



**Board of Control Meeting
January 26, 2022
Southeast Alternative School
Gym
6S331 Cornwall
Naperville, IL 60540
6:30 PM
AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. Public Hearing for E-Learning Program
 - a. E-Learning Presentation
 - b. E-Learning Public Comments
 - c. Adjournment--Public Hearing
4. Audit Presentation
5. FY23 Budget Presentation
6. FY22 Amended Budget Presentation
7. **Public Comment**
8. **Consent Agenda**
 - a. Approve Minutes of December 8, 2021 Board of Control meeting and November 10, 2021 finance committee meeting
 - b. Personnel Recommendations
 - 1) Accept/Approve the Resignations, Retirements, Appointments of Educational Support Staff, Licensed Staff, Registered Staff and Contracted Staff as presented.
 - c. Accept the Financial Reports
 - 1) Treasurers Report--December 2021
 - 2) Revenue & Expenditure Reports--December 2021
 - 3) Gross Payrolls--December 2021
 - 4) Interim Payrolls--December 2021
 - 5) Bill List--December 2021, January 2022
 - 6) Interim Checks--December 2021
 - d. Accept the Annual Financial Audit Results
 - e. Approve contract for sign language interpreting services
 - f. Conduct Second Reading/Adoption of Substantive Changes/New Policies:
 - 2:10, Qualifications, Term, and Duties of Board Officers
 - 2:120, Board Member Development
 - 2:150, Committees
 - 2:220, School Board Meeting Procedure
 - 2:260, Uniform Grievance Procedure
 - 3:40, Executive Director
 - 4:60, Purchases and Contracts
 - 4:160, Environmental Quality of Buildings and Grounds
 - 4:170, Safety
 - 5:20, Workplace Harassment Prohibited
 - 5:30, Hiring Process and Criteria
 - 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
 - 5:90, Abused and Neglected Child Reporting
 - 5:100, Staff Development Program
 - 5:120, Employee Ethics; Conduct; and Conflict of Interest
 - 5:125, Personal Technology and Social Media; Usage and Conduct
 - 5:150, Personnel Records
 - 5:184, Leaves, Holidays, and Vacations

- 5:185, Family and Medical Leave
- 5:260, Student Teachers
- 6:50, School Wellness
- 6:60, Curriculum Content
- 6:120, Education of Children with Disabilities
- 6:180, Extended Instructional Programs
- 6:340, Student Testing and Assessment Program
- 7:70, Attendance and Truancy
- 7:80, Release Time for Religious Instruction/ Observance
- 7:160, Student Appearance
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:190, Student Behavior
- 7:240, Conduct Code for Participants in Extracurricular Activities
- 7:250, Student Support Services
- 7:260, Exemption from Physical Education
- 7:290, Suicide and Depression Awareness and Prevention
- 7:340, Student Records
- 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors (NEW)
- 7:315, Restrictions on Publications; High Schools (NEW)
- g. Approve Early Choices contractor agreement with Natasha Croff
- h. Approve SOPPAS for:
 - 1) Fool Proof Foundation/Belleville Township High School District 201
 - 2) Little Bee Speech/Northwest Suburban Special Education Organization
 - 3) Wallwisher (d.b.a. Padlet)/Grayslake CHSD 127
 - 4) Assistive Ware BV/Naperville Community Unit School District 203
 - 5) Quizziz, Inc./Geneva CUSD 304
 - 6) University of Oregon/SASED
- 9. **Discussion Without Action**
 - a. Informational/Correspondence
 - 1) Executive Director Evaluation Process
 - b. Enrollment Update
 - c. Board Committee Updates
- 10. **Discussion with Action**
 - a. Approve 2022 Extended School Year Tuition and Pay Rates
 - b. Adopt E-Learning resolution
 - c. Adopt Cooperative Operations during COVID-19 Pandemic resolution
 - d. Approve agreement with IASB for policy services in the amount of \$7,500
 - e. Approve contract addendum with BluePrint Partners SEL for support at Southeast Alternative School
- 11. **Adjournment**



SASED E-Learning

January 26, 2022



Requirements

Newspaper publication

Notice to parents and guardians

Notice to unions and all
employees

Board of Control

- Public Hearing and Resolution



Timeline

Collaborate with Union representatives.

March 23, 2020-
April 7, 2020

Written notice to members of CBA and all employees.

January 12, 2022

January 13, 2022

Written notification to parents and guardians

January 26, 2022

January 27, 2022

Notice of Public Hearing in Daily Herald

Public Hearing for adoption of resolution



SASED E-Learning Plan

Requirements

- Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the internet and other forms of electronic communication that must be utilized in the proposed program
- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify each student's electronic participation
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- Ensure that all teachers and staff who may be involved in the provision of e-learning have access to any and all hardware and software that may be required for the program
- Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreement and who would be affected in the event of an e-learning day
- Review and revies the program as implemented to address difficulties confronted
- Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day

Weather Decisions

- For snow, ice, or other weather-related closings, SASSED will monitor the current conditions, confer with member districts as the group assesses the forecasted conditions between the travel times listed above, the ability of our staff to plow parking lots as well as the ability of local municipalities to plow and make streets passable. SASSED will be in close contact with our transportation companies to assess their ability to safely run buses and operate the bus lift features. SASSED will also be in contact with our member district leaders and appropriate community and district representatives to collaboratively determine the most appropriate decision based on the facts known at that respective time.
- If school will be closed, SASSED will make the notification by 5:30 a.m. the day of the closing knowing that you may need to arrange for childcare or other schedule changes. If we are able, we will make the determination the night before to close school - meaning the forecast undoubtedly warrants closure - we will attempt to notify you between 6:00 p.m. - 9:30 p.m.
- Typically, we send out an email notice when closing school and make phone calls. SASSED will also update its website and the Emergency Closing Center website for Southeast School and the SASSED Transition Program (www.emergencyclosingcenter.com) as soon as a decision has been made.
- When school is closed due to inclement weather, all extracurricular programs and school meetings (except for Board meetings) are canceled.
- It is important to remind you that Illinois School Code allows parents to call their student(s) out, as excused, in the event SASSED keeps schools open and, as a family, you have concerns about your child's travel during difficult weather conditions.



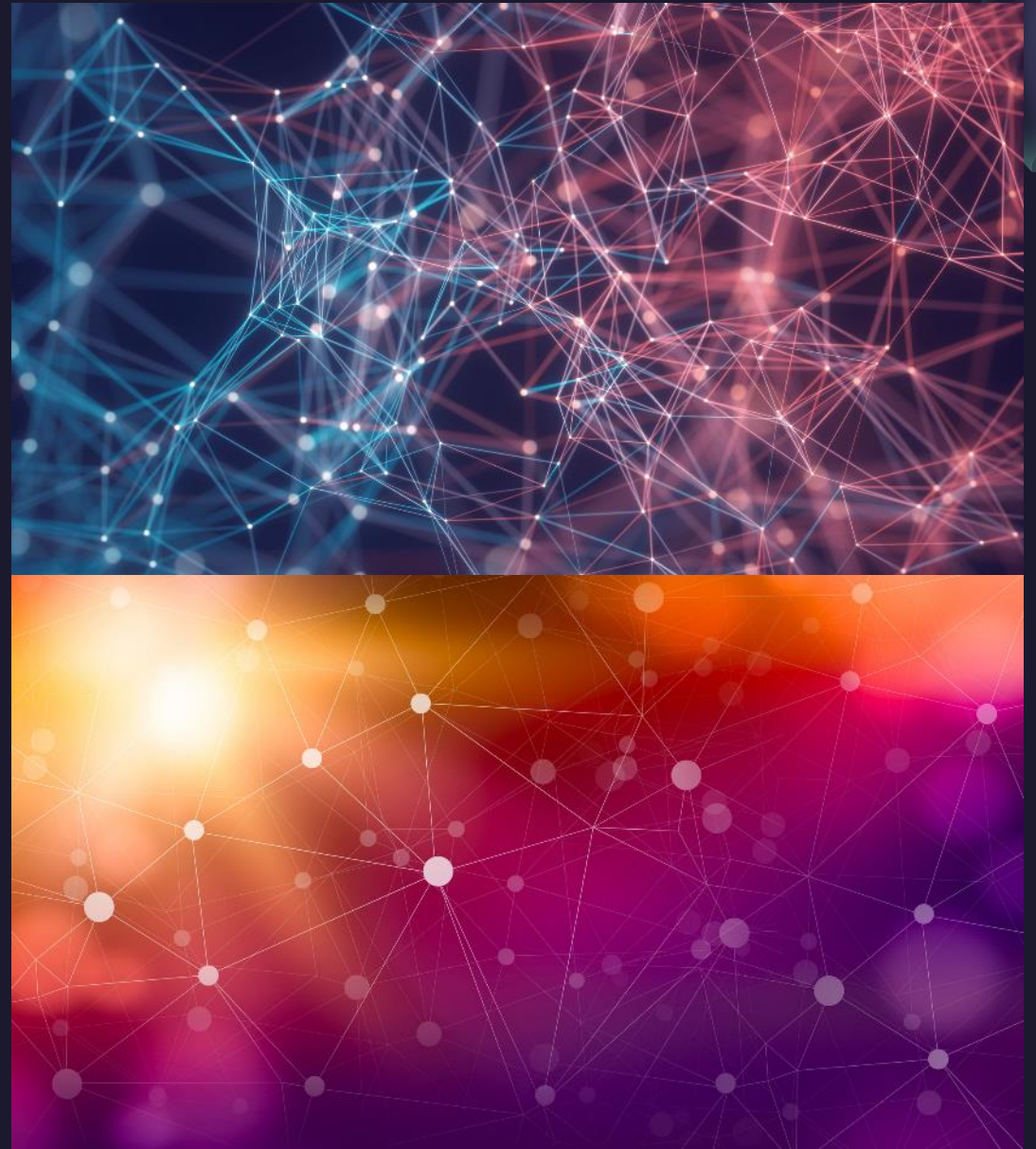
Final Steps

Adoption of resolution

Notice to parents and guardians

Submission of E-Learning Verification for ROE signature

Thank You



Resolution to Adopt an e-Learning Program
in lieu of the District's Scheduled Emergency Days

WHEREAS, the SASSED Board of Control, DuPage County, Illinois, is adopting an e-Learning Program District-wide that shall permit student instruction to be received electronically while students are not physically present in lieu of the District's scheduled emergency days.

NOW, THEREFORE, BE IT RESOLVED by the SASSED Board of Control, DuPage County, Illinois, that it will employ an e-Learning Program that:

- May utilize the internet, telephones, texts, chat rooms, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners.
- Ensures and verifies the required clock hours of instruction or schoolwork for each student participating in an e-learning day.
- Ensures access from home or other appropriate remote facility for all students participating in the program including availability of non-electronic materials to students who do not have access to the required technology or to the participating teachers or students who are prevented from accessing the required technology.
- Ensures appropriate learning opportunities for students with special needs.
- Ensures the monitoring and verification of each student's electronic participation.
- Addresses the extent to which student participation is within the student's control as to the time, pace, and means of learning.
- Provides effective notice to students and their parents or guardians of the particular days for e-learning.
- Provides staff and students with adequate training for e-learning days' participation.
- Ensures an opportunity for any collective bargaining negotiations that would be legally required.
- Reviews the program as implemented to address difficulties confronted through revision or otherwise.
- Ensures that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, students, and parents at least thirty (30) days prior to utilization.
- Ensures all teachers and staff who may be involved in the provision of e-learning have access to any and all hardware and software that may be required for the program.
- Will be verified by the Regional Office of Education for the school district to ensure access for all students.
- Will be implemented for a period of three (3) years (2021-2022, 2022-23, 2023-24) prior to renewal.

ADOPTED this 26th day of January, 2022 by a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Chairperson, SASSED Board of Control

Secretary, SASSED Board of Control

Appendix T: School Closure: E-Learning Plan

School Closure E- Learning Plan

*Addressing the instructional needs of students
and staff during school closures due to
emergencies*

Updated Dec 16, 2021

Summary of Plan – Info for Students & Families

How do I know if my student's classroom is doing e-learning or a snow day?

- SASED classrooms located in host schools will follow the host district severe weather decisions and the host district calendar.
- SASED transition/vision transition classrooms will have snow days that will be made up at the end of the school year.
- SASED Southeast & Directions classrooms will likely have e-learning days.

Student & Caregiver Responsibilities

During remote learning days, students and caregivers have certain responsibilities. The Illinois State Board of Education recommends the following responsibilities:

Student Responsibilities

- Review assigned work
- Participate in synchronous learning activities
- Complete assigned work by the due date
- Ask clarifying questions when you need help and communicate if you are struggling emotionally, physically, or academically to the extent possible
- Be respectful to yourself, teachers, and peers

Caregiver Responsibilities

- Review syllabi/schedule, digital learning platform expectations, deadlines, etc.
- Reserve a space for students to complete remote learning work
- Encourage students to get enough sleep
- Set sensible time limits for technology use
- Talk to students about their work every day
- Set a schedule to help students establish and follow regular daily routines

Technology & Logistics

Each student in SASED programs has been assigned a 1:1 device (e.g., Chromebook, i-Pad) to be used for instruction at school and at home on e-learning days. When severe weather is forecast, students will be asked to bring their devices home with them in order to have them available if an e-learning day is called. On an e-learning day, students should log onto their device at the usual start of the school day. Once logged on, the student will open their electronic learning platform (i.e., Seesaw, Google Classroom, or Microsoft Teams) to get their schedule for the day. Instructions for these platforms are available at this [link](#) under Guidance & Resources.

Learning & Assessment

Remote e-learning activities in SASED programs will be designed around each student's IEP goals, and as applicable, the Illinois Learning Standards for K- 12 (including Essential Elements Standards), the Illinois Early Learning and Development Standards for Pre-K, or the SASED Transition Outcomes for students aged 18-22. All students will receive at least 5 clock hours of instruction on remote e-learning days. At least 2.5 hours daily will be teachers and students meeting together virtually for instruction and/or remote services, with the addition of activities, assessment/feedback/progress monitoring, and independent student work at the student's own pace. Students will receive the related services as they would normally occur if they were in-person according to the students' schedule on a given day of closure.

For help

- Is your question about curriculum, classwork, grades? Please ask your student's teacher.
- Is your question about technology? Please ask your student's teacher or contact your program administrator.

Summary of Plan – Info for Teachers & Staff

How do I know if my classroom is doing e-learning or a snow day?

- SASED classrooms located in host schools will follow the host district severe weather decisions and the host district calendar.
- SASED transition/vision transition classrooms will have snow days that will be made up at the end of the school year.
- SASED Southeast & Directions classrooms will likely have e-learning days. Their calendar may not be able to be extended due to ESY Credit Recovery.

Tasks in the event of e-learning days	Who is responsible?	When
Create e-learning packet in advance as a “just in case” and send home or keep in students’ backpacks (optional)	Classroom teams (teachers, TAs/MATAs, related services)	Nov/Dec
Staff will be notified of a potential upcoming e-learning day prior to the end of the school day.	Program/Service Administrator, Central Office Administrator, Host District Administrator	Day before potential e-learning day / severe weather in forecast
If notified that the following day might be an e-learning day, send the following home with students: <ul style="list-style-type: none"> ▪ Student 1:1 device ▪ Any texts or paper-based materials that the students might need in e-learning ▪ Instructions on how and where to log on for e-learning day <ul style="list-style-type: none"> ○ Learning management system or Zoom link for the start of the day or assignment/activity for start of school day ○ Time – start of regular school day ○ Schedule for the day with links (optional) 	Teacher	Day before potential e-learning day / severe weather in forecast
Adjust lesson plans to e-learning. Collaborate with classroom team members to plan any needed schedule changes for students or staff.	Classroom teams (teachers, TAs/MATAs, related services)	Day before potential e-learning day &/or day of e-learning
Work with host district staff to ensure students who are included in general education classes can access e-learning for those classes as well	Classroom teams (teachers, TAs/MATAs, related services)	Day before potential e-learning day &/or day of e-learning
If schedule wasn’t sent home with students, send schedule to students via email	Teacher, or designee	By student’s regular start of their school day
Take attendance in Synergy as usual	Teacher/secretary	e-learning day
Provide instruction for at least 5 hours, including at least 2.5 hours of synchronous instruction on e-learning day	Classroom teams (teachers, TAs/MATAs, related services)	e-learning day
Troubleshoot tech issues by connecting with tech team, as needed.	Classroom teams, tech team, families	e-learning day
Monitor any asynchronous work and respond to student questions that might arise	Classroom teams (teachers, TAs/MATAs, related services)	e-learning day
Remind students to bring their device and all materials back to school	Classroom teams (teachers, TAs/MATAs, related services)	End of e-learning day
Ensure that all devices and materials returned to school	Classroom teams (teachers, TAs/MATAs, related services)	Day after e-learning day

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Purpose & Benefits

- To allow students the opportunity for engaged learning during scheduled emergency days
- To ensure the safety of students and staff on days of inclement weather
- To maintain the school calendar by not adding emergency days at the end of the school year to be made up
- To avoid unexpected interruptions in learning and services provided to students
- To promote school and family collaboration on generalization and maintenance of skills in the home environment
- To promote flexible learning in the digital age and learning beyond school walls

105 ILCS 5/10-20.56 Requirements for Remote E-Learning Day Plans

Remote e-learning day plans must adhere to the requirements set forth in [Section 10-20.56](#) of the Illinois School Code. The following information summarizes SASSED's response to the requirements under 105 ILCS 5/10-20.56:

- E-learning days will not exceed the minimum number of emergency days in the approved school calendar of the SASSED or host school site
- The e-learning program may utilize the internet, telephones, texts, chat rooms, and other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners.
- Accessibility of the remote instruction to all staff and all students enrolled in the district:
 - SASSED is partnering with its member/host districts to ensure that all students have access to an appropriate device (e.g., Chromebook or I-Pad).
 - SASSED will continue to work with its member districts to ensure that all students have internet access available to them for remote learning.
 - Assistive technology required for students to access instruction will be made available based on each student's individual needs.
 - Students and staff will have access to the software necessary for e-learning.
- A public hearing was held on December 8, 2021, at a regular meeting of the SASSED Board of Control. The terms of the proposal were presented and an opportunity for public comments was provided. Notice of the public hearing was provided at least 10 days in advance of the hearing by publication in the Daily Herald; electronic notice designed to reach the parents and guardians of all students enrolled in SASSED programs, and electronic notice designed to reach the collective bargaining representatives SASSED employees and those not in a collective bargaining unit.
- The proposal contains provisions designed to reasonably and practicably accomplish the following:
 - *Provide at least 5 clock hours of instruction or schoolwork for each student participating in an e-learning day*
 - *Ensure access from home for all students participating including a device, the Internet, and other forms of electronic communication that must be utilized*
 - *Non-electronic materials will be made available to students who either do not have access to the required technology on the e-learning day or students who are prevented from accessing the required technology*
 - *Provide appropriate learning opportunities for students with special needs:*

All students being served by SASSED are eligible for special education services and have Individualized Education Plans (IEPs). Some students are included in general education classes for some of their classes. Most students served in SASSED-run programs receive special education supports and services, including all academic classes, in a self-contained special education classroom.

- Students who are included for general education academic subjects will receive remote instruction from their general education teacher in those academic subject areas using the host school's learning management system for synchronous and asynchronous learning activities, including for the distribution assignments and communications. SASSED program classroom staff and/or district special education staff will provide accommodation and modification supports for these subject areas based on the individual needs of the student.
 - Students who receive all academic instruction in self-contained special education classrooms will receive specialized remote instruction from SASSED teachers and related service staff, with support from paraprofessionals using a developmentally appropriate learning management system (i.e., See Saw, Google Classroom, or Microsoft Teams). Instruction, distribution of assignments, and communications will occur through the learning management system and will include both synchronous and asynchronous learning activities. Accommodations and modification supports also will be provided by these staff.
 - Specialized instruction and supports will include individualized supports for each student's IEP goals and objectives.
 - SASSED staff will assess and provide feedback as appropriate on submitted work from students all of whom have Individualized Education Plans.
 - SASSED staff will communicate with students and/or guardians to support the e-learning plan.
- *Take attendance and monitor and verify each student's remote participation:*
- Student attendance will be taken and recorded in the Synergy SIS.
 - Teachers and related service staff will monitor student assignments and engagement in the synchronous and asynchronous learning activities through their learning management system and by email or phone.
 - Teachers and related service staff will monitor questions and conversations through the learning management system, email, and/or by phone.
 - Student work verification will occur through the learning management system, online instructional applications, and/or completed paper packets.
 - Refer to the [Attendance](#) section of this document for additional information.
- *Address the extent to which student participation is within the student's control as to the time, pace, and means of learning*
 - *Provide effective notice to students and their parents or guardians of the use of particular days for e-learning*
 - This information was communicated to teachers, staff, and students on January 13, January 20, and January, 27, 2022.
 - *Provide staff and students with adequate training for e-learning day participation*
 - Most students and staff learned how to do remote learning using their devices and learning management systems during the COVID-19 pandemic school closures. However, training and practice will be provided in the late Fall of each school year to ensure that all staff and students can access their remote learning tools.
 - *Ensure an opportunity for any collective bargaining negotiations with representatives of SASSED's employees that would be legally required, including all classifications of SASSED employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day*
 - *Review and revise the program as implemented to address difficulties confronted*
 - *Communicate the protocol regarding general expectations and responsibilities of e-learning to teachers, staff, and students at least 30 days prior to utilizing an e-learning day.*

- This information was communicated to teachers, staff, and students on January 27, 2022.

Key Definitions

SASED defines “Continuity of Instruction” as a continuation of academic activities as much as possible while mitigating the effects of any significant academic disruption(s). SASED is committed to utilizing remote e-learning, as necessary, in a manner that maintains the continuity of instruction in the event of an emergency disruption that may result in the suspension of learning, including in-school classes and/or after school/extra-curricular activities.

Remote learning/Remote e-learning refers to learning that happens outside of the traditional classroom because the student and teacher are separated by distance and/or time. Remote learning can be real-time or flexibly-timed, and it may or may not involve technology. These days are counted as pupil attendance days for calculation of the length of the SASED programs official calendar under 105 ILCS 5/10-20.56.

Synchronous Learning occurs when there is a scheduled time for the educator and students to meet together virtually for instruction in real time.

Asynchronous Learning occurs when the student is working independently at their own time and pace without real time live instruction or interaction with the educators or other students. Learning in this mode may include virtual instruction through pre-recorded content.

General Staff Expectations

During remote e-learning days, each classroom team (i.e., licensed professional staff) is responsible for maintaining the remote learning plans for their students. Class work on remote e-learning and days should substantially align with the current class content/IEPs and should advance the curriculum and IEPs forward to the fullest extent possible. For consistency, the following general expectations apply:

- Certified/licensed professional staff members will work their *regular work day hours* per the contract with dedicated time online/email/phone daily to provide synchronous and asynchronous instruction and answer student and parent/guardian questions about assignments and SASED-approved online communication technologies
- Classified staff and support staff members will work their *regular work day* by providing continuity of learning supports and other activities as directed by the classroom teacher and/or program administrator
- Staff will review this SASED School Closure E-Learning Plan for familiarity and knowledge of procedures
- Staff members will attend all necessary meetings (e.g. all-staff, IEP, GLT, etc.) as scheduled by the program administrator (or, case manager, etc.) on e-learning days
- Staff members will maintain open lines of communication with PLTs, GLTs, administrators, SIIS team coaches and tech support to collaborate on learning strategies and maximize colleague expertise, skills, and resources

Specific Roles & Responsibilities for Staff

The following Roles and Responsibilities for Staff are designed to provide general clarity and guidance for staff to facilitate remote e-learning days with success for students and families.

Teachers & Vision/Hearing Itinerants

- Plan a variety of student lessons and activities that are accessible to all students in remote settings

- Use a SASED-approved learning management system (LMS) to ensure that at least 2.5 hours of synchronous instruction is provided daily by the team, as well as to provide asynchronous instruction if synchronous instruction is not used for the entire school day. The LMS also may be used to distribute content & assignments, and communicate with students/families. (Seesaw, Google Classroom, Microsoft Teams)
- Create the daily schedule/calendar of lessons, meetings, activities, & assignments for students and communicate the schedule to students and families
- Provide instruction as closely as it was intended to be delivered on that particular school day
- Assess and provide timely feedback on submitted work or live work and progress
- Be available to answer student/caregiver questions
- Uphold duties as a mandated reporter for suspected child abuse/neglect
- Participate in team meetings (PLT, GLT, classroom teams) as scheduled
- Prepare and participate in IEPs as scheduled
- Vision/Hearing Itinerants only: Facilitate access to curriculum and instruction as regularly scheduled

Program-Based Related Services (SLPs, social workers, program-based BMSs, psychologists, O&Ms, nurses)

- Related Service staff should provide therapy and instruction as closely as it was intended to be delivered on that particular school day
- Related service staff will coordinate with classroom teams to create a schedule to indicate when students will receive therapy and will communicate the schedule to families
- Ensure consent for group online instruction is obtained before providing any live group instruction/activities
- Related service staff will use SASED-approved learning management system or other approved online communication technologies to provide services to students virtually
- Provide instructions and activities for strategies that students can work on from home
- Utilize SASED-approved learning management system, other approved online communication technologies, or documents stored in your SASED provided OneDrive or Sharepoint sites to provide and exchange information with students and parents
- Participate in team meetings (PLT, GLT, classroom teams) as scheduled
- Prepare and participate in IEPs as scheduled
- Nurses only: Read and respond to teacher, parent, student, and administrator email inquiries concerning student health

District-Based Related Services (OTs, PTs)

- Related Service staff should provide therapy and instruction as closely as it was intended to be delivered on that particular school day
- Related service staff will coordinate with classroom teams to create a schedule to indicate when students will receive therapy and will communicate the schedule to families
- Continue to prepare for and participate in IEP meetings as scheduled

Support Staff (Teacher Assistants, Sign Language Interpreters, Bus Drivers, MATAs)

- Read alouds
- Join lessons to assist students to support engagement
- Video participation in the classroom (i.e.: be a model for A-PE)
- One-on-ones, write up tips to help support the parents (submit to teacher for review prior to sharing with parents)
- Sign language interpreting
- Brailleing
- Facilitating communication in a family's primary language (other than English) as appropriate
- Other activities to be determined

School Improvement & Instructional Support Team Coaches (SIIST/AT)

- Coaches may be called on to develop at-home strategies to support student behavior through written and phone/video communication
- Support SASED staff in coaching of implementation of learning management systems (e.g., Microsoft Teams, Seesaw, Host District Google Classroom) and instructional technology
- Support staff with remote learning and blended remote learning with content tips & ideas
- Work on current district/program projects
- Develop new trainings on hot topics
- Provide virtual professional development

Program Secretaries & Administrative Assistants

- Manage attendance in Synergy
- Read and respond to teacher, parent, student, and administrator email inquiries
- Use online systems from home to do normal tasks like approving timesheets, updating student information, create PO's, and other assigned tasks
- Complete and disseminate IEP paperwork
- Copy and collate paper packets

Program Administrators & Central Office Administrators

- Develop and implement thoughtful, accessible remote e-learning day plans using stakeholder input, when possible
- Support staff in implementing remote learning plans
- Facilitate IEPs as scheduled
- Monitor student attendance and other staff procedures
- Virtually visit GLT Meetings as scheduled to provide support, facilitation, and instructional leadership
- Virtually visit classrooms on a regular basis
- Facilitate the distribution of hardware, packets, etc.
- Work with districts on behalf of families

Student & Caregiver Responsibilities

Student Responsibilities

- Review assigned work
- Participate in synchronous learning activities
- Complete assigned work by the due date
- Ask clarifying questions when you need help and communicate if you are struggling
- Be respectful to yourself, teachers, and peers

Caregiver Responsibilities

- Review syllabi/schedule, digital learning platform expectations, deadlines, etc.
- Reserve a space for students to complete remote learning work
- Encourage students to get enough sleep
- Set sensible time limits for technology use
- Talk to students about their work every day
- Set a schedule to help students establish and follow regular daily routines

Student Engagement/Instruction

Illinois Learning Standards

Remote e-learning activities in SASED programs will be designed around the Illinois Learning Standards for K-12 (including Essential Elements Standards), the Illinois Early Learning and Development Standards for Pre-K, and the SASED Transition Outcomes for students aged 18-22.

Hours of Instruction

Per Section 10-19.05 of the school code, all students will receive at least 5 clock hours of instruction on remote e-learning days. Each remote e-learning day will include at least 2.5 hours daily of educator-led synchronous instruction with the addition of asynchronous instruction, activities, assessment/feedback/progress monitoring, and independent student work. Students will receive the related services that would have occurred in a students' schedule on a given day of closure. Information will be sent to students and families using a developmentally appropriate Learning Management System, Seesaw, Google Classroom, or Microsoft Teams. Each SASD program/classroom will develop a schedule for remote e-learning that will be provided to the students and families the morning of the closure.

Time Allocations

The time allocations listed below are intended to provide an overview. Students will receive specific individual schedules from their program with times for synchronous and asynchronous activities.

DHH		English Language Arts	Math	Science/Social Studies	Social Emotional Learning	Special Subjects
Early Childhood	Total Time/day	90 min	15 min	15 min	30 min	30 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				
Elementary	Time/day	120 min	60 min	Embedded in ELA	45 min	45 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				
Junior High	Time/day	70 min	40 min	80 min	60 min/week 12 min/day	88 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				
Directions		English Language Arts	Math	Science/Social Studies	Social Emotional Learning	Special Subjects
Elementary	Time/day	90 min	60 min	45 min	45 min	60 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				
Junior High	Time/day	90 min	45 min	90 min	45 min	35 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				

Directions		Class 1-	Class 2-	Class 3 -	Class 4 -	Class 5 -	Class 6-	Class 7-
High School	Time/day	45 min	45 min	45 min	45 min	30 min	45 min	45 min
	Synchronous	-at least 2.5 hours per day						
	Asynchronous	-up to 2.5 hours per day						

Multi-Needs		English Language Arts	Math	Science/Social Studies	Social Emotional Learning	Special Subjects / Daily Living
Early Childhood	Time/day	60 min	30 min	90 min	30 min	90 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				
Elementary	Time/day	90 min	45 min	45 min	30 min	90 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				

Junior High	Time/day	90 min	45 min	45 min	30 min	90 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				
High School	Time/day	90 min	45 min	45 min	30 min	90 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				

Southeast		English Language Arts	Math	Science/Social Studies	Social Emotional Learning	Special Subjects
Elementary	Time/day	90 min	60 min	45 min	45 min	60 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				
Junior High	Time/day	90 min	45 min	90 min	45 min	35 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				

Southeast		Class 1-	Class 2-	Class 3 -	Class 4 -	Class 5 -	Class 6-
High School	Time/day	50 min	50 min	50 min	50 min	50 min	50 min
	Synchronous	-at least 2.5 hours per day					
	Asynchronous	-up to 2.5 hours per day					

STARS		English Language Arts	Math	Science/Social Studies	Social Emotional Learning	Special Subjects
Elementary	Time/day	90 min	45 min	45 min	45 min	75 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				
Junior High	Time/day	90 min	45 min	45 min	45 min	75 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				

Transition		Language Arts	Mathematics/Budgeting	Vocational Skills	Social Emotional Learning	Daily Living Skills
Transition	Time/day	60 min	45 min	60 min	45 min	90 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				

Vision		English Language Arts	Math	Science/Social Studies	Social Emotional Learning	Special Subjects / Daily Living
Early Childhood	Time/day	60 min	60 min	60 min (language development)		60 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				
Elementary	Time/day	90 min	60 min	45 min	30 min	75 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				
Junior High	Time/day	90 min	45 min	90 min	45 min	35 min
	Synchronous	-at least 2.5 hours per day				
	Asynchronous	-up to 2.5 hours per day				

Vision		Class 1-	Class 2-	Class 3 -	Class 4 -	Class 5 -	Class 6-	Class 7-
High School	Time/day	45 min	45 min	45 min	45 min	45 min	45 min	45 min
	Synchronous	-at least 2.5 hours per day						
	Asynchronous	-up to 2.5 hours per day						

Planning

- Staff will plan instruction for at least a 5-hour day, including at least 2.5 hours of synchronous learning for resources.
- Staff will work as teams to create and send to students/families a schedule for each student, including specific times for all whole group, small group, and individual synchronous learning activities that includes related services and progress monitoring times
- Staff will use the curricular resources and materials identified by their program/service
- Class teams will create/adapt paper packets and other non-digital students materials as appropriate.
- Students, parents/caregivers, and staff will be provided with resources and participate in training annually to ensure that they can log in and use the learning management system (e.g., Seesaw, Microsoft Teams, Google Classroom) and instructional technology (e.g., Wonders, Unique Learning) that will be utilized for their class

Delivery

- Staff will deliver remote synchronous and asynchronous learning activities for 5-hours each day using the materials designated by the program/service
- Class teams will rotate through their schedule to provide group and/or individual synchronous and asynchronous activities
- Recording of any activities will not include students
- Staff will include teaching/reteaching of CHAMPS, including STOIC, practices as needed to support e-learning
- Class teams will assign work tasks that students will turn in for feedback/grading
- Class teams will take and record student attendance daily
- Class teams will log all activities as usual.
- Class teams will monitor student engagement in paper packets and other non-digital students materials as appropriate.
- Staff and students/caregivers will utilize the learning management system, instructional technology, and non-digital materials as defined by their program
- Students will actively participate in the synchronous and asynchronous learning activities for 5- hours each day
- Students will complete and turn in assigned work by the due date

Feedback & Assessment

Providing specific, timely feedback to students, including IEP updates and grades, is important to student learning. During remote e-learning, teachers and related service staff should include regular, on-going formative assessments to monitor student learning.

e-Learning Program Verification Form

According to Section 10-20.56 of the School Code [\[105 ILCS 5/10-20.56\]](#), school districts may, by adopted resolution, utilize “e-learning days” in lieu of emergency days. The number of e-learning days may not exceed the number of emergency days in the approved school calendar. The district’s e-learning program must be verified by the regional office of education or intermediate service center for the school district prior implementation. Before adoption, the school board must hold a public hearing for initial proposal or renewal of e-learning program by:

- District Name: School Association for Special Education in DuPage
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
Date of Publication: January 13, 2022
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district
Date of Notification: January 13, 2022
- Written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and all those employees not in a collective bargaining unit
Date of Notification: January 20, 2022
- The school board’s approval of a district’s initial e-learning program and renewal of the e-learning program shall be for a term of 3 years
Date of Public Hearing: _____ Date of Board Meeting/Resolution: _____

Specifically, the regional office of education or intermediate service center for the school district must verify that the e-learning proposal will: 1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and 2) contain provisions designed to reasonably and practicably accomplish the following:

- Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program ● Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify each student's electronic participation
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning ● Provide effective notice to students and their parents or guardians of the use of particular days for e-learning ● Provide staff and students with adequate training for e-learning days' participation
- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program
- Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day
- Review and revise the program as implemented to address difficulties confronted
- Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day

School Dist. Superintendent (printed) Signature* Date _____ Verified by:

Regional Superintendent (printed) Signature Date _____ Verified by:

**Supporting documentation for any/all items listed may be required by the regional office of education or intermediate service center.*



To: Board of Control
From: Don Robinson, Direct of Business Services, CSBO
Date: January 26, 2022
Re: Audit Presentation

Purpose: for the Board's FY21 auditors to present their findings.

Background: the Board engages an audit firm to conduct an audit of SASED's financial records at the close of each fiscal year. Lauterbach & Amen, LLP was selected to conduct this past year's audit. Mr. Don Shaw is here on behalf of the firm to present their findings and answer any questions.

Next Steps: accept the June 30, 2021 audit report from Lauterbach & Amen, LLP.



Fiscal Year 2022-23 Budget Development Presentation

Submitted: January 26, 2022

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Recommendation

The administration recommends the Governing Board and Board of Control approve moving ahead with the FY23 budget development consistent with the recommendations summarized in the following pages.

Budget Guidelines and Assumption

Budget Calendar

Budget Process and Timeline	Date
Preliminary budget parameters, including tuition charges, and fees, are presented to the Finance Committee.	January 12, 2022
Preliminary budget parameters are presented at the January joint Governing Board and Board of Control meeting.	January 26, 2022
Staffing patterns and student enrollment projections are developed.	February 2022
Preliminary program budgets are developed.	February 2022
Menu of Services rates are developed.	February 2022
Finance Committee approves preliminary tuition charges and fees.	February 9, 2022
Board of Control approves tuition charges and fees.	February 23, 2022
Menus are distributed to SASSED member districts.	March 2022
Program Administrators and Administrative Staff complete budget proposals for Cabinet review.	March 11, 2022
Finance Committee reviews budget progress.	March 23, 2022
Tentative budget presented to Finance Committee.	May 5, 2022
Tentative budget presented to Board of Control.	May 18, 2022
Governing Board approves tentative budget and directs it be placed on public display for a minimum of 30 days.	May 25, 2022
Governing Board meets to hold a public hearing and then approve the final budget. The deadline for approval is September 1.	July – August 2022
File the approved budget with the DuPage County Clerk.	Within 30 days of budget approval
Transmit approved budget to ISBE.	Within 30 days of budget approval

Budget Process

SASSED administration is continuing efforts to review the various programs and ensure that staffing and budgetary resources are used efficiently. These efforts include providing the program administrators with historical as well as current information for their review as they develop budget recommendations.

Analysis

Planning objectives include maximizing individual classroom enrollments while staying within regulatory limits. Efforts also emphasize sharing of staff members, where practical, to maximize staffing efficiencies. The consistent goal of budget development processes is to identify

opportunities to minimize tuition and fee rates, and incorporate better, more efficient ideas into the budget recommendations.

Review of Staffing Patterns

- SASED's past practice has been to collaboratively develop staffing patterns with input from program administrators. Final decisions are made at the cabinet level.
- The use of related services staff members to provide planning time for teachers will be reviewed to determine minutes needed and explore other low-cost alternatives.
- Curriculum and technology priorities will be incorporated into proposed budgets for specific programs and forwarded for approval or revision at the cabinet level. All revisions to program budgets will be discussed with the program administrator who submitted the proposals.
- Program administrators will be required to justify one-to-one assistant staffing based upon clearly articulated educational needs of students. In cases where the justification is questionable, efforts will be made to eliminate one-to-one services, so long as the student's educational needs remain well supported.
- Operating costs for SASED services to member districts (i.e., IST, SI, AT, OT/PT, and Itinerant Teachers) are comprised almost entirely of salary and benefits. In addition to maximizing caseloads for staffing efficiency, the Cabinet team will pursue cost avoidance related to 'overhead/administrative' staffing supports for SASED programming.

Personnel Reimbursement

Personnel Reimbursement has been replaced with the Evidence Based Funding formula (EBF). Under this model of distributing State funds to school districts, SASED receives an ongoing hold harmless payment of approximately \$2,800,000. It is paid in bimonthly payments, which is favorable to SASED's monthly cash flow. The Finance Committee has recommended that we allocate the EBF revenues to offset program costs as we had previously done with the Personnel Reimbursement. Additionally, Medicaid revenues have been incorporated into funds necessary to balance revenues and expenditures within the programs.

Transportation Reimbursement

This revenue source totaled represents approximately \$392,000. It requires an annual claim in the year funds are spent, and then reimbursement is received in the year following the claim.

