director*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders,

and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

#### Suspension of In-Person Instruction: Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to [20 ILCS 3305/7](#), and the State Superintendent of Education declares a requirement for SASSED's to use *Remote Learning Days* or *Blended Remote Learning Days*, the Executive Director shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan (Plan) that:

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that SASSED may not be able to provide due to the pandemic;
2. Implements the requirements of [105 ILCS 5/10-30](#); and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

#### LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.5](#), [5/10-20.56](#), and [5/10-30](#).

[5 ILCS 120/2.01](#) and [120/7](#)(e), Open Meetings Act.

[20 ILCS 2305/2](#)(b), III. Dept. of Public Health Act (Part 1).

[20 ILCS 3305/](#), III. Emergency Management Agency Act.

[115 ILCS 5/](#), III. Educational Labor Relations Act.

CROSS REF.: 1:20 (SASSED Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the Board of Directors; Indemnification), 2:220 (Board of Directors Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Executive Director), 3:50 (Administrative Personnel Other Than the Executive Director), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: August 16, 2023

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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**Issue 119, June 2025**

## *Document Status: Review and Monitoring*

### Workplace Harassment Prohibited

#### **5:20-E Resolution to Prohibit Sexual Harassment**

WHEREAS, Section 10-20 of the School Code ([105 ILCS 5/10-20](#)) grants Governing Boards other powers that are not inconsistent with their duties; [PRESSPlus1](#)

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act ([5 ILCS 430/1-5](#)) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act ([5 ILCS 430/5-65](#)) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act ([5 ILCS 430/70-5](#)) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of School Association for Special Education in DuPage County, DuPage County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this 16th day of August, 2023.

Attested by: \_\_\_\_\_ Board Chairperson

Attested by: \_\_\_\_\_ Board Secretary

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## **PRESSPlus Comments**

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**Issue 119, June 2025**

## *Document Status: Review and Monitoring*

### Educational Support Personnel

#### **5:270 Employment At-Will, Compensation, and Assignment**

**Each provision, term, and condition of the following policy shall apply to all SASED employees except where a collective bargaining agreement offers a specific differing provision, term, or condition to a bargaining unit employee. In such case, the specific differing provision, term, or condition shall apply to the bargaining unit employee. In the absence of a specific differing provision, term, or condition, the policy shall be fully applicable to a bargaining unit employee.**

#### Employment At-Will [PRESSPlus1](#)

Unless otherwise specifically provided, SASED employment is at-will, meaning that employment may be terminated by SASED or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Executive Director is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

#### Compensation

The Board of Directors will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

#### Assignment

The Executive Director is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

[105 ILCS 5/10-22.34](#) and [5/10-23.5](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

**ADOPTED: August 16, 2023**

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**Issue 119, June 2025**

## *Document Status: Review and Monitoring*

### **STUDENTS**

#### **7:90 Release During School Hours**

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian. [PRESSPlus1](#)

#### **Early Dismissal Announcement**

The Executive Director or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

#### **Voting**

The Executive Director or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.:

[10 ILCS 5/7-42\(b\)](#) and [5/17-15\(b\)](#), Election Code.

CROSS REF.: 4:170 (Safety)

ADOPTED: August 16, 2023

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# Document Status: Review and Monitoring

## STUDENTS

### 7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the [U.S.](#) and [Illinois Constitutions](#) and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate SASED policies or rules will be subject to disciplinary measures. [PRESSPlus1](#)

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the [U.S.](#) and [Illinois Constitutions](#), are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.:

[20 U.S.C. §7904.](#)

[105 ILCS 20/5.](#)

[Tinker v. Des Moines Independent School District](#), 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED: August 16, 2023

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### PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

# *Document Status: Review and Monitoring*

## **STUDENTS**

### **7:325 Student Fundraising Activities**

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are: [PRESSPlus1](#)

1. SASED student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Executive Director or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must:
  - a. Develop viewpoint neutral guidelines for the creation of messages;
  - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
  - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by SASED of any message's content."

LEGAL REF.:

[105 ILCS 5/10-20.19\(3\)](#).

[23 Ill.Admin.Code Part 305](#), School Food Service.



## *Document Status: Review and Monitoring*

### COMMUNITY RELATIONS

#### **8:110 Public Suggestions and Concerns**

The Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern by contacting any member district or SASED office. Community members who e-mail SASED or any SASED employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or SASED administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit. [PRESSPlus1](#)

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.:

[115 ILCS 5/14](#)(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Governing Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

**ADOPTED: August 16, 2023**

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

CROSS REF.: 4:90 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: August 16, 2023

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**



**ACTION ITEM**

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To: SASED Board of Directors  
Via: Dr. Kim Dryier  
From: Dan Lawler, Technology Coordinator  
Date: May 21, 2025  
Re: Approval of Net56 Master Service Agreement Renewal

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Summary: The Master Service Agreement with Net56, our Managed Service Provider, is due for renewal. Based on their recommendation, they are expanding the Security Operations Center services to include 24/7/365 coverage with Splunk. We have reviewed the terms and services in Exhibit A-1 effective July 1, 2025 through June 30, 2027.

Financial Impact: Over the last several years, there have been minimal price increases based on the previous contracts. In addition to the advanced cybersecurity services, vendor licenses and hosting costs have increased over time. The annual cost for FY 25-26 is approximately \$386,000 with possible CPI, hosting, and licensing increases in FY 26-27.

Recommended Action: SASED Administration requests that the Board of Directors approve the Net56 Master Service Agreement Renewal, as presented.



