



# WEST CHICAGO ELEMENTARY SCHOOLS

*Together for Excellence ★ ¡Juntos por la Excelencia!*

312 East Forest Avenue  
West Chicago, IL 60185  
630.293.6000  
[www.wego33.org](http://www.wego33.org)

## Board of Education

**TO:** Board of Education  
**FROM:** Sarah Burnett, Assistant Superintendent of Human Resources  
**DATE:** November 20, 2025  
**RE:** Agency Contract

**This memo is:**

- ☐ Information only.  
☒ Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: November 20, 2025

Previous memos on this topic can be found:

- ☐ in previous Board packet(s) dated.  
☐ or attached to this memo

<b>Basic Information:</b>
This is a request for the Board of Education to approve a contract with Birch Agency for an IEP Specialist.
<b>Background/Historical Context:</b>
District 33 has one position open for an IEP specialist to support our student services department and buildings. The contract with Birch Agency can be found <a href="#">here</a> .
<b>Previous decisions, actions, or parameters that relate to this topic or issue:</b>
<p>At the July 10th Board meeting, the Board of Education approved the contract between District 33 and Independent Contractor, Pete Marcelo, for school psychologist services at Pioneer Preschool.</p> <p>At the August 7th Board meeting, the Board of Education approved the following contracts:</p> <ol style="list-style-type: none"><li>1. School Psychologist - Independent Contractor, Brittany McNeal</li><li>2. School Psychologist - ASK Consultation and Support Agency</li><li>3. School Social Worker - Onward Agency</li><li>4. Learning Behavior Specialist - Onward Agency</li><li>5. Technology Support - Independent Contractor, Dave Seiden</li></ol> <p>At the August 21st Board meeting, the Board of Education approved the following contracts:</p> <ol style="list-style-type: none"><li>1. Phaxis Staffing Agency- Learning Behavior Specialist</li><li>2. Clarifi Staffing Solutions - Learning Behavior Specialist</li></ol> <p>At the October 2nd board meeting the Board of Education approved a contract with Insight Global for a system's analyst position.</p> <p>At the November 6th board meeting, the Board of Education approved a contract with independent contractor Lynn Mathey, for speech language pathologist services.</p>
<b>Recommendations:</b>

It is the recommendation for the Board of Education to approve:

1. The contract between Birch Agency and District 33.