Out of District Fees

Based on enrollment, non-SASED and non-DWC districts can place students in SASED programs. We currently charge a \$5,000 tuition surcharge to non-member districts for students who attend these programs. These fees work toward reducing tuition costs for our member districts. We recommend no change in this fee for FY 23.

Salaries & Wages

SASED and the SASED Education Association recently settled a labor contract. This agreement is retroactive to July 1, 2021. Due to the complexity caused by a larger number of calendars found in joint agreements, adjustments and retro pay are projected to be completed by February 22. The business office is hopeful to have the financials “trued up” and available for projecting FY22 results and FY23 salary projections soon after.

Employee Benefits

The 2021 calendar renewals were all very favorable. The 2022 calendar renewals may not be as favorable as our national health infrastructure continues to be impacted by COVID with increased retirements, burn-out, and career changes likely driving up costs.

Other Matters

COVID continues to dominate the news and wreak havoc on teaching and learning, student attendance, staff attendance, and the labor market. FY22 is seeing large increases in substitute costs. In addition, staffing shortages have forced SASED to use more contract labor, which results in higher labor costs.

Student counts can fluctuate from year to year. Some programs have seen declines in usage. There is also the risk of member districts implementing in-house programs to replace SASED programs.

The ESSER III grant provides SASED with an opportunity to receive more than \$1.58 million. The funds are allocated as \$722,247 for Learning Loss, \$218,196 for Summer Enrichment, and \$218,196 for After-School Programs. The grant application has been submitted and we are waiting for ISBE’s latest review. The After-School Programs will be difficult to utilize, but the administration believes the remainder of the grant will be usable. ISBE has held joint agreements to very strict restrictions for usage compared to school districts.

In anticipation of continued pension reform conversations in Springfield, the administration will continue to budget 1.0% of certified salaries to provide for a pension cost shift from the State to districts and cooperatives.

The Ten-year Life Safety Survey identified several high priority items. SASED administration will continue to address deficiencies subject to supply chain availability.

The data network equipment in both buildings is either at or near end-of-life. SASED’s E-Rate consultant has filed a Form 470 listing all replacement equipment. Category 2 E-Rate funds will not be sufficient to pay for the upgrade. SASED has been approved for approximately \$50,000 in Emergency Connectivity Fund (ECF) funding for Chromebooks. Applications totaling \$44,000 in additional ECF funding for HP Laptops are pending. These funds, almost \$94,000, could be used to offset the network upgrade cost.

Assumptions – Tuition Revenues

Tuition programs are budgeted at a 2.5 to 3.5% increase over the average of FY21 final tuition charges and FY22 pre-bill charges. The tuition charges are rounded to the nearest '00. The table below illustrates these charges.

Program	Population	FY21 Final	Extended	FY22 Prebill	FY23 ex - 3% *
BD	70.45	34,794	2,451,244	33,962	35,400
Directions	16.72	31,130	520,490	30,770	31,900
VI	68.54	39,072	2,678,015	41,436	41,500
HI	55.41	44,945	2,490,388	44,424	46,000
MN	93.87	39,820	3,737,904	41,934	42,100
STARS	44.37	32,141	1,426,090	33,818	34,000
Transition	15.57	40,467	630,070	41,196	42,100
	364.93	<-- TOTALS -->	13,934,202		
		Weighted Average Tuition	38,200	<small>*FY23: ROUND((FY21 + FY22)/2*(1+H12),-2)</small>	

Assumptions – Service Programs

OT/PT

OT/PT services rates are budgeted at a 2.5 to 3.5% increase over FY22.

OT/PT	FY22	+ 2.5%	+ 3.5%
LEVEL I	1,135	1,163	1,175
LEVEL III	2,271	2,328	2,350
LEVEL III	3,402	3,487	3,521
LEVEL IV	4,538	4,651	4,697
LEVEL V	6,806	6,976	7,044
LEVEL VI	8,978	9,202	9,292
LEVEL VII	11,343	11,627	11,740
LEVEL VIII	13,615	13,955	14,092
LEVEL IX	15,881	16,278	16,437
LEVEL X	18,151	18,605	18,786
LEVEL XI	20,416	20,926	21,131
LEVEL X11	22,688	23,255	23,482

Assisted Technology, School Improvement, and Itinerant Teachers

Assisted Technology, School Improvement, and Itinerant Teachers rates are budgeted at a 2.5 to 3.5% increase over FY22.

Service	Measure	FY22	FY23
Assisted Technology	per day	\$821	2.5 - 3.5%
School Improvement	per day	\$876	2.5 - 3.5%
Itinerant Teachers	per minute	\$3.67	2.5 - 3.5%

Classroom Aides, Medical Assistants, and Interpreters

Classroom Aides, Medical Assistants, and Interpreters are budgeted at a 2.5 to 3.5% increase over FY22.

Service	FY22	FY23
Classroom aides	\$31,136	2.5 - 3.5%
Medical assistants	\$58,856	2.5 - 3.5%
Interpreters	\$60,245	2.5 - 3.5%

Other Assumptions – Expenditures

Salaries

As mentioned in the prior section, certified wages are currently difficult to estimate since the recent contract settlement will likely result in many staff going off the salary grid due to the 6.0% cap on year-to-year increases. In addition, the labor shortage will likely continue, resulting in a higher proportion of contract labor at an increased cost.

Rental Rates

The administration is studying classroom rentals with the intent of identifying better space usage that will reduce overall rental costs. Classroom rentals are projected to remain at \$23,000 per year.

**GOVERNING BOARD
BOARD OF CONTROL**

**FY23 BUDGET
DISCUSSION**

ASSUMPTIONS

- Salary and hourly rate increases
 - Certified Bargaining unit Per contract
 - Non-Certified Bargaining Unit 2.0%
 - OT/PT's t/b/d
 - All Others t/b/d

Staffing Issues

- Staffing shortage continues
- Active recruitment and retention plan in place
- Increased use of contractors due to labor shortage
- 1:1 aide analysis
- Increased need for nursing staff
- Class size ratios

TENTATIVE BUDGETED TUITION RATES

Program	FY22 Prebill	FY23 Increase
• Directions	\$30,770	2.5 – 3.5 %
• Multineeds	\$41,934	2.5 – 3.5 %
• STARS	\$33,818	2.5 – 3.5 %
• Vision	\$41,436	2.5 – 3.5 %
• SE Alt School	\$33,962	2.5 – 3.5 %
• Transition	\$41,196	2.5 – 3.5 %
• DHH	\$45,424	2.5 – 3.5 %

TENTATIVE SERVICE FEE RATES

Service	FY22 Rate	FY23 Increase
● OT/PT	Next Slide	2.5 – 3.5 %
● Assisted Technology	\$821/day	2.5 – 3.5 %
● School Improvement	\$876/day	2.5 – 3.5 %
● Itinerant Teachers	\$3.67/minute	2.5 – 3.5 %

OT/PT

OT/PT	FY22	+ 2.5%	+ 3.5%
LEVEL I	1,135	1,163	1,175
LEVEL III	2,271	2,328	2,350
LEVEL III	3,402	3,487	3,521
LEVEL IV	4,538	4,651	4,697
LEVEL V	6,806	6,976	7,044
LEVEL VI	8,978	9,202	9,292
LEVEL VII	11,343	11,627	11,740
LEVEL VIII	13,615	13,955	14,092
LEVEL IX	15,881	16,278	16,437
LEVEL X	18,151	18,605	18,786
LEVEL XI	20,416	20,926	21,131
LEVEL X11	22,688	23,255	23,482

SERVICE FEE RATES

One to One	FY22 Rate	FY23 Increase
● Classroom Aides	\$31,136	2.5 – 3.5 %
● Medical assistants	\$58,856	2.5 – 3.5 %
● Interpreters	\$60,245	2.5 – 3.5 %

QUESTIONS?



To: Governing Board, Board of Control
From: Don Robinson, Director of Business Services
Date: January 26, 2022
Re: Proposed Amended Budget

Purpose:

Receive approval to proceed with amending the FY22 budget.

Background:

Each year the business office prepares an annual budget. The process includes presenting to the Finance Committee, presenting to the joint meeting of the Governing Board and the Board of Control, placing the approved tentative budget on display for a minimum of 30 days, holding a budget hearing, and then approving the final budget at a public meeting immediately following the budget hearing. Amending the budget follows the same process, including holding a budget hearing separate from the regular hearing.

ISBE requires an amended budget if the education fund's expenditures exceed the adopted budget. The proposed amended budget is 9.65% higher than the approved budget. In addition, if adopted, the amended budget is only 1.27% higher than last year's budget.

A copy of the state budget form is included.

SASED, like other organizations, is still being impacted by COVID. Significant expense increases are being incurred in short-term and long-term substitution coverage. In addition, a widespread labor shortage is resulting in increased dependence on staffing agencies.

The recently approved CBA will take time to implement. Payroll will need to update more than 40 calendars, enter the new salary tables, and then run the salaries, lanes, and steps. The 6% year-to-year cap will need to be manually checked for each member of the bargaining unit. The increases in extra duty and internal subbing will also need to be calculated on a retro basis. I share this to explain why we will not know the new CBA's financial impact until late February.

Next Steps:

1. Approve the tentative amended budget and place it on display for a minimum of 30 days
2. Hold a budget hearing
3. Approve the amended budget
4. File the amended budget as required with government entities

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

School District
 Joint Agreement

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2021 - June 30, 2022

Accounting Basis:

Cash
 Accrual

Unbalanced budget, however, a deficit reduction plan is not required at this time.

Date of Amended Budget: 01/26/2022
(MM/DD/YY)

District Name: School Assoc. for Special Education in DuPage Co.
District RCDT No: 19-022-8030-60

If your FY21 AFR states that you need to do a deficit reduction plan and your FY22 budget is balanced please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of School Assoc. for Special Education in DuPage Co., County of DuPage,
State of Illinois, for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

WHEREAS the Board of Education of School Assoc. for Special Education in DuPage Co.,
County of DuPage, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary
of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the _____ day of _____, 20____,
notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;
beginning _____ and ending _____

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be
The budget shall be approved and signed below by members of the School Board. Adopted this _____

day of _____, 20____ by a roll call vote of _____ Yeas, and _____ Nays, to wit:

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.
** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.

- (1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).
- (2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted to **School Finance Report (SFR)**: <https://sec1.isbe.net/attachmgr/default.aspx>
Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.										
Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
ESTIMATED BEGINNING FUND BALANCE July 1, 2021 ¹ (without Student		8,300,000	198,900	0	0	0	0	0	0	0
RECEIPTS/REVENUES (without Student Activity Funds)										
LOCAL SOURCES	1000	26,050,243	200,000	0	0	0	0	0	0	0
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE	2000	836,296	0	0	0	0	0	0	0	0
STATE SOURCES	3000	3,180,871	20,000	0	0	0	0	0	0	0
FEDERAL SOURCES	4000	2,144,506	0	0	0	0	0	0	0	0
Total Direct Receipts/Revenues ⁸		32,211,916	220,000	0	0	0	0	0	0	0
Receipts/Revenues for "On Behalf" Payments ²	3998	5,374,000								
Total Receipts/Revenues		37,585,916	220,000	0	0	0	0	0	0	0
DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)										
INSTRUCTION	1000	18,028,688				0			0	
SUPPORT SERVICES	2000	15,120,164	121,100		0	0	0		0	0
COMMUNITY SERVICES	3000	0	0		0	0			0	
PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	0	0	0	0	0	0		0	0
DEBT SERVICES	5000	0	0	0	0	0			0	0
PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0
Total Direct Disbursements/Expenditures ⁹		33,148,852	121,100	0	0	0	0		0	0
Disbursements/Expenditures for "On Behalf" Payments ²	4180	5,374,000	0	0	0	0	0		0	0
Total Disbursements/Expenditures		38,522,852	121,100	0	0	0	0		0	0
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(936,936)	98,900	0	0	0	0	0	0	0
OTHER SOURCES/USES OF FUNDS										
OTHER SOURCES OF FUNDS (7000)										
PERMANENT TRANSFER FROM VARIOUS FUNDS										
Abolishment the Working Cash Fund ¹⁶	7110									
Abatement of the Working Cash Fund ¹⁶	7110									
Transfer of Working Cash Fund Interest	7120									
Transfer Among Funds	7130									
Transfer of Interest	7140									
Transfer from Capital Projects Fund to O&M Fund	7150		0							
Transfer of Excess Fire Prev. & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0							
Transfer of Excess Accumulated Fire Prev. & Safety Bond and Int. ^{3a} Proceeds to	7170			0						
SALE OF BONDS (7200)										
Principal on Bonds Sold ⁴	7210									
Premium on Bonds Sold	7220									
Accrued Interest on Bonds Sold	7230									
Sale or Compensation for Fixed Assets ⁵	7300									
Transfer to Debt Service to Pay Principal on Capital Leases	7400			0						
Transfer to Debt Service Fund to Pay Interest on Capital Leases	7500			0						
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0						
Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0						
Transfer to Capital Projects Fund	7800						0			
ISBE Loan Proceeds	7900									
Other Sources Not Classified Elsewhere	7990									
Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0
OTHER USES OF FUNDS (8000)										
TRANSFER TO VARIOUS OTHER FUNDS (8100)										
Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							0		
Transfer of Working Cash Fund Interest	8120							0		
Transfer Among Funds	8130									
Transfer of Interest ⁶	8140									
Transfer from Capital Projects Fund to O&M Fund	8150									
Transfer of Excess Fire Prev. & Safety Tax & Interest ³ Proceeds to O&M Fund	8160									
Transfer of Excess Accumulated Fire Prev. & Safety Bond ^{3a} and	8170									
Taxes Pledged to Pay Principal on Capital Leases	8410									
Grants/Reimbursements Pledged to Pay Principal on Capital Leases	8420									
Other Revenues Pledged to Pay Principal on Capital Leases	8430									
Fund Balance Transfers Pledged to Pay Principal on Capital Leases	8440									
Taxes Pledged to Pay Interest on Capital Leases	8510									
Grants/Reimbursements Pledged to Pay Interest on Capital Leases	8520									
Other Revenues Pledged to Pay Interest on Capital Leases	8530									
Fund Balance Transfers Pledged to Pay Interest on Capital Leases	8540									
Taxes Pledged to Pay Principal on Revenue Bonds	8610									
Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620									
Other Revenues Pledged to Pay Principal on Revenue Bonds	8630									
Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640									
Taxes Pledged to Pay Interest on Revenue Bonds	8710									

Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
Taxes Transferred to Pay for Capital Projects	8810										
Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
Other Revenues Pledged to Pay for Capital Projects	8830										
Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
Transfer to Debt Service Fund to Pay Principal on ISRF Loans	8910										
Other Uses Not Classified Elsewhere	8990										
Total Other Uses of Funds		0	0	0	0	0	0	0	0	0	0
Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	0
ESTIMATED ENDING FUND BALANCE June 30, 2022 (Without Student Activity)		7,363,064	297,800	0	0	0	0	0	0	0	0
Student Activity ESTIMATED BEGINNING FUND BALANCE July 1, 2021		0									
RECEIPTS/REVENUES (For Student Activity Funds)											
Total Student Activity Direct Receipts/Revenues (Local Sources)	1700	0									
DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
Total Student Activity Direct Disbursements/Expenditures	1999	0									
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0									
Student Activity ESTIMATED ENDING FUND BALANCE June 30, 2022		0									
Total ESTIMATED BEGINNING FUND BALANCE July 1, 2021 (All Sources)		8,300,000	198,900	0	0	0	0	0	0	0	0
RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
LOCAL SOURCES	1000	26,050,243	200,000	0	0	0	0	0	0	0	0
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE	2000	836,296	0	0	0	0	0	0	0	0	0
STATE SOURCES	3000	3,180,871	20,000	0	0	0	0	0	0	0	0
FEDERAL SOURCES	4000	2,144,506	0	0	0	0	0	0	0	0	0
Total Direct Receipts/Revenues⁸		32,211,916	220,000	0	0	0	0	0	0	0	0
Receipts/Revenues for "On Behalf" Payments⁴	3998	5,374,000	0	0	0	0	0	0	0	0	0
Total Receipts/Revenues		37,585,916	220,000	0	0	0	0	0	0	0	0
DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
INSTRUCTION	1000	18,028,688				0				0	
SUPPORT SERVICES	2000	15,120,164	121,100		0	0	0			0	0
COMMUNITY SERVICES	3000	0	0		0	0				0	
PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	0	0	0	0	0	0			0	0
DEBT SERVICES	5000	0	0	0	0	0				0	0
PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0			0	0
Total Direct Disbursements/Expenditures⁹		33,148,852	121,100	0	0	0	0			0	0
Disbursements/Expenditures for "On Behalf" Payments²	4180	5,374,000	0	0	0	0	0			0	0
Total Disbursements/Expenditures		38,522,852	121,100	0	0	0	0			0	0
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(936,936)	98,900	0	0	0	0	0	0	0	0
OTHER SOURCES/USES OF FUNDS											
OTHER SOURCES OF FUNDS (7000)											
Total Other Sources of Funds⁸		0	0	0	0	0	0	0	0	0	0
OTHER USES OF FUNDS (8000)											
Total Other Uses of Funds⁹		0	0	0	0	0	0	0	0	0	0
Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	0
ESTIMATED ENDING FUND BALANCE June 30, 2022 (All Sources With student)		7,363,064	297,800	0	0	0	0	0	0	0	0

SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
Description	Acct	(10) Educational	(20) Operations &	(30) Debt Service	(40) Transportation	(50) Municipal	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention &	Total By Object
Salaries	100	21,061,293	0		0		0		0	0	21,061,293
Employee Benefits	200	6,228,236	0		0	0	0		0	0	6,228,236
Purchased Services	300	4,923,868	0	0	0	0	0		0	0	4,923,868
Supplies & Materials	400	595,465	0		0		0		0	0	595,465
Capital Outlay	500	122,200	121,000		0		0		0	0	243,200
Other Objects	600	0	0	0		0	0		0	0	0
Non-Capitalized Equipment	700	217,790	100		0		0		0	0	217,890
Termination Benefits	800	0	0		0				0	0	0
Total Expenditures		33,148,852	121,100	0	0	0	0	0	0	0	33,269,952

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations &	(30) Debt Service	(40) Transportation	(50) Municipal	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention &
BEGINNING CASH BALANCE ON HAND July 1, 2021 ⁷ (Without Student Activity Funds)		13,315,601	0							
Total Direct Receipts & Other Sources ⁸		32,211,916	220,000	0	0	0	0	0	0	0
OTHER RECEIPTS										
Interfund Loans Payable (Loans from Other Funds)	411									
Interfund Loans Receivable (Repayment of Loans)	141									
Notes and Warrants Payable	433									
Other Current Assets	199									
Total Other Receipts		0	0	0	0	0	0	0	0	0
Total Direct Receipts, Other Sources, & Other Receipts		32,211,916	220,000	0	0	0	0	0	0	0
Total Amount Available		45,527,517	220,000	0	0	0	0	0	0	0
Total Direct Disbursements & Other Uses ⁹		33,148,852	121,100	0	0	0	0	0	0	0
OTHER DISBURSEMENTS										
Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
Interfund Loans Payable (Repayment of Loans)	411									
Notes and Warrants Payable	433									
Other Current Liabilities	499									
Total Other Disbursements		0	0	0	0	0	0	0	0	0
Total Direct Disbursements, Other Uses, & Other Disbursements		33,148,852	121,100	0	0	0	0	0	0	0
ENDING CASH BALANCE ON HAND June 30, 2022 ⁷ (Without Student Activity Funds)		12,378,665	98,900	0	0	0	0	0	0	0
Activity Funds BEGINNING CASH BALANCE ON HAND July 1, 2021 ⁷		0								
Total Direct Receipts & Other Sources ⁸		0								
Total Amount Available		0								
Total Direct Disbursements & Other Uses ⁹		0								
Activity funds ENDING CASH BALANCE ON HAND June 30, 2022 ⁷		0								
Total BEGINNING CASH BALANCE ON HAND July 1, 2021 ⁷ (With Student		13,315,601	0	0	0	0	0	0	0	0
Total Direct Receipts & Other Sources ⁸		32,211,916	220,000	0	0	0	0	0	0	0
Total Other Receipts		0	0	0	0	0	0	0	0	0
Total Direct Receipts, Other Sources, & Other Receipts		32,211,916	220,000	0	0	0	0	0	0	0
Total Amount Available		45,527,517	220,000	0	0	0	0	0	0	0
Total Direct Disbursements & Other Uses ⁹		33,148,852	121,100	0	0	0	0	0	0	0
Total Other Disbursements		0	0	0	0	0	0	0	0	0
Total Direct Disbursements, Other Uses, & Other Disbursements		33,148,852	121,100	0	0	0	0	0	0	0
Total ENDING CASH BALANCE ON HAND June 30, 2022 ⁷ (With Student Activity Funds)		12,378,665	98,900	0	0	0	0	0	0	0

Description: Enter Whole Numbers Only	Acct	(10) Educational	(20) Operations &	(30) Debt Service	(40) Transportation	(50) Municipal	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention &
RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
Designated Purposes Levies ¹¹ (1110-1120)	-									
Leasing Purposes Levy ¹²	1130									
Special Education Purposes Levy	1140									
FICA and Medicare Only Levies	1150									
Area Vocational Construction Purposes Levy	1160									
Summer School Purposes Levy	1170									
Other Tax Levies (Describe & Itemize)	1190									
Total Ad Valorem Taxes Levied by District		0	0	0	0	0	0	0	0	0
PAYMENTS IN LIEU OF TAXES	1200									
Mobile Home Privilege Tax	1210									
Payments from Local Housing Authority	1220									
Corporate Personal Property Replacement Taxes ¹³	1230									
Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
Total Payments in Lieu of Taxes		0	0	0	0	0	0	0	0	0
TUITION	1300									
Regular Tuition from Pupils or Parents (In State)	1311									
Regular Tuition from Other Districts (In State)	1312									
Regular Tuition from Other Sources (In State)	1313									
Regular Tuition from Other Sources (Out of State)	1314									
Summer School Tuition from Pupils or Parents (In State)	1321									
Summer School Tuition from Other Districts (In State)	1322	300,000								
Summer School Tuition from Other Sources (In State)	1323									
Summer School Tuition from Other Sources (Out of State)	1324									
CTE Tuition from Pupils or Parents (In State)	1331									
CTE Tuition from Other Districts (In State)	1332									
CTE Tuition from Other Sources (In State)	1333									
CTE Tuition from Other Sources (Out of State)	1334									
Special Education Tuition from Pupils or Parents (In State)	1341									
Special Education Tuition from Other Districts (In State)	1342	14,599,879								
Special Education Tuition from Other Sources (In State)	1343									
Special Education Tuition from Other Sources (Out of State)	1344									
Adult Tuition from Pupils or Parents (In State)	1351									
Adult Tuition from Other Districts (In State)	1352									
Adult Tuition from Other Sources (In State)	1353									
Adult Tuition from Other Sources (Out of State)	1354									
Total Tuition		14,899,879								
TRANSPORTATION FEES	1400									
Regular Transportation Fees from Pupils or Parents (In State)	1411									
Regular Transportation Fees from Other Districts (In State)	1412									
Regular Transportation Fees from Other Sources (In State)	1413									
Regular Transportation Fees from Co-curricular Activities (In State)	1415									
Regular Transportation Fees from Other Sources (Out of State)	1416									
Summer School Transportation Fees from Pupils or Parents (In State)	1421									
Summer School Transportation Fees from Other Districts (In State)	1422									
Summer School Transportation Fees from Other Sources (In State)	1423									
Summer School Transportation Fees from Other Sources (Out of State)	1424									
CTE Transportation Fees from Pupils or Parents (In State)	1431									
CTE Transportation Fees from Other Districts (In State)	1432									
CTE Transportation Fees from Other Sources (In State)	1433									
CTE Transportation Fees from Other Sources (Out of State)	1434									
Special Education Transportation Fees from Pupils or Parents (In State)	1441									
Special Education Transportation Fees from Other Districts (In State)	1442									
Special Education Transportation Fees from Other Sources (In State)	1443									
Special Education Transportation Fees from Other Sources (Out of State)	1444									
Adult Transportation Fees from Pupils or Parents (In State)	1451									
Adult Transportation Fees from Other Districts (In State)	1452									
Adult Transportation Fees from Other Sources (In State)	1453									
Adult Transportation Fees from Other Sources (Out of State)	1454									
Total Transportation Fees					0					

EARNINGS ON INVESTMENTS		1500																		
Interest on Investments	1510	80,000																		
Gain or Loss on Sale of Investments	1520																			
Total Earnings on Investments		80,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FOOD SERVICE		1600																		
Sales to Pupils - Lunch	1611																			
Sales to Pupils - Breakfast	1612																			
Sales to Pupils - A la Carte	1613																			
Sales to Pupils - Other (Describe & Itemize)	1614																			
Sales to Adults	1620																			
Other Food Service (Describe & Itemize)	1690	25,000																		
Total Food Service		25,000																		
DISTRICT/SCHOOL ACTIVITY INCOME		1700																		
Admissions - Athletic	1711																			
Admissions - Other	1719																			
Fees	1720																			
Book Store Sales	1730																			
Other District/School Activity Revenue (Describe & Itemize)	1790																			
Student Activity Fund Revenues	1799																			
Total District/School Activity Income (without Student Activity Funds 1799)		0	0																	
Total District/School Activity Income (with Student Activity Funds 1799)		0																		
TEXTBOOK INCOME		1800																		
Rentals - Regular Textbooks	1811																			
Rentals - Summer School Textbooks	1812																			
Rentals - Adult/Continuing Education Textbooks	1813																			
Rentals - Other (Describe)	1819																			
Sales - Regular Textbooks	1821																			
Sales - Summer School Textbooks	1822																			
Sales - Adult/Continuing Education Textbooks	1823																			
Sales - Other (Describe & Itemize)	1829																			
Other (Describe & Itemize)	1890																			
Total Textbooks		0																		
OTHER REVENUE FROM LOCAL SOURCES		1900																		
Rentals	1910																			
Contributions and Donations from Private Sources	1920																			
Impact Fees from Municipal or County Governments	1930																			
Services Provided Other Districts	1940	11,045,364																		
Refund of Prior Years' Expenditures	1950																			
Payments of Surplus Moneys from TIF Districts	1960																			
Drivers' Education Fees	1970																			
Proceeds from Vendors' Contracts	1980																			
School Facility Occupation Tax Proceeds	1983																			
Payment from Other Districts	1991		200,000																	
Sale of Vocational Projects	1992																			
Other Local Fees (Describe & Itemize)	1993																			
Other Local Revenues (Describe & Itemize)	1999																			
Total Other Revenue from Local Sources		11,045,364	200,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	26,050,243	200,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		26,050,243																		
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE																				
Flow-Through Revenue from State Sources	2100																			
Flow-Through Revenue from Federal Sources	2200	836,296																		
Other Flow-Through Revenue (Describe & Itemize)	2300																			
Total Flow-Through Receipts/Revenues From One	2000	836,296	0						0	0										
RECEIPTS/REVENUES FROM STATE SOURCES (3000)																				
UNRESTRICTED GRANTS-IN-AID (3001-3099)																				
Evidence Based Funding Formula (Section 18-8.15)	3001	2,799,607																		
Reorganization Incentives (Accounts 3005-3021)	3005																			
Fast Growth District Grants	3030																			
Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099		20,000																	

Total Unrestricted Grants-In-Aid		2,799,607	20,000	0	0	0	0	0	0
RESTRICTED GRANTS-IN-AID (3100-3900)									
SPECIAL EDUCATION									
Special Education - Private Facility Tuition	3100								
Special Education - Funding for Children Requiring Sp Ed Services	3105								
Special Education - Personnel	3110								
Special Education - Orphanage - Individual	3120								
Special Education - Orphanage - Summer Individual	3130								
Special Education - Summer School	3145								
Special Education - Other (Describe & Itemize)	3199								
Total Special Education		0	0		0				
CAREER AND TECHNICAL EDUCATION (CTE)									
CTE - Technical Education - Tech Prep	3200								
CTE - Secondary Program Improvement (CTEI)	3220								
CTE - WECEP	3225								
CTE - Agriculture Education	3235								
CTE - Instructor Practicum	3240								
CTE - Student Organizations	3270								
CTE - Other (Describe & Itemize)	3299								
Total Career and Technical Education		0	0		0				
BILINGUAL EDUCATION									
Bilingual Education - Downstate - TPI and TBE	3305								
Bilingual Education - Downstate - Transitional Bilingual Education	3310								
Total Bilingual Education		0			0				
State Free Lunch & Breakfast	3360	1,264							
School Breakfast Initiative	3365								
Driver Education	3370								
Adult Education (from ICCB)	3410								
Adult Education - Other (Describe & Itemize)	3499								
TRANSPORTATION									
Transportation - Regular and Vocational	3500								
Transportation - Special Education	3510	380,000							
Transportation - Other (Describe & Itemize)	3599								
Total Transportation		380,000	0		0	0			
Learning Improvement - Change Grants	3610								
Scientific Literacy	3660								
Truant Alternative/Optional Education	3695								
Early Childhood - Block Grant	3705								
Chicago General Education Block Grant	3766								
Chicago Educational Services Block Grant	3767								
School Safety & Educational Improvement Block Grant	3775								
Technology - Technology for Success	3780								
State Charter Schools	3815								
Extended Learning Opportunities - Summer Bridges	3825								
Infrastructure Improvements - Planning/Construction	3920								
School Infrastructure - Maintenance Projects	3925								
Other Restricted Revenue from State Sources (Describe & Itemize)	3999								
Total Restricted Grants-In-Aid		381,264	0	0	0	0	0	0	0
Total Receipts/Revenues from State Sources	3000	3,180,871	20,000	0	0	0	0	0	0
RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)									
UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)									
Federal Impact Aid	4001								
Other Unrestricted Grants-In-Aid Received Directly from the Federal Govt. (Describe & Itemize)	4009								
Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0
RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)									
Head Start	4045								
Construction (Impact Aid)	4050								
MAGNET	4060								
Other Restricted Grants-In-Aid Received Directly from Federal Govt.	4090								
Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0		0

RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)									
TITLE V									
Title V - Flexibility and Accountability	4100								
Title V - SEA Projects	4105								
Title V - Rural Education Initiative (REI)	4107								
Title V - Other (Describe & Itemize)	4199								
Total Title V		0	0			0	0		
FOOD SERVICE									
Breakfast Start-Up Expansion	4200								
National School Lunch Program	4210	138,752							
Special Milk Program	4215								
School Breakfast Program	4220	20,500							
Summer Food Service Admin/Program	4225								
Child and Adult Care Food Program	4226								
Fresh Fruit and Vegetables	4240								
Food Service - Other (Describe & Itemize)	4299								
Total Food Service		159,252					0		
TITLE I									
Title I - Low Income	4300								
Title I - Low Income - Neglected, Private	4305								
Title I - Migrant Education	4340								
Title I - Other (Describe & Itemize)	4399								
Total Title I		0	0			0	0		
TITLE IV									
Title IV - Student Support & Academic Enrichment Grant	4400								
Title IV - 21st Century	4421								
Title IV - Other (Describe & Itemize)	4499								
Total Title IV		0	0			0	0		
FEDERAL - SPECIAL EDUCATION									
Federal Special Education - Preschool Flow-Through	4600								
Federal Special Education - Preschool Discretionary	4605	480,000							
Federal Special Education - IDEA Flow Through	4620								
Federal Special Education - IDEA Room & Board	4625								
Federal Special Education - IDEA Discretionary	4630								
Federal Special Education - IDEA - Other (Describe & Itemize)	4699								
Total Federal Special Education		480,000	0			0	0		
CTE - PERKINS									
CTE - Perkins-Title III E Tech Prep	4770								
CTE - Other (Describe & Itemize)	4799								
Total CTE - Perkins		0	0				0		
Federal - Adult Education	4810								
ARRA - General State Aid - Education Stabilization	4850								
ARRA - Title I - Low Income	4851								
ARRA - Title I - Neglected, Private	4852								
ARRA - Title I - Delinquent, Private	4853								
ARRA - Title I - School Improvement (Part A)	4854								
ARRA - Title I - School Improvement (Section 1003g)	4855								
ARRA - IDEA - Part B - Preschool	4856								
ARRA - IDEA - Part B - Flow-Through	4857								
ARRA - Title IID - Technology - Formula	4860								
ARRA - Title IID - Technology - Competitive	4861								
ARRA - McKinney - Vento Homeless Education	4862								
ARRA - Child Nutrition Equipment Assistance	4863								
Impact Aid Formula Grants	4864								
Impact Aid Competitive Grants	4865								
Qualified Zone Academy Bond Tax Credits	4866								
Qualified School Construction Bond Credits	4867								
Build America Bond Tax Credits	4868								
Build America Bond Interest Reimbursement	4869								
ARRA - General State Aid - Other Government Services Stabilization	4870								
Other ARRA Funds - II	4871								
Other ARRA Funds - III	4872								

Other ARRA Funds - IV	4873										
Other ARRA Funds - V	4874										
ARRA - Early Childhood	4875										
Other ARRA Funds - VII	4876										
Other ARRA Funds - VIII	4877										
Other ARRA Funds - IX	4878										
Other ARRA Funds - X	4879										
Other ARRA Funds - Ed Job Fund Program	4880										
Total Stimulus Programs		0	0	0	0	0	0	0	0	0	0
Race to the Top Program	4901										
Race to the Top - Preschool Expansion Grant	4902										
Title III - Instruction for English Learners & Immigrant Students	4905										
Title III - English Language Acquisition	4909										
McKinney Education for Homeless Children	4920										
Title II - Eisenhower - Professional Development Formula	4930										
Title II - Teacher Quality	4932										
Federal Charter Schools	4960										
State Assessment Grants	4981										
Grant for State Assessments and Related Activities	4982										
Medicaid Matching Funds - Administrative Outreach	4991	200,000									
Medicaid Matching Funds - Fee-For-Service Program	4992	915,254									
Other Restricted Grants Received from Federal Government through State (Describe &	4998	390,000									
Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		2,144,506	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	2,144,506	0	0	0	0	0	0	0	0	0
TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		32,211,916	220,000	0	0	0	0	0	0	0	0
TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		32,211,916									

Description: Enter Whole Numbers Only	Funct	(100) Salaries	(200) Employee Benefits	(300) Purchased	(400) Supplies &	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized	(800) Termination	(900) Total
10 - EDUCATIONAL FUND (ED)										
INSTRUCTION (ED)	1000									
Regular Programs	1100									0
Tuition Payment to Charter Schools	1115									0
Pre-K Programs	1125									0
Special Education Programs (Functions 1200 - 1220)	1200	12,428,565	3,387,242	1,308,872	256,850	37,200	0	43,200	0	17,461,929
Special Education Programs Pre-K	1225									0
Remedial and Supplemental Programs K-12	1250									0
Remedial and Supplemental Programs Pre-K	1275									0
Adult/Continuing Education Programs	1300									0
CTE Programs	1400	71,789	25,976	140,467	500	0	0	0	0	238,732
Interscholastic Programs	1500									0
Summer School Programs	1600	245,602	42,125	34,300	6,000	0	0	0	0	328,027
Gifted Programs	1650									0
Driver's Education Programs	1700									0
Bilingual Programs	1800									0
Traumat Alternative & Optional Programs	1900									0
Pre-K Programs - Private Tuition	1910									0
Regular K-12 Programs Private Tuition	1911									0
Special Education Programs K-12 Private Tuition	1912									0
Special Education Programs Pre-K Tuition	1913									0
Remedial/Supplemental Programs K-12 Private Tuition	1914									0
Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
Adult/Continuing Education Programs Private Tuition	1916									0
CTE Programs Private Tuition	1917									0
Interscholastic Programs Private Tuition	1918									0
Summer School Programs Private Tuition	1919									0
Gifted Programs Private Tuition	1920									0
Bilingual Programs Private Tuition	1921									0
Trautants Alternative/Opt Ed Programs Private Tuition	1922									0
Student Activity Fund Expenditures	1999									0
Total Instruction¹³ (Without Student Activity Funds 1999)	1000	12,745,956	3,455,343	1,483,639	263,350	37,200	0	43,200	0	18,028,689
Total Instruction¹⁴ (With Student Activity Funds 1999)	1000	12,745,956	3,455,343	1,483,639	263,350	37,200	0	43,200	0	18,028,688
SUPPORT SERVICES (ED)	2000									
Support Services - Pupil	2100									
Attendance & Social Work Services	2110									0
Guidance Services	2120									0
Health Services	2130	4,480,501	1,511,301	808,307	25,250	30,000	0	0	0	6,855,359
Psychological Services	2140	32,540	1,162	0	0	0	0	0	0	33,702
Speech Pathology & Audiology Services	2150	152,140	53,617	21,100	4,100	20,000	0	10,000	0	260,957
Other Support Services - Pupils (Describe & Itemize)	2190									0
Total Support Services - Pupil	2100	4,665,181	1,566,080	829,407	29,350	50,000	0	10,000	0	7,150,018
Support Services - Instructional Staff	2200									
Improvement of Instruction Services	2210	1,384,310	339,529	355,826	93,515	0	0	0	0	2,173,180
Educational Media Services	2220									0
Assessment & Testing	2230									0
Total Support Services - Instructional Staff	2200	1,384,310	339,529	355,826	93,515	0	0	0	0	2,173,180
Support Services - General Administration	2300									
Board of Education Services	2310			9,000						9,000
Executive Administration Services	2320	770,199	291,239	159,674	32,375	0	0	0	0	1,253,487
Special Area Administration Services	2330	114,082	19,363	1,098	800	0	0	0	0	135,343
Tort Immunity Services	2360									0
Total Support Services - General Administration	2300	884,281	310,602	169,772	33,175	0	0	0	0	1,397,830
Support Services - School Administration	2400									
Office of the Principal Services	2410									0
Other Support Services - School Administration (Describe & Itemize)	2490									0
Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
Support Services - Business	2500									
Direction of Business Support Services	2510	140,000	30,499	6,800	0	0	0	0	0	177,299
Fiscal Services	2520	299,202	121,018	62,451	1,500	0	0	0	0	484,171
Operation & Maintenance of Plant Services	2540	62,000	10,143	589,380	30,000	0	0	100	0	691,623
Pupil Transportation Services	2550	257,989	148,420	399,451	17,691	35,000	0	0	0	858,551
Food Services	2560	1,433	13,018	85,000	500	0	0	0	0	99,951
Internal Services	2570									0
Total Support Services - Business	2500	760,624	323,098	1,143,082	49,691	35,000	0	100	0	2,311,595
Support Services - Central	2600									
Direction of Central Support Services	2610									0
Planning, Research, Development & Evaluation Services	2620									0
Information Services	2630									0
Staff Services	2640	428,259	140,082	134,750	4,750	0	0	0	0	707,841
Data Processing Services	2660	192,682	93,502	807,392	121,634	0	0	164,490	0	1,379,700
Total Support Services - Central	2600	620,941	233,584	942,142	126,384	0	0	164,490	0	2,087,541
Other Support Services (Describe & Itemize)	2900									0
Total Support Services	2000	8,315,337	2,772,893	3,440,229	332,115	85,000	0	174,590	0	15,120,164
COMMUNITY SERVICES (ED)	3000									0
PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									0

Payments to Other Dist & Govt Units (In-State)	4100									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Payments for Adult/Continuing Education Programs	4130									0
Payments for CTE Programs	4140									0
Payments for Community College Programs	4170									0
Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
Total Payments to Other Dist & Govt Units (In-State)	4100			0				0		0
Payments for Regular Programs - Tuition	4210									0
Payments for Special Education Programs - Tuition	4220									0
Payments for Adult/Continuing Education Programs - Tuition	4230									0
Payments for CTE Programs - Tuition	4240									0
Payments for Community College Programs - Tuition	4270									0
Payments for Other Programs - Tuition	4280									0
Other Payments to In-State Govt Units (Describe & Itemize)	4290									0
Total Payments to Other Dist & Govt Units - Tuition (In State)	4200							0		0
Payments for Regular Programs - Transfers	4310									0
Payments for Special Education Programs - Transfers	4320									0
Payments for Adult/Continuing Ed Programs - Transfers	4330									0
Payments for CTE Programs - Transfers	4340									0
Payments for Community College Program - Transfers	4370									0
Payments for Other Programs - Transfers	4380									0
Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0				0		0
Payments to Other Dist & Govt Units (Out of State)	4400									0
Total Payments to Other Dist & Govt Units	4000			0				0		0
DEBT SERVICE (ED)	5000									
Debt Service - Interest on Short-Term Debt	5100									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Property Repl Tax Anticipated Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
Total Debt Service - Interest on Short-Term Debt	5100							0		0
Debt Service - Interest on Long-Term Debt	5200									0
Total Debt Service	5000							0		0
PROVISION FOR CONTINGENCIES (ED)	6000									0
Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		21,061,293	6,228,236	4,923,868	595,465	122,200	0	217,790	0	33,148,852
Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		21,061,293	6,228,236	4,923,868	595,465	122,200	0	217,790	0	33,148,852

This page is provided for detailed itemizations as requested within the body of the Report.

