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*SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE*

**Board of Directors Meeting**
**October 21, 2026**
**SASED Administrative Center**
**2900 Ogden**
**Lisle, IL 60532**
**2:00 PM**
**AGENDA**

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
   a. Approval of Open and Closed Session Minutes from September 16, 2026 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. Financials
      1) Financial Reports
      2) Payroll Reports for September 2026
      3) Bill List for October 2026
      4) Interim Checks and Voids for September 2026
   d. Governance
      1) Second Reading and Adoption of the Updated Policies Released with IASB PRESS Issue 122
      2) Approve the Intergovernmental Agreements to enroll non-member district students in a SASED program
      3) Approve the Vision Program Request for the Goalball Tournament on November 4, 2026.
5. **Action Items**
   a. Adopt Resolution for Appointment of IMRF Authorized Agent
6. **Discussion/Information**
   a. FOIA Requests
      1) FOIA Request and Response from Jordan Reese on September 11, 2026
      2) FOIA Request and Response from Argo Records Desk on September 19, 2026
      3) FOIA Request and Response from Warren Ferreira on October 1, 2026
      4) FOIA Request and Response from SmartProcure on October 2, 2026
      5) FOIA Request and Response from Sheila Jercich with contractpsych.org on October 9, 2026
   b. Staffing Report
   c. Enrollment Report
   d. Committee Reports
   e. Executive Director Report
7. **Enter into Closed Session**
   *To enter into closed session to discuss:*
   *Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2); and*
   *Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval*

*by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS120/2(c)(21)*

8. **Reconvene into Open Session**
9. **Action Items from Closed Session**
    a. Approve the Semi-Annual Review and Recommendation to Maintain the Confidentiality of All Closed Session Minutes
    b. Approve the Destruction of Closed Session Recordings from September 18, 2024, October 16, 2024, December 18, 2024, February 19, 2025, and March 19, 2025
    c. Approve the 2026-2030 Collective Bargaining Agreement with the SASED Support Staff Association
10. **Adjournment**

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

**ACTION ITEM**

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To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: October 21, 2026
Re: Approval of Board of Directors Open and Closed Session Meeting Minutes

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Summary: Open Session and Closed Session meeting minutes from the September 16, 2026 Board of Directors Meeting.

Recommended Action: SASED Administration requests that the Board of Directors approve the open and closed session meeting minutes from the September 16, 2026 Meeting.

**SASED Board of Directors Meeting**
**September 16, 2026 - 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 2:01 pm and welcomed those in attendance.

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

| | District | Representative |
|---|---|---|
| **Present:** | Keeneyville School District 20 | Dr. Omar Castillo |
| | Benjamin School District 25 | Dr. Patrick McGill |
| | West Chicago Elementary School District 33 | Dr. 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 |
| | Downers Grove School District 58 | Dr. Kevin Russell |
| | Maercker School District 60 | Dr. Sean Nugent |
| | Cass School District 63 | Dr. Travis McGuire |
| | Center Cass School District 66 | Dr. Sean Rhoads (non-voting) |
| | 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 | Mr. Kendall Smith |
| | Elmhurst Community Unit School District 205 | Dr. Keisha Campbell |
| **Absent:** | Westmont Community Unit School District 201 | |
| | Lisle Community Unit School District 202 | |

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

Also in attendance:
Dr. Kim Dryier, Executive Director, SASED
Dr. Elizabeth Vander Woude, Asst Dir of Programs and Services, SASED
Dr. Jon Bartelt, Co-Interim Asst Dir of Business Services, SASED
Mr. Matt Flynn, Asst Dir of Human Resources, SASED
Mr. Dan Lawler, Asst Dir of Operations, SASED
Ms. Senga Lowe, Board Recording Secretary, SASED
Mr. Jason Jobb, SIIS Team, SASED (guest)

**2. Pledge of Allegiance**

**3. Public Comment -** None

**4. Consent Agenda**

Dr. Dryier provided a brief summary of the items on the consent agenda, highlighting the pay rate increase for a substitute interpreter position and speech and language assistant, as well as the first reading of PRESS policies Issue 122 from IASB.

a. Approved of Open Session Minutes from the August 5, 2026 Board of Directors Meeting
b. Personnel Recommendations
    1. Approved the Pay Rate for a Substitute Interpreter Position
    2. Approved the Job Description and Pay Rate for a Speech and Language Assistant
    3. Accepted/Approved the Resignations, Retirements, Employment, and Change of Employment Status of Educational Support Staff, Licensed Staff, and Registered Staff as presented.
c. Financials - Approved the financial reports as presented.
    1. Financial Reports
    2. Payroll Reports for July and August 2026
    3. Bill List for September 2026
    4. Interim Checks and Voids for August 2026
d. Governance
    1. Conducted a First Reading of the Updated Policies Released with IASB PRESS Issue 122 - no comments or changes.

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

**Upon Roll Call Vote:**

**Ayes:** Castillo SD20, McGill SD25, Davis SD33, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, McGuire SD63, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Smith SD180, and Campbell SD205.

**Nays:** None

**Ayes:** 15 Districts **Nays:** None **Absent:** 3 Districts

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

**5. Discussion/Information**

a. FOIA Requests - Dr. Dryier asked the Board to review the FOIA requests received from AxleIQ on August 30, 2026 and SmartProcure on September 3, 2026; and the coordinating responses from SASED. The Board had no questions.

b. Staffing Report - Mr. Matt Flynn reviewed the new staffing report. SASED is currently 95% staffed with 338.16 FTE from a total of 355.8 FTE, which is a reduction from last year's 404.32 FTE. Our largest amount of contract agency staff is in our support staff roles. While we do have 62 contract staff, in May we had 123 contract staff, which is a reduction of 51%. The great new advantage of working with Sunburst is that if a contractual staff member works 160 days for SASED, there is no buyout fee and they can become a direct-hire staff member. The goal is to continue to place more certified staff in the classrooms. The Board had no questions.

c. Enrollment Report- Dr. VanderWoude provided an update of September 1, 2026 with enrollment currently at 315 students. SASED is currently working on placing student referrals from member districts. We have had 34 referrals and have accepted 100% of those students. The 76.4% placement rate of referrals is due to parents choosing another option, or sometimes a due process or wanting to wait and continue trying the general education setting. We will continue to track those enrollment numbers. A member asked what our enrollment numbers were over the past two Septembers before this year? Dr. VanderWoude stated that she would look at the reports and provide those numbers. Part of the reason enrollment is down right now is because of the reduction in SLE classrooms and Southeast. Staffing was reduced to account for that anticipated decrease in enrollment. The member's concern is that we have had 370 in the past and we are now at 315 and he wants to make sure that as we go into the facilities planning that we are right sizing the new facility and costs.Dr. Dryier provided a response to the concern and that we are tracking enrollment changes and anticipate an enrollment of 370-400 students. We are currently at 80-85% capacity overall based on our current

staffing. There are a lot of factors that fluctuate SASED's enrollment including district referrals, classroom space, and the complex programming needs of our students. It may be a good idea to survey districts regarding the reduction of programmatic needs with SASED versus what each district may be taking on themselves moving forward. Understanding member district's needs helps us define what the potential investment should look like. The Facilities Committee has been looking at this and will continue to do so.

d. Committee Reports - Dr. Dryier provided a summary for each committee below.
Facilities Planning Committee - The August meeting was cancelled. There is a facilities update provided in Dr. Dryier's executive report.
Finance Committee - Met on September 4th. Working on an extensive study of staffing patterns for a consolidated site. Also still working with Tammie Schallmo to ensure that our off-set costs are accurate. The Finance Committee reviewed our investment portfolio, and as Dr. Bartelt discussed with the committee, there are some available options to strengthen those investments. Dr. Bartelt will follow up with the committee over the next few months regarding these options. We will also be reviewing the Board financial reports to ensure they are communicated in a way that is efficient and transparent to the Board.
Policy Committee - The September meeting was cancelled. The committee reviewed the policies virtually as the changes were minor as presented by ISBE. The committee recommended a first reading by the Board in September. Dr. Dryier summarized the process for the policy committee to meet and review policies. The policy committee will need to be rescheduled from November 11th if necessary due to it being Veteran's Day.

e. Executive Director Report - Dr. Dryier provided a summary of the beginning of the school year, as it was a successful start. Staffing has been successful based on the fact that most of our certified teachers are directly hired and attendance has been reported as high for both staff and students. We had some minor issues with transportation in our DHH and vision programs as a lot of our DWC districts did not read the changes in start and stop times. In regards to communication - We are always working on ways to improve our communication. We had 33 members attend our first steering committee of the year. The Steering Committee's goal is to work on the extension of our strategic plan - making sure it's relevant, while building in some new benchmarks to reach. Another goal of the committee is to provide communications and review our RTO process and include that into our strategic plan.
Facility Update - Oakbrook property - We are continuing to work with Oakbrook regarding the discussions of rezoning and purchasing of the property. We are hoping to start the application process as soon as possible. Dr. Dryier will keep the Board updated regarding these discussions and timelines.

**6. Enter into Closed Session**

***A motion was made to enter into closed session at 2:31 pm to discuss the collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2). This motion was made by Member Rich and seconded by Member Graber.***

**Upon Roll Call Vote:**

**Ayes:** Castillo SD20, McGill SD25, Davis SD33, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, McGuire SD63, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Smith SD180, and Campbell SD205.

**Nays:** None

**Ayes:** 15 Districts **Nays:** None **Absent:** 3 Districts

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

7. **Reconvene into Open Session**
   ***A motion was made to reconvene into open session at 2:43 pm. This motion was made by Member Rich and seconded by Member Graber.***
   **Upon Roll Call Vote:**
   **Ayes:** Castillo SD20, McGill SD25, Davis SD33, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, McGuire SD63, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Smith SD180, and Campbell SD205.
   **Nays:** None
   **Ayes:** 15 Districts **Nays:** None **Absent:** 3 Districts
   ***Upon roll call vote, motion passed.***

8. **Adjournment**
   ***A motion was made to adjourn at 2:44 pm. This motion was made by Member Rich and seconded by Member Russell. Upon voice vote of all ayes from 15 districts present, motion passed.***

Minutes Approved by:

_____ _____

Chairperson Date Secretary Date

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

**BOARD ACTION ITEM**

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To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Matthew Flynn, Assistant Director of Human Resources
Date: October 21, 2026
Re: Personnel Recommendation

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**Action Item**:

This month's report outlines staffing changes including new hires, departures, and leaves for the board's review and approval. Please see the attached Personnel Report.

**Rationale**:

Maintaining full and qualified staffing across SASED is essential to SASED fulfilling it's functioning. To maintain required service and delivery of instruction to students while maintaining operations it is crucial to staff.

**Anticipated Impact on Student Learning and Growth:**

Promptly filling vacant positions minimizes instructional disruption and maintains consistent support services across all settings. Maintaining appropriate staffing ratios directly supports student achievement and aligns with SASED's commitment to "Maximize Student Outcomes" across both satellite programming and member school districts.

**Strategic Plan Alignment:**

High Quality Staffing, Operations, and Exemplary Programs

**Financial Impact**:

Personnel Recommendations have been accounted for in the FY27 Budget, approved by the Governing Board on August 26, 2026.

**Recommended Action**: SASED Administration requests that the Board of Directors approve the Personnel Recommendation for October 2026 as presented.

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# PROPOSED PERSONNEL ACTION

## 1. Resignations/Retirements/Terminations – Educational Support Staff

| | | | | | |
|---|---|---|---|---|---|
| Huston, Justin | Teacher Assistant | Tuition | 08/12/2026 | 09/25/2026 | Personal reasons |
| Marsico, Kiara | Occupational Therapist | Tuition | 08/12/2026 | 09/16/2026 | Dismissed by Administration |
| Urbik, Lesli | Administrative Assistant | Tution | 02/09/2026 | 10/16/2026 | Dismissed by Administration |

## 2. Appointments – Registered Staff

| | | | | | |
|---|---|---|---|---|---|
| Patton, Lilyanna | Occupational Therapist | User Fee Member Dist | 10/01/2026 | | $63,000** |
| Bettler, Maria | Occupational Therapist | User Fee Member Dist | 10/21/2026 | $65.23** | |

## 3. Appointments – Change of Position - Licensed Staff

| Name | Position | Funding Source | Initial Employment Date | Hourly Rate | Salary |
|---|---|---|---|---|---|
| Zaragoza, Kimberly | From: Signing Assistant | Tuition | 02/18/2020 | $20.64 | |
| | To: Interpreter | Tuition | 10/05/2026 | $31.50 | |

*Based on the 2026/2027 Teacher and Social Worker Salary Schedule

**Conditional appointment based on background approvals. Start dates are estimated

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

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Victoria Kimbler <vkimbler@sased.org>

# Resignation 9/25/26 Justin Huston

5 messages

**Victoria Kimbler** <vkimbler@sased.org> Fri, Sep 25, 2026 at 10:26 AM
To: Veena Jose <vjose@sased.org>
Cc: MATTHEW FLYNN <mflynn@sased.org>, Human Resources <hr@sased.org>, Tenika Pickens <tpickens@sased.org>, Elizabeth Vander Woude <evanderwoude@sased.org>

Good morning Tenika,

Per the note from Justin Huston sent today through Frontline. Would you confirm that today is his last day please?

Friday, September 25, 2026 10:10 AM
**Contact Person:** VJOSE@SASED.ORG

**From:** "Justin Huston" <j.d.huston83@gmail.com>
**Sent:** Friday, September 25, 2026 10:09 AM CDT
**To:** "Veena Jose" <sased+a69bd2f5-22036@applitrack.com>
**Subject:** Re: Welcome to SASED!
Hello, I understand my previous post said next week was my last week. Unfortunately today September 25th will be my last official day. I am leaving at 2:15 today

On Fri, Aug 21, 2026, 3:15?PM Veena Jose <sased+a69bd2f5-22036@applitrack.com> wrote:
Ok, thank you.

On Fri, Sep 25, 2026 at 10:12 AM Veena Jose <vjose@sased.org> wrote:
> Hi,
> Please see the email from Justin.
>
> ---------- Forwarded message ---------
> From: **Justin Huston** <sased+f668eabe-22193@applitrack.com>
> Date: Fri, Sep 25, 2026 at 10:09 AM
> Subject: Re: Welcome to SASED!
> To: Veena Jose <vjose@sased.org>
>
> Hello, I understand my previous post said next week was my last week. Unfortunately today September 25th will be my last official day. I am leaving at 2:15 today

--
**Victoria Kimbler**
**EIS Manager**
630-548-7146
vkimbler@sased.org

**Tenika Pickens** <tpickens@sased.org> Fri, Sep 25, 2026 at 10:31 AM
To: Victoria Kimbler <vkimbler@sased.org>
Cc: Veena Jose <vjose@sased.org>, MATTHEW FLYNN <mflynn@sased.org>, Human Resources <hr@sased.org>, Elizabeth Vander Woude <evanderwoude@sased.org>

Good morning,

Justin is here today until 2:15 pm and will not be returning to work at Leman.

Tenika Pickens
Program Administrator
Supportive Learning Environment

Office: 630-955-8037

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[Quoted text hidden]

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**Victoria Kimbler** <vkimbler@sased.org> Fri, Sep 25, 2026 at 10:55 AM
To: Tenika Pickens <tpickens@sased.org>
Cc: Veena Jose <vjose@sased.org>, MATTHEW FLYNN <mflynn@sased.org>, Human Resources <hr@sased.org>, Elizabeth Vander Woude <evanderwoude@sased.org>

Thank you Tenika for confirming and your timely response.
[Quoted text hidden]

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**MATTHEW FLYNN** <mflynn@sased.org> Fri, Sep 25, 2026 at 12:01 PM
To: Victoria Kimbler <vkimbler@sased.org>
Cc: Tenika Pickens <tpickens@sased.org>, Veena Jose <vjose@sased.org>, Human Resources <hr@sased.org>, Elizabeth Vander Woude <evanderwoude@sased.org>

Thank you for the update, Tenika. I'm sorry to hear Justin won't be a part of the Leeman team anymore after today - I know he has been a strong support staff member in Structured Learning Environment programming.

☐ Action Item
Tenika, will you please submit (another) Frontline End of Placement form with the date indicating today 9/25/26. This will allow the October 21 2026 Personnel Report for the Board of Directors to be accurate - as well as allow Business/HR to have accurate data in our systems and calculate payout/offboarding, and insurance dates correctly.

Thanks,
Matt
[Quoted text hidden]

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**Tenika Pickens** <tpickens@sased.org> Fri, Sep 25, 2026 at 12:07 PM
To: MATTHEW FLYNN <mflynn@sased.org>
Cc: Victoria Kimbler <vkimbler@sased.org>, Veena Jose <vjose@sased.org>, Human Resources <hr@sased.org>, Elizabeth Vander Woude <evanderwoude@sased.org>

Matt,

I will complete the form today.

Thanks,
Tenika Pickens
Program Administrator
Supportive Learning Environment
Office: 630-955-8037

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[Quoted text hidden]

# Staff Resignation/Retirement/End of Placement Notification

Sent 09/21/2026 At 10:24 AM By SHERILYN GENIN

Staff Resignation or End of Placement | Form Entry | SHERILYN GENIN

Submitted by SHERILYN GENIN on 09/21/2026 at 10:27 AM

Please complete this form

**Legal Name**

First Name*
Kiara

Last Name*
Marsico

Position*
Occupational Therapist

Date of Resignation/End of Placement*
09/16/2026

Was this person a direct hire or an agency staff member?*

- (●) Direct Hire
- ( ) Agency Staff
- ( ) Student Teacher/Field Worker

Agency Name if applicable. If not an agency, then enter NA*
NA

What building was this person at?*
Various: SMNP Lisle South, SLE Kingsley

What classroom was this person in?*
NA

What program or department was this person in? Please mark multiple if they had a split assignment*

- [x] OT/PT*
- [ ] SLE*
- [ ] Transition*
- [ ] DHH*
- [ ] Medical*
- [ ] VI*
- [ ] Pathways*
- [ ] SIIS AT*
- [ ] Business Office*
- [ ] Human Resources Office*
- [ ] Programs and Services Office*
- [ ] Executive Director Office*

What is the reason for the change*

- ( ) Resignation
- ( ) Retirement
- ( ) Agency - Release
- (●) Termination

Was this person a 1:1?*

- ( ) Yes
- (●) No

If 1:1, what was the student name and district, otherwise NA*
NA

Was this person in the Early Childhood Program?*

Yes ◉ No

Does the staff member have technology?*

◉ Yes No

Did you return to the Tech Dept?*

◉ Yes No Will return after last day NA

Have you collected the technology?*

◉ Yes No Will collect on last day No technology was issued.

Comments - Visible to all participants

Kiara handed in badge, key fobs, and laptop. Sherilyn will take keys and fob to Kingsley D58.

# Staff Resignation/Retirement/End of Placement Notification

Sent Fri At 2:39 PM By MATTHEW FLYNN

**Staff Resignation or End of Placement | Form Entry | MATTHEW FLYNN**

Submitted by MATTHEW FLYNN on 10/16/2026 at 2:47 PM

Please complete this form

**Legal Name**

First Name*
LESLI

Last Name*
URBIK

Position*
Administrative Assistant

Date of Resignation/End of Placement*
10/16/2026

Was this person a direct hire or an agency staff member?*

- (●) Direct Hire
- ( ) Agency Staff
- ( ) Student Teacher/Field Worker

Agency Name if applicable. If not an agency, then enter NA*
NA

What building was this person at?*
SAC

What classroom was this person in?*
NA

What program or department was this person in? Please mark multiple if they had a split assignment*

- [ ] OT/PT*
- [ ] SLE*
- [ ] Transition*
- [ ] DHH*
- [ ] Medical*
- [ ] VI*
- [ ] Pathways*
- [ ] SIIS AT*
- [ ] Business Office*
- [ ] Human Resources Office*
- [x] Programs and Services Office
- [ ] Executive Director Office*

What is the reason for the change*

- ( ) Resignation
- ( ) Retirement
- ( ) Agency - Release
- (●) Termination

Was this person a 1:1?*

- ( ) Yes
- (●) No

If 1:1, what was the student name and district, otherwise NA*
NA

Was this person in the Early Childhood Program?*

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# LEAVE OF ABSENCES

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

| Name | Position | Length of Leave |
|---|---|---|
| Borshell, Emma | Teacher / Indian Trail Vision Program | 12/14/2026 – 3/23/2027 |

**2. Leave of Absence/FMLA Leave – Registered Staff**

| Name | Position | Length of Leave |
|---|---|---|
| Warkentien, Amy | Occupational Therapist OT/PT Program | 10/19/2026 – 1/29/2027 |

**3. Leave of Absence/FMLA Leave – Administrative Support Staff**

| Name | Position | Length of Leave |
|---|---|---|
| Moriarty, Kathleen | Business Asst/Accounts Receivable SASED Admin Center | 10/1/2026 – Intermittent |

**3. Leave of Absence/Extended Leave – Licensed Staff**

| Name | Position | Length of Leave |
|---|---|---|
| Bell, Rachel | VI Itinerant / Indian Trail Vision Program | 10/29/2026 – 6/8/2027 *Request for leave extension in board packet |

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

| Name | Position | Length of Leave |
|---|---|---|
| Weaver, Melinda | Teacher SMNP-Lisle South | 11/10/2026 – 12/18/2026 |

**5. Leave of Absence/Unpaid Leave – Educational Support Staff**

| Name | Position | Length of Leave |
|---|---|---|
| Harrington, Kasia | Medical/Teacher Assistant SMNP-Lisle South | 9/22/2026 – 12/18/2026 |

**10/21/2026**

October 14, 2026

Dear Members of the Board of Directors and To Whom It May Concern:

I am writing to respectfully request an extension of my maternity leave through the remainder of the current school year.

Following the birth of my child, I would appreciate the opportunity to extend my time away from work to focus on my recovery, my child's well-being, and the transition into parenthood. After careful consideration, I believe that extending my leave for the remainder of this school year would allow me to give my family the attention needed during this important time.

I would also like to emphasize that I fully intend to return to my position for the upcoming school year. My request is specifically for an extension of leave through the end of the current (2026-2027) school year, and I remain committed to resuming my professional responsibilities when the next school year (2027-2028) begins.

Thank you for your time, understanding, and thoughtful consideration of my request. I sincerely appreciate your willingness to consider this arrangement and look forward to returning to serve SASED in the upcoming school year.

Respectfully,

Rachel Bell
Teacher for the vision program

School Association for Special Education in DuPage

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

**ACTION ITEM**

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To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Dr. Jon Bartelt, Interim Assistant Director of Business Services
John Langton, Interim Assistant Director of Business Services
Date: October 21, 2026
Re: Approval of Financial Reports

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Summary: The Revenue and Expenditure reports and the Treasurer's report for the period ending September 30, 2026 are attached for your review.

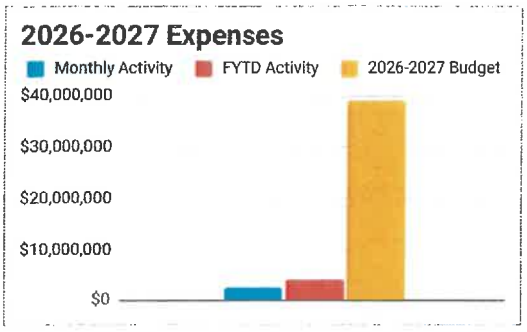
Financial Impact: In September, SASED experienced a typical cycle in revenues and expenditures. With the pre-billing of tuition earlier in the month, revenues reflect the influx of monies that allowed for the regular function of payroll and accounts payable. The attached data and graphs show that 99.87% of all revenue received to this point by SASED this fiscal year was in this month. September is the one month of the fiscal year where SASED receives the clear majority of its operational revenue. In a review of expenses, the organization has stayed underneath the quarterly threshold of 25% (posting 10.34%) through careful examination of expense requests and maintaining a ceiling on full-time equivalent positions of 355.8. The $2.4 million in expenses reflect 6.18% of the FY27 Budget. No grant monies have been received as of yet this fiscal year.

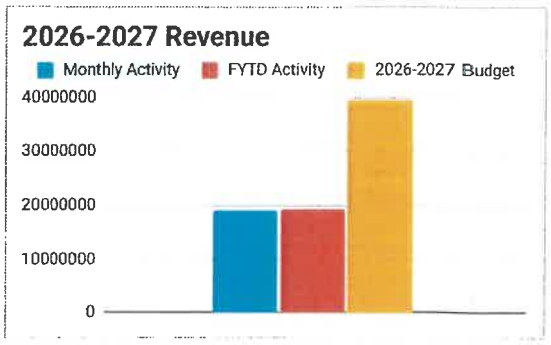
In the Treasurer Report, three investments matured with dividends, including accumulated interest in the money market account totaling $9,125. The Administration is developing an investment strategy to be deployed in the next couple of weeks and will be shared with the Finance Committee in their November meeting. The ISDLAF+ account stands at $24,520 and the majority of the Fifth Third Securities accounts ($2,359,687) are liquid and earning a little interest. One Fifth Third investment in Government Bonds for $250,000 will mature in December of this year. To date, it has accrued $1,104 in interest during the course of the investment.

The current cash balance of $20,545,700 represents approximately five months of operating reserves or 53% of annual budgeted expenditures. The additional attached reports give you an indication of the activity in the account payables and payroll liabilities for SASED.

