

DIXON PUBLIC SCHOOLS #170

"A Place to Grow"

www.dps170.org

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Margo Empen, Superintendent
Doug Stansford, Asst. Superintendent
Marc Campbell, Business Manager

Date: June 20, 2025
To: Board of Education Members
From: Margo Empen, Superintendent & Marc Campbell, Chief School Business Official
RE: Lee County Special Education Association - Memorandum of Understanding for 2025/2026

Attached please find a copy of the Lee County Special Education Association Memorandum of Understanding for the 2025/2026 school year. There is no increase from the previous agreement of \$3,647.00 per classroom paid last year.

It is my recommendation that the Board of Education authorize the District to enter into a memorandum of understanding agreement for 2025/2026 SY in the amount of \$3,647.00 per classroom totaling \$25,529.00 with LCSEA. Their approval would occur at their regularly scheduled meeting of the Board of Control in June 2025.

Dixon Public Schools, in cooperation with the community, will provide students with a comprehensive educational program that produces well-educated, self-sufficient, and involved citizens.

MEMORANDUM OF UNDERSTANDING

LEE COUNTY SPECIAL EDUCATION ASSOCIATION AND DIXON PUBLIC SCHOOLS

The term "LCSEA" shall refer to the Lee County Special Education Association. The term "DPS" shall refer to the Dixon Public Schools. The term "Jefferson" shall refer to Jefferson Elementary School, and the term "Washington" shall refer to Washington Elementary School. The term "RMS" shall refer to Reagan/Madison School, and the term "DHS" shall refer to Dixon High School.

All services provided shall be in compliance with 23 Illinois Administrative Code 226 and LCSEA Special Education Policies and Procedures

Students in the LCSEA programs are subject to all procedures, policies, and criteria of the Dixon Public Schools and the Lee County Special Education Association unless otherwise noted on the Individualized Education Program (IEP).

Transportation

Transportation to LCSEA programs at Washington, Jefferson, Reagan/Madison School, and Dixon High School will be the responsibility of the students' home districts.

Student Accident/Medication/Illness

- A. LCSEA staff will complete the appropriate building forms for accidents and will send a copy to LCSEA.
- B. In the event of student illness or injury, LCSEA staff will contact the building nurse and/or health aide. Should the nurse/health aide not be available, the LCSEA staff will contact the principal of the building in which the classes are housed and follow building policies and procedures.
- C. The building nurse and/or health aide or Director of LCSEA will handle the medication for all LCSEA students housed in their building.
- D. The District nurse and/or health aides will be responsible for health records. The building nurse and/or health aide will monitor of all LCSEA classroom health needs.

Staff Evaluation

- A. LCSEA administrators will conduct evaluations of LCSEA professional staff in accordance with the established LCSEA evaluation system. Relative input will be solicited from building principals where LCSEA programs are housed.
- B. The LCSEA Director will coordinate evaluations of professional personnel who provide contractual services to LCSEA students.
- C. LCSEA administrators will evaluate program assistants and individual aides using the appropriate educational support personnel evaluation forms.

Program Structure

- A. One classroom will be available at Reagan/Madison School for Speech and Language. Two classrooms will be available for the Early Childhood Program and two classrooms will be available for the Life Skills Program.
- B. Appropriate space will be available for the related service personnel at RMS.
- C. DPS will provide appropriate space at DHS to house one Secondary Life Skills/Transitions class.
- D. DPS will insure the accessibility of Jefferson, Washington, RMS, and DHS for students with disabilities.
- E. LCSEA staff will provide appropriate professional supervision of students during lunch if the student(s) so require.

Eligibility/IEP/Meetings/Records

- A. LCSEA staff shall attend and participate in building meetings as deemed appropriate by the building administrator.
- B. LCSEA staff will be responsible for scheduling Eligibility and IEP meetings for students in LCSEA classes.
- C. DPS building administrators, or their designees, will represent DPS at Eligibility and IEP meetings. LCSEA administrators, or their designees, will represent LCSEA at these same meetings.

Field Trips

- A. All requests for field trips for LCSEA classes will be handled through LCSEA. The building principal where the program is housed will receive a copy of the field trip request from the LCSEA Director's Office.
- B. Requests for field trip transportation will be approved and handled by the LCSEA Director's Office.

Purchases

- A. All purchase orders will be processed through the LCSEA Director's Office with final approval by the Director.

Student Supervision

- A. All students in LCSEA programs at Jefferson, Washington, RMS and DHS will be supervised by appropriate LCSEA staff.
- B. Students involved in vocational activities in accordance with their IEPs may be supervised at their job site by a job coach or other LCSEA staff.

- C. LCSEA professional staff shall be responsible for the arrival and departure of all students in the LCSEA programs.

Administration

- A. LCSEA will provide technical assistance for Jefferson, Washington, RMS, and DHS.
- B. LCSEA and DPS administrators, or their designees, will meet as needed to discuss LCSEA programs and the issues that are pertinent for all programs.
- C. Copying may be done in the buildings - DPS will bill LCSEA monthly for these charges.
- D. Attendance will be forwarded by building secretaries where LCSEA programs are housed to the LCSEA Office of the Director at the end of each month.

Hours

Early Childhood at Washington School

- A. Student hours: 8:00 - 10:30 and 12:00 - 2:30
- B. Staff hours: Follow DPS regular school staff hours.

Life Skills Program

Washington School and Dixon High School

- A. Student hours: Students attend school on the same schedule as other students in the building.
- B. Staff hours: Follow DPS regular school staff hours.

For the 2025-2026 school year, operations and maintenance costs of \$3,647.00 per classroom per year will be charged by DPS for two (2) classroom at Washington School, three (3) classrooms at Reagan/Madison School, and two (2) classrooms at DHS. (Total - 7 x \$3,647.00 = \$25,529.00)

LCSEA

Dixon Public Schools

Date

Date