- 1.
- 2.
- 3.
- 4.

DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)					
Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
Direct Revenues	32,211,916	220,000	0	0	32,431,916
Direct Expenditures	33,148,852	121,100	0		33,269,952
Difference	(936,936)	98,900	0	0	(838,036)
Estimated Fund Balance - June 30, 2022	7,363,064	297,800	0	0	7,660,864

Unbalanced budget, however, a deficit reduction plan is not required at this time.

A deficit reduction plan is required if the local board of education adopts (or amends) the 2021-22 school district budget in which the "operating funds" listed above result in direct revenues (line 9) being less than direct expenditures (line 19) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81).

Note: The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.

The School Code, Section 17-1 (105 ILCS 5/17-1) - If the 2020-2021 Annual Financial Report (AFR) reflects a deficit as defined above (page 36), then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.

The deficit reduction plan, if required, is developed using ISBE guidelines and format.

*School Districts Only		DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2021-2022					ESTIMATED BUDGET FY2023-2023					ESTIMATED BUDGET FY2023-2024					ESTIMATED BUDGET FY2024-2025					SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET Date of Adoption:			
District Name 19-022-8030-60 District Number																						(Enter as MM/DD/YY)			
School Assoc. for Special Education in DuPage Co.		Educational Fund	Operations &	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations &	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations &	Transportation	Working Cash Fund	Total	Educational Fund	Operations &	Transportation	Working Cash Fund	Total	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
ESTIMATED BEGINNING FUND BALANCE (Must equal prior Ending Fund Balance)		8,300,000	188,900	0	0	8,488,900	7,363,064	297,800	0	0	7,660,864	7,363,064	297,800	0	0	7,660,864	7,363,064	297,800	0	0	7,660,864	8,498,900	7,660,864	7,660,864	7,660,864
RECEIPTS/REVENUES																									
LOCAL SOURCES	1000	26,050,243	200,000	0	0	26,250,243				0					0						0	26,250,243	0	0	0
FLUW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	836,296	0	0		836,296				0					0						0	836,296	0	0	0
STATE SOURCES	3000	3,180,871	20,000	0	0	3,200,871				0					0						0	3,200,871	0	0	0
FEDERAL SOURCES	4000	2,144,506	0	0	0	2,144,506				0					0						0	2,144,506	0	0	0
Total Receipts/Revenues		32,211,916	220,000	0	0	32,431,916	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32,431,916	0	0	0
DISBURSEMENTS/EXPENDITURES																									
INSTRUCTION	1000	18,028,688				18,028,688				0					0						0	18,028,688	0	0	0
SUPPORT SERVICES	2000	15,120,164	121,100	0		15,241,264				0					0						0	15,241,264	0	0	0
COMMUNITY SERVICES	3000	0	0	0		0				0					0						0	0	0	0	0
PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	0	0	0		0				0					0						0	0	0	0	0
DEBT SERVICES	5000	0	0	0		0				0					0						0	0	0	0	0
PROVISION FOR CONTINGENCIES	6000	0	0	0		0				0					0						0	0	0	0	0
Total Disbursements/Expenditures		33,148,852	121,100	0	0	33,269,952	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33,269,952	0	0	0
Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(936,936)	98,900	0	0	(838,036)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(838,036)	0	0	0
OTHER SOURCES/USES OF FUNDS																									
OTHER SOURCES OF FUNDS (7000)		0	0	0	0	0				0					0						0	0	0	0	0
OTHER USES OF FUNDS (8000)		0	0	0	0	0				0					0						0	0	0	0	0
TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ESTIMATED ENDING FUND BALANCE		7,363,064	297,800	0	0	7,660,864	7,363,064	297,800	0	0	7,660,864	7,363,064	297,800	0	0	7,660,864	7,363,064	297,800	0	0	7,660,864	7,660,864	7,660,864	7,660,864	7,660,864

Deficit Reduction Plan-Background/Assumptions (School Districts Only)
Fiscal Year 2021-2022 through Fiscal Year 2024-2025

School Assoc. for Special Education in DuPage Co. 19-022-8030-60

Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.

1. Background and Narrative of Budget Reductions:

2. Assumptions Used in the Deficit Reduction Plan:

- **EBF and Estimated New Tier Funding:**

- **Equal Assessed Valuation and Tax Rates:**

- **Employee Salaries and Benefits:**

- **Short and Long Term Borrowing:**

- **Educational Impact:**

- **Other Assumptions:**

- **Has the district considered shared services or outsourcing (Ex: Transportation, Insurance) If yes please explain:**

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)

(For Local Use Only)

*This is an estimated Limitation of Administrative Costs Worksheet only and **will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.***

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2022 budgeted expenditures over FY2021 actual expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report. An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at: [Limitation of Administrative Costs](#)

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET

(Section 17-1.5 of the School Code)

School District Name: **School Assoc. for Special Education in DuPage C**

RCDT Number: **19-022-8030-60**

Description	Funct. No.	Estimated Actual Expenditures, Fiscal Year 2021				Budgeted Expenditures, Fiscal Year 2022			
		(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total	(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total
1. Executive Administration Services	2320				0	1,253,487		0	1,253,487
2. Special Area Administration Services	2330				0	135,343		0	135,343
3. Other Support Services - School Administration	2490				0	0		0	0
4. Direction of Business Support Services	2510				0	177,299	0	0	177,299
5. Internal Services	2570				0	0		0	0
6. Direction of Central Support Services	2610				0	0		0	0
7. Deduct - Early Retirement or other pension obligations required by state law and included above.					0				0
8. Totals		0	0	0	0	1,566,129	0	0	1,566,129
9. Estimated Percent Increase (Decrease) for FY2022 (Budgeted) over FY2021 (Actual)									Enter Actual Data

Reference Description

- 1 available).
- 2 (Budget Summary, Lines 10 and 20).
- 3 next extended. See Sec. 10-22.14 & 17-2.11.
- 3a Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- 4 Principal on Bonds Sold:
- (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
 - (2) Refunding Bonds can be entered in the Debt Services Fund only.
 - (3) Building Bonds can be entered in the Capital Projects Fund only.
 - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- 5 the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet
- 6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- 7 Cash plus investments must be greater than or equal to zero.
- 8 For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- 9 For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 70).
- 10 Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- 11 Include revenue accounts 1110 through 1115, 1117,1118 & 1120.
- 12 The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- 13 Corporate personal property replacement tax revenue must be first applied to the municipal retirement/social security fund to replace tax revenue lost due to the abolition of the corporate personal property tax (20 ILCS 115/12). This provision does not apply to taxes levied for Medicare Only purposes.
- 14 Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- 15 Payment towards the retirement or lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g., alternate revenue bonds. (Describe & Itemize)
- 16 Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)
- Only abatement of working cash fund can transfer its funds to any fund in most need of money (see 105 ILCS 5/20-10 for further explanation)

CHECK FOR ERRORS	
<p>This worksheet checks various cells to assure that selected items are in balance. Out-of-balance conditions are accompanied by an error message. Errors must be corrected before the budget is finalized and submitted to ISBE.</p>	
Budget Item References	Message
Is Deficit Reduction Plan Required? (Joint Agreements do not complete a deficit reduction plan.)	Deficit reduction plan is not required.
If required, is Deficit Reduction Plan Completed (Page: DefReductPlan 23-27)?	
1. Cover Page - "School District or Joint Agreement" and "CASH or ACCRUAL"	
Check School District or Joint Agreement.	Joint Agreement
Check one type of Accounting Basis used on the Cover sheet.	ACCRUAL
2. Budget Summary: Other Sources (Page BudgetSum 2-3 - Acct 7000), must equal Other Uses (BudgetSum 2-3 - Acct. 8000).	
Estimated Beginning Fund Balance July,1 2021 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Estimated Activity Fund Beginning Fund Balance July,1 2021 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	OK
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 -	OK
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct	OK
Transfer to Debt Service to Pay Principal on Capital Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds	OK
Transfer to Debt Service to Pay Interest on Capital Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds	OK
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells	OK
3. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2021, (CashSum 4, All Funds), cannot be negative.	
Educational (Fund 10 - Cell C3)	OK
Operations & Maintenance (Fund 20 - Cell D3)	OK
Debt Service (Fund 30 - Cell E3)	OK
Transportation (Fund 40 - Cell F3)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G3)	OK
Capital Projects (Fund 60 - Cell H3)	OK
Working Cash (Fund 70 - Cell I3)	OK
Tort (Fund 80 - Cell J3)	OK
Fire Prevention & Safety (Fund 90 - Cell K3)	OK
Activity Funds (Cell C23)	OK
4. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2022, (Page CashSum 4 - All Funds), cannot be negative.	
Educational (Fund 10 - Cell C21)	OK
Operations & Maintenance (Fund 20 - Cell D21)	OK
Debt Service (Fund 30 - Cell E21)	OK
Transportation (Fund 40 - F21)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G21)	OK
Capital Projects (Fund 60 - H21)	OK
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	OK
Fire Prevention & Safety (Fund 90 - Cell K21)	OK
5. Summary of Cash Transactions: Other Receipts, (Page CashSum 4), must equal Other Disbursements, (Page CashSum 4).	
Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6) must equal Interfund Loans Receivable (Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).	OK
Interfund Loans Receivable (Funds 10, 20, 40 & 70 - Acct 141 - Cells C7:D7, F7, I7) must equal Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).	OK

End of Balancing

3. **Public Comment**--Kristine Chaplin, in her capacity as Certified Association Union President thanked board members and the negotiations association team. She added that the teams developed a great relationship, and she appreciates the Board for taking the contract into consideration.

4. **Consent Agenda**

I move to approve the following consent agenda items as presented. This motion, made by Board Member Rich and seconded by Board Member Buscemi, Passed.

a. Approved Minutes of the October 27, 2021 open and closed session meetings and the November 10, 2021 finance committee meeting

b. Personnel Recommendations

1) Accepted/Approved the Resignations, Retirements, Appointments, Terminations of Educational Support Personnel, Licensed Staff and Registered Staff; Appointments of Contracted Staff as presented

c. Accepted the Financial Reports

1) Treasurers Report--October/November 2021

2) Revenue & Expenditure Reports--October/November 2021

3) Gross Payrolls--October/November 2021; \$1,656,938.52/\$1,658,234.80

4) Interim Payrolls--October/November 2021; \$605,296.66/\$608,120.07

5) Bill List--November/December 2021; \$594,128.48; \$490,723.62

6) Interim Checks--October/November 2021; \$1,254,270.41

d. Approved Early Choices contractor agreement with Natasha Croff

e. Approved Early Choices agreement with Training on Demand

f. Approved Agreement with Illinois State University for Teacher Education Placement

g. Approved presenter contracts for Spring Institute 2022

1) Courtney Barcus

2) Lizabeth Finestack

3) Sara Heintzelman

4) Michael Kennedy

5) Don Parker

6) Amanda Passmore

7) Joseph Porto

8) Padmaja Sarathy

9) Kelly Spradlin

h. Approved SOPPAS for:

1) Crick Software

2) Lombard District 44 Smart Technology

3) Lombard District 44 PARiconnect

4) Northwest Suburban Special Education Organization

5) Valley View 365U

i. Approved the release of disbursement prior to the January Board meeting

j. Conducted Reading/Adopted No-change/Non-substantive change policies:

- 2:20, Powers and Duties of the School Board; Indemnification
- 2:105, Ethics and Gift Ban
- 3:50, Administrative Personnel Other Than the Executive Director
- 3:60, Administrative Responsibility of the Program Administrator
- 4:80, Accounting and Audits
- 4:110, Transportation
- 4:120, Food Services
- 4:150, Facility Management and Building Programs
- 4:175, Convicted Child Sex Offender; Screening; Notifications
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:200, Terms and Conditions of Employment and Dismissal
- 5:210, Resignations

- 5:220, Substitute Teachers
- 5:250, Leaves of Absence
- 5:330, Sick Days, Vacation, Holidays, and Leaves
- 6:20, School Year Calendar and Day
- 7:10, Equal Educational Opportunities
- 7:20, Harassment of Students Prohibited
- 7:30, Student Assignment and Intra-District Transfer
- 7:50, School Admissions and Student Transfers To and From Non-District Schools
- 7:60, Residence
- 7:150, Agency and Police Interviews
- 7:200, Suspension Procedures
- 7:210, Expulsion Procedures
- 7:310 Restrictions of Publications; Elementary Schools
- 7:345, Use of Educational Technologies; Student Data Privacy and Security
- 8:70, Accommodating Individuals with Disabilities
- 8:100, Relations with Other Organizations and Agencies

k. Conducted First Reading of Substantive Changes/New Policies:

- 2:110, Qualifications, Term, and Duties of Board Officers
- 2:120, Board Member Development
- 2:150, Committees
- 2:220, School Board Meeting Procedure
- 2:260, Uniform Grievance Procedure
- 3:40, Executive Director
- 4:60, Purchases and Contracts
- 4:160, Environmental Quality of Buildings and Grounds
- 4:170, Safety
- 5:20, Workplace Harassment Prohibited
- 5:30, Hiring Process and Criteria
- 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 5:90, Abused and Neglected Child Reporting
- 5:100, Staff Development Program
- 5:120, Employee Ethics; Conduct; and Conflict of Interest
- 5:125, Personal Technology and Social Media; Usage and Conduct
- 5:150, Personnel Records
- 5:184, Leaves, Holidays, and Vacations
- 5:185, Family and Medical Leave
- 5:260, Student Teachers
- 6:50, School Wellness
- 6:60, Curriculum Content
- 6:120, Education of Children with Disabilities
- 6:180, Extended Instructional Programs
- 6:340, Student Testing and Assessment Program
- 7:70, Attendance and Truancy
- 7:80, Release Time for Religious Instruction/ Observance
- 7:160, Student Appearance
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:190, Student Behavior
- 7:240, Conduct Code for Participants in Extracurricular Activities
- 7:250, Student Support Services
- 7:260, Exemption from Physical Education

- 7:290, Suicide and Depression Awareness and Prevention
- 7:340, Student Records
- 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors (NEW)
- 7:315, Restrictions on Publications; High Schools (NEW)

- Approved destruction of the May 14, 2020 and June 17, 2020 closed session recordings
- Conducted semi-annual review of closed session minutes and maintain as confidential

Upon roll call vote:

Ayes: Keeneyville School District #20
 Benjamin School District #25
 West Chicago Elementary School District #33
 Winfield School District #34
 Salt Creek School District #48
 Downers Grove School District #58
 Cass School District #63
 Woodridge School District #68
 DuPage High School District #88
 Community High School District #99
 Westmont Community Unit School District #201
 Lisle Community Unit School District #202

Nays: None

Absent: School District #45, DuPage County
 Maercker District #60
 Center Cass School District #66
 Community High School District #94
 Community Consolidated School District #180
 Elmhurst Community Unit School District #205

Ayes: 12 Districts Nays: 0 Districts Absent: 6 Districts

5. Discussion Without Action

- Updated 2021-22 SASSED Organizational Chart— Dr. McGuffin shared the chart reflects changes as discussed in January/February 2021 and administration is not recommending any changes.
- Five Dysfunctions of a team retreat—The leadership team completed a two-day retreat inclusive of individual and group assessments. The retreat focused on each team member’s understanding of themselves, one another, and how the team can best work together. The work with Mr. Lobert will continue this spring with all SASSED administrators/coordinators using a 360 survey with stakeholders that will be used for goal development.
- Discuss new Intergovernmental Agreement format for non-member districts— The IGA was revised two years ago, and one district wants to have a master service agreement to include multiple students.
- Review Annual Financial Audit Report (auditor's hard copy distributed at meeting)— SASSED has a new audit firm, and the auditor will be available to discuss the findings at the January joint meeting.
- Enrollment Update— Enrollment stayed the same at 359 with the most movement in the Multi-Needs program.
- Board Self Evaluation—A board protocols subcommittee will be formed. Dr. McGuffin shared the results of the survey regarding meeting start time and discussion was that 5:30 was a better time than 5 p.m. to accommodate work schedules.
- Board Committee Updates—Negotiations with SASSED Education Association are completed;

policy committee met prior to the meeting and reviewed the multiple policies from the November PRESS update; the finance committee is meeting January 12th and the board protocol subcommittee meeting will be scheduled.

6. Discussion with Action

a. Approved three-year (2021-2024) collective bargaining agreement with SASSED teacher association

I move to approve the three-year (2021-2023) collective bargaining agreement as ratified by the teacher association. This motion, made by Board Member Walloch and seconded by Board Member Buscemi, Passed. Discussion included members thanking the negotiations teams for their hard work, especially Kristine Chaplin, Julie Grohn and Dr. McGuffin for pushing to be in person.

Upon roll call vote:

Ayes: Keeneyville School District #20
Benjamin School District #25
West Chicago Elementary School District #33
Winfield School District #34
Salt Creek School District #48
Downers Grove School District #58
Cass School District #63
Woodridge School District #68
DuPage High School District #88
Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: None

Absent: School District #45, DuPage County
Maercker District #60
Center Cass School District #66
Community High School District #94
Community Consolidated School District #180
Elmhurst Community Unit School District #205

Ayes: 12 Districts Nays: 0 Districts Absent: 6 Districts

b. Approved intergovernmental agreements with Districts Chicago Ridge SD127.5 and Huntley CSD 158

I move to approve the intergovernmental agreement between SASSED and Chicago Ridge SD127.5 and Huntley CSD158 for 2021-2022 as presented. This motion, made by Board Member Cross and seconded by Board Member Ruggio, Passed.

Upon roll call vote:

Ayes: Keeneyville School District #20
Benjamin School District #25
West Chicago Elementary School District #33
Winfield School District #34
Salt Creek School District #48
Downers Grove School District #58
Cass School District #63
Woodridge School District #68
DuPage High School District #88

Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: None

Absent: School District #45, DuPage County
Maercker District #60
Center Cass School District #66
Community High School District #94
Community Consolidated School District #180
Elmhurst Community Unit School District #205

Ayes: 12 Districts Nays: 0 Districts Absent: 6 Districts

c. Approved 2022 ESY Classroom Lease Agreement with Salt Creek SD 48

I move to approve the 2022 ESY Classroom Lease Agreement with Salt Creek SD 48 as presented. This motion, made by Board Member Conover and seconded by Board Member Lesniak, Passed.

Upon roll call vote:

Ayes: Keeneyville School District #20
Benjamin School District #25
West Chicago Elementary School District #33
Winfield School District #34
Downers Grove School District #58
Cass School District #63
Woodridge School District #68
DuPage High School District #88
Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Abstain: Salt Creek School District #48

Nays: None

Absent: School District #45, DuPage County
Maercker District #60
Center Cass School District #66
Community High School District #94
Community Consolidated School District #180
Elmhurst Community Unit School District #205

Ayes: 11 Districts Abstain: 1 District Nays: 0 Districts Absent: 6 Districts

d. Approved 2022 ESY Classroom Lease Agreement with Center Cass SD 66

I move to approve the 2022 ESY Classroom Lease Agreement with Center Cass SD 66 as presented. This motion, made by Board Member Davis and seconded by Board Member Buscemi, Passed.

Upon roll call vote:

Ayes: Keeneyville School District #20
Benjamin School District #25

West Chicago Elementary School District #33
Winfield School District #34
Salt Creek School District #48
Downers Grove School District #58
Cass School District #63
Woodridge School District #68
DuPage High School District #88
Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: None

Absent: School District #45, DuPage County
Maercker District #60
Center Cass School District #66
Community High School District #94
Community Consolidated School District #180
Elmhurst Community Unit School District #205

Ayes: 12 Districts Nays: 0 Districts Absent: 6 Districts

e. Approved change in Board of Control meeting start time
I move to approve the change of Board of Control meeting start time to 5:30 p.m. effective February 23, 2022. This motion, made by Board Member Cross and seconded by Board Member #2, upon voice vote Passed.

7. Adjournment--*I move to adjourn the Board of Control meeting at 7:01 p.m. This motion, made by Board Member Davis and seconded by Board Member Vazquez Drexler, upon voice vote Passed.*

Chairperson

Secretary



FINANCE COMMITTEE MEETING

Minutes

November 10, 2021

SASED Administrative Center

2900 Ogden

Lisle, IL 60532

1. Meeting was convened at 5:36 p.m. with the following present:

Benjamin SD 25, Jack Buscemi
Winfield SD 34, Dr. Matt Rich
Woodridge SD 68, Tom Ruggio
Westmont SD 201, Leah Conover (arrived 5:57 p.m.)
Sue Caddy, Business Manager, Maercker District 60

Also in attendance:

Dr. Melinda McGuffin, Executive Director, SASED
Don Robinson, Director for Business, SASED
Anita Howard, Recording Secretary, SASED

Absent: Salt Creek SD 48, Ray Kielminski

2. School Maintenance Grant -The needed Southeast School improvements as listed in the School Maintenance Grant have cost \$38,000 to date. SASED has a matching grant for \$50,000 and remaining identified work are doors and cabinetry. According to ARCON, SASED's architect, there has been a 40% increase in costs for the door work. The recommendation is to complete as many of the doors as possible and pay for the remaining work without the grant. Additional work needed includes the playground surface at Southeast which is degrading and the anticipated cost is about \$3,800 before looking at doing a major redo; the plenum and consideration of that as a component of the AC system (simultaneous completion). In the meantime, we will be doing some roof patching. Discussion included if the roof needs to be removed twice and the clarification that cooperatives cannot use ESSER funds for plenum/ventilation systems as districts can. Given the ESY program being partially housed at Southeast, in 2022, the work will be possibly completed in 2023.
3. Investment Update—Director of Business, Don Robinson shared investment changes he made because he found funds were in savings/checking accounts with very little return. Discussion included if the funds are guaranteed, Mr. Robinson shared yes because much are backed by the government. 5th/3rd Bank has done a lot of research and came in with a good plan to assist the cooperative.
4. Lease 2900—November 1st was the sixth anniversary of being in the administrative center at 2900 Ogden. The current lease is for 10 years. The building owners are very responsive to any concerns including the issues this summer with the AC and have added a backup generator to support the energy supply issues. While water leaking in from rain has been an issue, the owners have always quickly responded to repair. There are some concerns including needing to look at the student space with anticipated numbers as well as accessibility with only one method of egress. Discussion included potential cost of an elevator and the viability of that option. Reviewing what is needed for students and safety and how those needs evolve in relation to the building.



The results of strategic planning regarding transition students and what districts think is needed will also have an impact on decision-making including the age change for transition students and the challenges of transportation.

5. Tuition Billing—The goal is to provide a more predictable cost to assist districts in their budget development. While it's never possible to identify an exact number for enrollment, it is possible to project staffing to an extent. Add-on services are separate from regular tuition costs. Another goal is to provide the menu of services earlier in the calendar to assist with statutory deadlines, etc. One consideration is to identify a rate and make adjustments the following year. Administration can do a three-year tuition average to see if it is stable and work on simplifying the menu of service to also help with predictability. SASED's fund balance is accrued from districts, and it is an appropriate use of the funds to offset costs to ease impact on districts. It was agreed to keep separate tuitions while not getting lost on minutia. The ultimate goal is to go into the 2023-24 school year with one tuition bill.
6. Motion made by Member Buscemi, seconded by Member Ruggio to adjourn the meeting at 6:36 p.m. On voice vote, motion carried.

Chairperson

Secretary

PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Registered Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
O'Connor, Kelly	Occupational Therapist	User Fee Member Dists.	8/10/2020	2/8/2022	Family obligations

2. Resignations/Retirements/Terminations – Educational Support Staff

Loli, Teri	10-month Secretary Southeast-.60 FTE	Tuition	10/4/2021	12/16/2021	Personal reasons
Mayoral, Joaquin	Bus Driver MN Program	Tuition	8/25/2014	1/1/2022	Retiring
Morrow, Kathleen	1:1 Medical Assistant MN Program	User Fee Dists. #58 & #66	8/22/2002	6/7/2022	Retiring
Villanueva, Patricia	HR Assistant/Benefits Specialist Central Office	Local Funds	11/8/2010	12/17/2021	Accepted another position
Weber, Kathleen	Medical Assistant MN Program	Tuition	8/29/2016	12/22/2021	Accepted another position

3. Appointments – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
McGuire, Grace	Teacher/DHH North School	Tuition	1/3/2022		\$25,885.42 Prorated from \$49,102.00
Tassone, Cora	Teacher Southeast	Tuition	1/3/2022		\$29,250.35 Prorated from \$55,485.00

4. Appointments – Registered Staff

Tomita, Gregory	Occupational Therapist	User Fee Member Dists.	1/4/2022		\$28,800.96 Prorated from \$55,502.00
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5. Appointments – Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Castro, Julio	Bus Driver MN Program	Tuition	12/13/2021	\$17.50	
Young, Karen	Teacher Assistant Southeast	Tuition	1/7/2022	\$17.37	

6. Appointments – Registered – Contracted

Barnes, LaTonyia	Registered Nurse MN Hillcrest Procure Therapy	Tuition	12/15/2022	\$67.00	
Walsh, Michelle	Registered Nurse SASED/Admin Center EDU Healthcare	Local Funds & Tuition	1/18/2022	\$55.00	

7. Appointments – Educational Support Staff – Contracted

Benson, Shanika	Teacher Assistant/ MN Waterbury Stepping Stones	User Fee Dist. #20	12/13/2021	\$30.00	
Dillon, Antoinette	Teacher Assistant/ MN Hillcrest Stepping Stones	User Fee Dist. #68	1/4/2022	\$30.00	

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

FOR INFORMATION ONLY

1. Leaves of Absences/FMLA – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Kirk, Olivia	Psychologist/Vision	11/30/2021 – 1/7/2022

2. Leaves of Absences/FMLA – Educational Support Staff

Oberbeck, Patricia	Interpreter/ DHH Westmont Jr. High	1/7/2022 – 2/4/2022
Sudds, Pamela	Data Analyst	12/13/2021 – 12/17/2021
Sheehan, Margaret	Teacher Assistant/ STARS Holmes	1/4/2022 – 2/11/2022

3. Leaves of Absence – Educational Support Staff

Martinez, Paul	1:1 Teacher Assistant MN Program-Willowbrook	1/3/2022 – 3/18/2022
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1/26/22

January 19, 2022

To SASED Human Resources,

I am writing to inform you that I have made the difficult decision to resign from my position of Occupational Therapist at SASED and therefore will not be returning following my maternity leave. My maternity leave return date was scheduled for February 9th, 2022.

I have informed my supervisor, Sherilyn Genin, of this decision. I am aware of the need to return SASED equipment (laptop, key fob, etc.) and will do so as instructed.

It has been an absolute pleasure working for SASED. I am so grateful for having had the opportunity to work for such a wonderful group of people!

Please let me know if there is anything else you need from me at this time. Thank you so much!

Sincerely,

Kelly O'Connor

**School Association for Special Education in DuPage County
Treasurer's Report
December 31, 2021**

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>A + B + C + D</u>
	EDUCATION FUND	SELF FUNDED DENTAL INSUR	FSA	SELF FUNDED MEDICAL INSUR	TOTAL EDUCATION FUND
CASH ACTIVITY REPORT					
Beginning Balance					
Investments	<u>17,917,951.96</u>	<u>348,172.78</u>	<u>(16,539.01)</u>	<u>1,007,006.67</u>	<u>19,256,592.40</u>
December Activity					
Interest Earned	1,384.55				1,384.55
Record Health Fund Transfers	(29,515.62)	10,329.67	1,641.74	17,544.21	-
Cash Receipts	2,138,774.55	1,438.80		9,848.60	2,150,061.95
Cash Disbursements - General	(1,579,410.70)		(7,883.36)		(1,587,294.06)
- Payroll	(1,679,794.72)				(1,679,794.72)
Subtotal	<u>(1,148,561.94)</u>	<u>11,768.47</u>	<u>(6,241.62)</u>	<u>27,392.81</u>	<u>(1,115,642.28)</u>
Ending Balance	<u>16,769,390.02</u>	<u>359,941.25</u>	<u>(22,780.63)</u>	<u>1,034,399.48</u>	<u>18,140,950.12</u>
Investment - Demand Deposit - Fifth Third Bank	8,250,333.64	358,502.45	(14,897.27)	1,024,550.88	9,618,489.70
IL School District Liquid Asset Fund	20,425.12				20,425.12
Fifth Third Securities	8,257,035.30				8,257,035.30
CIT Bank Certificate of Deposit	<u>245,000.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>245,000.00</u>
	<u>16,772,794.06</u>	<u>358,502.45</u>	<u>(14,897.27)</u>	<u>1,024,550.88</u>	<u>18,140,950.12</u>



Don Robinson, Treasurer

**DuPage West Cook Intergovernmental Agreement with School Association for Special Education in DuPage County as fiscal agent
Treasurer's Report
December 31, 2021**

CASH ACTIVITY REPORT

Beginning Balance 12/1/2021	15,213.82
December Activity - Interest Earned	0.31
Ending Balance*	<u>15,214.13</u>

*This balance is incorporated as a component of the SASSED Treasurer's Report.

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
December 31, 2021

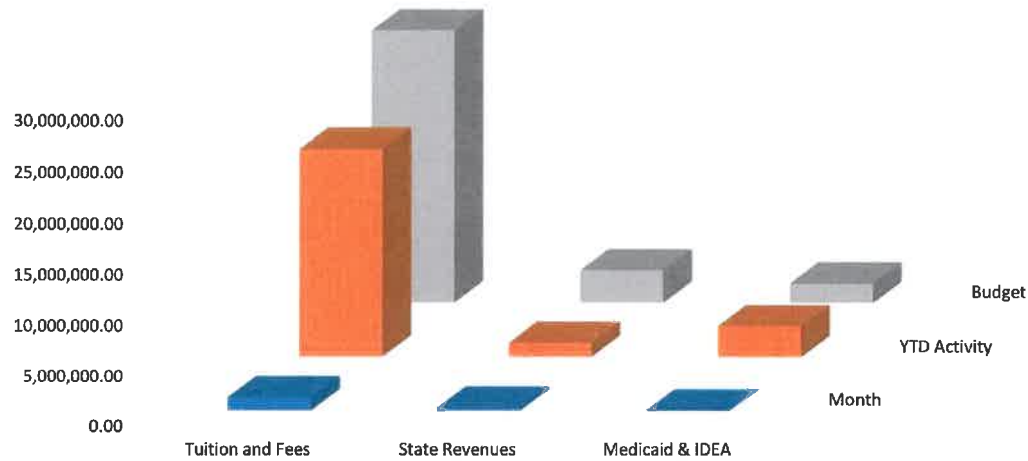
	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
EDUCATION FUND					
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	5,210.99	0.01%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	15,214.13	0.01%	Money Market	ISDLAF	Money Market Mutual Fund
	20,425.12				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	8,250,333.64	0.10%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	76,893.69	0.10%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	1,291,262.37	0.05%	N/A	Fifth Third Bank	Collateralized Deposit
	9,618,489.70				
FIFTH THIRD SECURITIES					
Federated Hermes Trs Inst	2,112.00	0.01%	Money Market	Fifth Third Securities, Custodian	Money Market Mutual Fund
Certificates of Deposit - short-term	1,714,995.30	Varies	Various, < 1 yr	Fifth Third Securities, Custodian	FDIC Insured
Certificates of Deposit - long-term	3,185,000.00	Varies	Various, > 1 yr	Fifth Third Securities, Custodian	FDIC Insured
U S Treasuries	2,354,928.00	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Agencies	1,000,000.00	Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
Corporate Bonds	-				
Municipal Bonds	-				
Other assets, including prepaid interest					
	8,257,035.30				
Other					
CIT Bank Certificate of Deposit	245,000.00	0.15%	365 days	CIT Bank - matures January 2022	FDIC Insured
	18,140,950.12	TOTAL			

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-Dec-21

SASED PROGRAMS

<u>Program</u>	<u>Dec-21</u> <u>Monthly Activity</u>	<u>2021-22</u> <u>FYTD Activity</u>	<u>2021-22</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Tuition and Fees	1,307,130.38	20,397,684.09	26,711,173.00	76.4%
State Revenues	254,510.00	1,360,788.84	3,199,607.00	42.5%
Medicaid & IDEA	0.00	3,041,553.96	1,921,532.00	158.3%
Total	1,561,640.38	24,800,026.89	31,832,312.00	77.9%

SASED PROGRAM REVENUE



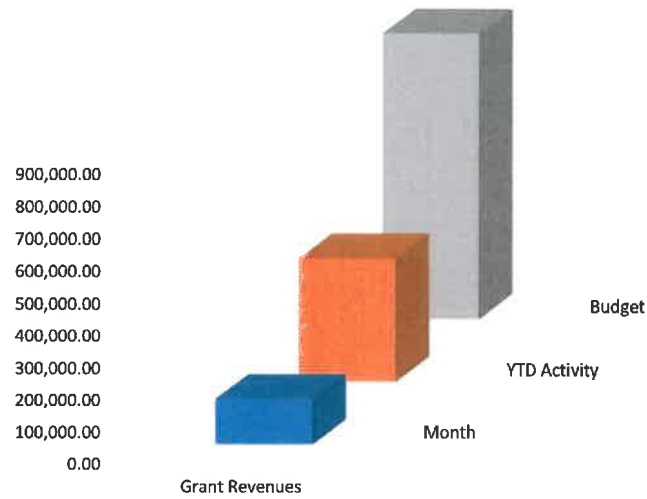
**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING**

31-Dec-21

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Dec-21 Monthly Activity</u>	<u>2021-22 FYTD Activity</u>	<u>2021-22 Original Budget</u>	<u>% YTD</u>
Grant Revenues	<u>143,025.99</u>	<u>385,245.76</u>	<u>894,487.00</u>	<u>43.1%</u>

EXTERNAL GRANT REVENUE

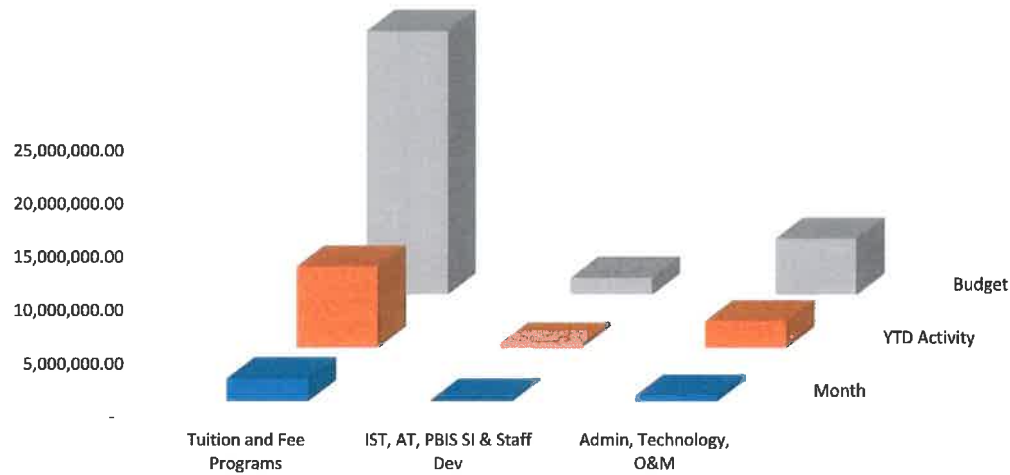


SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
31-Dec-21

SASED PROGRAMS

<u>Program</u>	<u>Dec-21</u> <u>Monthly Activity</u>	<u>2021-22</u> <u>FYTD Activity</u>	<u>2021-22</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Tuition and Fee Programs	2,115,875.96	7,644,634.29	24,987,334.00	<u>30.6%</u>
IST, AT, PBIS SI & Staff Dev	104,932.96	427,133.52	1,603,804.00	<u>26.6%</u>
Admin, Technology, O&M	495,243.51	2,523,204.12	5,309,680.00	<u>47.5%</u>
	<u>2,716,052.43</u>	<u>10,594,971.93</u>	<u>31,900,818.00</u>	<u>33.2%</u>

SASED PROGRAM EXPENDITURES

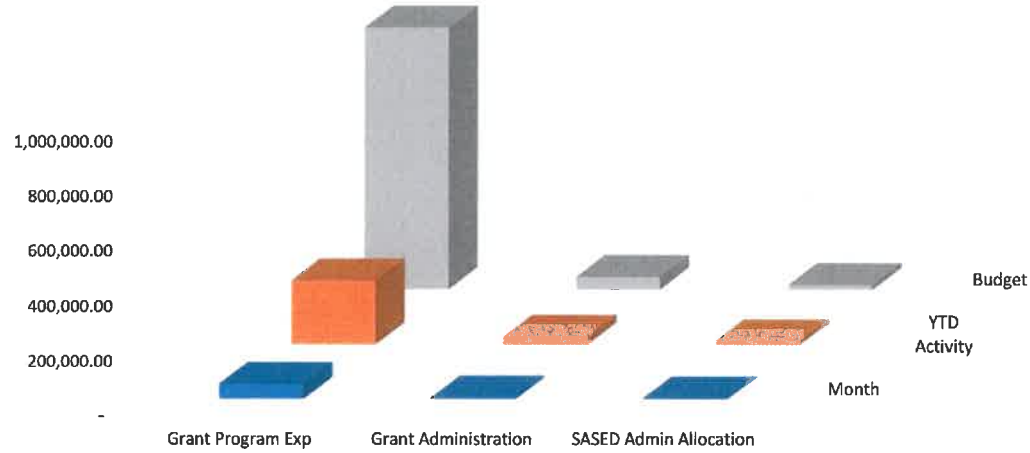


SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
31-Dec-21

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Dec-21</u> <u>Monthly Activity</u>	<u>2021-22</u> <u>FYTD Activity</u>	<u>2021-22</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Grant Program Exp	55,132.90	232,823.25	959,486.00	24.3%
Grant Administration	5,600.36	28,235.60	45,018.00	62.7%
SASED Admin Allocation	2,542.00	12,710.00	17,270.00	73.6%
Total	63,275.26	273,768.85	1,021,774.00	26.8%