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

# September 2026 Revenue & Expense Summary
# SASED Programs



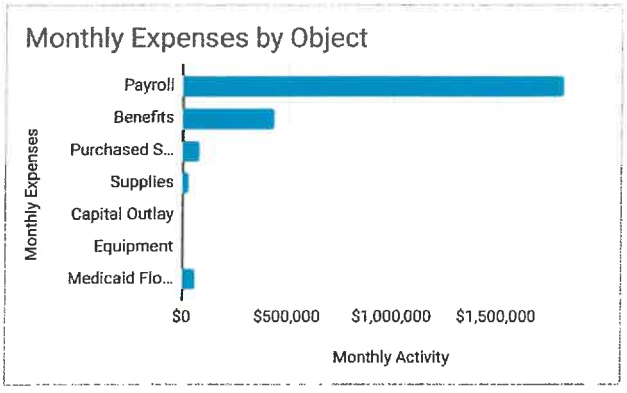



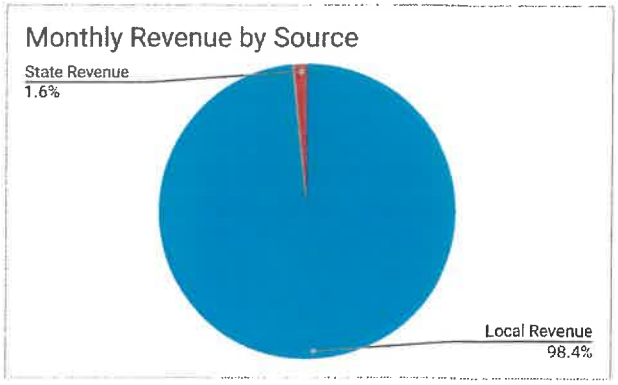

## Monthly Expenses

| | Monthly Activity | FYTD Activity | 2026-2027 Budget | % Budget Used FYTD |
|---|---|---|---|---|
| *Totals* | *$2,407,773* | *$4,033,242* | *$38,990,021* | *10.34%* |
| **Payroll** | $1,820,326 | $2,369,083 | $22,456,802 | *10.55%* |
| **Benefits** | $432,430 | $591,138 | $5,558,690 | *10.63%* |
| **Purchased Services** | $78,102 | $640,044 | $7,705,635 | *8.31%* |
| **Supplies** | $20,813 | $154,469 | $739,985 | *20.87%* |
| **Capital Outlay** | $2 | $2 | $105,385 | *0.00%* |
| **Equipment** | $0 | $0 | $246,700 | *0.00%* |
| **Medicaid Flo-Thru** | $56,100 | $278,506 | $2,176,823 | *12.79%* |

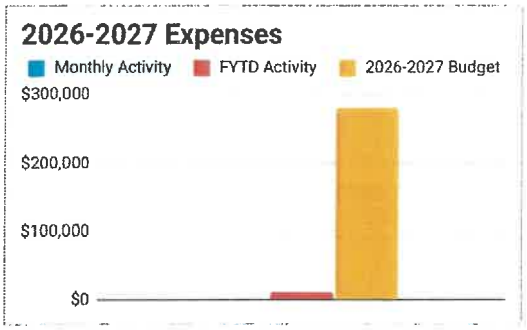
## Monthly Revenue

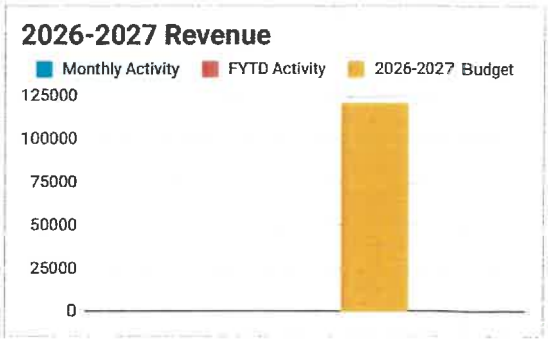
| | Monthly Activity | FYTD Activity | 2026-2027 Budget | % Budget Used FYTD |
|---|---|---|---|---|
| *Totals* | *$19,104,829* | *$19,382,083* | *$39,597,575.94* | *48.95%* |
| **Local Revenue** | $18,804,057 | $18,826,802 | $33,699,712 | *55.87%* |
| **State Revenue** | $300,771 | $555,281 | $3,028,387 | *18.34%* |
| **Medicaid Revenue** | $0 | $0 | $2,869,477 | *0.00%* |



# September 2026 Revenue & Expense Summary
# External Grant Programs



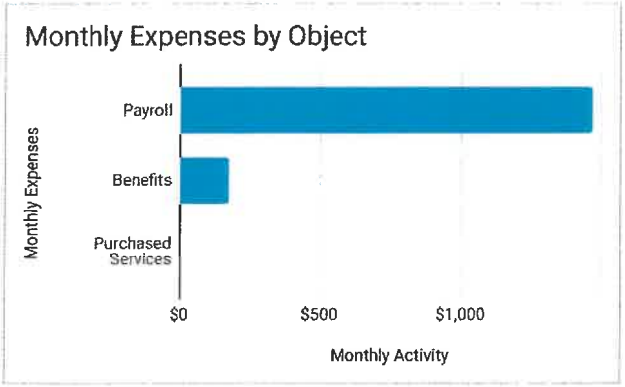




## Monthly Expenses

| | Monthly Activity | FYTD Activity | 2026-2027 Budget | % Budget Used FYTD |
|---|---|---|---|---|
| *Totals* | *$1,641* | *$10,330* | *$280,425* | *3.68%* |
| **Payroll** | $1,469 | $9,486 | $79,634 | *11.91%* |
| **Benefits** | $171 | $844 | $40,297 | *2.09%* |
| **Purchased Services** | $0 | $0 | $160,495 | *0.00%* |

## Monthly Revenue

| | Monthly Activity | FYTD Activity | 2026-2027 Budget | % Budget Used FYTD |
|---|---|---|---|---|
| *Totals* | $0 | $0 | *$121,386.00* | *0.00%* |
| **Grant Revenue** | $0 | $0 | $121,386.00 | *0.00%* |



**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY**
**SCHEDULE OF INVESTMENTS**
**September 30, 2026**

| | AMOUNT | INTEREST RATE | TERM | LOCATION | Security/Collateralization |
|---|---|---|---|---|---|
| **EDUCATION FUND** | | | | | |
| **PMA IL School District Liquid Asset Fund** | | | | | |
| Depository Accounts - Liquid | **24,519.90** | 0.482% | Money Market | ISDLAF | Money Market Mutual Fund |
| Depository Accounts - Liquid - DuPage West Cook | | 0.482% | Money Market | ISDLAF | Money Market Mutual Fund |
| | **24,519.90** | | | | |
| **FIFTH THIRD BANK** | | | | | |
| Depository and Demand Deposit Accounts | **9,812,308.06** | 0.65% | N/A | Fifth Third Bank | Collateralized Deposit |
| Demand Deposit - Health Insurance Reserves | **(1,467,791.21)** | 0.65% | N/A | Fifth Third Bank | Collateralized Deposit |
| Demand Deposit - Health Insurance Reserves | **109,101.43** | 0.65% | N/A | Fifth Third Bank | Collateralized Deposit |
| | **8,453,618.28** | | | | |
| **FIFTH THIRD SECURITIES** | | | | | |
| Cash & Cash Equivalents | **2,359,686.54** | 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 | | 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 | **250,000.00** | Varies | Various | Fifth Third Securities, Custodian | "Full faith and credit of US..." |
| Corporate Bonds | - | | | | |
| Municipal Bonds | - | | | | |
| Other assets, including prepaid interest | - | | | | |
| | **2,609,686.54** | | | | |
| | **11,087,824.72** | **TOTAL** | | | |

# School Association for Special Education in Dupage County
## Treasurer's Report
## September 2026

| Description | Beginning Balance | Debit | Credit | Monthly Activity | Ending Balance |
|---|---|---|---|---|---|
| Accounts Receivable | 646,335.76 | 31,846,767.92 | 22,201,668.63 | 9,645,099.29 | 10,291,435.05 |
| Depository PTMA | 24,445.82 | 74.08 | 0.00 | 74.08 | 24,519.90 |
| 5/3 RD - Depository Acct | (3,923,762.18) | 11,753,211.95 | 4,238,720.85 | 7,514,491.10 | 3,590,728.92 |
| Cash - Health fund | (38,876.35) | 40.81 | 1,958.09 | (1,917.28) | (40,793.63) |
| Health Fund Money Market | (1,466,484.43) | 0.00 | 1,306.78 | (1,306.78) | (1,467,791.21) |
| Cash - Accounts Payable | 512,626.29 | 2,338,790.77 | 2,395,099.77 | (56,309.00) | 456,317.29 |
| Cash - Payroll | 432,280.99 | 2,213,824.18 | 2,638,739.84 | (424,915.66) | 7,365.33 |
| Investments 5/3rd Bank | 1,467,099.31 | 1,307.01 | 0.00 | 1,307.01 | 1,468,406.32 |
| 5/3rd Brokerage Account | 2,600,561.95 | 9,124.59 | 0.00 | 9,124.59 | 2,609,686.54 |
| **Fund 10 - EDUCATION FUND ASSETS TOTAL** | **516,268.34** | **48,163,141.31** | **31,477,493.96** | **16,685,647.35** | **17,201,915.69** |
| MB Depository Medicaid | 4,189,601.90 | 0.00 | 0.00 | 0.00 | 4,189,601.90 |
| Cash AP Medicaid | (406,909.70) | 0.00 | 0.00 | 0.00 | (406,909.70) |
| **Fund 17 - MEDICAID SUB FUNDTOTAL** | **3,782,692.20** | **0.00** | **0.00** | **0.00** | **3,782,692.20** |
| MB Depository Medicaid | (505,706.86) | 0.00 | 0.00 | 0.00 | (505,706.86) |
| Cash-Accounts Payable fund 20 | 66,100.00 | 0.00 | 0.00 | 0.00 | 66,100.00 |
| **Fund 20 - OPER, BUILD, & MAINT FUND** | **(439,606.86)** | **0.00** | **0.00** | **0.00** | **(439,606.86)** |
| | | | | | |
| | **3,860,052.68** | **48,163,141.31** | **31,477,493.96** | **16,685,647.35** | **20,545,700.03** |

Jon Bartelt, Treasurer

**GROSS PAYROLL**

| | |
|---|---|
| **September 2026** | **$ 1,821,795.39** |

## SASED 2900 Odgen Ave. Lisle, IL 60532-1676

| PAY INFORMATION | 9/15/2026 | |
|---|---|---|
| **Pay Type** | **Pay Gross** | **Net Pay** |
| 12JUL - 12 MON JULY BEG. | 115,090.80 | 76,414.78 |
| 20PAY - 20 PAY CONTRACT | 131,629.88 | 88,775.64 |
| 24AUG - 24 PAYS START AUG | 10,059.57 | 6,966.80 |
| 24PAY - 24 PAY SEPTEMBER | 619,750.61 | 402,554.24 |
| DOCK NC - DOCKED PAY IMRF | -6,319.38 | -5,380.76 |
| HRLYCERT - CERTIFIED Hourly Rate | 4,438.71 | 3,377.95 |
| HRLYOTPT - HOURLY OT/PT | 491.93 | 328.75 |
| HRLYPD - HOURLY PD CERTIFIED | 1,680.00 | 1,267.93 |
| HRLYTS - HOURLY TIMESHEET EMPLOYEE | 5,896.80 | 4,770.81 |
| HRNOCERT - Hourly NON CERT (IMRF) | 14,779.32 | 11,134.78 |
| QOT - QUALIFIED OVERTIME | 426.85 | 250.77 |
| SBTAH - SUB TA HOURLY | 726.46 | 609.05 |
| SBTHR - SUB TEACHER HRLY | 5,244.14 | 4,117.65 |
| STIRF - STIPEND REFERRAL | 50.00 | 38.75 |
| STIRS - STIPEND-ROOM SETUP | 440.00 | 302.44 |
| STIRT - STIPEND-RETIREMENT | 15,171.04 | 8,287.57 |
| STISP - STIPEND SPECIAL | 130.00 | 89.97 |
| SUBST - SUB STIPEND | 2,755.00 | 2,127.33 |
| **Pay Grand Total:** | **922,441.73** | **606,034.45** |

## SASED 2900 Odgen Ave. Lisle, IL 60532-1676

**PAY INFORMATION** **9/30/2026**

| Pay Type | Pay Gross | Net Pay |
|---|---|---|
| 12JUL - 12 MON JULY BEG. | 116,938.80 | 77,557.45 |
| 20PAY - 20 PAY CONTRACT | 133,141.15 | 89,850.59 |
| 24AUG - 24 PAYS START AUG | 10,059.57 | 7,008.56 |
| 24PAY - 24 PAY SEPTEMBER | 625,813.95 | 407,113.00 |
| 24PAYSTI - 24 PAY STIPEND | 500.01 | 357.71 |
| DOCK NC - DOCKED PAY IMRF | -6,445.91 | -5,531.85 |
| DOCKCERT - DOCK CERTIFIED STAFF | -472.80 | -315.04 |
| HRLYCERT - CERTIFIED Hourly Rate | 3,118.14 | 2,372.43 |
| HRLYTS - HOURLY TIMESHEET EMPLOYEE | 514.08 | 449.31 |
| HRNOCERT - Hourly NON CERT (IMRF) | 877.03 | 692.34 |
| QOT - QUALIFIED OVERTIME | 536.79 | 407.44 |
| SBTAH - SUB TA HOURLY | 2,253.73 | 1,960.28 |
| SBTHR - SUB TEACHER HRLY | 7,650.12 | 5,924.34 |
| STIP-B - STIPEND APPENDIX B | 300.00 | 227.99 |
| STIRS - STIPEND-ROOM SETUP | 330.00 | 229.40 |
| SUBST - SUB STIPEND | 2,639.00 | 2,099.14 |
| TRAVEL - Transportation Allowance | 1,600.00 | 1,138.12 |
| **Pay Grand Total:** | **899,353.66** | **591,541.21** |

# September 2026 Monthly Totals

SASED, IL

**Total Employees** 299

| Monthly Totals | Pay | Deduction | Benefit |
|---|---|---|---|
| January | 0.00 | 0.00 | 0.00 |
| February | 0.00 | 0.00 | 0.00 |
| March | 0.00 | 0.00 | 0.00 |
| April | 0.00 | 0.00 | 0.00 |
| May | 0.00 | 0.00 | 0.00 |
| June | 0.00 | 0.00 | 0.00 |
| July | 0.00 | 0.00 | 0.00 |
| August | 0.00 | 0.00 | 0.00 |
| September | 1,821,795.39 | 624,219.73 | 432,686.84 |
| October | 0.00 | 0.00 | 0.00 |
| November | 0.00 | 0.00 | 0.00 |
| December | 0.00 | 0.00 | 0.00 |
| Totals | 1,821,795.39 | 624,219.73 | 432,686.84 |

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

# PAYROLL LIABILITIES

| | |
|---|---|
| **September 2026** | **$ 601,933.92** |

# AP Check Register

**AP Run: 09/15/2026 PAYROLL AP — Post Date: 2026-09-15 — AP Run Type: R** SASED, IL

| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 09/15/2026 | 106738 | Check | STATE DISBURSEMENT UNIT | 987.90 |
| 09/15/2026 | 202400661 | Wire Transfer | ILLINOIS DEPT OF REVENUE | 38,051.84 |
| 09/15/2026 | 202400662 | Wire Transfer | MB FINANCIAL (FEDERAL) | 70,181.83 |
| 09/15/2026 | 202400663 | Wire Transfer | MB FINANCIAL BANK (FICA-E) | 35,494.84 |
| 09/15/2026 | 202400664 | Wire Transfer | MB FINANCIAL BANK (FICA-W) | 35,494.84 |
| 09/15/2026 | 202400665 | Wire Transfer | TEACHERS RETIREMENT (2.2%) | 3,057.41 |
| 09/15/2026 | 202400666 | Wire Transfer | TEACHERS RETIREMENT SYSTEM | 47,443.92 |
| 09/15/2026 | 202400667 | Wire Transfer | TEACHERS RETIREMENT SYSTEM SSP | 2,355.35 |
| 09/15/2026 | 202400668 | Wire Transfer | THE OMNI GROUP | 1,340.00 |
| 09/15/2026 | 202400669 | Wire Transfer | THIS (TRS HEALTH) FUND | 8,276.27 |
| 09/15/2026 | 202400670 | Wire Transfer | TRUSTAGE | 23,041.27 |
| 09/15/2026 | 9252600961 | ACH | BRUSICH, WENDY L | 600.00 |
| 09/15/2026 | 9252600962 | ACH | SASED EDUCATION ASSOCIATION | 4,869.35 |
| 09/15/2026 | 9252600963 | ACH | SASED SUPPORT STAFF ASSOCIATION | 825.13 |
| | | | **Total:** | **272,019.95** |

**09/15/2026 PAYROLL AP Summary**

| Type | Count | Amount |
|---|---|---|
| Regular Checks: | 1 | 987.90 |
| ACH Checks: | 3 | 6,294.48 |
| Wire Transfers: | 10 | 264,737.57 |
| Epayables: | 0 | 0.00 |
| **Total:** | **14** | **272,019.95** |

# AP Check Register

**AP Run: 09/30/2026 PAYROLL AP — Post Date: 2026-09-30 — AP Run Type: R** **SASED, IL**

| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 09/30/2026 | 106757 | Check | STATE DISBURSEMENT UNIT | 987.90 |
| 09/30/2026 | 202400671 | Wire Transfer | ILLINOIS DEPT OF REVENUE | 36,992.03 |
| 09/30/2026 | 202400672 | Wire Transfer | MB FINANCIAL (FEDERAL) | 67,704.80 |
| 09/30/2026 | 202400673 | Wire Transfer | MB FINANCIAL BANK (FICA-E) | 33,051.31 |
| 09/30/2026 | 202400674 | Wire Transfer | MB FINANCIAL BANK (FICA-W) | 33,051.31 |
| 09/30/2026 | 202400675 | Wire Transfer | TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND | 400.00 |
| 09/30/2026 | 202400676 | Wire Transfer | TEACHERS RETIREMENT (2.2%) | 3,089.92 |
| 09/30/2026 | 202400677 | Wire Transfer | TEACHERS RETIREMENT SYSTEM | 47,948.32 |
| 09/30/2026 | 202400678 | Wire Transfer | TEACHERS RETIREMENT SYSTEM SSP | 4,139.76 |
| 09/30/2026 | 202400679 | Wire Transfer | THE OMNI GROUP | 1,340.00 |
| 09/30/2026 | 202400680 | Wire Transfer | THIS (TRS HEALTH) FUND | 8,364.32 |
| 09/30/2026 | 202400681 | Wire Transfer | TRUSTAGE | 19,396.76 |
| 09/30/2026 | 9252600968 | ACH | SASED EDUCATION ASSOCIATION | 4,724.40 |
| 09/30/2026 | 9252600969 | ACH | SASED SUPPORT STAFF ASSOCIATION | 514.29 |
| | | | **Total:** | **261,705.12** |

**09/30/2026 PAYROLL AP Summary**

| Type | Count | Amount |
|---|---|---|
| Regular Checks: | 1 | 987.90 |
| ACH Checks: | 2 | 5,238.69 |
| Wire Transfers: | 11 | 255,478.53 |
| Epayables: | 0 | 0.00 |
| **Total:** | **14** | **261,705.12** |

# AP Check Register

**AP Run: 09/30/2026 IMRF PAY AP 2 — Post Date: 2026-09-30 — AP Run Type: R** **SASED, IL**

| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 09/30/2026 | 202400684 | Wire Transfer | IMRF (EMPLOYEES CONT) | 37,254.66 |
| 09/30/2026 | 202400685 | Wire Transfer | IMRF (EMPLOYERS CONT) | 30,954.19 |
| | | | **Total:** | **68,208.85** |

**09/30/2026 IMRF PAY AP 2 Summary**

| Type | Count | Amount |
|---|---|---|
| Regular Checks: | 0 | 0.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 2 | 68,208.85 |
| Epayables: | 0 | 0.00 |
| **Total:** | **2** | **68,208.85** |

| Fund | Total |
|---|---|
| 10 - EDUCATION FUND | 601,933.92 |
| | **601,933.92** |

# BILLS PAYABLE LIST – FLOW THROUGH

**October 2026** **$ 134,612.98**

# Payables

SASED, IL

| Check # | Name on Check | Description | Check Date | Amount |
|---|---|---|---|---|
| 106760 | WEST CHICAGO SCHOOL DIST. #33 | Fee for Service Voucher 6051E253 Feb 2026 | 10/22/2026 | 6,497.09 |
| 106761 | WESTMONT CUSD #201 | Fee for Service Voucher 6051E253 for Feb | 10/22/2026 | 2,465.39 |
| 106762 | WINFIELD SCHOOL DISTRICT #34 | Fee for Service Voucher 6051E253 Feb 2026 | 10/22/2026 | 315.30 |
| | | | **Grand Totals: 3 Total Checks** | **9,277.78** |

# Payables

SASED, IL

| Check # | Name on Check | Description | Check Date | Amount |
|---|---|---|---|---|
| 9252600970 | BENJAMIN SCHOOL DIST #25 | Fee for Service Voucher 6051E253 Feb 2026 | 10/22/2026 | 1,986.80 |
| 9252600971 | CASS SCHOOL DISTRICT #63 | Fee for Service Voucher 6051E253 for Feb | 10/22/2026 | 3,851.53 |
| 9252600972 | COMMUNITY CONSOLIDATE SD #180 | Fee for Service Voucher 6051E253 for Feb | 10/22/2026 | 7,572.14 |
| 9252600973 | COMMUNITY HS DIST #99 | Fee for Service Voucher 6051E253 for Feb | 10/22/2026 | 3,570.55 |
| 9252600974 | COMMUNITY HS DISTRICT #94 | Fee for Service Voucher 6051E253 for Feb | 10/22/2026 | 422.84 |
| 9252600975 | DOWNERS GROVE DISTRICT #58 | Fee for Service Voucher 6051E253 for Feb | 10/22/2026 | 4,439.07 |
| 9252600976 | DUPAGE COUNTY SCHOOL DIST. #45 | Fee for Service Voucher 6051E253 Feb 2026 | 10/22/2026 | 20,202.61 |
| 9252600977 | DUPAGE HS DISTRICT #88 | Fee for Service Voucher 6051E253 for Feb | 10/22/2026 | 13,768.58 |
| 9252600978 | ELMHURST CUSD #205 | Fee for Service Voucher 6051E253 for Feb | 10/22/2026 | 1,751.06 |
| 9252600979 | KEENEYVILLE DISTRICT #20 | Fee for Service Voucher 6051E253 Feb 2026 | 10/22/2026 | 7,244.11 |
| 9252600980 | LISLE CUSD #202 | Fee for Service Voucher 6051E253 for Feb | 10/22/2026 | 25,261.68 |
| 9252600981 | MAERCKER DISTRICT #60 | Fee for Service Voucher 6051E253 for Feb | 10/22/2026 | 8,028.63 |
| 9252600982 | SALT CREEK SCHOOL DIST. #48 | Fee for Service Voucher 6051E253 for | 10/22/2026 | 2,671.74 |
| 9252600983 | WOODRIDGE DISTRICT #68 | Fee for Service Voucher 6051E253 for Feb | 10/22/2026 | 24,563.86 |
| | | **Grand Totals: 14 Total Checks** | | **125,335.20** |

# BILLS PAYABLE LIST – SASED PROGRAMS

**October 2026** **$ 1,323,111.05**

# Payables

SASED, IL

| Check # | Name on Check | Description | Check Date | Amount |
|---|---|---|---|---|
| 106763 | ADVOCATE OCCUPATIONAL HEALTH | Bus Driver Physical for Colleen | 10/22/2026 | 1,062.00 |
| 106764 | ALL PRO DEPOT | PPE REPLENISHMENT -CLEAN SMART | 10/22/2026 | 1,419.40 |
| 106765 | ALLIED BENEFIT SYSTEMS | Allied FSA Invoice October 2026 (August | 10/22/2026 | 316.25 |
| 106766 | AMERICAN SPEECH-LANGUAGE HEARING ASSOCIATION | PD-Stephanie Cohla | 10/22/2026 | 109.00 |
| 106767 | ARK THERAPEUTIC SERVICES | MISC CHEW ITEMS FOR LEMAN | 10/22/2026 | 262.38 |
| 106768 | AT & T MOBILITY | Mobile Hotspots 09.30.26 | 10/22/2026 | 360.00 |
| 106769 | ATTAINMENT COMPANY INC | New Curriculum - Transition | 10/22/2026 | 3,144.75 |
| 106770 | JORDAN BARR | Mileage reimbursement for Sept 18-Oct 2, | 10/22/2026 | 38.76 |
| 106771 | BENEDICTINE UNIVERSITY | Rental Space Agreement for October 21, | 10/22/2026 | 500.00 |
| 106772 | BERWYN GARAGE | BUSES MAINTENANCE invoices 76160- | 10/22/2026 | 3,970.50 |
| 106773 | BEST PRICED PRODUCTS | SKU: 2193 \| UPC: 714905002747 | 10/22/2026 | 180.37 |
| 106774 | BETH A BRADLEY | Mileage REimbursement for September 2026 | 10/22/2026 | 125.40 |
| 106775 | BUSINESSOLVER.COM, INC | Invoice for Businessolver September Service | 10/22/2026 | 150.75 |
| 106776 | CARANGI & ASSOCIATES INC. | Actuarial Consulting Services - GASB-75 for | 10/22/2026 | 5,000.00 |
| 106777 | CDW GOVERNMENT | NEW LAPTOP - from CDW-G from Quote | 10/22/2026 | 120,200.00 |
| 106778 | CENGAGE LEARNING | Student Textbook & Teacher Edition | 10/22/2026 | 380.60 |
| 106779 | CHARTWELLS DINING SERVICES | Sased Meals to D202 | 10/22/2026 | 1,472.10 |
| 106780 | ANABELLA M CHLADA | Mileage Reimbursement for September 14- | 10/22/2026 | 16.87 |
| 106781 | CINTAS FIRE PROTECTION | FIRE INSPECTION SOUTHEAST - RECEIPT | 10/22/2026 | 3,369.44 |
| 106782 | CITI CARDS | Costco Purchased 09/09-10/08/2026 | 10/22/2026 | 2,040.64 |
| 106783 | CLASSIC LANDSCAPE, LTD. | SE Monthly Landscape Invoice - October | 10/22/2026 | 1,244.25 |
| 106784 | COMMONLIT INC | CommonLit Licenses 2026-27 | 10/22/2026 | 4,000.00 |
| 106785 | CORPAY MASTERCARD | Fuel Cards/Service 09/16-09/30/2026 | 10/22/2026 | 1,042.39 |
| 106786 | CREATIVE EXCHANGE | Invoices 10/4/2026 (services for September | 10/22/2026 | 6,290.00 |
| 106787 | MEETAL DAVE | Mileage reimbursement for September 2026 | 10/22/2026 | 80.79 |
| 106788 | DIEHL AUTO REPAIR | VEHICLE MAINTENANCE - 2017 DODGE | 10/22/2026 | 803.99 |
| 106789 | DUPAGE CHILDREN'S MUSEUM | Rental agreement for October 24, 2026 | 10/22/2026 | 1,500.00 |
| 106790 | E3 DIAGNOSTICS | Audiology Equipment Calibration | 10/22/2026 | 1,493.00 |
| 106791 | EMBRACE EDUCATION | Voucher 6173D638 5% | 10/22/2026 | 9,326.80 |

