



**Board of Directors Meeting
April 17, 2024
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
11:00 AM
AGENDA**

- 1. Call to Order/Roll Call of Board of Directors Meeting**
- 2. Appointment of Secretary Pro-Tempore**
- 3. Pledge of Allegiance**
- 4. Approval of the Agenda**
- 5. Public Comment**
- 6. Consent Agenda**
 - a. Personnel Recommendations
 - 1) Accept/Approve the Resignations, Retirements, Employment, and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff as presented.
 - b. Financial
 - 1) Gross Payrolls for March 2024
 - 2) Payroll Liabilities for March 2024
 - 3) Bill List for March 2024
 - 4) Interim Checks for March 2024
 - c. SASED Programs/Services
 - 1) Approve the Facilities Usage Agreement with NIU Naperville Campus for SASED's SY24-25 Opening Day Event on August 12-13, 2024
 - 2) Approve the 2024 Rich Laren Outdoor Learning Day Contracts with Superior Ambulance and Portable John
 - 3) Approve the 2024 ESY Lease Agreement with Salt Creek SD48
 - 4) Approve the Intergovernmental Agreement to enroll a non-member district student in a SASED program
 - 5) Approve the Out-of-State Travel Requests for three SASED Team Members to Attend the Assistive Technology Conference in October 2024
 - d. Governance
 - 1) Approve the SASED Updated Job Descriptions
 - 2) Updated SASED Organizational Chart
 - 3) Approve the ECB&S Legal Fee Increase
- 7. Approval of Minutes**
 - a. Approve the Open Session Minutes from 3-20-24 Board of Directors Meeting
- 8. Action Item**
 - a. Approve the SY 24-25 Lease Agreement
 - b. Waive the Second Reading and Adopt the Policy Manual Revisions per IASB PRESS Release 114 March 2024
- 9. Executive Director Topics**
 - a. FY 25 Billing Procedures Proposal - first read
 - b. SASED FY 25 Draft Budget
 - c. SY 24-25 SASED Program Descriptions and Rationale
 - d. FY 25 Classroom/Office Space locations
 - e. SASED Monthly Enrollment Update

- f. ISBE External Grants - SASSED as the Grantee
- g. SASSED Program and Services Monthly Updates - Cooperative Corner
- h. SASSED Employee Recognition
- 10. **SASSED Financial Updates**
 - a. FY 24 Budget Reports
 - b. Treasurers/Investments Reports
- 11. **Closed Session**
 - a. To convene in closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1
 - b. To convene in closed session to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21)
- 12. **Reconvene to Open Session**
- 13. **Action Items**
 - a. Approve the Closed Session Minutes from 3-20-24.
- 14. **Other Motions**
- 15. **Adjournment**



School Association for Special Education in DuPage

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PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Ahn, May	IST/SI Specialist-BMS IST/SI Program	Local Funds	8/10/2009	6/30/2028	Retiring
Gaona, Natalie	Teacher Southeast School	Tuition	9/20/2005	6/30/2028	Retiring
Primozic, Julie	Teacher/MN Concord	Tuition	8/12/2019	5/24/2024	Personal reasons

2. Resignations/Retirements/Terminations – Registered Staff

Dumpert-Hilger, Therese	Occupational Therapist .60 F.T.E.	User Fee Member Dists.	8/22/1995	5/31/2024	Retiring
Nowak, Susan	Occupational Therapy Assistant	User Fee Member Dists.	8/17/2009	6/30/2028	Retiring

3. Resignations/Retirements/Terminations – Educational Support Staff

Goode, D'Marcus	Teacher Assistant Southeast School	Tuition	1/21/2020	4/19/2024	Accepted another position
McClatchey-Wilson, Amber	12-month Admin. Asst. IST/SI Program	Local Funds	7/6/2022	4/1/2024	Accepted another position

4. 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>
Mailfald, Deneal	1:1 Signing Assistant	User Fee Dist. #99	4/9/2024	\$18.90	
Simpson, Whitney	1:1 Teacher Assistant	User Fee Dist. #99	3/19/2024	\$17.18	

5. Change of Employment Status – Educational Support Staff

Barrutia, Diana	From: 1:1 Teacher Assistant .60 F.T.E.	User Fee Dist. #45	8/22/2023	\$19.66	
	To: Teacher Assistant/VI Salt Creek – 1.0 F.T.E.	Tuition	4/1/2024	\$19.66	

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



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FOR INFORMATION ONLY

1. Leaves of Absences/FMLA – Educational Support Staff

Crites, Glen	Bus Driver Multi-Needs Program	3/7/2024 – 5/3/2024 *updated leave dates
Hahn, Cynthia	Signing Assistant Westmont/DHH Program	4/5/24 – 4/26/24
Kamaris, Alicia	Signing Assistant North/DHH Program	4/19/24 – 4/25/24

4/17/2024



PROPOSED PERSONNEL ACTION – CONTRACT STAFF

1. Resignations/Retirements/Terminations – Educational Support Staff - Contracted

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Davis, Taronna	1:1 MATA Transition - MX Health	User Fee Dist. #202	01/09/2024	03/14/2024	Personal reasons
Dixon, Destiny	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #58	01/10/2023	02/29/2024	Personal reasons
McDowell, Arielle	1:1 Teacher Assistant DHH - Maxim	User Fee Dist. #99	01/10/2024	04/08/2024	Personal reasons
Oleary, Da'Sha	1:1 Teacher Assistant STARS - Procure	User Fee Dist. #48	12/05/2023	03/19/2024	Personal reasons
Somera, Maria Divina	1:1 MATA MN - Soliant	User Fee Dist. #20	04/06/2023	04/08/2024	Personal reasons
Troupe, Charlene	Teacher Assistant DHH - Soliant	Tuition	02/21/2024	04/08/2024	Personal reasons

2. Appointments – Educational Support Staff – Contracted

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Anghel, Mihaela	1:1 Teacher Assistant STARS - Procure	User Fee Dist. #48	04/09/2024	\$50.00	
Augusty, Debra	1:1 MATA Transition - Maxim	User Fee Dist. #202	04/09/2024	\$78.00	
Gutierrez, Camilla	Teacher Assistant Southeast - Maxim	Tuition	03/19/2024	\$50.00	
Hatchett, Jailan	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #58	04/09/2024	\$50.00	
Kruse, Tanya	Home Health Nurse MX - Health	User Fee Dist. #58	03/19/2024	\$87.55	
Norman, Kenerah	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #202	04/09/2024	\$50.00	
Schwind, Lauren	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #66 & Dist. #180	03/19/2024	\$50.00	
Tubon, Marcela	Teacher Assistant Southeast - Maxim	Tuition	04/09//2024	\$50.00	

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

March 21, 2024

Julie Grohn
Director of Human Resources
SASED
2900 Ogden
Lisle, IL 60532

Dear Julie,

I would like to inform you that I will be retiring at the end of the 2027-28 school year. I would like to participate in the SASED 4-year retirement enhancement program. While I look forward to enjoying my retirement, I will miss being part of the SASED family.

Please let me know if I can be of any assistance during the retirement transition.

Sincerely,

May Ahn
Instructional Support Coach
SASED School Improvement Instructional Support (SIIS)



Kristie Katzel <kkatzel@sased.org>

Retirement

1 message

Natalie Gaona <ngaona@sased.org>
To: Human Resources <hr@sased.org>

Fri, Mar 29, 2024 at 9:13 AM

To Whom It May Concern,

I am writing to inform you that I intend to retire after the 2027-2028 school year. I would like to take advantage of the retirement incentive offered according to the 2022-2024 SASED IEA NEA contract Article 5 section 10.

Respectfully,
Natalie Gaona
Teacher
Southeast School
ngaona@sased.org
630-548-7102

April 11, 2024

Dear Amy,

I am writing this letter to regretfully inform you that I will be resigning from my position as EC-MN Teacher after the 2023-2024 school year. My time working with you has been great. I appreciate you as an administrator and for all your continued support. While I am sad to leave my school family, this is something I need to do for myself. I will dearly miss my students, families, and my coworkers that are now friends.

All the Best,

Julie Primoizic



Kristie Katzel <kkatzel@sased.org>

retiring in June

1 message

therese hilger <tdumperthilger@sased.org>

Tue, Apr 9, 2024 at 7:54 PM

To: hr@sased.org

Dear Sirs:

I'm planning on retiring at the end of this school year from my position as an occupational therapist . If there is anything I need to do or anyone else I need to notify, please let me know.

thank you

Therese Dumpert-Hilger

----- Forwarded message -----

From: **Susan Nowak** <snowak@sased.org>

Date: Fri, Mar 22, 2024 at 12:40 PM

Subject: intent

To: Julie Grohn <jgrohn@sased.org>

This is to notify the SASED Board of Directors my letter of intent to retire at the end of the 2027-2028 school year. Thank you in advance for letting the OTPT staff partake in this retirement benefit.

--

Susan Nowak COTA/L

Occupational Therapy Practitioner

snowak@sased.org

phone-630-955-8198



Kristie Katzel <kkatzel@sased.org>

Fwd: Employment

1 message

Julie Grohn <jgrohn@sased.org>
To: Human Resources <hr@sased.org>

Wed, Apr 10, 2024 at 6:26 AM



Julie Grohn
Director of Human Resources



☎ 630-955-8107
✉ jgrohn@sased.org
📍 2900 Ogden Ave, Lisle, IL 60532
www.sased.org

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----- Forwarded message -----

From: **D'Marcus Goode** <dgoode@sased.org>

Date: Tue, Apr 9, 2024 at 11:29 PM

Subject: Employment

To: Julie Grohn <jgrohn@sased.org>

Hi Julie! I hope all is well. I am emailing you to regretfully inform you that I have taken up a new position at a different School. I was hoping to finish out the semester but they are requesting that I work sooner. Unfortunately I we'll have to resign as they are requesting that I start on the 22nd of April. My last day will have to be April 19th.

3/22/2024

The School Association for Special Education in DuPage County

Dear Darcie,

I'm writing to inform you that I will be leaving my position as the SI/IS/PD/AT Team Administrative Assistant at SASED. My last day of employment will be on 4/4/2024.

Thank you very much for all of the support you and the team have provided. I feel I need to move on to the next opportunity and expand my experience in education. I have thoroughly enjoyed working at SASED and on the SI/IS/PD/AT Team. Thank you for being an incredible leader and for the growth opportunities here at SASED.

I'm happy to assist in the transition, please let me know how I can help.

Sincerely,

Amber McClatchey-Wilson

A handwritten signature in cursive script that reads "Amber McClatchey-Wilson". The signature is written in dark ink and is positioned above the printed contact information.

wilsona10156@gmail.com

(773) 364 - 0461

GROSS PAYROLL

March 2024 \$ 1,792,701.28

TOTAL SALARY	:	1,792,701.28
TOTAL DEDUCTIONS	:	630,605.62
TOTAL EMPLOYEES	:	349

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

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
OTAL GROSS PAY :	901,533.07	901,533.07	901,533.07	TOTAL EMPLOYEES :	343
OTAL TSA'S - BEFORE TAX :	23,453.87	23,453.87	0.00	TOTAL FEMALE EMPLOYEES:	302
OTAL TAX SHELTERED RETIREMENT:	60,970.95	60,970.95	0.00	TOTAL MALE EMPLOYEES :	41
OTAL OTHER BEF TAX DEDUCTIONS:	64,638.15	64,638.15	64,638.15	TOTAL FACULTY MEMBERS :	136
OTAL TAXABLE BENEFITS :	0.00	0.00	0.00		
OTAL TAXABLE GROSS :	752,470.10	752,470.10	836,894.92		

*****DEDUCTION/BENEFIT LEGEND*****

eduction	Benefit
retax; D = Federal	Taxable: D = Federal
S = State	S = State
F = FICA/Medicare	F = FICA/Medicare
I = IMRF	T = TRS
	I = IMRF
= Reimbursed	

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

AM

03/22/24

05.24.02.00.00-010123

Check Verification Register for Payroll Run: REG /REGULAR PAYROLL

CHECK DATE 03/23/2024 - Detail Report

*****PAYROLL TOTALS*****

*****EMPLOYEE COUNTS*****

	FEDERAL	STATE	MEDICARE
TOTAL GROSS PAY :	891,168.21	891,168.21	891,168.21
TOTAL TSA'S - BEFORE TAX :	23,450.82	23,450.82	0.00
TOTAL TAX SHELTERED RETIREMENT:	60,148.88	60,148.88	0.00
TOTAL OTHER BEF TAX DEDUCTIONS:	62,448.55	62,448.55	62,448.55
TOTAL TAXABLE BENEFITS :	0.00	0.00	0.00
TOTAL TAXABLE GROSS :	745,119.96	745,119.96	828,719.66

TOTAL EMPLOYEES :	343
TOTAL FEMALE EMPLOYEES:	301
TOTAL MALE EMPLOYEES :	42
TOTAL FACULTY MEMBERS :	134

*****DEDUCTION/BENEFIT LEGEND*****

Deduction	Benefit
Pretax: D = Federal	Taxable: D = Federal
S = State	S = State
F = FICA/Medicare	F = FICA/Medicare
I = IMRF	T = TRS
	I = IMRF

* = Reimbursed

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

PAYROLL LIABILITIES

March 2024 \$ 596,876.72

3/15/2024 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400786	SASED EDUCATION ASSOCIATION	3/15/2024	\$3,679.81	
232400787	SASED SUPPORT STAFF ASSOCIATION	3/15/2024	\$921.87	
		2 ACH Check(s) For a Total of		\$4,601.68
103835	STATE DISBURSEMENT UNIT	3/15/2024	\$172.26	
103836	STATE DISBURSEMENT UNIT	3/15/2024	\$380.00	
103837	STATE DISBURSEMENT UNIT	3/15/2024	\$819.38	
		3 Computer Check(s) For a Total of		\$1,371.64
202300271	ILLINOIS DEPT OF REVENUE	3/15/2024	\$36,333.77	
202300274	TEACHERS RETIREMENT (2.2%)	3/15/2024	\$2,862.47	
202300275	TEACHERS RETIREMENT SYSTEM	3/15/2024	\$44,418.04	
202300276	THIS (TRS HEALTH) FUND	3/15/2024	\$7,748.59	
202300277	MB FINANCIAL (FEDERAL)	3/15/2024	\$66,284.41	
202300278	MB FINANCIAL BANK (FICA-E)	3/15/2024	\$34,696.48	
202300279	MB FINANCIAL BANK (FICA-W)	3/15/2024	\$34,696.48	
202300280	THE OMNI GROUP	3/15/2024	\$1,973.00	
202300281	CUNA MUTUAL GROUP	3/15/2024	\$26,550.54	
202300282	TEACHERS RETIREMENT SYSTEM SSP	3/15/2024	\$1,374.55	
202300283	IMRF (EMPLOYERS CONT)	3/15/2024	\$1.08	
		11 Wire Transfer Check(s) For a Total of		\$256,939.41
		2 ACH Checks For a Total of		\$4,601.68
		3 Computer Checks For a Total of		\$1,371.64
		Total for 16 Manual, Wire Tran, ACH & Computer Checks		\$262,912.73
		Net Amount		\$262,912.73
10	EDUCATION FUND			\$262,912.73

3/29/2024 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400788	CANNATA, SAM	3/29/2024	\$600.00	
232400789	DIAMOND, NANETTE	3/29/2024	\$600.00	
232400790	SASED EDUCATION ASSOCIATION	3/29/2024	\$3,679.81	
232400791	SASED SUPPORT STAFF ASSOCIATION	3/29/2024	\$901.69	
232400792	SCHROEDER, LYNN A	3/29/2024	\$600.00	
232400793	SMITH, LISA	3/29/2024	\$600.00	
		6 ACH Check(s) For a Total of		\$6,981.50
103838	STATE DISBURSEMENT UNIT	3/29/2024	\$172.26	
103839	STATE DISBURSEMENT UNIT	3/29/2024	\$380.00	
103840	STATE DISBURSEMENT UNIT	3/29/2024	\$819.38	
103841	THIELSEN, MYRA LYNN	3/29/2024	\$600.00	
103842	UNITED WAY OF NAPERVILLE	3/29/2024	\$20.00	
		5 Computer Check(s) For a Total of		\$1,991.64
202300284	ILLINOIS DEPT OF REVENUE	3/29/2024	\$35,980.40	
202300272	IMRF (EMPLOYEES CONT)	3/15/2024	\$20,507.53	
202300273	IMRF (EMPLOYERS CONT)	3/15/2024	\$14,505.51	
202300285	IMRF (EMPLOYEES CONT)	3/29/2024	\$20,395.31	
202300286	IMRF (EMPLOYERS CONT)	3/29/2024	\$14,419.45	
202300287	TEACHERS RETIREMENT (2.2%)	3/29/2024	\$2,813.41	
202300288	TEACHERS RETIREMENT SYSTEM	3/29/2024	\$43,657.24	
202300289	THIS (TRS HEALTH) FUND	3/29/2024	\$7,615.84	
202300290	MB FINANCIAL (FEDERAL)	3/29/2024	\$65,327.58	
202300291	MB FINANCIAL BANK (FICA-E)	3/29/2024	\$34,614.13	
202300292	MB FINANCIAL BANK (FICA-W)	3/29/2024	\$34,614.13	
202300293	THE OMNI GROUP	3/29/2024	\$1,973.00	
202300294	CUNA MUTUAL GROUP	3/29/2024	\$26,731.81	
202300295	TEACHERS RETIREMENT SYSTEM SSP	3/29/2024	\$1,320.65	
202300296	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	3/29/2024	\$400.00	
202300297	ILLINOIS DEPT OF REVENUE	3/29/2024	\$114.86	
		16 Wire Transfer Check(s) For a Total of		\$324,990.85
		6 ACH Checks For a Total of		\$6,981.50
		5 Computer Checks For a Total of		\$1,991.64
Total For		27 : Tran, ACH & Computer Checks		\$333,963.99
		Net Amount		\$333,963.99
10	EDUCATION FUND			