EXTERNAL GRANT EXPENDITURES



GROSS PAYROLL

December 2021 \$1,679,794.72

TOTAL SALARY	:	1,679,794.72
TOTAL DEDUCTIONS	:	600,110.71
TOTAL EMPLOYEES	:	365

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

INTERIM PAYROLL LIABILITIES

December 2021 \$625,626.61

12/15/2021 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
212200366	SASED EDUCATION ASSOCIATION	12/15/2021	\$3,361.93	
212200367	SASED SUPPORT STAFF ASSOCIATION	12/15/2021	\$1,283.85	
212200368	SMITH, LISA	12/15/2021	\$400.00	
			3 ACH Check(s) For a Total of	\$5,045.78
100835	STATE DISBURSEMENT UNIT	12/15/2021	\$456.00	
			1 Computer Check For a Total of	\$456.00
202100185	CPI QUALIFIED PLAN CONSULTANTS	12/15/2021	\$22,796.19	
202100186	ILLINOIS DEPT OF REVENUE	12/15/2021	\$32,417.51	
202100189	TEACHERS RETIREMENT (2.2%)	12/15/2021	\$2,402.09	
202100190	TEACHERS RETIREMENT SYSTEM	12/15/2021	\$38,007.98	
202100191	THIS (TRS HEALTH) FUND	12/15/2021	\$6,572.07	
202100192	MB FINANCIAL (FEDERAL)	12/15/2021	\$62,900.26	
202100193	MB FINANCIAL BANK (FICA-E)	12/15/2021	\$33,695.32	
202100194	MB FINANCIAL BANK (FICA-W)	12/15/2021	\$33,695.32	
202100195	THE OMNI GROUP	12/15/2021	\$1,808.00	
202100196	TEACHERS RETIREMENT (FED)	12/15/2021	\$398.87	
			10 Wire Transfer Check(s) For a Total of	\$234,693.61
			3 ACH Checks For a Total of	\$5,045.78
			1 Computer Check For a Total of	\$456.00
			Total for 14 Manual, Wire Tran, ACH & Computer Checks	\$240,195.39
			Net Amount	\$240,195.39
10	EDUCATION FUND			\$240,195.39

12/31/2021 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
212200434	BAY, JULIE D	12/31/2021	\$600.00	
212200435	CANNATA, SAM	12/31/2021	\$600.00	
212200436	DIAMOND, NANETTE	12/31/2021	\$600.00	
212200437	SASED EDUCATION ASSOCIATION	12/31/2021	\$3,405.14	
212200438	SASED SUPPORT STAFF ASSOCIATION	12/31/2021	\$1,407.93	
212200439	SCHROEDER, LYNN A	12/31/2021	\$600.00	
212200440	SMALL, MONICA A	12/31/2021	\$600.00	
212200441	SMITH, LISA	12/31/2021	\$600.00	
		8 ACH Check(s) For a Total of		\$8,413.07
100908	GLENN STEARNS, CHAP 13 TRUSTEE	12/31/2021	\$1,125.00	
100909	STATE DISBURSEMENT UNIT	12/31/2021	\$456.00	
100910	UNITED WAY OF NAPERVILLE	12/31/2021	\$20.00	
		3 Computer Check(s) For a Total of		\$1,601.00
202100187	IMRF (EMPLOYEES CONT)	12/15/2021	\$20,178.33	
202100188	IMRF (EMPLOYERS CONT)	12/15/2021	\$41,744.54	
202100197	CPI QUALIFIED PLAN CONSULTANTS	12/31/2021	\$22,949.80	
202100198	ILLINOIS DEPT OF REVENUE	12/31/2021	\$34,100.18	
202100199	IMRF (EMPLOYEES CONT)	12/31/2021	\$21,005.82	
202100200	IMRF (EMPLOYERS CONT)	12/31/2021	\$43,618.01	
202100201	TEACHERS RETIREMENT (2.2%)	12/31/2021	\$2,506.67	
202100202	TEACHERS RETIREMENT SYSTEM	12/31/2021	\$39,409.11	
202100203	THIS (TRS HEALTH) FUND	12/31/2021	\$6,836.42	
202100204	MB FINANCIAL (FEDERAL)	12/31/2021	\$69,520.24	
202100205	MB FINANCIAL BANK (FICA-E)	12/31/2021	\$35,430.87	
202100206	MB FINANCIAL BANK (FICA-W)	12/31/2021	\$35,430.87	
202100207	THE OMNI GROUP	12/31/2021	\$1,808.00	
202100208	TEACHERS RETIREMENT (FED)	12/31/2021	\$398.87	
202100209	TEACHERS HEALTH INSURANCE SECURITY (THI	12/31/2021	\$479.42	
		15 Wire Transfer Check(s) For a Total of		\$375,417.15
		8 ACH Checks For a Total of		\$8,413.07
		3 Computer Checks For a Total of		\$1,601.00
		Total for 26 Manual, Wire Tran, ACH & Computer Checks		\$385,431.22
		Net Amount		\$385,431.22
10	EDUCATION FUND			\$385,431.22

BILLS PAYABLE LIST – GRANTS

December 15, 2021 \$ 14,465.66

January 27, 2022 \$ 24,709.51

Grants - Dec

<u>CHECK DATE</u>	<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
12/15/2021	100839	SIMPLE MACHINES MARK	invoice for TM support	112.50
12/15/2021	100839	SIMPLE MACHINES MARK	TM Support	75.00
12/15/2021	100840	TOKAT, TALIN	Phone/Internet Reimbursement	125.00
12/15/2021	100841	WROBBEL, TAMMY	11/2/21 to 11/9/21 Travel, Phone/Internet Reimbursement	586.58
Totals for checks				899.08

Grants - Dec

<u>CHECK DATE</u>	<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
12/15/2021	212200369	ACCOUNTABILITY SOLUT	A.S. FY 2022 Main Contract	12,450.00
12/15/2021	212200370	BAIN, AMY	Phone/Internet Reimbursement	95.15
12/15/2021	212200371	GEBRE, AMY	Reimbursement FY22 STEP Grant Materials Vision	70.42
12/15/2021	212200372	KREMER, ANN	11/4/21 to 11/16/21 Travel, Phone/Internet Reimbursement	149.83
12/15/2021	212200373	NARDI, TRACEY	Reimbursement FY22 STEP Grant Vision	108.63
12/15/2021	212200374	PEAHL, KIRSTIN	Reimbursement FY022 STEP Grant Vision	133.75
12/15/2021	212200374	PEAHL, KIRSTIN	Reimbursement FY22 STEP Grant Vision	9.75
12/15/2021	212200374	PEAHL, KIRSTIN	Reimbursement FY22 STEP Grant Vision	127.00
12/15/2021	212200375	REISING RECHNER, PAM	Phone/Internet Reimbursement	57.33
12/15/2021	212200376	ROPARS, EMILY	11/3/21 to 11/4/21 Travel, Phone/Internet and Supply Reimbursement	185.20
12/15/2021	212200377	SCHACKMANN, JULIE	11/09/21 Travel, Phone/Internet Reimbursement	179.52
Totals for checks				13,566.58

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01/27/2022	212200444	COMMUNITY HS DISTRIC	FY22 STEP COVID Reimbursement	2,965.00
01/27/2022	212200445	ACCOUNTABILITY SOLUT	A.S. FY 2022 Main Contract	5,450.00
01/27/2022	212200446	BAIN, AMY	Reimbursement	156.08
			Travel/Phone/Internet	
01/27/2022	212200447	KREMER, ANN	Reimbursement	137.64
			Travel/Phone/Internet	
01/27/2022	212200448	REISING RECHNER, PAM	Reimbursement	430.14
			Travel/Phone/Internet	
01/27/2022	212200449	ROPARS, EMILY	Reimbursement -	271.93
			Travel/Phone/Internet/Supplies	
01/27/2022	212200450	SCHACKMANN, JULIE	Reimbursement	471.60
			Travel/Phone/Internet	
			Totals for checks	9,882.39

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01/27/2022	100931	COMMUNITY SCHOOL DIS	FY22 STEP Grant WWSHS	10,452.05
01/27/2022	100931	COMMUNITY SCHOOL DIS	Fy22 STEP Grant Wheaton North	3,124.29
01/27/2022	100932	CENTER FOR EQUITY AN	contract for Dr. Allen	1,750.00
01/27/2022	100933	CROFF, NATASHA	contract for services	500.00
01/27/2022	100934	SANDS, MICHELLE	contract for services	7,200.00
01/27/2022	100935	SIMPLE MACHINES MARK	website support	825.00
01/27/2022	100935	SIMPLE MACHINES MARK	T&M Support	75.00
01/27/2022	100936	TOKAT, TALIN	Reimbursement	196.86
			Travel/Phone/Internet	
01/27/2022	100937	WROBBEL, TAMMY	Reimbursement	586.31
			Travel/Phone/Internet/Postage	
			Totals for checks	24,709.51

BILLS PAYABLE LIST – SASED PROGRAMS

December 15, 2021 \$ 564,587.76

January 27, 2022 \$ 536,040.61

JSED
Dec

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12/15/2021	100842	OFFICE DEPOT	Office Supplies	12.99
12/15/2021	100842	OFFICE DEPOT	Supplies	78.35
12/15/2021	100842	OFFICE DEPOT	Supplies	-50.60
12/15/2021	100842	OFFICE DEPOT	Supplies	50.60
12/15/2021	100842	OFFICE DEPOT	binders for district cost sheets	12.56
12/15/2021	100842	OFFICE DEPOT	Micro Business Supplies	149.90
12/15/2021	100842	OFFICE DEPOT	Office Supplies	24.06
			Totals for checks	277.86

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CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/15/2021	100851	WEST CHICAGO SCHOOL	FY22 MN Tuition Refund	69,610.44
12/15/2021	100852	WINFIELD SCHOOL DIST	SASED Student Lunch October 2021	466.29
12/15/2021	100853	WESTMONT CUSD #201	SASED Student Breakfast/Lunch October 2021	992.80
12/15/2021	100854	ADVOCATE OCCUPATIONA	G. Tomita, L. Zacharski	247.00
12/15/2021	100855	AMBER MECHANICAL CON	Carrier Roof Top Repair at SE/Install compressor/Recharge and Test	11,925.98
12/15/2021	100856	AMERICANEAGLE.COM, I	Monthly fee for shared server hosting and maintenance	225.00
12/15/2021	100857	AWARDING YOU	Awards	2,154.00
12/15/2021	100858	AYA HEALTHCARE INC.	Munoz, Diego 11/1/21 to 12/2/21	13,475.00
12/15/2021	100859	BENJAMIN, BILL	Reimbursement - food for Thanksgiving baskets	56.74
12/15/2021	100860	BERWYN GARAGE	Repairs MN05	465.94
12/15/2021	100860	BERWYN GARAGE	Repairs MN04	694.50
12/15/2021	100860	BERWYN GARAGE	Repairs MN03	220.59
12/15/2021	100861	BLUEPRINT SEL PARTNE	SE Planning Laura C Aug to Nov 2021	4,000.00
12/15/2021	100862	BRIDGES FOR LANGUAGE	Translating 11/19/21	173.76
12/15/2021	100863	CHC WELLBEING	Employee Wellness Screenings	12,095.00
12/15/2021	100864	CHEM-CARE, INC.	Sani-Pro Surface Wipes (200 ct)	658.10
12/15/2021	100865	COMMITTEE FOR CHILDR	SEL Materials for Holmes	918.00
12/15/2021	100866	CORRAL, TARA	Registration/Membership Fee Reimbursement	130.00
12/15/2021	100866	CORRAL, TARA	Mileage Reimbursement 10/4/21 to 12/6/21	161.84
12/15/2021	100868	CREATIVE EXCHANGE	Salt Creek Primary Music Therapy 11/2, 11/4, 11/9, 11/11, 11/16, 11/18, 11/30	525.00
12/15/2021	100868	CREATIVE EXCHANGE	STARS Music Therapy 11/5, 11/12, 11/19	675.00
12/15/2021	100868	CREATIVE EXCHANGE	DHH Music Therapy 14/2, 11/4, 11/9, 11/11, 11/16, 11/18, 11/30	525.00
12/15/2021	100868	CREATIVE EXCHANGE	Albright Music Therapy 11/2, 11/9, 11/16, 11/30	300.00
12/15/2021	100868	CREATIVE EXCHANGE	SE Music Therapy 11/3, 11/10, 11/17	675.00
12/15/2021	100868	CREATIVE EXCHANGE	Swartz Music Therapy 11/2, 11/4, 11/9, 11/11, 11/16, 11/18, 11/30	525.00
12/15/2021	100868	CREATIVE EXCHANGE	Transition Music Therapy 11/5, 11/12, 11/19	450.00
12/15/2021	100868	CREATIVE EXCHANGE	Addison Trail Music Therapy 11/2, 11/9, 11/16, 11/30	300.00
12/15/2021	100869	CRISIS PREVENTION IN	New Staff Member - CPI	3,699.00
12/15/2021	100870	CURALINC, LLC	Employee Assistance Program First Quarter 2022	2,007.60
12/15/2021	100871	DISCOUNT SCHOOL SUPP	New SY supplies-Concord JM	238.34
12/15/2021	100871	DISCOUNT SCHOOL SUPP	New SY supplies-North BT	175.48
12/15/2021	100872	EDU HEALTHCARE, LLC	Jamariah Daniels 11//29, 11/30, 12/01, 12/03	1,260.00

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CHECK DATE	CHECK NUMBER VENDOR	INVOICE DESCRIPTION	AMOUNT
12/15/2021	100873 ENGLER CALLAWAY BAAS	General School Law 11/1/21 to 11/30/21	2,303.00
12/15/2021	100874 EVERYONE READING ILL	Dynamics of Dyslexia 2021 Conference, November 3, 2021 with videos available until January 31, 2022	150.00
12/15/2021	100875 EXPANDING EXPRESSION	North Elementary 8/24 Instructional Materials	115.50
12/15/2021	100875 EXPANDING EXPRESSION	Abigail Kaufman 8/12 Instructional Materials	77.00
12/15/2021	100876 FISHER SCIENTIFIC	Fisherbrand Disposable Face Masks	100.00
12/15/2021	100877 FOXHIRE, LLC	Beth Kern Week Ending 11/26/21	1,192.50
12/15/2021	100877 FOXHIRE, LLC	Samantha Avgerinos Week ending 11/26/21	1,642.50
12/15/2021	100877 FOXHIRE, LLC	Lina Odeh Week Ending 11/26/21	562.50
12/15/2021	100877 FOXHIRE, LLC	Perla Vargas Week Ending 11/26/21	1,022.00
12/15/2021	100877 FOXHIRE, LLC	Erin Ross Week Ending 11/26/21	1,095.00
12/15/2021	100877 FOXHIRE, LLC	Beth Kern Week Ending 12/3/21	2,981.25
12/15/2021	100877 FOXHIRE, LLC	Lina Odeh Week ending 12/3/21	1,125.00
12/15/2021	100877 FOXHIRE, LLC	Samantha Avgerinos Week Ending 12/3/21	3,193.75
12/15/2021	100877 FOXHIRE, LLC	Perla Vargas Varela Week Ending 12/3/21	2,737.50
12/15/2021	100877 FOXHIRE, LLC	Erin Ross Week Ending 12/3/21	2,737.50
12/15/2021	100878 HEARTLAND ALLIANCE H	Audiology/Admin	1,260.00
12/15/2021	100879 INTEGRATED SYSTEMS C	Skyward Hosting Services from November 2021 to June 2022	1,600.00
12/15/2021	100880 IT SAVVY LLC	(8) Adobe Acrobat Pro DC for Team Licensing Subscription	1,631.04
12/15/2021	100881 MAXIM HEALTHCARE SER	E435582036611/22/21 to 11/23/21	4,102.25
12/15/2021	100881 MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 11/20/21	16,613.70
12/15/2021	100881 MAXIM HEALTHCARE SER	ERM360-0366 Period ending 12/4/21	16,891.75
12/15/2021	100882 MCGRAW-HILL SCHOOL E	Wonders Curriculum	766.58
12/15/2021	100883 MHS	Online Connors 3 Protocols for Psych inventory.	127.50
12/15/2021	100884 MICROSONIC INC.	A. Roeters	52.00
12/15/2021	100884 MICROSONIC INC.	A. Proa	92.00
12/15/2021	100884 MICROSONIC INC.	A. Lamb	107.00
12/15/2021	100885 NCS PEARSON	7-13-21 DHH Itinerants - Pearson	603.75
12/15/2021	100885 NCS PEARSON	7-13-21 DHH Itinerants - Pearson	603.75
12/15/2021	100886 OTC BRANDS, INC.	PBIS Reinforcers	241.96
12/15/2021	100887 PHILLIP'S FLOWERS	C.Pearce	72.95
12/15/2021	100888 PLANSOURCE	ACA/PEPM October 2021	1,847.27
12/15/2021	100889 PODS ENTERPRISES, LL	8026B54 Dates: 12/7/21 to 1/6/22	219.00
12/15/2021	100890 PREFERRED MEAL SYSTE	SE Alternative	4,266.15

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/15/2021	100890	PREFERRED MEAL SYSTE	Transition	1,643.73
12/15/2021	100890	PREFERRED MEAL SYSTE	Transition Center	613.96
12/15/2021	100890	PREFERRED MEAL SYSTE	Southeast Alternative	1,555.68
12/15/2021	100890	PREFERRED MEAL SYSTE	Transition	805.15
12/15/2021	100890	PREFERRED MEAL SYSTE	SE	2,208.92
12/15/2021	100891	SCHOOL NURSE SUPPLY	Disposable Childrens Masks	46.90
12/15/2021	100892	SHAW MEDIA	Quarterly Meeting	53.58
12/15/2021	100893	SOLIANT	33664 11/22/21 to 11/23/21	862.50
12/15/2021	100893	SOLIANT	82888 11/26/21	336.00
12/15/2021	100893	SOLIANT	A. Underwood 11/22/21 to 11/23/21	1,031.25
12/15/2021	100893	SOLIANT	11/29/21 to 12/3/21	8,381.25
12/15/2021	100893	SOLIANT	11/29/21 to 12/3/21 Brown, Joshua	1,680.00
12/15/2021	100894	SONOVA USA INC.	Supplies	400.00
12/15/2021	100894	SONOVA USA INC.	Repairs	178.99
12/15/2021	100895	SUBURBANITE BOWL INC	Nov 11, 12, 15, 18, 19	131.60
12/15/2021	100896	THE STEPPING STONES	SASE1501 Dates: 10/31/21 to 11/13/21	27,045.35
12/15/2021	100896	THE STEPPING STONES	SASE1501 Dates: 11/14/21 to 11/27/21	15,650.70
12/15/2021	100897	TIERNEY	Clevertouch Board for North School	1,256.00
12/15/2021	100898	URBAN, JESSICA	Mileage Reimbursement 11/1/21 to 11/29/21	68.49
Totals for checks				266,110.10

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CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/15/2021	212200378	KEENEYVILLE DISTRICT	SASED Students Breakfast/Lunch October 2021	167.68
12/15/2021	212200378	KEENEYVILLE DISTRICT	FY22 MN Tuition Refund	83,868.00
12/15/2021	212200379	BENJAMIN SCHOOL DIST	FY22 MN Tuition Refund	56,191.56
12/15/2021	212200380	DUPAGE COUNTY SCHOOL	SASED Students Breakfast/Lunch Ictiber 2021	1,674.99
12/15/2021	212200380	DUPAGE COUNTY SCHOOL	FY22 MN Tuition Refund	63,739.68
12/15/2021	212200381	SALT CREEK SCHOOL DI	SASED Students Breakfast & Lunch October 2021	1,396.99
12/15/2021	212200381	SALT CREEK SCHOOL DI	Sunbelt staffing - 11/20/21 School Tele-SLP	67.88
12/15/2021	212200381	SALT CREEK SCHOOL DI	Sunbelt Staffing - 11/27/21 School Tele=SLP	113.13
12/15/2021	212200381	SALT CREEK SCHOOL DI	12/4/21 Sunbelt Staffing	181.00
12/15/2021	212200382	CASS SCHOOL DISTRICT	SASED Students lunch October 2021	215.88
12/15/2021	212200383	CENTER CASS DISTRICT	SSED Students Free Meals October 2021	314.76
12/15/2021	212200384	WOODRIDGE DISTRICT #	SASED Student Lunch October 2021	47.49
12/15/2021	212200385	DUPAGE HS DISTRICT #	FY22 Transition Refund	41,196.00
12/15/2021	212200386	COMMUNITY HS DIST #9	FY22 Tuition Refund	41,934.00
12/15/2021	212200387	AHN, MAY	Mileage Reimbursement 11/1/21 to 11/30/21	141.48
12/15/2021	212200388	AL WARREN OIL CO., I	12/2/21 Delivery	479.35
12/15/2021	212200388	AL WARREN OIL CO., I	Delivery Date 12/9/21	547.59
12/15/2021	212200389	BARAJAZ, DINA	Mileage Reimbursement 10/1/21 to 11/30/21	73.86
12/15/2021	212200390	BERGFELD, BETH	Mileage Reimbursement 9/29/21 to 11/30/21	403.02
12/15/2021	212200391	BOCZKOWSKI, DEBRA	Mileage Reimbursement 0/1/21 to 9/30/21	184.97
12/15/2021	212200392	BOOTSMA, KRISTY	Mileage Reimbursement 11/2/21 to 11/30/21	60.82
12/15/2021	212200393	BRADLEY, LISA	Mileage Reimbursement 10/8/21 to 11/19/21	39.20
12/15/2021	212200394	BUNGERT, TINA	Mileage Reimbursement 11/3/21 to 11/29/21	25.18
12/15/2021	212200395	CARRASQUILLO, ELIZAB	Mileage Reimbursement 11/1/21 to 11/29/21	152.52
12/15/2021	212200396	CHAPLIN, KRISTINE	Mileage Reimbursement 10/1/21 to 10/29/21	204.27
12/15/2021	212200396	CHAPLIN, KRISTINE	Mileage Reimbursement 11/1/21 to 11/30/21	174.89
12/15/2021	212200397	CIECKO, ASHLEY	Mileage Reimbursement 11/1/21 to 11/29/21	22.40
12/15/2021	212200398	CREAGAN, HELEN	Mielage Reimbursement 11/1/21 to 12/1/21	80.42
12/15/2021	212200399	CUOMO, SUSAN	Mileage Reimbursement 11/3/21 to 12/3/21	139.13
12/15/2021	212200400	DIRIENZO, CHRISTINE	Mileage Reimbursement 9/1/21 to 11/30/21	488.88
12/15/2021	212200401	DORCHACK, MARIA	Mileage Reimbursement 11/1/21 to 11/30/21	183.18
12/15/2021	212200402	GALVAN, MIGDALIA	Mileage Reimbursement 11/3/21 to 11/5/21	8.96

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/15/2021	212200403	GEBRE, AMY	Cell Phone Stipend	300.00
12/15/2021	212200404	HOMAN, JULIA	Mileage Reimbursement 11/1/21 o 11/30/21	215.99
12/15/2021	212200405	HUNT, KARA	Reimbursement - Thanksgiving baskets/Class Supplies	56.25
12/15/2021	212200406	HUNTLEY, EMILEE	Mileage Reimbursement 11/1/21 to 11/30/21	126.99
12/15/2021	212200406	HUNTLEY, EMILEE	Mileage Reimbursement 11/1/21 to 11/19/21	30.04
12/15/2021	212200407	LOHRENZ, ASHLEY	Mileage Reimbursement 11/1/21 to 11/30/21	279.28
12/15/2021	212200408	LONG, MARTHA	Mileage Reimbursement 12/2/21 to 12/14/21	11.09
12/15/2021	212200409	LOONEY, KATHERINE	Mileage Reimbursement 11/10/21 to 11/17/21	32.16
12/15/2021	212200410	LUSTIG, SAMANTHA	Mileage Reimbursement 11/3/21 to 11/11/21	17.02
12/15/2021	212200411	MCCARTHY, LAWRENCE J	Cell Phone Stipend	300.00
12/15/2021	212200412	MEDEARIS, CHRISTOPHE	Mielage Reimbursement 8/23/21 to 11/22/21	386.98
12/15/2021	212200413	MOROZ, KRISTYN	Mileage Reimbursement 11/1/21 to 11/30/21	165.65
12/15/2021	212200414	MURPHY, MEGAN	Mileage Reimbursement 11/1/21 to 11/16/21	21.84
12/15/2021	212200415	PADDEN, JODI	Mileage Reimbursement 9/1/21 to 9/29/21	135.52
12/15/2021	212200416	PEAHL, KIRSTIN	Mileage Reimbursement 9/2/21 to 11/8/21	109.25
12/15/2021	212200417	POLLAK, ANGELA	Mileage Reimbursement 11/1/21 to 11/30/21	50.85
12/15/2021	212200418	ROBERTS, RUTH	Mileage Reimbursement 11/1/21 to 11/30/21	71.85
12/15/2021	212200419	SCIANNA, MICHAEL	Mileage Reimbursement 10/25/21 to 11/23/21	320.04
12/15/2021	212200420	SHANAHAN, KERRY	Mielage Reimbursement 11/17/21 to 11/29/21	45.31
12/15/2021	212200421	SIMMONS, JULENE	November 2021 Hours OT/PT	187.50
12/15/2021	212200422	SMITH, CLAIRE	Mileage Reimbursement 11/1/21 to 11/30/21	259.89
12/15/2021	212200423	SOBERON, SAMANTHA	Mileage Reimbursement 11/2/21 to 11/29/21	38.08
12/15/2021	212200424	SUDDS, PAMELA	Cell Phone Stipend	300.00
12/15/2021	212200425	WALSH, ANNA	Mileage Reimbursement 11/8/21 to 12/1/21	50.40
12/15/2021	212200426	WHITE, SHEILA	Mileage Reimbursement 11/1/21 to 11/19/21	168.66
Totals for checks				298,199.80

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/18/2022	100938	OFFICE DEPOT	Pencil Sharpener for ABS; Classroom Supplies	114.10
01/18/2022	100938	OFFICE DEPOT	supplies for Ann Kremer	4.79
01/18/2022	100938	OFFICE DEPOT	supplies for Ann Kremer	10.36
01/18/2022	100938	OFFICE DEPOT	Supplies for Tammy Wrobbel	278.44
01/18/2022	100938	OFFICE DEPOT	supplies for Julie	11.79
01/18/2022	100938	OFFICE DEPOT	supplies for Amy Bain	7.58
01/18/2022	100938	OFFICE DEPOT	supplies for Ann Kremer	13.09
01/28/2022	100939	AMBER MECHANICAL CON	Quarterly Billing #1 of 4	7,050.75
01/28/2022	100940	AMERICANEAGLE.COM, I	SASED/H Monthly Fee for shared server and maintenance	225.00
01/28/2022	100941	ARAMARK CHICAGO LOCK	Reservation #316609 9/21/21	500.00
01/28/2022	100941	ARAMARK CHICAGO LOCK	#316759 11/10/21 Room Charge/LCD Projector	700.00
01/28/2022	100942	ASCD	registration ASCD Workshop	199.00
01/28/2022	100943	AYA HEALTHCARE INC.	Munoz, Diego 12/1/21 to 12/11/21	9,602.49
01/28/2022	100944	BENJAMIN, BILL	Reimbursement - Movie Tickets	77.90
01/28/2022	100945	BENNETT & BROSSEAU R	Southeast Alternative Roof Repairs	4,495.00
01/28/2022	100946	BERWYN GARAGE	VIN 4UZABRFD7KCKK5056 Repairs	207.76
01/28/2022	100946	BERWYN GARAGE	VIN 4UZABRFD9KCKK4047 MN	582.84
01/28/2022	100947	BOCZKOWSKI, DEBRA	Mileage Reimbursement 10/1/21 to 10/29/21	200.48
01/28/2022	100948	CDW GOVERNMENT	FortiToken Mobile Licenses	1,284.00
01/28/2022	100949	CERNEY, PATRICIA	Reimbursement - School Bus Renewal	4.00
01/28/2022	100950	CHEM-CARE, INC.	Hand Wipes	566.40
01/28/2022	100950	CHEM-CARE, INC.	Surface Wipes	646.10
01/28/2022	100951	CLASSIC LANDSCAPE, L	Dormant prune all shrubs and ornamentals 12/20/21	450.00
01/28/2022	100952	CPI	Nonviolent Crisis Intervention(R) 2nd Edition Participant Workbook (PWKB2ONCI) for CPI training	5,372.50
01/28/2022	100952	CPI	Advanced Training at Holy Medical Family Center (4)	7,798.00
01/28/2022	100952	CPI	Advanced Training at Holy Medical Family Center (4)	9,998.00
01/28/2022	100952	CPI	NCI ICP Blended	3,699.00
01/28/2022	100952	CPI	CPI Recertification	1,399.00
01/28/2022	100953	CREATIVE EXCHANGE	Music Therapy Salt Creek 12/2, 12/7, 12/9, 12/14, 12/16, 12/21	450.00
01/28/2022	100953	CREATIVE EXCHANGE	Music therapy Addison Trail 12/7, 12/14	150.00
01/28/2022	100953	CREATIVE EXCHANGE	Music therapy Transition 12/3, 12/10, 12/17	450.00
01/28/2022	100953	CREATIVE EXCHANGE	Music Therapy Swartz 12/2, 12/7, 12/9, 12/14, 12/16, 12/21	450.00
01/28/2022	100953	CREATIVE EXCHANGE	Music Therapy Southeast 12/1, 12/8, 12/15	675.00
01/28/2022	100953	CREATIVE EXCHANGE	Music Therapy Albright 12/7, 12/14, 12/21	225.00
01/28/2022	100953	CREATIVE EXCHANGE	Music Therapy DHH 12/2, 12/7,	375.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/28/2022	100953	CREATIVE EXCHANGE	12/9, 12/14, 12/16 Music Therapy STARS 12/3, 12/10, 12/17	600.00
01/28/2022	100954	CZERNEK, STEPHANIE	Mileage Reimbursement 11/8/21 to 12/14/21	27.72
01/28/2022	100955	DUPAGE COUNTY R.O.E.	Fingerprinting 7/1/21 to 12/31/21	1,100.00
01/28/2022	100956	EDU HEALTHCARE, LLC	A. Burke 11/16/21 and 11/18/21	1,008.00
01/28/2022	100956	EDU HEALTHCARE, LLC	J. Daniels 12/13/21 to 12/17/21	1,575.00
01/28/2022	100956	EDU HEALTHCARE, LLC	J. Daniels 11/15/21 to 11/19/21	1,417.50
01/28/2022	100956	EDU HEALTHCARE, LLC	J. Daniels 12/6/21 to 12/10/21	1,575.00
01/28/2022	100957	EDWARDS, PAUL	Reimbursement - Bus Driver Renewal	4.00
01/28/2022	100958	ENGLER CALLAWAY BAAS	General School Law December 2021	1,862.00
01/28/2022	100958	ENGLER CALLAWAY BAAS	Professional Development December 2021	49.00
01/28/2022	100960	FOXHIRE, LLC	Beth Kern Week Ending 12/10/21	2,981.25
01/28/2022	100960	FOXHIRE, LLC	Lina Odeh Week Ending 12/10/21	1,125.00
01/28/2022	100960	FOXHIRE, LLC	Jacqueline Rozek Week Ending 12/10/21	2,542.59
01/28/2022	100960	FOXHIRE, LLC	Samantha Averinos Week Ending 12/10/21	2,737.50
01/28/2022	100960	FOXHIRE, LLC	Perla Vargas Varela Week Ending 12/10/21	2,737.50
01/28/2022	100960	FOXHIRE, LLC	Erin Ross Week Ending 12/10/21	2,737.50
01/28/2022	100960	FOXHIRE, LLC	Erin Ross Week Ending 12/17/21	2,737.50
01/28/2022	100960	FOXHIRE, LLC	Perla Vargas Varela Week Ending 12/7/21	2,737.50
01/28/2022	100960	FOXHIRE, LLC	Samantha Avgerinos Week Ending 12/17/21	2,737.50
01/28/2022	100960	FOXHIRE, LLC	Jaqueline Rozek Week Ending 12/17/21	2,622.16
01/28/2022	100960	FOXHIRE, LLC	Beth Kern Week Ending 12/17/21	2,981.25
01/28/2022	100960	FOXHIRE, LLC	Erin Ross Week Ending 12/24/21	1,642.50
01/28/2022	100960	FOXHIRE, LLC	Perla Vargas Varela Week Ending 12/24/21	1,569.50
01/28/2022	100960	FOXHIRE, LLC	Jacqueline Rozek Week Ending 12/24/21	1,551.25
01/28/2022	100960	FOXHIRE, LLC	Beth Kern Week Ending 12/24/21	1,788.75
01/28/2022	100960	FOXHIRE, LLC	Beth Kern Week Ending 1/7/22	1,192.50
01/28/2022	100960	FOXHIRE, LLC	Jacqueline Rozek Week Ending 1/7/22	1,095.00
01/28/2022	100960	FOXHIRE, LLC	Samantha Avgerinos Week Ending 1/7/22	2,737.50

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
01/28/2022	100960	FOXHIRE, LLC	Erin Ross Week Ending 1/7/22	1,095.00
01/28/2022	100961	FREDRICKS, WENDY	Mileage Reimbursement 12/17/21	6.33
01/28/2022	100962	GREAT MINDS PBC	PO3062100028 (2) six hour session split over 2 three-hour sections of Private Launch PD 35 participants per session	5,000.00
01/28/2022	100962	GREAT MINDS PBC	PO3062100029 Private Virtual PD of Continuous Learning	1,250.00
01/28/2022	100963	HEARTLAND ALLIANCE H	Multi-Needs 11/2/21, 11/22/21	154.00
01/28/2022	100963	HEARTLAND ALLIANCE H	DHH 11/1/21 to 11/29/21	239.75
01/28/2022	100964	IAASE	Conference Registration- Christine DiRienzo	50.00
01/28/2022	100964	IAASE	Conference Registration - Amy Gebre	50.00
01/28/2022	100964	IAASE	Conference Registration - Christine Martin	50.00
01/28/2022	100965	JASON JOBB	Mileage Reimbursement 11/1/21 to 12/6/21	158.99
01/28/2022	100966	KEYGUARD ASSISTIVE T	Temporary Keypad: Proloquo2GO - for student IPAD	22.82
01/28/2022	100966	KEYGUARD ASSISTIVE T	3 - ArmorBox Kido Case (Blue) & 2 Unicorn Beetle Pro Case - both for 6th Generation Ipad	121.64
01/28/2022	100967	LEARNINGSTREAM	Renewals 2/15/22 to 2/14/23	4,525.80
01/28/2022	100968	MARCHESE, JAMESON	Reimbursement - Bus Driver Renewal Fee	4.00
01/28/2022	100969	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 12/11/21	17,009.85
01/28/2022	100969	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 12/18/21	17,450.56
01/28/2022	100969	MAXIM HEALTHCARE SER	ERM360-0366 12/20/21 to 12/22/21	1,012.50
01/28/2022	100969	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 1/8/22	12,060.25
01/28/2022	100970	MICROSONIC INC.	S. Deaudes	83.00
01/28/2022	100970	MICROSONIC INC.	P. Evans	61.00
01/28/2022	100970	MICROSONIC INC.	S. Biswas	52.00
01/28/2022	100970	MICROSONIC INC.	C. Rodriegue	97.00
01/28/2022	100970	MICROSONIC INC.	S. Cook	95.00
01/28/2022	100970	MICROSONIC INC.	C. Pacheco	56.55
01/28/2022	100970	MICROSONIC INC.	K. Feller	104.00
01/28/2022	100971	NCS PEARSON	OT PT Assessment Forms	1,213.97
01/28/2022	100972	NORTHERN ILLINOIS UN	Room Rental 11/4/21 to 11/5/21 Administrators	520.00
01/28/2022	100973	NSSEO NORTHWEST SUBU	Registration for Administrator Academy/M. McGuffin 12/16/21	15.00
01/28/2022	100974	OTICON INC	HA Repair	165.00
01/28/2022	100975	PADDOCK PUBLICATIONS	2022 Meeting Times	21.00
01/28/2022	100976	PAYNE, JULIE	Reimbursement for school bus driver renewal	4.00
01/28/2022	100977	PHILLIP'S FLOWERS	Cody Nebel	74.95
01/28/2022	100978	PLANSOURCE	ACA and PEPM Decemberr 2021	1,873.24
01/28/2022	100978	PLANSOURCE	ACA State Reporting	500.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/28/2022	100979	PODS ENTERPRISES, LL	ID #112082BX 12/17/21 to 1/16/22	289.00
01/28/2022	100979	PODS ENTERPRISES, LL	ID #426B57 12/23/21 to 1/22/21	219.00
01/28/2022	100979	PODS ENTERPRISES, LL	ID #8026B54 1/7/22 to 2/6/22	219.00
01/28/2022	100980	PREFERRED MEAL SYSTE	SE	3,538.61
01/28/2022	100980	PREFERRED MEAL SYSTE	Transition	1,485.96
01/28/2022	100981	PROCARE THERAPY	E. Placek 9/27/21 to 10/1/21	2,445.50
01/28/2022	100981	PROCARE THERAPY	82888 J. Brown 11/15/21 to 11/19/21	1,680.00
01/28/2022	100981	PROCARE THERAPY	82888 J. Brown 12/5/21 to 12/10/21	1,728.00
01/28/2022	100981	PROCARE THERAPY	1/3/22 to 1/7/22	2,618.00
01/28/2022	100982	SCHOOL SPECIALTY LLC	Classroom Materials - Murphy/Moses	23.28
01/28/2022	100983	SKYWARD ACCOUNTING D	Migrate to ISCorp	2,580.00
01/28/2022	100984	SOLIANT	12/10/21	1,728.00
01/28/2022	100984	SOLIANT	33664 Dates:12/6/21 to, 12/10/21	6,318.75
01/28/2022	100984	SOLIANT	33664 Dates: 12/14/21 to 12/17/21	7,537.50
01/28/2022	100984	SOLIANT	33664 11/8/21 to 11/12/21	7,837.50
01/28/2022	100984	SOLIANT	82888 12/13/21 to 12/17/21	2,364.75
01/28/2022	100984	SOLIANT	33664 Period: 1/3/22 to 1/7/22	3,712.50
01/28/2022	100985	SONOVA USA INC.	Repairs	576.99
01/28/2022	100986	STAMATELOPOULOS, KEL	Mileage Reimbursement 11/1/12 to 11/30/21	108.64
01/28/2022	100986	STAMATELOPOULOS, KEL	Mileage Reimbursement 12/1/21 to 12/21/21	79.52
01/28/2022	100987	SUBURBAN DRIVE LINE	Safety Test VI-04	40.00
01/28/2022	100988	SUBURBANITE BOWL INC	12/1, 12/8, 12/9, 12/10, 12/16	93.45
01/28/2022	100989	THE STEPPING STONES	SASE1501 11/28/21 to 12/11/21	30,111.05
01/28/2022	100990	URBAN, JESSICA	Mileage Reimbursement 12/1/21 to 12/17/21	69.33
01/28/2022	100991	U.S. POSTAL SERVICE	Postage	2,000.00
01/28/2022	100992	WEISS SNOW REMOVAL,	Snow Removal 12/28/21 to 1/2/22	2,023.65
01/28/2022	100992	WEISS SNOW REMOVAL,	1/2/22 to 1/8/22 Snow Removal	2,607.55
Totals for checks				256,978.57