## Exhibit A-1

Net56, Inc. (“Net56”) and SASSED (“Client”) (together, the “Parties”) hereby agrees to the Master Service Agreement – Exhibit A-1 executed by the Parties on \_\_\_\_\_, 2025 (“Agreement”) as follows:

### Section 1 Net56 Service Offering

#### Scope of Services – Managed IT Production Services

- Network Design, Maintenance, and Monitoring
  - Configure, manage, and maintain network infrastructure, including routers, firewalls, switches, Local Area Networks (LANs), Virtual LANs (VLANs), wireless systems, and remote access solutions. Ensure proper configuration, performance monitoring, and regular backups.
  - Provide support for web filtering solutions.
  - Deliver Tier II and Tier III systems engineering support.
- Information Services
  - Provide Tier II and Tier III support for client-used software and applications.
  - Manage and maintain Windows Server environments.
- 24/7 Service Desk
  - Deliver around-the-clock live service desk support, including a comprehensive ticketing system.
  - Provide client access to the ticketing portal for real-time tracking and updates.
  - Offer Tier I support for end users.
- Engagement Services
  - Engagement Management serves as the primary liaison between the client and Net56, ensuring alignment between client goals and technology services. They drive strategic planning, service delivery, and operational excellence to support the client’s needs.
- Tier Definitions
  - Tier 1 (Basic Support) - This level is the first point of contact for users seeking help with basic issues like password resets, software installation problems, and general troubleshooting. Tier 1 technicians have access to knowledge bases and resources to quickly resolve common problems.
  - Tier 2 (Intermediate Support) - When Tier 1 cannot resolve an issue, it's escalated to Tier 2. This level involves technicians with more specialized knowledge and skills to diagnose and fix more complex technical problems. They may use remote tools and solutions to identify and remediate issues.
  - Tier 3 (Advanced Support) - This is the highest level of technical expertise within an organization. Tier 3 technicians handle the most complex and critical technical issues, often requiring advanced troubleshooting and specialized knowledge. They may also work with external vendors and developers.

#### Scope of Services – Network Monitoring Service

- Enterprise Network Monitoring - Net56 will provide continuous 24/7/365 remote monitoring of the Client’s entire network infrastructure. This includes real-time oversight of:
  - Servers
  - Switches



- Routers
- Wide Area Networks (WANs)
- Local Area Networks (LANs)
- Wireless infrastructure
- Monitoring will be conducted across all relevant systems at the Client's location to ensure optimal performance, rapid issue detection, and proactive response to potential disruptions.

### **Scope of Services – Disaster Recovery & Ransomware Service**

- Disaster Recovery Services - Net56 will provide comprehensive disaster recovery solutions to ensure the continuity of the Client's operations in the event of a cyber incident, ransomware attack, or system failure. Services include:
  - Automated, scheduled backups
  - Secure off-site cloud storage tailored to the district's data volume
  - Veeam licensing for full-system restoration
  - These services are designed to minimize operational disruption and protect critical data infrastructure.
- Data Backup and Recovery Strategy - Regular data backups are performed on redundant servers equipped with redundant power supplies to ensure high availability. Net56 employs the industry-standard 3-2-1 backup strategy, which includes:
  - Three (3) total copies of the data
  - Two (2) copies stored on different types of media (one copy housed in Net56's secure data center)
  - One (1) off-site "frozen" backup stored in a secure, isolated location, serving as a last-resort recovery option

### **Scope of Services – Security Operations Center (Splunk)**

- 24/7/365 Security Operations Center (SOC) Services - Net56 will provide continuous, around-the-clock monitoring and response capabilities through its Security Operations Center to safeguard the Client's digital environment.
- Security Data Collection and Analysis - The SOC will collect, store, and analyze security-related data from a wide range of sources, including:
  - Network devices
  - Servers
  - Operating systems
  - Applications
  - Firewalls
  - Intrusion Detection and Prevention Systems (IDPS)
- Advanced Threat Detection and Automation - Utilize Splunk's advanced analytics and automation capabilities to detect and respond to emerging threats in real time.
- Cyberattack and Breach Detection - Identify and respond to targeted cyberattacks and potential data breaches through continuous monitoring and threat intelligence.
- Log and Event Analysis - Leverage a centralized Log and Event Manager to detect potentially malicious activity, such as malware intrusions, unauthorized access attempts, and other security anomalies.

### **Holidays**

Net56 will not provide the Client with any services that are not 24/7/365 during the Client's holidays that coincide with Net56's observed holidays. These observed holidays include:

- New Year's Day
- Memorial Day



- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Day



## Section 2 Terms and Conditions

- **Term:** The Services provided under this Exhibit shall be for two years, effective July 1, 2025, and shall continue through June 30, 2027.
- **Payment:** In consideration of the services performed by Net56, Client shall pay Net56 the following Monthly fees:

### Monthly Managed Services

Description	Qty	Price	Ext. Price
<b>Managed IT Production Services</b> Managed IT Production Services: - Network Operation Services - Information Systems Services - Service Delivery Services - Engagement Services	1	\$14,050.00	\$14,050.00
<b>Network Monitoring Service</b> Orion Network Monitoring Service	1	\$1,040.00	\$1,040.00
<b>Network Monitoring Server</b> Network Monitoring Server including SQL	1	\$850.00	\$850.00
<b>Disaster &amp; Recovery Ransomware Service</b> Disaster & Recovery Ransomware Service	1	\$1,140.00	\$1,140.00
<b>Disaster &amp; Recovery Ransomware Storage Usage</b> Disaster & Recovery Ransomware Service - Storage Usage (TB)	31	\$41.50	\$1,286.50
<b>SOC Service with Splunk</b> Security Operation Center Services with Splunk - 5 GB/Day	1	\$10,645.83	\$10,645.83
<b>Subtotal:</b>			<b>\$29,012.33</b>