BILLS PAYABLE LIST – SASED PROGRAMS

April 2024 \$ 642,144.44

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
04/18/2024	103888	ODP BUSINESS SOLUTIO	Office Depot (R) Brand Professional Writing Pads, 8 1/2" x 11 3/4", Legal Ruled/Wide, 50 Sheets, White, Pack Of 8 Office Depot (R) Brand Professional Writing Pads, 8 1/2" x 11 3/4", Legal/Wide Ruled, 50 Sheets, Canary, Pack Of 8	46.08
04/18/2024	103888	ODP BUSINESS SOLUTIO	supplies for kitchen	39.83
04/18/2024	103888	ODP BUSINESS SOLUTIO	supplies for PRR- Invoices 358132082001 and 388132058001	796.14
04/18/2024	103889	WINFIELD SCHOOL DIST	Meals - Sasad Students February 2024	830.30
04/18/2024	103890	WESTMONT CUSD #201	Meals - Sasad Students February 2024	748.76
04/18/2024	103891	ADAPTIVEMALL.COM, LL	OT/PT Supplies 2-26-24	148.70
04/18/2024	103892	ADDISON TRAIL HIGH S	Vision Program Addison Trail High School Two Chaperones for 4/26/2024 Prom (Natasha Arroyo and Wendy Brusich)	110.00
04/18/2024	103894	AHS STAFFING	OT/PT Services by T. Glumac for 2/22/24 and 2/23/24	1,215.00
04/18/2024	103894	AHS STAFFING	OT/PT Services by S. Kelly for 2/20/24 through 2/21/24	756.00
04/18/2024	103894	AHS STAFFING	OT/PT Services for 02/27/24 and 02/28/24 by S. Kelly	756.00
04/18/2024	103894	AHS STAFFING	OT/PT Services from 02/26/24 through 02/29/24 by T. Glumac	2,430.00
04/18/2024	103894	AHS STAFFING	OT/PT Services by S. Kelly for 3/12/23 and 3/13/24	672.00
04/18/2024	103894	AHS STAFFING	OT/PT Services by T. Glumac from 3/11/24 through 3/14/24	2,430.00
04/18/2024	103894	AHS STAFFING	OT/PT Services by E. Klimova from 11/6/23 through 11/10/23	2,332.52
04/18/2024	103894	AHS STAFFING	OT/PT Services by S. Kelly for 3/5/24	378.00
04/18/2024	103894	AHS STAFFING	OT/PT Services by T. Glumac from 3/4/24 through 3/7/24	2,430.00
04/18/2024	103895	ANTIOCH CCSD #34	Refund wrong payment Check # 114881 for Midwest PBIS	2,900.00
04/18/2024	103896	BALLARD & TIGHE PUBL	Materials-EL Carrasquillo	222.00
04/18/2024	103897	CENTRAL INSTITUTE FO	SLP Order	280.00
04/18/2024	103898	CRISIS PREVENTION IN	NONVIOLENT CRISIS INTERVENTION ADVANCED PHYSICAL SKILLS, 3rd edition, Participant Workbook	2,099.30
04/18/2024	103899	EDU HEALTHCARE, LLC	Paraprofessional and Social Work services for 2/26/24 through 3/1/24	3,132.00
04/18/2024	103899	EDU HEALTHCARE, LLC	Social Work and Paraprofessional services for 3/4/24 through 3/8/24	3,087.00
04/18/2024	103899	EDU HEALTHCARE, LLC	Paraprofessional and Social Work Services for 3/18/24 through 3/22/24	3,087.00

CHECK	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
04/18/2024	103899	EDU HEALTHCARE, LLC	Paraprofessional and Social Work Services for 3/11/24 through 3/15/24	3,591.00
04/18/2024	103900	ENGLER CALLAWAY BAAS	General Law Service February 7-February 29*, 2024	5,714.00
04/18/2024	103900	ENGLER CALLAWAY BAAS	Professional Development Service Janauary 2024	1,038.00
04/18/2024	103901	EVERYDAY SPEECH LLC	Curriculum - software renewal	4,998.76
04/18/2024	103902	GOULDING, JULIANNE	Reimburse multi-needs suppllies	16.99
04/18/2024	103903	GREGORY, SARAH	Foundation, Framework & Future presentation by Sarah Gregory, M.S. CCC-SLP	2,750.00
04/18/2024	103904	ILLINOIS STATE POLIC	Fingerprint Invoice for February - Invoice Number 20240207078	367.25
04/18/2024	103905	INCIDENT IQ, LLC	Implementation of Incident IQ Cloud Services, one-time fee	1,525.00
04/18/2024	103906	INTERIM SCHOOL BUSIN	Administrative Assistant Consultant Mark Dyrek for 3-1-24 through 3-22-24	9,600.00
04/18/2024	103907	IOTA	IOTA Membership Renewal	96.00
04/18/2024	103908	JIM DHAMER PLUMBING	Toilet and Urinal repairs at Southeast on 3/6/24	1,693.50
04/18/2024	103909	JTC TECHNOLOGIES, LL	Learning Stream Standard - Renewal; Learning Stream Standard Edition: 02/15/2024 - 02/14/2025 User License - Administrator - Renewal; One (1) Additional Administrator User License: 02/15/2024 - 02/14/2025 Module - Facilitator - Renewal; Facilitator Interface: 02/15/2024 - 02/14/2025	4,525.80
04/18/2024	103910	KONICA MINOLTA BUSIN	Invoice 9009757110-Copier Service 1/22-2/21/24 Invoice9009803044-Copier Service 2/22-3/21/24	2,516.00
04/18/2024	103911	LAKESHORE LEARNING	Classroom - Holmes	526.70
04/18/2024	103912	LAMINATION DEPOT, IN	Waterbury lamination	256.26
04/18/2024	103913	LAZZAR, DIANE	Milage Reimbursement March 2024	260.27
04/18/2024	103914	MANI, MEGHANA	Milage Reimbursement for February 23-March 22 2024	64.50
04/18/2024	103915	MARYLAND COALITION F	Two 5-hour workshop presentations by Carolyn Teigland and Michele Schutz at the SASED Spring Institute 2024	6,854.68
04/18/2024	103916	MAXIM HEALTHCARE SER	Nursing Services from 2/12/24 through 2/29/24	26,358.74
04/18/2024	103916	MAXIM HEALTHCARE SER	Nursing Services for 1/26/24 through 3/8/24	34,706.69
04/18/2024	103916	MAXIM HEALTHCARE SER	Nursing Services for 3/18/24 through 3/22/24	5,720.63

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
04/18/2024	103916	MAXIM HEALTHCARE SER	Nursing Services for 3/11/24 through 3/15/24	22,138.37
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech Services from 03/04/24 through 03/08/24	10,404.00
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech Services from 03/04/24 through 0/08/24 at Salt Creek and Swartz schools	4,025.00
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 03/04/24 through 03/08/24	36,092.97
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 03/04/24 through 3/8/24	38,787.24
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech and Sign Language Interpreter services from 03/04/24 through 03/08/24 at North School	4,514.00
04/18/2024	103919	MAXIM STAFFING SERVI	TW Staffing 03/04-03/08/2024	1,750.00
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech Services for 3/11/24 through 3/15/24	3,339.00
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech Services by T. Williams for 3/11/24 and 3/12/24	700.00
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech for 3/11/24 through 3/15/24	8,391.00
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech Services from 3/18/24 through 3/22/24	2,600.00
04/18/2024	103919	MAXIM STAFFING SERVI	Sign Language Interpreter services by E. Loving for 3/11/24 through 3/15/24	2,175.00
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech by T. Williams from 03/18/24 through 3/22/24	1,625.00
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech from 3/18/24 through 3/22/24	15,300.00
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech for 3/11/24 through 3/15/24	3,343.75
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 03/11/24 through 03/15/24	37,992.24
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech for 03/18/24 through 3/22/24	35,817.76
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 0318/24 through 3/22/24	37,057.25
04/18/2024	103919	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 3/11/24 through 3/15/24	39,678.25
04/18/2024	103920	MEDLINE INDUSTRIES I	OT/PT Hi Low Mat Table	5,478.65
04/18/2024	103921	NET56	Net56 Services	24,850.43
04/18/2024	103921	NET56	Internet Services via Net56 - Monthly billing for April 2024	3,911.98
04/18/2024	103921	NET56	Jamf Pro licenses - February 2024 Usage	218.96
04/18/2024	103922	NORTHERN ILLINOIS UN	03/01/2024 Room Rental: Rooms 101ABC, 251F, 260, 261, 265,	7,920.50

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			266 and auditorium 03/01/2024 Catering: Continental breakfast for (401) ppl 03/01/2024 A/V: Power to (2) tables	
04/18/2024	103923	ORKIN EXTERMINATING	Monthly Fees Jan-March 2024	291.97
04/18/2024	103924	PADDOCK PUBLICATIONS	Issue date 03.06.2024	36.80
04/18/2024	103924	PADDOCK PUBLICATIONS	Daily Herald Publications vended meals and HVAC Bids	269.10
04/18/2024	103925	PODS ENTERPRISES, LL	Pods Container 03.17-04.16.2024	289.00
04/18/2024	103926	PROCARE THERAPY	Paraprofessional and Nursing Services for 2/26/24 through 2/29/24	7,070.50
04/18/2024	103926	PROCARE THERAPY	Paraprofessional and Nursing Services for 2/12/24 through 2/16/24	8,449.50
04/18/2024	103926	PROCARE THERAPY	Paraprofessional and Nursing Services for 3/4/24 through 3/8/24	9,380.00
04/18/2024	103926	PROCARE THERAPY	Paraprofessional and Nursing Services for 3/11/24 through 3/15/24	7,905.00
04/18/2024	103927	RAPTOR TECHNOLOGIES	Raptor Visitor Access Fee	1,250.00
04/18/2024	103928	REGIONAL OFFICE OF E	Admin Academy - Corral	200.00
04/18/2024	103928	REGIONAL OFFICE OF E	Admin Academy - McKee	200.00
04/18/2024	103929	SHEARER, MARGARET	Milage Reimbursement Jand and Feb 2024	31.83
04/18/2024	103930	SIGN LANGUAGE INTERP	Blumi 02/16/2024	296.00
04/18/2024	103931	SOLARWINDS WORLDWIDE	Solarwinds 6-month extension subscription	739.98
04/18/2024	103933	SOLIAANT	Paraprofessional and Nursing Services for 2/20/24 through 2/23/24	11,044.80
04/18/2024	103933	SOLIAANT	Paraprofessional and Nursing Services for 2/26/24 through 2/29/24	11,480.60
04/18/2024	103933	SOLIAANT	Paraprofessional Services for 2/26/24 through 3/1/24	1,528.20
04/18/2024	103933	SOLIAANT	Paraprofessional Services by A. White for 3/5/24 through 3/8/24	1,680.00
04/18/2024	103933	SOLIAANT	Paraprofessional Services for 3/18/24 through 3/22/24	8,279.40
04/18/2024	103933	SOLIAANT	Paraprofessional and Nursing Services for 3/11/24 through 3/15/24	14,450.60
04/18/2024	103933	SOLIAANT	Paraprofessional and Nursing Services for 3/4/24 through 3/8/24	16,324.60
04/18/2024	103933	SOLIAANT	Paraprofessional and Nursing Services for 2/12/24 through 2/16/24	11,846.40
04/18/2024	103933	SOLIAANT	Credit memo 20888197- Staffing services Week of 01/21	-7,725.80

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
04/18/2024	103934	SONOVA USA INC.	HI Equipment	12,591.17	
04/18/2024	103934	SONOVA USA INC.	Roger Repairs for DHH	526.99	
04/18/2024	103935	SPECIAL SUPPLIES	OT/PT Therapeutics 4-1-24	101.97	
04/18/2024	103936	SUNBELT	Special Ed Teacher and Paraprofessional services for 2/26/24 through 2/29/24	3,836.00	
04/18/2024	103936	SUNBELT	Special Education Teacher and Paraprofessional services for 3/4/24 through 3/8/24	4,025.00	
04/18/2024	103936	SUNBELT	Special Ed Teacher and Paraprofessional services for 3/11/24 through 3/15/24	4,795.00	
04/18/2024	103937	T-MOBILE	T-mobile - 2/21/24-3/20/24 Billing Geotabs	411.60	
04/18/2024	103937	T-MOBILE	T-mobile - Hotspots - Billing 2/21/24-3/20/24	616.00	
04/18/2024	103938	TFH (USA) LTD.	Misc. Sensory items O'Neill-BD	81.00	
04/18/2024	103939	TOTAL FIRE AND SAFET	Fire Extinguisher service call and inspection	268.75	
04/18/2024	103940	UNITED SEATING & MOB	OT/PT Easy Stand Repair	194.40	
04/18/2024	103941	WILSON, BRITTANY	Mileage Reimbursement for .3.15.2024	6.70	
Totals for checks				624,991.81	

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	0.00	2,900.00	622,091.81	624,991.81
*** Fund Summary Totals ***		0.00	2,900.00	622,091.81	624,991.81

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

CHECK	CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
04/18/2024	232400822	KEENEYVILLE DISTRICT	Meals - Sasad Students	502.95
			February 2024	
04/18/2024	232400822	KEENEYVILLE DISTRICT	Sased Student meal	664.33
			reimbursement for September	
			2023	
04/18/2024	232400823	DUPAGE COUNTY SCHOOL	Meals - Sasad Students	2,688.26
			February 2024	
04/18/2024	232400824	SALT CREEK SCHOOL DI	Meals - Sasad Students	2,489.65
			February 2024	
04/18/2024	232400825	DOWNERS GROVE DISTRI	Meals - Sasad Students	594.32
			February 2024	
04/18/2024	232400826	MAERCKER DISTRICT #6	Meals - Sasad Students	1,283.08
			February 2024	
04/18/2024	232400827	CASS SCHOOL DISTRICT	Meals - Sasad Students	1,227.97
			February 2024	
04/18/2024	232400828	CENTER CASS DISTRICT	Meals - Sasad Students	589.26
			February 2024	
04/18/2024	232400829	AL WARREN OIL CO., I	Fuel Deliveries for November	265.25
			and December 2023	
04/18/2024	232400830	BELL, RACHEL	Reimburse Transitio Vision	91.48
			supplies-Special Taco Day	
04/18/2024	232400831	BERGFELD, BETH	Milage Reimbursement for	90.56
			March 2024	
04/18/2024	232400832	BOCZKOWSKI, DEBRA	Milage Reimbursement for	337.68
			February 2024	
04/18/2024	232400833	BOLIN, BRIANNE	Milage Reimbursement for	193.90
			March 2024	
04/18/2024	232400834	BOOTSMA, KRISTY	Milage Reimbursement for	91.51
			February 2024	
04/18/2024	232400835	CARRASQUILLO, ELIZAB	Milage Reimbursement March	150.60
			2024	
04/18/2024	232400836	CIECKO, ASHLEY	Milage Reimbursement for	58.17
			January and February 2024	
04/18/2024	232400837	COHLA, STEPHANIE	Reimbursement Request-S Cohla	94.41
			Group & science consumables	
			and materials	
04/18/2024	232400837	COHLA, STEPHANIE	Milage Reimbursement for	170.12
			February 2024	
04/18/2024	232400837	COHLA, STEPHANIE	Milage Reimbursement March	142.56
			2024	
04/18/2024	232400837	COHLA, STEPHANIE	Reimbursement Request-S Cohla	49.08
			Cooking groups supplies	
04/18/2024	232400838	CORSELLO, KRISTINE	Milage Reimbursement for	217.75
			February 2024	
04/18/2024	232400839	CREAGAN, HELEN	Milage Reimbursement fo	101.24
			rMarch 2024	
04/18/2024	232400840	DANSDILL, ANNE	Reimbursement Supllies for	84.92
			Classroom	
04/18/2024	232400841	DARRUS, JULIE	Milage Reimbursement March	80.40
			2024	
04/18/2024	232400842	DUGAN, PATRICK	Milage Reimbursement for	337.23
			January and February 2024	
04/18/2024	232400843	FARRELL, LYSA	Milage Reimbursement for	144.79
			January and February 2024	
04/18/2024	232400844	FORTUNA, CHRISTINA	Milage Reimbursement	63.58
			02.20.24- 03.14.2024	

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AP Board Reports (Dates: 01/01/24 - 12/31/24)