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/28/2022	212200451	KEENEYVILLE DISTRICT	November Meals for SASED Students	102.88
01/28/2022	212200452	DUPAGE COUNTY SCHOOL	November Meals for SASED Students	1,565.29
01/28/2022	212200453	SALT CREEK SCHOOL DI	2021/2022 Classroom Rentals	184,000.00
01/28/2022	212200453	SALT CREEK SCHOOL DI	21/22 Registration Fees for SASED Students	3,840.00
01/28/2022	212200453	SALT CREEK SCHOOL DI	November meals for SASED Students	1,235.44
01/28/2022	212200454	CENTER CASS DISTRICT	November Meals for SASED Students	274.50
01/28/2022	212200455	DUPAGE HS DISTRICT #	FY22 MN Tuition Refund	33,547.20
01/28/2022	212200456	2955, LLC	February 2022 Rent for 2900 Ogden Avenue, Lisle, IL	47,272.02
01/28/2022	212200457	AL WARREN OIL CO., I	C08708 Delivery 12/16/21	586.58
01/28/2022	212200457	AL WARREN OIL CO., I	C08708 Delivery 1/6/22	299.37
01/28/2022	212200457	AL WARREN OIL CO., I	Delivery Date 1/13/22	493.72
01/28/2022	212200458	ARVANS, SUSAN	Mileage Reimbursement 10/14/21 to 10/26/21	94.40
01/28/2022	212200459	BERGFELD, BETH	Mileage Reimbursement 12/1/21 to 12/14/21	83.91
01/28/2022	212200460	BOLIN, SAMANTHA	Reimbursement - The Power of You Conference	285.73
01/28/2022	212200461	BOOTSMA, KRISTY	Mileage Reimbursement 12/1/21 to 12/17/21	63.11
01/28/2022	212200462	BRUSICH, WENDY	Reimbursement - ADL Instructional Materials	6.99
01/28/2022	212200463	CARRASQUILLO, ELIZAB	Mileage Reimbursement 12/2/21 to 12/16/21	66.10
01/28/2022	212200464	CIECKO, ASHLEY	Mileage Reimbursement 12/2/21 to 12/17/21	22.96
01/28/2022	212200465	CREAGAN, HELEN	Mileage Reimbursement 12/7/21 to 12/17/21	29.29
01/28/2022	212200466	CUOMO, SUSAN	Mileage Reimbursement 12/6/21 to 12/15/21	48.37
01/28/2022	212200467	DAHL, LAURA	Reimbursement - Movie Tickets 12/6/21	77.90
01/28/2022	212200468	DELEONARDIS, NICOLE	Mileage Reimbursement 11/5/21 to 12/10/21	24.64
01/28/2022	212200469	DIXON, KENNEDI	January 2022 Travel Allowance	400.00
01/28/2022	212200470	DOPKA, DONALD	Mileage Reimbursement 10/19/21 to 12/10/21	320.36
01/28/2022	212200471	DORCHACK, MARIA	Mileage Reimbursement 12/1/21 to 12/17/21	125.89
01/28/2022	212200472	GEBRE, AMY	Reimbursement - Community Bowling Trip	42.00
01/28/2022	212200473	GROHN, JULIE	January 2022 Travel Allowance	400.00
01/28/2022	212200474	JACOBSON, ELIZABETH	Reimbursement - ADL Instructional Materials	11.97
01/28/2022	212200475	JESKE, ERIKA	Mileage Reimbursement 11/11/21 to 12/17/21	177.30
01/28/2022	212200476	JOHNSON, JULIA	Mileage Reimbursement 11/2/21 to	138.87
01/28/2022	212200477	LOHRENZ, ASHLEY	Mileage Reimbursement 12/1/21 to 12/17/21	163.41
01/28/2022	212200478	MARTIN, CHRISTINE	January 2022 Travel Allowance	400.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
01/28/2022	212200479	MCGUFFIN, MELINDA	January 2022 Travel Allowance	400.00
01/28/2022	212200480	MOROZ, KRISTYN	Mileage Reimbursement 12/1/21 to 12/15/21	128.74
01/28/2022	212200481	MOYNIHAN, LYNN	Mileage Reimbursement 11/3/21 to 11/19/21	139.83
01/28/2022	212200481	MOYNIHAN, LYNN	Mileage Reimbursement 12/1/21 to 12/17/21	115.93
01/28/2022	212200482	MURPHY, MEGAN	Mileage Reimbursement 12/6/21 to 12/16/21	30.58
01/28/2022	212200483	NOESEN, JULIE	Reimbursement - Amazon/Classroom	68.02
01/28/2022	212200484	PADDEN, JODI	Mileage Reimbursement 10/5/21 to 10/28/21	128.24
01/28/2022	212200485	PETERSON, COLLEEN	Mileage Reimbursement 11/1/21 to 12/22/21	72.07
01/28/2022	212200486	PETERSEN, JENNIFER	Mileage Reimbursement 11/1/21 to 12/16/21	43.29
01/28/2022	212200487	POLLAK, ANGELA	Mileage Reimbursement 12/1/21 to 12/21/21	33.04
01/28/2022	212200488	ROBINSON, DONALD	January 2022 Travel Allowance	400.00
01/28/2022	212200489	SCIANNA, MICHAEL	Mileage Reimbursement 11/29/21 to 12/17/21	225.60
01/28/2022	212200490	SHANAHAN, KERRY	Mileage Reimbursement 12/1/21 to 12/16/21	249.85
01/28/2022	212200491	SMITH, CLAIRE	Mileage Reimbursement 12/1/21 to 12/17/21	192.07
01/28/2022	212200492	SOBERON, SAMANTHA	Mileage Reimbursement 12/3/21 to 12/17/21	29.68
01/28/2022	212200493	TATHAM, SARA	Mileage Reimbursement 11/1/21 to 12/17/21	169.12
01/28/2022	212200494	THOMPSON, BRIDGET	Mileage Reimbursement 12/7/21 to 12/15/21	44.39
01/28/2022	212200494	THOMPSON, BRIDGET	Reimbursement - art supplies, gifts and other sensory items	65.50
01/28/2022	212200495	WAWCZAK, ELIZABETH	Mileage Reimbursement 10/4/21 to 11/15/21	135.96
01/28/2022	212200496	WEBER, KATHLEEN	Mileage Reimbursement 11/15/21 to 11/30/21	155.21
01/28/2022	212200497	ZEITLIN, DEBORAH	Mileage Reimbursement 11/1/21 to 12/17/21	34.72
Totals for checks				279,062.04

INTERIM CHECKS

December 2021 \$ 448,269.56

Interims

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/03/2021	100816	ALLIED BENEFIT SYSTE	A06120 December 2021	460.00
12/03/2021	100817	ARCON ASSOCIATES	Project #20089 Annual Mobile Inspection SE	1,500.00
12/03/2021	100818	DUPAGE COUNTY PUBLIC	13515817-01 Service: 7/26/21 to 9/27/21	30.32
12/03/2021	100819	GUARDIAN	00519548 December 2021	1,123.43
12/03/2021	100820	HOME DEPOT CREDIT SE	6035322005175868	216.88
12/03/2021	100821	INDUSTRIAL APPRAISAL	7-162-650 Property Record Report 7/1/21	205.00
12/03/2021	100822	NET56	Agreement USAC/Internet Access/Connectivity/Communicat ion Taxes	3,860.33
12/03/2021	100822	NET56	December 2021	22,413.28
12/03/2021	100822	NET56	Mileage M. Bdovichenko 11/15/21	33.60
12/03/2021	100822	NET56	Mileage L. Leyva, V. Kutsko	72.74
12/03/2021	100823	ORKIN EXTERMINATING	28483215 11/19/21	76.94
12/03/2021	100824	UNIVERSAL PREMIUM	SN814 11/16/21 to 11/30/21	691.18
12/03/2021	100825	VANGUARD ENERGY SERV	400641 October 2021	1,216.92
12/03/2021	100826	VERIZON WIRELESS	380381311-00001 Oct 14 to Nov 13	54.51
12/03/2021	100826	VERIZON WIRELESS	385780586-00001 Oct 20 to Nov 19	3.41
12/03/2021	100826	VERIZON WIRELESS	285824433-00001 Oct 20 to Nov 19	2.83
12/03/2021	100826	VERIZON WIRELESS	480335060-00002 Oct 20 to Nov 19	2.92
12/03/2021	100826	VERIZON WIRELESS	980338541-00001 Oct 20 to Nov 19	10.65
12/03/2021	100826	VERIZON WIRELESS	685742208-00001 Oct 20 to Nov 19	21.20
12/03/2021	100826	VERIZON WIRELESS	980514589-00002 Oct 17 to Nov 16	6.63
12/03/2021	100826	VERIZON WIRELESS	480335060-00001 Oct 20 to Nov 19	183.34
12/03/2021	100826	VERIZON WIRELESS	380335400-00001 Oct 20 to Nov 19	438.27
12/10/2021	100827	AMERICAN HERITAGE LI	W6508	953.26
12/10/2021	100828	CONSTELLATION NEW EN	1352696-0 Dates: 10/22/21 to 11/22/21	4,734.77
12/10/2021	100829	GUARDIAN - ALTERNATE	00519548 November 2021	11,082.16
12/10/2021	100830	KONICA MINOLTA BUSIN	11/4/21 to 12/3/21	680.39
12/10/2021	100831	KONICA MINOLTA PREMI	500-0601077-000 DatesL 11/22/21 to 12/22/21	2,275.00
12/10/2021	100831	KONICA MINOLTA PREMI	500-0541958-000 Date: 12/26/21	728.71
12/10/2021	100832	RAPTOR TECHNOLOGIES	Raptor Visitor Management Annual Access Fee	1,130.00
12/10/2021	100833	T-MOBILE	976288363 10/21/21 to 11/20/21	611.20
12/10/2021	100834	VERIZON WIRELESS	680514606-00001 Oct 26 TO Nov 25	6.23
12/10/2021	100834	VERIZON WIRELESS	480514606-00001 Oct 26 to Nov 25	11.75

Totals for checks

54,837.85

Interims

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/17/2021	100902	BLUE CROSS BLUE SHIE	84001010002 November 2021	360,279.96
12/17/2021	100903	CHC WELLBEING	Employee Wellness Screening Morgan, j.	120.00
12/17/2021	100904	DEARBORN NATIONAL LI	F021947-1 January 2022	6,005.69
12/17/2021	100905	NET56	Jamf Pro iOS/Licenses December	187.68
12/17/2021	100906	UNIVERSAL PREMIUM	SN814 Dates 12/1/21 to 12/15/21	1,567.65
12/17/2021	100907	VERIZON WIRELESS	780335060-00001	23.65
12/17/2021	100907	VERIZON WIRELESS	880335634-00001 Nov 2 to Dec 1	2.83
12/29/2021	100901	FIFTH THIRD BANK/MAS	O&M Buzzers- M.R.	12.59
12/29/2021	100901	FIFTH THIRD BANK/MAS	O&M Label Maker Tape- SAC	32.21
12/29/2021	100901	FIFTH THIRD BANK/MAS	O&M Buzzers- L. McCullough	12.59
12/29/2021	100901	FIFTH THIRD BANK/MAS	Classroom Supplies- S.P. @ Swartz	12.49
12/29/2021	100901	FIFTH THIRD BANK/MAS	11.9.21 North Amazon Order	67.49
12/29/2021	100901	FIFTH THIRD BANK/MAS	11/18/21 North Lusk Classroom Supplies	49.08
12/29/2021	100901	FIFTH THIRD BANK/MAS	11/22/21 North Amazon Supplies	35.95
12/29/2021	100901	FIFTH THIRD BANK/MAS	Classroom/Building Supplies - PBIS Reinforcers	119.95
12/29/2021	100901	FIFTH THIRD BANK/MAS	Classroom/Building Supplies - PBIS Reinforcers	232.07
12/29/2021	100901	FIFTH THIRD BANK/MAS	Hand Sanitizer Gel	156.00
12/29/2021	100901	FIFTH THIRD BANK/MAS	11/11/21 Items for Holmes Sensory Room	338.94
12/29/2021	100901	FIFTH THIRD BANK/MAS	12/2/2021 Sensory Items for Holmes (Stephanie Czernek)	74.13
12/29/2021	100901	FIFTH THIRD BANK/MAS	Supplies need for student food service	-132.78
12/29/2021	100901	FIFTH THIRD BANK/MAS	Cases for new iPads	-12.90
12/29/2021	100901	FIFTH THIRD BANK/MAS	What Happened to You;Conversations on Trauma, Resilience, and Healing by Oprah Winfrey for new team member	17.38
12/29/2021	100901	FIFTH THIRD BANK/MAS	Summary & Study Guide of What Happened to You? By Bruce D. Perry and Oprah Winfrey: Conversations on Trauma, Resilience, and Healing	6.99
12/29/2021	100901	FIFTH THIRD BANK/MAS	PBIS Program	570.00
12/29/2021	100901	FIFTH THIRD BANK/MAS	Amazon order	359.80
12/29/2021	100901	FIFTH THIRD BANK/MAS	Ink order	989.89
12/29/2021	100901	FIFTH THIRD BANK/MAS	Go Daddy Standard SSL Renewal	189.98
12/29/2021	100901	FIFTH THIRD BANK/MAS	Germ-X Hand Sanitizer	93.18
12/29/2021	100901	FIFTH THIRD BANK/MAS	Disposable Gloves	479.70
12/29/2021	100901	FIFTH THIRD BANK/MAS	Disposable Gloves	319.80
12/29/2021	100901	FIFTH THIRD BANK/MAS	SC	1,436.20
12/29/2021	100901	FIFTH THIRD BANK/MAS	Book for site	6.99
12/29/2021	100901	FIFTH THIRD BANK/MAS	Book for Tammy Wrobbel	31.80
12/29/2021	100901	FIFTH THIRD BANK/MAS	Book for Talin Tokat	31.80
12/29/2021	100901	FIFTH THIRD BANK/MAS	Postage to site	8.80
12/29/2021	100901	FIFTH THIRD BANK/MAS	book for site	6.99

Interims

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12/29/2021	100901	FIFTH THIRD BANK/MAS	books for staff/sites	64.93
12/29/2021	100901	FIFTH THIRD BANK/MAS	books for team	167.21
12/29/2021	100901	FIFTH THIRD BANK/MAS	Postage to site	2.36
12/29/2021	100901	FIFTH THIRD BANK/MAS	Transition Instructional Supplies	79.08
12/29/2021	100901	FIFTH THIRD BANK/MAS	MMAF	5,586.13
12/29/2021	100901	FIFTH THIRD BANK/MAS	IL TollwayTolls District 99	193.50
12/29/2021	100901	FIFTH THIRD BANK/MAS	Illinois Tollway Tolls District #94	73.10
12/29/2021	100901	FIFTH THIRD BANK/MAS	Illinois IPASS Tolls	163.40
			Totals for checks	380,064.28

Interims

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12/17/2021	100911 LAUTERBACH & AMEN, L	Financial Audit for year ending June 30, 2021	12,500.00
		Totals for checks	12,500.00

Interims

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/03/2021	212200356	CIECKO, ASHLEY	Reimbursement - therapy materials, office supplies, student case	43.92
12/03/2021	212200357	DAHL, LAURA	Reimbursement - cooking supplies	20.03
12/03/2021	212200357	DAHL, LAURA	Reimbursement - Thanksgiving Items	39.03
12/03/2021	212200357	DAHL, LAURA	FIN Reimbursement - P. Amouzou, A. Cruz-Gomez, N. Hasan, S. Rios	55.61
12/03/2021	212200358	FINA, VALERIE	FIN Reimbursement - A. Ellis, M. Hassan, V. Urbopnas, E. Wiley	60.00
12/03/2021	212200359	HUNT, KARA	Reimbursement - cooking items, classroom snacks	21.24
12/03/2021	212200360	LOONEY, KATHERINE	Reimbursement - cooking	30.33
12/03/2021	212200361	MISCH, MICHELLE	Reimbursement: sensory items, erasers and desk organizer	23.00
12/03/2021	212200361	MISCH, MICHELLE	Reimbursement - bins, puzzles, functional items, checks, locks	49.00
12/03/2021	212200361	MISCH, MICHELLE	Reimbursement - fidgets, chew necklace	30.17
12/03/2021	212200361	MISCH, MICHELLE	Reimbursement - books	22.08
12/03/2021	212200362	SANZENBACHER, ERIN	Reimbursement - Science/cooking supplies	38.28
12/03/2021	212200363	THOMPSON, BRIDGET	FIN Reimbursement - I. Cotoniето, E. Nono, A. Eapon and E. Roque	80.00
12/03/2021	212200364	VITALE, KATE	Reimbursement - Thanksgiving Items	42.93
12/03/2021	212200365	WALSH, ANNA	Reimbursement - social story for social work group	2.50
Totals for checks				558.12

Interims

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/17/2021	212200427	CIECKO, ASHLEY	Reimbursement - therapy materials, office supplies	27.40
12/17/2021	212200427	CIECKO, ASHLEY	Reimbursement - Office Supplies, Therapy Group	30.96
12/17/2021	212200427	CIECKO, ASHLEY	Reimbursement - therapy materials	35.36
12/17/2021	212200428	DAHL, LAURA	FIN Reimbursement P. Amouzou, A. Cruz-Gomez, N. Hasan, S. Rios	77.55
12/17/2021	212200429	GOES, JENNIFER	FIN Reimbursement L. Bacopn, S. Horton, Z. Pacindo-Delgado	26.48
12/17/2021	212200430	LAREN, RICHARD	FIN Reimbursement - A. Ochoa	20.00
12/17/2021	212200431	LOONEY, KATHERINE	Reimbursement - Jewel, Walgreens	33.71
12/17/2021	212200432	NOESEN, JULIE	Reimbursement - Holiday crafts, family gift bags and classroom supplies	21.00
12/17/2021	212200432	NOESEN, JULIE	Reimbursement - Chewy fidgets for students	18.97
12/17/2021	212200433	SOBERON, SAMANTHA	Reimbursement - Materials for group activities, peer buddies	17.88
Totals for checks				309.31

To: Board of Control
From: Melinda McGuffin, Executive Director
Date: January 26, 2022
Re: SLII-Sign Language Interpreter Agreement

Purpose:

The purpose of this memo is to provide information on the SLII contract.

Background:

This is a continuing contract for SASED that was originated in the 2020-2021 school year.

This is a contract for a range of sign language interpreting services between \$63.00 and \$85.00/hr for interpreter services.

Some of these services will be used at SASED, in addition one interpreter is currently placed at Winfield 34 and the district will be billed for the services.

Next Steps:

Approve SLII contract for 2021-2022 for sign language interpreting services

Customer Agreement For Interpreter Services

This Customer Agreement for Interpreter Services (this “**Agreement**”) is made this 4th day of January 2022(the “**Effective Date**”) by and between Sign Language Interpreters Inc (SLII), and SASED (“**Customer**”).

WHEREAS, SLII is an agency serving deaf, hard of hearing and hearing people; providing interpreting services to support communication between spoken languages and American Sign Language.

WHEREAS, SLII provides, among other programs and services, referral for interpreting services; and

WHEREAS Customer desires to contract with SLII for certain interpreter services on an as-needed basis upon the terms and conditions detailed herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

- I. **Covered Services.** Pursuant to this Agreement, Customer shall be able to request and SLII shall provide, in accordance with the terms herein, In-Person Interpreter Services. This service is provided by an Interpreter who arrives at the location specified by the Customer to perform in-person interpreting services (“**In-person Interpreter Services**”).
- II. **Source of Services/Subcontracting.** Services shall be performed by SLII staff interpreters or private practice (“freelance”) sign language interpreters who work as independent contractors for SLII (“**Interpreters**”). Any Interpreters who provide services to SASED students under this Agreement shall be subject to a criminal background check as required by the Illinois School Code.
- III. **Confidentiality and Compliance with the Law.** SLII and any Interpreters providing services on its behalf shall comply with all applicable provisions of federal and state laws and regulations, including without limitation the Illinois School Student Records Act, the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) in their current and amended forms and all corresponding regulations.
- IV. **Duration of Agreement.** SLII shall provide services to SASED pursuant to this Agreement from the Effective Date through June 30, 2022, unless otherwise agreed to by the parties in writing. The foregoing notwithstanding, this Agreement shall be terminable at

any time by either party upon thirty (30) days prior written notice.

V. Pricing.

- a. **Rates.** In-person Interpreter Services are billed at a two (2) hour minimum. The rates for In-person Interpreter Services are attached hereto as Exhibit A. SLII shall provide Customer with 30 days prior notice of any changes in rates.

VI. Overtime. Interpreter availability to stay beyond the contracted Assignment length (“Overtime”) is subject to the Interpreter’s schedule and is not guaranteed. Overtime for Assignments that exceed the contracted time are billed in half hour increments in the following manner: 0-9 minutes over, no additional charge; 10-30 minutes over, charged for the next half hour; 31-60 minutes over, charged for an additional half hour; 61-90 minutes over, charged for an additional half hour; and so on. Assignment Requests.

- a. **Assignment Request Procedure.** To request Services, Customer shall contact SLII by phone, or email as stated in the table below and provide the following information:
 - i. The date, time and location of the requested Services;
 - ii. The name of the individual who is Deaf or hard of hearing who will use the requested Services (“Consumer”); and the mode of communication used if known;
 - iii. For In-person Interpreting Services, an on-site contact person who will be available at the time the requested service is to be performed;
 - iv. Phone numbers and email address for the person placing the request;
 - v. If not already on file with SLII, Customer shall complete the Credit Account Registration Form attached hereto as Exhibit B; and
 - vi. Any other information Customer or SLII believes is necessary to complete the Assignment (“Assignment Request”).
 - vii. Requests submitted outside standard business hours need to be made via telephone to alert on-call staff to any request that is urgent or short notice.

Assignment Request Contact Information	
Phone	630-239-2388
Email	requests@slii.us
Mailing Address	960 McDole Drive, Sugar Grove IL 60554
Business Hours	8:00 am – 5:00 pm Monday – Friday

The Services specified in the Assignment Request shall be the “Assignment.” The date and time of the Assignment Request shall be when all required information specified above has been received by SLII.

- b. **Cancellation Policy.** To be effective and to avoid incurring charges, Customer shall notify

SLII of a cancellation of a Requested Assignment that has been Confirmed no less than two (2) full business days in advance of the Assignment date and time and cancellations must be received by SLII during business hours only. Cancellations made with less than two (2) business days' notice will be ineffective and Customer shall pay SLII for the Assignment in full. Cancellation requests made by Customer during non-business hours shall not be considered received until the next Business Day.

For the avoidance of doubt, if an Assignment is scheduled for 8:30 am on a Monday, in order to avoid being charged in full for the scheduled Assignment, SLII must receive the cancellation request no later than 4:30pm (close of business) on the preceding Wednesday. In the event of any on site modifications such as Customer no-shows or the Assignment finishing earlier than specified in the Assignment Request, Customer shall remain liable for charges for the scheduled Assignment as specified in the Assignment Request.

Assignment Requests made with less than two (2) full business days' notice are billable at the time of request.

c. **Short Notice/Emergency Assignment Requests.**

- i. In the event Customer makes an Assignment Request with less than two (2) business days' notice, in addition to being charged the regular rate for Services, Customer shall be charged and shall pay a short notice/emergency fee of \$50.00 per Interpreter ("**Short Notice Fee**").
- ii. In the event Customer makes an Assignment Request with less than one (2) business day notice, in addition to the Short Notice Fee, Customer shall also be charged and shall pay for the Interpreter(s) travel time to and from the Assignment. Such travel time is billed at the Interpreter's regular interpreting rate and is billed in thirty (30) minute increments ("**Travel Fee**") up to 3 hours of travel. SLII shall use reasonable efforts to schedule Interpreters so as to mitigate such travel fees.
- iii. In the event that SLII anticipates a Short Notice Fee, a Travel Fee, or any additional charges for the Assignment, SLII shall use reasonable efforts to notify Customer of any such reasonably anticipated fees prior to the assignment.

- d. **No Guaranty of Services.** Upon receipt of the Assignment Request, SLII shall use reasonable efforts to secure an Interpreter to fulfill the Assignment. The foregoing notwithstanding, Customer is hereby advised and acknowledges that there is a substantial shortage of interpreters (nation-wide), which may result in SLII's inability to provide an Interpreter for Assignment Requests.

Once SLII secures an Interpreter for the Assignment, the Assignment Request shall be **“Confirmed”** and SLII shall use reasonable efforts to contact the Customer by using the contact information provided in the Assignment Request to provide notification that an Interpreter has been secured. Customer may specify in the Assignment Request that confirmation of the Assignment is requested by a specified date, and SLII will use reasonable efforts to notify Customer by that date whether the Assignment is Confirmed. The Customer will not be charged for any unfilled Assignment Request.

VII. Quality Control

SLII represents that it will provide interpreters who are sufficiently experienced and competent to perform the services covered by this Agreement in a manner consistent with the standards of professional practice by interpreters providing services of a similar nature.

Upon the request of the Customer, SLII shall replace any Interpreter providing services to the Customer with another qualified provider acceptable to Customer.

The number of Interpreters needed for an Assignment shall be determined by SLII in its discretion, and subject to confirmation of the Customer, considering such factors as length, nature subject matter, number of Customers and their particular communication needs, and any other factor that would affect the interpretive outcome of the Assignment. Customer hereby acknowledges and agrees that Assignments lasting longer than two (2) hours or Assignments that involve complex subject matter (e.g., board meeting; college courses; theater performances; or multi-day courses or seminars) generally require two (2) Interpreters.

In the event that there is not a second Interpreter available for a two-person Assignment, SLII will ask the Interpreter if he/she would be willing to work the Assignment alone, provided that the Customer shall make all reasonable on site accommodations specified by SLII including, but not limited to, increased break frequency and length. When one interpreter works a two-Interpreter Assignment, billing will be at time and a half to induce the Interpreter to accept the assignment and to compensate the Interpreter for the additional work (nearly double) done for that Assignment.

Customer hereby acknowledges and agrees that some Assignments require additional Interpreter coordinating and/or consultation on and/or off site and that SLII may charge Customer an additional or miscellaneous fee for such Assignments (**“Additional Fee”**). For example, an Additional Fee may be charged to Customer for Assignments related to conferences, multiple day events (e.g., college courses), out-of-area, theater performances, preparation, rehearsal, mileage, parking or transportation. SLII shall use reasonable efforts to notify Customer of any reasonably anticipated Additional Fee prior to the Assignment.

VIII. Accounting and Recordkeeping

Customer shall make payments in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et seq. and shall make interest payments for any late payments in accordance with the Act.

IX. Insurance.

During the term of this Agreement, SLII shall maintain:

- General Liability and professional Liability insurance coverage in at least the following amounts: one million dollars (\$1,000,000) per each occurrence; and three million dollars (\$2,000,000) in the aggregate.

A certificate of insurance should be provided annually naming SASSED as an Additional Named Insured and its successors on a primary and non-contributory basis.

X. Miscellaneous.

1. **Successors and Assigns; Third Party Beneficiaries.** The stipulations, terms, covenants and agreements contained in this Agreement shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective permitted successors and assigns (including any successor entity after a public offering of stock, merger, consolidation, purchase or other similar transaction involving a party hereto) and nothing herein expressed or implied shall give or be construed to give to any person or entity, other than the parties hereto and such assigns any legal or equitable rights hereunder.
2. **Assignment.** This agreement may not be assigned by any party hereto without the consent of the other parties hereto, except to an entity under the control of, controlling or under common control with the assigning party, provided that in each case, the assigning party will continue to remain primary liable under this Agreement.
3. **Entire Agreement.** This Agreement, along with the exhibits hereto (but specifically excluding any other correspondence between any of the parties hereto or any of their affiliates), contains all of the terms agreed upon between the parties hereto with respect to the subject matter hereof, and all understandings and agreements heretofore had or made among the parties hereto are merged in this Agreement which alone fully and completely expresses the agreement of the parties hereto.
4. **Terms and Conditions.** These terms and conditions are subject to change by written mutual consent, signed by both parties.

5. **No Waiver.** No waiver by either party of any failure or refusal by the other party to comply with its obligations hereunder shall be deemed a waiver of any other or subsequent failure or refusal to so comply.
6. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Cook County, Illinois, or the federal district court for the Northern District of Illinois.
7. **Severability.** In any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
8. **Section Headings.** The headings of the various sections of this Agreement have been inserted only for purposes of convenience, are not part of this Agreement and shall not be deemed in any manner to modify, explain, expand, or restrict any of the provisions of this Agreement.
9. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and it shall not be necessary in making proof of this Agreement to produce or account for more than one such counterpart.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date.

Sign Language Interpreters Inc.

Business Name

Signed: Angela Trull
Name: Angela Trull
Title: President
Date: 1/8/2022

Signed: M. McGuffin
Name: MINDY MCGUFFIN
Title: Executive Director
Date: 01/04/2022

**Exhibit A
Sign Language Interpreters Inc
Interpreting Fee Schedule**

Special offer for public schools & non-profit organizations

Base Rate & Differentials

Standard Hours	Monday – Friday	8:00 am – 5:00 pm	\$63.00/hr
Evening	Monday – Friday	5:01 pm – 7:59 am	\$69.00/hr
Weekends		Anytime	\$69.00/hr
*Holidays		Anytime	\$80.00/hr
Standard Legal			\$85.00/hr
Deaf-Blind			Base Rate + \$10.00/hr
Broadcast Work	Applies to events that are recorded, with the ASL interpreters featured, and is posted to a website accessible to the general public or a social media page. An hourly recording fee for each ASL interpreter will be assessed. This fee will be based on the total run time of the recorded media and not the time that interpreters actually appear in the recording. Time will be rounded to the next half-hour with a one-hour minimum charge per interpreter. Content posted to password-protected websites and content behind private URLs that are only distributed to a fixed number of attendees is exempt from this fee.		Base Rate + \$10.00/hr

Other Industry Standards & Fees

Short Notice Fee (per interpreter/per request with less than 2 business days' notice) Ex: Requests for Monday would need to be received by 5pm on Wednesday preceding.	\$50.00
Travel Time Per hour billed in 30-min increments/ per request with less than 2 business days' notice. Travel time may also be requested for assignments that are of significant distance or on a case-by-case basis in some instances. You will be notified in advance if this is the case.	Refer to Base Rate & Differentials x up to 2 hrs Travel time
Cancellation Policy 2 full business days. Ex: A cancellation for Monday would need to be received by 5pm Wednesday prior. Begins once the interpreter is assigned. Requests made less than 2 business days are considered confirmed and billable at the time of the request.	Refer to Base Rate & Differentials
2-hour Minimum for all requests	Refer to Base Rate & Differentials
Video Remote Interpreting (VRI) requests have a one hour minimum	Refer to Base Rate & Differentials

*Holidays include: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, & Christmas Day.

Invoicing Standards: Invoices are to be paid within 30 days of submission to avoid a collection fee of up to 18% of the balance. Receipt Acknowledgement. Please sign and return to angela@slii.us. Thank you.

MINDY MCGUFFIN, EXECUTIVE DIRECTOR

Printed Name & Title

Signature

01/04/2022
Date

Exhibit B
Sign Language Interpreters Inc
Credit Authorization

Credit Account Registration From

Date: 01/04/2022

Account Number: _____

Registered Company Name (Full Name): School Association for Special Education in DuPage (SASED)

Select one of the following that most appropriate describes your entity:

- Corporate Comptroller: _____
- Sole Proprietor: _____
- Partnership Principal Partner: _____
- State/City Government Chief Officer: Mindy McGuffin
- Individual Name: _____
- Non-Profit Organization Executive Director: _____

Billing Address: 2900 Ogden Ave

City: Lisle State: IL Zip Code: 60532

Mailing Address: 2900 Ogden Ave

City: Lisle State: IL Zip Code: 60532

Name of person who receives bills for this account: Cindy Englehart

Position: AP Department: Accounts Payable

Office Phone: 630.955.8115 Cell Phone: N/A

Email: ap@sased.org

FORM OF PAYMENT:

Accounts are payable via Check or Wire Transfer. Select preferred method. Prepayment may be required.

- Check
- Wire Transfer

Are Purchase Orders required? Yes ___ No PO # _____

If your PO# varies, it is your responsibility to provide a new PO# when you request services. Should there be mandatory data to be listed on our invoice specific notification is required upon opening the account.

Account Utilized By:

- All Staff _____
- Specific Department: DHH

- All Regional Offices _____
- Specific Regional Office: _____

*Note: Payment for services for requests made to SLII is net 30 days and is the responsibility of the undersigned

M. McGuffin
Signed
MINDY MCGUFFIN
Printed Name

01/04/2022
Date
Executive Director
Position/Title

Governance

Qualifications, Term, and Duties of Board Officers

The officers of both the Board of Control and the Governing Board shall be a Chairperson, a Vice Chairperson, and Secretary. Officers shall be elected to one (1) year terms at a meeting held in May of each year. Either Board shall establish such other officers as it deems necessary. No officer shall receive any compensation. Upon advance approval and upon submission of an itemized statement thereafter, any officer may be reimbursed for cash actually expended by him/her in the performance of his/her duties in connection with SASED.

Chairperson

Each Board elects a Chairperson from its members for a one-year term. The duties of the Chairperson are:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Attend and observe any Board committee meeting at his or her discretion;
4. Sign official SASED documents requiring the Chairperson's signature, including Board minutes;
5. Call special meetings of the Board;
6. Serve as *the head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
7. Ensure that a quorum of the Board is physically present at all Board meetings; and
8. The Chairperson of the Board of Control shall serve as or appoint SASED's official spokesperson to the media.; and
9. Except when the Board Chairperson is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member.
- 9.10. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent Executive Director.

The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice Chairperson fills a vacancy in the Chairpersonship.

Vice Chairperson

Each Board elects a Vice Chairperson from its members for a one-year term. The Vice Chairperson performs the duties of the Chairperson if:

1. The office of Chairperson is vacant;
2. The Chairperson is absent; or
3. The Chairperson is unable to perform the office's duties.

A permanent vacancy in the Vice Chairpersonship is filled by a special Board election.

Secretary

Each Board elects a Secretary who serves a one-year term. The duties of the Secretary are to:

1. Keep meeting minutes for all Board meetings and keep the verbatim record for all closed Board meetings;

2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the Chairperson;
4. Arrange public inspection of the budget before adoption;
5. Publish required notices;
6. Sign official SASSED documents requiring the Secretary's signature; and
7. Maintain Board policy, and other such official documents as directed by the Board.

A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Administrative Assistant to the Executive Director shall serve as the Recording Secretary to both the Governing Board and the Board of Control.

For each Board the Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Executive Director receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The SASSED Director of Business Services/CSBO shall serve as the Treasurer to both the Governing Board and the Board of Control. He or she will receive no remuneration over and above his or her regular salary for these duties.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board of Control;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Executive Director and Board of Control; and
5. Receive, hold, and expend SASSED funds only upon the order of the Board of Control.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, and 5/17-1, and 5/21B-85.

CROSS REF.: 2:80 (Board Member Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board of Control Meeting) 2:220 (Board of Control Meeting Procedure)

~~ADOPTED: May 26, 2010~~

~~AMENDED: February 20, 2013~~

~~UPDATED: May 24, 2017~~

~~UPDATED: January 22, 2020~~

~~UPDATED: March 25, 2020~~

~~UPDATED: January 26, 2022~~

Governance

Board Member Development

SASED desires that its individual Board members learn, understand, and practice effective governance principles. Each SASED Board is responsible for Board member orientation and development.

The Chairperson of each Board and/or the Executive Director shall provide all Board members with information regarding education materials, publications, and notices of training or development pertinent to the governance of the cooperative.

Mandatory Board Member Training

Each member district Board of Education is responsible for assuring that representatives appointed to either SASED Board are in compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board Chairpersons or Executive Director, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

Board Self-Evaluation

The SASED Boards will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly appointed Board members includes:

1. The Board Chairperson or Executive Director, or their designees, shall give each new Board member a copy of, or online access to the SASED Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing SASED and explaining the Board's roles and responsibilities.

2. The Board Chairperson or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board Chairperson may request a veteran Board member to mentor a new member.

LEGAL REF.: 5 ILCS 120/1.05 and 120/2.
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Conduct), 2:125 (Board Member Compensation;
Expenses), 2:200 (Types of Board Meetings)

ADOPTED: ~~February 22, 2017~~

UPDATED: ~~February 27, 2019~~

UPDATED: January 26, 2022

Governance

Committees

The Board of Control may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. ~~The Board Chairperson makes all Board committee appointments unless specifically stated otherwise.~~ Members of the Board of Control annually volunteer for committees. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Policy Committee -(Board of Control)
2. Finance Committee -(Board of Control)

Nothing in this policy limits the authority of the Executive Director or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.: 5 ILCS 120/4 ~~et seq.~~, Open Meetings Act.
105 ILCS 5/10-20.14 and 10/1 et seq.
23 ILL.Admin.Code Part 226.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board Meetings), 2:240 (Board Policy Development), 7:190 (Student Discipline), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: _____ December 19, 2007

REVIEWED: _____ February 27, 2019

UPDATED: _____ January 26, 2022

Governance

Board Meeting Procedure

Agenda

The Board Chairperson is responsible for focusing the Board meeting agendas on appropriate content. The Executive Director shall prepare agendas in consultation with the Board Chairperson. The Chairperson shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Executive Director or the Chairman shall be placed on the agenda for an upcoming meeting. SASED member district residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

A detailed, tabulated list of all SASED bills shall be prepared and made available to each member of the Board of Control. All unpaid invoices shall be available for inspection by the Board of Control members.

The Executive Director shall provide a copy of the agenda, with adequate data and background information to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board Meetings*.