### Annual Fees

Description	Qty	Price	Ext. Price
<b>Network Monitoring Licenses</b> Licenses: - Orion Network Monitoring Licensing (Annual)	66	\$124.00	\$8,184.00
<b>Disaster &amp; Recovery Ransomware Service License</b> Disaster & Recovery Ransomware Service License (Annual)	25	\$156.00	\$3,900.00
<b>Server Hosting Service</b> Splunk Server Hosting Fee - Annual (5GB/Day)	1	\$15,025.00	\$15,025.00
<b>Subtotal:</b>			<b>\$27,109.00</b>



One Time Fees

Description	Qty	Price	Ext. Price
<b>Set Up Fees - Fixed Rate</b>	1	\$10,645.83	\$10,645.83
Set Up Fees - Fixed Rate			
Subtotal:			<b>\$10,645.83</b>

- Storage Usage for Service Hosting Service and Disaster Recovery and Ransomware Service shall be audited quarterly and adjusted to reflect current usage. Data ingestion for SOC Server Hosting shall be audited annually and adjusted to reflect current usage.
- Disaster Recovery and Ransomware restoration services requested by clients are time and material based.
- Licensing fees shall be based on the price from our vendors. Any price increase from our vendors shall result in a corresponding license price increase for our client.
- Escalation Clause: Each calendar year on July 1st, monthly service fees and published labor rates per hour shall be adjusted by a percentage amount equal to the percentage change in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index ID: CUUR0000SA0, for the twelve (12) months ending the preceding December 31<sup>st</sup>, with a maximum of 5%.
- Additional Provisions:
  - MSA Service
    - If Client requests MSA service to be done outside of the standard business hours, that service therefore becomes a project and is billable at non-standard hours.
    - Additional charges could also be incurred if the work constituted a change in the production environment.
  - Onsite Work & Travel:
    - MSA-based onsite service work is included in the monthly Managed IT Services Subscription fees.
    - Mileage Reimbursement: Client will reimburse Net56 at the current IRS rate for its staff's travel between sites during the workday. This excludes travel such as to and from the office or to and from lunch. Travel will be itemized and included on Client's monthly statement.
    - Non-MSA billable service work will be measured in fifteen (15) minutes increments with a minimum fifteen (15) minutes billed for each occurrence.
    - Non-MSA billable service work is assessed mileage cost using the current IRS Standard Mileage Rate and labor rates using the current market (CPI), Published Labor Rates with the Regulatory Standards table metrics in (1a).
  - Discount: A 20% discount on Published Labor Rates will be applied for any billable services rendered outside the scope of the current MSA contract.

**Service Labor Rate Information**

<b>Business Hours</b>	Published Labor Rates (PLR per Hour	Weekdays 8:00 am - 5:00 pm
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<b>Overtime</b>	1.5 x PLR	Weekdays 5:00 pm - 8:00 am and Saturdays
<b>Double Time</b>	2 x PLR	Sundays and Holidays



In Witness Whereof, the Parties hereto have caused this Exhibit A-1 to the Master Services Agreement to be executed by their authorized representative, effective \_\_\_\_\_, 2025.

**Net56**

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

**Client**

SASED  
2900 Ogden Ave  
  
Lisle, IL 60532

Acceptance

**Net56**

Signature

Bruce Koch

Name

President & CEO

Title

09/11/2025

Date

**SASED**

Signature

Name

Title

Date



**DONATION ACCEPTANCE FORM (for gift over \$500)**

DATE: 9/10/25

FROM: Oakbrook Terrace  
Lions Club

PERSON/PROGRAM  
RECEIVING GIFT: Vision Program

AMOUNT: \$4,000.00

In accordance with Board policy 8:80 *Gifts to SASED*, This form must be completed and approved by the Board.

The Board appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Executive Director or designee. Individuals should obtain a pre-acceptance commitment before identifying SASED, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with SASED's mandate to provide equal educational and extracurricular opportunities to all students in SASED as provided in Board policy 7:10, Equal Educational Opportunities. State and federal laws require SASED to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities. Permit the SASED to maintain resource equity among its learning centers.
4. Be viewpoint neutral. The Executive Director or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
5. Comply with all laws applicable to SASED including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

SASED will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become SASED's property. The acceptance of a gift is not an endorsement by the Board, SASED, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

**SUMMARY OF HOW GIFT WILL BE USED:**

Donation will be used for new innovative technology geared towards those with visual impairments and for student experiences

Approved: \_\_\_\_\_

Board Chairperson

Date

LIONS CLUB OF OAKBROOK TERRACE

PO BOX 7018  
OAKBROOK TERRACE, IL 60181

1005

2-118/710  
12

PAY TO THE  
ORDER OF *SASED*

*Four thousand and no/100*



Republic Bank  
Berkeley, Illinois 60163

FOR *donation to vision prog*

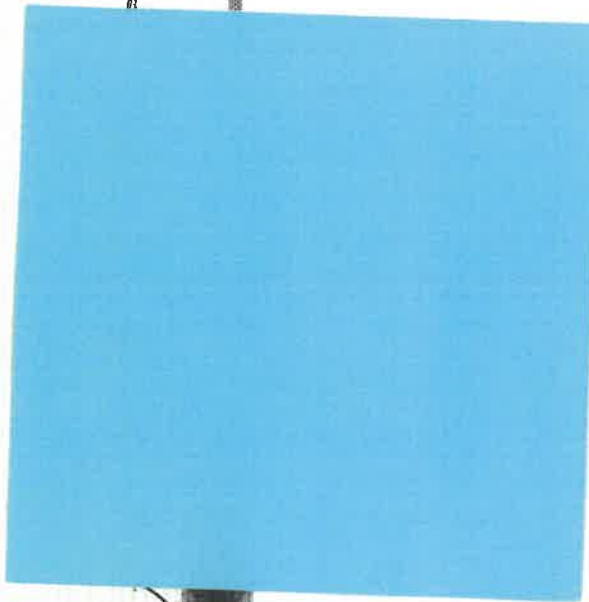
DATE *Sept 8, 2025*

\$ *4,000.00*

DOLLARS



Security  
Feature  
Back on



MP



## ACTION ITEM

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To: SASED Board of Directors  
From: Dr. Kim Dryier, Executive Director  
Date: 9/17/2025  
Re: Non-Precedent Agreement between SASED, the SASED Education Association, IEA-NEA, and Identified Staff Members