PAGE: 2

CHECK	CHECK	INVOICE	
DATE	NUMBER VENDOR	DESCRIPTION	AMOUNT
04/18/2024	232400845 FRANCE, HIEDI	Milage Reimbursement for February 2024	138.74
04/18/2024	232400846 GEBRE, AMY	Milage Reimbursement for 01/08/2024-03/18/2024	253.37
04/18/2024	232400847 GRILL, MEGHAN	Milage Reimbursement March 2024	44.63
04/18/2024	232400848 HANSMEYER, DEBORAH	Reimburse Bus driver renewal fee	4.00
04/18/2024	232400849 HEARTLAND ALLIANCE H	CCIS Invoice #24710 02/29/2024 Interpreting Services-MN	583.15
04/18/2024	232400850 HOFFMAN, MELISSA	Milage Reimbursement for 01/24 - 03/05 2024	41.00
04/18/2024	232400851 HOMAN, JULIA	Milage Reimbursement for March 2024	168.06
04/18/2024	232400852 KOSIEK, ALEXIS	Milage Reimbursement for January and February-March 2024	28.03
04/18/2024	232400853 LOONEY, KATHERINE	Milage Reimbursement March 2024	74.96
04/18/2024	232400853 LOONEY, KATHERINE	Reimbursement Request-K Looney Therapy consumables	46.18
04/18/2024	232400854 MCKEE, AMY	Milage Reimbursement for January and February 2024	159.69
04/18/2024	232400854 MCKEE, AMY	Reimburse Early Childhood Classroom supplies	89.96
04/18/2024	232400855 MEDEARIS, CHRISTOPHE	Milage Reimbursement for Oct-Dec, 2023	38.91
04/18/2024	232400856 MISCH, MICHELLE	Reimbursement Request-M Misch Community instruction-shopping trip	83.91
04/18/2024	232400857 MOHAMMAD, KAYLA	Reimbursement Request-K Mohammad Cooking supplies for group activities	49.71
04/18/2024	232400858 MOROZ, KRISTYN	Milage Reimbursement March 2024	92.88
04/18/2024	232400859 MOYNIHAN, LYNN	Milage Reimbursement for March 2024	208.85
04/18/2024	232400860 NARDI, TRACEY	Reimburse Office Supplies	13.55
04/18/2024	232400860 NARDI, TRACEY	Reimburse Reg Fee - O&M assoc. conference	125.00
04/18/2024	232400861 NOWAK, SUSAN	Reimbursement Request-S. Nowak Group Activities	34.31
04/18/2024	232400862 ONYSCHAK, AUDREY	Milage Reimbursement for February 2024	25.39
04/18/2024	232400863 PETERSON, COLLEEN	Milage Reimbursement for January and February 2024	220.97
04/18/2024	232400863 PETERSON, COLLEEN	Milage Reimbursement for March 2024	96.75
04/18/2024	232400864 PETERSEN, JENNIFER	Milage Reimbursement March 2024	66.40
04/18/2024	232400865 SADIKOT, ZARA	Milage Reimbursement for January - March 2024	160.00
04/18/2024	232400866 SANZENBACHER, ERIN	Reimbursement Request-E Sanzenbacher oral-motor feeding tools & cooking	147.66

CHECK			INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
			supplies,	
04/18/2024	232400867	SEYLER, NICOLE	Milage Reimbursement January-March 7 2024	120.60
04/18/2024	232400868	SHANAHAN, KERRY	Milage Reimbursement March 2024	172.73
04/18/2024	232400869	SMITH, CLAIRE	Milage Reimbursement March 2024	196.91
04/18/2024	232400870	SOBERON, SAMANTHA	Reimbursement Request-S. Soberon Group materials & supplies	22.29
04/18/2024	232400870	SOBERON, SAMANTHA	Milage Reimbursement for01/17-03/06, 2024	88.44
04/18/2024	232400871	STORNELLO, KAREN	Milage Reimbursement March 2024	38.65
04/18/2024	232400872	TATHAM, SARA	Milage Reimbursement March 2024	122.50
04/18/2024	232400873	WALSH, ANNA	Milage Reimbursement for Dec 2024	75.39
04/18/2024	232400873	WALSH, ANNA	Milage Reimbursement for January and February 2024	289.28
04/18/2024	232400874	WARD, KRISTEN	Milage Reimbursement March 2024	50.25
04/18/2024	232400875	WAWCZAK, ELIZABETH	Milage Reimbursement for 1/31/2024-03/11/2024	122.01
04/18/2024	232400876	WHITE, SHEILA	Reimburse STARS Classroom supplies	52.47
Totals for checks				17,152.63

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	17,152.63	17,152.63
***	Fund Summary Totals ***	0.00	0.00	17,152.63	17,152.63

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

BILLS PAYABLE LIST – FLOW THROUGH

April , 2024 \$ 290,829.27

CHECK	CHECK	INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION
04/18/2024	103883	WEST CHICAGO SCHOOL	Medicaid - Fee for Service
			March 2024
04/18/2024	103884	WINFIELD SCHOOL DIST	Medicaid - Fee for Service
			March 2024
04/18/2024	103885	FREEPORT SCHOOL DIST	Medicaid - Fee for Service
			March 2024
04/18/2024	103886	WESTMONT CUSD #201	Medicaid - Fee for Service
			March 2024
04/18/2024	103887	COMMUNITY UNIT SCHOO	Medicaid - Fee for Service
			March 2024
			Totals for checks

124,970.23

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
17	MEDICAID SUB FUND	0.00	0.00	124,970.23	124,970.23
***	Fund Summary Totals ***	0.00	0.00	124,970.23	124,970.23

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

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
04/18/2024	232400809	KEENEYVILLE DISTRICT	Medicaid - Fee for Service March 2024	10,865.50	
04/18/2024	232400810	BENJAMIN SCHOOL DIST	Medicaid - Fee for Service March 2024	1,429.50	
04/18/2024	232400811	SALT CREEK SCHOOL DI	Medicaid - Fee for Service March 2024	14,211.14	
04/18/2024	232400812	DOWNERS GROVE DISTRI	Medicaid - Fee for Service March 2023	6,761.27	
04/18/2024	232400813	MAERCKER DISTRICT #6	Medicaid - Fee for Service March 2024	4,962.39	
04/18/2024	232400814	CASS SCHOOL DISTRICT	Medicaid - Fee for Service March 2024	3,666.79	
04/18/2024	232400815	CENTER CASS DISTRICT	Medicaid - Fee for Service March 2024	4,500.40	
04/18/2024	232400816	WOODRIDGE DISTRICT #	Medicaid - Fee for Service March 2024	34,668.75	
04/18/2024	232400817	DUPAGE HS DISTRICT #	Medicaid - Fee for Service March 2024	29,279.48	
04/18/2024	232400818	COMMUNITY HS DISTRIC	Medicaid - Fee for Service March 2024	11,737.92	
04/18/2024	232400819	COMMUNITY HS DIST #9	Medicaid - Fee for Service March 2024	26,461.70	
04/18/2024	232400820	COMMUNITY CONSOLIDAT	Medicaid - Fee for Service March 2024	5,268.80	
04/18/2024	232400821	LISLE CUSD #202	Medicaid - Fee for Service March 2024	12,045.40	
Totals for checks				165,859.04	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
17	MEDICAID SUB FUND	0.00	0.00	165,859.04	165,859.04
***	Fund Summary Totals ***	0.00	0.00	165,859.04	165,859.04

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

BILLS PAYABLE LIST – GRANTS

April, 2024 \$ 10,312.23

CHECK	CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
04/18/2024	103879	COMMUNITY SCHOOL DIS	Wheaton South - DRS STEP Outcome Reimbursement for Vocational Purchases - 1/20/24 - 2/20/24	2,601.05
04/18/2024	103879	COMMUNITY SCHOOL DIS	Wheaton North - DRS STEP Outcome Reimbursement for Vocational Purchases - 1/20/24 - 2/20/24	4,677.09
04/18/2024	103879	COMMUNITY SCHOOL DIS	Wheaton Transition - DRS STEP Outcome Reimbursement for Vocational Purchases - 1/20/24 - 2/20/24	160.71
04/18/2024	103880	BROWN, SHAMEKA	March 2024 Travel for Shamka Brown	91.30
04/18/2024	103881	SIMPLE MACHINES MARK	invoice for services for wordpress maintenance, t&m support, events calendar virtual events	453.82
04/18/2024	103882	WROBBEL, TAMMY	March 2024 Travel for Tammy Wrobbel	272.39
Totals for checks				8,256.36

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	8,256.36	8,256.36
***	Fund Summary Totals ***	0.00	0.00	8,256.36	8,256.36

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

CHECK		CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION		AMOUNT
04/18/2024	232400802	ACCOUNTABILITY SOLUT	Annual Contract for Services		1,200.00
04/18/2024	232400803	BAIN, AMY	March 2024 Travel for Amy		92.00
			Bain		
04/18/2024	232400804	HOPPER, ALISABETH	March 2024 Travel for		297.55
			Alisabeth Hopper		
04/18/2024	232400805	KNOCKE, FAITH	March 2024 Travel for Faith		75.40
			Knocke		
04/18/2024	232400806	KREMER, ANN	March 2024 Travel for Ann		139.20
			Kremer		
04/18/2024	232400807	ROPARS, EMILY	March 2024 Travel for Emily		89.31
			Ropars		
04/18/2024	232400808	TOKAT, TALIN	March 2024 Travel for Talin		162.41
			Tokat		
Totals for checks					2,055.87

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	2,055.87	2,055.87
***	Fund Summary Totals ***	0.00	0.00	2,055.87	2,055.87

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

INTERIM CHECKS

March 2024 \$ 347,750.47

CHECK	CHECK	INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION
03/01/2024	103731	ALLIED BENEFIT SYSTE	Allied FSA Invoice FEBRUARY 2024
			379.50
03/01/2024	103732	CDW GOVERNMENT	Chromebook replacements
			6,800.00
03/01/2024	103732	CDW GOVERNMENT	Chromebook replacements
			960.00
03/01/2024	103733	HOME DEPOT CREDIT SE	General Building Supplies
			847.11
03/01/2024	103734	KONICA MINOLTA PREMI	Konica Minolta Copiers - Coverage 1/22/24-2/21/24
			1,258.00
03/01/2024	103735	MATTHEWS, JANE	Reimbursement Requesst- Dec 2024 instructional Supplies
			40.55
03/01/2024	103736	MAXIM HEALTHCARE SER	Nursing Services for 1/29/24 through 2/2/24
			3,157.95
03/01/2024	103736	MAXIM HEALTHCARE SER	Nursing Services for 1/8/24 through 1/19/24
			33,854.60
03/01/2024	103737	MAXIM STAFFING SERVI	Behavior Tech, Paraprofessional and Nursing Services for 1/22/24 through 2/2/24
			35,043.00
03/01/2024	103737	MAXIM STAFFING SERVI	Behavior Tech for 1/29/24 through 2/1/24
			3,455.50
03/01/2024	103737	MAXIM STAFFING SERVI	Behavior Tech for 1/29/24 through 2/2/24
			1,750.00
03/01/2024	103737	MAXIM STAFFING SERVI	Behavior Tech for 1/23/24 through 2/2/24
			14,608.50
03/01/2024	103737	MAXIM STAFFING SERVI	Behavior Tech Services from 1/29/24 through 2/2/24
			5,958.00
03/01/2024	103737	MAXIM STAFFING SERVI	Behavior Tech and Nursing services for 1/22/24 through 1/26/24
			29,991.24
03/01/2024	103737	MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 1/29/24 through 2/24/24
			44,465.75
03/01/2024	103738	METLIFE	MARCH Metlife Dental and Vision Invoice for 2/1/24-2/29/24. Due 3/1/24.
			18,407.83
03/01/2024	103739	NET56	Jamf Pro licenses - November Usage
			218.96
03/01/2024	103739	NET56	Jamf Pro licenses - December Usage
			218.96
03/01/2024	103739	NET56	Net56 Services
			24,850.43
03/01/2024	103739	NET56	Internet Services via Net56 - Monthly billing for February 2024
			3,933.65
03/01/2024	103740	NICOR GAS	Gas Services January 2024
			761.71
03/01/2024	103741	RICOH USA, INC.	Late charges November 2023
			351.00
03/01/2024	103742	T-MOBILE	T-mobile - Hotspots - December 23-January 24 charges
			616.00
03/01/2024	103743	UNIVERSAL PREMIUM	Gas Services account number SN814 Feb 01-Feb 15, 2024
			575.38
03/01/2024	103744	VANGUARD ENERGY SERV	SE-Energy service January 2024 quantities
			1,161.59
Totals for checks			233,665.21

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	18,787.33	0.00	214,877.88	233,665.21
***	Fund Summary Totals ***	18,787.33	0.00	214,877.88	233,665.21

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

CHECK	CHECK	INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION
			AMOUNT
03/01/2024	232400701	CULLEN, ROBIN	Conference Reimbursement
			Cullen-Behavior Detour
03/01/2024	232400702	CUOMO, SUSAN	bus renewal fee reimbursement
03/01/2024	232400703	OTTO, VICKI	Reimburse registration fee
			Critical Issues Event
03/01/2024	232400703	OTTO, VICKI	reimbursement - Vicki Otto
			Reunification Training
03/01/2024	232400704	PETERSON, COLLEEN	Reimburse registration
			fee-Reunification Training
03/01/2024	232400705	ZACHARSKI, LAURA	Reimburse Workshop fee
			02/09/2024
			Totals for checks
			173.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	0.00	173.00	173.00
***	Fund Summary Totals ***	0.00	0.00	173.00	173.00

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

CHECK	CHECK	INVOICE	
DATE	NUMBER VENDOR	DESCRIPTION	AMOUNT
03/08/2024	103759 AMERICAN HERITAGE LI	Allstate Critical Illness and Accident Coverage Bill - February 2024	3,122.73
03/08/2024	103760 CLIC	School Board Legal-EEOC matter Barren-Tucker, Erika, 07/01/2022-07/01/2023	1,660.50
03/08/2024	103761 CUNA MUTUAL GROUP	contract 012-1653-4	62.50
03/08/2024	103762 CURALINC,LLC	CURALINC invoice # 43190 dated 3/1/2024 for Supportlinc EAP program for second quarter 2024 (April, May, June)	1,423.80
03/08/2024	103763 GOURMET GORILLA	Southeast Bulk Items in excess	68.45
03/08/2024	103763 GOURMET GORILLA	1/10 and 1/31 Transition bulk items in excess	76.87
03/08/2024	103763 GOURMET GORILLA	January 2024 Service Southeast	10,619.96
03/08/2024	103763 GOURMET GORILLA	January 2024 SErvice Transition	2,085.53
03/08/2024	103763 GOURMET GORILLA	Credit memo 169475	-1,327.65
03/08/2024	103764 HINCKLEY SPRINGS	ship to ref 14927721	213.83
03/08/2024	103765 KONICA MINOLTA PREMI	Contract services	969.90
03/08/2024	103766 KONICA MINOLTA PREMI	contract sercices 02/26 to 03-25-2024	1,032.16
03/08/2024	103766 KONICA MINOLTA PREMI	Konica Minolta Copiers - Coverage 2/22/24-3/21/24	1,258.00
03/08/2024	103767 MAXIM STAFFING SERVI	Behavior Tech and Nursing Services for 12/18/23 through 1/12/24	39,418.50
03/08/2024	103768 NET56	Jamf Pro licenses - Januara 2024 usage	218.96
03/08/2024	103768 NET56	Internet Services via Net56 - Monthly billing for March 2024	3,933.65
03/08/2024	103768 NET56	Net56 Services	24,850.43
03/08/2024	103769 SONOVA USA INC.	D205 equipment	1,677.09
03/08/2024	103770 T-MOBILE	T-mobile - GEOTABS Jan-Feb 2024	411.60
03/08/2024	103770 T-MOBILE	T-mobile - Hotspots - January-February 2024 Charges	616.00
03/08/2024	103770 T-MOBILE	T-mobile - March Billing 2024 Geotabs	411.60
03/08/2024	103771 TONY'S DRAIN & SEWER	Power Rodding	340.00
03/08/2024	103772 UNIVERSAL PREMIUM	Gas services 2.16-2.29.2024	279.43
Totals for checks			93,423.84

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	3,122.73	0.00	90,301.11	93,423.84
***	Fund Summary Totals ***	3,122.73	0.00	90,301.11	93,423.84

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

CHECK	CHECK			INVOICE		
DATE	NUMBER	VENDOR		DESCRIPTION	AMOUNT	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Silver Car Wash 02.13.24	16.00	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Oil Change on Van	52.22	
03/29/2024	103857	FIFTH THIRD BANK/MAS		I-pass replenish 02.16.24	100.00	
03/29/2024	103857	FIFTH THIRD BANK/MAS		PBIS-FSA 2/23/24 Field Trip	402.50	
03/29/2024	103857	FIFTH THIRD BANK/MAS		postage to mail title - transportation	5.08	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Bus supplies	50.94	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Oil Change on van	51.92	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Replenish IPASS	100.00	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Auto work	77.92	
03/29/2024	103857	FIFTH THIRD BANK/MAS		EC classroom supplies	86.80	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Supplies	133.73	
03/29/2024	103857	FIFTH THIRD BANK/MAS		EC classroom supplies	257.07	
03/29/2024	103857	FIFTH THIRD BANK/MAS		EC classroom supplies	442.02	
03/29/2024	103857	FIFTH THIRD BANK/MAS		EC classroom supplies	19.98	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Nursing supplies	57.57	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Indeed services 02/10-03/09-2024	120.00	
03/29/2024	103857	FIFTH THIRD BANK/MAS		DHH EC Order - Amazon	342.76	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Electrodes pediatric	354.00	
03/29/2024	103857	FIFTH THIRD BANK/MAS		DHH EC Order - Amazon	597.59	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Nursing supplies	57.91	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Ink	101.15	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Powtoon Business upgrade	1,192.06	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Classroom Supplies AMAZON (Laura Magnuson 1/10/2024) Vision Program - Salt Creek School	27.98	
03/29/2024	103857	FIFTH THIRD BANK/MAS		classroom cleaning supplies	73.95	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Easy Seal for Postage machine	82.99	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Pods unit 01/17-02/16/2024	289.00	
03/29/2024	103857	FIFTH THIRD BANK/MAS		EC classroom supplies	865.60	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Sendpro P Lease -Quarterly	995.46	
03/29/2024	103857	FIFTH THIRD BANK/MAS		North Elementary Order 2/12/24	43.26	
03/29/2024	103857	FIFTH THIRD BANK/MAS		EC classroom supplies	92.25	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Rebate from Panera Bread	-30.97	
03/29/2024	103857	FIFTH THIRD BANK/MAS		parts needed for building	10.74	
03/29/2024	103857	FIFTH THIRD BANK/MAS		DHH Mass Supply Order 2.2.24	43.88	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Admin Academy Eval training J Grohn 03.20.2024	200.00	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Batteries Plus-Emerg light battery	33.99	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Menards, Light bulbs for emergency exit lights	10.97	
03/29/2024	103857	FIFTH THIRD BANK/MAS		black fish software	19.00	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Panera for board meeting	48.08	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Naperville water service January 2024	97.68	
03/29/2024	103857	FIFTH THIRD BANK/MAS		ID Badge holders	7.59	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Madisi Highlighters, Chisel Tip, Assorted Colors, Bulk Pack, 84-Count	18.98	
03/29/2024	103857	FIFTH THIRD BANK/MAS		Avery 8-Tab Binder Dividers, Insertable Clear Big Tabs, 24 Sets, 2 Packs (11115); SUNEE	36.73	