The Board Chairperson shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of “abstain” or “present,” or a vote other than “yea” or “nay,” or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of “abstain” or “present,” or a vote other than “yea” or “nay,” or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board’s minutes. An individual Board member may request that a roll call vote be taken on any other matter; the Chairperson or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the Chairperson and the Secretary. The minutes include:

1. The meeting’s date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted “yea” and “nay”;

5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

~~At least semi-annually in an open meeting,~~ Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) ~~decides~~ determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a semi-annual review. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release but it reports its determination in open session.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in SASSED's central office, in the presence of the Secretary, the Executive Director or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection except that Board members may access closed session minutes not yet released for public inspection (1) in SASSED's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Executive Director or designated administrator, or any Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from Executive Director's office or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on SASSED website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Executive Director, or the Board Secretary when the Executive Director is absent, shall audio record all closed meetings. If neither is present, the Board Chairperson or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Executive Director shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Executive Director or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the administrative offices or the verbatim recording's official storage location. Requests shall be made to the Executive Director or Board Chairperson. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from SASSED's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to SASSED. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or SASSED business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Executive Director at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Executive Director will inform the Board Chairperson and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board ~~President~~ Chairperson or, if the office is vacant or the ~~President~~ Chairperson is absent or unable to perform the office's duties, the Vice ~~President~~ Chairperson determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the Chairperson nor Vice Chairperson are present or able to perform this determination, the Executive Director shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board Chairperson, as the presiding officer, will use the most recent edition of Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Executive Director at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board Chairperson may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Conduct), 2:150 (Committees), 2:200 (Types of Board Meetings), 2:210 (Organizational Board Meeting), 2:230 (Public Participation at

Board Meetings and Petitions to the Board)

ADOPTED: ~~February 23, 2011~~

AMENDED: ~~February 20, 2013~~

UPDATED: ~~March 25, 2020~~

UPDATED: ~~September 23, 2020~~

UPDATED: January 26, 2022

Governance

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any SASED Complaint Manager if he or she believes that the Governing Board, Board of Control, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 *et seq.*;
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*, excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*;
3. Section 504 of the Rehabilitation Act of 1973, , 29 U.S.C. §791 *et seq.*;
4. Individuals With Disabilities Education Act, 20 U.S.C. §1400 *et seq.*;
5. Title VI of the Civil Rights Act, 42 U.S.C. §2000d *et seq.*;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e *et seq.*;
7. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*);
8. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
9. Bullying, 105 ILCS 5/27-23.7
10. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
11. Curriculum, instructional materials, and/or programs;
12. Victims' Economic Security and Safety Act, 820 ILCS 180;
13. Illinois Equal Pay Act of 2003, 820 ILCS 112;
14. Provision of services to homeless students;
15. Illinois Whistleblower Act, 740 ILCS 174/1 *et seq.*
16. Misuse of genetic information prohibited by the (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff *et seq.* *et seq.*
17. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a

person is pursuing another remedy subject to a complaint under this policy, SASSED will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, “school business days” means days on which SASSED’s Administrative Center is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any SASSED Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student’s parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days ~~of~~ after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Executive Director. The Complaint Manager may request an extension of time.

The Executive Director will keep the Board informed of all complaints.

If a complaint of allegations involving the Executive Director or Board member(s), the written report shall be filed directly with the Board of Control, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Executive Director shall mail his or her written decision to the Complainant and the accused by ~~U.S. mail, first class,~~ registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Executive Director's decision, the Complainant or the accused may appeal the decision to the Board of Control by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Control.

Within 30 school business days after an appeal of the Executive Director's decision, the Board of Control shall affirm, reverse, or amend the Executive Director's decision or direct the Executive Director to gather additional information. Within 5 school business days of the Board's decision, the Executive Director shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Executive Director or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board of Control shall mail its written decision to the Complainant and the accused ~~by first class U.S. mail~~ registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Executive Director or Board of Control. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Complaint Managers

The Executive Director shall appoint a Nondiscrimination Coordinator to manage SASSED's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as SASSED's Title IX Coordinator.

The Executive Director shall appoint at least one Complaint Managers, to administer this policy. If possible, the Executive Director will appoint two Complaint Managers, one of each gender. SASSED's Nondiscrimination Coordinator, may be appointed as a Complaint Manager. The Executive Director shall insert into this policy the names, office addresses, email addresses and telephone numbers of current Complaint Managers.

Nondiscrimination Coordinator:

Julie Grohn

Name

2900 Ogden Avenue Lisle, Il. 60532

Address

jgrohn@sased.org

Email

630/778-4500

Telephone

Complaint Managers:

Kennedi Strickland-Dixon

Name

2900 Ogden Avenue Lisle, IL 60532

Address

kdixon@sased.org

Email

630/778-4500

Telephone

Don Robinson

Name

2900 Ogden Avenue Lisle, IL 60532

Address

drobinson@sased.org

Email

630/778-4500

Telephone

LEGAL REF.: [8 U.S.C. §1324a et seq., Immigration Reform and Control Act.](#)
[20 U.S.C. §1232g, Family Education Rights Privacy Act.](#)
[20 U.S.C. §1400, The Individuals with Disabilities Education Act.](#)
[20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.](#)
[29 U.S.C. §206\(d\), Equal Pay Act.](#)
[29 U.S.C. §621 et seq., Age Discrimination in Employment Act.](#)
[29 U.S.C. §791 et seq., Rehabilitation Act of 1973.](#)
[29 U.S.C. §2612, Family and Medical Leave Act.](#)
[42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.](#)
[42 U.S.C. §2000e et seq., Equal Employment Opportunities Act \(Title VII of the Civil Rights Act\).](#)
[42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.](#)
[42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.](#)
[42 U.S.C. §12101 et seq., Americans With Disabilities Act.](#)

[105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 \(final citation pending\), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.](#)

~~Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.~~
~~Americans With Disabilities Act, 42 U.S.C. §12101 et seq.~~
~~Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.~~
~~Equal Pay Act, 29 U.S.C. §206(d).~~
~~Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.~~
~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~
~~McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.~~
~~Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.~~
~~Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.~~
~~Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106~~
~~State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).~~
~~105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.~~

5 ILCS 415/10(a)(2), Government Severance Pay Act.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
410 ILCS 513/, Ill. Genetic Information Privacy Act.
740 ILCS 174/, Whistleblower Act.
740 ILCS 175/, Ill. False Claims Act.
775 ILCS 5/, Ill. Human Rights Act.
820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.
820 ILCS 112/, Equal Pay Act of 2003.
820 ILCS 70/, Employee Credit Privacy Act, 70/10(b), and 70/2523 Ill.Admin.Code
§§1.240, 200.40, 226.50, and 226.570.
~~Illinois Genetic Information Privacy Act, 410 ILCS 513/-~~
~~Illinois Whistleblower Act, 740 ILCS 174/-~~
~~Illinois Human Rights Act, 775 ILCS 5/-~~
~~Victims' Economic Security and Safety Act, 820 ILCS 180, 56 Ill.Admin.Code Part~~
~~280.~~
~~Equal Pay Act of 2003, 820 ILCS 112/-~~ ~~Employee Credit Privacy Act, 820 ILCS 70/-~~
~~23 Ill.Admin.Code §§1.240 and 200-40, 226.50, and 226.570.-~~

CROSS REF.: 2:105 (Ethics and Gift Ban),), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Sexual Harassment), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:140 (Education of Homeless Children), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications and Written or Electronic Material), 8:70 (Accommodating Individuals with Disabilities),), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Complaints)

ADOPTED: _____ December 19, 2007

UPDATED: _____ February 22, 2017

UPDATED: _____ March 25, 2020

UPDATED: _____ January 27, 2021

UPDATED: _____ January 26, 2022

General Administration

Executive Director

Duties and Authority

The Executive Director is SASED's executive officer and is responsible for the administration and management of SASED's programs and services 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*.

In the absence of specific written policy, the Executive Director shall act according to his or her best judgment, keeping in mind the best interests of SASED and its member districts and the spirit of any established policy Board policies that are related to the matter under consideration. 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 SASED Governing Board, Board of Control, SASED employees, students, and the community. The Executive Director shall have a valid administrative certificate and Director of Special Education endorsement issued by the State Certification Board.

When the office of the Executive Director becomes vacant, the Board of Control will collaborate with the Governing Board-to conduct a search and fill the position.

Performance Evaluation of the Executive Director

The Board of Control will evaluate, at least annually, the Executive Director's performance, 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. 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.

The Chairperson shall secure from each of the members of the Board of Control an individual appraisal of the Executive Director's performance and a statement as to how well the goals for the year have been satisfied. A compilation of the appraisals and a summary of the comments will be reviewed by the Board of Control. The agreed upon combined evaluation will be presented in writing to the Executive Director no later than the June meeting of the Board. By the June Board meeting, the Board of Control and the Executive Director will review the combined evaluation, determine the duration of his/her contract, and establish the compensation for the ensuing fiscal year. The goals and

areas of work emphasis for the coming year shall be established by the ~~July~~ September meeting of the Board of Control.

Compensation and Benefits

The Board of Control 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 of Control 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, ~~5/21-7.1~~, 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 Board of Control), 2:130 (Board- Executive Director Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

~~ADOPTED: December 19, 2007~~

~~UPDATED: February 27, 2019~~

~~UPDATED: February 24, 2021~~

UPDATED: January 26, 2022

Operational Services

Purchases and Contracts

The Executive Director or designee shall manage SASED's purchases and contracts in accordance with the law, the standards set forth in this policy, and other applicable Board of Control policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with Illinois law. The Board of Control Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board of Control.

All purchases and contracts should support a recognized SASED function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Executive Director or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board of Control -approval, except in an emergency.

When presenting a contract or purchase for Board of Control approval, the Executive Director or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board of Control policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for SASED in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Executive Director or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Executive Director or designee shall report this information to the Board of Control by completing the necessary forms that must be attached to SASED's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
- 6-7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board of Control policy 4:70, *Resource Conservation*.
- 7-8. Each contractor with SASED is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a SASED property or SASED-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence

for the criminal offense; and (23) require each of its employees who will have direct, daily contact with student(s) to cooperate during SASSED's fingerprint-based criminal history records check on him or her.

b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools ~~who begins providing services in SASSED after June 16, 2014,~~ provide SASSED with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by SASSED and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

9. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.

b.10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

The Executive Director or designee shall: (1) execute the reporting and website posting mandates in State law concerning SASSED contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, and 5/19b-1 et seq., and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), ~~4:55 (Use of Credit and Procurement Cards)~~, 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screening; Notifications)

~~ADOPTED: May 26, 2010~~

~~UPDATED: October 26, 2016~~

~~UPDATED: March 25, 2020~~

UPDATED: January 26, 2022

Operational Services

Environmental Quality of Buildings and Grounds

The Executive Director or designee shall take all reasonable measures to protect: (1) the safety of SASED personnel, students, and visitors on SASED premises from risks associated with hazardous materials and (2) the environmental quality of SASED's buildings and grounds.

Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. Before pesticides are used on SASED premises, the Executive Director or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Coal Tar Sealant

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on SASED premises, the Executive Director or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.: 105 ILCS 5/10-20.17a; 5/10-20.48.
 _____ 29 C.F.R. Part 1910.1030, Occupational Exposure to Bloodborne Pathogens as adopted by the Illinois Department of Labor, 56 Ill. Admin. Code §350.300(b).
 29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
 20 ILCS 3130/, Green Buildings Act.
 105 ILCS ~~5/10-20.17a; 5/10-20.46; 135/~~, Toxic Art Supplies in Schools Act.
105 ILCS; and 140/, Green Cleaning School Act.
 -225 ILCS 235/, Structural Pest Control Act.
415 ILCS 60/14, Illinois Pesticide Act.
 415 ILCS 65/, Lawn Care Products Application and Notice Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
 820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)
 23 Ill. Admin. Code §1.330, ~~Hazardous Materials Training.~~

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety), ~~5:100~~ (Professional Development Program)

ADOPTED: _____ May 26, 2010

UPDATED: _____ October 26, 2016

REVIEWED: _____ May 22, 2019

UPDATED: _____ January 26, 2022

Operational Services

Safety

Safety and Security

All SASED operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on SASED owned or leased facilities or at a SASED event. The Executive Director or designee shall develop, implement and maintain a comprehensive safety and security plan that includes without limitations:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board of Control Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by SASED and used as a digital two-way radio, and (4) when the school bus is parked.

School Safety Drill Plan

During every academic year, each school building operated by SASED that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

Annual Review

The Board of Control or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill.Admin.Code Part 1500.

Automated External Defibrillator (AED)

The Executive Director or designee shall implement a written plan for responding to medical emergencies at SASED physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one ~~an~~ automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

SASED shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by SASED. The Executive Director or designee shall ensure that every AED on SASED's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED, ~~nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.~~

Carbon Monoxide Alarms

The Executive Director or designee shall implement a plan with SASED's local fire officials to:

1. Determine which SASED buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Executive Director or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Executive Director or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

In the event this choice becomes applicable the event will be referred back to the resident district. Parents/guardians and students will be referred back to their resident districts regarding unsafe school options.

Annual Review

~~The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.~~

Lead Testing in Water

The Executive Director or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Executive Director or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Board of Control authorizes the Executive Director or his or her designee to close SASED-operated schools and administrative offices in event of hazardous weather or any other emergency which presents a threat to the safety of students, school staff members, or school property.

An employee emergency phone tree will be constructed for each SASED-operated school and

administrative office by each school or program administrator. Emergency phone trees shall be submitted to the Human Resource Department by the second Friday in September and updated copies shall be submitted as information changes.

Employees who work in schools operated by SASSED member districts, shall follow the directives of the Superintendent of the District in which they are located and immediately notify the Executive Director of an emergency closing.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.5~~67~~, 5/18-12, and 5/18-12.5.
105 ILCS 128/, School Safety Drill Act, and 128/-29 Ill.Admin.Code Part 1500.
210 ILCS 74, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria, 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: ~~April 22, 2009~~

AMENDED: ~~February 20, 2013~~

UPDATED: ~~October 26, 2016~~

REVIEWED: ~~May 22, 2019~~

UPDATED: ~~March 25, 2020~~

UPDATED: January 26, 2022

General Personnel

Workplace Harassment Prohibited

SASED expects the workplace environment to be productive, respectful, and free of unlawful harassment. SASED employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

SASED will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

SASED shall provide a workplace environment free of physical or other conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. SASED provides annual sexual harassment prevention training in accordance with State law.

SASED employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for SASED pursuant to a contract with SASED, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Program Administrator/Coordinator, Administrator the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to

that policy, in addition to any response required by this policy.

The Executive Director shall insert into this policy the names, addresses, and telephone numbers of SASED's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Julie Grohn

Name
2900 Ogden Ave.

Address
Lisle, IL 60532

630/778-4500

Telephone

Complaint Managers:

Kennedi Strickland-Dixon	Don Robinson
_____ Name	_____ Name
2900 Ogden Ave. _____ Address	2900 Ogden Ave. _____ Address
Lisle, IL 60532 _____ 630/778-4500 _____ Telephone	Lisle, IL 60532 _____ 630/778-4500 _____ Telephone

Investigation Process

~~Administrators~~ Any SASED employee who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. ~~A supervisor or administrator~~ Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the SASED's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. ~~SASED shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to SASSED i.e., vendor, parent, invitee, etc. Any employee-making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/). 12

An employee should report allegations of retaliation to ~~an administrator~~ his/her immediate supervisor, the Program Administrator/Coordinator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

SASED encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Executive Director shall also use reasonable measures to inform staff members and applicants, and nonemployees of this policy, which shall include posting on the SASSED website and/or making this policy available in the SASSED administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.: ~~Title VII of the Civil Rights Act, 42 U.S.C. §2000e et seq.,~~ Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
~~Title IX of the Education Amendments,~~ 20 U.S.C. §1681 et seq.; Title IX of the Education Amendments of 1972; 34 C.F.R.- Part 106.

§1604.11.

~~State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a), [State Officials and Employees Ethics Act,-](#)~~
~~Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/52-102(E5), 5/2-109, 5/5-102 and 5/5-102.2, [Ill. Human Rights Act,-](#)~~
~~56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.~~
~~[Burlington Industries v. Ellerth](#), 118 S.Ct. 2257 (1998).~~
~~[Berry v. Delta Airlines](#), [260 F.3d 803 \(7th Cir. 2001\)](#).~~
~~[Crawford v. Metro. Gov't of Nashville & Davidson County](#), 129 S. Ct. 846 (2009).~~
~~[Faragher v. City of Boca Raton](#), 118 S.Ct. 2275 (1998).~~
~~[Franklin v. Gwinnett Co. Public Schools](#), 112 S.Ct. 1028 (1992).~~
~~[Harris v. Forklift Systems](#), 114 S.Ct. 367 (1993).~~
~~[Jackson v. Birmingham Board of Education](#), 125 S.Ct. 1497 (2005).~~
~~[Meritor Savings Bank v. Vinson](#), 106 S.Ct. 2399 (1986).~~
~~[Oncale v. Sundowner Offshore Services](#), 118 S.Ct. 998 (1998).~~
~~[Porter v. Erie Foods International, Inc.](#), 576 F.3d 629 (7th Cir. 2009).~~
~~[Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n](#), 908 N.E.2d 39 (Ill., 2009).~~
~~[Vance v. Ball State University](#), 133 S. Ct. 2434 (2013).~~
~~[Williams v. Waste Mgmt.](#), [361 F.3d 1021 \(7th Cir. 2004\)](#).~~

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

~~ADOPTED: December 19, 2007~~

~~UPDATED: January 27, 2016~~

~~UPDATED: April 24, 2019~~

~~UPDATED: March 25, 2020~~

~~UPDATED: September 23, 2020~~

~~UPDATED: January 27, 2021~~

UPDATED: January 26, 2022

General Personnel

Hiring Process and Criteria

SASED hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Control policy on equal employment opportunities and minority recruitment. The Executive Director or designee is responsible for recruiting personnel and making hiring recommendations to the Board of Control. If the Executive Director's recommendation is rejected, the Executive Director may submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a SASED application in order to be considered for employment.

Job Descriptions

The Board maintains the Executive Director's job description and directs, through policy, the Executive Director, in his or her charge of SASED's administration.

The Executive Director or designee shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Executive Director or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful Executive Director candidate who has been offered employment, the Governing Board Chairperson shall ensure that these checks are completed. The Executive Director or designee or if the applicant is a successful Executive Director candidate, the Governing Board Chairperson shall notify an applicant if the applicant is identified in either database. The School Code requires the Board of Control Chairperson to keep a conviction record confidential and share it only with the Executive Director, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, or any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board of Control and Governing Board reserve their right to authorize additional background inquiries beyond a fingerprint-based criminal history records check, when they deem it appropriate to do so, in accordance with applicable laws

Each newly hired employee must complete an U.S. Citizenship and Immigration and Naturalization Services Form as required by federal law.

SASED retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any ~~District~~ SASED-employee, then the Board must consider that person's status as a condition of employment.

The Executive Director shall ensure that SASED does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. SASSED uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. SASSED does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. SASSED does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. SASSED does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. SASSED does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. SASSED does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. SASSED does not request of an applicant or employee access in any manner to his or her personal online accounts, such as social networking websites, including a request for passwords to such accounts.
8. SASSED provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. A Tuberculin test may be required depending upon the specific position. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the Board of Control.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board of Control will pay the expenses of any such examination.

Orientation Program

SASSED's staff will provide an orientation program for new employees to acquaint them with SASSED's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: [42 U.S.C. §12112, Americans with Disabilities Act](#); [29 C.F.R. Part 1630.15 U.S.C. § 1681 et seq., Fair Credit Reporting Act](#).
[8 U.S.C. §1324a et seq., Immigration Reform and Control Act](#).
 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, [5/10-22.34](#), [5/10-22.34b](#), 5/21B-10, 5/21B-80, [5/21B-85](#), [5/10-22.34](#), [5/10-22.34b](#), 5/22-6.5, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
~~Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.~~
~~Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.~~
~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482(Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Executive Director), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

~~ADOPTED: February 23, 2011~~

~~UPDATED: May 22, 2013~~

~~UPDATED: January 27, 2016~~

~~UPDATED: February 27, 2019~~

~~UPDATED: March 25, 2020~~

~~UPDATED: September 22, 2021~~

UPDATED: January 26, 2022

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All SASED workplaces are drug and alcohol-free workplaces. All employees shall be prohibited from engaging in any of the following activities while on SASED owned or leased premises or while performing work or being *on call* for SASED:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being impaired by or under the influence of a controlled substance while on SASED owned or leased premises, using SASED's equipment, vehicles or property or while performing work for SASED.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while (a) on SASED owned or leased premises, (b) using SASED's equipment, vehicles or property, or (c) while performing work for SASED when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on SASED owned or leased premises or while performing work for SASED when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. SASED considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.~~listed in the Cannabis Regulation and Tax Act (CRTA).~~

Upon the Executive Director's or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Executive Director or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects SASED from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, SASED owned or leased premises means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to SASED school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Control meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of the SASED and member district policy respecting a drug and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring ~~on~~ at SASED workplaces or while using SASED's equipment, vehicles or property or while performing work for SASED, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

~~Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.~~

To make employees aware of dangers of drug and alcohol abuse, the Executive Director or designee shall perform each of the following:

1. Provide each employee with a copy of this policy;
2. Post notice of this policy in a place where other information for employees is posted;
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to SASED employees;
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that SASED may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires SASED ~~the District~~ to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco and cannabis products applies both (1) when an employee is at any SASED workplace, using SASED equipment, vehicles or property and (2) while an employee is performing work for SASED at a school event regardless of the event's location.

~~Tobacco shall have~~ has the meaning provided in 105 ILCS 5/10-20.5b.

~~Cannabis shall have~~ has the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

SASED Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the Board of Control may require an employee to successfully complete an appropriate drug- or alcohol-abuse-rehabilitation program.

The Board of Control shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should SASSED employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Executive Director shall notify the appropriate State or federal agency from which SASSED receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, Board Policy Development.

LEGAL REF.: [42 U.S.C. §12114](#), Americans With Disabilities Act, ~~42 U.S.C. §12114~~,
[21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15](#), Controlled Substances Act,
~~21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15~~—
[41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988](#),
[20 U.S.C. §7101 et seq.](#), Safe and Drug-Free School and Communities Act of 1994,
~~20 U.S.C. §7101 et seq.~~
30 ILCS 580/, Drug-Free Workplace Act
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and
Sale and Distribution of Tobacco Products Act. 820 ILCS 55/, Right to Privacy
in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill.Admin.Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: ~~October 28, 2009~~

UPDATED: ~~April 27, 2016~~
~~March 25, 2020~~
~~September 23, 2020~~
[January 26, 2022](#)

General Personnel

Abused and Neglected Child Reporting

Any SASED employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall immediately: (1) report such a case to the Ill. Department of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-/25-ABUSE (1-800-252-2873)(within Illinois); 1-217/-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any SASED employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Executive Director or Program Administrator that a report has been made. The Executive Director or Program Administrator shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. *Negligent failure to report* occurs when a District **SASED** employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any SASED employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-/843-5678), or online at report.cybertip.org/ or www.missingkids.org. The Executive Director or Program Administrator shall also be promptly notified of the discovery and that a report has been made.

Any SASED employee who observes any act of hazing that does bodily harm to a student must report that act to the Program Administrator, Executive Director, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Executive Director or Program Administrator. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Executive Director or designee shall provide professional development opportunities for school personnel, in the detection, reporting, and prevention of child abuse and neglect.

All SASED employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Executive Director or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
- 2.3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, Staff Development Program.

The Executive Director will encourage all SASED educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Alleged Incidents of Sexual Abuse; Investigations

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District SASED employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent Executive Director or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District SASED when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District SASED from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Executive Director Responsibilities

The Executive Director shall execute the requirements in Board of Control policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a SASED employee and was the subject of a report made by a SASED employee to DCFS. ~~The fact of a DCFS report shall be disclosed unless DCFS has informed the Executive Director that the allegations were unfounded.~~

~~The Executive Director shall notify the State Superintendent and the Regional Superintendent in writing w~~When he or she ~~the Executive Director~~ has reasonable cause to believe that a license holder was dismissed or resigned from SASED as a result of an act that made a child an abused or neglected child, committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District SASED, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Executive Director must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special School Board Member Responsibilities

Each individual Board of Control member must, if an allegation is raised to the member during an open or closed Board of Control meeting that a student is an abused child as defined in ANCRA, direct or cause the Board of Control to direct the Executive Director or other equivalent administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board of Control determines that any District SASED employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board of Control learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, Powers and Duties of the School Board; Indemnification.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.
20 ILCS 1305/1-1 et seq., Department of Human Services Act.
20 ILCS 2435/
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 3:40 (Superintendent-Executive Director), 3:50 (Administrative Personnel Other Than the Superintendent-Executive Director), 3:60 (Administrative Responsibility of the Building Principal/Program Administrator), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: February 23, 2011

UPDATED: January 27, 2016

UPDATED: February 28, 2018

UPDATED: March 25, 2020

UPDATED: January 26, 2022

General Personnel

Professional Development Program

The Board of Control's commitment to quality instruction includes hiring well-qualified employees and encouraging professional growth. Therefore the Executive Director or designee shall implement a professional development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction.

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (Erin's Law) training as follows (see policies 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, and 5:90, Abused and Neglected Child Reporting):

1. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.
2. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

The staff development program shall provide, at a minimum, At least once every 2 years, the in-service training of licensed school personnel and administrators shall include training on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, At least once every 2 years, the in-service training of all personnel who work with students shall include training on educator ethics, teacher-student conduct, and school employee-student conduct.

~~At least once every 2 years, the in-service training of all school personnel who work with students; shall include training on how to (a) communicate with, and listen to youth victims of domestic or sexual violence and expectant and parenting youth, (b) connect youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs and services as needed, and (c) implement SASED's policies, procedures, and protocols with regard to such youth, including confidentiality. The in-service shall be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth.~~

All staff members are encouraged to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automatic external defibrillator, in accordance with a nationally recognized certifying organization. The professional development program may include training and services of experts in life-saving techniques to instruct teachers and other school personnel.

The Executive Director shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

Staff

Meetings

The Executive Director or designee shall plan and conduct professional meetings according to the conditions of the applicable collective bargaining agreement, assignment and/or school calendar. All

employees shall be required to attend orientation days, institute meetings, in-service training sessions, workshops, and parent-teacher meetings as appropriate to their assignment. Failure to attend such meetings without prior approval shall be considered an absence without pay.

SASED

Meetings/Conferences

The Executive Director or designee will plan SASED meetings/conferences as far in advance as possible. The purposes of such meetings/conferences shall be consistent with goals of SASED, and to

the greatest extent possible, part of an ongoing, comprehensive staff development plan. All such meetings will have a specific agenda and anticipated outcomes.

Professional Growth

With the approval of the Executive Director or designee, staff members may be released to attend national, state, and local professional meetings, conferences or workshops. The Executive Director or designee will determine on an individual basis:

- ▮ The appropriateness and professional benefit of the meeting
- ▮ Financial considerations
- ▮ Number of released days from the staff member's work assignment

Reimbursement

SASED will reimburse employees for attendance at professional meetings, conferences, or workshops which have been pre-approved as outlined above.

A request from an employee for expense reimbursement will be subject to the provisions of the accompanying regulations regarding the reimbursement of expenses.

Professional Organizations

Membership in specialized professional organizations can be of value to assist the staff in keeping abreast of new knowledge, instructional materials, and pedagogical developments.

Therefore, the annual budget will provide a sum of money for the purpose of paying membership fees, either instructional or individual as appropriate, in selected specialized professional organizations as determined by the Executive Director or designee.

A request from an employee for such board-paid membership shall be subject to the approval of his/her immediate supervisor and the Executive Director and the limitations of the budget allocation.

For the purposes of this policy, the National Education Association, Illinois Education Association, American Federation of Teachers, local teacher organizations, and any similar teacher or employer organization shall not be considered specialized professional organizations.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.610, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, [5/10-23.13](#), 5/22-80(h), and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

[105 ILCS 150/25, Seizure Smart School Act.](#)

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/1 Good Samaritan Act.
775 ILCS 5/2-109, Ill. Human Rights Act.
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Executive Director), 3:50 (Administrative Personnel Other Than the Executive Director), 4:160 (Hazardous and Infectious Materials), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (General Personnel - Abused and Neglected Child Reporting), 5:120 (Employee Ethics; and Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED: _____ October 28, 2009

UPDATED: _____ January 27, 2016

UPDATED: _____ April 24, 2019

UPDATED: _____ January 27, 2021

UPDATED: _____ January 26, 2022

General Personnel

Employee Ethics, Conduct, and Conflict of Interest

Professional and Appropriate Conduct

All SASED employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent Executive Director or designee shall identify appropriate employee conduct standards and provide them to all District SASED employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, *sexual misconduct*. *Sexual misconduct* is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
 - a. Transporting a student
 - b. Taking or possessing a photo or video of a student
 - c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);

5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*; and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.

Statement of Economic Interests

The following employees must file a “Statement of Economic Interests” as required by the Illinois Governmental Ethics Act:

1. Executive Director;
2. Program Administrators/Coordinators;
3. Head of any department;
4. Any employee who, as SASED’s agent, is responsible for negotiating one or more contracts, including collective bargaining agreement (s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to SASED employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board of Control. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of SASED nor shall an employee act as an agent of any business in any transaction with SASED. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee’s fairness and impartiality, including a member of the employee’s immediate family or household;
2. An employee’s business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest

is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101, Ill. Governmental Ethics Act
5 ILCS 430/, State Officials and Employee Ethics Act. 30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, [5/10-23.13](#), 5/22-5, and 5/24-22, [5/22-90 \(final citation pending\)](#).-
325 ILCS 5/, Abused and Neglected Child Reporting Act.
775 ILCS 5/5A-102 , Ill. Human Rights Act.
23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.
[Pickering v. Board of Township H.S. Dist. 205](#), 391 U.S. 563 (1968).
[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 4:60 (Purchases and Contracts), [:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), [7:20 \(Harassment of Students Prohibited\)](#)

ADOPTED: February 23, 2011

UPDATED: January 27, 2016

UPDATED: June 21, 2017

UPDATED: March 21, 2018

UPDATED: March 25, 2020

UPDATED: January 26, 2022

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes *Facebook, LinkedIn, MySpace, Twitter, Instagram, Snapchat, TickTock, YouTube* and *blogs*.

Personal technology - Any device that is not owned or leased by SASED or otherwise authorized for SASED use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All SASED employees who use personal technology and/or social media shall:

1. Adhere to the high standards for ~~appropriate school relationships~~ **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; and Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes SASED employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited; 5:100, Staff Development Program; 5:120, Employee Ethics; and Conduct; and Conflict of Interest; 6:235, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.*
2. Choose a SASED-provided or supported method to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. **Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.**
5. **Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee’s obligations under policy 5:90, Abused and Neglected Child Reporting Child Reporting.**
- 4.6. ~~Comply with policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or SASED employees without proper approval. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in~~

compliance with policy 5:130, Responsibilities Concerning Internal Information. For SASED employees, proper approval may include implied consent under the circumstances.

- ~~5.7.~~ Refrain from using SASED's logos without permission and follow Board policy 5:170, *Copyright*, and all SASED copyright compliance procedures.
- ~~6.8.~~ Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
- ~~7.9.~~ Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through SASED employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
- ~~8.10.~~ Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of SASED for any losses, costs, or damages, including reasonable attorney fees, incurred by SASED relating to, or arising out of, any violation of this policy.

The Executive Director shall:

1. Inform SASED employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics; ~~and~~ Conduct; and Conflict of Interest.*
2. Direct SASED Administrators/Building Principals to annually:
 - a. Provide their staff with a copy of this policy.
 - b. Inform their staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including termination.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that ~~no one for~~ neither SASED, nor anyone on its behalf, ~~requests of~~ commits an employee or applicant access in any manner to his or her social networking website or ~~requests passwords to such sites~~ act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law.
5. Periodically review this policy and any procedures with SASED employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
~~Ill. Human Rights Act~~, 775 ILCS 5/5A-102, Ill. Human Rights Act,
820 ILCS 55/10, Right to Privacy in the Workplace Act,
~~Code of Ethics for Ill. Educators~~, 23 Ill.Admin.Code §22.20, Code of Ethics for Ill.
Educators.-
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: January 27, 2016

UPDATED: January 26, 2022

General Personnel

Personnel Records

The Executive Director or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Control policy and any applicable collective bargaining agreements. Records, as determined by the Executive Director, are retained for all employment applicants, employees, and former employees given the need for SASED to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in SASED's administrative office, under the Executive Director's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Executive Director.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Executive Director or designee shall manage a process for responding to inquiries by a prospective employer concerning current or former employee's job performance. The Executive Director or designee shall:

- ~~1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another special education cooperative or school district requests a reference concerning an applicant who is or was a SASED employee and was the subject of a report made by a SASED employee to Ill. Dept. of Children and Family Services (DCFS); and The fact of a DCFS report shall be disclosed unless DCFS has informed the Executive Director that the allegations were unfounded.~~
2. Comply with the federal law prohibiting the District SASED from providing a recommendation of employment for an employee, contractor, or agent that District SASED knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent-Executive director or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

When ~~information~~ is requested for information about an ~~current or former~~ employee by an entity other than a prospective employer, SASED will only confirm position and employment dates unless the employee has submitted a written request to the Executive Director or designee.

LEGAL REF.: 20 U.S.C. §7926.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10.
820 ILCS 40/1 et seq.
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to SASSED's Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

ADOPTED: ~~February 25, 2008~~

UPDATED: ~~January 27, 2016~~

REVIEWED: ~~March 25, 2020~~

UPDATED: ~~September 23, 2020~~

UPDATED: January 26, 2022

General Personnel

Leaves, Holidays, and Vacations

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

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

School Visitation Leave

An eligible employee is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child, if the conference or activity cannot be scheduled during non-work hours. Employees must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick, and disability leave.

The Executive Director shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic, ~~or~~ Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any employee who: (1) is a victim of domestic violence, ~~or~~ sexual violence, gender violence, or any other crime of violence or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic violence, ~~or~~ sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act, governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District SASED employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board of Control will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in

collective bargaining negotiations, (2) 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in SASSED, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

Bereavement Leave

All SASSED full-time employees are entitled to Bereavement Leave in the event of the death of the employee's 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 first three (3) days of leave connected with such death shall not be deducted from accumulated sick leave, personal/emergency leave, or occasion any loss of salary. If circumstances require additional absence due to such death, such leave shall be deducted from accumulated sick leave, if available. Employees who work less than full-time will receive paid Bereavement Leave on a pro-rata basis. Bereavement leave shall not accumulate in any form. A full-time employee hired at any time during a school year will receive this benefit.

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Emergency Leave

The Board of Control shall grant to each full-time employee, one (1) day of paid Emergency Leave without loss of pay each work year. Part-time employees shall be granted pro-rated emergency leave based on the percentage of employment time.

Emergency Leave is appropriate only when an event or situation occurs unexpectedly, which if not responded to immediately, could have a serious and adverse impact on the employee, his/her immediate family or his/her property.

An employee requiring the use of an Emergency Day is expected to inform his/her immediate supervisor of the nature of the emergency and request use of an Emergency Day as soon as possible. If the emergency prevents the employee from notifying his/her immediate supervisor prior to the employee's absence from work, the employee shall notify his/her immediate supervisor as soon as practicable of the nature of the emergency and request use of an emergency day.

Emergency Leave may be used at any time during the school year. It may be used for illness, and is applicable for observance of a religious holiday of the employee's faith.

Unused Emergency Leave shall be credited to the employee's sick day accumulation for the following school year.

Personal Business Leave

All SASSED full-time employees are entitled to two (2) days of Personal Business Leave without loss of pay each work year, upon written notice to the Executive Director or designee. Part-time employees shall be granted pro-rated personal business leave based on the percentage of employment time. Such leave shall be for a purpose which cannot be concluded during non-school days or hours. Such notice shall be submitted to the Executive Director or designee at least two (2) working days in advance.

Personal Business Leave may not be utilized during the first five (5) days or last five (5) days of the school year, or on the day preceding or following a school holiday or recess period. The foregoing restriction may be waived by the Executive Director for good cause and such waiver shall be non-precedential.

Personal Business Leave shall not be granted for purposes of recreation, accompanying another on a trip, a job interview, any activity likely to produce income (except capital gains earned as a result of the sale of a personal residence), or to participate in any form of work stoppage or protest.

Personal Business Leave may be utilized for illness, and shall be applicable for observance of a religious holiday of the employee's faith or for bereavement of other than a family member.

Unused Personal Business Leave shall be credited to the employee's sick day accumulation for the following school year.

Sick Leave

All SASSED full-time employees shall be entitled to fourteen (14) sick leave days per school term without loss of pay. Effective March 1, 2019, sick leave may be used on an hourly basis, or in one half (1/2) of full-day increments. Sick leave shall accumulate to a maximum of 300 days, or as otherwise provided by law, whichever shall be the greater. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, ~~or placement for adoption,~~ or the acceptance of a child in need of foster care. 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 use of paid sick leave for adoption or placement for adoption is limited to 30 days. The Executive Director may require that the employee provide evidence that the formal adoption process is underway.~~ The Executive Director may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, a chiropractic physician licensed under the Medical practice Act, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced 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 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 30 days for birth 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.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board of Control or Superintendent Executive Director may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the

child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board of Control or Superintendent Executive Director may require that the employee provide evidence that the formal adoption or foster care process is underway.

Extended Leave of Absence

The Board of Control may grant a leave of absence to teachers or licensed full-time employees (i.e., licensed by the Department of Professional and Financial Regulation) for any of the purposes specified herein. Such leave may be for one (1) full semester or one (1) full school term and shall be without pay and benefits unless otherwise specified by the Board of Control. A request for such leave shall be made on a form provided by the Executive Director. Reasons for which the Board of Control may grant such leave are:

1. An exchange teaching or professional program in another state, territory, or country.
2. An educational program related to the teacher's/licensed employee's current assignment. A determination regarding whether or not such proposed educational program is related to the teacher's/licensed employee's current assignment shall be made by the Executive Director.
3. Travel related to the teacher's/licensed employee's professional activities.
4. A work program that can reasonably be expected to result in the teacher's/licensed employee's professional growth in the areas of his or her current assignments.
5. For other reasons which may result in benefit to SASSED as determined solely by the Board of Control.

Holidays

~~All full-time employees will be entitled to paid holidays that appear on the school calendar adopted by the Board of Control or those holidays established by resolution of the Board of Control.~~

All full-time 12-month employees and 10-month secretaries, custodians and couriers will be entitled to paid holidays that appear on the school calendar adopted by the Board of Control or those holidays established by resolution of the Board of Control. All part-time 12-month employees and 10-month secretaries shall be granted holidays on a pro-rata basis as a percentage of actual time worked.

Vacation

All full-time 12-month employees will be entitled to ten (10) paid vacation days unless otherwise negotiated in an employment contract. After the 5th year of employment, one additional vacation day per year will be earned to a maximum of 20 days per year in the 15th year. 12-month employees who work part-time or are employed after July 1 of any fiscal year shall be granted vacation days on a pro-rata basis as a percentage of actual time worked. Vacation days earned during any fiscal year will be available for use by the employee until January 1 of the following fiscal year.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
820 ILCS 147/1 et seq. and 180/1 et seq.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave)

ADOPTED: ~~April 28, 2010~~

UPDATED: ~~April 27, 2016~~

UPDATED: ~~January 23, 2019~~

UPDATED: ~~June 19, 2019~~ January 26, 2022

General Personnel

Family and Medical Leave

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

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may use family and medical leave, guaranteed by the Federal Family and Medical Leave Act, for up to a combined total of twelve (12) weeks each rolling year. An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, ~~the District~~SASED will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, **provided such leave is available for use in accordance with Board policies and rules. In addition, all** policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided by federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by ~~the District~~SASED, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by ~~the District~~SASED for at least 12 months and has been employed for at least 1,000 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by ~~the District~~SASED need not be consecutive. However, ~~the District~~SASED will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., or when a written agreement exists concerning SASED's~~the District's~~ intention to rehire the employee.
2. The employee is a full-time classroom teacher.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the ~~Superintendent~~Executive Director or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt ~~the District~~SASED's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the ~~Superintendent~~Executive Director or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the ~~Superintendent~~Executive Director or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed

by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

~~The DistrictSASED~~ may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

~~The DistrictSASED~~ may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, ~~the DistrictSASED~~ may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) ~~District-SASED~~ receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to ~~the DistrictSASED~~ within 15 calendar days after the request. ~~The DistrictSASED~~ may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by ~~the DistrictSASED~~ may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. ~~A District'sSASED's~~ obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and ~~the DistrictSASED~~ notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the ~~SuperintendentExecutive Director~~ or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The ~~SuperintendentExecutive Director~~ or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations ~~the DistrictSASED~~ may impose as provided in the FMLA or implementing regulations, and (2) ~~the DistrictSASED's~~ reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The ~~SuperintendentExecutive Director~~ or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or

its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: 29 U.S.C. §2601 et seq., Family and Medical Leave Act; 29 C.F.R. Part 825.
105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence),
5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and
Leaves)

ADOPTED: ~~_____~~ December 9, 2009

UPDATED: ~~_____~~ April 27, 2016

UPDATED: [January 26, 2022](#)

Professional Personnel

Student Teachers, Interns and Practicum Students

SASED recognizes its responsibility to contribute to the general welfare of public education by providing opportunities for teacher and other professional/certified trainees and interns to gain direct experience in our learning environments.