# Payables

SASED, IL

| Check # | Name on Check | Description | Check Date | Amount |
|---|---|---|---|---|
| 106792 | ENGIE RESOURCES LLC | Energy Services SE ALt 08/27-09/29/2026 | 10/22/2026 | 4,681.95 |
| 106793 | ENGLER CALLAWAY BAASTEN & SRAGA, LLC | Statement for September | 10/22/2026 | 13,053.50 |
| 106794 | DANIEL ENGLUND | Mentor Meeting on 09/30/2026. Start | 10/22/2026 | 120.00 |
| 106795 | EXPLOREK12 INC | PD - 2026-27 | 10/22/2026 | 12,036.20 |
| 106796 | EYET LLC | Invoice #25-040487 | 10/22/2026 | 550.00 |
| 106797 | F.E. MORAN INC | Customer # 16674 | 10/22/2026 | 15,590.74 |
| 106798 | FRONTLINE TECHNOLOGIES GROUP, LLC | Frontline Central Solution renewal 10/1/2026 | 10/22/2026 | 16,914.48 |
| 106799 | GATOR CHEF | KITCHEN OVEN REPAIR | 10/22/2026 | 694.86 |
| 106800 | GLOBAL COMPLIANCE NETWORK, INC. | Unlimited Tutorials: Unlimited package allows | 10/22/2026 | 2,000.00 |
| 106801 | GOURMET GORILLA | Southeast Alt Bulk order August 2026 | 10/22/2026 | 14,532.39 |
| 106802 | GRAFTON NTEGRATED HEALTH NETWORK | Supplies for UKERU Team Training. A | 10/22/2026 | 1,517.24 |
| 106803 | AMANDA M GUIDA | Mileage Reimbursement for August and | 10/22/2026 | 391.47 |
| 106804 | STEPHANIE I HOYNE | Mileage REimbursement for September 2026 | 10/22/2026 | 52.21 |
| 106805 | IASBO | Payroll Essentials Conference 10/07/2026 | 10/22/2026 | 220.00 |
| 106806 | ILLINOIS STATE POLICE | Fingerprinting August, 2026 (Invoice Number - | 10/22/2026 | 594.00 |
| 106807 | INFINITEC | Invoice 57817 dated 9.17.26 - Rental | 10/22/2026 | 2,650.00 |
| 106808 | JASON JOBB | Mileage Reimbursement for September 2026 | 10/22/2026 | 207.25 |
| 106809 | KONICA MINOLTA BUSINESS SOLUTIONS USA INC. | KONICA MINOLTA MAINTENANCE | 10/22/2026 | 1,473.45 |
| 106810 | LAKESHORE LEARNING | ABC Tubs | 10/22/2026 | 148.35 |
| 106811 | LAUREN SHEEHAN CONSULTING LLC | New Staff Training (Readtopia) - Aug 6th | 10/22/2026 | 750.00 |
| 106812 | LESSONPIX, INC | curriculum software 2026-27 | 10/22/2026 | 1,795.20 |
| 106813 | DIANE MACROWSKI | Mileage Reimbursement for September 2026 | 10/22/2026 | 104.91 |
| 106814 | MED-EL CORP. | Audiology DHH Program - SONNET Battery | 10/22/2026 | 2,569.00 |
| 106815 | METLIFE | October Metlife Vision Invoice for 10/1/26- | 10/22/2026 | 1,903.78 |
| 106816 | MHS | Psych protocols - 2026-27 | 10/22/2026 | 660.00 |
| 106817 | MICROSONIC INC. | Earmolds - Invoice #: WC7948RL (Kate | 10/22/2026 | 1,298.00 |
| 106818 | KAYLA M MOHAMMAD | Mileage REimbursement for September 2026 | 10/22/2026 | 61.06 |

# Payables

SASED, IL

| Check # | Name on Check | Description | Check Date | Amount |
|---|---|---|---|---|
| 106819 | NAPERVILLE AREA HUMANE SOCIETY | Pawsitive Pet Therapy invoices SASEDN- | 10/22/2026 | 50.00 |
| 106820 | NCS PEARSON | credit memo return order 4314996 | 10/22/2026 | 2,986.48 |
| 106821 | NET56 | Net56 August Jamf Licenses Inv. 17614 | 10/22/2026 | 80,171.74 |
| 106822 | NIU NAPERVILLE CONFERENCE & EVENT SERVICES | Invoice from NIU for Opening Day Facility | 10/22/2026 | 19,691.00 |
| 106823 | ODP BUSINESS SOLUTIONS, INC. | REPLACEMENT 3-HOLE PUNCH | 10/22/2026 | 27.07 |
| 106824 | ORKIN EXTERMINATING CO INC | Pest Services October 2026 | 10/22/2026 | 252.44 |
| 106825 | PHILLIP'S FLOWERS | Statement for September 2026 | 10/22/2026 | 96.49 |
| 106826 | TENIKA K PICKENS | Mileage Reimbursement for July-September | 10/22/2026 | 116.92 |
| 106827 | PRIMO BRANDS | Water Cooler Rental/Water Delivery 09.2026 | 10/22/2026 | 887.59 |
| 106828 | PROCARE THERAPY | Direct Hire Fee - K Kelly | 10/22/2026 | 7,500.00 |
| 106829 | RHINO NETWORKS | Annual licenses for Cisco support and access | 10/22/2026 | 5,423.59 |
| 106830 | RICOH USA, INC. | 1. Other Vendor NA MFG S/N SW2350233 | 10/22/2026 | 8,599.80 |
| 106831 | RINGCENTRAL INC | RingCentral Monthly Customer ID | 10/22/2026 | 4,212.75 |
| 106832 | RIVERSIDE INSIGHTS | DESSA System 2026-27 | 10/22/2026 | 2,415.00 |
| 106833 | RIVERSIDE PUBLIC SCHOOL #96 | 2025-2026 Final Itinerant Billing Refund | 10/22/2026 | 7,804.80 |
| 106834 | SCHOOL SPECIALTY LLC | Classroom Instructional/Gaona | 10/22/2026 | 84.05 |
| 106835 | SCHOOLMATE | Elementary planners/Gaona | 10/22/2026 | 216.75 |
| 106836 | SECURLY | SECURLY AWARE ORDER 10-1-26 TO 9- | 10/22/2026 | 7,460.30 |
| 106837 | SHERWIN WILLIAMS | SAC Paint summer | 10/22/2026 | 232.75 |
| 106838 | SIGN LANGUAGE INTERPRETERS INC. | INVOICE #SAS12626-008 | 10/22/2026 | 648.00 |
| 106839 | SONOVA USA INC. | Phonak Repair Audiology Account Order | 10/22/2026 | 11,598.67 |
| 106840 | SOUTHPAW ENTERPRISES | Zuma Floor Rocker 18inch | 10/22/2026 | 200.64 |
| 106841 | KELLY STORY | Mileage Reimbursement for 09.09.2026 | 10/22/2026 | 11.99 |
| 106842 | SUBURBAN DOOR CHECK | SE - SERVICE CALL AND LABOR FOR | 10/22/2026 | 631.00 |
| 106843 | SUBURBAN DRIVE LINE | VANS SAFETY TEST OCTOBER | 10/22/2026 | 180.00 |
| 106844 | SUNBELT STAFFING | Direct Hire Fee - M Cassidy | 10/22/2026 | 7,500.00 |
| 106845 | SUNBURST WORKFORCE ADVISORS, LLC | Contract Services week ending 09/25/2026 | 10/22/2026 | 645,769.06 |

# Payables

SASED, IL

| Check # | Name on Check | Description | Check Date | Amount |
|---|---|---|---|---|
| 106846 | TEACHTOWN, INC. | Curriculum Software - 9/3/2026-9/2/2027 | 10/22/2026 | 73,350.00 |
| 106847 | TEAM SELECT HOME CARE | Contract Services 05/01/2026-05/27/2026 | 10/22/2026 | 14,329.00 |
| 106848 | THE ONLINE ITINERANT | PD - Itinerant 2026-27 | 10/22/2026 | 896.00 |
| 106849 | THE REINALT-THOMAS CORPORATION | VAN MAINTENANCE 9-30-26 | 10/22/2026 | 234.00 |
| 106850 | THERAPY SHOPPE | 8 Chewy Charms Baseball | 10/22/2026 | 377.17 |
| 106851 | TOBII DYNAVOX LLC | Software 2026-27 Staff Licenses | 10/22/2026 | 6,567.00 |
| 106852 | VERIZON WIRELESS | Verizon Smartphones | 10/22/2026 | 396.91 |
| 106853 | WELLNOW URGENT CARE | Invoice for C.Pullins drug screening that was | 10/22/2026 | 136.00 |
| 106854 | WEST CHICAGO SCHOOL DIST. #33 | Meals for Sased Students September 2026 | 10/22/2026 | 2,793.64 |
| 106855 | WESTMONT CUSD #201 | Meals for SASED students September 2026 | 10/22/2026 | 2,285.68 |
| 106856 | WIGHT & COMPANY | Project 250181 Prof Services for the Period | 10/22/2026 | 17,062.08 |
| 106857 | WILLIAM MACGILL & CO. | Building supplies Nurse/Milos | 10/22/2026 | 136.94 |
| 106858 | WPS | OTPT Digital Assessment Forms | 10/22/2026 | 2,603.20 |
| | | **Grand Totals: 96 Total Checks** | | **1,202,406.97** |

# Payables

SASED, IL

| Check # | Name on Check | Description | Check Date | Amount |
|---|---|---|---|---|
| 9252600984 | 2955, LLC | Monthly Lease Payment Ogden Avenue- | 10/22/2026 | 56,100.00 |
| 9252600985 | HOLLY S ABEL | Mileage REimbursement for September 2026 | 10/22/2026 | 342.34 |
| 9252600986 | MAY K AHN | Mileage REimbursement for September 2026 | 10/22/2026 | 79.88 |
| 9252600987 | AL WARREN OIL CO., INC. | Fuel Delivery 10.08.2026 | 10/22/2026 | 1,599.61 |
| 9252600988 | DINA G BARAJAZ | Mileage Reimbursement for August 2026 | 10/22/2026 | 76.46 |
| 9252600989 | BETH T BERGFELD | Mileage Reimbursement for September 2026 | 10/22/2026 | 170.54 |
| 9252600990 | DEBRA R BOCZKOWSKI | Mileage Reimbursement for August and | 10/22/2026 | 485.64 |
| 9252600991 | SAMANTHA R BOLIN | Mileage Reimbursement for September 2026 | 10/22/2026 | 675.50 |
| 9252600992 | CENTER CASS DISTRICT #66 | Meals for Sased Students September 2026 | 10/22/2026 | 1,509.70 |
| 9252600993 | KRISTINE A CHAPLIN | Mileage REimbursement for September 2026 | 10/22/2026 | 460.86 |
| 9252600994 | HELEN S CREAGAN | Mileage REimbursement for September 2026 | 10/22/2026 | 51.53 |
| 9252600995 | KATI CURBY | Mileage Reimbursement for August 2026 | 10/22/2026 | 221.76 |
| 9252600996 | LAURA E DAHL | REIMBURSEMENT REQUEST FOR L DAHL | 10/22/2026 | 81.62 |
| 9252600997 | MARIA A DORCHACK | Mileage Reimbursement for September 2026 | 10/22/2026 | 284.85 |
| 9252600998 | DOWNERS GROVE DISTRICT #58 | Meals for SASED students August 2026 | 10/22/2026 | 382.40 |
| 9252600999 | DUPAGE COUNTY SCHOOL DIST. #45 | ESY Classroom Lease for FY26 | 10/22/2026 | 19,749.74 |
| 9252601000 | MARK VINCENT DYREK | Business Office Contract Services M. Dyrek | 10/22/2026 | 1,200.00 |
| 9252601001 | MARK VINCENT DYREK | Business Office Contract Services M Dyrek | 10/22/2026 | 1,600.00 |
| 9252601002 | MARK VINCENT DYREK | Business Office contract services M. Dyrek - | 10/22/2026 | 1,600.00 |
| 9252601003 | MARK VINCENT DYREK | Business Office contract services M. Dyrek - | 10/22/2026 | 1,600.00 |
| 9252601004 | MARK VINCENT DYREK | Bus office contract Services M Dyrek 10/5- | 10/22/2026 | 1,600.00 |
| 9252601005 | LYSA Z FARRELL | Mileage Reimbursement for August 2026 | 10/22/2026 | 111.87 |
| 9252601006 | SHERILYN M GENIN | Mileage REimbursement for September 2026 | 10/22/2026 | 62.17 |
| 9252601007 | HEARTLAND ALLIANCE HEALTH CCIS | Audiology Interpreting only, Invoice # 28627, | 10/22/2026 | 700.21 |
| 9252601008 | JULIA L HOMAN | Mileage Reimbursement for September 2026 | 10/22/2026 | 330.14 |
| 9252601009 | JACQUELYN R JACKSON | Mileage REimbursement for September 2026 | 10/22/2026 | 9.88 |
| 9252601010 | JBX2 LLC | Contract Services October 2026 JB | 10/22/2026 | 11,000.00 |
| 9252601011 | PATRICIA S KADEN | Mileage REimbursement for September 2026 | 10/22/2026 | 189.24 |
| 9252601012 | ALICIA M KAMARIS | Mileage REimbursement for September 2026 | 10/22/2026 | 4.03 |

# Payables

SASED, IL

| Check # | Name on Check | Description | Check Date | Amount |
|---|---|---|---|---|
| 9252601013 | KEENEYVILLE DISTRICT #20 | Meals for Sased Students September 2026 | 10/22/2026 | 743.25 |
| 9252601014 | DANIELLE N LAGUNAS | Mileage Reimbursement for September 2026 | 10/22/2026 | 316.89 |
| 9252601015 | DIANE M LAZZAR | Mileage Reimbursement for August 2026 | 10/22/2026 | 187.53 |
| 9252601016 | LISLE CUSD #202 | FY26 ESY Classroom Lease | 10/22/2026 | 13,074.00 |
| 9252601017 | ASHLEY N LOHRENZ | Mileage REimbursement for September 2026 | 10/22/2026 | 583.61 |
| 9252601018 | MAERCKER DISTRICT #60 | Meals for SASED students September 2026 | 10/22/2026 | 344.99 |
| 9252601019 | CADY J MILLER | Mileage Reimbursements for August 24- | 10/22/2026 | 168.39 |
| 9252601020 | KRISTYN B MOROZ | Mileage Reimbursement for September 2026 | 10/22/2026 | 157.02 |
| 9252601021 | CYNTHIA MOY | Mileage Reimbursement for August 2026 | 10/22/2026 | 20.05 |
| 9252601022 | LYNN E MOYNIHAN | Mileage Reimbursement for August 2026 | 10/22/2026 | 150.44 |
| 9252601023 | JULIA M NOWICKI | Mileage Reimbursement for 09.14.2026 | 10/22/2026 | 11.84 |
| 9252601024 | ANNABEL OLEARY | Mileage Reimbursement for 09.14.2026 | 10/22/2026 | 11.99 |
| 9252601025 | NATASHA I OMEL-EDWARDS | Mileage Reimbursement for August 2026 | 10/22/2026 | 75.24 |
| 9252601026 | NICOLE G PALKA | Mileage Reimbursement for Aug 13-Oct. 02 | 10/22/2026 | 33.44 |
| 9252601027 | JENNIFER L PETERSEN | Mileage Reimbursement for Aug 13-Oct. 02 | 10/22/2026 | 20.29 |
| 9252601028 | COLLEEN N PETERSON | Mileage REimbursement for September 2026 | 10/22/2026 | 138.62 |
| 9252601029 | ANGELA N. POLLAK | Mileage Reimbursement for Aug 13-Oct. 02 | 10/22/2026 | 45.60 |
| 9252601030 | RUTH E ROBERTS | Mileage Reimbursement for September 2026 | 10/22/2026 | 219.03 |
| 9252601031 | KATHLEEN ROSS | Mileage REimbursement for September 2026 | 10/22/2026 | 220.25 |
| 9252601032 | SALT CREEK SCHOOL DIST. #48 | Meals for SASED students September 2026 | 10/22/2026 | 1,261.79 |
| 9252601033 | KERRY M SHANAHAN | Mileage Reimbursement for September 2026 | 10/22/2026 | 291.54 |
| 9252601034 | KELLY L STAMATELOPOULOS | Mileage Reimbursement for August 2026 | 10/22/2026 | 61.41 |
| 9252601035 | KAREN S STORNELLO | Mileage Reimbursement for Aug 17-Oct. 02 | 10/22/2026 | 73.95 |
| 9252601036 | ANNA M WALSH | Mileage Reimbursement for Sept 8-Oct. 02 | 10/22/2026 | 140.60 |
| 9252601037 | KRISTEN E WARD | Mileage Reimbursement for Aug and Sept | 10/22/2026 | 72.35 |
| | | | **Grand Totals: 54 Total Checks** | **120,704.08** |

# BILLS PAYABLE LIST – GRANTS

**October 2026 $ 0**

# INTERIM CHECKS

**September 2026 $ 527,649.54**

# Payables

SASED, IL

| Check # | Name on Check | Description | Check Date | Amount |
|---|---|---|---|---|
| 106723 | BMO | BMO - AUGUST 2026 · | 09/10/2026 | 21,184.79 |
| | | | **Grand Totals: 1 Total Checks** | **21,184.79** |

# Payables

SASED, IL

| Check # | Name on Check | Description | Check Date | Amount |
|---|---|---|---|---|
| 106739 | ALLIED BENEFIT SYSTEMS | Allied FSA Invoice September 2026 (July | 09/22/2026 | 316.25 |
| 106740 | AMERICAN HERITAGE LIFE INSURANCE CO | Allstate Critical Illness and Accident Coverage | 09/22/2026 | 2,695.61 |
| 106741 | BELGIOS CATERING | Lunches for students at Holmes, Kingsley, | 09/22/2026 | 2,697.00 |
| 106742 | CHARTWELLS DINING SERVICES | Bags for Lunch services | 09/22/2026 | 1,174.76 |
| 106743 | CITI CARDS | Costco credit account ending 4569-School | 09/22/2026 | 130.00 |
| 106744 | CLASSIC LANDSCAPE, LTD. | SE Monthly Landscape Invoice - September | 09/22/2026 | 1,794.25 |
| 106745 | CORPAY MASTERCARD | Gas Cards/Fuel/Service 09/01-09/15/2026 | 09/22/2026 | 800.01 |
| 106746 | EDUCATIONAL BENEFIT COOPERATIVE | September 2026 Final Invoice for EBC - | 09/22/2026 | 427,360.98 |
| 106747 | ENGIE RESOURCES LLC | Energy Services SE ALT 07/29-08/27/2026 | 09/22/2026 | 4,331.46 |
| 106748 | ENGLER CALLAWAY BAASTEN & SRAGA, LLC | Invoice for legal services for July 2026 | 09/22/2026 | 2,394.00 |
| 106749 | ENTERPRISE TRUCK RENTAL- EAN SERVICES LLC | ENTERPRISE TRUCK RENTAL -ACCOUNT# | 09/22/2026 | 5,974.69 |
| 106750 | IASA DUPAGE DIVISION | Registration for Kim Dryier for SY26-27 | 09/22/2026 | 200.00 |
| 106751 | MUNICIPAL BACKFLOW LLC | TEST AND CERTIFICATION FOR | 09/22/2026 | 293.85 |
| 106752 | NEXTERA ENERGY SERVICES MIDWEST, LLC | Energy Services SE ALT 08/01-08/31/2026 | 09/22/2026 | 67.16 |
| 106753 | RED ROVER TECHNOLOGIES | Invoice 16997 is from Red Rover. Invoice | 09/22/2026 | 28,175.00 |
| 106754 | RINGCENTRAL INC | RingCentral Monthly Customer ID | 09/22/2026 | 4,212.75 |
| 106755 | TREE TOWNS IMAGING & COLOR GRAPHICS | Laminating Rolls | 09/22/2026 | 6,980.00 |
| 106756 | VERIZON WIRELESS | Invoices 6151436880+6151447296 Verizon | 09/22/2026 | 396.91 |
| | | **Grand Totals: 18 Total Checks** | | **489,994.68** |

# Payables

SASED, IL

| Check # | Name on Check | Description | Check Date | Amount |
|---|---|---|---|---|
| 9252600964 | AL WARREN OIL CO., INC. | Fuel delivery 09/03/2026 | 09/22/2026 | 323.12 |
| 9252600965 | MARK VINCENT DYREK | Business office contract services M Dyrek | 09/22/2026 | 1,600.00 |
| 9252600966 | JBX2 LLC | Contract Services Business office JB | 09/22/2026 | 11,000.00 |
| 9252600967 | RELIANCE STANDARD LIFE INSURANCE COMPANY | Reliance September 2026 Invoice | 09/22/2026 | 3,546.95 |
| | | **Grand Totals: 4 Total Checks** | | **16,470.07** |

**VOIDED CHECKS**

**September 2026 $ 0**

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

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

**ACTION ITEM**

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To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: October 21, 2026
Re: Second Reading and Adoption of Policies included in the IASB PRESS Issue 122 Update, Released June 2026

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Summary: IASB PRESS Release 122 was released in June 2026 and Board review and adoption is required. These updates have been reviewed by the SASED Policy Committee with suggested changes as presented.

**Draft Update**

2:230 - Public Participation at Board Meetings and Petitions to the Board- Updated in response to a five-year review and for continuous improvement
5:40 - Communicable and Chronic Infectious Disease - Updated in response to a five-year review and for continuous improvement
5:70 - Religious Holidays - Updated in response to a five-year review and for continuous improvement
5:240 - Suspension - Updated in response to a five-year review and for continuous improvement
6:70 - Teaching About Religions - Updated in response to a legal reference
6:80 - Teaching About Controversial Issues - Updated in response to a legal reference
6:190 - Extracurricular and Co-Curricular Activities - Updated to align with changes made to policy 7:330
7:130 - Student Rights and Responsibilities - Updated in response to legal references
8:70 - Accommodating Individuals with Disabilities - Updated in response to a five-year review and for continuous improvement

**Draft Update - Rewritten**

7:330 - Student Use of Buildings - Equal Access - Rewritten based on feedback from the IL Council of School Attorneys and recent law updates. Should be consistent with language in Policy 8:25

**Review and Monitor**

3:40 - Executive Director - Suggested to be reviewed by the Board every five years and readopt with new date
3:50 - Administrative Personnel Other Than the Executive Director - Suggested to be reviewed by the Board every five years and readopt with new date
3:60 - Administrative Responsibility of Program Administrators and Coordinators - Suggested to be reviewed by the Board every five years and readopt with new date
3:70 - Succession of Authority - Suggested to be reviewed by the Board every five years and readopt with new date
4:120 - Food Services - Suggested to be reviewed by the Board every five years and readopt with new date
4:175 - Convicted Child Sex Offener; Screening; Notifications - Suggested to be reviewed by the Board every five years and readopt with new date
5:140 - Solicitations By or From Staff - Suggested to be reviewed by the Board every five years and readopt with new date
7:30 - Student Assignment - Suggested to be reviewed by the Board every five years and readopt with new date

7:80 - Release Time for Religious Instruction/Observance - Suggested to be reviewed by the Board every five years and readopt with new date
7:345 - Use of Educational Technologies; Student Data Privacy and Security - Suggested to be reviewed by the Board every five years and readopt with new date
8:100 - Relations with Other Organizations and Agencies - Suggested to be reviewed by the Board every five years and readopt with new date

Recommended Action: SASED Administration requests that the Board of Directors review these policies as a second reading and adopt the policy changes as presented..

# POLICY MANUAL REVISIONS
## June 2026 PRESS Update 122
## 1st Reading by Board - September 16, 2026
### *Board Policies*

**Draft Update**

2:230 - Public Participation at Board Meetings and Petitions to the Board- Updated in response to a five-year review and for continuous improvement

5:40 - Communicable and Chronic Infectious Disease - Updated in response to a five-year review and for continuous improvement

5:70 - Religious Holidays - Updated in response to a five-year review and for continuous improvement

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6:70 - Teaching About Religions - Updated in response to a legal reference

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6:190 - Extracurricular and Co-Curricular Activities - Updated to align with changes made to policy 7:330

7:130 - Student Rights and Responsibilities - Updated in response to legal references

8:70 - Accommodating Individuals with Disabilities - Updated in response to a five-year review and for continuous improvement

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8:100 - Relations with Other Organizations and Agencies - Suggested to be reviewed by the Board every five years and readopt with new date

Document Status: Draft Update

SECTION 2 - GOVERNANCE

# 2:230 Public Participation at Board Meetings and Petitions to the Board

At each regular and special open meeting of the Board or Board Committee, members of the public and SASED employees may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy.[C1] The Board listens to comments or questions during public participation; responses to comments to or questions of the Board are most often managed through policy 3:30, *Chain of Command*.[C2]

The individuals appearing before the Board are expected to follow these guidelines:

1. Complete the Request For Public Participation form 2:230-E and submit it to the Recording Secretary.
2. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairperson. This includes following the directives of the Board Chairperson to maintain order and decorum for all.
3. Use a sign-in sheet, if requested.
4. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to three minutes. In ~~unusual~~ extenuating circumstances, e.g., to accommodate a person's disability or language interpreter, and when an individual has made a request to speak for a longer period of time, the Board Chairperson may allow a person to speak for more than three minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
5. Observe, when necessary and appropriate, the Board Chairperson's authority to:

    a. Shorten the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak; and/or
    b. Determine procedural matters regarding public participation not otherwise

covered in Board policy.

6. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

The Board generally will not act on a proposal, suggestion, or request when first presented by a member of the public during a Board meeting. A response will be made to the member of the public after a proper evaluation of a proposal, suggestion, or request has been completed.

Personal charges or complaints against individual employees of SASED will not be accepted at a public meeting of either SASED Board. Such charges or complaints shall be presented to the Executive Director, preferably in writing. All such charges or complaints will be investigated by the Executive Director and as appropriate reported to the Board of Directors.

LEGAL REF.:

105 ILCS 5/10-6 and 5/10-16.

5 ILCS 120/2.06, Open Meetings Act.

I.A. Rana Enterprises, Inc. v. City of Aurora, 630 F.Supp.2d 912 (N.D.Ill. 2009).

CROSS REF.: 2:220 (Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

~~ADOPTED: August 16, 2023~~

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

## PRESSPlus Comments

C1. Updated in response to a five-year review. **Issue 122, June 2026**

C2. The law does not require board members to respond during public participation, and best practices for meetings instruct board members to refrain from engaging in commentary with members of the public during public participation. **Issue 122, June 2026**

Document Status: Draft Update

General Personnel

# 5:40 Communicable and Chronic Infectious Disease

The Executive Director or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving SASED employees that are consistent with State and federal law, Illinois Department of Public Health rules, and SASED policies.

An employee with a communicable or chronic infectious disease is encouraged to self-report ~~toinform~~ the Executive Director or designee immediately and grant consent to being monitored by SASED's Communicvable and Chronic Infectious Disease Review Team. The review team, if used, provides information and recommendations to the Executive Director or designee, concerning the employee's conditions of employment and necessary accommodations. The review team shall hold the employee's medical condition and records at strictest confidence, except to the extent allowed to be disclosed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to SASED's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.:

42 U.S.C. §12101 *et seq.*, Americans With Disabilities Act, amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325; 29 C.F.R. §1630.1 *et seq.*

29 U.S.C. §791, Rehabilitation Act of 1973; 34 C.F.R. §104.1 *et seq.*

105 ILCS 5/24-5.

20 ILCS 2305/6, Department of Public Health Act.

820 ILCS 40/, Personnel Record Review Act.

77 Ill.Admin.Code Part 690, Control of Communicable Diseases.

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED: May 20, 2026

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

## PRESSPlus Comments

C1. Updated in response to a five-year review. **Issue 122, June 2026**

Document Status: Draft Update

General Personnel

# 5:70 Religious Holidays

The Executive Director shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five days' prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time or personal leave to make up the absence, provided such time is consistent with SASED's operational needs. A per diem deduction may also be requested by the employee.

LEGAL REF.:

775 ILCS 5/2-101 and 5/2-102, Ill. Human Rights Act.

775 ILCS 35/~~155~~, [C1] Religious Freedom Restoration Act.

~~ADOPTED: August 16, 2023~~

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

## PRESSPlus Comments

C1. Updated in response to a five-year review. School employers may require employees to provide notice of their intention to be absent, but may not require more than five days' notice before being absent for a religious holiday. 775 ILCS 5/2-102(E). A board that wishes to require fewer days' notice may modify the number of days. **Issue 122, June 2026**

Document Status: Draft Update

Professional Personnel

# 5:240 Suspension

Suspension Without Pay

The Board of Directors may suspend a professional employee[C1] without pay: (1) ~~a professional employee~~ pending a dismissal hearing, or (2) ~~a professional employee~~ as a disciplinary measure for misconduct that is detrimental to SASED. A *professional employee* means a non-administrator employee who holds a professional educator license. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the SASED includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Executive Director or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Executive Director or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board or Executive Director or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in SASED's best interests, (2) as a disciplinary measure for misconduct that is detrimental to SASED as defined above, or (3) pending a Board hearing to suspend a professional employee ~~teacher~~ without pay.

The Executive Director or designee shall meet with the professional employee to present the allegations and give the professional employee an opportunity to refute the charges. The professional employee will be told the dates and times the suspension will begin and end.

Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)

Upon receipt of a DCFS recommendation that SASED remove an employee from his or her position when he or she is the subject of a pending DCFS investigation ~~that relates to his or her employment with SASED~~,[C2] the Board or Executive Director or designee, in consultation with the Board attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
    a. A suspension with pay; or
    b. A suspension without pay.

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, then the employee must repay to SASED all compensation and the value of all benefits received by him or her during the suspension. The Executive Director will notify the employee of this requirement when the employee is suspended.

LEGAL REF.:

105 ILCS 5/24-12.

5 ILCS 430/5-60(b), State Officials and Employee Ethics Act.

325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.

*Cleveland Bd. of Educ. v. Loudermill*, 470 U.S. 532 (1985).

*Barszcz v. Cmty College Dist. No. 504*, 400 F.Supp. 675 (N.D. Ill. 1975).

*Massie v. East St. Louis Sch. Dist. No.189*, 203 Ill.App.3d 965 (5th Dist. 1990).

CROSS REF.: 5:290 (Employment Termination and Suspensions)

ADOPTED: May 20, 2026

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

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## PRESSPlus Comments

C1. Updated in response to a five-year review. **Issue 122, June 2026**

C2. Updated in response to a five-year review. **Issue 122, June 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

# 6:70 Teaching About Religions

SASED's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religion, religious belief, or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

LEGAL REF.:

Mahmoud v. Taylor, 606 U.S. 522 (2025). C1

Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573 (1989).

School Dist. of Abington Twp v. Schempp, 374 U.S. 203 (1963).

~~Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573 (1989).~~

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:255 (Assemblies and Ceremonies)

~~ADOPTED: August 16, 2023~~

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

## PRESSPlus Comments

C1. In Mahmoud v. Taylor, 606 U.S. 522 (2025), the U.S. Supreme Court held that a public school "burdens the religious exercise of parents when it requires them to submit their children to instruction that poses 'a very real threat of undermining' the religious beliefs and practices that the parents wish to instill." Consult the board attorney on questions related to religious opt-outs from curriculum, and see policy 6:260, *Complaints About Curriculum, Instructional Materials, and Programs.* **Issue 122, June 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

# 6:80 Teaching About Controversial Issues

The Executive Director shall ensure that all SASED-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose.
- Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander.

SASED specifically reserves its right to stop any Program or service-sponsored activity that it determines violates this policy, is harmful to SASED or the students, or violates State or federal law.

LEGAL REF.:

Mahmoud v. Taylor, 606 U.S. 522 (2025).[C1]

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

*Mayer v. Monroe Cnty. Cmty. Sch. Corp.*, 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs)

~~ADOPTED: August 16, 2023~~

## PRESSPlus Comments

C1. In Mahmoud v. Taylor, 606 U.S. 522 (2025), the U.S. Supreme Court ruled that a district likely violated parents' free exercise rights when it refused to give notice and allow them to opt their elementary-age children out of literacy instruction that involved the use of LGBTQ+-inclusive storybooks. See sample policy 6:260, *Complaints About Curriculum, Instructional Materials, and Programs* at footnote 3, available at PRESS Online by logging in at www.iasb.com. Consult the board attorney regarding curriculum objections. **Issue 122, June 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

# 6:190 Extracurricular and Co-Curricular Activities

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. *Co-curricular activity* refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. *Extracurricular activity* refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs.

The Executive Director must approve an activity in order for it to be considered a SASED-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed for students are reasonable and do not exceed the actual cost of operation.
3. SASED has sufficient financial resources for the activity.
4. Student body desires are considered.
5. The activity will be supervised by a SASED-approved sponsor.

Non-school sponsoredcurriculum related[C1] student groups or clubs that are not school sponsored are governed by Board policy 7:330, *Student Use of Buildings - Equal Access*.

LEGAL REF.:

105 ILCS 5/10-20.30 and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of SASED Facilities)

ADOPTED: August 16, 2023

## PRESSPlus Comments

C1. Updated to align with the changes made to policy 7:330, *Student Use of Buildings - Equal Access.* **Issue 122, June 2026**

Document Status: Draft Update

SECTION 7 - 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.

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. §4071 et seq., Equal Access Act.[C1]

20 U.S.C. §7904, Every Student Succeeds Act.

Kennedy v. Bremerton Sch. Dist., 597 U.S. 507 (2022).[C2]

*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969).

105 ILCS 20/5, Silent Reflection and Student Prayer Act.

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

ADOPTED: October 15, 2025

## PRESSPlus Comments

C1. The Equal Access Act (EAA) requires a secondary school that receives federal funding and allows a *limited open forum* to grant fair opportunity or equal access to students who wish to conduct a meeting within that limited open forum without regard to the religious, political, philosophical, or other content of the speech at such a meeting. A secondary school has a *limited open forum* whenever it "grants an offering to or opportunity for one or more noncurriculum-related student groups to meet on school premises during noninstructional time." 20 U.S.C. §4071(a). **Issue 122, June 2026**

C2. Kennedy v. Bremerton Sch. Dist., 597 U.S. 507, 527 (2022) (quoting Tinker at 506, "the First Amendment's protections extend to both 'teachers and students,'" found that students were not restricted from voluntarily joining in prayer with a high school football coach on the field after a game). **Issue 122, June 2026**

Document Status: Draft Update

SECTION 8 - COMMUNITY RELATIONS

# 8:70 Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, SASED may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

SASED will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Executive Director or designee is designated the Title II Coordinator and shall:

1. Oversee SASED's compliance efforts and, recommend necessary modifications to the Board, and maintain SASED's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date. C1
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Executive Director or Program Administrator/ Coordinator if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Executive Director or designated Title II Coordinator, or by filing a grievance under Board policy 2:260, the *Uniform Grievance Procedure*.

LEGAL REF.:

~~Americans with Disabilities Act,~~ 42 U.S.C. §§12101 et seq. and 12131 et seq., Americans with Disabilities Act; 28 C.F.R. Part 35.

~~Rehabilitation Act of 1973 §104,~~ 29 U.S.C. §794, Rehabilitation Act of 1973 ~~(2006)~~.

105 ILCS 5/10-20.51.

410 ILCS 25/, Environmental Barriers Act.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Building Programs)

~~ADOPTED: August 16, 2023~~

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

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## PRESSPlus Comments

C1. Updated in response to a five-year review. **Issue 122, June 2026**

Document Status: Draft Update - Rewritten

SECTION 7 - STUDENTS

# 7:330 Student Use of Buildings - Equal Access

For purposes of this Board policy, the District has established a *limited open forum* for high school students enrolled in the District.[C1] Each District high school shall offer an opportunity for student-led *noncurriculum related student groups* to meet on school premises during *noninstructional time*. Noncurriculum related student groups are those student groups, clubs, or organizations that do not directly relate to the curriculum. For purposes of this Board policy, a *non-school sponsored* noncurriculum related student group is a noncurriculum related student group that is student led.

A student group or club is *school sponsored* if the District approves the student group or club to have a paid adult sponsor to promote, participate, and/or lead its activities. However, assigning a teacher, administrator, or other school employee to supervise a meeting for custodial purposes, allowing groups to promote meetings, and providing access to resources as determined by the District do not constitute sponsorship of the student group or club, nor does it constitute the District's endorsement or agreement with the activity or the speech of the students who participate in the activity.

Extracurricular and co-curricular student groups or clubs that are school sponsored are governed by Board policy 6:190, *Extracurricular and Co-Curricular Activities*.

Student groups or clubs directed and controlled by non-school persons are governed by Board policy 8:20, *Community Use of School Facilities*.

Student-led noncurriculum related student groups or clubs that are not school sponsored are granted free use of school premises and/or access to school resources for a meeting or series of meetings under the following conditions:

1. The meeting is held during those noninstructional times identified by the Superintendent or designee for noncurriculum related student groups, clubs, or organizations to meet. *Noninstructional time* means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.
2. All noncurriculum related student groups that are not school sponsored receive

substantially the same treatment.[C2]

3. The student group or club and the meeting are student-initiated, meaning that the request is made by a student, and the group or club is led by a student.[C3]
4. Student attendance at the meeting is voluntary.
5. The school and school employees will not promote, lead, participate in, or otherwise sponsor the meeting.
6. School employees are present at religious meetings only in a nonparticipatory capacity.
7. The meeting and/or any activities engaged in by the student group or club do not materially or substantially interfere with the orderly conduct of educational activities.
8. Non-school persons do not direct, conduct, control, or regularly attend the meetings.[C4]
9. The school retains its authority to maintain order and discipline.
10. A school staff member is present in a supervisory capacity.
11. The Superintendent or designee approves the use of school premises and/or access to school resources for a meeting or series of meetings.
12. The school requires neutral content generally limited to club/group name, meeting time(s), and location(s) as well as the approval of the Building Principal or designee for all advertisements, wall postings, or flyers.[C5]

The Superintendent or designee shall develop administrative procedures to implement this policy.

LEGAL REF.:

20 U.S.C. §4071 et seq., Equal Access Act.

Bd. of Ed. of Westside Community Sch. Dist. v. Mergens, 496 U.S. 226 (1990).

E.D. by Duell v. Noblesville Sch. Dist., 151 F.4th 907 (7th Cir. 2025).

Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), *cert. denied*, 535 U.S. 1017.

CROSS REF.: 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 8:20 (Community Use of School Facilities), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

## PRESSPlus Comments

C1. This policy is rewritten based on feedback from the Ill. Council of School Attorneys to address the need for more guidance regarding what types of student-led groups are permitted free use of school premises under the Equal Access Act. Under the EAA, if a district with secondary school(s) has established a limited open forum, it is unlawful to deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a *meeting* within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. The term *meeting* under the EAA includes those activities of student groups which are permitted under a school's limited open forum and are not directly related to the school curriculum. This prohibition and definition under the EAA are the basis for the term of art *noncurriculum related student group*. See 20 U.S.C. §§4071(a) and 4072(3).

The policy is also updated due to recent case law updates, including E.D. by Duell v. Noblesville Sch. Dist., 151 F.4th 907 (7th Cir. 2025).

For more information, see the PRESS sample policy's footnotes, available at PRESS Online by logging in at www.iasb.com **Issue 122, June 2026**

C2. See also U.S. Dept. of Education *Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools* (2026), available at: www.ed.gov/media/document/2026-guidance-constitutionally-protected-prayer-and-religious-expression-public-elementary-and-secondary-schools-113182.pdf. **Issue 122, June 2026**

C3. In E.D., the Court found no violation of the EAA where a school official decided to suspend a student anti-abortion club based on evidence that the club was partially run by the student's parent, and the student failed to follow the school's content-neutral flyer rules by including political messages. **Issue 122, June 2026**

C4. Bd. of Ed. of Westside Community Sch. Dist. v. Mergens, 496 U.S. 226, 236 (1990). **Issue 122, June 2026**

C5. The content-neutral restrictions contained in this item were upheld in E.D. The Court found, "[t]he District could reasonably conclude that covering its walls with warring political messages would undermine that order and divert attention from the business of learning."

This condition's application should be consistent with a board's adopted language in policy 8:25, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities.* **Issue 122, June 2026**

Document Status: Review and Monitoring

SECTION 3 - GENERAL ADMINISTRATION

# 3:40 Executive Director

## Duties and Authority[C1]

The Executive Director is SASED's executive officer and is responsible for the administration and management of the Cooperative schools in accordance with Board policies and directives, and State and federal law. SASED management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Executive Director is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Executive Director may delegate to other SASED staff members the exercise of any powers and the discharge of any duties imposed upon the Executive Director by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Executive Director of responsibility for the action that was delegated.

## Qualifications

The Executive Director must be of good character and of unquestionable morals and integrity. The Executive Director shall have the experience and the skills necessary to work effectively with the Board, SASED employees, students, and the community. The Executive Director must have and maintain a Professional Educator License with an Executive Director endorsement issued by the Illinois State Educator Preparation and Licensure Board.

## Evaluation

The Board will evaluate, at least annually, the Executive Director's performance and effectiveness, using standards and objectives developed by the Executive Director and Board that are consistent with State law, the Board's policies and the Executive Director's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Executive Director shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Executive Director shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Executive Director. The terms of the Executive Director's employment agreement, when in conflict with this policy, will control.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

5 ILCS 120/7.3, Open Meetings Act.

23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Boards; Indemnification), 2:130 (Board-Executive Director Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

~~ADOPTED: August 16, 2023~~

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

## PRESSPlus Comments

C1. 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), 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 122, June 2026**

Document Status: Review and Monitoring

SECTION 3 - GENERAL ADMINISTRATION

# 3:50 Administrative Personnel Other Than the Executive Director

## Duties and Authority[C1]

The Board establishes SASED administrative and supervisory positions in accordance with SASED's needs and State law. This policy applies to all administrators other than the Executive Director. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Executive Director's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

## Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

## Evaluation

The Executive Director or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Executive Director of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Executive Director.

## Administrative Work Year

The work year for administrators shall be the same as SASED's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Executive Director. All administrators shall be available for work when their services are necessary.

## Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Executive Director's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF:

105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.

23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Program Administrators and Coordinators), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

~~ADOPTED: August 16, 2023~~

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

## PRESSPlus Comments

C1. 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 122, June 2026**

Document Status: Review and Monitoring

SECTION 3 - GENERAL ADMINISTRATION

# 3:60 Administrative Responsibility of Program Administrators and Coordinators

Duties and Authority[C1]

The Board, upon the recommendation of the Executive Director, employs Program Administrators and Coordinators as the chief administrators and instructional leaders of their assigned schools, Programs, and services, and may employ Assistant Program Administrators. The primary responsibility of a Program Administrator or Coordinator is the improvement of instruction. Each Program Administrator or Coordinator shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Executive Director may assign, that are consistent with the Program Administrator or Coordinator's education and training. Each Program Administrator or Coordinator, and Assistant Program Administrator shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant coordinator.

Evaluation Plan

The Executive Director or designee shall implement an evaluation plan for Program Administrator, Coordinator, and Assistant Program Administrator that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Executive Director or designee shall evaluate each Program Administrator or Coordinator, and Assistant Program Administrator or Coordinator. The Executive Director or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Executive Director*.

LEGAL REF.:

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.

10 ILCS 5/4-6.2, Election Code.

105 ILCS 127/, School Reporting of Drug Violations Act.

23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Executive Director), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: August 16, 2023

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

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**Issue 122, June 2026**

Document Status: Review and Monitoring

SECTION 3 - GENERAL ADMINISTRATION

# 3:70 Succession of Authority

If the Executive Director or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Executive Director and approved by the Board.[C1]

CROSS REF.: 1:20 (SASED Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

ADOPTED: August 16, 2023

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

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**Issue 122, June 2026**

Document Status: Review and Monitoring

SECTION 4 - OPERATIONAL SERVICES

# 4:120 Food Services

Good nutrition shall be promoted in SASED's meal programs and in other food and beverages that are sold to students during the school day. The Executive Director shall manage a food service program that complies with this policy and is in alignment with Board policy 6:50, *School Wellness*.[C1]

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating SASED schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.:

Russell B. National School Lunch Act, 42 U.S.C. §1751 *et seq*.

Child Nutrition Act of 1966, 42 U.S.C. §1771 *et seq*.

7 C.F.R. Parts 210 (National School Lunch Program) and 220 (School Breakfast Program).

105 ILCS 125/, School Breakfast and Lunch Program Act.

23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

~~ADOPTED: August 16, 2023~~

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

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**Issue 122, June 2026**

Document Status: Review and Monitoring

SECTION 4 - OPERATIONAL SERVICES

# 4:175 Convicted Child Sex Offender; Screening; Notifications

## Persons Prohibited on School Property without Prior Permission[C1]

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Program Administrator of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Directors, Executive Director, or Executive Director's designee. If permission is granted, the Executive Director or Board of Directors Chairperson shall provide the details of the offender's upcoming visit to the Program Administrator.

In all cases, the Executive Director or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Executive Director or designee shall develop guidelines for managing his or her presence in school.

## Screening

The Executive Director or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board of Directors Chairperson shall ensure that these checks are completed for the Executive Director. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Executive Director shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Executive Director or designee shall serve as SASED contact person for purposes of these laws. The Executive Director and Program Administrator shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Executive Director or Program Administrator determines advisable.

LEGAL REF.:

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

20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3, Criminal Code of 2012.

730 ILCS 152/, Sex Offender Community Notification Law.

730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board of Directors Officers), 3:40 (Executive Director), 3:50 (Administrative Personnel Other Than the Executive Director), 3:60 (Administrative Responsibility of the Building Program Administrator), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:30 (Hiring Process and Criteria), 5:260 (Interns and Practicum Students), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

~~ADOPTED: August 16, 2023~~

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

## PRESSPlus Comments

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**Issue 122, June 2026**

Document Status: Review and Monitoring

General Personnel

# 5:140 Solicitations By or From Staff

SASED employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, in workplaces without prior approval from the Executive Director.[C1]

CROSS REF.: 8:90 (Parent Organizations and Booster Clubs)

~~ADOPTED: August 16, 2023~~

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

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**Issue 122, June 2026**

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

# 7:30 Student Assignment

Students shall be assigned in accordance with their Individual Educational Plans and SASED Procedures.[C1]

LEGAL REF.:

105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

~~ADOPTED: August 16, 2023~~

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

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**Issue 122, June 2026**

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

# 7:80 Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, to because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Program Administrator/Coordinator, at least five calendar days before the student's anticipated absence(s).[C1]

The Executive Director or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons, including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.:

105 ILCS 5/26-1 and 5/26-2b.

775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: August 16, 2023

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

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Document Status: Review and Monitoring

SECTION 7 - STUDENTS

# 7:345 Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in SASED shall further the objectives of SASED's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient SASED operations. The Executive Director shall ensure that the use of educational technologies in SASED meets the above criteria.[C1]

SASED and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or SASED operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by SASED is prohibited. Protecting such information is important for legal compliance, SASED operations, and maintaining the trust of SASED stakeholders, including parents, students and staff. The Board designates the Executive Director to serve as Privacy Officer, who shall ensure SASED complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516

Definitions

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of SASED; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed,

marketed, and primarily used for K-12 school purposes.

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or SASED.

Operator Contracts

The Executive Director or designee designates which SASED employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts,* and shall include any specific provisions required by State law.

Security Standards

The Executive Director or designee shall ensure SASED implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event SASED receives notice from an operator of a breach or has determined a breach has occurred, the Executive Director or designee shall also ensure that SASED provides any breach notifications required by State law.

LEGAL REF.:

20 U.S.C. §1232g, Family and Educational Rights and Privacy Act; 34 C.F.R. Part 99.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

23 Ill. Admin. Code Part 380.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

~~ADOPTED: August 16, 2023~~

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

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Document Status: Review and Monitoring

SECTION 8 - COMMUNITY RELATIONS

# 8:100 Relations with Other Organizations and Agencies

SASED shall cooperate with other organizations and agencies, including but not limited to:[C1]

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts and other special education cooperatives.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Law Enforcement Requests)

~~ADOPTED: August 16, 2023~~

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**Issue 122, June 2026**

School Association for Special Education in DuPage

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

**ACTION ITEM**

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To: SASED Board of Directors
Via: Dr. Kim Dryier
From: SASED Administration
Date: October 21, 2026
Re: Approval of SY26-27 Intergovernmental Agreement to enroll a non-member district student in a SASED program

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Intergovernmental Agreement between SASED and non-member school district to enroll a student in a SASED program including:

West Aurora SD 129 - Student A – Transition Program at SASED Transition Center - $66,905 and ESY $1,893

West Aurora SD 129 - Student B – Vision Program at SD 88, Addison Trail HS - $70,193 and ESY $1,893

Recommended Action: SASED Administration requests that the Board of Directors approve the Intergovernmental Agreement as presented.

**INTERGOVERNMENTAL AGREEMENT**
**BETWEEN SASED AND NON-MEMBER SCHOOL DISTRICT**

This Agreement is made and entered into on the date set forth below, by and between the Board of Directors of The School Association for Special Education in DuPage County ("SASED") and the Board of Education of **West Aurora SD 129** ("School District").

WHEREAS, pursuant to the Illinois Constitution (Article VII, Section 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3), units of local government and school districts are authorized to contract among themselves to combine and transfer powers and functions by intergovernmental cooperation; and

WHEREAS, SASED and the School District have determined that it is in their best and mutual interests to contract with each other to provide for attendance by an identified School District student(s) in a SASED program ("Student" or Student(s)");

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Term: This Agreement will remain in effect until either party provides at least thirty (30) days prior written notice to the other party of termination of this Agreement, which may be for any reason.