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			3 Ring Binder 1.5 Inch 10 Pack, Clear View Binder Three Ring PVC-Free (Fit 8.5x11 Inches) for School Binder or Office Binder Supplies, White Binder	
03/29/2024	103857	FIFTH THIRD BANK/MAS	Office Furniture	46.99
03/29/2024	103857	FIFTH THIRD BANK/MAS	Office Furniture	59.00
03/29/2024	103857	FIFTH THIRD BANK/MAS	Transition Birthday cards	67.50
03/29/2024	103857	FIFTH THIRD BANK/MAS	Office Furniture	74.74
03/29/2024	103857	FIFTH THIRD BANK/MAS	Two Pocket Portfolio Folders, 50-Pack, Yellow, Letter Size Paper Folders, by Better Office Products, 50 Pieces, Yellow; Two Pocket Portfolio Folders, 50-Pack, RED, Letter Size Paper Folders, by Better Office Products, 50 Pieces, Red; Two Pocket Portfolio Folders, 50-Pack, Blue, Letter Size Paper Folders, by Better Office Products, 50 Pieces, Blue; Two Pocket Portfolio Folders, 50-Pack, Green, Letter Size Paper Folders, by Better Office Products, 50 Pieces, Green; BIC Brite Liner Highlighters, Chisel Tip, 24-Count Pack of Highlighters Assorted Colors, Ideal Highlighter Set for Organizing and Coloring	83.95
03/29/2024	103857	FIFTH THIRD BANK/MAS	Avery 8-Tab Binder Dividers, Insertable Clear Big Tabs, 24 Sets, 2 Packs (11115); SUNBE	126.72
			3 Ring Binder 1.5 Inch 10 Pack, Clear View Binder Three Ring PVC-Free (Fit 8.5x11 Inches) for School Binder or Office Binder Supplies, White Binder	
03/29/2024	103857	FIFTH THIRD BANK/MAS	ISU Jobfair March 07 2024	350.00
03/29/2024	103857	FIFTH THIRD BANK/MAS	Ace Hardware-screws and outlet plug	10.09
03/29/2024	103857	FIFTH THIRD BANK/MAS	CHAT GPT subscript Feb 24-Mar24, 2024	20.00
03/29/2024	103857	FIFTH THIRD BANK/MAS	Office Depot, Builing Dept. Supplies	34.62
03/29/2024	103857	FIFTH THIRD BANK/MAS	STARS - classroom supplies	143.09
03/29/2024	103857	FIFTH THIRD BANK/MAS	OT Conference Request	241.44
03/29/2024	103857	FIFTH THIRD BANK/MAS	Bluedogink 70170979	681.07
03/29/2024	103857	FIFTH THIRD BANK/MAS	Neenah White Index Paper, Mediumweight, 300 Sheets, 199 gsm, 94 Brightness, 8.5" x 11" - MORE SHEETS! (91635)	15.99
03/29/2024	103857	FIFTH THIRD BANK/MAS	Easel pad markers and holders	24.54

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			for district classroom mapping project	
03/29/2024	103857	FIFTH THIRD BANK/MAS	Amazon order	25.89
03/29/2024	103857	FIFTH THIRD BANK/MAS	Laminator (Concord)	28.47
03/29/2024	103857	FIFTH THIRD BANK/MAS	Chewy Sensory (Waterbury) KR	37.90
03/29/2024	103857	FIFTH THIRD BANK/MAS	Avery Flexible Printable Name Tags, 2-1/3" x 3-3/8", Matte White, 400 Removable Name Badges (05395)	40.49
03/29/2024	103857	FIFTH THIRD BANK/MAS	DHH Order 2.23.24	44.99
03/29/2024	103857	FIFTH THIRD BANK/MAS	STARS - classroom supplies	149.26
03/29/2024	103857	FIFTH THIRD BANK/MAS	DHH Order 2.23.24	187.16
03/29/2024	103857	FIFTH THIRD BANK/MAS	K Moriarty Prof dev-Black box	265.00
03/29/2024	103857	FIFTH THIRD BANK/MAS	DHH Order 2.23.24	514.30
03/29/2024	103857	FIFTH THIRD BANK/MAS	Ace Hardware, screwdriver	14.99
03/29/2024	103857	FIFTH THIRD BANK/MAS	Instructional Materials - AMAZON (Laura Magnuson 2/15/2024) Vision Program - Salt Creek School	38.57
03/29/2024	103857	FIFTH THIRD BANK/MAS	Jimmy Johns, IBB Training	41.99
03/29/2024	103857	FIFTH THIRD BANK/MAS	STARS - classroom supplies	46.99
03/29/2024	103857	FIFTH THIRD BANK/MAS	Amazon order	239.88
03/29/2024	103857	FIFTH THIRD BANK/MAS	amazon credit	-20.92
03/29/2024	103857	FIFTH THIRD BANK/MAS	Food item for transition	10.36
03/29/2024	103857	FIFTH THIRD BANK/MAS	Supplies for IBB Training	65.44
03/29/2024	103857	FIFTH THIRD BANK/MAS	Supplies for Director Reception	101.87
03/29/2024	103857	FIFTH THIRD BANK/MAS		11.38
03/29/2024	103857	FIFTH THIRD BANK/MAS	meeting supplies	16.99
03/29/2024	103857	FIFTH THIRD BANK/MAS	BCBA Training REGistration	37.00
03/29/2024	103857	FIFTH THIRD BANK/MAS		37.82
03/29/2024	103857	FIFTH THIRD BANK/MAS	Flip Chart Easel	75.57
03/29/2024	103857	FIFTH THIRD BANK/MAS	potbelly rebate	-0.46
03/29/2024	103857	FIFTH THIRD BANK/MAS	Amazon Refund	-48.99
03/29/2024	103857	FIFTH THIRD BANK/MAS		20.00
03/29/2024	103857	FIFTH THIRD BANK/MAS	printing outdoor ed	38.00
03/29/2024	103857	FIFTH THIRD BANK/MAS		40.00
03/29/2024	103857	FIFTH THIRD BANK/MAS	director reception	73.75
03/29/2024	103857	FIFTH THIRD BANK/MAS	Salt Creek Instructional Materials - Magnuson	104.77
03/29/2024	103857	FIFTH THIRD BANK/MAS		125.00
03/29/2024	103857	FIFTH THIRD BANK/MAS	director reception	140.16
03/29/2024	103857	FIFTH THIRD BANK/MAS	Classroom Snacks- Behavior Reinforcer 3rd Quarter	427.71
03/29/2024	103857	FIFTH THIRD BANK/MAS	SHARPIE Flip Chart Markers, Bullet Tip, Assorted Colors, 8 Pack; Post-it Super Sticky Easel Pad, 25 in x 30 in, White, 30 Sheets/Pad, 4 Pads/Pack, Great for Virtual Teachers and Students (559 VAD 4PK)	567.70
03/29/2024	103857	FIFTH THIRD BANK/MAS	Waste services 03/01-03/31/24	1,195.54
03/29/2024	103857	FIFTH THIRD BANK/MAS	credit	-36.99
03/29/2024	103857	FIFTH THIRD BANK/MAS	director reception	28.99
03/29/2024	103857	FIFTH THIRD BANK/MAS	mnthly paypal payment	30.00

CHECK	CHECK	INVOICE	
DATE	NUMBER VENDOR	DESCRIPTION	AMOUNT
03/29/2024	103857 FIFTH THIRD BANK/MAS	director reception	36.17
03/29/2024	103857 FIFTH THIRD BANK/MAS	STARS - classroom supplies	48.99
03/29/2024	103857 FIFTH THIRD BANK/MAS	director reception	63.71
03/29/2024	103857 FIFTH THIRD BANK/MAS	Laptop Stand, Pendaflex	76.96
		letter Size File Folders,	
		Amazon Basics Expanding file	
		Folder Letter size,	
		SoftsoapLiquid Hand Soap,	
		Febreze AIR Effects Air	
		Freshener	
03/29/2024	103857 FIFTH THIRD BANK/MAS	Laptop Stand, Pendaflex	13.80
		letter Size File Folders,	
		Amazon Basics Expanding file	
		Folder Letter size,	
		SoftsoapLiquid Hand Soap,	
		Febreze AIR Effects Air	
		Freshener	
03/29/2024	103857 FIFTH THIRD BANK/MAS	Vision Program (Social Work)	19.39
		- Instructional Materials	
		AMAZON (Natasha Arroyo	
		2/28/2024)	
03/29/2024	103857 FIFTH THIRD BANK/MAS	Vision Program (Social Work)	26.91
		- Instructional Materials	
		AMAZON (Natasha Arroyo	
		2/28/2024)	
03/29/2024	103857 FIFTH THIRD BANK/MAS	defib aed electrodes	68.76
03/29/2024	103857 FIFTH THIRD BANK/MAS	Vision Program (Social Work)	128.70
		- Instructional Materials	
		AMAZON (Natasha Arroyo	
		2/28/2024)	
03/29/2024	103857 FIFTH THIRD BANK/MAS	Bluedog ink order for Misch	649.20
		212A C, Y, M	
03/29/2024	103857 FIFTH THIRD BANK/MAS	bedrock lit conference	80.00
		registrations	
03/29/2024	103857 FIFTH THIRD BANK/MAS	table covers	120.00
03/29/2024	103857 FIFTH THIRD BANK/MAS	Moog center for Deaf ed,	750.00
		conference registrations	
03/29/2024	103857 FIFTH THIRD BANK/MAS	director reception	374.39
03/29/2024	103857 FIFTH THIRD BANK/MAS	first communications inv#	959.12
		126355473	
03/29/2024	103857 FIFTH THIRD BANK/MAS	Vision Program - Supplies	22.00
		Pxtn Walkie Talkies, 16	
		channel, two-way radios with	
		Flashlight Battery and	
		Charger (2 pack) AMAZON (Amy	
		Gebre 3/4/2024)	
03/29/2024	103857 FIFTH THIRD BANK/MAS	Chillers service	361.98
		03.01.24-05.31.24	
03/29/2024	103857 FIFTH THIRD BANK/MAS	iron mountain service	513.24
		01/24-02/20/2024	
03/29/2024	103857 FIFTH THIRD BANK/MAS	airfare for Ann Kremer to	278.20
		attend conference paid via	
		credit card	
03/29/2024	103857 FIFTH THIRD BANK/MAS	airfare for Talin Tokat to	278.20
		attend conference paid via	
		credit card	

CHECK	CHECK	INVOICE	
DATE	NUMBER VENDOR	DESCRIPTION	AMOUNT
03/29/2024	103857 FIFTH THIRD BANK/MAS	postage to site paid via credit card	4.87
03/29/2024	103857 FIFTH THIRD BANK/MAS	shipping to site paid via credit card	34.19
03/29/2024	103857 FIFTH THIRD BANK/MAS	webinar account add on paid via credit card	50.00
03/29/2024	103857 FIFTH THIRD BANK/MAS	Office and Kitchen Supplies	194.21
03/29/2024	103857 FIFTH THIRD BANK/MAS	Office and Kitchen Supplies	19.73
03/29/2024	103858 ALLIED BENEFIT SYSTE	Allied FSA Invoice MARCH 2024	391.00
03/29/2024	103859 UNIVERSAL PREMIUM	Gas Services March 01-March 15, 2024	642.01
Totals for checks			20,488.42

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	391.00	0.00	20,097.42	20,488.42
***	Fund Summary Totals ***	391.00	0.00	20,097.42	20,488.42

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



NORTHERN ILLINOIS UNIVERSITY

Conference and Event Services

Facilities Use Agreement **VERSION 2**

NIU Naperville

Northern Illinois University
1120 E. Diehl Road, Naperville IL, 60563
Phone: 630-577-9101 Fax: 815-753-8989

This Facilities Use Agreement ("Agreement") is made and entered into as of the date of last signature below ("Effective Date") between the Board of Trustees of Northern Illinois University, located in DeKalb, Illinois 60115 ("NIU" or "University") and **SASED** ("Client"). Client desires to use certain facilities on the Northern Illinois University campus as specified in Section 1 below (the "Facilities"), and NIU desires to grant Client the right to use such Facilities upon and subject to the provisions set forth herein.

1. Facilities

Client may use the Facilities for the following, and for no other, purpose (the "Event"):

The Event name shall be posted as: **SASED Orientation Day 2024**

Client information:

Address: 2900 Ogden Ave Lisle, IL 60532

Phone: (630) 955-8107

Email: jgrohn@sased.org

Fax: (630) 778-0196

Main Contact: Julie Grohn

Event and Facilities details:

Planned Attendance: 400

Start Date	Start Time	End Time	Room	Rental Fee	Event	Setup
Aug 12, 2024	7:00AM	8:00AM	Ballroom 101A/B/C		Client Setup/AV Testing	Theater Seating
Aug 12, 2024	7:00AM	5:00PM	Atrium		Registration	Registration Tables
Aug 12, 2024	7:00AM	10:00AM	Room 105	510.00	Wellness Center	Rounds
Aug 12, 2024	7:30AM	11:00AM	Atrium		Limited AM Break	Catering Tables
Aug 12, 2024	8:00AM	11:00AM	Ballroom 101A/B/C	1428.00	General Session	Theater Seating
Aug 12, 2024	8:00AM	4:00PM	Classroom 119	221.00	Breakout	Classroom Seating
Aug 12, 2024	8:00AM	4:00PM	Classroom 121	221.00	Breakout	Classroom Seating
Aug 12, 2024	8:00AM	4:00PM	Classroom 164	221.00	Breakout	Classroom Seating
Aug 12, 2024	8:00AM	4:00PM	Classroom 166	221.00	Breakout	Classroom Seating
Aug 12, 2024	8:00AM	4:00PM	Classroom 256	221.00	Breakout	Classroom Seating
Aug 12, 2024	10:00AM	4:30PM	Auditorium	756.00	Breakout	Theater Seating
Aug 12, 2024	10:00AM	4:30PM	Tiered Classroom 260	289.00	Breakout	Classroom Seating
Aug 12, 2024	10:00AM	4:30PM	Tiered Classroom 261	289.00	Breakout	Classroom Seating
Aug 12, 2024	10:00AM	4:30PM	Tiered Classroom 265	289.00	Breakout	Classroom Seating

Aug 12, 2024	10:00AM	4:30PM	Tiered Classroom 266	289.00	Breakout	Classroom Seating
Aug 12, 2024	11:00AM	12:00PM	Ballroom 101A		Flip to Rounds	Rounds
Aug 12, 2024	11:00AM	12:00PM	Room 105		Flip to Rounds	Rounds
Aug 12, 2024	12:00PM	1:00PM	Ballroom 101A		Lunch Seating 1	Rounds
Aug 12, 2024	12:00PM	1:00PM	Room 105		Lunch Seating 2	Rounds
Aug 12, 2024	12:00PM	1:00PM	Dining Room 161A/B		Lunch Seating 3	Rounds
Aug 12, 2024	1:00PM	4:30PM	Ballroom 101A		Breakout	Rounds
Aug 12, 2024	1:00PM	4:30PM	Ballroom 101B/C		Breakout	Theater Seating
Aug 13, 2024	7:00AM	8:00AM	Ballroom 101A/B/C		Client Setup/AV Testing	Theater Seating
Aug 13, 2024	7:00AM	4:00PM	Atrium		Registration	Registration Tables
Aug 13, 2024	7:00AM	4:00PM	Atrium		Full Day Coffee Service	Catering Tables
Aug 13, 2024	8:00AM	4:00PM	Ballroom 101A/B/C	1428.00	General Session	Theater Seating
Aug 13, 2024	8:00AM	4:00PM	Room 105	510.00	Breakout	Rounds
Aug 13, 2024	8:00AM	4:00PM	Auditorium	756.00	Breakout	Theater Seating
Aug 13, 2024	8:00AM	4:00PM	Tiered Classroom 261	289.00	Breakout	Classroom Seating

Estimated Charges

Total Room

Rental: \$7938.00

Catering

Package: \$12400.00
Variable with
Menu/Attendance

Catering

Tax:

Tax Exempt

Identification Number

Client's Federal Employment Identification Number/NIU Cost Center Number is
36-2919494 1010390

Special Arrangements

The parties agree to the following additional special arrangements: NONE.

2. Charges and Payment

As consideration for use of the Facilities under this Agreement, Client shall pay NIU the room rental fees and any related charges incurred in connection with the Event as invoiced. All fees and charges are payable to NIU no later than thirty (30) days after receipt of NIU's invoice, including without limitation, charges subsequently assessed against Client, if any, for damage, repair, cleanup or other expenses.

In addition to the room rental fees, Client is responsible for paying for the use of additional rooms not specified in this Agreement, continued room usage past the time specified in this Agreement and the use of additional services not originally specified in this Agreement. Additional services include, but are not limited to, catering, audiovisual, security, parking and extra utilities ("Additional Services or Equipment"). Final requests for any Additional Services or Equipment must be made in writing at least seven (7) business days prior to the Event. Failure to do so may result in a \$100 rush charge.