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*Summary:* SASED administration requests Board approval of the Non-Precedent Agreement between SASED, the SASED Education Association, IEA-NEA, and Katherine Looney, Erin Sanzenbacher, Colleen Chorazyczewski, Shannon Bohnert, and Stephanie Cohla. This agreement addresses compensation for the unanticipated additional duties due to unexpected changes in program staffing that impacted their workload.

*Financial Impact:* A one-time Operational Hardship Stipend of \$1,100 paid to each of the five staff members, totaling \$5,500.

*Recommended Action:* SASED Administration requests that the Board of Directors approve the Non-Precedent Agreement between SASED, the SASED Education Association, IEA-NEA, and Katherine Looney, Erin Sanzenbacher, Colleen Chorazyczewski, Shannon Bohnert, and Stephanie Cohla.

## NON-PRECEDENT AGREEMENT

This Non-Precedent agreement is made and entered into by the Board of Directors (“the Board”) of the School Association for Special Education in DuPage County (“SASED”) and the SASED Education Association, IEA-NEA (“the Association”) and Colleen Chorazyczewski (“Ms. Chorazyczewski”).

The Board, the Union, and Ms.Chorazyczewski hereby agree as follows:

1. The Board and the Association are parties to a collective bargaining agreement originally effective for the time period from August 2022 to August 2024, and extended to August 2026 (“the CBA”).
2. Ms.Chorazyczewski is employed as speech and language therapist assigned to SASED Programs.
3. Early in the 2025-2026 school year, Ms. Chorazyczewski assumed unanticipated additional duties due to unexpected changes in program staffing that impacts her workload for the duration of the school year.
4. The parties wish to recognize the unexpected increased workload and responsibilities Ms. Chorazyczewski has assumed this school year. The parties agree that an \$1,100 Operational Hardship stipend will be paid to Ms. Chorazyczewski the 2025-2026 school year, half first semester, half second semester.
5. This Operational Hardship stipend will not be added to base salary and will not be continued beyond the 2025-2026 school year. This payment is offered solely in recognition of a limited-time, unexpected assumption of a significant portion of another employee’s workload for the duration of the school year.
6. The Board and the Union agree that this Non-Precedent Agreement shall not waive any other requirements contained in the CBA, shall not obligate the Board to agree to a similar term in the future or in another case, shall not establish workload expectations, shall not negate or modify any provision of the CBA except as specifically set forth herein, and shall not require either party to bargain over any provision of the CBA during the term of the CBA, unless such bargaining is otherwise required by law.
7. This Non-Precedent Agreement is not subject to the grievance/arbitration provisions of the CBA.
8. This Non-Precedent Agreement is not precedential in effect and shall not constitute a practice or precedent under the CBA or any other collective bargaining agreement.
9. The terms and provisions of this Non-Precedent Agreement shall not be deemed a violation or misapplication of the terms of the CBA.
10. All other terms of the CBA shall remain in full force and effect.

BOARD OF DIRECTORS OF SASED

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

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

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

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

SASED Education Association, IEA-NEA

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

Date: 9/15/25

**Colleen Chorazyczewski**

Signature: Colleen Chorazyczewski Date: 9/15/25

## NON-PRECEDENT AGREEMENT

This Non-Precedent agreement is made and entered into by the Board of Directors ("the Board") of the School Association for Special Education in DuPage County ("SASED") and the SASED Education Association, IEA-NEA ("the Association") and Erin Sanzenbacher ("Ms. Sanzenbacher").

The Board, the Union, and Ms. Sanzenbacher hereby agree as follows:

1. The Board and the Association are parties to a collective bargaining agreement originally effective for the time period from August 2022 to August 2024, and extended to August 2026 ("the CBA").
2. Ms. Sanzenbacher is employed as speech and language therapist assigned to SASED Programs.
3. Early in the 2025-2026 school year, Ms. Sanzenbacher assumed unanticipated additional duties due to unexpected changes in program staffing that impacts her workload for the duration of the school year.
4. The parties wish to recognize the unexpected increased workload and responsibilities Ms. Sanzenbacher has assumed this school year. The parties agree that an \$1,100 Operational Hardship stipend will be paid to Ms. Sanzenbacher the 2025-2026 school year, half first semester, half second semester.
5. *This Operational Hardship stipend will not be added to base salary and will not be continued beyond the 2025-2026 school year. This payment is offered solely in recognition of a limited-time, unexpected assumption of a significant portion of another employee's workload for the duration of the school year.*
6. The Board and the Union agree that this Non-Precedent Agreement shall not waive any other requirements contained in the CBA, shall not obligate the Board to agree to a similar term in the future or in another case, shall not establish workload expectations, shall not negate or modify any provision of the CBA except as specifically set forth herein, and shall not require either party to bargain over any provision of the CBA during the term of the CBA, unless such bargaining is otherwise required by law.
7. This Non-Precedent Agreement is not subject to the grievance/arbitration provisions of the CBA.
8. *This Non-Precedent Agreement is not precedential in effect and shall not constitute a practice or precedent under the CBA or any other collective bargaining agreement.*
9. The terms and provisions of this Non-Precedent Agreement shall not be deemed a violation or misapplication of the terms of the CBA.
10. All other terms of the CBA shall remain in full force and effect.