2. Program Services:

   a. Subject to the terms and provisions of this Agreement, SASED will provide services for the School District Student(s). The specific terms and conditions for each Student will be identified and signed by both parties, which is incorporated herein by reference.

   b. Each Student will be permitted to attend the Program on the terms and conditions set forth in this Agreement.

   c. SASED will provide special education and related services in accordance with the Student's individualized education program (IEP), except as otherwise stated herein.

   d. Assessments and reevaluations will be conducted by SASED, except that SASED will not be responsible for independent educational evaluations (IEEs) requested by a parent/guardian or other private evaluations approved by the School District or the IEP team.

   e. Assistive technology devices, equipment, and related training offered to students as part of the Program will be provided by SASED. The School District shall be solely responsible for funding, procurement, and maintenance of any other Assistive Technology devices, equipment or training identified in the Student's IEP.

   f. As warranted, SASED will convene IEP team meetings and issue required notices.

g. SASED may permanently dismiss the Student from the Program, terminating the applicable program page in Appendix A, under the following conditions:

i. Upon thirty (30) days' prior written notice to the School District, in the event that SASED determines, in SASED's sole discretion, that:

(a) The Program is no longer appropriate for the Student; or
(b) SASED will no longer be operating the Program.

ii. Upon fifteen (15) days' prior written notice to the School District, in the event that there is insufficient space in the Program for SASED member district students.

iii. Immediately if the Student commits gross disobedience or misconduct that warrants removal, as determined by SASED.

3. School District's Responsibilities:

a. The School District shall procure and directly fund all IEEs and any other School District-approved or IEP team-approved private evaluations at public expense.

b. The School District shall procure and directly fund related services not typically provided by SASED and any other related services that SASED is unable to provide due to circumstances beyond SASED's control.

c. The School District shall prepare and maintain a proper and adequate IEP for the Student(s).

d. A School District representative shall attend all IEP meetings for the Student(s) and shall serve as the local educational agency (LEA) representative.

e. The School District shall provide the Student(s) with transportation to and from the Program.

f. The terms of this Agreement notwithstanding, the School District remains the Student's resident school district for all purposes, remains ultimately responsible for the Student's educational services, and remains responsible for providing the Student with a free appropriate public education (FAPE) in the least restrictive environment.

g. In the event of a dispute or challenge by the Student's parent/guardian or Student (including but not limited to a due process request, State complaint, request for mediation, Office for Civil Rights complaint, or Illinois Department of Human Rights complaint), the School District shall be responsible for all costs associated with the defense thereof (including but not limited to attorney's fees).

h. The School District is responsible for paying the costs identified.

4. Tuition and Reimbursement: The School District will pay tuition and reimbursement, as set forth below, for the services identified herein. The actual costs of related services provided by SASED for the Student(s) (including but not limited to Social Work Services, and Speech and Language Services, as applicable) are included in the tuition costs. The costs of all assessments and reevaluations of the Student(s) conducted by SASED are also included in

the tuition costs. Vision and Orientation & Mobility Itinerant Services are included in the tuition costs for the Vision Program. Occupational Therapy and Physical Therapy Services are not included in tuition costs for all Programs.

a. The School District will pay a nonmember tuition rate equal to 110% of SASED's per pupil cost of the Program. The estimated annual tuition for each student is set forth in this agreement.

b. The School District will pay for the actual costs of Occupational Therapy, Physical Therapy, Vision Itinerant (with the exception of students enrolled in the Vision Program), O&M Itinerant (with the exception of the Vision Program), and Hearing Itinerant (with the exception of the Deaf & Hard of Hearing Program), services provided by SASED for the Student(s) based on direct and consult minutes listed on IEP.

c. In addition to paying the non-member district tuition, the School District will reimburse SASED for all the following:

   i. The actual costs (to include salary and benefits) for all SASED paraprofessionals, medical assistants/teacher assistants and interpreters providing one-to-one services to the Student(s).

   ii. The actual costs of all assistive technology devices and equipment, and any related training, provided by SASED for the Student's use.

d. For any Student that is enrolled for at least 10 days tuition will be calculated based on the amount of time the Student is in the Program.

e. Extended School Year: If a Student's IEP calls for extended school year services and the District chooses for the Student to attend ESY services in the Program, the School District will pay SASED's per pupil costs as calculated for Extended School Year Program.

5. National School Lunch/School Breakfast Programs: If SASED participates in the National School Lunch Program and/or School Breakfast Program and the Student(s) is eligible under free or reduced-priced breakfast or lunch under those programs, SASED is required to claim this Student(s).

6. Invoices and Payment:

   a. An invoice for 100% of the annual tuition amount will be issued by SASED within the month of July after this Agreement is fully signed. A prorated invoice will be sent based on actual days of enrollment. For Students who enroll after September 1 an invoice will be sent within ten (10) days after the Appendix A is fully signed for the tuition following the above schedule.

   b. In or around, July, SASED will calculate the final costs and issue a final invoice to the School District for any remaining balance to be paid.

   c. In the event that the School District's initial payments exceed the actual final costs (resulting in an overpayment by the School District), SASED will issue a refund to the School District by September 15.

d. Payment will be made by the School District after receipt of each invoice, in accordance with the *Local Government Prompt Payment Act* (50 ILCS 505/).

7. Relationship of the Parties: SASED and the School District acknowledge and agree that they are contractors independent of one another and that this Agreement does not create an employer-employee relationship, partnership, joint venture, agency, or any other such relationship.

8. No Third-Party Beneficiaries: This Agreement is entered into solely for the benefit of the contracting parties. Nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

9. Indemnification and Waiver: For purposes of this Section 9, "Loss" is defined as any and all liabilities, damages, claims, demands, judgments, causes of action, costs, expenses (including reasonable attorneys' fees), and losses relating to any School District Student placed in a SASED program and/or relating to any act or omission of either party in implementing this Agreement and/or otherwise relating to this Agreement.

   Each party agrees to indemnify, defend, and hold harmless the other party and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss arises out of the acts or omissions of the indemnifying party.

   In addition, notwithstanding any other provision of this Agreement, the School District specifically agrees to indemnify, defend, and hold harmless SASED and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss is based upon or arises out of claims relating to the placement, FAPE, or alleged procedural requirements applicable to any School District Student placed in a SASED Program.

   Moreover, the School District waives any and all claims it may have against SASED (or SASED's Board members, employees, volunteers or agents) relating to the Program or the services provided to the Student by SASED.

10. Student Records: SASED shall maintain all student records and reports in accordance with SASED policies on student records, as well as applicable state and federal laws. All student records generated by SASED shall be the property of the School District; however, SASED shall have access to such records so that it may provide the services required under this Agreement.

11. Continuing Obligations: The following shall survive the expiration or termination of this Agreement: (a) Sections 4 and 6 (Tuition and Reimbursement and Invoices and Payment); (b) Section 9 (Indemnification and Waiver); (c) all representations and warranties made by each party; (d) Program for Individual Student; and (e) all other obligations that are to be performed after the expiration or termination of this Agreement.

12. Assignment: No part of this Agreement may be assigned by either of the parties hereto.

13. Multiple Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile and PDF copies of the parties' signatures on this Agreement shall be deemed originals.

14. Governing Law: This Agreement and the interpretation thereof shall be governed by the laws of the State of Illinois.

15. Notices: Any and all notices required to be sent pursuant to this Agreement shall be personally delivered or sent via certified mail addressed as follows:

For School District: **Dr. Michael Smith, Superintendent**
**West Aurora SD 129**
**1877 W Downer Place**
**Aurora, IL 60506**

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

16. Authority: The individuals executing this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement on behalf of and in the name of their respective parties.

17. Severability: If any provision of this Agreement shall be found to be invalid or unenforceable, such finding shall in no way affect, impair or invalidate any other provision, and such other provisions shall remain in full force and effect. Moreover, no provision of this Agreement shall be construed as contrary to law when it is possible to find an alternate construction that is consistent with the law and with the parties' overall intent.

18. Complete Understanding: This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings or agreements regarding the subject matter herein.

19. Waiver: No waiver of any default of a party hereunder shall be implied from omission by a party to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent therein stated.

20. Amendments: No change or modification to this Agreement shall be valid unless it is in writing and signed by both parties.

Student A

Student Name: [redacted]

SASED Program: **TRANSITION PROGRAM**

Program Location: **SASED Transition Center** – 2900 Ogden Avenue, Lisle 60532

Estimated Annual Program Tuition: $ **66,905.00**

Estimated Extended School Year Tuition: $ **1,893.00**

Program Start Date: **8/18/2026**

Program End Date: **5/28/2027**

Student Start Date: 8/18/2026

IN WITNESS WHEREOF, SASED and the School District have caused this Agreement to be executed on the date(s) set forth below.

BOARD OF DIRECTORS FOR THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY

By: _____ Date: _____
Chairperson

Attest: _____ Date: _____
Secretary

BOARD OF EDUCATION OF [SCHOOL DISTRICT]

By: _____ Date: _____
President

Attest: Joy Engler Date: _____
Secretary

WEST AURORA SCHOOLS
OCT 7 2026
SPECIAL EDUCATION DEPARTMENT

**INTERGOVERNMENTAL AGREEMENT**
**BETWEEN SASED AND NON-MEMBER SCHOOL DISTRICT**

This Agreement is made and entered into on the date set forth below, by and between the Board of Directors of The School Association for Special Education in DuPage County ("SASED") and the Board of Education of **West Aurora SD 129** ("School District").

WHEREAS, pursuant to the Illinois Constitution (Article VII, Section 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3), units of local government and school districts are authorized to contract among themselves to combine and transfer powers and functions by intergovernmental cooperation; and

WHEREAS, SASED and the School District have determined that it is in their best and mutual interests to contract with each other to provide for attendance by an identified School District student(s) in a SASED program ("Student" or Student(s)");

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Term: This Agreement will remain in effect until either party provides at least thirty (30) days prior written notice to the other party of termination of this Agreement, which may be for any reason.

2. Program Services:

   a. Subject to the terms and provisions of this Agreement, SASED will provide services for the School District Student(s). The specific terms and conditions for each Student will be identified and signed by both parties, which is incorporated herein by reference.

   b. Each Student will be permitted to attend the Program on the terms and conditions set forth in this Agreement.

   c. SASED will provide special education and related services in accordance with the Student's individualized education program (IEP), except as otherwise stated herein.

   d. Assessments and reevaluations will be conducted by SASED, except that SASED will not be responsible for independent educational evaluations (IEEs) requested by a parent/guardian or other private evaluations approved by the School District or the IEP team.

   e. Assistive technology devices, equipment, and related training offered to students as part of the Program will be provided by SASED. The School District shall be solely responsible for funding, procurement, and maintenance of any other Assistive Technology devices, equipment or training identified in the Student's IEP.

   f. As warranted, SASED will convene IEP team meetings and issue required notices.

g. SASED may permanently dismiss the Student from the Program, terminating the applicable program page in Appendix A, under the following conditions:

i. Upon thirty (30) days' prior written notice to the School District, in the event that SASED determines, in SASED's sole discretion, that:

(a) The Program is no longer appropriate for the Student; or
(b) SASED will no longer be operating the Program.

ii. Upon fifteen (15) days' prior written notice to the School District, in the event that there is insufficient space in the Program for SASED member district students.

iii. Immediately if the Student commits gross disobedience or misconduct that warrants removal, as determined by SASED.

3. School District's Responsibilities:

a. The School District shall procure and directly fund all IEEs and any other School District-approved or IEP team-approved private evaluations at public expense.

b. The School District shall procure and directly fund related services not typically provided by SASED and any other related services that SASED is unable to provide due to circumstances beyond SASED's control.

c. The School District shall prepare and maintain a proper and adequate IEP for the Student(s).

d. A School District representative shall attend all IEP meetings for the Student(s) and shall serve as the local educational agency (LEA) representative.

e. The School District shall provide the Student(s) with transportation to and from the Program.

f. The terms of this Agreement notwithstanding, the School District remains the Student's resident school district for all purposes, remains ultimately responsible for the Student's educational services, and remains responsible for providing the Student with a free appropriate public education (FAPE) in the least restrictive environment.

g. In the event of a dispute or challenge by the Student's parent/guardian or Student (including but not limited to a due process request, State complaint, request for mediation, Office for Civil Rights complaint, or Illinois Department of Human Rights complaint), the School District shall be responsible for all costs associated with the defense thereof (including but not limited to attorney's fees).

h. The School District is responsible for paying the costs identified.

4. Tuition and Reimbursement: The School District will pay tuition and reimbursement, as set forth below, for the services identified herein. The actual costs of related services provided by SASED for the Student(s) (including but not limited to Social Work Services, and Speech and Language Services, as applicable) are included in the tuition costs. The costs of all assessments and reevaluations of the Student(s) conducted by SASED are also included in

the tuition costs. Vision and Orientation & Mobility Itinerant Services are included in the tuition costs for the Vision Program. Occupational Therapy and Physical Therapy Services are not included in tuition costs for all Programs.

a. The School District will pay a nonmember tuition rate equal to 110% of SASED's per pupil cost of the Program. The estimated annual tuition for each student is set forth in this agreement.

b. The School District will pay for the actual costs of Occupational Therapy, Physical Therapy, Vision Itinerant (with the exception of students enrolled in the Vision Program), O&M Itinerant (with the exception of the Vision Program), and Hearing Itinerant (with the exception of the Deaf & Hard of Hearing Program), services provided by SASED for the Student(s) based on direct and consult minutes listed on IEP.

c. In addition to paying the non-member district tuition, the School District will reimburse SASED for all the following:

   i. The actual costs (to include salary and benefits) for all SASED paraprofessionals, medical assistants/teacher assistants and interpreters providing one-to-one services to the Student(s).

   ii. The actual costs of all assistive technology devices and equipment, and any related training, provided by SASED for the Student's use.

d. For any Student that is enrolled for at least 10 days tuition will be calculated based on the amount of time the Student is in the Program.

e. Extended School Year: If a Student's IEP calls for extended school year services and the District chooses for the Student to attend ESY services in the Program, the School District will pay SASED's per pupil costs as calculated for Extended School Year Program.

5. National School Lunch/School Breakfast Programs: If SASED participates in the National School Lunch Program and/or School Breakfast Program and the Student(s) is eligible under free or reduced-priced breakfast or lunch under those programs, SASED is required to claim this Student(s).

6. Invoices and Payment:

   a. An invoice for 100% of the annual tuition amount will be issued by SASED within the month of July after this Agreement is fully signed. A prorated invoice will be sent based on actual days of enrollment. For Students who enroll after September 1 an invoice will be sent within ten (10) days after the Appendix A is fully signed for the tuition following the above schedule.

   b. In or around, July, SASED will calculate the final costs and issue a final invoice to the School District for any remaining balance to be paid.

   c. In the event that the School District's initial payments exceed the actual final costs (resulting in an overpayment by the School District), SASED will issue a refund to the School District by September 15.

d. Payment will be made by the School District after receipt of each invoice, in accordance with the *Local Government Prompt Payment Act* (50 ILCS 505/).

7. Relationship of the Parties: SASED and the School District acknowledge and agree that they are contractors independent of one another and that this Agreement does not create an employer-employee relationship, partnership, joint venture, agency, or any other such relationship.

8. No Third-Party Beneficiaries: This Agreement is entered into solely for the benefit of the contracting parties. Nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

9. Indemnification and Waiver: For purposes of this Section 9, "Loss" is defined as any and all liabilities, damages, claims, demands, judgments, causes of action, costs, expenses (including reasonable attorneys' fees), and losses relating to any School District Student placed in a SASED program and/or relating to any act or omission of either party in implementing this Agreement and/or otherwise relating to this Agreement.

   Each party agrees to indemnify, defend, and hold harmless the other party and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss arises out of the acts or omissions of the indemnifying party.

   In addition, notwithstanding any other provision of this Agreement, the School District specifically agrees to indemnify, defend, and hold harmless SASED and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss is based upon or arises out of claims relating to the placement, FAPE, or alleged procedural requirements applicable to any School District Student placed in a SASED Program.

   Moreover, the School District waives any and all claims it may have against SASED (or SASED's Board members, employees, volunteers or agents) relating to the Program or the services provided to the Student by SASED.

10. Student Records: SASED shall maintain all student records and reports in accordance with SASED policies on student records, as well as applicable state and federal laws. All student records generated by SASED shall be the property of the School District; however, SASED shall have access to such records so that it may provide the services required under this Agreement.

11. Continuing Obligations: The following shall survive the expiration or termination of this Agreement: (a) Sections 4 and 6 (Tuition and Reimbursement and Invoices and Payment); (b) Section 9 (Indemnification and Waiver); (c) all representations and warranties made by each party; (d) Program for Individual Student; and (e) all other obligations that are to be performed after the expiration or termination of this Agreement.

12. Assignment: No part of this Agreement may be assigned by either of the parties hereto.

13. Multiple Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile and PDF copies of the parties' signatures on this Agreement shall be deemed originals.

14. Governing Law: This Agreement and the interpretation thereof shall be governed by the laws of the State of Illinois.

15. Notices: Any and all notices required to be sent pursuant to this Agreement shall be personally delivered or sent via certified mail addressed as follows:

For School District: **Dr. Michael Smith, Superintendent**
**West Aurora SD 129**
**1877 W Downer Place**
**Aurora, IL 60506**

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

16. Authority: The individuals executing this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement on behalf of and in the name of their respective parties.

17. Severability: If any provision of this Agreement shall be found to be invalid or unenforceable, such finding shall in no way affect, impair or invalidate any other provision, and such other provisions shall remain in full force and effect. Moreover, no provision of this Agreement shall be construed as contrary to law when it is possible to find an alternate construction that is consistent with the law and with the parties' overall intent.

18. Complete Understanding: This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings or agreements regarding the subject matter herein.

19. Waiver: No waiver of any default of a party hereunder shall be implied from omission by a party to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent therein stated.

20. Amendments: No change or modification to this Agreement shall be valid unless it is in writing and signed by both parties.

Student Name: [redacted] Student B

SASED/DWC Program: **VISION PROGRAM**

Program Location: **Addison Trail HS – 213 N Lombard Rd, Addison, 60101**

Estimated Annual Program Tuition: $ **70,193.00**

Estimated Extended School Year Tuition: $ **1,893.00**

Program Start Date: **8/17/2026**

Program End Date: **5/28/2027**

Student Start Date: 8/17/2026

School District: **DuPage HSD 88**

IN WITNESS WHEREOF, SASED and the School District have caused this Agreement to be executed on the date(s) set forth below.

BOARD OF DIRECTORS FOR THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY

By: _____ Date: _____
Chairperson

Attest: _____ Date: _____
Secretary

BOARD OF EDUCATION OF [SCHOOL DISTRICT]

By: _____ Date: _____
President

Attest: Joy Engler Date: _____
Secretary

WEST AURORA SCHOOLS
OCT 7 2026
SPECIAL EDUCATION DEPARTMENT

***SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE***

To: Board of Directors

From: Dr. Kim Dryier, Executive Director

Date: October 21, 2026

Re: Vision Program Request for Goalball Tournament hosted by ISVI

*Purpose:*
For approval for 4 students to travel to the Goalball tournament on November 4th, 2026 to the Illinois School for the Visually Impaired in Jacksonville, Illinois.

*Background:*
The students in the SASED Vision program have once again been invited to participate in the statewide Goalball tournament held at the Illinois School for the Visually Impaired (ISVI) in Jacksonville, Illinois. Goalball is a sport specifically for blind athletes.

Students will take their regular transportation to school on the morning of November 4th and then be transported to Jacksonville (225 miles) in a SASED vehicle. Adult staff members will accompany the eligible high school/transition students. Tournament play begins at noon on November 4th and ends around 5:00 pm that evening. The students are then transported back to school and parent pick up is arranged.
Lunch and dinner will be provided to students and staff. Parents are required to sign a permission slip (attached) and an authorization for medical treatment.

*Next steps:*
Arrange student transportation and send permission slips home for students.

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**GOALBALL TOURNAMENT**

***Hosted by:***

*Illinois School for the Visually Impaired (ISVI)*
*658 East State Street, Jacksonville, IL 62650*
*800-919-5617*

***November 4th, 2026***

Dear Parents:

Your student-athlete has been invited to compete at the 22nd annual Goalball Tournament at ISVI. Your student-athlete will be excused from all their necessary classes. This will be an exciting event, and we hope you will give permission for your student-athlete to participate. Attached is an information sheet that should answer your questions.

Please **sign and return** the following permission forms **by October 16th** so plans and arrangements can be completed. If you have any questions, please **contact Amy Gebre,** agebre@sased.org**.**

---

_____ **YES**, I give permission for _____ to travel with the
***(student name)***
SASED Goalball Team to the ISVI Tournament on November 4th, 2026.

_____ **YES**, I understand my student-athlete will be transported from/to SASED to/from ISVI via SASED-provided transportation.

_____ **NO**, _____ will not be able to travel with the SASED
***(student name)***
Goalball Team to the ISVI Tournament on November 4th, 2026.

***Signature of Parent/Guardian:*** _____

***Home Phone Number:*** _____

***Emergency Phone Number:*** _____

***Any Additional Comments:***

# ISVI GOALBALL TOURNAMENT

WHERE: ILLINOIS SCHOOL FOR THE VISUALLY IMPAIRED (ISVI)
**658 East State Street**, **Jacksonville, IL 62650**
**(800) 919-5617**
ISVI Goalball Coach: Ken Mansell 217-473-0717

WHEN: November 4th, 2026

WHO: Goalball Coaches:
Kirstin Peahl (Driver) 630-631-1750
Ena Uhren (Driver) 630-370-0242

Goalball Athletes:
DJ Johnson (ATHS)
Erick Dorado (Transition)
Antaniya Williams (Transition)

TEAMS: SASED, Illinois School for the Visually Impaired, Missouri School for the Blind, Wisconsin School for the Blind, and Indiana School for the Blind

TRANSPORTATION:
Students will take their typical bus to school on 11/4/26.
Parent pick up will be arranged in the evening of 11/4/26.
O&M van(s) will be driven to/from the tournament.
SASED will cancel necessary buses.

**PARENT RESPONSIBILITIES:**
1. Sign & return permission forms.
2. Send your student to school on November 4th.
3. We will contact you to arrange pick-up in the evening of November 4th.

School Association for Special Education in DuPage
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**Dr. Kim Dryier**
*Executive Director*

**ACTION ITEM**

---

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Matthew Flynn, Assistant Director of Human Resources
Date: October 21, 2026
Re: Adopt Resolution Appointing IMRF Authorized Agent

---

Summary: The Illinois Municipal Retirement Fund (IMRF) requires each participating agency to appoint and maintain an IMRF authorized agent. This appointment is made by the governing body through a resolution. To comply with IMRF requirements, the Board must formally adopt a resolution appointing Matthew Flynn, Assistant Director of Human Resources, as the IMRF Authorized Agent effective July 1, 2026 with delegated powers and duties including filing a petition for nomination of an executive trustee of IMRF and casting a ballot for election of an executive trustee of IMRF.

Recommended Action: SASED Administration requests that the Board of Directors adopt the resolution appointing Matthew Flynn as the IMRF authorized agent as presented.

# RESOLUTION APPOINTING IMRF AUTHORIZED AGENT

**WHEREAS**, the School Association for Special Education in DuPage County (SASED) requires a representative to serve as IMRF Authorized Agent and,

**WHEREAS**, SASED's current representative, Rachel Wisniewski, has fulfilled her position. Therefore, SASED is appointing Matthew Flynn, Assistant Director of Human Resources, as the IMRF Authorized Agent effective July 1, 2026 with delegated powers and duties including:

- Filing a petition for nomination of an executive trustee of IMRF and;
- Casting a ballot for election of an executive trustee of IMRF.

**NOW THEREFORE BE IT RESOLVED** by the SASED Board of Directors of the School Association for Special Education in DuPage County, DuPage County, Illinois, is appointing Matthew Flynn as the IMRF Authorized Agent effective July 1, 2026.

Member _____ moved that the foregoing Resolution be adopted and Member _____ seconded the motion. After a full and discussion thereof, the Chairperson directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

ADOPTED this 21st day of October, 2026, by the following vote:

Ayes:_____

Nays:_____

Absent:_____

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

SASED BOARD OF DIRECTORS

By:_____
Chairperson

Date:_____

Attest:_____
Secretary

FOR5J00-000K3IW

# Notice of Appointment of Authorized Agent

Revised June 2025

**Questions? Call 1-800-728-7971.**

**Upload this form through Employer Access**

***Please print in capital letters, using black ink.***

| Employer Number | Employer Name |
|---|---|
| 0 6 1 0 1 | School Assn For Spec Ed Dupage |

## AUTHORIZED AGENT INFORMATION

| First Name | M.I. | Last Name | Jr., Sr., II, etc. |
|---|---|---|---|
| Matthew | | Flynn | |

Type of Governing Body: Board of Directors

| Date Appointment Made (MM/DD/YYYY) | Effective Date of Appointment (MM/DD/YYYY) | Position Title |
|---|---|---|
| 07/01/2026 | 07/01/2026 | Asst. Dir of Human Resources |

Do you give the Authorized Agent the authority to:

File a Petition for Nominations of an Executive Trustee of IMRF ☒ Yes ☐ No

Cast the Ballot for Election of an Executive Trustee of IMRF ☒ Yes ☐ No

The Authorized Agent does not need to participate in IMRF to file a petition or cast a ballot. If you do not give the Authorized Agent the authority to petition and/or vote, the governing body must perform these duties.

Matthew Flynn — Authorized Agent Signature (*write; do not print or type*)

07/01/2026 — Date (MM/DD/YYYY)

**IMPORTANT NOTE: By law, all new Authorized Agents must attend Authorized Agent training within three months of appointment.** Visit the IMRF website at **https://www.imrf.org** to register for Authorized Agent training.

## CERTIFICATION

I, Senga Lowe (Name), do hereby certify that I am Recording Board Secretary (Clerk or Secretary)

of the School Association for Special Education in DuPage (Name of Employer),

and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.

