

Memo



Date: September 08, 2025

To: Dr. Karla Guseman, Superintendent

From: Sheleah Blissett, Director of Special Services

Re: Contractual School Psychologist Services at Joliet West High School
SP Professional Services LLC

I am writing to formally request approval to utilize the contractual services of a school psychologist at Joliet West High School for the 2025–2026 school year. As of this date, the school psychologist position at Joliet West remains vacant despite ongoing recruitment efforts. This vacancy presents a significant challenge in meeting federally mandated timelines for student reevaluations under the Individuals with Disabilities Education Act (IDEA).

Currently, Joliet West High School has **128 students** scheduled for reevaluations during the 2025–2026 school year. These evaluations are legally required every three years to determine continued eligibility for special education services. Failure to complete these evaluations in a timely manner could result in non-compliance with state and federal regulations, potentially jeopardizing funding and exposing the district to legal liability.

To address this urgent need, I recommend contracting **SP Professional Services LLC**, as outlined in the attached agreement. The contract provides comprehensive psychoeducational evaluations, legally defensible psychological reports, and participation in domain and eligibility meetings. Services will be rendered by a licensed school psychologist, Monica Cuellar, at a rate of **\$135 per hour**, with all evaluations and documentation aligned to district and legal standards. This solution ensures continuity of services for our students and compliance with legal obligations while we continue efforts to fill the vacant position. I respectfully request approval to proceed with this contractual arrangement.