BOARD OF DIRECTORS OF SASED

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

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

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

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

SASED Education Association, IEA-NEA

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

Date: 9/12/2025

**Erin Sanzenbacher**

Signature:  \_\_\_\_\_

Date: 9/12/2025

## NON-PRECEDENT AGREEMENT

This Non-Precedent agreement is made and entered into by the Board of Directors (“the Board”) of the School Association for Special Education in DuPage County (“SASED”) and the SASED Education Association, IEA-NEA (“the Association”) and Katherine Looney (“Ms. Looney”).

The Board, the Union, and Ms. Looney hereby agree as follows:

1. The Board and the Association are parties to a collective bargaining agreement originally effective for the time period from August 2022 to August 2024, and extended to August 2026 (“the CBA”).
2. Ms. Looney is employed as speech and language therapist assigned to SASED Programs.
3. Early in the 2025-2026 school year, Ms. Looney assumed unanticipated additional duties due to unexpected changes in program staffing that impacted her workload for the duration of the school year.
4. The parties wish to recognize the unexpected increased workload and responsibilities Ms. Looney has assumed this school year. The parties agree that an \$1,100 Operational Hardship stipend will be paid to Ms. Looney the 2025-2026 school year, half first semester, half second semester.
5. This Operational Hardship stipend will not be added to base salary and will not be continued beyond the 2025-2026 school year. This payment is offered solely in recognition of a limited-time, unexpected assumption of a significant portion of another employee’s workload for the duration of the school year.
6. The Board and the Union agree that this Non-Precedent Agreement shall not waive any other requirements contained in the CBA, shall not obligate the Board to agree to a similar term in the future or in another case, shall not establish workload expectations, shall not negate or modify any provision of the CBA except as specifically set forth herein, and shall not require either party to bargain over any provision of the CBA during the term of the CBA, unless such bargaining is otherwise required by law.
7. This Non-Precedent Agreement is not subject to the grievance/arbitration provisions of the CBA.
8. This Non-Precedent Agreement is not precedential in effect and shall not constitute a practice or precedent under the CBA or any other collective bargaining agreement.
9. The terms and provisions of this Non-Precedent Agreement shall not be deemed a violation or misapplication of the terms of the CBA.
10. All other terms of the CBA shall remain in full force and effect.

BOARD OF DIRECTORS OF SASSED

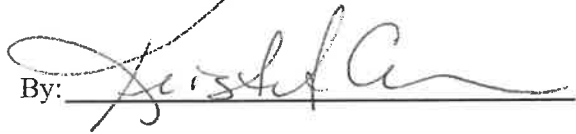
By: \_\_\_\_\_  
Chairperson

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

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

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

SASED Education Association, IEA-NEA

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

Date: 9/12/2025

**Katherine Looney**

Signature: Katherine Looney

Date: 9/12/2025

### NON-PRECEDENT AGREEMENT

This Non-Precedent agreement is made and entered into by the Board of Directors (“the Board”) of the School Association for Special Education in DuPage County (“SASED”) and the SASED Education Association, IEA-NEA (“the Association”) and Shannon Bohnert (“Ms. Bohnert”).

The Board, the Union, and Ms.Bohnert hereby agree as follows:

1. The Board and the Association are parties to a collective bargaining agreement originally effective for the time period from August 2022 to August 2024, and extended to August 2026 (“the CBA”).
2. Ms.Bohnert is employed as speech and language therapist assigned to SASED Programs.
3. Early in the 2025-2026 school year, Ms. Bohnert assumed unanticipated additional duties due to unexpected changes in program staffing that impacts her workload for the duration of the school year.
4. The parties wish to recognize the unexpected increased workload and responsibilities Ms. Bohnert has assumed this school year. The parties agree that an \$1,100 Operational Hardship stipend will be paid to Ms. Bohnert the 2025-2026 school year, half first semester, half second semester.
5. This Operational Hardship stipend will not be added to base salary and will not be continued beyond the 2025-2026 school year. This payment is offered solely in recognition of a limited-time, unexpected assumption of a significant portion of another employee’s workload for the duration of the school year.
6. The Board and the Union agree that this Non-Precedent Agreement shall not waive any other requirements contained in the CBA, shall not obligate the Board to agree to a similar term in the future or in another case, shall not establish workload expectations, shall not negate or modify any provision of the CBA except as specifically set forth herein, and shall not require either party to bargain over any provision of the CBA during the term of the CBA, unless such bargaining is otherwise required by law.
7. This Non-Precedent Agreement is not subject to the grievance/arbitration provisions of the CBA.
8. This Non-Precedent Agreement is not precedential in effect and shall not constitute a practice or precedent under the CBA or any other collective bargaining agreement.
9. The terms and provisions of this Non-Precedent Agreement shall not be deemed a violation or misapplication of the terms of the CBA.
10. All other terms of the CBA shall remain in full force and effect.

BOARD OF DIRECTORS OF SASED

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

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

Type text here

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

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

SASED Education Association, IEA-NEA

By:           *Kristina Chapala*          

Date:           9/16/25          

**Shannon Bohnert**

Signature:           *Shannon Bohnert*          

Date:           9/16/2025

### **NON-PRECEDENT AGREEMENT**

This Non-Precedent agreement is made and entered into by the Board of Directors ("the Board") of the School Association for Special Education in DuPage County ("SASED") and the SASED Education Association, IEA-NEA ("the Association") and Stephanie Cohla ("Ms. Cohla").