Senga E Lowe

Signature of Clerk or Secretary of the Board *(write; do not print or type)*

FOR5J00-000K3IW

| 0 | 6 | 1 | 0 | 1 |
|---|---|---|---|---|

Employer Number

## BUSINESS MAILING ADDRESS

| First Name | M.I. | Last Name | Jr., Sr., II, etc. |
|---|---|---|---|
| Matthew | | Flynn | |

| Mailing Address | County |
|---|---|
| 2900 Ogden Avenue | DuPage |

| City | State | Zip Code (zip+4 if known) |
|---|---|---|
| Lisle | IL | 60532 |

| Daytime Telephone (with Area Code) | Alternate Telephone (with Area Code) |
|---|---|
| 630-955-8103 | 630-955-8103 |

| Fax Number (with Area Code) | Email |
|---|---|
| 630-778-0196 | mflynn@sased.org |

## INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification on previous page).

**IMRF,** 800 COMMERCE DR, OAK BROOK IL 60523-2196
Employer Services: 1-800-728-7971 FAX: 630-706-4289
**www.imrf.org**

SASED
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School Association for Special Education in DuPage
**John Langton**
*Interim Assistant Director of Business*

September 23, 2026

SENT BY EMAIL TO
Jordan Reese
*jreese4921@gmail.com*

Dear Jordan Reese,
On September 11, 2026, the School Association for Special Education in DuPage County (SASED) received your request, as follows:

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I am submitting this request, made for a commercial purpose, for copies of the following records:

1. Any contracts or agreements in effect at any time between January 1, 2023 and the present, between SASED (School Association for Special Education in DuPage County) and third-party providers or individual independent contractors for speech-language pathology (SLP), occupational therapy (OT), and/or physical therapy (PT) services, including but not limited to staffing agencies and independent practitioners.
2. The associated hourly rate(s) or fee schedule(s) paid under each such agreement.
   If more than 10 such contracts exist within this date range, please provide the 10 most recent.

Your original request was sent to a member of our SASED team who responded in a timely manner indicating that he was not the SASED FOIA officer. I requested an extension of time on September 18, 2026 indicating that I will compile the requested information.

Each of the following eight agencies have had one or more agreements with SASED for speech-language pathology (SLP), occupational therapy (OT), and/or physical therapy (PT) services between January 1, 2023 and present. The Agreements are attached:

- Amergis Healthcare Staffing, Inc.
- AHS Staffing
- AYA Healthcare
- BlazerWorks
- EDU Healthcare
- Maxim
- Sunbelt
- Sunburst

I believe that this response complies with your request and is in accordance with the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq. (FOIA).

Thank you,
John Langton
Interim Assistant Director of Business
Freedom of Information Act Officer

School Association for Special Education in DuPage
**John Langton**
*Interim Assistant Director of Business*

September 23, 2026

SENT BY EMAIL TO
Vincent Mutolo, Argo Agent
*requests@argorecordsdesk.com*

Dear Vincent Mutolo,
On September 19, 2026, the School Association for Special Education in DuPage County (SASED) received your request, as follows:
I am writing to **request** electronic records of all purchase orders issued by School Assn For Special Educ from 2021-09-04T00:00:00.000Z through 2026-09-04T00:00:00.000Z.
A purchase-order export is preferred. If one is not readily available, an existing accounts payable register, check register, vendor payment report, or similar finance-system export is also acceptable.
Please include the following fields in the export, where available:

- Purchase order number, or a comparable identifier such as a contract, invoice, encumbrance, or check number
- Purchase-order date
- Vendor details, including name, ID, address, contact person, and email address
- Line-item description
- Line-item quantity
- Line-item price
- Department associated with the purchase
- Contract start and end dates
- Contract signatory
- Whether a competitive process was used and any recorded reason for not using one

A few notes to help with the response:

- Please exclude payroll-related payments.
- If vendors are identified by codes, please include the corresponding vendor list so the codes can be matched to vendor names.
- I am requesting existing electronic records. Paper documents do not need to be printed or scanned.
- If another office maintains these records, please forward this request to the appropriate office and share its contact information with me.
- If fulfilling this request will incur any fees, please provide an itemized estimate and obtain my written approval before beginning any billable work.
- If any responsive information is withheld, please identify the applicable exemption and provide all reasonably segregable non-exempt records.
- Your agency may have recently responded to a similar request from SmartProcure or Starbridge. If it is easier, please provide the same files that you provided in response to those requests.

Some of the information that you request is readily available on the organization's website at *www.sased.org* under "About Us" - "Board of Directors" - Click on "View all SASED Board/Committee meetings using BoardBook" - Choose the "Agenda" for each Board of Director's meeting and find each Bill List.

However, upon our initial review, it appears that the remainder of the request is unduly burdensome pursuant to Section 3(g) of FOIA (5 ILCS 140/3). In accordance with FOIA Section 3(g), you are hereby notified that SASED has made a preliminary determination that the remainder of the request is unduly burdensome, for the following reasons:

- SASED does not have a central database that compiles the remainder of the information.
- The request seeks a large amount of information for a 5-year time period.
- It is estimated that responding to the request would require the compilation and review of a significant number of records.
- It is likely that many records contain information that is exempt from inspection and copying under FOIA (including private information, exempt personal information, predecisional/deliberative information, account information, information specifically prohibited from disclosure by Federal or State law, etc.), which would require extensive examination and evaluation to determine whether the documents are exempt from disclosure or whether information should be revealed only with appropriate deletions.
- SASED would be required to expend an extensive and unreasonable amount of time compiling, reviewing, redacting, and duplicating these records.
- For these reasons, it has been preliminarily determined that compliance with the request would be unduly burdensome for SASED and the burden on SASED outweighs any public interest in the requested information.

Pursuant to FOIA, you have an opportunity to confer with us to attempt to reduce the request to manageable proportions. We ask that you provide any such response within 10 business days after the date of this letter. If you fail to respond, the denial of your request as unduly burdensome becomes operative at the end of that 10-business-day period.

When a request for public records is denied, the requester has the right to seek a review by the Office of the Attorney General's Public Access Counselor, who can be contacted as follows: Public Access Counselor, Office of the Attorney General, 500 S. 2nd Street, Springfield, Illinois 62701; E-mail: public.access@ilag.gov; Phone: (877) 299-3642; Fax: (217) 782-1396. When a request for public records is denied, the requester also has the right to judicial review under Section 11 of FOIA.

Please contact the undersigned if you would like to amend the request or confer with us to attempt to reduce the request to manageable proportions, or if you have questions regarding this correspondence.

I believe that this response complies with your request and is in accordance with the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq. (FOIA).

Thank you,
John Langton
Interim Assistant Director of Business
Freedom of Information Act Officer
*jlangton@sased.org*



2900 Ogden Ave. Lisle, IL 60532
Telephone: (630) 778-4500 Fax: (630) 778-0196
www.sased.org

School Association for Special Education in DuPage
**John Langton**
*Interim Assistant Director of Business*

October 1, 2026

SENT BY EMAIL TO
P. Warren Ferreira
*warrenferreira10@gmail.com*

Dear P. Warren Ferreira,
On October 1, 2026, the School Association for Special Education in DuPage County (SASED) received your request, as follows:

Specifically, I am requesting:

A copy of the fully executed settlement agreement and release resolving DuPage County Circuit Court Case No. 2025LA000887.

I request that these records be provided to me electronically via email in PDF format. As this request is for non-commercial purposes, please inform me if any fees apply prior to fulfilling the request.

SASED has not entered into a settlement agreement as it has no involvement in DuPage County Circuit Court Case No. 2025LA000887.

I believe that this response complies with your request and is in accordance with the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq. (FOIA).

Thank you,
John Langton
Interim Assistant Director of Business
Freedom of Information Act Officer

SASED
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Senga Lowe <slowe@sased.org>

# FOIA Response

1 message

**John Langton** <jlangton@sased.org> Wed, Oct 7, 2026 at 12:53 PM
To: FOIA-jgenite@smartprocure.com
Cc: Senga Lowe <slowe@sased.org>, Kim Dryier <kdryier@sased.org>, Jon Bartelt <jbartelt@sased.org>

SENT BY EMAIL TO
Jomer Genite
*FOIA-jgenite@smartprocure.com*

Dear Jomer Genite,
On October 2, 2026, the School Association for Special Education in DuPage County (SASED) received your request, as follows:

SmartProcure is submitting a public records request to the School Association for Special Education for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record-keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by School Association for Special Education)
7. Email Address
8. Office Address (Address, City, State, Zip)

The information that you request is readily available on the organization's website at *www.sased.org* under "About Us" - "Staff Directory."

I believe that this response complies with your request and is in accordance with the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq. (FOIA).

Thank you,
John Langton
Interim Assistant Director of Business
Freedom of Information Act Officer

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School Association for Special Education in DuPage
**John Langton**
*Interim Assistant Director of Business*

October 9, 2026

SENT BY EMAIL TO
Sheila Jercich
*sjercich@contractpsych.org*

Dear Sheila Jercich,
On October 9, 2026, the School Association for Special Education in DuPage County (SASED) received your request, as follows:

Pursuant to the Illinois Freedom of Information Act, I am requesting electronic copies of existing records concerning Independent Educational Evaluations (IEEs) for the 2023–2024, 2024–2025, and 2025–2026 school years.

Specifically, I request:

1. Current IEE cost criteria, reimbursement limits, or fee schedules for independent psychological or psychoeducational evaluations.
2. Existing invoices, payment records, or expenditure reports showing amounts paid for these evaluations during those school years.
3. Existing agreements or fee schedules identifying charges for evaluator participation in IEP meetings, additional meeting time, or consultation.

I am interested in evaluation type, total cost, and separately billed meeting or consultation charges. Please redact student-identifying information.

This research may inform pricing for professional evaluation services and should be treated as a commercial-purpose request if applicable. Electronic records are preferred. Please provide nonexempt responsive records and notify me in advance if fees will apply.

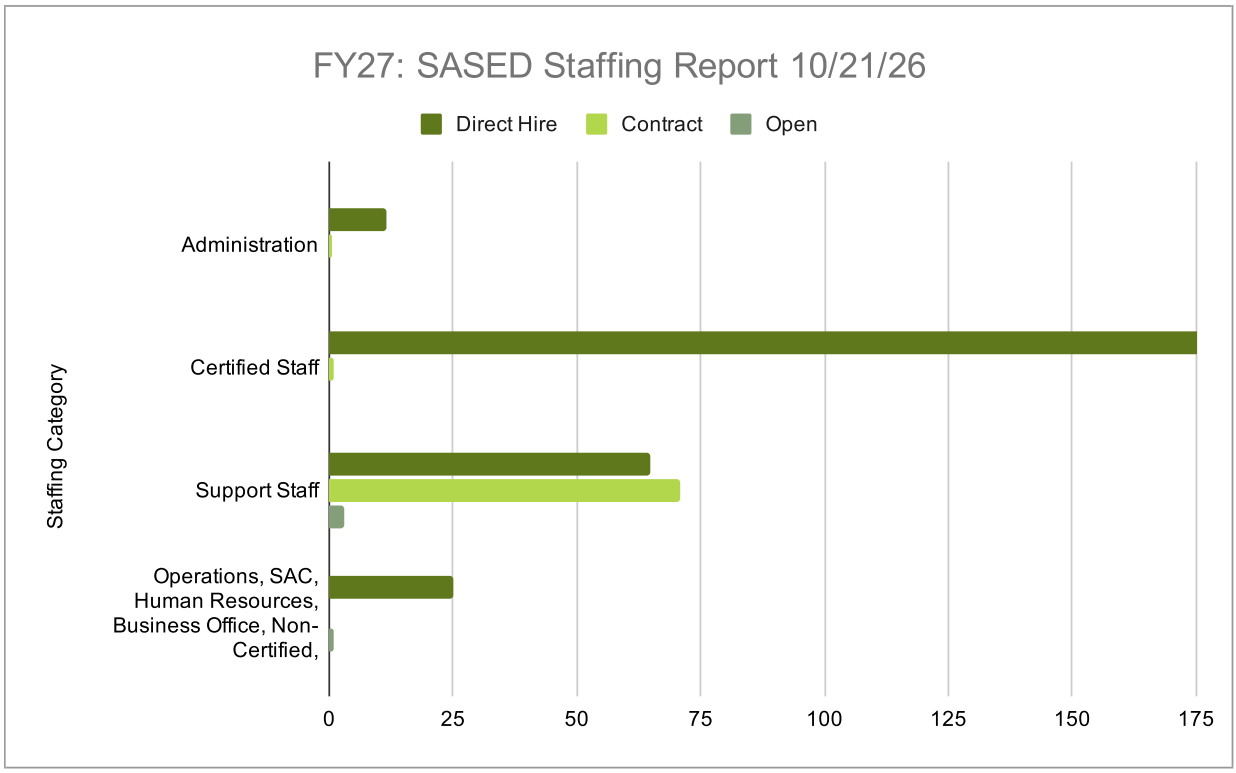
SASED has not entered into any agreements or arrangements for Independent Educational Evaluations (IEEs) for the 2023–2024, 2024–2025, and 2025–2026 school years. Therefore, we have no records to share.

I believe that this response complies with your request and is in accordance with the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq. (FOIA).

Thank you,
John Langton
Interim Assistant Director of Business
Freedom of Information Act Officer

| FY27: SASED Staffing Report 10/21/26 | | | | | |
|---|---|---|---|---|---|
| Staffing Category | Skyward Position Code | Direct Hire | Contract | Open | Alloted |
| Administration | ADM, Admin.-1, Admini-1, Admini-2, Asst. Pr, AstD Ops, EXECUT-1, Executiv, Interim CSBO | 11.5 | 0.5 | 0 | 13 |
| Certified Staff | ARTTEACH, Audiolog, BMS SE, BMS SIIS, BMS/BCBA, BMSTSIIS, LBSI Teacher, O & M Sp, Occupa-1, Occupati, Physical, Psycholo, School N, SocialW, Speech/L, Teacher, Teacher- | 177.86 | 1 | 0 | 178.86 |
| Support Staff | Assist T, ASSIST T, ASST, BUS DRIV, Custodia, Interpre, LEAD INT, MaintWk, Medical, Signing, Signin-1, Signin-2, Teache-3, Teache-4, TEACHE-6 | 65 | 71 | 2.94 | 138.94 |
| Operations, SAC, Human Resources, Business Office, Non-Certified, Administrative Assistants | ACCTMG, Admin. A, AttCoord, BENMGR, Business, Coordi-3, Courier, DATA ANA, EIS MGR, FacOpsMg, Liaison Community, Program, Progra-3, PYMGR, Receptio, Techno-3 | 25 | 0 | 1 | 26 |
| | | 279.36 | 72.5 | 3.94 | 355.80 |

| | |
|---|---|
| FTE Total as of 10/21/26 | 351.86 |
| FTE Alloted for FY27: | 355.80 |
| SASED is 98% staffed as of 10/21/26. | |



School Association for Special Education in DuPage
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**Dr. Kim Dryier**
*Executive Director*

**BOARD INFORMATIONAL ITEM**

---

To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: October 21st, 2026
Re: October Enrollment Report

---

Summary: Below is a summary of the SASED programs' current enrollment by program and member district.

Strategic Plan Alignment: The strategic indicator related to enrollment is to increase the capacity to provide additional district students with access to SASED programs, specifically monitoring the percentage of district referrals resulting in placement into SASED programs. From August 3rd through October 14th, we have had 43 referrals from SASED/DWC member districts. Thirty three of the forty three students have been placed in our SASED programs, which is a 77% placement rate.Every student referred has been accepted in SASED programs but not all students end up attending SASED programs for many reasons, including students moving districts during the referral process or IEP teams deciding upon a different placement option.

| | DHH | Southeast | SLE | SMNP | Project SEARCH | Transition | Vision | Total: |
|---|---|---|---|---|---|---|---|---|
| **Enrolled** | 65 (+2) | 55 (+2) | 117 (-2) | 14 | 12 | 22 (-1) | 33 (+2) | **318** |

| Month, Year | Enrollment | Referrals | Placed Referrals |
|---|---|---|---|
| September 2026 | 315 | 34 | 76.5% (26) |
| October 2026 | 318 | 43 | 77% (33) |

| District Name | DHH | SE | SLE | SMNP | TRAN | VI | PS | Total | Change (As of 09/01/26) |
|---|---|---|---|---|---|---|---|---|---|
| Keeneyville SD 20 | 3 | | 6 | | | | | 9 | 1 |
| Benjamin SD 25 | 1 | | | | | | | 1 | 0 |
| West Chicago ESD 33 | 3 | 3 | 3 | 1 | | 1 | | 11 | 1 |
| Winfield SD 34 | | | | | | | | 0 | 0 |
| SD 45 DuPage County | 2 | 2 | 5 | 2 | | 1 | | 12 | -1 |
| Salt Creek SD 48 | | | 9 | | | | | 9 | -3 |
| Downers Grove ESD 58 | 1 | 4 | 7 | 4 | | | | 16 | -2 |
| Maercker SD 60 | | 3 | 10 | 1 | | | | 14 | -2 |
| Cass SD 63 | | | 9 | | | | | 9 | 0 |
| Center Cass SD 66 | | | 2 | | | | | 2 | 0 |
| Woodridge SD 68 | 1 | 10 | 22 | 2 | | 2 | | 37 | 4 |
| DuPage HSD 88 | | 2 | 2 | | 5 | 1 | | 10 | 2 |
| CHSD 94 | | 7 | 2 | 1 | 1 | 1 | 5 | 17 | 0 |
| CHSD 99 | | 11 | 5 | | 1 | | | 17 | 1 |
| CCSD 180 | 1 | 7 | 7 | 1 | | 1 | | 17 | 2 |
| Westmont CUSD 201 | | 2 | 8 | | 3 | 1 | | 14 | -1 |
| Lisle CUSD 202 | | 3 | 16 | 1 | 2 | 1 | | 23 | -1 |
| Elmhurst CUSD 205 | 4 | | 3 | | | | 1 | 8 | 0 |
| | | | | | | | | **226** | **Percent** |
| **SASED** | 16 | 54 | 116 | 13 | 12 | 9 | 6 | 226 | 71% |
| **D/WC** | 44 | 0 | 0 | 0 | 5 | 15 | 0 | 64 | 20% |
| Non D/WC or SASED | 5 | 1 | 1 | 1 | 5 | 9 | 6 | 28 | 9% |

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Telephone: (630) 778-4500 Fax: (630) 778-0196
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School Association for Special Education in DuPage
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**Dr. Kim Dryier**
*Executive Director*

**INFORMATIONAL**

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: October 21, 2026
Re: Committee Updates

Summary: Below are updates for the SASED Board committees:

Facilities Planning Committee- September 23, 2026

The Facility Committee discussed progress on the Oakbrook site. The Committee recognized the potential to develop a Plan B should the site in Oakbrook not be an option. Dr. Dryier and her team will work on a Plan B as needed. Additionally, a decrease in enrollment in partner districts was discussed with the potential hope more spaces for consideration might be explored.

The budget for any renovations or new building was reviewed. Dr. Dryier shared that she and her team will need to prioritize any work that will need to be done to ensure the project remains on budget. Additionally, the committee discussed the need to develop a sustainable operations fund to ensure any new project is able to be maintained and sustained. The Finance Committee will review options in the future.

The RFQ for a construction manager was reviewed. SASED is ready to issue the RFQ once a property is secured.

SASED Leadership continues to explore, research, and recommend staffing needs for a consolidated program. Recommendations will be shared with the Finance Committee at a future date.

Next Meeting: October 20, 2026- CANCELLED

Finance Committee- October 7, 2026- CANCELLED
Next Meeting: November 4, 2026

Policy Committee-

Next Meeting: November 11, 2026

School Association for Special Education in DuPage
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**Dr. Kim Dryier**
*Executive Director*

**INFORMATIONAL**

| | |
|---|---|
| To: | SASED Board of Directors |
| From: | Dr. Kim Dryier |
| Date: | October 21, 2026 |
| Re: | Executive Director Report |

**High Quality Staffing**

- SASED continues to recruit and hire for a few vacant positions. Our onboarding process, especially fingerprinting, is taking longer than desired, and we are working through it with staff.

**Exemplary Programs**

- SASED continues to work with FTF consulting. Several additional staff members have been added to the training/consultation. We are working on defining and identifying meaningful outcomes for our students. This is part of our strategic planning and our mission goal.

**Communication**

- The SASED communication plan is reviewed and updated based on research and staff and stakeholder feedback. The format of the monthly newsletter is also being reviewed in attempts to better meet the needs of the organization. The SASED Staff Feedback survey was administered this month to all staff. Results will be shared in a future board meeting.
- A Monthly Pulse survey was developed and administered last month. Results are positive. The below captures the questions asked and the percent of staff responding in a range of 3-5:
    - I feel supported in my role: 100%
    - Emails of phone calls to and between SASED staff are answered within 36 hours: 97%
    - I read the weekly program updates and monthly newsletters": 99%
    - I have everything I need to be successful in my role: 88%
    - I am optimistic that SASED will improve in the future: 95%
    - (n=61)
- The Strategic Plan extension continues to be reviewed. Stakeholder input has been gathered from the SASED Steering Committee and our Partner Directors of Special Education.
- The Steering Committee met on October 15th. Topics reviewed include the Strategic Plan extension and Teacher as Leader.
- The first Family Partnership Council (previously known as the Parent Advisory Council) meeting was held on October 7, 2026. Attendance was extremely low, despite the several communications sent.

**Operations**

- The Oakbrook property is no longer an option for SASED. The bank that owned the property sold it to a different buyer. We continue to work with our realtor and explore new options. Last week, several new potential properties were toured.
- SASED has been the victim of 2 phishing scams so far this year. Mr. Lawler and his team continue to explore and implement additional safety measures, including tightening our email account via google.

School Association for Special Education in DuPage
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**Dr. Kim Dryier**
*Executive Director*

**ACTION ITEM**

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: October 21, 2026
Re: Semi-Annual Review of Closed Session Minutes

Attached to this memo is the closed session minutes log starting March 5, 2003 through the present provided according to topic. The shaded dates are meetings which the board has previously taken action to destroy the electronic recording of meetings 18 months or older.

In accordance with Illinois State Law [(5 ILCS 120/2.06) amended by P.A. 102-653] public boards are required to minimally conduct a semi-annual review of closed session minutes to determine if they should be released to the public or be maintained as confidential.

Recommended Action: It is the recommendation of administration to maintain the confidentiality of all closed session minutes and to not release them for public inspection. A copy of all closed session minutes are available for review upon request.

School Association for Special Education in DuPage

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

**ACTION ITEM**

---

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: SASED Administration
Date: October 21, 2026
Re: Approval of the Destruction of Closed Session Recordings

Summary: Discussion of minutes of meetings lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.5 ILCS 120/2c21

Destruction of closed session recordings from September 18, 2024, October 16, 2024, December 18, 2024, February 19, 2025, and March 19, 2025, as part of the semi-annual review.

Recommended Action: SASED Administration requests that the Board of Directors approve the destruction of closed session recordings as presented.

School Association for Special Education in DuPage

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

**ACTION ITEM**

---

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Matt Flynn, Assistant Director of Human Resources
Date: October 21, 2026
Re: Approve the Collective Bargaining Agreement between SASED and the SASED Support Staff Association, IEA-NEA

---

Summary: The School Association for Special Education in DuPage County (SASED) Support Staff Association, IEA-NEA (SSA), currently operates under a collective bargaining agreement that expired on June 30, 2026. Representatives of SASED and the SSA have engaged in collective bargaining and reached a tentative 4-year successor agreement. The agreement has been ratified by the bargaining unit membership and is being presented to the Board of Education for final approval. The proposed agreement reflects the collaborative efforts of both parties to support employees while maintaining fiscal responsibility and operational effectiveness.

Financial Impact: The proposed agreement includes salary increases that are estimated to result in salary schedule increases of approximately 11.5%, 4.5% in Fiscal Years 2027 and 2028 and CPI +.5% (with a floor or 3% and a ceiling of 5%) in Fiscal Years 2029 and 2030, respectively.

Additional economic provisions include modifications to the retirement incentive, internal substitute compensation, and a reorganization of the contract structure and appendices.

The Business Department will monitor the costs associated with all economic provisions throughout the term of the agreement. Administration will manage and approve extra-duty compensation opportunities to ensure the overall cost of the agreement remains within the Board-authorized limit.

Recommended Action: SASED Administration requests that the Board of Directors approve the Collective Bargaining Agreement between SASED and the SASED Support Staff Association, IEA-NEA for the term July 1, 2026, through June 30, 2030, as presented.

# AGREEMENT

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE
SUPPORT STAFF ASSOCIATION,
IEA-NEA

AND

BOARD OF DIRECTORS - SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

2026 - 2030

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# ARTICLE I

## RECOGNITION AND PROCEDURES

### 1.1 Recognition

The S.A.S.E.D. (School Association for Special Education in DuPage) Board of Directors, hereinafter referred to as the "Board," hereby recognizes the SASED Support Staff Association, IEA-NEA, hereinafter referred to as the "Association," as the exclusive and sole negotiation representative for all full-time and part-time teaching assistants, signing assistants, medical assistants, crisis interventionist specialists, interpreters, movement specialists, closed captioners and bus drivers excluding all secretarial employees, custodial and maintenance employees, grant employees, licensed professionals, orientation and mobility specialists and all supervisors, managerial, and confidential employees as defined by the Illinois Educational Labor Relations Act.

The term "Employee," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as determined above.

Employees that work at least six and one half (6.5) compensable hours per day will be considered full time.

### 1.2 Negotiation Procedures

A. The Board and Association agree that they will confer upon their respective representatives the necessary power and authority to make proposals, counter- proposals, and Tentative Agreements. When Tentative Agreement is reached on all matters of negotiations, the items will be reduced to writing and submitted to the Association for ratification and to the Board for official approval.

B. The Agreement will be posted on the SASED website and a signed original returned to the Association after ratification by the Association and the Board.

C. Negotiations shall begin no later than March 1 of the final year of the Agreement, unless both parties agree to an alternate date. Meetings will be held as necessary at times and places agreed to by both parties.