The Executive Director or designee is authorized to accept students from university-approved Teaching, Speech Pathology, Audiology, School Psychology, Social Work, School Nursing, Occupational and Physical Therapy training programs to do student teaching, practicum, or internships with SASED. No individual who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach or complete field or other clinical experience.

Before permitting an individual to student teach, do a practicum, internship or participate in any field experience in SASED, the Executive Director or designee shall ensure that:

1. SASED performed a ~~complete criminal history records~~ 105 ILCS 5/10-21.9(g) eCheck as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A ~~complete criminal history records~~ 105 ILCS 5/10-21.9(g) eCheck pursuant to ~~105 ILCS 5/10-21.9~~ shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, amended by 97-154).
4. A background check with the Department of Children and Family Services as authorized with CANTS form CFS-689.

~~Each student teacher, intern or practicum student must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees), and~~ The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/10-21.9(g) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. †The Executive Director or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent Executive Director or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers, practicum, and intern candidates should be assigned to supervising ~~employees-teachers~~ whose qualifications are acceptable to SASED and the

students' respective colleges or universities.

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.
Uniform Conviction Information Act, 20 ILCS 2635/1.
105 ILCS 5/21-14(e)(3)(E)(viii), 5/10-22.34, and 5/24-5.
23 Ill.Admin.Code §25.875.

CROSS REF.: 5:190 (Teacher Qualifications), 4:175 (Convicted Child Sex Offender; Criminal
Background Check and/or Screen; Notifications)

ADOPTED: ~~April 28, 2010~~
UPDATED: ~~April 27, 2016~~
UPDATED: ~~March 25, 2020~~
UPDATED: January 26, 2022

Instruction

School Wellness and Nutrition

Student wellness, including good nutrition and physical activity, shall be promoted in SASED's educational programs, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Executive Director or designee will ensure:

1. Each school building SASED utilizes complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual ; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools SASED Programs will support and promote sound nutrition for students.
- Schools SASED Programs will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.

Nutrition education will be part of the District SASED's comprehensive health education curriculum. See Board policy 6:60, Curriculum Content.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools SASED Programs will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, Curriculum Content and 7:260, Exemption from Physical Education.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See policies 6:60, Curriculum Content and 7:260, Exemption from Physical Education.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Ill. State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, Food Services (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) Smart Snacks rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent Executive Director or designee shall:

1. Restrict the sale of competitive foods, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and

3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on SASED operated campuses during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law, unless the Executive Director or designee has granted an *exempted fundraising day (EFD)*.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent Executive Director or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the SASED’s related procedure(s), contact the Executive Director or designee. SASED’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan

In collaboration with SASED the District’s local health department, the Superintendent Executive Director or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout SASED the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in SASED the District’s community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent Executive Director shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of SASED the District’s implementation of the policy
- The extent to which schools in SASED the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District SASED will make the results of the assessment available to the public
- Where the District SASED will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Involvement

The Board and Superintendent Executive Director will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, Communications To and From the Board and/or the Community Engagement subhead in policy 8:10, Connection with the Community.

Recordkeeping

The Superintendent Executive Director shall retain records to document compliance with this policy, the District SASED's records retention protocols, and the Local Records Act.

This policy outlines SASED's approach to ensuring environments and opportunities for our students to practice healthy eating and physical activity behaviors throughout the school day. Specifically, this policy establishes goals and procedures to ensure that:

- Students in SASED programs have access to healthy foods throughout the school day in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active-
- SASED staff are encouraged and supported to practice and model healthy nutrition and physical activity behaviors-
- SASED establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

Wellness Committee

SASED will convene a representative wellness committee (hereto referred to as the SWC) that meets at least four times per year to establish goals for and oversee wellness, nutrition and activity programs, including development, implementation and periodic review and update of this wellness policy (heretofore referred as "wellness policy").

The Executive Director or designee(s) will convene the SWC and facilitate development of and updates to the wellness policy, and will ensure each program's compliance with the policy.

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

SASED will develop and maintain an implementation plan to manage and coordinate the execution of this wellness policy. This wellness policy and any related progress reports can be found at WWW.SASED.org

SASED will retain records to document compliance with the requirements of the wellness policy at the SASED Administrative Center. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the SASED stakeholders;
- Documentation of efforts to review and update the wellness policy; including an indication

of who is involved in the update and methods SASED uses to make stakeholders aware of their ability to participate on the SWC;

- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the wellness policy has been made available to the public.

SASED will actively inform our families and stakeholders each year of basic information about this policy, any updates to the policy and implementation status. SASED will make this information available via the SASED website and/or cooperative-wide communications.

At least once every three years, SASED will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which SASED programs are in compliance with the wellness policy;
- The extent to which SASED's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of SASED's wellness policy

The SWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as SASED priorities change; stakeholder needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Nutrition Guidelines for Foods Available in Schools During the School Day

SASED will offer and promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Executive Director or designee shall restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages and "Fundraisers") will meet the USDA Smart Snacks in School nutrition standards, at a minimum.

SASED will make drinking water available where school meals are served during mealtimes.

Celebrations and Rewards

- Celebrations and parties. SASED will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- Classroom snacks brought by parents. SASED will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
- Rewards and incentives. SASED will provide teachers and other relevant school staff a list of alternative ways to reward children.

Staff Qualifications and Professional Development

All SASED nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

Nutrition Education

The goals for addressing nutrition education and nutrition promotion include the following:

- Teach, model, support and promote good nutrition for students.
- Foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of SASSED's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Physical Activity

The goals for addressing physical activity include the following:

- Support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content*.
- Unless otherwise exempted, all students will be required to engage daily during the school day in a physical education course. See Board policy 6:60, *Curriculum Content*.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.
- Where appropriate to the student population, elementary programs will offer at least 20 minutes of recess on all days during the school year (*This policy may be waived on early dismissal or late arrival days*).
- Encourage students to be physically active before and after school.

Other Activities that Promote Student Wellness

- SASSED will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.
- SASSED will establish relationships with partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation.
- SASSED will promote to parents/caregivers, and families the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in SASSED sponsored activities and will receive information about health promotion efforts.
- The SWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.
- When feasible, SASSED will offer professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

Exempted Fundraising Day (EFD) Requests

~~All food and beverages sold to students on SASSED-operated campuses during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law, unless the Executive Director or designee has granted an *exempted fundraising day* (EFD). To request an EFD and learn more about the SASSED’s related procedure(s), contact the Executive Director or designee. SASSED’s procedures are subject to change. The number of EFDs is set by ISBE rule.~~

LEGAL REF.: PL 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004,
~~PL 108-265, Sec. 204.~~
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966, ~~42 U.S.C. §1771 et seq.~~
42 U.S.C. §1751 et seq., National School Lunch Act, ~~42 U.S.C. §1758.~~
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010, ~~42~~
~~U.S.C. §1758b, PL 111-296.~~
42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11. and 210.31
50 ILCS 205/ Local Records Act.
105 ILCS 5/2-3.1379.
23 Ill.Admin.Code Part 305, Food Program.
ISBE’s “*School Wellness Policy*” Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240
(Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development
Program), 6:60 (Curriculum —Content), 7:260 (Exemption from Physical
Education), 8:10 (Connection with the Community)

ADOPTED: _____ December 19, 2007

UPDATED: _____ May 25, 2016

UPDATED: _____ May 24, 2017

REVIEWED: _____ February 27, 2019

UPDATED: _____ January 26, 2022

Instruction

Curriculum Content

All students in SASED programs have Individual Education Plans (IEPs) and are eligible for special education services under the Individuals with Disabilities Education Act (IDEA). As such, individual instructional goals are set by each student’s IEP team in the IEP. Some students in SASED programs attend general education classes in the host or resident district for part of their school day. Curriculum content decisions in these instances are made by the host district Superintendent. For many of the students in SASED programs, all instruction occurs in the self-contained special education setting. In these instances, the SASED Executive Director

~~The Executive Director shall be responsible for the development of a curriculum designed to meet identified student needs. The Executive Director shall establish procedures for curriculum development that provide for the effective participation of administrators, certified/licensed staff, parents, and students. The SASED curriculum shall be aligned to the Illinois Learning Standards and reflect current research, best practices and technological advancements within each discipline.~~ The curriculum shall provide sufficient flexibility to meet individual student needs at each stage of development. The curriculum shall contain instruction on subjects required by State statute or regulation.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
 20 ILCS 2605/2605-480.
 105 ILCS 5/2-3.80(e) and (f), 5/10-20.73 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, and 5/27-24.2, 435/0.01 et seq., and 110/3.
 625 ILCS 5/6-408.5, Ill. Vehicle Code.
 23 Ill.Admin.Code §§ 1.420, 1.430, and 1.440.
 Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
 Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
 47 C.F.R. §54.520.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Programs and Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:260 (Exemption from Physical Activity), 7:180 (Prevention of and Response to Bullying), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Activity)

ADOPTED: ~~December 19, 2007~~
 UPDATED: ~~May 25, 2016~~
 REVIEWED: ~~February 27, 2019~~
 UPDATED: January 26, 2022

Commented [1]: Don't have this policy currently
Commented [AH2R2]: New policy being adopted

Instruction

Education of Children with Disabilities

SASED and its participating districts shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the districts, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s (ISBE) Special Education rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

For students eligible for services under IDEA, SASED and participating districts shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, participating districts shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), representation by counsel, and a review procedure.

SASED and participating districts may maintain membership in one or more cooperative associations to fulfill their obligations to students with disabilities.

If necessary, students in participating districts may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: ~~Americans With Disabilities Act, 42 U.S.C. §12101 et seq.~~
~~20 U.S.C. §1400 et seq.~~ Individuals With Disabilities Education Improvement Act of 2004, ~~20 U.S.C. §1400 et seq.~~
~~29 U.S.C. §794.~~ Rehabilitation Act of 1973, Section 504.
~~§794.~~ Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794.
~~§794.~~
42 U.S.C. §12101 et seq. Americans With Disabilities Act.
34 C.F.R. Part 106.
34 C.F.R. § Part 300.
 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02**ab**.
 23 Ill. Admin. Code Part 226.
~~34 C.F.R. §300.~~

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: ~~February 25, 2009~~

UPDATED: ~~April 27, 2016~~

REVIEWED: ~~February 27, 2019~~

UPDATED: January 26, 2022

Instruction

Curriculum Content

All students in SASED programs have Individual Education Plans (IEPs) and are eligible for special education services under the Individuals with Disabilities Education Act (IDEA). As such, individual instructional goals are set by each student’s IEP team in the IEP. Some students in SASED programs attend general education classes in the host or resident district for part of their school day. Curriculum content decisions in these instances are made by the host district Superintendent. For many of the students in SASED programs, all instruction occurs in the self-contained special education setting. In these instances, the SASED Executive Director
~~The Executive Director~~ shall be responsible for the development of a curriculum designed to meet identified student needs. The Executive Director shall establish procedures for curriculum development that provide for the effective participation of administrators, certified/licensed staff, parents, and students. ~~The SASED curriculum shall be aligned to the Illinois Learning Standards and reflect current research, best practices and technological advancements within each discipline.~~ The curriculum shall provide sufficient flexibility to meet individual student needs at each stage of development. The curriculum shall contain instruction on subjects required by State statute or regulation.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/10-20.73 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, and 5/27-24.2, 435/0.01 et seq., and 110/3.
625 ILCS 5/6-408.5, Ill. Vehicle Code.
23 Ill.Admin.Code §§ 1.420, 1.430, and 1.440.
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
47 C.F.R. §54.520.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Programs and Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:260 (Exemption from Physical Activity), 7:180 (Prevention of and Response to Bullying), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Activity)

ADOPTED: ~~December 19, 2007~~
UPDATED: ~~May 25, 2016~~
REVIEWED: ~~February 27, 2019~~
UPDATED: January 26, 2022

Commented [1]: Don't have this policy currently
Commented [AH2R2]: New policy being adopted

Instruction

Education of Children with Disabilities

SASED and its participating districts shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the districts, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s (ISBE) Special Education rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

For students eligible for services under IDEA, SASED and participating districts shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, participating districts shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), representation by counsel, and a review procedure.

SASED and participating districts may maintain membership in one or more cooperative associations to fulfill their obligations to students with disabilities.

If necessary, students in participating districts may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: ~~Americans With Disabilities Act, 42 U.S.C. §12101 et seq.~~
~~20 U.S.C. §1400 et seq.~~ Individuals With Disabilities Education Improvement Act of 2004, ~~20 U.S.C. §1400 et seq.~~
~~29 U.S.C. §794.~~ Rehabilitation Act of 1973, Section 504.
~~§794.~~ Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794.
~~§794.~~
42 U.S.C. §12101 et seq. Americans With Disabilities Act.
34 C.F.R. Part 106.
34 C.F.R. § Part 300.
 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02**ab**.
 23 Ill.Admin.Code Part 226.
~~34 C.F.R. §300.~~

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: ~~February 25, 2009~~

UPDATED: ~~April 27, 2016~~

REVIEWED: ~~February 27, 2019~~

UPDATED: January 26, 2022

Instruction

Extended Instructional Programs

The ~~District Cooperative SASED~~ may offer the following programs in accordance with State law and the ~~District's Cooperative SASED's~~ educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years.
2. Before-and after-school programs for students in grades K-6.
3. Child care and training center for pre-school children and for students whose parents work.
4. Model day care services program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. Outdoor education program.
8. Summer school, whether for credit or not.
9. Independent study, whether for credit or not.
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
11. Anti-bias education and activities to address intergroup conflict resolution.
12. Volunteer service credit program.
13. Vocational academy.
- 13-14. Advanced vocational training and/or career education program.

LEGAL REF.: 105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6-~~2~~
105 ILCS 110/3, Comprehensive Health Education Program, and 105 ILCS 433/, Vocational Academies Act.

CROSS REF.: ~~6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students); 6:320 (High School Credit for Proficiency)~~

ADOPTED: April 22, 2020

UPDATED: January 26, 2022

Commented [1]: Don't currently have these policies
 Commented [AH2R2]: NA

Instruction

Student Testing and Assessment Program

A SASED student’s Individual Educational Plan (IEP) provides information for determining individual student achievement and ~~guidance~~- instructional needs, curriculum and instruction effectiveness, and program performance measured against Cooperative student learning objectives.

The Executive Director or designee shall ~~develop and supervise~~ manage a student assessment program that at a minimum ~~will~~:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Utilizes professional testing practices.
4. ~~Provides Works with the resident district to provide~~ each student’s parents/guardians with the results or scores of each State assessment and an evaluation of the student’s progress. See policy 6:280, *Grading and Promotion*.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, ~~20 U.S.C. §1232g, 105 ILCS 10/~~, Illinois School Student Records Act, ~~105 ILCS 10/~~ 105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.107, 5/2-3.153, 5/10-17a, and 5/27-1.
23 Ill.Admin. Code Sec 1.30(b) and Sec 375.10.

CROSS REF.: ~~6:15 (School Accountability),~~ 6:280 (Grading and Promotion), 7:340 (Student Records)

Commented [CM1]: Don't currently have this policy

ADOPTED: — December 19, 2007

UPDATED: — May 25, 2016

REVIEWED: — January 24, 2018

UPDATED: — February 24, 2021

UPDATED: — January 26, 2022

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 (on or before September 1) and 17 years (unless the child has graduated from high school) or (b) who is enrolled in any of grades kindergarten through 12, in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled in a SASED program must authorize all absences from school and notify SASED in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's ~~safety or health~~, mental, emotional or physical health or safety, or other reason as approved by the Executive Director or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Executive Director or designee shall, in collaboration with the member districts, manage absenteeism and truancy in accordance with The School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Executive Director or designee is authorized to determine when the student's absence is justified. A student may be excused, at the Executive Director's or designee's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Executive Director or designee.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a, and inform the member district of the student's status.
6. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
7. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See board policy 6:110 *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.*
8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - 7.b. Encourage the habit of daily attendance and promote success.
- ~~8.9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.~~
10. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
- 9.11. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
- 10.12. A protocol for cooperating with non-SASED agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community-based youth service agency. Any disclosure of student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning student records.
- 11.13. ~~11.~~ An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
- 12.14. ~~12.~~ The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Executive Director or designee believes qualifies.
- 13.15. ~~13.~~ A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
- 14.16. ~~14.~~ A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions/Eligibility for Services), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Discipline), 7:340 (Student Records)

ADOPTED: ~~December 19, 2007~~

UPDATED: ~~December 9, 2015~~

UPDATED: ~~February 27, 2019~~

UPDATED: ~~September 23, 2020~~ January 26, 2022

Students

Release Time for Religious Instruction/Observance

A student enrolled in a SASED program shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday ~~or~~ 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 Building Principal/Program Administrator at least five calendar days before the student's anticipated absence(s). ~~This notice shall satisfy SASED's requirement for a written excuse when the student returns to school.~~

The Executive Director or designee shall develop and distribute to teachers, appropriate procedures regarding student absences for religious reasons and includeing ~~a list of religious holidays on which a student shall be excused from school attendance,~~ 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, ~~775 ILCS 35.~~
~~105 ILCS 5/26-1 and 5/26-2b.~~

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

ADOPTED: ~~December 19, 2007~~

REVIEWED: ~~February 20, 2013~~

REVIEWED: ~~September 23, 2015~~

REVIEWED: ~~February 28, 2018~~

UPDATED: January 26, 2022

Students

Student Appearance

A student's appearance, including dress and grooming hygiene, must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health and safety, and decency. The District SASED does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent Executive Director or designee and included in the Student Handbook(s). Procedures for handling students who dress or groom inappropriately will be developed by the Executive Director or designee.

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline)

ADOPTED: ~~December 19, 2007~~

REVIEWED: ~~September 23, 2015~~

REVIEWED: ~~February 28, 2018~~

UPDATED: January 26, 2022

Students

Prevention of, and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important SASED goals.

Bullying on the basis of actual or perceived race, color, nationality origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by SASED or a member district school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

The term ***bBullying*** includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property.
2. Causing a substantially detrimental effect on the student's or students' physical or mental health.
3. Substantially interfering with the student's or students' academic performance.
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication,

including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in SASSED/a school district, including without limitation school and SASSED program administrators and coordinators/school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Executive Director or designee shall develop and maintain a bullying prevention and response plan that advances SASSED's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. SASSED uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of SASSED. However, nothing in the SASSED's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the SASSED Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the SASSED Complaint Manager or any staff member. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Non-Discrimination Coordinator:

Julie Grohn

Name
 2900 Ogden Avenue, Lisle IL. 60540

Address
 jgrohn@sased.org

Email
 630 778-4500

Telephone

Complaint Manager:

Dr. Kennedy Strickland-Dixon <hr/> Name 2900 Ogden Avenue, Lisle IL. 60540 <hr/> Address kdixon@sased.org <hr/> Email 630 778-4500 <hr/> Telephone	Don Robinson <hr/> Name 2900 Ogden Avenue, Lisle IL. 60540 <hr/> Address drobinson@sased.org <hr/> Email 630 778-4500 <hr/> Telephone
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4. Consistent with federal and State laws and rules governing student privacy rights, the Executive Director or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Executive Director or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Program Administrator/Building Principal and school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Program Administrator/Building Principal and school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Executive Director or designee shall investigate whether a reported incident of bullying is within the permissible scope of SASSED’s jurisdiction and shall require that SASSED provide the victim with information regarding services that are available within SASSED and its member district communities, such as counseling, support services, and other programs.

6. The Executive Director or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students ~~treated as bullying for purposes of determining any consequences or other appropriate remedial actions.~~
8. A student will not be punished for reporting bullying or supplying information, even if SASSED's investigation concludes that no bullying occurred. However, a person who is found to have knowingly making a falsely accusation another of bullying, as a means of retaliation, as a means of bullying, or providing knowingly false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The SASSED's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Executive Director or designee shall post this policy on SASSED's ~~Internet~~ website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent Executive Director or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions.
- ~~11.~~ The Executive Director or designee shall assist the Board of Control with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that SASSED already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of Board of Control minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board Chairperson indicating that the Board of Control re-evaluated the policy and no changes to it were necessary.

The Executive Director or designee must post the information developed as a result of the policy evaluation on SASSED's website, or if a website is not available, the information must be provided

to administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Executive Director or designee shall fully implement the Board of Control policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265 *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972
 - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into SASSED’s educational program as required by State law.
 - e. 6:235, *Access to Electronic Networks*. This policy states that the use of SASSED’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on SASSED owned or operated property, at SASSED or host school sponsored activities, and in vehicles used for school-provided transportation.
 - h. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - i. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

~~This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.~~

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILS 49/, Children’s Mental Health Act.

~~105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.~~

775 ILCS 5/1-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230

(Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications: Elementary Schools and ~~Written or Electronic Material~~), 7:315 (Restrictions on Publications: High Schools)

ADOPTED: ~~January 26, 2011~~

UPDATED: ~~December 9, 2015~~

UPDATED: ~~January 27, 2021~~

UPDATED: January 26, 2022

Students

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

SASED/member district administrations are authorized to discipline students enrolled in SASED programs for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The authorized medical use of cannabis is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - (a) that a student believes is, or represents to be capable of, causing intoxication,

hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular phone. Unless otherwise banned under this policy or by the Program Administrator, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (ed) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a SASED/member district staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- 19-20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Executive Director or designee.
- 20-21. Engaging in any activity, on or off campus, that violates the disciplinary rules or policies of a SASED member district, or interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or bears a nexus with school or school-related activities.
- ~~21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Executive Director or designee.~~
- ~~22. Participation in a plan with one or more persons to possess, purchase or obtain any items that are regulated or prohibited by this policy, or engage in any activity that is regulated or prohibited by this policy. Any student participating in such plan shall be subject to the same discipline as a student who otherwise violates this policy.~~
- ~~23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.~~

24. ~~Failing or refusing to comply with health/safety protocols implemented due to pandemic conditions or other circumstances that threaten public health or safety, including (but not limited to) requirements relating to face coverings, temperature checks and symptom screening, self-certification, hand hygiene, and social distancing.~~
- ~~a.—The Executive Director or designee will notify parents/guardians and students of this policy and the governing procedures and protocols.~~
 - ~~b.—Exceptions and/or accommodations will be made when a face covering (or any other protocol) is medically contraindicated, provided that parents/guardians supply appropriate and sufficient medical documentation and comply with all other procedures relating to the exemption/accommodation process. Alternate health/safety protocols may be required.~~
 - ~~e.—Students who fail or refuse to comply with health/safety protocols may be excluded from school and school-related activities until compliance is achieved. In addition, disciplinary measures may be imposed for non-compliance.~~

For purposes of this policy, the term “*possession*” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored events.

Efforts, including the use of positive interventions and supports, and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Executive Director, Program Administrator or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the authority of SASSED or a member district to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

SASSED administration shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Administration shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
- 3.4. Temporary removal from the classroom.
5. Return of property or restitution for lost or damaged property
- 4.6. In-school suspension for a period not to exceed 5 school days. Program Administrator or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study, provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Program Administrator or designee.

- ~~5.8.~~ Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. SASSED/member district will not provide transportation. Administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
9. Seizure of contraband: confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges, in accordance with Board policy 7:220, *Bus Conduct*
11. Out of school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years, provided that the appropriate procedures regarding the discipline of students with disabilities are followed. An expelled student is prohibited from being on school grounds. A student who has been expelled may also be restricted from being on school grounds and at school activities
- 6.13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
- 7.14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District SASSED and local law enforcement agencies.
- ~~8.15. Temporary removal from the classroom.~~
- 9.16. Return of property or restitution for lost or damaged property
- ~~10.17. In-school suspension for a period not to exceed 5 school days. Program Administrator or designee shall ensure that the student is properly supervised.~~
- 11.18. After-school study or Saturday study, provided the student’s parent/guardian has been notified.
If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Program Administrator or designee.
- ~~12.19. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. SASSED/member district will not provide transportation. Administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.~~
- 13.20. Any disciplinary measures specified within the student’s Individual Educational Plan.
- 14.21. Out of school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
- 15.22. Suspension of bus riding privileges, in accordance with Board policy 7:220, *Bus Conduct*
- 16.23. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures regarding the discipline of students with disabilities are followed. An expelled student is prohibited from being on school grounds.

The above list of disciplinary measures is a range of options that will not always be applicable in every

case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. *Corporal punishment* is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and SASSED procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled, subject to the *Individuals with Disabilities Education Act*, as amended, the *Illinois School Code*, and *Section 504 of the Rehabilitation Act of 1973*, and their respective rules and regulations, for a period of at least one calendar year but not more than 2 calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent of the student’s district of residence, and the Superintendent’s determination may be modified by the Board of the student’s district of residence on a case-by-case basis. The Superintendent of the student’s district of residence or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the SASSED Board of Control or the Board of the district hosting a SASSED program, permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Executive Director or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A SASSED staff member shall immediately notify the office of the Program Administrator in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a

report, the Program Administrator or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline of SASSED and the member district in which the student resides. All disciplinary actions so imposed shall be consistent with and subject to applicable federal and State laws and regulations related to the discipline of students with disabilities, and consistent with such students' IEPs. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Executive Director or Program Administrator or the appropriate administrator from the student's district of residence are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ~~10~~ten consecutive school days, provided the appropriate procedures are followed. SASSED in collaboration with the district of residence may suspend a student from riding the bus in excess of ~~10~~ten school days for safety reasons.

Program Guides and Student Handbook

The Executive Director or designee, with input from the Parent Advisory Council, shall prepare disciplinary rules implementing SASSED's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A program guide and/or student handbook, including SASSED's disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or upon a student's enrollment.

Incorporated

by Reference: 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint.*

LEGAL REF.:

20 U.S.C. §6081, Pro-Children Act of 1994.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and ~~110/3-10.~~
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill.Admin.Code §§1.280, 1.285.

CROSS REF.:

2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance),

7:170 (Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools and Written or Electronic Material), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on SASED Property)

ADOPTED: ~~January 26, 2011~~

UPDATED: ~~December 9, 2015~~

UPDATED: ~~February 27, 2019~~

UPDATED: ~~April 22, 2020~~

UPDATED: ~~September 23, 2020~~

UPDATED: January 26, 2022

Students

Conduct Code for Participants in Extracurricular Activities

The Executive Director or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school/program at all times, including after school and on days when school is not in session, and whether on and off SASED owned or leased property, (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result ~~-in~~ in discipline, up to and including removal from the activity. Participants who violate ~~the~~ conduct code shall be reviewed by the Executive Director or designee periodically at his or her discretion and presented to the Board of Control.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, Student Behavior. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

LEGAL REF.: Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).
~~Board of Education of Independent School Dist. No. 92 v. Earls, 536 U.S. 822 122~~
~~S.Ct. 2559,~~
 (2002).
Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).
~~Clements v. Board of Education of Decatur, 133 Ill.App.3d 531 (4th Dist.~~
~~1985) 478 N.E.2d 1209 (Ill.App.4, 1985).~~
~~Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 706 N.E.2d 137~~
~~(Ill.App.5, 1999).~~
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).
~~Veronica School Dist. 475 v. Acton, 515 U.S. 646 (1995).~~
 105 ILCS 5/24-24, 5/27-23.3 and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:-180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Discipline Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: _____ December 19, 2007

UPDATED: _____ January 27, 2016

UPDATED: _____ January 26, 2022

Students

Student Support Services

The following student support services may be provided by SASED as authorized by the resident school district.

1. Health services supervised by a qualified nurse. The Executive Director or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. Parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.

4.5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

The Executive Director or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. SASED, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent Executive Director or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District SASED and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District SASED, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: 105 ILCS 5/10-23.13(b) and 5/21B-25(G).
 405 ILCS 49/1; Children's Mental Health Act of 2003;
~~34 C.F.R. §300.34(e)(13);~~
~~23 Ill. Admin. Code §226.75;~~
 740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act
~~105 ILCS 5/10-20.58.~~

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

ADOPTED: _____ December 19, 2007

REVIEWED: _____ February 20, 2013

UPDATED: ~~January 27, 2016~~
UPDATED: ~~January 23, 2019~~
UPDATED: January 26, 2022

Students

Exemption from Physical Activity Education

In order to be excused from participation in physical education, a student must present an excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

State law prohibits a board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of SASED.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of SASEDthe School District.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the ~~Superintendent~~ Executive Director or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Program Administrator to be excused from physical education courses for the reasons stated in 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

Students in grades 7 and 8 may submit a written request to the Program Administrator to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Program Administrator will evaluate requests on a case-by-case basis.

The ~~Superintendent~~ Executive Director or designee shall maintain records showing that the criteria set

forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.*

LEGAL REF.: 105 ILCS 5/27-6.
225 ILCS 60/, Medical Practice Act.
23 Ill.Admin.Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

~~ADOPTED: December 19, 2007~~

~~UPDATED: January 27, 2016~~

~~UPDATED: February 27, 2019~~

UPDATED: January 26, 2022

Students

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Executive Director or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE) recommended guidelines and educational materials for staff training and professional development, along with ISBE recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:

- a. ~~Board policy 6:65, *Student Social and Emotional Development*~~, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in SASSED’s educational program);
 - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
 - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
 - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
 - ~~b.g. Board policy 7:250, *Student Support Services*~~, implementing the Children’s Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - ~~e.h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE’s website pursuant to *Ann Marie’s Law*.~~
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in SASSED’s Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Executive Director or designee shall attempt to develop a relationship between SASSED and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into SASSED’s Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie’s Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Executive Director shall inform each employee about this policy and ensure its posting on SASSED’s website. The Executive Director or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in SASSED.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children’s Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq. Student identification (ID) cards, the District’s website, and student handbooks and planners will contain the support information as required by State law.

SASSED, its Boards, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within SASSED, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 42 U.S.C. § 1201 et seq. Individuals with Disabilities Education Act.
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.73 (final citation pending), 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/10-20.75 (final citation pending), 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.- 5/27-7.
405 ILCS 49, Children’s Mental Health Act of 2003.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act..

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: ~~June 19, 2019~~

UPDATED: ~~April 22, 2020~~

UPDATED: January 26, 2022

Students

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17~~8~~ years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. SASED may release directory information as permitted by law, but a parent/guardian shall have the right to ~~object to~~ opt-out of the release of directory information regarding his or her child. ~~However,~~ SASED will comply with State or federal law with regard to release of an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the Resident District ~~is responsible for disclosures of~~ school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll as well as to any other person as specifically required or permitted by State or federal law.

SASED shall maintain only those student records necessary to provide special education and related services to a student during the student's participation in a SASED program. SASED shall return all student records in its possession to the student's district of residence upon exit of the student from SASED programs.

-The Executive Director shall fully implement this policy and designate an official temporary records custodian for SASED who shall maintain and protect the confidentiality of SASED student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding SASED student records.

Student Biometric Information Collection

The Superintendent Executive Director or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District SASED shall obtain written permission

from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District SASED shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District SASED will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District SASED, or (2) the District SASED receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent Executive Director or designee.

The Superintendent Executive Director or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
50 ILCS 205/7, Local Records Act.;
Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002);
Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002);
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS
105 ILCS 5/10-20.124b, 20.37, 5/10-20.40, 5/14-1.01 et seq.,
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
~~50 ILCS 205/7.~~
23 Ill.Admin.Code §§Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED: _____ December 19, 2007

UPDATED: _____ May 22, 2013

UPDATED: _____ January 27, 2016

UPDATED: _____ April 22, 2020

UPDATED: _____ September 23, 2020

UPDATED: _____ January 26, 2022

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, SASED's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board of Control has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between SASED employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board of Control's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Executive Director or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) SASED counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving SASED.
2. Train SASED employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between SASED employees and students based upon

policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10-23.13, 5/27-9.1a, and 5/27-13.2.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

ADOPTED: January 26, 2022

Students

Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Program Administrator or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by SASED to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and School Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or

Incites students to:

- a. Commit an unlawful act;
- b. Violate any of the District's policies; or
- c. Materially and substantially disrupt the orderly operation of the school.

SASED will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Executive Director or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of SASED or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by SASED.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Executive Director or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-20.08 and 5/27-23.7.
105 ILCS 80/, Speech Rights of Student Journalists Act.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Morse v. Frederick, 551 U.S. 393 (2007).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED: January 26, 2022

To: Board of Control
From: Melinda McGuffin, Executive Director
Date: January 26, 2022
Re: Early CHOICES Agreement with Natasha Croff

Purpose: The purpose of this memo is to update the Board of Control regarding the Early CHOICES Natasha Croff agreement.

Background: The agreement is for Natasha Croff's participation and facilitation of the Statewide Leadership Team meetings for January 1, 2022 through June 30, 2022

Next Steps: Approval of the Early CHOICES agreement with Natasha Croff in the amount of \$600.00

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), which is operating as Early CHOICES ("Early CHOICES"), and Natasha Croff ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

- SERVICES.** Early CHOICES shall engage Contractor to provide the following service: Participate and facilitate monthly Statewide Leadership Team meetings January through June 2022.
- TERM.** Contractor shall provide services to Early CHOICES pursuant to this Agreement during the period of January 1, 2022 to June 30, 2022 ("Agreement Term").
- COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contractor \$600.00, plus related travel expenses not to exceed n/a. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.
- EXPENSES.** Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.
- INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED or Early CHOICES. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED or Early CHOICES.
- CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to Early CHOICES.
- OTHER RULES AND POLICIES.** Contractor agrees to abide by any other rules, policies, and procedures as communicated by Early CHOICES.

8. **TERMINATION.** This Agreement may be terminated early for the following reasons:
- a. Mutual agreement, with fourteen (14) days' notice;
 - b. Permanent disability (inability to perform essential job functions with or without accommodation);
 - c. Death; or
 - d. Cause.

Termination for cause during the term of this Agreement shall be for any conduct, act, or failure to act by the Contractor, which, at the sole discretion of Early CHOICES, is deemed detrimental to the best interests of Early CHOICES.

9. **RETURN OF PROPERTY.** Upon termination or completion of the Agreement Term, Contractor will promptly return to Early CHOICES all property belonging to Early CHOICES, including without limitation: all computers, technology, office supplies, keys and any other property in any form.

10. **CONTINUING OBLIGATIONS.** Notwithstanding the termination of this Agreement for any reason, the provisions of Paragraph 6 of this Agreement will continue in full force and effect following such termination.

11. **NON-DISCRIMINATION.** Contractor agrees that she/he shall not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other status protected by law in its programs and/or activities.

12. **LIABILITY.** Contractor agrees to indemnify and hold harmless SASSED, its employees and agents, against any and all claims, damages, costs, losses, and/or expenses arising from or related to the performance of this Agreement. This includes but is not limited to reasonable attorney's fees.

13. **WAIVER.** The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

14. **SEVERABILITY.** If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

15. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both SASED and Contractor.

16. **NOTICE.** Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

For Contractor: Natasha Croff
8209 S. Peoria Street #1
Chicago, IL 60620

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

17. **GOVERNING LAW.** The laws and regulations of the State of Illinois shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the Parties.

18. **BOARD APPROVAL.** This Agreement is subject to the approval of the SASED Board of Control.

THEREFORE, SASED and Contractor now voluntarily and knowingly execute this Agreement.

SASED

By: _____ Date: _____
Executive Director

By: _____ Date: _____
Director of Business Operations

Contractor
By: Natasha Croff Date: 01/04/2022

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and Belleville Township High School District 201 ("Originating LEA") which is dated _____, to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed Exhibit "E" to Provider at the following email address: will.dehoo@foolprooffoundation.org.

PROVIDER:

BY:  _____ Date: May 19, 2021

Printed Name: Will deHoo Title/Position: Executive Director

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the Belleville Township High School District 201 and

****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER**

By: Mindy McGuffin

Date: 2022-01-05

Printed Name: Mindy McGuffin

Title: Executive Director

SCHOOL DISTRICT NAME: School Association for Special Education in DuPage County (SASED)

DESIGNATED REPRESENTATIVE OF LEA:

Name: Mindy McGuffin

Title: Executive Director

Address: 2900 Ogden Ave Lisle, Illinois 60532

Phone: 630-955-8104

Email: mmcguffin@sased.org

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and Northwest Suburban Special Education Organization ("Originating LEA") which is dated 05/27/2021 , to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed **Exhibit "E"** to Provider at the following email address: hello@littlebeespeech.com.

PROVIDER: Little Bee Speech Co.

BY: **Chris Hanks**

Digitally signed by Chris Hanks
Date: 2021.05.27 15:25:52 -06'00'

Date: _____

Printed Name: Chris Hanks Title/Position: Co owner, Little Bee Speech Co.

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the Northwest Suburban Special Education Organization and Little Bee Speech Co.

****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. ****

Subscribing LEA

By: Mindy McGuffin

Date: 2022-01-06

Printed Name: Mindy McGuffin

Title: Executive Director

SCHOOL DISTRICT NAME: School Association for Special Education in DuPage County (SASED)

DESIGNATED REPRESENTATIVE OF LEA:

Name: Mindy McGuffin

Title: Executive Director

Address: 2900 Ogden Ave Lisle, Illinois 60532

Phone: 630-955-8104

Email: mmcguffin@sased.org

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and [_____] ("Originating LEA") which is dated [03/01/2021], to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed Exhibit "E" to Provider at the following email address: memberships@padlet.com

Zohab Jamal

1 march 2021

BY: _____ Date: _____

Printed Name: _____ Title/Position: _____

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the [_____] and the Provider. **PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. **

By: Mindy McGuffin

Date: 2022-01-05

Printed Name: Mindy McGuffin

Title: Executive Director

SCHOOL DISTRICT NAME: School Association for Special Education in DuPage County (SASED)

DESIGNATED REPRESENTATIVE OF LEA:

Name: Mindy McGuffin

Title: Executive Director

Address: 2900 Ogden Ave Lisle, Illinois 60532

Phone: 630-955-8104

Email: mmcguffin@sased.org

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and Naperville Community Unit School District 203 ("Originating LEA") which is dated _____, to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed **Exhibit "E"** to Provider at the following email address: legal@assistiveware.com.

PROVIDER: AssistiveWare BV

BY: Martijn Leopold Digitally signed by Martijn Leopold
Date: 2021.04.20 17:07:16 +02'00' Date: 04/20/2021

Printed Name: Martijn Leopold Title/Position: CTO/CFO

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the Naperville Community Unit School District 203 and AssistiveWare BV

****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. ****

By: Mindy McGuffin

Date: 2022-01-05

Printed Name: Mindy McGuffin

Title: Executive Director

SCHOOL DISTRICT NAME: School Association for Special Education in DuPage County (SASED)

DESIGNATED REPRESENTATIVE OF LEA:

Name: Mindy McGuffin

Title: Executive Director

Address: 2900 Ogden Ave Lisle, Illinois 60532

Phone: 630-955-8104

Email: mmcguffin@sased.org

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and Geneva CUSD 304 ("Originating LEA") which is dated _____, to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed Exhibit "E" to Provider at the following email address: billing@quizizz.com.