3. Food and Beverage

- A. Client may separately purchase food and beverage services from NIU catering services at an additional charge. Due to governmental health codes and liability risks, Client is prohibited from bringing in or removing food or beverages from the Facilities, unless otherwise expressly agreed in this Agreement.

- B. Subject to Client's compliance with the Northern Illinois University Alcoholic Beverage Policy and applicable State of Illinois and city/municipal laws and regulations, alcohol may be served at the Event.
- C. Client must confirm the guaranteed food and beverage count for the Event no later than seven (7) business days prior to the first date of use of the Facilities. Catering charges will be calculated on the guaranteed number or the actual number attending, whichever is greater.

4. Alteration and Damage

- A. Immediately following the Event, Client shall return the Facilities to NIU in substantially the same condition (ordinary wear and tear exempted) as when received and shall reimburse NIU for any and all costs, expenses, charges or fees incurred in the repair or replacement of damage to the Facilities to the extent attributable to Client, its employees, subcontractors, agents, invitees, guests or attendees. Client is responsible for charges incurred for special cleanup. Repairs and/or replacement for any damages to the Facility and/or any NIU equipment will be charged to the Client and such charges shall not exceed actual repair or replacement costs.
- B. Client shall not use screws, nails, tacks, hooks, pins, tape or other adhesives to affix decorations or other items to the Facilities or its fixtures, furniture or equipment or otherwise modify or alter University property without receiving prior written permission. Further, Client shall not use (i) any smoke or fog machines; (ii) any open flames (other than dripless candles); or (iii) any glitter, confetti, flower petals or rice at the Facilities without receiving prior written permission.

5. Smoking

The NIU campus is designated as a Smoke-Free Campus and smoking in the Facilities is prohibited. Client, its employees, agents, invitees, guests and attendees shall not smoke at any time on campus property.

6. Cancellation/Termination of Agreement by Client

Client must provide any cancellation or termination of this Agreement to NIU in writing. In the event of cancellation or termination, the charges below shall apply. If the Event or any portion thereof is cancelled or terminated:

- **14 or more calendar days before the Event**, no room rental or catering charges shall be due to NIU from Client.
- **13 – 7 calendar days before the Event**, fifty percent (50%) of the room rental charge shall be due to NIU from Client.
- **0 – 6 calendar days before the Event**, one hundred percent (100%) of the room rental charge and catering charges shall be due to NIU from Client.

Client acknowledges that cancellation or termination of this Agreement partially or fully would constitute a breach of Client's obligation to NIU and NIU would be harmed. The amounts set forth above for cancellations/terminations thirteen calendar days or less before the Event shall be due from Client to NIU as a cancellation fee and are deemed by the parties as a full and fair amount of liquidated damages and not an unfair penalty.

7. Liability and Indemnification

- A. Client acknowledges and agrees that Client is responsible and liable for the actions, omissions and conduct of itself, its employees, agents, invitees and guests in accordance with the terms and conditions of this Agreement.

- B. Client acknowledges and agrees that Client has inspected the Facilities and deems the Facilities to be satisfactory for the Event and further acknowledges and agrees that **THE FACILITIES SHALL BE DELIVERED BY NIU TO CLIENT "AS IS," "WHERE IS," "WITH ANY AND ALL FAULTS" AND WITHOUT ANY EXPRESS OR IMPLIED WARRANTY, INCLUDING BUT NOT LIMITED TO THE WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN THE ABSENCE OF GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, NIU, ITS BOARD OF TRUSTEES, DEPARTMENTS, ADMINISTRATIVE UNITS, COOPERATING STUDENT ORGANIZATIONS AND THEIR RESPECTIVE OFFICERS, EMPLOYEES AND AGENTS DISCLAIM AND ARE HEREBY RELEASED FROM ANY AND ALL CLAIMS AND CAUSES OF ACTION FOR ANY PERSONAL PROPERTY DAMAGE OR LOSS, PERSONAL MEDICAL OR HOSPITAL COSTS, PERSONAL ILLNESS OR BODILY INJURY, INCLUDING PAIN AND SUFFERING, EMOTIONAL DISTRESS, OR DEATH, PERSONAL ECONOMIC IMPAIRMENT, AND FOR ANY INDIRECT, PUNITIVE, CONSEQUENTIAL DAMAGES OR LOSS OF PROFITS, WHETHER OR NOT ADVISED OF THE POSSIBILITIES THEREOF AND WHETHER OR NOT FORESEEABLE.**
- C. Client further agrees to indemnify, defend and hold harmless NIU, its trustees, agents and employees, against all claims, demands, suits, liabilities, costs, damages and expenses (including reasonable attorney's fees and legal expenses) arising out of or in connection with Client's or any of its agents', contractors', employees', guests' or invitees' ("Indemnifying Parties"): (i) use or occupancy of the Facilities; (ii) loss, injury, death or damage to persons or the Facilities on or about the Facilities by reason of any negligence or willful misconduct of the Indemnifying Parties; or (iii) breach or default in the performance of the Agreement by the Indemnifying Parties.

8. Insurance

~~The terms related to any insurance requirements under this Agreement shall be set forth in an Insurance Exhibit attached to this Agreement and incorporated herein by reference.~~

9. Use of University Name and Marks; Signage

Client shall not issue any press release or other public announcement relating to the Agreement or the activities contemplated by the Agreement or use NIU's name, logos, marks or any other trade designations (including, but not limited to, on its website, in printed materials or in any other manner) or any other NIU intellectual property without the prior written approval of NIU, which approval may be withheld for any reason. Client shall not erect any signs, banners or displays in or about the Facilities without the prior written approval of NIU.

10. Safety

Client, its employees, agents, invitees and guests shall not bring any weapons onto the NIU campus (including "concealed carry" firearms), per Illinois law. If NIU in its sole but reasonable discretion determines that public or participant safety is threatened or in danger, it may call upon security personnel to assist (whether police or a third party security agency).

11. State and University Laws, Regulations, Policies and Rules

- A. The laws of the State of Illinois shall apply to the Agreement without regard to its conflict of laws principles.
- B. Client, its employees, agents, invitees, guests and attendees shall comply with all applicable laws and regulations and applicable NIU policies and procedures, which policies may be amended at NIU's sole discretion.
- C. Client alone is responsible for procuring any applicable governmental permits or approvals for its Event, activities or use of the Facilities.

12. Force Majeure

NIU will notify Client if the Facilities may not be used due to health and safety guidelines and/or mandates, and NIU reserves the right to make modifications, if and when necessary, to the Event set up based on such guidelines and/or mandates. In the event of unsafe circumstances or if use of the Facilities is restricted for health or safety reasons, the Event can be postponed to a mutually agreed upon later date, no more than one (1) year after the original date, provided use of the Facilities on such rescheduled date is deemed acceptable by local authorities and NIU. Neither party will be liable for, or be considered to be in breach of or default under the Agreement as a result of any cause or condition beyond such party's reasonable control ("Force Majeure") including, but not limited to government actions (such as facilities being taken for public use), national emergencies, fire, flood or other catastrophe, acts of God, pandemic, epidemic or other public health emergency, terrorism, insurrection, war, riots, failure of transportation or power supply outage. NIU shall not have any liability on account of the unavailability of the Facilities for the Force Majeure, but shall return, in full, all security deposits provided by the Client and refund any prepaid but unused portion of fees. For clarity, NIU will not return any security deposits for events that are postponed but are subsequently not held within one (1) year after the original date. NIU alone is entitled to any insurance proceeds or sums paid or payable as damages or compensation on account of any such Force Majeure, and no part thereof shall accrue or be payable to Client.

13. Termination of Agreement by NIU

University may terminate this Agreement or any part hereof upon written notice to Client in the event University reasonably determines that it is unable to perform its obligations in the interest of health and welfare, and/or in the best interest of University.

14. Americans with Disabilities Act

Events held at NIU must comply with the Americans with Disabilities Act ("ADA") and be accessible to persons with disabilities. Client is responsible for receiving requests for accommodations and for the costs of disability accommodations, to the extent allowed by law. Prior notification to NIU is required if accessibility assistance from University is needed in connection with the Event. The amount of advance notice to University required for accessibility assistance and the associated cancellation time frame and fees are contingent upon the type of accommodation requested by Client. If applicable, Client shall confirm the applicable time frames and cancellation fees with NIU.

15. Assignment; Relationship of the Parties; Waiver

Client may not assign its rights under this Agreement or allow any other person or entity to use or occupy any of the Facilities without the prior written consent of NIU. This Agreement does not create an agency, partnership or joint venture relationship between the parties. A party does not waive any right under this Agreement by failing to insist on compliance with any of the terms of this Agreement or by failing to exercise any right hereunder. Any waivers granted hereunder are effective only if recorded in a writing signed by the party granting such waiver.

16. Electronic Transmission; Counterparts

The parties agree that a signature transmitted to the other party by electronic transmission shall be effective to bind the party whose signature was transmitted. The parties further agree that any xerographically or electronically reproduced copy of this fully executed agreement shall have the same legal force and effect as any copy bearing original signatures of the parties. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

17. Notices

Service of all notices required or permitted under this Agreement shall be sent to Client at the address set forth in Section 1 above and to University at Northern Illinois University, Outreach Conferencing, Division of Outreach, Engagement, and Regional Development, 1120 East Diehl, Naperville, Illinois 60563, Attn: Director of Institutional Conferencing, or to any other address which a party specifies by giving notice in accordance with this section. Notices are effective upon receipt and the sender has the burden of proving receipt.

18. Nondiscrimination

Client shall not discriminate in connection with this Agreement or the use of the Facilities based on race, color, national origin, ancestry, sex, pregnancy, religion, age, physical and/or mental disability, marital status, veteran/military status, sexual orientation, gender identity, gender expression, political affiliation, order of protection status, victim of domestic or sexual violence status, citizenship status, arrest record in employment/personnel matters, genetic information, and/or other protected categories in compliance with applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, equal opportunity and affirmative action that violate NIU policy.

19. Authority; Authorization; Amendment; Enforceability

This Agreement, together with any attached exhibits, which are incorporated by this reference, constitute the entire agreement of the parties, and supersedes the parties' prior agreements, understandings and discussions relating to the subject matter of the Agreement. Once signed by representatives of both parties below, the Agreement is a binding contract between the Client and NIU to rent facility space and purchase services in accordance with the terms of the Agreement. This Agreement may not be modified or amended except by written instrument signed by authorized representatives of both parties. The provisions of the Agreement which by their nature should survive termination or expiration of this Agreement shall so survive, including but not limited to indemnification, limitations of liability and payment obligations. To the extent there is a conflict between the terms in this Agreement and any attached exhibits, the terms in this Agreement shall govern. The individual signing below on behalf of Client hereby represents and warrants that (i) he or she is duly authorized to execute and deliver this Agreement on behalf of Client and (ii) this Agreement is binding upon Client in accordance with its terms.

Board of Trustees of Northern Illinois University

Signature: _____

Name: _____

Title: _____

Date: _____

Client

Signature: Jim T. Nelson

Name: Jim T. Nelson

Title: Co-Inter. Executive Director

Date: 4-2-2024

<u>Type of Service</u>	<u>Description of Time and Hours</u>	<u>Per Hour</u>	<u>Est. Hrs</u>	<u>Cost</u>
ALS Ambulance	1 ALS 0900-1500	\$ 210.00	6	\$1,260.00
		\$ -		\$0.00
		\$ -		\$0.00
		\$ -		\$0.00
		\$ -		\$0.00
		\$ -		\$0.00
		\$ -		\$0.00
		\$ -		\$0.00
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		\$ -		\$0.00
		\$ -		\$0.00
		\$ -		\$0.00
		\$ -		\$0.00
		\$ -		\$0.00
Estimated Cost:				\$1,260.00



Portable John, Inc.

1414 Canal St.
Lockport, IL 60441

Ph: 815-838-7000
Fax: 815-838-9239

Proposal

Cust #	SA29863
Site #	29863
Date	1/26/2024
Clerk	MM
Terms	NET 10
P.O.#	3112300019
Proposal #	282088
Due Date	2/5/2024

Page 1 / 2

Billing Address
SASED SASED ADMINISTRATIVE CENTER 2900 OGDEN AVENUE LISLE, IL 60532

Service Address
SAINT JAMES FARM FOREST PRESERVE 2S541 WINFIELD ROAD WARRENVILLE, IL 60555

Phone: (630) 955-8113

Fax: (331) 903-1544

Rental & Service Thru 1/26/2024

DESCRIPTION	RATE	QTY	TAX%	TAX	AMOUNT
5/2/2024- 5/6/2024 PROPOSAL: TOTAL = \$750.00	-----	1			-

THANK YOU FOR THE OPPORTUNITY TO SUBMIT THIS PROPOSAL.

OUTDOOR EDUCATION DAY

FRIDAY, MAY 3, 2024
SAINT JAMES FARM
2S541 WINFIELD ROAD
WARRENVILLE, IL 60555

(4) ADA HANDICAPPED ACCESSIBLE PORTABLE JOHN UNITS @ \$150.00 PER UNIT = \$600.00

DELIVERY/SET-UP/PICK-UP @ \$150.00

DELIVERY/SET-UP: THURSDAY, MAY 2, 2024

EVENT: FRIDAY, MAY 3, 2024

PICK-UP: MONDAY, MAY 6, 2024

TOTAL: \$750.00

IF YOU ACCEPT THIS PROPOSAL PLEASE SIGN, DATE AND DELIVER TO PORTABLE JOHN, INC.

SIGN:

DATE:

PROPOSAL

Daily cancellation policy. 25% charge within 30 days of event delivery. 50% charge within 7 days of event. Credit card payments will incur a \$25 service charge for refunds.

Total

0.00

When scheduling your pick up, please call before the end of your billing cycle to avoid additional charges.

ALL MONTH TO MONTH INVOICING IS A 2 MONTH MINIMUM CHARGE

CUSTOMER IS RESPONSIBLE FOR ANY DAMAGE TO UNIT(S) WHILE ON SITE. DAMAGE WAIVERS ARE AVAILABLE TO HELP OFFSET THESE POTENTIAL COST. PLEASE CONTACT CUSTOMER SERVICE.

WE APPRECIATE YOUR BUSINESS!



Portable John, Inc.
1414 Canal St.
Lockport, IL 60441

Ph: 815-838-7000

Fax: 815-838-9239

Page2 / 2

DESCRIPTION	RATE	QTY	TAX%	TAX	AMOUNT
-------------	------	-----	------	-----	--------

Statement as of 1/26/2024	Future: 0.00	Current: 0.00	30 Day: 0.00	60 Day: 0.00	90 Day: 0.00	Total Due: 0.00
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Please detach here and return the bottom portion with your payment.

Div:A Cust #: SA29863 Site #:29863 Proposal #: 282088

From SASED
SASED ADMINISTRATIVE CENTER
2900 OGDEN AVENUE
LISLE, IL 60532

Proposal #	282088
Total Pre-Tax	0.00
Total Tax	0.00
Proposal Total	0.00
Paid Amt	0.00
Adjustment Amt	0.00
Balance	0.00

To Portable John, Inc.
1414 Canal St.
Lockport, IL 60441

Invoices Past 30 days will be assessed a 10% LATE FEE, PLUS COLLECT EXPENSES



School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

LEASE

1. **PARTIES:** The parties to this Lease are the Board of Education **SALT CREEK #48 1110 S. Villa Avenue, Villa Park**, DuPage County, Illinois, having its principal offices at, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"), collectively referred to herein as the "Parties." The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

2. **PREMISES:** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described premises:

Salt Creek Primary School: 980 S. Riverside Drive Elmhurst, Illinois

including all furnishings and ordinary school equipment present in said classrooms as of the effective date of this Lease. Lessor shall make available when needed by Lessee on a non-exclusive basis, Lessor's programs, areas and facilities of common benefit (e.g., the gymnasium, playgrounds, parking areas, restrooms etc.). If a situation arises in which Lessor anticipates that Lessee's use of facilities of common benefit will substantially disrupt or conflict with Lessor's use, Lessor will confer with Lessee in advance to make mutually agreeable alternative arrangements.

3. **TERM:** This lease shall be for the term of ESY, Summer 2024, encompassing the below dates.:

- a. Staff Orientation June 27 and June 28 from 8:00 a.m. - 3:15 p.m.
- b. Staff: 8:00 a.m. - 12:30 p.m., Students 8:15 a.m. - 12:15 p.m.
 - July 1 through July 25 (Monday-Thursday)
 - no instruction on 4th of July
- c. ESY administrators would have use of the building July 26, July 29 and July 30, 2024 for "close-out" tasks.

4. **RENT AND RELATED COSTS:** Lessee agrees to pay Lessor rent as determined by the SASED Board of Directors. For the summer of 2024, it is hereby agreed that the rent amount is \$17,000.00 for the use of Salt Creek Primary School.

5. **PAYMENT OF RENT:** Lessee agrees to pay rent in one lump sum on or before September 1, 2024, to the administrative center of Lessor as stated above or at such other address as Lessor may designate.