D. If by mutual agreement negotiations are conducted during regular work hours, release time shall be provided for the Association's negotiating committee members. This release time is not to be deducted from the Association leave time.

## ARTICLE II

## ASSOCIATION RIGHTS, MANAGEMENT RIGHTS & NO STRIKE

### 2.1 Association Rights

A. Access to Board Policies. The Board shall make available on the SASED website a current copy of the Board's policies and procedures. The Board shall make every effort to maintain a current copy of the Board's policies and procedures in the SASED Administration Center.

B. Board Meeting Agenda and Packet. A copy of the agenda of the regular meetings and a summary of such meetings of the Board shall be posted on the website and in the Administration Center. The Association President shall also receive a copy of the public Board packet materials by electronic means by not later than forty-eight (48) hours prior to the scheduled Board of Directors meeting.

C. Use of SASED Buildings. Mailboxes and Equipment. The Association shall have the right to:

1. Use school buildings under Board control for Association meetings, provided the Association shall reimburse the Board for any special custodial charges incurred and any damages occasioned by such use. Request for the use of such building shall be submitted to the principal at least two (2) days in advance.

   Use shall not interfere with any previously scheduled use of the facility.

2. Use employee mailboxes, SASED email and school bulletin boards for the purpose of Association communication. All such communications shall contain no material which attacks the character of any Board member or employee. The Association acknowledges the inherent lack of privacy when the SASED email system is used.

3. Use Board computer and/or copier machines outside of the workday, with express knowledge of Administration, and when such are not required for Board purposes, provided the Association shall reimburse the Board $.05 per page within forty-five (45) calendar days of billing for all consumable materials used, machine charges, and damage occasioned by such use.

D. Employee Information. The Administration will provide the Association with an unofficial listing of the names and employment status of all bargaining unit employees on the first day of school in an effort to assist the Association in processing membership.

The Administration shall provide the President of the Association with access to a complete listing of names, cell phone numbers (if in the Administration's possession), schools and program classification of all bargaining unit members by September 30 and monthly thereafter.

E. Collective Bargaining Agreement. An electronic copy of this Agreement will be accessible to new employees through multiple points on the SASED website.

F. Association Leave. The Association shall be permitted, with the approval of the Director, to utilize up to eight (8) days per school year for Association activities which can be used in hourly increments. Notice of intention to utilize such days, including the identities of the employees(s) involved, shall be given to the Director or designee in writing on the third working day prior to the day to be used for Association business. By mutual agreement of the Association President and the Director or designee, less notice may be granted provided there is no negative impact on the Association member's assignment. No more than three (3) employees from a given program may participate in Association activities on any given day.

G. Attendance at Board Meetings. For any Board meetings occurring during school hours, up to two (2) Association members from two (2) separate classrooms shall receive release time to travel to and attend the meeting upon providing one (1) week's prior notice of such intent to attend in SASED's absence management system.

## 2.2 Dues Deduction

A. Prior to the Board deducting membership dues for the school term, the Association shall certify the amounts of the regular membership dues in writing to Human Resources by August 30.

In addition to the annual certification above, regular membership dues shall be deducted only after the Association provides Human Resources with a dues check off form signed by the authorizing employee. The signed check off form shall state the amount of the deduction for the initial school year of the deduction. A new check off form for the deduction of regular membership dues is not required on an annual basis.

Dues deductions for the school term will begin with the September 15 payroll provided Human Resources receives the annual certification and signed dues check off forms from the Association. Dues deductions shall continue through the June 30 payroll.

SASED will not be required to make any adjustments in dues deductions for an employee who terminates employment before the end of the school term.

B. The Association agrees to defend, indemnify, and save the Board harmless against any claims, demands, suits, or other forms of liability which may arise by reason of any action taken by the Board in complying with the provisions of this Section, provided that this Section shall not apply to any claim, demand, suit or other form of liability which may arise as a result of the Board's failure to comply with the obligations imposed upon it by this Section.

## 2.3 Management Rights

The Board of Directors retains and reserves the ultimate responsibility for proper management of SASED conferred upon and vested in it by the statutes and Constitutions of the State of Illinois and the United States, including, but not limited, to the responsibility for the right:

A. To maintain executive management and administrative control of SASED and its properties and facilities and the professional activities of its employees as related to the conduct of school affairs.

B. To hire all employees and, subject to the provisions of the law, to determine their qualifications, and the conditions of their continued employment, and their dismissal or demotion, their assignment, and to promote and transfer all such employees.

C. To establish programs and courses of instruction for all students.

D. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to current written Board Policy or as the same may from time to time be amended, the selection of textbooks and other teaching materials, and the utilization of teaching aids of all kinds.

E. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of all employees with respect thereto, and non-classroom assignments.

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board shall be limited by the specific and express terms of this Agreement.

## 2.4 No Strike

The Association shall not engage in nor encourage the participation of any employee in a strike against SASED during the term of this Agreement.

## ARTICLE III LEAVES

### 3.1 Type of Leaves

A. Sick Leave

Each full-time employee who begins work at the start of the school term will be granted the paid sick leave days indicated below. Sick day allotment will be pro-rated for the first year for full-time employees who begin work after the start of the school term. Each part-time employee covered by this Agreement shall be entitled to sick leave on a pro-rated basis.

During the probationary period, sick leave will be granted as follows: three (3) sick leave days will be granted at the start of employment, then one (1) additional sick day will be granted at the end of each full month completed thereafter, not to exceed 10 sick days per school year and subject to proration as explained above.

| Year | Sick Days |
|---|---|
| 1 | 10 |
| 2 | 10 |
| 3 | 11 |
| 4 | 12 |
| 5 | 14 |

B. Other Conditions of Sick Leave (For all employees)

Employees may utilize sick leave on an hourly basis, or in one half (1/2) day or full-day increments.

Sick leave shall accumulate to a maximum of 325 days, or as otherwise provided by law, or the number of days accumulated by the employee on the effective date of this Agreement, whichever shall be the greater.

Sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. Immediate family shall be defined as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardian, or an individual residing in the household.

The Executive Director may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advance practice nurse to perform health examinations, or a physician's assistant who has been delegated the authority to perform health examinations by his/her supervising physician, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of the employee's faith, as a basis for pay during leave after an absence of three (3) days for personal illness, or as the Executive Director

may deem necessary in other cases. If the Executive Director requires a certificate for pay during leave of less than three (3) days, the Board shall pay the expenses incurred by the employee in obtaining the certificate.

C. Personal Business Leave

Employees who began work prior to the 2015-2016 school year shall be entitled to two (2) days of personal business leave per school term without loss of pay.

Beginning with the 2015-2016 school year, each first, second and third year employee shall be entitled to one (1) day of personal business leave per school term without loss of pay. Each fourth year and greater employee shall be entitled to two (2) days of personal business leave per school term without loss of pay.

Employees may use personal business leave time on an hourly basis, or in one half (1/2) day or full-day increments. Unused leave shall be added to accumulated sick leave at the end of the day on the last day of school.

Part-time employees shall be entitled to personal business leave on a pro-rated basis rounded to the nearest hour.

Written notification for such leave shall be made to the Director or designee, at least two days prior to the desired onset of such leave, providing that in an emergency, such notice shall be given as soon as feasible. Such leave shall not be utilized during the first five (5) or the last five (5) days of the school term or on the day preceding or following a school holiday or recess period, provided the foregoing may be waived by the Director in his sole discretion for good cause shown and such waiver shall be non-precedential. Personal leave shall not be utilized for illness but shall be applicable for observance of a religious holiday of the employee's faith and/or bereavement of other than a family member. Such leave shall not be granted for purposes of recreation, accompanying another on a trip, a job interview, any activity likely to produce income (taxable as ordinary income), or to participate in any form of work stoppage or protest.

If the employee certifies to the Director or designee that two (2) days of his/her personal leave have been used for taking part in religious services observances or recognized religious holidays of his/her faith not otherwise scheduled as school holidays, a third day can be granted.

In addition, the Director or designee shall grant to each employee up to one (1) day of paid leave which may be taken in one half(½) day increments, for emergencies to be approved as soon as possible. Unused emergency leave during the school year shall accumulate as sick leave and will be added to accumulated sick leave at the end of the day on the last day of school.

The Director or designee shall approve all personal business leave. No more than three (3) employees from a program can be approved on any given day for personal business leave.

D. Extended Parental Leave

An unpaid parental leave may be granted to an employee by action of the Board with consideration of extenuating circumstances. The terms of such leave shall not be considered in computing full-time employment for purposes of seniority or determining non-probationary status. The length of the granted leave shall not exceed the balance of the school term in which it commences and up to one (1) additional school term. The granting of parental leave to any employee shall not constitute a precedent for granting or withholding of leave to any other non-probationary employee. Each request shall be judged on its own merits and shall be within the sole discretion of the Board. Additional conditions or restrictions may be established for any such leave, provided nothing herein shall be construed as requiring any employee to apply for such leave or accept the conditions established therefore.

E. FMLA Leave

Employees may take a FMLA leave for:

a. The birth and first-year care of a son or daughter;
b. The adoption or foster placement of a child;
c. The serious health condition of an employee's spouse, parent, or child; and
d. The employee's own serious health condition and
e. Because of any qualifying exigency (as the Secretary of Labor shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

1. To be eligible for family and medical leave, an employee must be employed by SASED for at least twelve (12) months (the 12 months need not be consecutive) and have actively worked at least 1000 hours during the twelve (12) month period immediately before the beginning of the leave.

2. Eligible employees may use family and medical leave, guaranteed by the Federal Family and Medical Leave Act, for up to a combined total of twelve weeks each rolling year. The twelve (12) month period during which the twelve (12) weeks of leave entitlement occurs shall be calculated based upon a rolling twelve (12) month period looking backward to the employee's use of leave over the immediately preceding 12 months.

   It is understood that weeks when school is not in session do not count as FMLA weeks.

3. Notice Requirements: The employee is required to notify the Director or designee not less than thirty (30) days before the date the leave is to begin. However, in the event that thirty (30) days' notice is not possible, the employee must give the Director or designee as much notice as is practicable. ("As soon as practicable" generally means at least verbal notice to the Director or designee within one (1) or two (2) business days of learning of the need to take FMLA leave.)

4. During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working. If the employee fails to return to work after the employee's FMLA leave has been exhausted or expires, SASED may recover its share of health plan premiums during the period of FMLA unless the reason the employee does not return is due to:

    a. The continuation, recurrence or onset of a serious health condition of the employee or employee's family member which would otherwise entitle the employee to leave under FMLA; or

    b. Other circumstances beyond the employee's control as stated in the FMLA.

5. An employee returning from a FMLA leave shall be returned to the position the employee would have held if the leave had not been taken.

G. Extended Leave of Absence

The Board may grant a non-probationary employee an unpaid leave of absence for a period not to exceed one (1) year. Such leaves shall be in the sole discretion of the Board and non-precedential with respect to any other leave of absence sought and/or granted to such employee and/or any other employee.

The employee must request the leave in writing to the Director to be submitted to the board at least thirty (30) days in advance of the requested commencement of the leave.

H. Bereavement Leave

Employees shall be granted up to three (3) days of bereavement leave for the death of an immediate family member. The immediate family shall be defined as in 3.1.B and include grandparents-in law. Bereavement leave shall not accumulate in any form.

Part-time employees shall be entitled to bereavement leave on a pro-rated basis.

## 3.2 Conditions of Leaves

A. Compensation Advancement

Any employee who has worked one hundred (100) or more school days in a school term shall be entitled to advancement in compensation.

B. Waiver of Unemployment Compensation

A condition of any unpaid leave of absence shall be the waiver by the employee of any claim to unemployment compensation during the term of such leave or any recess or vacation period adjacent thereto.

C. Insurance Coverage

An employee on unpaid leave of absence may continue all Board-paid insurance in effect, with the consent of the carrier, by paying all premiums within thirty (30) days of billing, to the SASED Business Office or designee.

## 3.3 Professional Leaves and Conferences

The Executive Director may grant paid time off to attend professional conferences and/or training sessions. The Executive Director may also provide for the reimbursement of expenses incurred while attending such conferences or sessions. The granting or withholding of such leave of absence shall be within the sole discretion of the Executive Director and shall be non-precedential with respect to any other request for such leave by such employee or by any other employee. The Administration shall make available to employees information concerning professional conferences that the Administration deems appropriate and information on SASED workshops on the SASED website.

## 3.4 Workers' Compensation

Any employee who suffers a job-related illness or injury that results in temporary total disability under applicable Workers' Compensation statutes, may use accumulated sick leave days during the period he/she is absent from work, according to the following provisions:

1. For each day the staff member is unable to work, but receives no temporary total disability compensation, he/she may use a full sick leave day;

2. For each day the staff member is unable to work, and receives temporary total disability compensation, he/she may use one-third (1/3) of a sick leave day,

3. Staff members may not use a full sick leave day if temporary total disability is paid, because no more than 100% of regular compensation will be paid.

## ARTICLE IV

## GRIEVANCE PROCEDURE

### 4.1 Definitions

A. A grievance is any claim by the Association or employee(s) that there has been violation, misinterpretation, or misapplication of the terms of this Agreement.

B. All time limits shall be employee employment days except during the summer recess when days shall mean those when the business office shall be operating.

C. Association representatives shall have the right to be present and to represent the Association at any meeting, hearing, appeal, or other proceedings relating to a grievance which has been formally presented. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

### 4.2 Procedure

The parties hereto acknowledge that it is usually most desirable for the employee and his/her immediately involved supervisor to resolve problems through free and informal communications. When requested by the employee, a union representative may accompany the employee to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the employee or the Association, a grievance may be processed as follows:

STEP A. The filing of a written grievance at this step shall be no later than twenty (20) days following the occurrence complained of as the basis for the grievance or within twenty (20) days of when the occurrence may reasonably be ascertained. The employee or the Association may present the grievance in writing to the supervisor immediately involved who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. Representatives of the Association, the aggrieved employee (if any), and the immediately involved supervisor and his/her invitees shall be present for the meeting. The employee shall receive a written response to the grievance within ten (10) days of the STEP A meeting date.

STEP B. If the grievance is not resolved at Step A, then the Association and/or the employee may refer the grievance to the Director or designee in writing within ten (10) days after receipt of the Step A answer. The Director or designee shall arrange for a meeting to take place within ten (10) days of his/her receipt of the appeal. Each party shall have the right to include in its representation at the meeting such witnesses and representatives, as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Director or designee shall have ten (10) days in which to provide his/her written decision with reasons to the grievant, with a copy to the Association.

STEP C. Within ten (10) days after receiving the Step B decision of the Executive Director, the Association and/or the employee may request a Grievance Mediation session through the Federal Mediation and Conciliation Services (FMCS). Upon receipt of written notification of intent, the Executive Director or his designees shall submit the request to FMCS.

Grievance mediation is a voluntary, informal and confidential process. It is understood by both parties that the mediator has no authority to compel the resolution of the grievance. Procedures to be utilized during the mediation process are within the domain of the FMCS mediator and cannot be mandated by either party.

All statements by the parties, participants or the mediator shall not be used for any purpose whatsoever in any pending or subsequent proceedings on the matter. If the grievance is not resolved at Step C the Association may proceed to Step D. At least one meeting with the mediator must occur before proceeding to Step D.

STEP D. If the Association is not satisfied with the disposition of the grievance at Step C, the Association may submit the grievance to binding arbitration. The American Arbitration Association or the Federal Mediation and Conciliation Services can be contacted to act as the Administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) calendar days of the date for the Step C conclusion, the grievance shall be deemed withdrawn.

1. Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which were not previously disclosed to the other party.

2. The arbitrator shall have no power to alter the terms of this Agreement.

3. The arbitrator is empowered to include in any award such financial reimbursements or other remedies as he judges to be proper.

4. Each party shall bear the full costs for its representation in the arbitration. The costs of the arbitration and of the AAA shall be divided equally between the Board and the Association.

5. If either party requests a transcript of the proceeding, the party shall bear the full costs for the transcript. If both parties order a transcript, the cost of the transcripts shall be divided equally between the Board and the Association as well as the cost of the transcript to be furnished the arbitrator.

**4.3 Initiating Grievance at Step B**

Grievances involving more than one program or multiple programs or locations and grievances involving an administrator above the program level may be initially filed by the Association at Step B.

## 4.4 No Reprisals Clause

No reprisals of any kind shall be taken by the Board or the administration against any employee because of his/her participation in this grievance process.

## 4.5 Release Time

Should the processing of any grievance require that an employee(s) or an Association representative(s) be released from his/her their regular assignment(s), he/she shall be released without loss of pay or benefits.

## 4.6 Filing of Materials

All records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

## 4.7 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

## 4.8 Extension of Time Limits

All time limits within the grievance procedures may be extended by mutual agreement of the Association and the Director or designee. Such agreement shall be reduced to writing and signed by both parties.

## ARTICLE V

## COMPENSATION

### 5.1 Salary

Returning employees will receive the following hourly rate increases:

| | |
|---|---|
| 2026-2027 | Eleven and one-half percent (11.5%) |
| 2027-2028 | Four and one-half percent (4.5%) |
| 2028-2029 | CPI (for calendar year 2026 used under the PTELL) plus 0.5%, but not less than 3% or greater than 5% |
| 2029-2030 | CPI (for calendar year 2027 used under the PTELL) plus 0.5%, but not less than 3% or greater than 5% |

Except during the 2026-2027 school year, in no event shall an employee receive total TRS or IMRF creditable earnings in excess of six percent (6%) over the previous year's TRS or IMRF creditable earnings, regardless of the duties performed that year.

In each year of this Agreement the starting hourly rates for newly hired employees will be as stated in Appendix A, except that higher rates may be awarded, in the Administration's discretion, based on prior related experience. When directly hired by SASED, former agency/contract workers will be given experience credit for prior placement(s) with SASED.

Newly hired SASED employees shall not be hired at an hourly rate that exceeds the average hourly rate of the current group of SASED employees with the same education and experience as the newly hired SASED employee.

A. Longevity Stipend

An employee will receive a one-time lump sum longevity payment of $1,500.00, after the employee has successfully completed 5, 10, 15, 20, 25, 30, or 35 years of continuous full-time employment with SASED. Payment will be made in the Fall of the school year following the designated/applicable anniversary year.

B. Extra Days

An employee who works one or more additional days in addition to his/her assigned school calendar year shall be paid his/her usual hourly rate for time worked. This shall not apply to extended school year.

C. Referral Bonus

Any employee who refers a new employee for employment at SASED shall receive a referral bonus of Three Hundred Dollars ($300.00). One Hundred Dollars ($100.00) of the referral bonus shall be payable at the end of the new employee's first semester with SASED and Two Hundred Dollars ($200.00) shall be payable at the start of the next school year. The payment of the bonus is contingent upon the new employee continuing employment at SASED at the time of the payment.

D. Signing Bonus

Any employee beginning SASED employment as of July 1, 2026 will receive a signing bonus of $1,500. The signing bonus will be paid as follows: $700 lump sum payment in the Fall following successful completion of one year of full-time SASED employment and a $800 lump sum payment in the Fall following successful completion of the second year of full-time SASED employment. The bonus will be paid only if the employee remains employed on the date designated for payment. The bonus will not become part of the employee's salary or hourly rate and will not otherwise be included in the employee's base salary/rate for purposes of future compensation increases or any other purpose.

## 5.2 Mileage

Employees who are required to travel in the course of their assigned duties shall be reimbursed at the rate per mile authorized by the Internal Revenue Service (for deductions without documentary evidence) for all approved mileage to perform their assigned duties. Reimbursement claims shall be filed pursuant to procedures established by the Director.

## 5.3 Life Insurance

Full-time employees shall receive a $50,000 life insurance policy at no cost to the employee. The premium is pro-rated for less than full-time employees. Not available to employees who work less than 20 hours per week.

## 5.4 Medical/ Dental Insurance

Single Health Insurance Coverage

The Board will make health insurance available to employees as indicated in the medical plan document. The Board will pay 85% of the cost of the individual medical insurance premium for full time employees enrolled in SASED's medical insurance plan. For each annual open enrollment of this Agreement, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the 15% contribution level required for full time employees. However, once the cost of insurance increases by more than 10% for a fiscal year, the additional cost in excess of 10% for a fiscal year will be allocated 50% to employees and 50% to the Board.

Notwithstanding the foregoing provisions, SASED will contribute to individual insurance coverage no less than an amount sufficient to provide coverage under SASED's least expensive HMO plan (currently the Blue Advantage "BA" plan design option) with an employee contribution of not greater than 9.5% of a full-time employee's salary.

Part time employees who work twenty (20) hours or more may enroll in the health insurance program with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium. Employees that work less than twenty (20) hours each week are not eligible to purchase health insurance.

Dependent Health Insurance Coverage

Dependent health insurance coverage is available to employees as indicated in the medical plan document. The Board will pay 65% of the cost of dependent coverage for full time employees enrolled in the PPO program and 75% of the cost of dependent coverage for full time employees enrolled in the HMO I (Illinois) program. The Board will pay 85% of the cost of dependent coverage for full time employees enrolled in the HMO BA program. For each annual open enrollment of this Agreement, for the PPO, HMO I and HMO BA, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the program specific contribution level required for full time employees. However, once the cost of insurance increases by more than 10% for a fiscal year, the additional cost in excess of 10% for that year will be allocated 50% to employees and 50% to the Board.

Part time employees who work twenty (20) hours or more may participate in the dependent health insurance coverage with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium. Employees that work less than twenty (20) hours each week are not eligible to purchase health insurance.

Single Dental Insurance Coverage

The Board will make dental insurance available to employees as indicated in the dental plan document. The Board will pay 80% of the cost of the individual dental insurance premium for full time employees enrolled in SASED's dental insurance plan. For each annual open enrollment of this Agreement, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the 20% contribution level required for full time employees. However, once the cost of insurance increases by more than 10% for a fiscal year, the additional cost in excess of 10% for that year will be allocated 50% to employees and 50% to the Board.

Part time employees who work twenty (20) hours or more may enroll in the dental insurance program with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium. Employees that work less than twenty (20) hours each week are not eligible to purchase dental insurance.

Dependent Dental Insurance Coverage

Dependent dental insurance coverage is available to employees as indicated in the dental plan document. The Board will pay 60% of the cost of dependent coverage for full time employees. For each annual open enrollment of this Agreement, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the 40% contribution level required for full time employees. However, once the cost of insurance increases by more than 10% for a fiscal year, the additional cost in excess of 10% for that year will be allocated 50% to employees and 50% to the Board.

Part time employees who work twenty (20) hours or more may participate in the dependent dental insurance coverage with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium. Employees that work less than twenty (20) hours each week are not eligible to purchase dental insurance.

## 5.5 Medical Reimbursement Account

Employees may annually elect to have specific amounts automatically deducted from their (pre-tax) paychecks to pay for non-reimbursed eligible medical expenses for themselves and dependents as permitted by law. Amounts to be withheld shall be determined during the annual open enrollment period. To receive reimbursement for eligible expenses; employees must follow procedures developed by the Plan Administrator.

Employees participating in this program whose family/marital status changes during the plan year may amend the amounts to be withheld not less than thirty (30) days prior to the change taking effect. Requests for reimbursement must be submitted prior to March 31st of the following year. Any amounts remaining in an employee's account after the filing period will be forfeited.

## 5.6 Dependent Care Reimbursement Account

Employees may annually elect to have specific amounts (as specified by law) automatically deducted from their (pre-tax) paychecks to pay for Dependent Care expenses as permitted by law. Amounts to be withheld shall be determined during the annual open enrollment period. To receive reimbursement for certified Dependent Care expenses employees must follow procedures developed by the plan administrator. Employees participating in this program whose family/marital status changes during the plan year may amend the amount to be withheld not less than thirty (30) days prior to the change taking effect. Requests for reimbursement must be submitted prior to March 31st of the following year. Any amount remaining in an employee's account after the filing period will be forfeited.

## 5.7 Retirement Benefits

An employee who is at least fifty-five (55) years of age with the equivalent of fifteen (15) consecutive years of full-time employment with SASED, and who gives the Board written notice by December 1 of any school year of this Agreement (or, for the 2026-2027 school year, if SASED relocates the Administrative Center, by April 1, 2027) of his/her intent to retire under

the Illinois Municipal Retirement Fund at the end of the school term, shall be entitled to the following retirement benefits:

A. A payment in the amount of $275.00 for each full-time equivalent year of service with SASED. Some or all of such amount shall be first used to increase the employee's salary for his/her last year of service by 6% over the prior year; the remainder, if any, shall be paid as a post-retirement lump sum payment during the month of August following the employee's retirement at the end of the school term.

B. A payment in the amount of $50.00 for every accumulated paid sick day beyond 221 (to a maximum of 325 days) that is not credited towards IMRF for retirement service credit. In the event that the benefit provided under subsection A above is insufficient to increase the employee's salary in his/her last year by 6%, the employee may use some or all of the benefit available under this subsection B towards such increase; the remainder, if any, shall be paid as a post-retirement lump sum payment during the month of August following the employee's retirement at the end of the school term.

## 5.8 Compensation for Extra Duties

If an IEP requires a student to be enrolled in an extra-curricular activity and if it is determined by his/her MDC/IEP team that an employee needs to be involved to assist this student's participation, the employee shall be compensated at his or her hourly rate. Prior to the start of the employee's involvement in the student activity, the program administrator will determine the number of hours approved for compensation. The amounts paid under this section shall be prorated by the quarter hour.

## 5.9 Training

SASED believes it is best to employ highly qualified individuals to fill its vacant positions. SASED will be responsible for orienting new employees to the organization's policies and procedures.

An employee who attends required training shall be paid his/her hourly rate of pay if the training is scheduled outside the employee's normal work hours or start date for his/her assignment. An employee who does not attend SASED required crisis intervention, de-escalation and physical management training, offered on more than one date prior to the start of the school term, will not begin his/her assignment until training is completed. This provision shall not apply to an employee who is hired and begins work after orientation day.