The Board, the Union, and Ms.Cohla hereby agree as follows:

1. The Board and the Association are parties to a collective bargaining agreement originally effective for the time period from August 2022 to August 2024, and extended to August 2026 ("the CBA").
2. Ms.Cohla is employed as speech and language therapist assigned to SASED Programs.
3. Early in the 2025-2026 school year, Ms. Cohla assumed unanticipated additional duties due to unexpected changes in program staffing that impacts her workload for the duration of the school year.
4. The parties wish to recognize the unexpected increased workload and responsibilities Ms. Cohla has assumed this school year. The parties agree that an \$1,100 Operational Hardship stipend will be paid to Ms. Cohla the 2025-2026 school year, half first semester, half second semester.
5. This Operational Hardship stipend will not be added to base salary and will not be continued beyond the 2025-2026 school year. This payment is offered solely in recognition of a limited-time, unexpected assumption of a significant portion of another employee's workload for the duration of the school year.
6. The Board and the Union agree that this Non-Precedent Agreement shall not waive any other requirements contained in the CBA, shall not obligate the Board to agree to a similar term in the future or in another case, shall not establish workload expectations, shall not negate or modify any provision of the CBA except as specifically set forth herein, and shall not require either party to bargain over any provision of the CBA during the term of the CBA, unless such bargaining is otherwise required by law.
7. This Non-Precedent Agreement is not subject to the grievance/arbitration provisions of the CBA.
8. This Non-Precedent Agreement is not precedential in effect and shall not constitute a practice or precedent under the CBA or any other collective bargaining agreement.
9. The terms and provisions of this Non-Precedent Agreement shall not be deemed a violation or misapplication of the terms of the CBA.
10. All other terms of the CBA shall remain in full force and effect.

BOARD OF DIRECTORS OF SASED

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

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

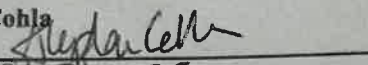
Attest: \_\_\_\_\_  
Secretary

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

SASED Education Association, IEA-NEA

By: 

Date: 9/16/25

**Stephanie Cohla**  
Signature:   
Date: 9/15/2025



September 15, 2025

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

**Letter of Intent to Engage  
Architectural and Engineering Professional Services  
School Association for Special Education in DuPage County**

Dear Board of Directors:

On behalf of the entire team at Wight & Company (Wight), I would like to extend our sincere gratitude for selecting us as your new Architect of Record, providing full architectural and engineering professional services. We are honored by your confidence in our firm and look forward to supporting School Association for Special Education in DuPage County (SASED) on a wide range of future projects.

As discussed, our scope of services will include, but not be limited to:

- Repairs, renovations, and additions to existing buildings
- Compliance with the Illinois Health Life Safety Code
- Illinois Accessibility and ADA code compliance
- Review of potential leased facilities for feasibility and space test fit
- Planning and design for potential new buildings

We understand that SASED intends to enter into a formal agreement with Wight utilizing the AIA Standard Form of Agreement between Owner and Architect in the coming month. In the interim, we are pleased to offer our services on an as-needed basis, in accordance with the attached hourly rate schedule and subject to mutual agreement. For a specific scope of work, we can also develop a fixed fee proposal or agree to work on an hourly basis with a maximum not-to-exceed limit.

We are excited to begin this partnership and are committed to delivering thoughtful, responsive, and high-quality architectural and engineering services that align with your goals and values. Please do not hesitate to reach out to me with any questions or to initiate services prior to the execution of the formal agreement.

Respectfully submitted,

**Wight & Company**

A handwritten signature in black ink that reads "Leanne Meyer-Smith".

Leanne Meyer-Smith, AIA, LEED AP BD+C  
Principal | K12 Education

attached: Standard Hourly Rates



## 2025 PROFESSIONAL SERVICES RATE SCHEDULE

### **Architecture/MEP/Structural/Land Development**

Senior Principal	\$310.00 per hour
Director	\$290.00 per hour
Project Executive/ Principal	\$285.00 per hour
Design Principal	\$280.00 per hour
Associate Principal	\$255.00 per hour
Project Director	\$255.00 per hour
Senior Project Manager	\$240.00 per hour
Project Manager	\$220.00 per hour
Senior Project Architect/Designer	\$210.00 per hour
Senior Project Engineer	\$210.00 per hour
Senior Landscape Architect	\$205.00 per hour
Senior Plumbing Designer	\$195.00 per hour
Senior Interior Designer	\$195.00 per hour
Project Engineer	\$190.00 per hour
Project Architect/Designer	\$185.00 per hour
Project Landscape Architect	\$180.00 per hour
VDC/ BIM Specialist	\$180.00 per hour
Materials Specialist	\$175.00 per hour
Energy Modeler	\$175.00 per hour
Engineer / Plumbing Designer	\$170.00 per hour
Architect/Designer/Interior Designer	\$160.00 per hour
Landscape Architect	\$160.00 per hour
Engineering Professional II	\$155.00 per hour
Architectural / Interiors Professional II	\$145.00 per hour
Sustainability Specialist	\$140.00 per hour
Engineering Professional I	\$140.00 per hour
Landscape Architectural Professional II	\$135.00 per hour
Architectural / Interiors Professional I	\$130.00 per hour
Landscape Architectural Professional I	\$125.00 per hour
Intern	\$90.00 per hour
Executive Assistant	\$150.00 per hour
Project Coordinator	\$125.00 per hour
Preconstruction Manager	\$240.00 per hour
Senior Estimator	\$220.00 per hour
Estimator	\$190.00 per hour

*Rates may be updated on an annual basis*

*Rev 01.2025*



**INFORMATIONAL**

To: SASED Board of Directors  
 Via: Dr. Kim Dryier  
 From: Dr. Elizabeth Vander Woude, Assistant Director of Programs and Services  
 Date: September 15th, 2025  
 Re: SASED Current Enrollment

Below is a summary of the SASED programs’ current enrollment, including the total number of students who receive SASED related services in SASED programs and outside of SASED programs.