6. **REGULATION OF STUDENTS AND CLASSROOMS:** Lessee shall adhere to all of Lessor's policies and procedures and applicable law during the pendency of this Lease and during any consecutive school year terms (if renewed). In addition, Lessor shall adhere to all applicable laws during the pendency of this lease and during any consecutive school terms (if renewed). Lessor shall have the right to establish additional, reasonable rules and regulations governing Lessee's use of the premises, including, but not limited to:

- a. The conduct of Lessee, its agents, employees, students, or persons entering on or on Lessor's premises, including that which is leased.
 - b. Lessee's reasonable use of the classroom
7. **ASSIGNMENT SUBLETTING:** Lessee shall neither sublet the premises or any part thereof nor assign this Lease or permit by any act or default any transfer of Lessee's interest by operation of law, or offer the premises or any part thereof for lease or sublease, nor permit the use thereof for lease or sublease, nor permit the use thereof for any purpose other than as above mentioned, without in each case, the written consent of Lessor.
8. **SURRENDER OF PREMISES:** Lessee shall quit and surrender the premises and the school equipment provided by Lessor at the end of the term, with all keys thereto. Lessee shall not make any alterations in the premises without the written consent of Lessor; and all alterations which may be made by either party thereto upon the premises, except movable furniture, fixtures, shelves and bulletin boards put in at the expense of Lessee, shall be the property of Lessor, and shall remain upon and be surrendered with the premises as a part thereof at the termination of this Lease.
9. **NO WASTE OR MISUSE:** Lessee will use the building utilities in a reasonable manner. Lessee will pay all costs and/or damage to Lessor's premises caused by waste or misuse of facilities. Further, Lessee will reimburse Lessor, or bear its own cost for, repairs and/or damages to any of Lessor's property caused by Lessee or Lessee's members, volunteers, employees, students, and agents.
10. **TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING:** At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If Lessee defaults by failing to pay rent, or any part thereof, or by breaching any of the covenants herein, it shall be lawful for the Lessor to immediately send notice of such failure or breach to Lessee. Within 30 calendar days of the date on which such notice was sent by Lessor, Lessee shall have the right to cure such failure and/or breach. However, if Lessee fails to cure said failure or breach within 30 calendar days of the date on which such notice was sent by Lessor, the Lease will immediately terminate. In the event of such termination, Lessee will remain responsible for rent attributable to the period prior to termination. If Lessor believes that it is entitled to additional damages due to Lessee's breach and the termination, the following procedures will apply: Lessor will provide Lessee with written notice of the alleged damages. Within 14 days after the notice is received, Lessor and Lessee will convene a meeting to confer in good faith and attempt to reach agreement regarding the dispute. Participants in the meeting will include representatives with decision-making authority for each Party. In the event that the Parties are unable to reach a resolution at the meeting, Lessor may inform Lessee in writing that Lessor reasonably believes that the differences between the Parties are not likely to be resolved through further negotiations. In that event, the Parties may agree to submit the dispute to mediation or arbitration.
11. **PROPERTY INSURANCE, UTILITY SERVICE, REPAIRS AND REPLACEMENT:** Lessor assumes full responsibility for providing at its expense adequate insurance to protect the classrooms, including the contents thereof owned by Lessor; from fire, lightning, vandalism, water damage or other perils. Lessee assumes full responsibility for providing at its expense adequate insurance to protect its property within said classrooms. Lessor, at its own cost and expense, shall keep the air-conditioning, heating, electrical, plumbing and all other mechanical equipment in good repair, condition and working order

and shall furnish any and all said parts, mechanisms and devices required thereof. Any major repairs or replacements to said mechanical equipment, to the roof, exterior walls and structural portions of the building, shall be made by the Lessor. Lessee shall, at the expiration of the term of the Lease return the leased premises to Lessor in the same condition as received by Lessee at the commencement of the term of this Lease, ordinary wear and tear and acts of God excepted. Any repairs or replacements made necessary by the damage, waste, or misuse of the premises by Lessee, its agents, employees, volunteers, or students, shall be made promptly by the Lessee, at its own expense and in a manner to prevent liens from attaching as a result thereof.

- 12. LIABILITY INSURANCE AND INDEMNIFICATION:** Lessor shall maintain adequate Liability insurance to insure against claims for bodily injury including Sexual Misconduct and property damage resulting from the use of the Lessor's premises. Said Liability insurance shall name SASSED, its Board, Board members, employees, agents, and successors as an additional insured on a primary noncontributory basis. In addition, Lessee shall purchase General Liability coverage with a \$1,000,000 per occurrence limit, \$2,000,000 General Aggregate and \$500,000 Damage to Rented Premises Each Occurrence limit. Said General Liability coverage should name the Lessor and its members, agents, and employees as additional insureds on a primary and noncontributory basis to insure against any claim or claims brought by any party or parties against Lessor for bodily injury, including Sexual Misconduct, resulting from acts occasioned by any negligence or recklessness or willful conduct of Lessee, its agents, employees, students, or other persons on Lessor's premises, including that leased to Lessee, for Lessee's purposes. Certificates of Insurance for both Lessee or Lessor shall be on file at SASSED offices and Lessor's offices. All insurance required of Lessee pursuant to this Lease must not be canceled or altered unless the insureds are given at least 30 calendar days' prior written notice of such cancellation or alteration.

Each party to this Lease agrees to indemnify, defend and hold harmless the other party and its Board(s), Board members, employees, volunteers and agents, against and from any and all liabilities, damages, claims, demands, judgements, causes of action, costs, expense (including reasonable attorneys' fees), and losses (collectively "Loss") arising directly or indirectly in connection with or as a result of this Lease, but only to the extent the Loss is caused solely by a negligent act or omission of the indemnifying party or its Board, Board members, employees, volunteers, agents, and students.

- 13. SUCCESSORS:** This Lease shall be binding upon, apply and insure to the benefit of Lessor and Lessee and their respective successors and assignees.
- 14. SERVICE/USAGE NEEDS for ESY 2024:** The rental fees paid to the Lessor shall be based upon the usage needs of the Lessee. The usage need is description as follows:
The usage indicates that the SASSED staff and students are an integral part of the building. SASSED staff have access to regular classroom or equivalent space general, general supplies, copy machines, etc. as do all other staff. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASSED faculty and students. However, Lessor makes no guarantee that its provision of internet access will be uninterrupted and will not be responsible for any interruptions in internet service. Additionally the usage needs are including use of utilities, garbage, snow removal and lawn cutting. plus janitorial service, supplies and general maintenance. Lessor will provide access to Lessor's technology staff to allow for SASSED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessee and Lessee's employees, agents, volunteers,

and students shall be responsible for adhering to Lessor's policies and procedures governing acceptable use of technology and acceptable conduct when accessing Lessor's network. Lessor will not be required to provide technology equipment or troubleshoot technology issues directly related to hardware or software used by SASSED. However, the Lessor's technology staff will be available to assist in resolving network problems that are the result of Lessor's acts or omissions. This assistance shall be communicated to and coordinated with SASSED technology staff except in cases of emergency. Lessee is solely responsible for its own students and staff during the pendency of this Lease.

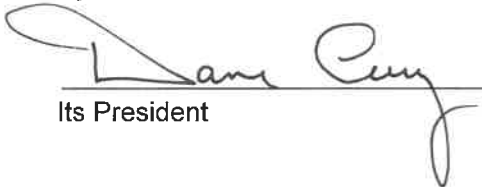
15. **CHOICE OF LAW/VENUE:** This Lease shall be interpreted in accordance with Illinois law, without regard to any conflict of law principles. Both Parties agree that venue for any dispute arising under this Lease is proper in a court of law in the Circuit Courts of DuPage County, Illinois or, if applicable, the United States District Court for the Northern District of Illinois.
16. **AUTHORITY:** Each Party's signatory to this Lease represents and warrants that it has the legal authority to sign this Lease and bind each Party to its obligations.
17. **NO JOINT VENTURE:** The Parties agree that this Lease does not confer joint venture or employer status on either Party. Accordingly, each Party is responsible for their own members, employees, agents, volunteers, and students, and shall not be responsible for the other Party's obligations with respect to collective bargaining and other employment matters, as well as student issues.

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers.

THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 48
1110 S. Villa Avenue
Villa Park, IL 60181

SCHOOL ASSOCIATION FOR SPECIAL
EDUCATION IN DUPAGE (SASED)
2900 Ogden Avenue
Lisle, IL 60532

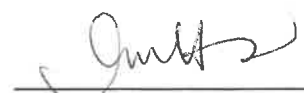
By:


Its President

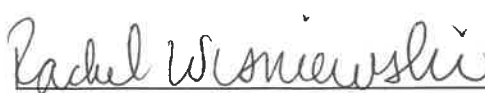
By:

 4-1-24
SASED Executive Director

ATTEST:


Secretary

ATTEST:


SASED Director of Business Services/CSBO



**OUT-OF-STATE-TRAVEL
FY 24**

NAME OF TRAVELER: Julia Homan

NAME OF COOP/DIST: SASED - SIIS Team

RCDT #: _____

POSITION: SIIS Coach

DATES OF TRAVEL: October 22, 2024 - October 25, 2024

FUNDING SOURCE: PART B FT _____ PART B PS _____

LOCAL FUNDS: 422210339

GRANT RECIPIENT: _____

NAME OF CONFERENCE: Closing the Gap

LOCATION: Minneapolis, Minnesota

PURPOSE: Assistive Technology conference to support professional learning of the SIIS Coach

ANTICIPATED COSTS:

TRANSPORTATION: \$247.96

LODGING: \$610.98

MEALS: \$200.00 (maximum daily allowance)

OTHER EXPENSES: _____

CONFERENCE REGISTRATION FEE: \$525.00

SUBSTITUTES: _____

TOTAL: \$1583.64

AMOUNT OF GRANT FUNDS REQUESTED: N/A - Local funding 422210339

PROGRAM DIRECTOR/SUPERVISOR: *Heather Dwyer*

DIRECTOR OF SPECIAL EDUCATION: *Jimmy Bennett*



**OUT-OF-STATE-TRAVEL
FY 24**

NAME OF TRAVELER: Claire Smith

NAME OF COOP/DIST: SASED - SIIS Team

RCDT #: _____

POSITION: SIIS Coach

DATES OF TRAVEL: October 22, 2024 - October 25, 2024

FUNDING SOURCE: PART B FT _____ PART B PS _____

LOCAL FUNDS: 422210339

GRANT RECIPIENT: _____

NAME OF CONFERENCE: Closing the Gap

LOCATION: Minneapolis, Minnesota

PURPOSE: Assistive Technology conference to support professional learning of the SIIS Coach

ANTICIPATED COSTS:

TRANSPORTATION: \$247.96

LODGING: \$610.98

MEALS: \$200.00 (maximum daily allowance)

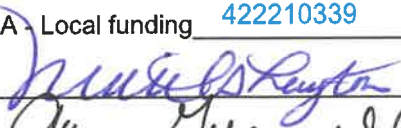
OTHER EXPENSES: _____

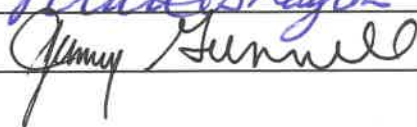
CONFERENCE REGISTRATION FEE: \$525.00

SUBSTITUTES: _____

TOTAL: \$1583.64

AMOUNT OF GRANT FUNDS REQUESTED: N/A Local funding 422210339

PROGRAM DIRECTOR/SUPERVISOR: 

DIRECTOR OF SPECIAL EDUCATION: 



**OUT-OF-STATE-TRAVEL
FY 24**

NAME OF TRAVELER: Jason Jobb

NAME OF COOP/DIST: SASED - SIIS Team

RCDT #: _____

POSITION: SIIS Coach

DATES OF TRAVEL: October 22, 2024 - October 25, 2024

FUNDING SOURCE: PART B FT _____ PART B PS _____

LOCAL FUNDS: 422210339

GRANT RECIPIENT: _____

NAME OF CONFERENCE: Closing the Gap

LOCATION: Minneapolis, Minnesota

PURPOSE: Assistive Technology conference to support professional learning of the SIIS Coach

ANTICIPATED COSTS:

TRANSPORTATION: \$247.96

LODGING: \$610.98

MEALS: \$200.00 (maximum daily allowance)

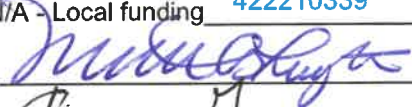
OTHER EXPENSES: _____

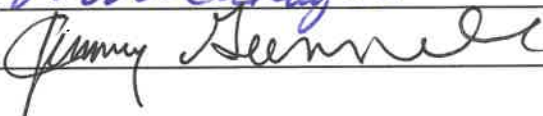
CONFERENCE REGISTRATION FEE: \$525.00

SUBSTITUTES: _____

TOTAL: \$1583.64

AMOUNT OF GRANT FUNDS REQUESTED: N/A - Local funding 422210339

PROGRAM DIRECTOR/SUPERVISOR: 

DIRECTOR OF SPECIAL EDUCATION: 



JOB DESCRIPTION

Title: Assistant Director of Programs and Services

Reports To: Executive Director

Job Goal: The SASED Assistant Director of Programs and Services provides leadership and supervision for programs, services, and activities that directly impact the improvement of student learning. Ensures that a continuum of services exists for students with disabilities.

Required Qualifications:

- Master's Degree
- Professional Educator License with Director of Special Education Endorsement and at least one of the following endorsements: Learning Behavior Specialist (LBS1), Speech and Language Pathologist (non-teaching), School Social Worker, or School Psychologist
- Illinois State Board of Education issued teacher and principal evaluator designations
- PEL - Superintendent Director of Special Education Endorsement

Core Competencies:

1. Demonstrated leadership and organizational skills
2. Excellent interpersonal and verbal/written communication skill
3. Effective collaborative problem-solving ability

Essential Functions:

1. Provides leadership for the design and implementation of curricula and learning systems that support the learning goals of the SASED programs.
2. Collaborates with program administrators and coordinators to establish and assess student learning outcomes.
3. Provides leadership for the evaluation of SASED programs and the design of program improvement plans.
4. Provides leadership for the utilization of data related to student learning and implications for improving student achievement.
 - Coordinates the collection, analysis, and utilization of SASED/local assessment data.
 - Coordinates the collection, analysis, and utilization of state assessment data.
5. Provides leadership for coordination and articulation of SASED programs for students with disabilities from age 3-22.
6. Provides leadership for needs assessment and development of new programs and services.
7. Provides leadership for activities and processes that support student learning, including approval of new or modified curricula, adoption of education materials, and approval of curriculum projects.



8. Collaborates with the Executive Director and leadership team to create and implement staff development programs that align with student learning and behavioral goals.
9. Collaborates with program administrators and coordinators to configure programs/services and classrooms for each school year.
10. Provides oversight for SASED Extended School Year (ESY) program and assigns the daily supervision for ESY program.
11. Collaborates with the Executive Director on the development, implementation and revision of administrative procedures related to programs, students, and learning.
12. Monitors compliance of programs and services with state and federal regulations.
13. Provides leadership for special projects as directed by the Executive Director.
14. Serves as Coordinator for DuPage/West Cook Oversight Committee.
15. Serves as a member of the SASED leadership team by actively participating in and contributing to the leadership team meetings and initiatives.
16. At the direction of the Executive Director, attends the Board of Directors meetings and prepares reports for the Board meetings as needed.
17. Administers Board policies and administrative procedures related to Special Education.
18. Supervises, directs and evaluates the work of the program administrators including staffing pattern decisions for licensed, educational support and registered staff.
19. Ensures compliance with Medicaid reporting and time-studies for Medicaid reimbursement.
20. Collaborates with the Executive Director and leadership team, oversees the completion and maintenance of special education reports and records in compliance with state and federal regulations.
21. Collaborates with the Executive Director to facilitate the Parent Advisory Council.
22. Develops and supports networking opportunities, professional learning, and technical assistance for member district special education administrators.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, climb stairs, write, type, speak and listen. In addition, the employee may occasionally be required to twist and reach. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, setting, standing, light lifting, filing, operate office machines and computer, communicate with staff, visitors and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with other staff and visitors. The employee is directly responsible for the safety and well-being of students.



The statements in the job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Terms of Employment: 259 day work year at compensation set by the SASED Board of Directors.

Evaluation: Performance will be evaluated by the Executive Director in accordance with the SASED Board of Directors policy on evaluation.



JOB DESCRIPTION

Title: Assistant Director of Business-Chief School Business Official (CSBO)

Reports To: Executive Director

Job Goal: The SASED Assistant Director of Business-CSBO, provides leadership in all SASED fiscal operations including financial planning and forecasting, annual budget, investment programs, construction, facility management, accounts payable/receivables, transportation, insurance, purchasing, state/federal reports, audits.

Required Qualifications:

- Master's Degree in Education, Business Management, or Accounting
- Illinois State Board of Education Professional Educator License endorsed as a Chief School Business Official
- Minimum of four years; experience in one of the above fields including at least one year in a supervisory capacity
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Proficiency with MS Excel

Core Competencies:

1. Excellent interpersonal and verbal/written communication skills
2. Effective collaborative problem-solving ability
3. Demonstrated leadership and organizational skills

Essential Functions:

1. Serves as a member of the Executive Director's leadership team by actively participating in and contributing to the leadership team meetings and initiatives.
2. Plan, organize, direct and evaluate all matters pertaining to business operations, transportation and federal funds.
3. Coordinate and supervise the development, implementation and evaluation of overall fiscal planning and budget development.
4. Coordinate and prepare financial information needed for annual audit.
5. Coordinate, supervise and evaluate all matters related to fiscal accounting and financial reporting as required by the Board and/or the State.
6. Coordinate and supervise the development, implementation and evaluation of systems for insurance risk management, cash management, inventory management and control.
7. Coordinate and supervise the development, implementation and evaluation of accounts payable, accounts receivable, tuition billing, purchasing and the management of federal and state funds.