SASED supervisors are responsible for ensuring that the appropriate training occurs for each job and that employees are oriented to their positions prior to the commencement of their new or revised duties.

Employees may request to attend voluntary professional development training opportunities, which may include conferences or workshops either internally or externally provided. Prior approval from a supervisor and the Central Office designee is required. When an employee attends pre-approved voluntary professional development training outside of the employee's

normal work hours, the employee will be compensated at the rate identified in Appendix B for the time the employee is engaged in those activities.

SASED will reimburse pre-approved coursework for those employees whose current position requires continuing education for maintenance of their certification and or licensure.

The Administration shall endeavor to arrange crisis intervention/de-escalation/physical management training as follows:

- For all new SASED employees fulfilling a bargaining unit position, within four (4) weeks of the employee starting at SASED; and
- For all existing SASED employees within four (4) weeks of the start of the school year.

## 5.10 Professional Development and Other Committees

The Association may appoint two (2) designees to participate on the SASED Professional Development Committee.

If the Administration determines that ESP representation on a committee would be useful, both parties shall provide suggested member representatives names and shall mutually agree to 1-2 representatives.

## 5.11 Insurance Committee

The Board and the Association recognize that the nature and extent of health care insurance coverage in the current insurance environment and the corresponding cost for the same, is a matter requiring careful monitoring.

A committee referred to as the "Insurance Committee" will have members representing the Administration, other significant employee groups within SASED and the Association. The Committee will consist of no more than eight (8) members including no more than two (2) members from the Association and no more than two (2) members from the Administration.

The Committee shall be advisory. The Committee will study and may recommend changes in insurance coverage during the term of the Agreement. The Committee shall meet as needed. At a minimum, the Committee shall meet in March to review claims activity and provide general updates; in September to review preliminary rate projections for the next year and to consider recommendations for changes in the insurance program; and again before October 15 to review rates for the next year and to finalize its recommendations (if any) to the Board and Association.

## 5.12 Student Planning

With prior written approval from the program supervisor, an employee may meet with the employee's supervising/collaborating teacher, outside of the employee's normal work hours or before the start date for the employee's assignment, for student-related planning. Compensation for such meetings will be paid to the employee in accordance with the rate identified in Appendix B.

## 5.13 Extra Work

Any employee who is directed by the program supervisor to attend mandatory meetings that meet after the employee's scheduled workday day shall be compensated at his/her regular rate of pay.

Tasks assigned during the course of the employee's workday will not be eligible for additional compensation, with the exception of:

- Foreign Language Interpretation, as set forth below.
- Foreign Language Translation, as set forth below.
- Sign Language Interpretation for Adults, as set forth below.
- Crisis Team Membership, as set forth below.
- Internal Substitution, pursuant to Section 5.15.

Any employee who agrees to act as a Foreign Language Interpreter during work hours will be compensated at the rate identified in Appendix B in lieu of their typical hourly rate for the time they are engaged in those activities. Foreign Language Interpreter services before or after normal work hours will also be compensated at the rate identified in Appendix B.

If an employee provides Foreign Language Translation services (i.e., written transcription from one language to another) with preapproval from a SASED Administrator, the employee will be compensated at the rate identified in Appendix B in lieu of the employee's typical hourly rate for the time the employee is engaged in those activities.

If an employee has a BEI or equivalent certification and provides (at SASED's request) Sign Language Interpretation services for adults during a meeting or another SASED activity, the employee will be compensated at the rate set forth in Appendix B in lieu of the employee's typical hourly rate for the time they are engaged in those activities.

An employee who accepts an assignment as a Crisis Team Member will receive the stipend identified in Appendix B. Crisis Team Members respond to escalated student crisis situations when called in by the Program Administrator (or designee). Crisis Team Members are "on call" (during the workday) for that purpose. Crisis Team Members also participate in planning meetings, review meetings, and training for that purpose. In addition, Crisis Team Members continue to perform associated duties (such as attending debriefing meetings, working with specialists, implementing student behavior intervention plans, and responding to other crisis situations).

## 5.14 Supplemental Jobs

If, during the school term the Board shall create any additional supplemental jobs, the Board shall so advise the Association President or designee. Such advice shall include the proposed compensation for such supplemental job. The Director or designee shall enter into negotiations with the Association with respect to such compensation.

## 5.15 Internal Substitution

When an employee who is certified/licensed to substitute as a classroom teacher and who has agreed to do so for the current school year is asked to (and does) act as a substitute teacher, the employee will receive the employee's typical hourly rate, plus the additional sum identified in Appendix B for one full day or one half day. One full day is defined as more than 3.5 hours and a one half (1/2) day is defined as 3.5 hours or less.

## 5.16 Tuition Reimbursement Pool

Tuition reimbursement shall be available to all eligible employees for semester hours of coursework credit earned from an accredited educational institution. Subject to the criteria in this section, tuition reimbursement shall be paid for coursework which maintains or improves job-related skills. The tuition reimbursement pool for each year of this Agreement shall be in the amount of $20,000.00.

A. Eligibility Criteria

1. A part time employee must work .5 FTE to be eligible for reimbursement, and reimbursement will be prorated based on the employee's FTE.

2. Course work must be approved in writing by the Director or designee prior to the start of the course. Candidates seeking an ISBE PEL license with endorsement in a special education area will be prioritized.

3. Tuition reimbursement shall not be paid for course work needed to obtain initial certification, licensure, or registration necessary to meet minimum requirements of the job assignment presently held by the employee, administrative certification, or to qualify an employee for a new trade or business.

4. The Director or his/her designee must provide written notification of approval or denial of a qualified course within five (5) working days of receipt of request. If the request is denied, the Director or designee must provide a specific written reason for denial, also within five (5) working days.

B. Reimbursement

1. Reimbursement for tuition shall be divided as described below among all eligible employees based on the total number of semester hours submitted and completed from the previous fiscal year, July I through June 30. The $20,000 pool will be divided by the total number of semester hours submitted in order to reach a per semester hour dollar amount calculation. The amount of reimbursement paid to employees from the pool for approved semester hours will be determined by a reimbursement differential applied to semester hours based on course or programming leading to licensure for SASED-relevant positions.

Each employee will receive their semester hour share for each semester hour submitted and approved according to the criteria and weighting listed above. However, an employee's reimbursement shall not exceed the actual semester hour cost of the course.

2. The costs being submitted for reimbursement shall not already have been paid to, or on behalf of, the employee by another source.

3. A course grade of A or B is necessary for reimbursement to be provided.

4. Course work should not interfere with the professional responsibilities and obligations that all staff have to students.

5. In order to receive reimbursement for coursework completed during a school year, an eligible employee shall submit his/her official transcript and evidence of tuition payment to the Director or designee by September 1st of the following school year. The Director or designee will confirm receipt of transcripts with the employee. Reimbursement shall be paid after the October Board of Directors meeting.

C. Repayment

Any employee receiving reimbursement agrees to continue in the employ of SASED, as detailed below. If the employee shall voluntarily terminate employment prior to the completion of the following years of employment, the employee shall be obligated to repay SASED as follows:

| Employee's Voluntary Termination: | Repayment Amount Due to SASED |
|---|---|
| Up to one year following reimbursement | 100% Reimbursement |
| Up to two years following reimbursement | 50% Reimbursement |

Employees shall execute promissory notes to SASED as evidence of an obligation to repay the funds received in the event that the employment requirement stated above is not fulfilled.

## 5.17 Reimbursement for License Renewal Fee

The Board shall reimburse employees for their 5-year Illinois paraprofessional license renewal fee upon submission of a paid receipt to the Director or designee.

## ARTICLE VI

## PROFESSIONAL RELATIONS

### 6.1. Probationary Employees

Newly-hired employees shall serve a probationary period of two complete semesters from the date of hire (e.g., an employee who begins SASED employment after the first day of a school term would not complete his/her probationary period until the end of the first semester of the following school term). The end date of a semester will be determined by the Southeast Alternative School Calendar.

### 6.2 Evaluation

A formative evaluation shall be conducted with all probationary employees within ninety (90) days of their first day of work.

In addition to the above, probationary employees shall be formally evaluated at least once during the probationary period.

Non-probationary employees shall be formally evaluated at least once annually, except that any non-probationary employee who receives an overall rating of excellent will be evaluated two years after receipt of the excellent rating.

A. Orientation: Before any evaluation is conducted, each employee shall be provided a copy of the evaluation instrument.

B. Observations: All monitoring or observation of the work of each employee shall be conducted in person.

C. Evaluation Review: An electronic copy of an employee's draft evaluation will be made available to the employee at least two (2) days prior to the date of the evaluation meeting.

D. Right to Representation: If an employee is called into a meeting to discuss an evaluation, with an overall rating of ''Needs Improvement" or "Unsatisfactory" the employee shall be given at least two (2) days' notice and have the right to have an Association representative present. The supervising teacher shall be invited to participate in the discussions of an evaluation with an overall rating of "Needs Improvement" or "Unsatisfactory".

E. Right to Respond: An employee will receive a copy of his/her evaluation and within ten (10) days may submit a written response and have that response attached to the file copy of the evaluation. All written evaluations and the attached employee's comments are to be placed in the employee's personnel file.

F. If the evaluator determines that the evidence collected to date would result in an employee receiving a "needs improvement" or "unsatisfactory" performance evaluation rating, the evaluator will notify the employee of that determination.

## 6.3 Personnel Files

A. There shall be only one (1) official personnel file for each employee. The employee shall have an opportunity to respond to any material placed in his/her file, provided such is submitted within twenty-five (25) days of the date a copy of such materials is furnished to the employee. No evaluative material shall be placed in such file until the employee has seen it.

   Any material which may be used to form the basis of disciplinary action against an employee shall be placed in the employee's personnel file no later than the end of the school term during which such materials were generated or sixty (60) days after the comments were generated, whichever is later.

   Any employee who receives a first offense disciplinary action at the verbal warning level may request to have such information removed from his/her personnel file after a period of two years if there is no other disciplinary occurrence. The administration may remove the document from the file upon request from the employee.

B. All employees shall have the right to review their own personnel file and may be accompanied at such review by a representative, provided such review shall occur during normal business hours and shall not in any manner inconvenience the operation of the Board. The Executive Director or designee may be present at the time of such review. Nothing shall be permanently or temporarily removed from such personnel file without the consent of the Executive Director and the employee.

## 6.4 Complaint Against an Employee

When the Administration becomes aware of a complaint against an employee, the Administration will bring it to the attention of the employee within ten (10) workdays after the receipt of the complaint. Complaints may remain anonymous upon request.

## 6.5 Employee Discipline

For non-probationary employees, the Board agrees to follow the steps of progressive discipline as follows (subject to the provisions below):

1. Verbal warning
2. Written warning
3. Suspension without pay
4. Termination

Verbal warnings will be summarized in writing and given to the employee within ten (10) days of the meeting held to discuss the issue.

The Board is not required to exhaust any or all of the listed progressive discipline steps when a determination has been made that more severe misconduct justifies more serious discipline.

Issuance of discipline at the level of suspension without pay and termination shall be for just cause.

Whenever a conference between an employee and a supervisor and/or administrator is held that is disciplinary or investigatory in nature, at the request of the employee, the employee shall have the right to have an Association Representative present. The employee shall be granted not more than two (2) days to obtain an Association Representative, however, such time may be less in the event of an emergency. If the employee has been provided with two (2) days' notice of the meeting and a representative is not available within the two (2) day time limit, the employee may be questioned without a representative being present. Disciplinary conferences that are held after the employee work-day will not be eligible for compensation.

This section does not apply to performance-related concerns.

## 6.6 Association-Director Meetings

The Association President and the Executive Director or designee shall meet at least every two (2) months throughout the school term unless it is mutually agreed to cancel. Each party may include additional persons after informing the other person of such intention. The purpose of such meetings shall be to discuss areas of concern to the parties but shall not be deemed negotiations.

All meetings shall be held outside of the normal employee workday except as shall otherwise be mutually agreed. An initial draft Agenda for the meeting will be created by the Association and submitted to the Administration at least one week in advance of the scheduled meeting. Minutes will be distributed by the Association to the Administration within seven (7) days after the meetings.

## ARTICLE VII

## EMPLOYMENT CONDITIONS

### 7.1 Seniority

Seniority shall be based upon the total number of years of continuous service as a non-probationary employee of SASED in the employee's job category (or subcategory for Teacher Assistants). Continuous service shall not be deemed interrupted by approved leaves of absence or honorable dismissal periods prior to recall.

Years of continued service shall include the employee's probationary period.

In the event that an employee transfers into another job category, the employee's seniority in the new job category shall not include the years of continued service in the bargaining unit. However, the employee's seniority in the bargaining unit shall include his/her years of continued service with SASED.

The official school year seniority list will be posted on the SASED website by February 1 each school year. Employees shall be listed by their first date of work in SASED.

The seniority list shall include the following job categories:

Interpreters
Signing assistants
Medical assistants
Movement specialists
Closed captioners
Van/Bus Drivers
Teaching assistants:

- Teacher Assistants – Transition
- Teacher Assistants – SLE
- Teacher Assistants/Drivers – Southeast
- Teacher Assistants – Visually Impaired
- Teacher Assistants – SMNP

Seniority shall accumulate pro-rated for part-time non-probationary employees.

If employees share the same seniority date and a decision is needed as to which employee has more seniority, the basis of the decision will be first, the date formally employed by the Board; and second, a coin toss.

## 7.2 Vacancies, Transfers and Assignments

A. Vacancies

If the Board determines that a vacancy exists in a bargaining unit position, the Board shall post a vacancy notice on the SASED website. SASED shall also notify employees through its e-mail system of the vacancy. Internal applications received for a posting will be reviewed prior to external candidate applications.

When filling the vacancy, seniority, qualifications and experience shall be important considerations for any qualified bargaining unit member applying for the position, however, the Executive Director or designee reserves the right to approve or disapprove all requests.

This section A shall apply to an Extended School Year program vacancy.

B. Voluntary Transfers

Any non-probationary employee may request a transfer to another program location and/or program where a vacancy exists. Such application shall be made utilizing the on-line application system for each vacancy of interest. The interests and aspirations of the individual employee shall be considered in all transfers, however, the Executive Director or designee reserves the right to approve or disapprove all requests.

C. Notification of Assignment

Notice shall be given to any employee regarding any change in assignment for the following school term or during a current school term. The Administration reserves the right to determine assignments or change assignments for employees. In the event changes in such assignments are made, the employee affected and the Association shall be notified promptly. No assignment shall be changed arbitrarily. Affected employees will be provided with a job description, if applicable.

D. Involuntary Transfers

Employees involuntarily transferred to another building or program at any time during the school term may request a meeting with the Executive Director or designee to discuss the involuntary transfer. One week notice of transfer will be provided for permanent assignment changes made during the school year.

In any instance during the school year when it becomes necessary to involuntarily transfer an employee to another building as a permanent assignment, and more than one employee is equally qualified, the least senior employee shall be involuntarily transferred.

## 7.3 Reduction-in-force

In the event of a reduction-in-force, the employee shall be laid off by job category in the reverse order of seniority within the job categories (or subcategories for Teacher Assistants) listed in 7.1. However, if the employee in a job category facing a reduction-in-force is determined to be qualified for another position in the bargaining unit, the individual may replace the least senior employee in the job category that he/she is qualified to fill as indicated below:

In the event of a reduction-in-force, in the Interpreter category, the affected Interpreter may bump into a position held by the least senior employee among the Sign Aides, or Teacher Assistants that the more senior employee is determined to be qualified to fill.

In the event of a reduction-in-force, in the Signing Assistant, Medical Assistant, Movement Specialist, or Closed Captioner categories, the affected employee may bump into a position held by the least senior employee among the Teacher Assistants that the more senior employee is determined to be qualified to· fill.

In the event of a reduction-in-force, in the Teacher Assistant category, the affected Teacher Assistant may bump into the position held by the least senior employee among the Teacher Assistants that the more senior employee is determined to be qualified to fill.

Notification to the employee of reduction in force shall follow the guidelines set forth in School Code.

## 7.4 Recall

An employee who has been terminated pursuant to reduction-in-force shall have recall rights as provided by law. If a vacancy occurs in the employee's category (or subcategory for Teacher Assistants) for the following school term or within one (1) calendar year following the notice of staff reduction, whichever is later, the Board shall first offer reemployment to the employee(s) laid off (by categories or subcategories for Teacher Assistants) in the reverse order of the reduction.

An employee laid off in a reduction-in-force shall have ten (10) calendar days from date of mailing of the certified letter or personal service to respond to the offer of rehire. If the employee fails to respond in the required time when an offer of rehire has been made, SASED shall have no further obligation to the employee.

## 7.5 Employee Work Day

All employees shall be provided a duty-free uninterrupted lunch period of thirty (30) minutes in each school day. Such lunch period shall occur during the time of the student lunch periods in the building where the employee is assigned. Any deviation to this schedule shall be made by mutual agreement between the employee(s) and the immediate supervisor. Notice of such deviations must be given to the Director and Association President, by the immediate supervisor, within five (5) workdays of the decision.

A. The employee's normal workday shall not be more than 7 ½ hours per day inclusive of a duty-free lunch period. Unless otherwise directed by the Program Administrator, employees may leave at the end of the student'' day on days preceding holidays and school recesses after all students have departed from the school site provided that all regular end of day tasks are completed.

B. Through mutual agreement between the employee and the SASED program administrator, the employee may work through the duty-free lunch period and leave the workplace an equal time earlier.

C. The teacher may create a daily regular break schedule that incorporates up to one 15-minute break per day. If the teacher does not create a break schedule and there is more than one support staff in the classroom, then the support staff may work out a proposed break schedule and present it to the teacher for approval. If an employee is the only support staff in the classroom then the employee may request and the teacher shall make a reasonable effort to grant the employee's request for up to one 15-minute break per day. A break shall not be combined with an employee's lunch period.

## 7.6 Health and Safety

A. Work Environment

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. SASED shall provide maintenance services to ensure that every employee and student is provided a clean and sanitary work/school environment.

B. Communicable Diseases/Student Health Plans

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.

When necessary for the employee's assignment and responsibilities, an employee shall be provided information with regards to the specific health impairment and/or specialized medical procedures of their students.

C. Student Behaviors

If a student is exhibiting behaviors that will result in the student presenting a danger to him/herself or others, the student's individual behavior program must be implemented. Student Behavior Plans should be known to all employees working with the student.

All efforts should be made to not leave an employee alone with a student that is exhibiting behaviors that will present a danger to him/herself or others.

D. Injury to Employees

Work-related injuries to employees shall continue to be regarded by the Board as a serious matter. The Board recognizes the right of an employee to protect him/herself in accordance with ISBE regulations relating to restraint and time out.

Any case of injury to an employee shall be reported to the Administration within one (1) day of the injury. The SASED Director shall provide reasonable assistance to advise the employee generally of his/her rights and obligations with respect to such injuries and shall render reasonable assistance to the employee in handling the incident by law enforcement authorities (if applicable), provided the employee shall have acted within the scope of his/her employment and pursuant to Board policy.

In accordance with the applicable provisions of The School Code, the Board shall provide indemnification and protection for claims and suits against an employee.

E. Medications

Employees, except registered or certified school nurses, shall not be required to administer medication to students as provided in The School Code.

## 7.7 Student Care

With consideration of a student's normal baseline health conditions, if a child comes to school ill, or becomes ill while at school and for some reason cannot go home, all efforts will be made to remove the child from the classroom and place him/her in an appropriately supervised environment (i.e., with a medically trained employee). Non-medically trained staff will not be required to provide health/nursing care but may be needed to attend to the child, to the best of the employee's ability pending health/nursing care.

## 7.8 Job Sharing

The Director may grant a Job Sharing arrangement. The granting or denial of such a Job Sharing shall be within the sole and non-reviewable discretion of the Director and shall be non-precedential with respect to any other request for such Job Sharing by such employee or by any other employee. The Administration shall make available to employees information concerning the option of Job Sharing on the SASED website.

## 7.9 Personal Property

The Board shall endeavor to provide each employee with a secured location to store personal property during the workday.

## 7.10 Mentoring Program

The Mentoring Program shall be a formal arrangement for the first year of employment in SASED. The Administration will identify participants and shall be responsible for all aspects of the pairing and training of new employees and mentors. All employees shall be eligible to apply to be a mentor and becoming a mentor is voluntary. To the degree possible, the mentor/mentee pairing will be closely aligned to the same assignment and/or program.

Mentors will be required to make a commitment to the Mentoring Program of at least one school year and shall meet a minimum of two (2) times per quarter with their mentee(s).

Employees who are chosen to serve as mentors for an entire school term shall be paid a stipend at the rate identified in Appendix B, prorated per length of service. This amount shall be payable on the last paycheck of the school term.

Mentors and new employees will be given ongoing opportunities for feedback but will be required to complete a survey instrument prior to the end of the school term to evaluate the effectiveness of the Mentoring Program.

SASED shall establish a committee for the Mentoring Program made up of equal parts of both members of the Association and Administration. The Mentoring Program Committee will meet, a minimum of two times per year, to discuss additional needs and review the Program as a whole.

## ARTICLE VIII

## TERMINATION OF AGREEMENT

**8.1 Savings Clause**

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, or overturned by a newly adopted law, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections, and clauses shall remain full force effect for the duration of the Agreement if not affected by the deleted article, section or clause.

**8.2 Effective Date and Duration**

This Agreement shall be effective, to the extent feasible, on the first employee employment day of the 2026-2027 school term. This Agreement shall expire at 11:59 p.m. on the day prior to the commencement of the 2030-2031 school term based on the SASED school calendar.

IN WITNESS WHEREOF:

| | |
|---|---|
| _____ | _____ |
| Chairperson<br>Board of Directors, School Association for Special Education in DuPage (SASED) | President<br>SASED Support Staff Association, IEA-NEA |
| Date: _____ | Date: 9-24-26 |

## APPENDIX A - NEW HIRE PAY RATES

* Starting salaries for the 2028-2029 and 2029-2030 school years will be increased as follows:
  - 2028-2029: 75% of the increase given to returning employees; and
  - 2029-2030: 75% of the increase given to returning employees.

  (For example, if returning employees receive a 4% increase, starting salaries will be increased by 3%.)

***TEACHER ASSISTANT***

| | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 |
|---|---|---|---|---|
| Educator License with Stipulations (Paraprofessional Endorsement) | $20.00 | $20.80 | * See above | * See above |
| 4-Year Degree + Paraprofessional Endorsement | $21.66 | $22.53 | * See above | * See above |
| Master's Degree + Paraprofessional Endorsement | $22.74 | $23.65 | * See above | * See above |

***MEDICAL ASSISTANT – LPN***

| 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 |
|---|---|---|---|
| $33.00 | 4% | * See above | * See above |

***MEDICAL ASSISTANT – RN***

| 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 |
|---|---|---|---|
| $40.00 | 4% | * See above | * See above |

***INTERPRETERS***

| 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 |
|---|---|---|---|
| $40.00 | 4% | * See above | * See above |

***COMMUNITY I YELLOW BUS DRIVERS***

| | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 |
|---|---|---|---|---|
| New hire rate: | $22.97 | $23.89 | * See above | * See above |

## *SIGNING ASSISTANT* – HOURLY RATES FOR NEW HIRES

Follow the Teacher Assistant starting rate schedule and add 10% to the hourly rate.

## *REAL TIME CAPTIONER* – HOURLY RATES FOR NEW HIRES

Follow the Teacher Assistant starting rate schedule and add 20% to the hourly rate.

## *TEACHING ASSISTANT WITH REGISTERED BEHAVIOR THERAPIST (RBT) CERTIFICATION* and *MOVEMENT SPECIALIST* – HOURLY RATES FOR NEW HIRES

Follow the Teacher Assistant starting rate schedule and add 20% to the hourly rate.

## APPENDIX B - EXTRA PAY RATES

The Board will pay an employee for the following work outside the regular workday (unless specifically noted to be during work hours), when the work is directed and pre-approved by the Executive Director (or designee). Extra pay positions may be filled or not, in the Administration's discretion.

| Extra Pay Positions | 2026-2027 | 2027-2028, 2028-2029, 2029-2030 |
|---|---|---|
| Student Planning, pursuant to Section 5.12 | $18.00 per hour | $18.50 per hour |
| Foreign Language Interpretation (during work hours and outside of work hours), pursuant to Section 5.13 | Hourly rate + 15% | Hourly rate + 15% |
| Foreign Language Translation (during work hours and outside of work hours), pursuant to Section 5.13 | Hourly rate + 15% | Hourly rate + 15% |
| Internal Substitute Teacher (during work hours), pursuant to Section 5.15 | $62 for a full day<br>$31 for a half day | $64 for a full day<br>$32 for a half day |
| Voluntary Professional Development (outside of work hours), pursuant to Section 5.9 | TA starting rate for Educator License with Stipulations (Paraprofessional Endorsement) | TA starting rate for Educator License with Stipulations (Paraprofessional Endorsement) |
| Sign Language Interpretation (during work hours and outside of work hours), pursuant to Section 5.13 | Hourly rate + 15% | Hourly rate + 15% |
| Support Staff Mentoring, pursuant to Section 7.10 | $500 stipend per mentee | $500 stipend per mentee |
| Assigned Crisis Team Member (during work hours), pursuant to Section 5.13 | $1,000.00 stipend | $1,000.00 stipend |

| | |
|---|---|
| Driving Stipend:<br>• Not available to Bus Drivers.<br>• Paid to any other employee who obtains and maintains licensure to operate a vehicle for the purpose of transporting students, provided that the following conditions are met:<br>  o The employee obtains prior written approval from the Executive Director or designee; and<br>  o The employee actually drives.<br>• Paid in one lump sum at the end of the school term.<br>• Prorated for any employee who obtains the licensure mid-year. | $1,500 stipend |