	Deaf/ Hard of Hearing	Pathways	Structured Learning Environment	Supported Medical Needs	Project SEARCH	Transition	Vision	Total:
<b>Enrolled</b>	60	64	131	18	12	29	38	<b>352</b>

Below is a summary of SASED program enrollment from May 2022 through May of 2025 and a graph comparing percentage of member district enrollment and non-member district enrollment.

Year	Enrollment
May 2022	359
May 2023	368
May 2024	390
December 2024	388
January 2025	379
February 2025	384
March 2025	381
April 2025	387
May 2025	386
September 2025	352



# School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

**Dr. Kim Dryier**  
Executive Director

Below is a summary of program enrollment per member district as of September 15th, 2025.

District Name	DHH	PW	SLE	SMNP	TRAN	VI	PS	Total
Keeneyville SD 20	3	1	10	1				15
Benjamin SD 25	3		1					4
West Chicago ESD 33	2	3	4			1		10
Winfield SD 34			1					1
SD 45 DuPage County	2	6	5	2		2		17
Salt Creek SD 48		1	10			1		12
Downers Grove ESD 58		4	13	6		1		24
Maercker SD 60		2	17	2		1		22
Cass SD 63	1	1	6					8
Center Cass SD 66			4					4
Woodridge SD 68		10	16	3		2		31
DuPage HSD 88		2	4	1	5	1		13
CHSD 94		12	1	1			4	18
CHSD 99		10	6		2	2		18
CCSD 180	1	4	8			1		15
Westmont CUSD 201			4	1	2	1	1	8
Lisle CUSD 202		5	18		3		1	29
Elmhurst CUSD 205	3	1	3		1			8
								<b>257</b>
<b>SASED</b>	<b>15</b>	<b>62</b>	<b>131</b>	<b>17</b>	<b>13</b>	<b>13</b>	<b>6</b>	<b>257</b>
<b>D/WC</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>13</b>	<b>0</b>	<b>60</b>
Non D/WC or SASED	<b>4</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>8</b>	<b>12</b>	<b>6</b>	<b>35</b>



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## INFORMATIONAL

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To: SASED Board of Directors  
Via: Dr. Kim Dryier  
From: Rachel Wisniewski, Assistant Director of Business  
Date: September 17, 2025  
Re: Buildings and Grounds Update

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Administration will like to provide an update on several Buildings and Grounds matters and the steps being taken to address them.

### **Southeast Alternative School**

The Southeast Alternative School has been experiencing temperature control issues with the new HVAC units, with building temperatures ranging from 55 to 72 degrees. A technician from FE Moran was on site for several days and identified an issue with certain unit dampers not responding correctly to thermostats. As a result, when a room was calling for heat, the dampers did not open to allow hot air into the space. The service technician repaired the dampers and also verified the thermostats were functioning properly. Additional work is still required, including configuring the temperature reset function, reducing the minimum cold deck position by 10%, and verifying that the time clocks for all three RTUs are properly set and operational. A work order summary is attached for your review.

### **SASED Administration / Transition**

The PAES Lab has been relocated from the Southeast Alternative School to the SAC building to provide easier access for Transition students. The setup of the lab is nearly complete and will soon be ready for student use.

The Buildings and Grounds Manager is working with the landlord to ensure the facility is properly cleaned. This includes deep cleaning carpets, waxing floors, washing windows, and removing dust.

### **Lisle South**

District 202 is addressing two concerns at Lisle South. First, the electrical circuit breaker has not been able to support the power needed for medical equipment used by SASED's medical students. For example, each time the lift is raised, it trips a fuse. District 202 is upgrading the electrical system to provide the necessary capacity. Additionally, District 202 is working to provide a designated lunchroom space for staff.



**INFORMATIONAL**

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To: SASED Board of Directors  
Via: Dr. Kim Dryier  
From: Dr. Julia Wheaton, Interim Chief Human Resource Officer  
Date: September 17, 2025  
Re: SASED Staffing Update

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Attached is a summary of SASED's current staffing usage:

September's staff vacancies are 20.5

The following are the open positions:

- 4.5 Related Service Staff (SW, BCBA, BMS, SPL, PSYCH)
- 3 Certified Classroom Teachers
- 2 Other Certified Staff (AT, CR, ELL, Interpreters, VI and HH Itinerants, Per subs, SIIS Team, APE, Art, Audio, OM, Nurse)
- 6 Classroom Support Staff (Aides, MATAs, Job Coaches)
- 3 1:1 Aides, MATAs
- 2 Administrative Support Staff (Clerical, Maintenance, Food Service, SAC Assistants, DRS, Transport)

<b>20.5 sta</b>	<b>EOY 2025</b>	<b>Projected 2026</b>	<b>Additional FTE</b>	<b>Sept. 2025 FTE</b>	<b>Contract Staff</b>	<b>Sept. Vacancies</b>
Administration	13.73	13		12.4	0	0
Certified Classroom Teachers- PE	60	61		63	1	3
Related Services- SW, BCBA, BMS, SPL, PSYCH	32.87	29.7		29.9	0	4.5
OT/PT	58.4	55.52		55.52	3	0
Other Certified Staff-AT, CR, ELL, Interpreters, VI and HI Itinerants, Perm Subs, SIIS Team, APE, Art, Audio, OM, Nurse	54.63	51.8		52.2	2	2
Classroom Support Staff- Aides, MATAs, Job Coaches	51	108.4		94	56	6
1:1 Support-Aides, MATA's,	136	50.6	4	59.5	36	3
Administrative Support Staff-Clerical Staff, Maintenance, Food, SAC Assistants, DRS, Transport	27.3	28.8		30.3	0.8	2
Technology	3	3		3	0	0
<b>TOTAL:</b>	<b>436.93</b>	<b>401.82</b>	<b>405.82</b>	<b>399.82</b>	<b>98.8</b>	<b>20.5</b>



**INFORMATIONAL**

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To: SASED Board of Directors  
Via: Dr. Kim Dryier, Executive Director  
From: Mr. Dan Lawler, Technology Coordinator  
Date: September 17, 2025  
Re: Technology Department Updates

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Summary: Mr. Lawler will provide a presentation to the Board of Directors consisting of a detailed update regarding technology.