8. Develop and administer a system for the fiscal management of all contracts and/or contractual arrangements.
9. Coordinate and supervise the administration of the Medicaid Programs and the assigned staff.
10. Develop and execute required contracts and lease agreements.
11. Prepares reports for the Board of Directors and Governing Board as needed.
12. Serve as liaison to the Board of Directors Finance Committee.
13. Collaborate with member districts to provide training opportunities to district personnel on state and federal funding sources.
14. Function as a resource for negotiations and a member of the negotiations team.
15. Coordinate and supervise the development, implementation and evaluation of a system for purchasing supplies and equipment and the maintenance of the equipment.
16. Prepare all contracts and bidding documents.
17. Administer the food service contracts and/or program.
18. Supervise and evaluate Business Office staff.
19. Collaborate with the Programs and Services Department to secure building sites and satellite classroom space.
20. Collaborate with the Human Resources Department with payroll processing, and the filing of withholding reports and required federal and state reporting.
21. Supervise, coordinate and evaluate the Building and Grounds Department.
22. Monitor the Site Safety and Hazard Prevention process with Buildings and Grounds.
23. Provide leadership and coordination of all student transportation contracts.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, climb stairs, write, type, speak and listen. In addition, the employee may occasionally be required to twist and reach. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, setting, standing, light lifting, filing, operate office machines and computer, communicate with staff, visitors and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with other staff and visitors. The employee is directly responsible for the safety and well-being of students.



The statements in the job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Terms of Employment: 259 day work year at compensation set by the SASED Board of Directors.

Evaluation: Performance will be evaluated every year by the Executive Director in accordance with the SASED Board of Directors policy on evaluation.



JOB DESCRIPTION

Title: Assistant Director of Human Resources

Reports To: Executive Director

Job Goal: The Assistant Director of Human Resources provides leadership in all SASED operations related to personnel practices (recruitment, employment, retention, records, discipline and professional development), contract administration, collective bargaining, staff evaluation, orientation and mentoring.

Required Qualifications:

- Master's Degree.
- Experience in human resources administration in an educational setting (minimum of 3-5 years).
- Expertise in personnel recruitment, employment, and retention.
- Knowledge of bargaining and labor relations.
- ISBE Designation as Teacher and Principal Evaluator.
- Knowledge of the *Illinois School Code* and special education licensure.

Core Competencies:

1. Excellent interpersonal and verbal/written communication skills
2. Effective collaborative problem-solving ability
3. Demonstrated leadership and organizational skills

Essential Functions:

1. Serves as a member of the Executive Director's leadership team by actively participating in and contributing to the leadership team meetings and initiatives.
2. Prepares reports for the Board of Directors as needed.
3. Provides leadership in the area of recruitment and retention of all licensed, educational support, and registered personnel.
4. Coordinates licensure and ensures qualifications, aligned to the State and Federal guidelines for all personnel.
5. Recommends to the Executive Director the employment and release of all personnel.
6. Collaborates with the Assistant Director of Programs and Services and Assistant Director of Business/CSBO to develop annual staffing patterns for licensed, educational support, and registered personnel.
7. Coordinates substitute staff openings.
8. Collaborates with the Assistant Director of Programs and Services on student teaching operations with colleges/universities.



9. Coordinates development and updating of job descriptions, salary classifications, and salary ranges for staff not in a bargaining group.
10. Manages personnel data and official records using electronic systems that comply with all Federal and State guidelines.
11. Provides leadership for implementation and interpretation of the collective bargaining agreements (including placement on salary schedules, maintenance of seniority lists, approval of licensed professional growth requests, etc.).
12. Provides leadership to program administrators and coordinators in the evaluation of all licensed, educational support, and registered personnel including the set up and maintenance of all evaluation documents.
13. Collaborates with administrators on difficult or sensitive personnel matters including remediation plans, supervisory conferences, accommodation plans and discipline appearances.
14. Provides leadership and coordinates benefits such as health, dental, worker compensation, unemployment and leaves as outlined in policy and/or collective bargaining agreements.
15. Completes and ensures compliance for all Federal and State reporting including ISBE required reports, filing of EEO5 as required, and any other mandated reporting assigned.
16. Monitors the development, implementation and revision of Board of Directors Policies and Administrative Procedures related to personnel.
17. Investigates complaints and allegations related to personnel matters. Provides written documentation and memorializations of investigation determinations. Consults with the Executive Director regarding disciplinary measures as a result of personnel investigations.
18. Provides leadership in the development and implementation of Policies and Procedures that align with *The Illinois School Code*.
19. Provides leadership and coordination of user fee staff services to member districts.
20. Provides leadership for special projects as assigned by the Executive Director.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, climb stairs, write, type, speak and listen. In addition, the employee may occasionally be required to twist and reach. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, setting, standing, light lifting, filing, operate office machines and computer, communicate with staff, visitors and others. Occasional lifting, otherwise non-demanding physical office activities.

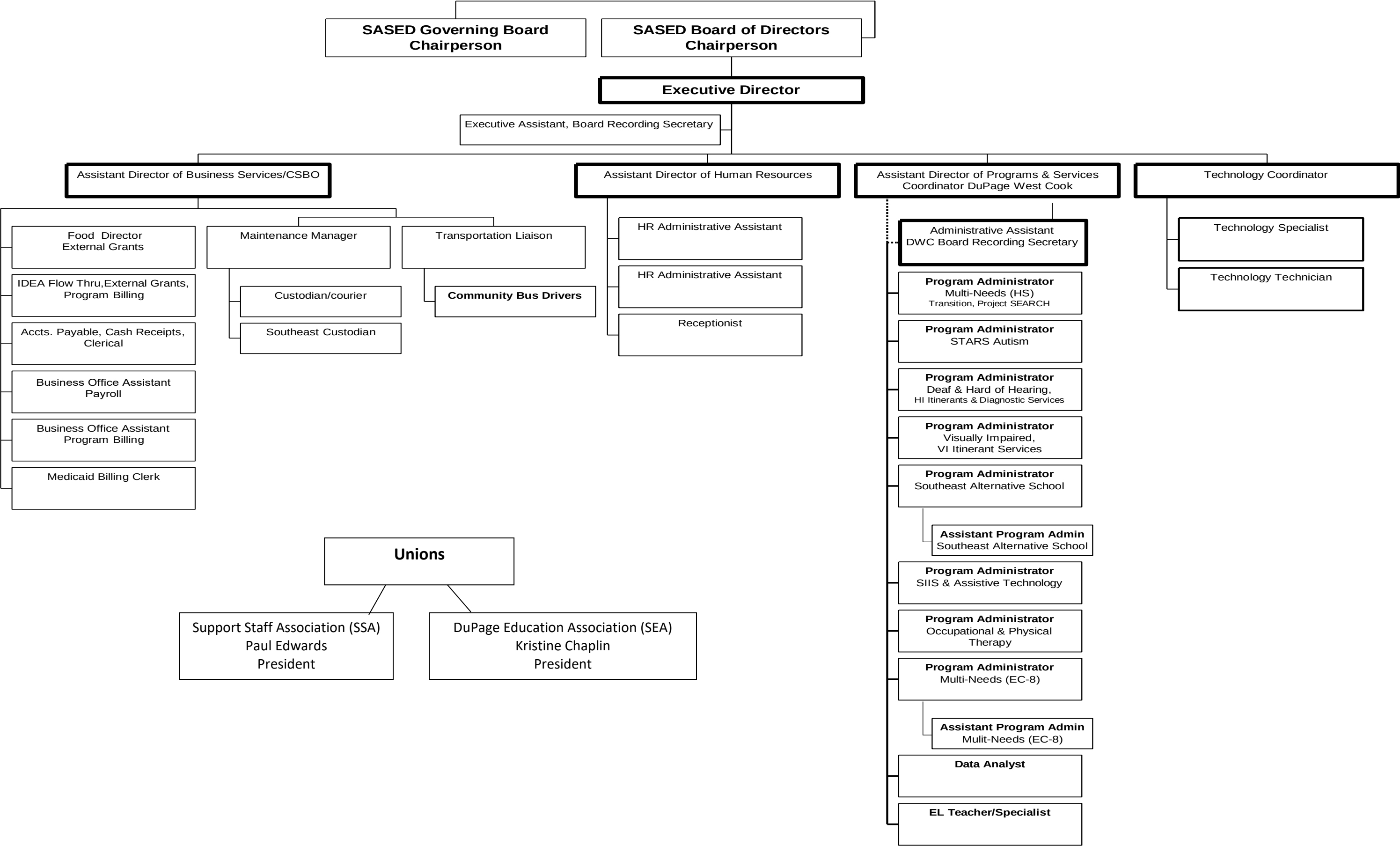
The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with other staff and visitors. The employee is directly responsible for the safety and well-being of students.



The statements in the job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Terms of Employment: 259-day work year at compensation set by the SASED Board of Directors.

Evaluation: Performance will be evaluated by the Executive Director in accordance with the SASED Board of Directors policy on evaluation.



TO: ECB&S School District and Joint Agreement Clients

SUBJECT: Fee Increase

DATE: April 1, 2024

We are writing to advise you that, **effective July 1, 2024, our fees will be increased to \$265 per hour for partners and \$245 per hour for associates.** We believe this modest increase in the hourly billing rate for our attorneys to be more than competitive, given current market rates and the depth and breadth of their practice and experience in this unique field of law.

As always, we are mindful of the challenging economic circumstances that our public sector clients face, and we genuinely appreciate and value your trust in our firm and the work that we do for you. Please contact Teri Engler, Cynthia Baasten, or Dawn Hinkle if you have any questions about these changes, and thank you for the opportunity for ECB&S to continue to serve as counsel to your school district or joint agreement.



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

SASED Board of Directors Meeting/Public Hearing

March 20, 2024 - 11:00 AM

SASED Administration Center

2900 Ogden Avenue, Lisle, IL 60532

OPEN SESSION MINUTES

Mr. Mark Cross, Chairperson, called the Public Hearing/SASED Board of Directors meeting to order at 11:03am and welcomed those in attendance.

Roll call was taken with the following responding:

Present: District

Benjamin School District 25
West Chicago Elementary School District 33
Salt Creek School District 48
Maercker School District 60
Cass School District 63
Center Cass School District 66
Community High School District 99
Community Consolidated School District 180
Westmont Community Unit School District 201
Lisle Community Unit School District 202
Elmhurst Community Unit School District 205

Representative

Mr. Jack Buscemi
Ms. Kristina Davis
Mr. Ray Kielminski
Dr. Sean Nugent
Mr. Mark Cross
Dr. Andrew Wise
Dr. Hank Thiele
Dr. Charlie Kyle
Mr. Jack Baldermann (arrival 11:29)
Dr. Keith Filipiak
Dr. Keisha Campbell

Absent:

Keeneyville School District 20
Winfield School District 34
DuPage County School District 45
Downers Grove School District 58
Woodridge School District 68
DuPage High School District 88
Community High School District 94

Present: 11 Districts

Absent: 7 Districts

Also in attendance:

Dr. Jimmy Gunnell, Co-Executive Director, SASED
Mr. Jim Nelson, Co-Executive Director, SASED
Ms. Rachel Wisniewski, CSBO, SASED
Ms. Senga Lowe, Board Recording Secretary, SASED
Dr. Kim Dryier, Incoming Executive Director, SASED
Robin Cox, SSA Member

- 1. Public Hearing/Approval of Resolution to Transfer Funds from the Educational Fund to the Operations and Maintenance Fund**
No comments or questions from the public.

A motion was made to approve the resolution to transfer funds, in the amount of \$995,000.00, from the Educational Fund to the Operations and Maintenance Fund for the Southeast HVAC and roof. This motion was made by Member Thiele and seconded by Member Buscemi.

Upon Roll Call Vote:

Ayes: Buscemi SD25, Davis SD33, Kielminski SD48, Nugent SD60, Cross SD63, Wise SD66, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 10 Districts **Nays:** None

Absent: 8 Districts

Upon roll call vote, motion carried.

2. Adjournment of Public Hearing/Enter into Open Session Board of Directors Meeting

A motion was made to adjourn the public hearing and enter into open session of the Board of Directors meeting. This motion was made by Member Thiele and seconded by Member Kyle.

Upon Roll Call Vote:

Ayes: Buscemi SD25, Davis SD33, Kielminski SD48, Nugent SD60, Cross SD63, Wise SD66, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 10 Districts **Nays:** None

Absent: 8 Districts

Upon roll call vote, motion carried.

3. Appointment of Secretary Pro-Tempore - Ms. Kristina Davis, West Chicago Elementary SD33, was nominated as Secretary Pro-Tem for this March 20, 2024 meeting.

4. Pledge of Allegiance

5. Approval of the Agenda for the March 20, 2024 Board of Directors Meeting

A motion was made to approve the Agenda for the 3-20-24 Board of Directors Meeting. This motion was made by Member Wise and seconded by Member Nugent.

Upon voice vote of all ayes from all 10 districts present, motion carried.

6. Public Comment - none

7. Consent Agenda

A motion was made to approve the following consent agenda items as presented. This motion was made by Member Thiele and seconded by Member Filipiak.

a. Personnel Recommendations

1. Accept/Approve the Resignations, Retirements, Employment, Return to Duty, and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff as presented.

b. Financial

1. Gross Payrolls for February 2024
2. Payroll Liabilities for February 2024
3. Bill List for March 2024
4. Interim Checks for February 2024
5. Voids for February 2024

- c. SASED Programs/Services
 - 1. Approve the Independent Contractor Agreements- Spring Institute 2024
 - 2. Approve the Intergovernmental Agreements to enroll a non-member district student in a SASED program
 - 3. Approve the Out-of-State Travel Request for two Social Workers staff to attend the SSWAA Social Work Retreat in Salt Lake City, Utah June 18-20, 2024
 - 4. Approve the 2024 ESY Lease Agreement with Center Cass School District 66
- d. SASED General Consent Items
 - 1. Approve the Procurement Card User Agreement
 - 2. Approve the Annual Asbestos Inspection Agreement for SASED Administrative Center and Southeast School
 - 3. Approve the E-Rate Service Agreement with Net56

Upon Roll Call Vote:

Ayes: Buscemi SD25, Davis SD33, Kielminski SD48, Nugent SD60, Cross SD63, Wise SD66, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 10 Districts **Nays:** None

Absent: 8 Districts

Upon roll call vote, motion carried.

8. Approval of Minutes

- a. Approved the open session minutes from the Board of Directors Meeting on 2-21-24.
A motion was made to approve the open session minutes from the Board of Directors Meeting on 2-21-24. This motion was made by Member Campbell and seconded by Member Buscemi.

Upon voice vote of all ayes from all 10 districts present, motion carried.

9. Action Items

- a. Adopted the Resolution to Approve the Dismissal of PEL-Licensed Employee not in Final Year of Probationary Service for Reasons other than Reduction in Force.
A motion was made to adopt the Resolution to Approve the Dismissal of PEL-Licensed Employee not in Final Year of Probationary Service for Reasons other than Reduction in Force, as presented. This motion was made by Member Nugent and seconded by Member Wise.

Upon Roll Call Vote:

Ayes: Buscemi SD25, Davis SD33, Kielminski SD48, Nugent SD60, Cross SD63, Wise SD66, Thiele SD 99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 10 Districts **Nays:** None

Absent: 8 Districts

Upon roll call vote, motion carried.

- b. Approved the termination of SASED as the fiscal agent for both the ISBE Early CHOICES Grant and the Early CHOICES State Grant, effective June 30, 2024; and the Early CHOICES Preschool Development Grant, effective December 31, 2024.

A motion was made to approve the termination of SASED as the fiscal agent for both the ISBE Early CHOICES Grant and the Early CHOICES State Grant, effective June 30, 2024; and the Early CHOICES Preschool Development Grant, effective December 31, 2024, as presented. This motion was made by Member Kyle and seconded by Member Thiele.

Upon voice vote of all ayes from all 10 districts present, motion carried.

10. Executive Director Updates

- a. SASED Finance Committee Update - Mr. Mark Cross gave a brief overview of the progress on the proposed billing structure from the Finance Committee. He thanked all who have participated in streamlining the process. Dr. Filipiak highlighted the work of the Finance Committee's progress. He stated that we now have a common understanding of member districts and non-member districts, the costs of SASED programs/services, and overhead costs. The new billing structure will be presented to the Board of Directors at the April 17, 2024 meeting.
- b. The Rich Laren Day of Outdoor Learning - Mr. Jim Nelson gave a brief description of the event taking place on May 3, 2024 at St. James Farm in Warrenville. The name change is in honor of Mr. Rich Laren, a veteran teacher at SASED who is retiring at the end of this school year.
- c. SASED Program and Services Monthly Updates - Cooperative Corner Newsletter - Dr. Jimmy Gunnell gave a brief overview of this month's Cooperative Corner highlighting the special moments/events in each of the programs and services.
- d. SASED Employee Recognition - Mr. Nelson gave an overview of the staff members awarded Most Valuable Employee for the month of February, which focused on being a Superb Communicator.
- e. SASED Monthly Enrollment Update - Mr. Nelson provided a brief overview of SASED's current enrollment of 400 students, as of March 15, 2024, which includes 30 non-member students (10 SASED and 20 DWC).
- f. SASED Organizational Chart and Title Changes - Dr. Gunnell discussed the current SASED Organizational Chart and referenced the titles of Director of Business Services, Director of Human Resources and Director of Programs and Services. The recommendation was made that the titles be changed from "Directors" to Assistant Directors. The organizational chart serves as a communication tool and emphasizes the importance of the communication hierarchy. The Board asked if the job descriptions are changing with the change in titles? Dr. Gunnell stated, this is a change in title only. The Board requested the job descriptions be reviewed and an updated organizational chart by position only (no names) be provided at the next Board of Directors meeting on April 17th for approval.
- g. DuPage Regional Office of Education (ROE) Health Life Safety Inspections - Mr. Nelson discussed the reports as presented and provided an update. The SASED Administration Center had no issues; and the minor issues identified at Southeast School have been resolved.
- h. Gallagher Bassett Annual Workers Compensation Loss Review and Physical Hazard Survey Reports - Mr. Nelson provided a brief overview of the reports that were provided for claim history and recommendations to reduce future claims.
- i. 2023-2027 SASED Strategic Plan Update - Dr. Gunnell discussed the progress of the workgroups for each of the four priority areas included in the plan: High Quality Staffing, Exemplary Programs and

Services, Communications, and Operations. The SASED administration is currently working on a progress report format. The report will show the progress toward the Strategic Plan goals and is targeted for the June Board of Directors meeting.