PROVIDER: Quizizz Inc.

BY: _____ Date: _____

Printed Name: Manoj Madhusudanan Title/Position: Onboarding Lead

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the Geneva CUSD 304 and Quizizz Inc.

****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. ****

Subscribing LEA:

By: Mindy McGuffin

Date: 2021-12-10

Printed Name: Mindy McGuffin

Title: Executive Director

SCHOOL DISTRICT NAME: School Association for Special Education in DuPage County (SASED)

DESIGNATED REPRESENTATIVE OF LEA:

Name: Mindy McGuffin

Title: Executive Director

Address: 2900 Ogden Ave Lisle, Illinois 60532

Phone: 630-955-8104

Email: mmcguffin@sased.org

Standard Student Data Privacy Agreement

IL-NDPA v1.0a

School Association for Special Education in DuPage-SASED

and

the University of Oregon

This Student Data Privacy Agreement (“DPA”) is entered into on the date of full execution (the “Effective Date”) and is entered into by and between: [], located at [] (the “Local Education Agency” or “LEA”) and the University of Oregon, located at 1238 University of Oregon, Eugene, OR 97403 (the “Provider”).

WHEREAS, the Provider is providing educational or digital services to LEA.

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. § 1232g (34 CFR Part 99); the Children’s Online Privacy Protection Act (“COPPA”) at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations and

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows: 1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.

2. Special Provisions. Check if Required

- If checked, the Supplemental State Terms and attached hereto as **Exhibit “G”** are hereby incorporated by reference into this DPA in their entirety.
- If checked, LEA and Provider agree to the additional terms or modifications set forth in **Exhibit “H”. (Optional)**
- If Checked, the Provider, has signed **Exhibit “E”** to the Standard Clauses, otherwise known as General Offer of Privacy Terms

3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.

4. This DPA shall be effective upon the date of signature by Provider and LEA, and shall remain in effect as between Provider and LEA 1) for so long as the Services are being provided to the LEA or 2) until the DPA is terminated pursuant to the Service Agreement, whichever comes first. The Exhibit E General Offer will expire three (3) years from the date the original DPA was signed.

5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit “A”** (the “Services”).

6. **Notices.** All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representative for the LEA for this DPA is:

Name: Mindy McGuffin

Title: Executive Director

Address: 2900 Ogden Avenue Lisle, IL 60532

Phone: 630-955-8112

Email: mmcuffin@sased.org

The designated representative for the Provider for this DPA is:

Name: PBIS Apps Support

Address: 1235 University of Oregon, Eugene, OR 97403-1235

Phone: 855-455-8194

Email: pbisappssupport@uoregon.edu

LEA:
IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

By: 

Date: 11/30/21 Printed Name: Mindy McGuffin

Title/Position: Executive Director

Provider:

By: 

Date: December 3, 2021

Printed Name: Orca Mewin

Title/Position: Associate Director, IPS

STANDARD CLAUSES

Version 1.0

ARTICLE I: PURPOSE AND SCOPE

- 1. Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data
- 2. Student Data to Be Provided.** In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit "B"**.
- 3. DPA Definitions.** The definition of terms used in this DPA is found in **Exhibit "C"**. In the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

- 1. Student Data Property of LEA.** All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above.
- 2. Parent Access.** To the extent required by law, the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Provider represents that the LEA shall have access to all Student Data for review or correction by the LEA. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.
- 3. Law Enforcement Requests.** Should law enforcement or other government entities ("Requesting Party(ies)") contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.

4. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in accordance with best practices and applicable law.

ARTICLE III: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws.** LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.
2. **Annual Notification of Rights.** If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest in its annual notification of rights.
3. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.
4. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use.** The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in Exhibit A, or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.
3. **Provider Employee Obligation.** Provider shall require all of Provider's employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure.** Provider acknowledges and agrees that it shall not make any re-disclosure of any personally identifiable information contained in the Student Data other than as directed or permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully

issued subpoena or other legal process, or to subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

- 5. De-Identified Data:** Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; (3) for adaptive learning purpose and for customized student learning; or (4) as authorized by the Service Agreement. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification. Prior to publishing any document that names the LEA explicitly or indirectly, the Provider shall obtain the LEA's written approval of the manner in which de-identified data is presented.
- 6. Disposition of Data.** Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, as soon as reasonably possible of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data in the course of its regular business. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified.
- 7. Advertising Limitations.** Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits

ARTICLE V: DATA PROVISIONS

- 1. Data Storage.** Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.
- 2. Audits.** No more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA. The Provider will cooperate reasonably with the LEA and any local, state, or federal agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

3. Data Security. The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security.

4. Data Breach. In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA within the most expedient time possible and without unreasonable delay, but no later than 30 calendar days after confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident. Provider shall follow the following process:

- (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
 - i. The name and contact information of the reporting LEA subject to this section.
 - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
 - iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
 - iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
 - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
- (2) Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
- (3) Provider further acknowledges it has a written incident response plan. that reflects responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with said written incident response plan.
- (4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.
- (5) In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

ARTICLE VI: GENERAL OFFER OF TERMS

Provider may, by signing the attached form of "General Offer of Privacy Terms" (General Offer, attached hereto as **Exhibit "E"**), be bound by the terms of **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

ARTICLE VII: MISCELLANEOUS

- 1. Termination.** The Provider shall be bound by this DPA for the duration of the Service Agreement or so long as the Provider maintains any LEA personally identifiable information, whichever is later. Either party may terminate this DPA or the Service Agreement if the other party breaches any terms of this DPA.
- 2. Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall destroy all of LEA's Student Data, not including Student Data that is de-identified, pursuant to Article IV, section 6.
- 3. Priority of Agreements.** This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit H, the SDPC Standard Clauses, and/or the Supplemental State Terms, Exhibit H will control, followed by the Supplemental State Terms. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.
- 4. Entire Agreement.** This DPA and the Service Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.
- 5. Severability.** Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.
- 6. Successors Bound:** This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business. In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.

7. **Authority**. Each party represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof.

8. **Waiver**. No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

EXHIBIT "A"
DESCRIPTION OF SERVICES

SWIS Suite

EXHIBIT "B"
SCHEDULE OF DATA

Category of Data	Elements	Check if Used by Your System
Application Technology Meta Data	IP Addresses of users, Use of cookies, etc.	X
	Other application technology meta data-Please specify:	
Application Use Statistics Assessment	Meta data on user interaction with application	X
	Standardized test scores	
	Observation data	
	Other assessment data-Please specify:	
Attendance	Student school (daily) attendance data	X
	Student class attendance data	
Communications	Online communications captured (emails, blog entries)	
Conduct	Conduct or behavioral data	X
Demographics	Date of Birth	
	Place of Birth	
	Gender	X
	Ethnicity or race	X
	Language information (native, or primary language spoken by student)	

	Other demographic information-Please specify:	
Enrollment	Student school enrollment	X
	Student grade level	X
	Homeroom	
	Guidance counselor	
	Specific curriculum programs	
	Year of graduation	
	Other enrollment information-Please specify:	
Parent/Guardian Contact Information	Address	
	Email	

Category of Data	Elements	Check if Used by Your System
	Phone	
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	
	Teacher names	
Special Indicator	English language learner information	
	Low income status	

	Medical alerts/ health data	
	Student disability information	X
	Specialized education services (IEP or 504)	X
	Living situations (homeless/foster care)	
	Other indicator information-Please specify:	
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	X
	State ID number	X
	Provider/App assigned student ID number	X
	Student app username	
	Student app passwords	
Student Name	First and/or Last	X
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	
Student Survey Responses	Student responses to surveys or questionnaires	
Student work	Student generated content; writing, pictures, etc.	

	Other student work data -Please specify:	
Transcript	Student course grades	
	Student course data	

Category of Data	Elements	Check if Used by Your System
	Student course grades/ performance scores	
	Other transcript data - Please specify:	
Transportation	Student bus assignment	
	Student pick up and/or drop off location	
	Student bus card ID number	
	Other transportation data – Please specify:	

Other	Please list each additional data element used, stored, or collected by your application:	
None	No Student Data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.	

EXHIBIT "C"
DEFINITIONS

De-Identified Data and De-Identification: Records and information are considered to be De-Identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

Educational Records: Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

Metadata: means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

Operator: means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K-12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an "operator" for the purposes of this section.

Originating LEA: An LEA who originally executes the DPA in its entirety with the Provider.

Provider: For purposes of the DPA, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.

Student Generated Content: The term "Student-Generated Content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

School Official: For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re disclosure of Personally Identifiable Information from Education Records.

Service Agreement: Refers to the Contract, Purchase Order or Terms of Service or Terms of Use.

Student Data: Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to, information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "Personally Identifiable Information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in **Exhibit "B"** is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or De-Identified, or anonymous usage data regarding a student's use of Provider's services.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

Subscribing LEA: An LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms.

Targeted Advertising: means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted Advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

Third Party: The term "Third Party" means a provider of digital educational software or services, including cloud based services, for the digital storage, management, and retrieval of Education Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and ("Originating LEA") which is dated , to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. The provisions of the original DPA offered by Provider and accepted by Subscribing LEA pursuant to this Exhibit E shall remain in effect as between Provider and Subscribing LEA 1) for so long as the Services are being provided to Subscribing LEA, or 2) until the Service Agreement is terminated pursuant to the terms of the Service Agreement whichever comes first. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statues; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed **Exhibit "E"** to Provider at the following email address: _____.

PROVIDER:

BY: _____ Date: _____

Printed Name: _____ Title/Position: _____

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the and

****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. ****

Subscribing LEA:

BY: _____ Date: _____

Printed Name: _____ Title/Position: _____

_____ SCHOOL DISTRICT NAME: _____ DESIGNATED

REPRESENTATIVE OF LEA:

Name: _____ Title: _____

_____ Address: _____
_____ Telephone _____

Number: _____

Email: _____

EXHIBIT "F"
DATA SECURITY REQUIREMENTS

None.

EXHIBIT "G" - Supplemental SDPC (Student Data Privacy Consortium) State Terms for Illinois

Version IL-NDPAv1.0a (Revised March 15, 2021)

This **Exhibit G**, Supplemental SDPC State Terms for Illinois ("Supplemental State Terms"), effective simultaneously with the attached Student Data Privacy Agreement ("DPA") by and between

School Association for Special Education in DuPage-SASED (the "Local Education Agency" or "LEA") and the University of Oregon (the "Provider"), is incorporated in the attached DPA and amends the DPA (and all supplemental terms and conditions and policies applicable to the DPA) as follows:

1. Compliance with Illinois Privacy Laws. In performing its obligations under the Agreement, the Provider shall comply with all Illinois laws and regulations pertaining to student data privacy, confidentiality, and maintenance, including but not limited to the Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/, Mental Health and Developmental Disabilities Confidentiality Act ("MHDDCA"), 740 ILCS 110/, Student Online Personal Protection Act ("SOPPA"), 105 ILCS 85/, Identity Protection Act ("IPA"), 5 ILCS 179/, and Personal Information Protection Act ("PIPA"), 815 ILCS 530/, and Local Records Act ("LRA"), 50 ILCS 205/.

2. Definition of "Student Data." In addition to the definition set forth in **Exhibit C**, Student Data includes any and all information concerning a student by which a student may be individually identified under applicable Illinois law and regulations, including but not limited to (a) "covered information," as defined in Section 5 of SOPPA (105 ILCS 85/5), (b) "school student records" as that term is defined in Section 2 of ISSRA (105 ILCS 10/2(d)) (c) "records" as that term is defined under Section 110/2 of the MHDDCA (740 ILCS 110/2), and (d) "personal information" as defined in Section 530/5 of PIPA.

3. School Official Designation. Pursuant to Article I, Paragraph 1 of the DPA Standard Clauses, and in accordance with FERPA, ISSRA and SOPPA, in performing its obligations under the DPA, the Provider is acting as a school official with legitimate educational interest; is performing an institutional service or function for which the LEA would otherwise use its own employees; is under the direct control of the LEA with respect to the use and maintenance of Student Data; and is using Student Data only for an authorized purpose and in furtherance of such legitimate educational interest.

4. Limitations on Re-Disclosure. The Provider shall not re-disclose Student Data except for Student Data that is de-identified, to any other party or affiliate without the express written permission of the LEA or pursuant to court order, unless such disclosure is otherwise permitted under SOPPA, ISSRA, FERPA, and MHDDCA. Provider will not sell or rent Student Data. In the event another party, including law enforcement or a government entity, contacts the Provider with a request or subpoena for Student Data in the possession of the Provider, the Provider shall redirect the other party to seek the data directly from the LEA. In the event the Provider is compelled to produce Student Data to another party in compliance with a court order, Provider shall notify the LEA as soon as reasonably possible in advance of the court ordered disclosure and, upon request, provide the LEA with a copy of the court order requiring such disclosure if permitted by law.

5. Notices. Any notice delivered pursuant to the DPA shall be deemed effective, as applicable, upon receipt as evidenced by the date of transmission indicated on the transmission material, if by e-mail; or four (4) days after mailing, if by first-class mail, postage prepaid.

6. Parent Right to Access and Challenge Student Data. The LEA shall establish reasonable procedures pursuant to which a parent, as that term is defined in 105 ILCS 10/2(g), may inspect

and/or copy Student Data and/or challenge the accuracy, relevance or propriety of Student Data, pursuant to Sections 5 and 7 of ISSRA (105 ILCS 10/5; 105 ILCS 10/7) and Section 33 of SOPPA (105 ILCS 85/33). In the event that a parent contacts the Provider directly to inspect and/or copy Student Data, the Provider shall refer the parent to the LEA, which shall follow the necessary and proper procedures regarding the requested Student Data

7. Security Standards. The Provider shall implement and maintain commercially reasonable security procedures and practices for a public university providing similar services to protect Student Data from unauthorized access, destruction, use, modification, or disclosure, including but not limited to the unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of the Student Data (a "Security Breach"). For purposes of the DPA and this Exhibit G, "Security Breach" does not include the good faith acquisition of Student Data by an employee or agent of the Provider or LEA for a legitimate educational or administrative purpose of the Provider or LEA, so long as the Student Data is used solely for purposes permitted by SOPPA and other applicable law, as authorized by the Service Agreement, and so long as the Student Data is restricted from further unauthorized disclosure.

8. Security Breach Notification. In addition to the information enumerated in Article V, Section 4(1) of the DPA Standard Clauses, any Security Breach notification provided by the Provider to the LEA shall include:

a. A list of the students whose Student Data was involved in or is reasonably believed to have been involved in the breach, if known; and

b. The name and contact information for an employee of the Provider whom parents may contact to inquire about the breach.

9. No Reimbursement of LEA. If there is a breach attributed to Provider, Provider will not pay any costs or expenses incurred by the LEA in investigating and remediating the breach.

10. Transfer or Deletion of Student Data. Upon termination of the Service Agreement, Provider will delete or transfer to the LEA all covered information if the information is no longer needed for the purposes of the Service Agreement as soon as reasonably possible.

If the LEA receives a request from a parent, as that term is defined in 105 ILCS 10/2(g), that Student Data being held by the Provider be deleted, the LEA shall determine whether the requested deletion would violate State and/or federal records laws. In the event such deletion would not violate State or federal records laws, the LEA shall forward the request for deletion to the Provider. The Provider shall comply with the request and delete the Student Data within a reasonable time period after receiving the request.

Any provision of Student Data to the LEA from the Provider shall be transmitted in a format readable by the LEA.

11. Public Posting of DPA. Pursuant to SOPPA, the LEA shall publish on its website a copy of the DPA between the Provider and the LEA, including this Exhibit G.

12. Subcontractors. As soon as reasonably possible after the date of execution of the DPA, the Provider shall provide the LEA with a list of any subcontractors to whom Student Data may be disclosed or a link to a page on the Provider's website that clearly lists any and all subcontractors to whom Student Data may be disclosed. This list shall, at a minimum, be updated and provided to the LEA by the beginning of each fiscal year (July 1) and at the beginning of each calendar year (January 1).

13. **Privacy Policy.** The Provider must publicly disclose material information about its collection, use, and disclosure of Student Data, including, but not limited to, publishing a terms of service agreement, privacy policy, or similar document.
14. **Minimum Data Necessary Shared.** The Provider attests that the Student Data request by the Provider from the LEA in order for the LEA to access the Provider's products and/or services is limited to the Student Data that is adequate, relevant, and limited to what is necessary in relation to the K-12 school purposes for which it is processed.
15. **Student and Parent Access.** Provider will not limit access to the Provider's programs or services governed by the DPA or to any Student Data stored by Provider by conditioning, upon agreement, with the parents/guardians to waive any of the student data confidentiality restrictions or a lessening of any of the confidentiality or privacy requirements contained in this DPA.
16. **Data Storage.** Provider shall store all Student Data shared under the DPA within the United States.
17. **Exhibits A and B.** The Services described in Exhibit A and the Schedule of Data in Exhibit B to the DPA satisfy the requirements in SOPPA to include a statement of the product or service being provided to the school by the Provider and a listing of the categories or types of covered information to be provided to the Provider, respectively.

SASED *ATION FOR SPECIAL EDUCATION IN DUPAGE*
Teaching • Leading • Believing

2nd Quarter Reasons for Losses	Southeast	Directions	STARS	MN	Vision	DHH	Transition	Project SEARCH	Total
# who returned to home school	2			2	1		1		6
# moved to alternate/private placement	2			2	1				5
# who moved out of their resident district			2	4			1		7
# who dropped out	1	1							2
# who moved to district homebound/in-hospital status				1					1
# who transferred to home schooled				1					1
# Other	1 – Graduated 1 – Transfer to GED Program 2 – Withdrew from home district	1 – transfer to another SASED program		1 – change of location within SASED program 5 – did not register with home district					11

SASED Programs - Member & DWC Districts - Student Enrollment - January 1, 2022

Member District	Southeast	Directions EL, MS, HS	STARS	Multi Needs	Vision	DHH	Transition	Project Search	District Total
20	2			5		1			8
25						2			2
33	3	1		2		2			8
34	2	1	1						4
45	8	2		2	1	2			15
48	3	1	2	1					7
58		1	13	16	2	1			33
60	2		6	11	1	2			22
63	1		3	2		1			7
66	1		1	6		2			10
68	8	2	5	9		1			25
88		2		5	4		4		15
94	6	1		2			3	1	13
99	8	2		7	7		1		25
180	3	1	4	6	1				15
201				5	2	1	3		11
202	4	3		8			3		18
205	9		1	2	2	3		2	19
DWC+ Kane/Will / Kendall	6	1		2	43	33		8	93



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Control
From: SASED Administration
Date: January 26, 2022
Re: Summer School 2022 Program Budget and Fees

Purpose: To review and consider 2022 ESY proposed staffing and budget/fees

Background:

SASED operates an Extended School Year (ESY) Program on behalf of our member districts. In addition, SASED also operates the ESY Program on behalf of DuPage West/Cook for the low-incidence population. On average, SASED services over 350 students each summer. Of those 350 students, nearly 250 students are from our SASED Programs: Multi-Needs, Southeast, Deaf/Hard of Hearing, STARS, Vision, Directions, and Transition, and over one hundred students ranging from early childhood through high school are students that are typically serviced by our member districts during the school year.

Students must qualify for the Extended School Year Program through their Individualized Educational Plans (IEP). Through data collection, students must demonstrate that there will be a significant regression in their skills over the summer, an inability to retain information over the summer break, or difficulty recouping information upon return if they do not attend ESY. The main purpose of the ESY program is to ensure that students' skills are at least maintained at a level that was achieved at the end of the prior school year.

The numbers below for staffing reflect the staffing that was used for ESY 2021. We are projecting staffing and enrollments as if ESY will be conducted in-person. Should that not be the case, staffing will be adjusted to reflect a remote learning environment. Last year there was a difference in enrollment of 120 students. We have also reduced site principals due to the addition of 12-month administrators in VI and DHH.

The Extended School Year Program will run from July 5 through July 28, 2022. Programs will operate at the following locations: Southeast Alternative School, the SASED Administrative Center (Transition Program), Salt Creek Primary in District #48 and Lakeview Junior High in District #66.

In addition, SASED will once again provide a Credit Recovery Program for high school students. The session will run Tuesdays-Fridays from May 31, 2022-July 1, 2022, at Southeast Alternative School. There will be no class on Mondays. Students will be able to recoup high school course credit through our Apex Learning Lab, as well as traditional classroom instruction.

This year we will continue to determine the effectiveness of the ESY Program by analyzing student performance during all three phases of instruction (before, during & after). An ESY presentation will occur in the fall at which time student outcome data will be shared.

Details of the SASED and DWC ESY Program

- The SASED and DWC ESY Program will run July 5, 6, 7 (Tues-Thurs) and July 11-29, 2022 (Monday-Thursday)
- The student hours will run from 8:15 a.m. to 12:15 p.m. and staff hours will be 8:00 a.m.-12:30 p.m.
- Staff orientation will be June 29, 2022, and June 30, 2022, from 8:15-12:45
- Cost: \$890 per student (0% increase)

- Districts are responsible for transportation.

SASED and DWC Enrollment and Fees					
	<u>2021</u>				<u>2022</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>		<u>Budget</u>
<u>Enrollment</u>	353	216	137		350
Tuition- Regular SASED	\$890	\$867	\$23		\$890
Tuition Regular-DWC -	\$890	\$867	\$23		\$890

Details of the Credit Recovery Program

- Credit Recovery Program will run Tuesday-Friday and start May 31, 2022, and end July 1, 2022.
- The student hours will run from 8:15 a.m. -12:15 p.m.
- The staff hours will run from 8:00 a.m.-12:30 p.m.
- Cost: \$1,105 per student (0% increase)
- Districts are responsible for transportation.
- Students will receive their academic instruction through Apex Digital Learning. District students who are not currently attending Southeast School must select a course from the established course list in order for the student to be properly placed. Some courses are single semester classes. Districts can send students for either original credit or credit recovery. Students who are attending for credit recovery can test out of previously learned content by scoring an 80% or above. Southeast students will be placed based on credit needed for graduation as deemed appropriate by their home school.
- In the event a student is absent for more than one day, the student will be dropped from the program because the student would not be able to be allocated the .5 course credit given that all students need to attend a minimum of 15 days of ESY.

Credit Recovery Enrollment and Fees					
	<u>2021</u>				<u>2022</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>		<u>Budget</u>
<u>Enrollment</u>		6			10
<u>Tuition</u>	\$1,105	\$1,024	\$81		\$1,105

Details of Staffing Needs

ESY Staffing Needs		
Certified Staff FY 22		
	Summer 2021	Summer 2022
DWC Site Administrator SASED Site Administrator	1 3	2 (covered by 12-month Admin) 3
DWC Site Assistant Admin SASED Site Assistant Admin	1 2	0 2
Classroom Teachers -SASED Classroom Teachers -DWC	24.5 9	24.5 9
Nurses (Contract and SASED)	7	7
Speech Therapists - DWC Speech Therapists - SASED	6.5	6.5
Social Worker - DWC Social Worker - SASED	1 3	1 3
Classified Staff FY22		
Teacher Asst - DWC Teacher Asst - SASED	20 44	20 44
Admin Asst - DWC Admin Asst - SASED	1 2	1 2
Medical Asst - DWC Medical Asst - SASED	1 4	1 4
Custodians	3	3
OT/PT - DWC OT/PT - SASED	2 3	2 3
O & M - DWC	2	2
Audiologist	1	1
Daily Living Asst - DWC Daily Living Asst - SASED	5 17	5 17
Food Service	1	1
Transportation Aide	1	1

Credit Recovery Staffing Needs**Credit Recovery FY 22**

	Summer 2021	Summer 2022
Administrator	1	1
Teachers	1	1
Teacher Assistants	2	1

Details of FY22 Hourly Rates

ESY Hourly Rates		
<u>Position</u>	<u>FY 21 Rate</u>	<u>FY 22 Rate</u>
Site Principal (Flat Rate)	\$6,475.00	\$6,475.00
OT/PT	\$47.28	\$47.28
SLP	\$42.54	\$42.54
Teachers, Site Nurse, COTA, Social Workers, Audiologist, IST Support, O & M, Assistant Site Principals	\$34.98	\$34.98
Medical Assistants	\$26.00	\$26.00
Teacher Assistants and Job Coaches	\$15.61	\$15.61
Daily Living Skills Assistants	\$10.51	\$10.51
Substitute Teachers	\$17.53	\$17.53
Substitute Teacher Assistants (Para Pro)	\$13.66	\$13.66

Credit Recovery Hourly Rates		
<u>Position</u>	<u>FY 21 Rate</u>	<u>FY 22 Rate</u>
Site Principal	NA	NA
Teacher	\$34.98	\$34.98
Teacher Assistants	\$15.61	\$15.61

Next Steps:

The Administration recommends to the Board of Control:

- Establish a tuition rate of \$890 for SASSED and DWC summer school.
- Establish a tuition rate of \$1,105 per student per session for the Credit Recovery Program.
- Accept stated pay rates for ESY 2022 reflecting no increase.

Resolution to Adopt an e-Learning Program
in lieu of the District's Scheduled Emergency Days

WHEREAS, the SASSED Board of Control, DuPage County, Illinois, is adopting an e-Learning Program District-wide that shall permit student instruction to be received electronically while students are not physically present in lieu of the District's scheduled emergency days.

NOW, THEREFORE, BE IT RESOLVED by the SASSED Board of Control, DuPage County, Illinois, that it will employ an e-Learning Program that:

- May utilize the internet, telephones, texts, chat rooms, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners.
- Ensures and verifies the required clock hours of instruction or schoolwork for each student participating in an e-learning day.
- Ensures access from home or other appropriate remote facility for all students participating in the program including availability of non-electronic materials to students who do not have access to the required technology or to the participating teachers or students who are prevented from accessing the required technology.
- Ensures appropriate learning opportunities for students with special needs.
- Ensures the monitoring and verification of each student's electronic participation.
- Addresses the extent to which student participation is within the student's control as to the time, pace, and means of learning.
- Provides effective notice to students and their parents or guardians of the particular days for e-learning.
- Provides staff and students with adequate training for e-learning days' participation.
- Ensures an opportunity for any collective bargaining negotiations that would be legally required.
- Reviews the program as implemented to address difficulties confronted through revision or otherwise.
- Ensures that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, students, and parents at least thirty (30) days prior to utilization.
- Ensures all teachers and staff who may be involved in the provision of e-learning have access to any and all hardware and software that may be required for the program.
- Will be verified by the Regional Office of Education for the school district to ensure access for all students.
- Will be implemented for a period of three (3) years (2021-2022, 2022-23, 2023-24) prior to renewal.

ADOPTED this 26th day of January, 2022 by a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Chairperson, SASSED Board of Control

Secretary, SASSED Board of Control

To: Board of Control
From: Melinda McGuffin, Executive Director
Date: January 26, 2022
Re: Cooperative Operations During COVID 19 Pandemic Resolution

Purpose: To review and reconsider the need for the resolution regarding cooperative operations during COVID 19 Pandemic resolution that was approved by the Board of Control on August 25, 2021.

Background: Per the approved resolution the Executive Director was granted broader authority with regard to Cooperative operations during the pandemic as outlined in each section of the resolution.

Given the nature of the extended authority the Board requested to review and reconsider the resolution at the January 2022 Board of Control meeting to determine the need for ongoing authority.

Next Steps: Review and consider the updated resolution for Cooperative Operations During COVID 19 Pandemic.

Resolution – Cooperative Operations During COVID-19 Pandemic

WHEREAS, due to the ongoing pandemic, all areas of the State of Illinois continue to be declared a disaster area; and

WHEREAS, public health guidelines remain subject to ongoing clarification and modification as necessary to prevent or slow the spread of COVID-19 and protect public health during the COVID-19 pandemic; and

WHEREAS, the Illinois State Board of Education (ISBE), which has authority to administer attendance and school calendar requirements, to interpret graduation requirements, and to oversee the allocation of resources for nutrition, transportation, and other crucial aspects of public education, is providing written guidance, subject to ongoing clarification and modification, to Illinois school boards and their districts and cooperatives on issues related to COVID-19, including but not limited to student attendance, e-learning, meal distribution, transportation, special education, and other issues; and

WHEREAS, the Board of Control (“Board”) for the School Association for Special Education in DuPage County (“SASED”) recognizes that complying with applicable public health requirements and guidelines will require that SASED modify its standard operations for an undetermined period during the 2021-22 school year; and

WHEREAS, SASED’s Executive Director has developed and continues to develop an Operating Plan (Return to Learn Plan) for the 2021-22 school year that reflects current public health concerns;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF CONTROL OF THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY, as follows:

Section 1: The Board recognizes the need for ongoing flexibility in addressing instructional, operational and staffing considerations in response to emerging and changing guidance and requirements from the State of Illinois, Illinois State Board of Education, Illinois Department of Public Health, Centers for Disease Control, DuPage County Public Health Department and other entities with authority over

SASED. The Board supports the ongoing efforts of the Executive Director to develop an Operating Plan (Return to Learn Plan) for the 2021-22 school year to address applicable guidance and requirements.

Section 2: The Board grants the Executive Director and the Executive Director's designees the flexibility to modify and implement the Operating Plan (Return to Learn Plan) for the 2021-22 school year as necessary to adapt to changing guidelines and public health requirements. The Executive Director will consult with the Board Chairperson over any substantive changes in the Operating Plan (Return to Learn Plan) and will report regularly to the Board regarding modifications and ongoing efforts to implement current guidance and requirements.

Section 3: The Executive Director is authorized, after consultation with the Chairperson of the Board and notification to the Board, to close any school building, programs, classrooms, services, or SASED facilities without further action by the Board during any period of modified operations, including until such time as the Executive Director, in consultation with appropriate local, State, and federal health and government authorities, deems it in the best interests of SASED and its students to open schools and/or programs, classrooms, services or facilities.

Section 4: The Executive Director is authorized, based upon the needs of SASED and the guidance from local, State, and federal health and government agencies, to direct staff assignments and working conditions during any period of modified operations, provided that the Board approve any needed modifications to applicable bargaining agreements or Board policies.

Section 5: Access to SASED's school grounds and school buildings or facilities may be limited as directed by the Executive Director during any period of modified operations and to prevent or slow the spread of COVID-19 and protect public health during the COVID-19 pandemic.

Section 6: The Board suspends any portions of its policies or any policies in their entirety during any period of modified operations, if the suspension is necessary to implement current guidance and requirements or to the extent any such policy is inconsistent with the operational plan for the 2021-22 school year.

Section 7: This Resolution shall be in full force and effect immediately upon its passage.

ADOPTED this 26th day of January 2022, by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

SASED BOARD OF CONTROL

By: _____
Chairperson

Attest: _____
Secretary

To: Board of Control
 From: Melinda McGuffin, Executive Director
 Date: January 26, 2022
 Re: PRESS Policy Services

Purpose: To streamline the board policy review and adoption process; provide an accessible online policy manual.

Background:

Services:	Annual Fee	One-Time Fee
PRESS (Policy Reference Education Subscription Service)	\$1,470.00 (Current Subscription)	
PRESS Plus A subscription to PRESS and completion of a Policy Manual Customization are required prior to subscribing to PRESS Plus	\$2,850.00	\$950.00 Publishing Fee*
School Board Policies Online (SBPOL)	\$2,500.00	\$950.00 Publishing Fee*
BoardBook Premier – Tier 1 Sign up for a demo by visiting www.boardbook.org	\$2,000.00	
Policy Manual Customization	n/a	\$7,500.00
Administrative Procedures Project Administrative Procedures Project Fee will be discounted by 10% if the project immediately follows a completed Policy Manual Customization	n/a	\$7,500.00

*Publishing fee is paid only once by districts subscribing to both PRESS Plus and SBPOL.

Next Steps:

- Approve contract with IASB for policy manual customization
- Complete policy manual customization project
- Publish policies online
- Begin administrative procedures customization



POLICY MANUAL CUSTOMIZATION AGREEMENT

This Agreement is entered into by and between the **Illinois Association of School Boards, a Not-for-Profit Corporation (IASB)** and **School Association For Special Ed In DuPage County** (Board) for policy manual customization services. In consideration of the mutual promises contained herein, and other good and valuable consideration, the **IASB** and **(Board)** agree as follows:

That IASB will provide the Board with the services of a policy consultant who will develop with the Board a customized board policy manual that involves delivery of an up-to-date board policy manual after in-district board consultation meetings to review and edit the policy language as well as discuss the topics of effective board governance, the policymaking role of the board, and Board-superintendent roles and responsibilities. IASB does not warrant that the presented board policy manual will be free of omissions, errors in judgment or mistake of law.

Based upon the policy consultant's training and expertise, IASB will:

1. Review District documents and contracts and existing Board policies that may contain customized policy language that should be preserved. The review of all documents and contracts is solely for the purpose of ensuring consistency; **no analysis legal or otherwise shall be provided.**
2. Meet with the entire Board or its policy committee in the district up to five times. The first meeting will be to gather information. The remaining meetings will be to edit the draft manual. Additional meetings may be requested at a per-meeting fee.
3. Customize board policies and board exhibits based upon IASB's Policy Reference Education Subscription Service (PRESS)'s Policy Reference Manual according to the Board's local needs.
4. Provide the Board with a PDF copy of the draft policy manual within 60 to 90 days after the policy consultant receives all of the materials requested of the Board or 60 to 90 days after the date of the first meeting, whichever is later.
5. Perform in-district editing consultation with the entire Board or its policy committee on the draft policy manual for up to 150 days following delivery of the draft copy of the policy manual.
6. Incorporate edits directed by the entire Board or its policy committee during in-district editing consultations and provide the Board with a PDF copy of the Pending Adoption Draft.
7. Following adoption by the Board, deliver the final adopted board policy manual in an editable format chosen by IASB. The editable format that IASB will deliver the Board's final policy manual in will depend upon other IASB Policy Services' subscription offerings that the Board may choose.

The Board agrees that it will:

1. Provide the IASB policy consultant with its existing policies, and other materials as requested.
2. Meet for the first time with the policy consultant in the District within 60 days of the execution of this contract, and again thereafter according to the timeline sequence determined and agreed upon during the first meeting, to provide information and to edit the Board's policy manual.
3. Furnish administrative assistance to the policy consultant during the duration of the policy manual customization process as requested by IASB, including but not limited to coordinating dates among board members to meet, scheduling meetings pursuant to the Open Meetings Act, and providing other necessary information in a timely manner.
4. Indemnify, and defend, IASB, its Board of Directors, employees, agents and attorneys against any claims, causes of action, damages, costs and expenses of every kind and description, including attorney fees, whether in tort or in contract, caused by or arising out of any conflict between the District's existing or future administrative procedures and the final, adopted Board policy manual, advice, or other consulting services rendered pursuant to this Agreement.

Illinois Association of School Boards

2921 Baker Drive • Springfield, Illinois 62703 • (217) 528-9688 • (217) 528-2831 (fax)
1 East 22nd Street, Suite 20 • Lombard, Illinois 60148 • (630) 629-3776 • (630) 629-3940 (fax)

To: Board of Control
From: Mindy McGuffin, Executive Director
Date: January 26, 2022
Re: BluePrint Partners LLC Agreement

Purpose: To extend the BluePrint Partners, LLC Agreement through the end of the FY22 school year as evidenced in Appendix B.

Background:

The initial agreement was for August through December. After reviewing progress on objectives, it was determined to continue the support throughout the second semester.

Mrs. Lara Buti and Dr. Doug Bolton will be providing professional development, administrative coaching, and consultation for the administration and staff at Southeast School. Both are experienced public alternative school administrators and currently work in private practice.

The focus of this engagement continues to be for Southeast School to receive targeted support with emphasis on safety and reducing the number of physical crisis interventions through the use of trauma informed practices.

Deliverables to include:

- Ongoing administrative consultation and coaching
- Site visits to meet staff and students
- Review data to assist with goal and progress monitoring
- Preparation for framework activities to support values development and staff and student SEL
- Other activities as mutually agreed in writing by both parties

Next Steps: Approve addendum to BluePrint Partners SEL in the amount of \$5,000.00

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and BluePrint SEL Partners("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

1. **SERVICES.** SASED shall engage Contractor to provide the following services as agreed to by SASED and Contractor in Appendix B.
2. **TERM.** Contractor shall provide services to SASED pursuant to this Agreement during the period from August 1, 2021 to June 30, 2022 ("Agreement Term").
3. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, SASED shall pay Contractor for services as outlined in Appendix B of this agreement. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.
4. **EXPENSES.** Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.
5. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED.
6. **CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to SASED.
7. **OTHER RULES AND POLICIES.** Contractor agrees to abide by any other rules, policies, and procedures as communicated by SASED.

8. **TERMINATION.** This Agreement may be terminated early for the following reasons:
- a. Mutual agreement, with fourteen (14) days' notice;
 - b. Permanent disability (inability to perform essential job functions with or without accommodation);
 - c. Death; or
 - d. Cause.

Termination for cause during the term of this Agreement shall be for any conduct, act, or failure to act by the Contractor, which, at the sole discretion of SASSED, is deemed detrimental to the best interests of SASSED.

9. **RETURN OF PROPERTY.** Upon termination or completion of the Agreement Term, Contractor will promptly return to SASSED all property belonging to SASSED, including without limitation: all computers, technology, office supplies, keys and any other property in any form.

10. **CONTINUING OBLIGATIONS.** Notwithstanding the termination of this Agreement for any reason, the provisions of Paragraph 6 of this Agreement will continue in full force and effect following such termination.

11. **NON-DISCRIMINATION.** Contractor agrees that she/he shall not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other status protected by law in its programs and/or activities.

12. **LIABILITY.** Contractor agrees to indemnify and hold harmless SASSED, its employees and agents, against any and all claims, damages, costs, losses, and/or expenses arising from or related to the performance of this Agreement. This includes but is not limited to reasonable attorney's fees.

13. **WAIVER.** The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

14. **SEVERABILITY.** If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

15. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements,

whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both SASSED and Contractor.

16. NOTICE. Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

For Contractor: Blue Print SEL Partners
Mrs. Lara Buti
841 Keystone Avenue
Northbrook, Illinois 60062

For SASSED: Dr. Mindy McGuffin, Executive Director
School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

17. GOVERNING LAW. The laws and regulations of the State of Illinois shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the Parties.

18. BOARD APPROVAL. This Agreement is subject to the approval of the SASSED Board of Control.

THEREFORE, SASSED and Contractor now voluntarily and knowingly execute this Agreement.

SASSED

By: _____
Executive Director

Date: _____

By: _____
Director of Business Operations

Date: _____

Contractor

BluePrint SEL Partners

Date: _____

Appendix B

Deliverables:

Provide ongoing administrative consultation and coaching

Site visits to meet staff and students

Review data to assist with goal and progress monitoring

Preparation for Framework activities to support values development and staff and student SEL

Professional development event for SE staff 1.27.22

Other activities as mutually agreed in writing by both parties

Cost: \$5,000.00 on call (January 3, 2022-June 30, 2022) will be billed monthly via invoice to ap@sased.org