# SASED Tech

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## INTRODUCTIONS

1 TEAM

2 VISION

3 OVERVIEW

## ROADMAP

4 GOALS

5 MILESTONES

6 TIMELINE

## HIGHLIGHTS

7 RISKS AND CHALLENGES

8 NEXT STEPS

9 Q&A

# Team

**DAN  
LAWLER**  
Technology  
Coordinator

**JEFF  
MANIMBO**  
Technology  
Specialist

**GREG  
SUDDS**  
Technology  
Specialist

**NET56**  
Managed  
Service  
Provider

# Our vision

**Mission...** is to maximize student outcomes

**Vision...** is to be the innovative leader that inspires, creates and implements best practices in education for all

**Our Values...** Teaching. Leading. Believing.



# Technology Overview

## PLATFORMS



**GOOGLE**  
Workspace for  
Education



**MICROSOFT**  
Servers, Entra,  
Intune, 365



**APPLE**  
School Manager



**INCIDENT IQ**  
Asset Management  
and Ticketing

## NETWORK



**CISCO**  
Switches and  
Access Points



**FORTINET**  
Firewall



**SECURLY**  
Content Filter

## DEVICES



**WINDOWS**  
HP & Asus Laptops



**CHROMEBOOKS**  
HP & Asus Student  
and Staff



**IPADS**  
Students and Staff



**SMARTBOARDS**  
Newline &  
Clevertouch



**PRINTERS**  
Konica Minolta  
and HP MFP

## SaaS



**RINGCENTRAL**  
VOIP



**SKYWARD**  
ERP



**FRONTLINE**  
HR

## CURRICULUM



**SYNERGY**  
SIS







**CLEVER**  
Rostering



**EMBRACE**  
IEP

# Goals

-  **1** Evaluate platforms to synchronize information and reduce duplication of work.
-  **2** Review ticket data and reduce inefficiencies with enrollment, printers, and application deployment.
-  **3** Streamline program application review, approval and deployment process.
-  **4** Create lifecycle workflow for existing and future devices including remarketing and recycling.

# Milestones



## **INTEGRATION**

MDM Cleanup  
RingCentral Migration  
Clever Rostering  
Verkada Guest



## **DATA**

Inventory Analysis  
User Review  
Arcoa Recycling  
Cybersecurity



## **PERFORMANCE**

Resolved Ticket backlog  
Addressed response time  
Streamlined processes  
Hardware Replacement



## **COLLABORATION**

Meeting with Program leaders  
Strengthened MSP Relationship  
Clarifications with Districts

# 25-26 Timeline



## RingCentral

We are in the process of building the system. We are planning for migration in the Fall.



## UPS Replacement

We are reevaluating our future needs and planning to replace battery backups during the Winter.



## Communications

We will be reviewing communication platforms to recommend a parent communication tool.



## Skyward Qmlativ

We are planning for early Spring migration to Skyward Qmlativ. We are reviewing it for HR/ SIS.

# Challenges

There are many areas to cleanup from the last several years. We are focusing on the day to day issues, data scrubbing, and streamlining processes and systems.

How you can help:

- Collaboration with district employees
- Consistent access to district networks
- Similar tech in SASED classrooms
- Access to district printers
- Regular communication



# Next steps

- 1** Evaluate communication platforms for streamlined communication.
- 2** Skyward Qmlativ migration and evaluation for HR and SIS.
- 3** Review security systems and recommend repairs and replacements.
- 4** Increase collaboration with district tech departments.



## INFORMATIONAL

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To: SASED Board of Directors  
From: Dr. Kim Dryier  
Date: September 17, 2025  
Re: Committee Updates

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Summary: Below are updates for the SASED Board committees:

Finance Committee:

- [This presentation](#) was shared with the Finance Committee on September 3, 2025.
  - Committee reviewed and agreed to the topics of focus for SY 26
  - [Timeline](#) was shared and agreed upon.
  - SASED's billing cycle will be reviewed more closely- input from District CSBO's and Sped Directors will be gathered. Recommendations will be brought forward to the Finance Committee within the next few months.
  - [Cost Analysis](#) was reviewed. More information was requested and will be shared at the next meeting.
  - The Finance Committee is working on identifying a realistic cost offset and annual cost offset regarding facility planning
  - Concern was expressed by members of the Finance Committee regarding potential facility cost and partner district's ability to commit.

Facilities Planning Committee:

- [This presentation](#) was shared with the Facility Committee on August 27, 2025.
  - The Architect Selection Process was reviewed. It was recommended SASED include CSBO's and Building and Grounds representatives in the process. Also, it was recommended that the scoring rubric be shared with the Board as well as potential candidates and the candidates being brought forward for interviews.
  - The committee discussed the need for a Construction Manager and Owner's Representative. It was decided SASED should move forward with an RFP for an Owner's Representative for the beginning stages of this process. The committee will revisit the need for a Construction Manager later in the process.
  - A [timeline](#) for the facility project was reviewed. It will be revisited frequently based on input and direction from the Board.
  - A [newsletter](#) was shared, reviewed, and edited for districts to share with their Board of Education.
  - [Cost Analysis](#) was reviewed. Finance Committee will be asked to identify a realistic cost offset and annual cost offset regarding facility planning
  - Concern was expressed by members of the Finance Committee regarding potential facility cost and partner district's ability to commit.