- j. SASED Member District Classroom Survey Results for School Year 2024-2025 - Mr. Mark Cross discussed the results of the available classroom survey. The survey results showed all of the available classrooms that SASED could rent for the 2024-2025 school year. Mr. Mark Cross commented that it is imperative that we streamline and create efficiencies throughout our programs and classrooms. In order for SASED to provide the programming for its SY24-25 projected enrollment, SASED needs approximately 47 classrooms. Based on the survey, we have identified 44 available classrooms throughout the member districts. If we cannot provide more classrooms, SASED will not be able to accept new students into the programs. This option does not serve our students well.

The need for more classroom space was discussed last year, as well as looking at a way to structure classrooms geographically. The more classrooms grouped in one area, the better for students and related services. Two scenarios were discussed based on the classroom mapping recently completed by Mr. Layton, Mr. Gunnell and Mr. Nelson.

Scenario #1: Use the available classrooms at Winfield SD34 and still have enough room for projected increases in enrollment throughout 24-25. The concern stated here is the amount of transportation time for some of the students.

Scenario #2: Start the year off at capacity within the classrooms currently available and not allow for any growth in enrollment. This decision must be made now because it heavily impacts staffing patterns, communications and budget.

A board member asked if it is possible to combine grade levels in some of the current classrooms? Recommended looking at deviations. Mr. Cross asked each of the Board members/Superintendents to review their available classroom space in each of their buildings and confirm whether or not the numbers they provided were accurate. He suggested that they talk to their Building Principals as well.

It was recommended by JG/JN to consider combining the STARS and Multi-Needs Programs. STARS ends at 8th grade and then the students enter the Multi-Needs Program. This may lessen the need for additional classroom space. It is becoming quite dated to use the disability name as a program name, so the recommendation was made to rename the program to “Structured Learning Environment” and “Structured Learning Environment with Medical Needs”

This classroom projection is something that needs to be re-evaluated every year. To help each of the member districts plan ahead, some questions were asked. 1) What are the specifications for classroom usage? This brought up a brief discussion on revising the lease agreements so that member districts were clear on the inclusion of SASED classrooms within each of their buildings.

SD 33 may have a mobile classroom available in the future.

Short term - The SASED Board of Director will discuss and approve all available classrooms for SY24-25 at the April Board meeting. Long term - explore a Facilities Master Plan.

- k. FY25 Program Classroom Staffing Patterns - Dr. Gunnell stated that the new staffing patterns address the issue of 1:1 aides. Students may have had 1:1 aides in their home district setting, but because of the specialized programming in the SASED classroom, those students will most likely not need a 1:1 aide. There will be a Registered Behavior Technician (RBT) allocated to each classroom, which will alleviate the need for a 1:1 aide in most classrooms.
- l. The Board asked if SASED would have a conversation with the entire IEP team and provide training on how to re-write the IEP based on the reduction of a 1:1 aide. The question was answered “Yes, SASED would facilitate a meeting with the IEP teams and provide training”. It was also suggested

by a Board member that parents should attend a walk-thru of the classroom their student will be attending, prior to starting. This will give the parent a better understanding of how the needs of their student are being met.

- m. Transportation Contract Extension - Ms. Rachel Wisniewski provided an overview of the 1-year contract extension with Sunrise Transportation for SY24-25. This extension will go to the member districts (D25, D34, D63, D66, D68, D99, D180, D201, D202) for Board approval.

11. SASSED Financial Updates

- a. FY 24 Budget Reports - Ms. Wisniewski provided a brief overview of the budget report. The total FY Revenue compared to budget is at 96%. The total FY Expenditures compared to budget is at 52%. Using last year as a benchmark, our revenues and expenditures are on track.
- b. Treasurers/Investments Reports - Ms. Wisniewski provided a brief overview of the treasurer/investment reports. SASSED's Fund Balance is currently at 39% as of February 29, 2024.

12. Closed Session

A motion was made to recess into closed session at 11:57 am for the purpose of discussing: appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1;

collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2);

minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).

This motion was made by Member Buscemi and seconded by Member Baldermann.

Upon Roll Call Vote:

Ayes: Buscemi SD25, Davis SD33, Kielminski SD48, Nugent SD60, Cross SD63, Wise SD66, Thiele SD 99, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 11 Districts **Nays:** None

Absent: 7 Districts

Upon roll call vote, motion carried.

13. Reconvene to Open Session

A motion was made to reconvene back into open session at 12:13 pm. This motion was made by Member Buscemi and seconded by Member Kielminski.

Upon Roll Call Vote:

Ayes: Buscemi SD25, Davis SD33, Kielminski SD48, Nugent SD60, Cross SD63, Wise SD66, Thiele SD 99, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 11 Districts **Nays:** None

Absent: 7 Districts

Upon roll call vote, motion carried.

14. Action Items

- a. Approved the Closed Session Minutes from February 21, 2024 Board of Directors Meeting.
A motion was made to approve the Closed Session Minutes from the February 21, 2024 Board of Directors Meeting. This motion was made by Member Wise and seconded by Member Rich.

Upon voice vote of all ayes from all 11 districts present, motion carried.

- b. Approved the Memorandum of Understanding with the SASSED Education Association.
A motion was made to approve the Memorandum of Understanding with the SASSED Education Association, as presented. This motion was made by Member Kielminski and seconded by Member Baldermann.

Upon Roll Call Vote:

Ayes: Buscemi SD25, Davis SD33, Kielminski SD48, Nugent SD60, Cross SD63, Wise SD66, Thiele SD 99, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 11 Districts

Nays: None

Absent: 7 Districts

Upon roll call vote, motion carried.

15. Adjournment

A motion was made to adjourn at 12:18 pm. This motion was made by Member Thiele and seconded by Member Davis.

Upon voice vote of all ayes from 11 districts present, motion carried.

Minutes Approved by:

Mr. Mark Cross
Chairperson

Date

Ms. Kristina Davis
Secretary (Pro-Tem)

Date



School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

LEASE

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1. **PARTIES:** The parties to this Lease are **{SCHOOL DISTRICT NAME}**, DuPage County, Illinois, having its principal offices at **{STREET ADDRESS, TOWN}**, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

2. **PREMISES:** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described premises:

{NUMBER OF CLASSROOMS FOR WHICH PROGRAM AND STREET ADDRESS, TOWN}

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms. Lessor shall make available when needed by Lessee on a non-exclusive basis, Lessor's programs, areas and facilities of common benefit (e.g., the gymnasium, playgrounds, parking areas, restrooms etc.). If a situation arises in which Lessor anticipates that Lessee's use of facilities of common benefit will substantially disrupt or conflict with Lessor's use, Lessor will confer with Lessee in advance to make mutually agreeable alternative arrangements.

3. **TERM:** This Lease shall be for a term of one year commencing on August 11, ~~2024~~ 2020 and continuing until August 10, ~~2025~~ 2021. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, ~~2025~~ 2021 and the Lessor shall accept or decline the renewal request by March 31, ~~2025~~ 2021.

4. **RENT AND RELATED COSTS:** Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year ~~2024-2025~~ 2020/2021 it is hereby agreed that the fees for Space Usage are as follows:

☐ Grades K-8: \$23,000

☐ High School: \$25,000

☐ Office Space: \$12,000

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Location _____ \$

LEVEL #1

LEVEL #2

LEVEL #3

(NUMBER AND TYPE OF CLASSROOMS, SCHOOL) (AMOUNT)

5. **PAYMENT OF RENT:** Lessee agrees to pay rent in one lump sum on or before January 1, 2025, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. **REGULATION OF STUDENTS AND CLASSROOMS:** Lessor shall have the right to establish reasonable rules and regulations:

- a. For the conduct of Lessee, its agents, employees, students, or persons entering or on Lessor's premises, including that which is leased.
- b. For the reasonable use of the classroom

7. **ASSIGNMENT SUBLETTING:** Lessee shall neither sublet the premises or any part thereof nor assign this Lease or permit by any act or default any transfer of Lessee's interest by operation of law, or offer the premises or any part thereof for lease or sublease, nor permit the use thereof for lease or sublease, nor permit the use thereof for any purpose other than as above mentioned, without in each case, the written consent of Lessor.

8. **SURRENDER OF PREMISES:** Lessee shall quit and surrender the premises and the school equipment provided by Lessor at the end of the term, with all keys thereto. Lessee shall not make any alterations in the premise without the written consent of Lessor; and all alterations which may be made by either party thereto upon the premises, except movable furniture, fixtures, shelves and bulletin boards put in at the expense of Lessee, shall be the property of Lessor, and shall remain upon and be surrendered with the premises as a part thereof at the termination of this Lease.

9. **NO WASTE OR MISUSE:** Lessee will use the building utilities in a reasonable manner. Lessee will pay all costs and/or damages to Lessor's premises caused by waste or misuse of facilities.

10. **TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING:** At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If default be made in the payment of the rent, or any part thereof, or in any of the covenants herein contained to be kept by Lessee, it shall be lawful for the Lessor at any time, at its election, within 30 days of written notice and the right to cure, to declare the term ended and this Lease forfeited.

11. **PROPERTY INSURANCE, UTILITY SERVICE, REPAIRS AND REPLACEMENT:** Lessor assumes full responsibility for providing at its expense adequate insurance to protect the classrooms, including the contents thereof owned by Lessor; from fire, lightning, vandalism or other perils. Lessee assumes full responsibility for providing at its expense adequate insurance to protect its property within said classrooms. Lessor, at its own cost and expense, shall keep the air-conditioning, heating, electrical, plumbing and all other mechanical equipment in good repair, condition and working order and shall furnish any and all said parts, mechanisms and devices required thereof. Any major repairs or replacements to said mechanical equipment, to the roof, exterior walls and structural portions of the building, shall be made by the Lessor. Lessee shall, at the expiration of the term of the Lease return the leased premises to Lessor in the same condition as received by Lessee at the commencement of the term of this Lease, ordinary wear and tear and acts of God excepted. Any repairs or replacements made necessary by the waste or misuse of the premises by Lessee, its agents, employees, or students, shall be made promptly by the Lessee, at its own expense and in a manner to prevent liens from attaching as a result thereof.

12. **LIABILITY INSURANCE AND INDEMNIFICATION:** Lessor shall maintain adequate insurance to insure against claims for bodily injury and property damage resulting from the use of

the Lessor's premises. In addition, Lessee shall purchase General Liability coverage with a \$1,000,000 per occurrence limit, \$2,000,000 General Aggregate and \$500,000 Damage to Rented Premises Each Occurrence limit. Said General Liability coverage should name the Lessor as additional insured on a primary and non-contributory basis to insure against any claim or claims brought by any party or parties against Lessor for bodily injury, including Sexual Misconduct, resulting from acts occasioned by any negligence or recklessness or willful conduct of Lessee, its agents, employees, students, or other persons on Lessor's premises, including that leased to Lessee, for Lessee's business purposes. Certificates of Insurance for both Lessee or Lessor shall be on file at SASSED offices and Lessor's offices.

Each party to this Lease agree to indemnify, defend and hold harmless the other party and its Board(s), Board members, employees, volunteers and agents, against and from any and all liabilities, damages, claims, demands, judgements, causes of action, costs, expense (including reasonable attorneys' fees), and losses (collectively "Loss") arising directly or indirectly in connection with or as a result of this Lease, but only the extent the Loss is caused solely by an act of omission of the indemnifying party or its Board, Board members, employees, volunteers or agents.

13. SUCCESSORS: This Lease shall be binding upon, apply and inure to the benefit of Lessor and Lessee and their respective heirs, legal representatives, successors and assigns.

14. SERVICES:
Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- ~~Includes all included in LEVEL and LEVEL plus a proportionate share of the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. This level indicates that the SASSED staff and students are an integral part of the building, inclusive of building communications and crisis planning.~~ Student fees required by the Lessor for students attending these programs are billed to SASSED and will be included in the tuition costs billed to the district of residence. SASSED staff has access to the building, general building supplies, copy machine, etc. as do all other staff. Postage can be accumulated by the Lessor and invoiced to SASSED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASSED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASSED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASSED. However, the Lessor's technology staff will be available to assist in resolving problems that are the result of the district network or the result of SASSED provided hardware and software interacting with the network. This assistance shall be coordinated with SASSED technology staff. SASSED teachers working with students included in district classroom programs will be allowed to participate in lessor's staff meeting and activities, inclusive of celebrations and assemblies. The Lessor's building principal, secretary, and nurse consider the staff and

students their responsibility, however, this responsibility is secondary to the SASED program coordinator. "Inclusion fees" have been integrated into this lease agreement. The payment of rental fee provides for the cost to lessor of having staffing patterns and other items impacted by including SASED students in the Lessor's programs. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.

- With regard to the school day for SASED students, start and end times shall be the same as for the other students in the school,

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15. ADDENDUM: This Lease may include an Addendum, if different/additional terms are warranted due to special circumstances (such as a unique space size). If an Addendum is used, it will be signed and dated by both parties, attached to this Lease, and considered a part of this Lease.

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the ____ day of (MONTH, YEAR)

{SCHOOL DISTRICT NAME}
{STREET}
{CITY, STATE, ZIP}

SCHOOL ASSOCIATION FOR SPECIAL
EDUCATION IN DUPAGE (SASED)
2900 Ogden Avenue
Lisle, IL 60532

By:

By:

Assistant Superintendent for Business

SASED Executive Director

ATTEST:

ATTEST:

Secretary

SASED Director of Business Services/CSBO



LEASE

1. PARTIES: The parties to this Lease are {**SCHOOL DISTRICT NAME**}, DuPage County, Illinois, having its principal offices at {**STREET ADDRESS, TOWN**}, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

2. PREMISES: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described premises:

{**NUMBER OF CLASSROOMS FOR WHICH PROGRAM AND STREET ADDRESS, TOWN**}

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms. Lessor shall make available when needed by Lessee on a non-exclusive basis, Lessor's programs, areas and facilities of common benefit (e.g., the gymnasium, playgrounds, parking areas, restrooms etc.). If a situation arises in which Lessor anticipates that Lessee's use of facilities of common benefit will substantially disrupt or conflict with Lessor's use, Lessor will confer with Lessee in advance to make mutually agreeable alternative arrangements.

3. TERM: This Lease shall be for a term of one year commencing on August 11, 2024 and continuing until August 10, 2025. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2025 and the Lessor shall accept or decline the renewal request by March 31, 2025.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2024-2025 it is hereby agreed that the fees for Space Usage are as follows:

- | | | |
|--------------------------|----------------------|-----------------|
| ☐ | Grades K-8: | \$23,000 |
| ☐ | High School: | \$25,000 |
| ☐ | Office Space: | \$12,000 |

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before January 1, 2025, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. REGULATION OF STUDENTS AND CLASSROOMS: Lessor shall have the right to establish reasonable rules and regulations:

- For the conduct of Lessee, its agents, employees, students, or persons entering or on Lessor's premises, including that which is leased.
- For the reasonable use of the classroom

7. ASSIGNMENT SUBLETTING: Lessee shall neither sublet the premises or any part

thereof nor assign this Lease or permit by any act or default any transfer of Lessee's interest by operation of law, or offer the premises or any part thereof for lease or sublease, nor permit the use thereof for lease or sublease, nor permit the use thereof for any purpose other than as above mentioned, without in each case, the written consent of Lessor.

8. SURRENDER OF PREMISES: Lessee shall quit and surrender the premises and the school equipment provided by Lessor at the end of the term, with all keys thereto. Lessee shall not make any alterations in the premise without the written consent of Lessor; and all alterations which may be made by either party thereto upon the premises, except movable furniture, fixtures, shelves and bulletin boards put in at the expense of Lessee, shall be the property of Lessor, and shall remain upon and be surrendered with the premises as a part thereof at the termination of this Lease.

9. NO WASTE OR MISUSE: Lessee will use the building utilities in a reasonable manner. Lessee will pay all costs and/or damages to Lessor's premises caused by waste or misuse of facilities.

10. TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING: At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If default be made in the payment of the rent, or any part thereof, or in any of the covenants herein contained to be kept by Lessee, it shall be lawful for the Lessor at any time, at its election, within 30 days of written notice and the right to cure, to declare the term ended and this Lease forfeited.

11. PROPERTY INSURANCE, UTILITY SERVICE, REPAIRS AND REPLACEMENT: Lessor assumes full responsibility for providing at its expense adequate insurance to protect the classrooms, including the contents thereof owned by Lessor; from fire, lightning, vandalism or other perils. Lessee assumes full responsibility for providing at its expense adequate insurance to protect its property within said classrooms. Lessor, at its own cost and expense, shall keep the air-conditioning, heating, electrical, plumbing and all other mechanical equipment in good repair, condition and working order and shall furnish any and all said parts, mechanisms and devices required thereof. Any major repairs or replacements to said mechanical equipment, to the roof, exterior walls and structural portions of the building, shall be made by the Lessor. Lessee shall, at the expiration of the term of the Lease return the leased premises to Lessor in the same condition as received by Lessee at the commencement of the term of this Lease, ordinary wear and tear and acts of God excepted. Any repairs or replacements made necessary by the waste or misuse of the premises by Lessee, its agents, employees, or students, shall be made promptly by the Lessee, at its own expense and in a manner to prevent liens from attaching as a result thereof.

12. LIABILITY INSURANCE AND INDEMNIFICATION: Lessor shall maintain adequate insurance to insure against claims for bodily injury and property damage resulting from the use of the Lessor's premises. In addition, Lessee shall purchase General Liability coverage with a \$1,000,000 per occurrence limit, \$2,000,000 General Aggregate and \$500,000 Damage to Rented Premises Each Occurrence limit. Said General Liability coverage should name the Lessor as additional insured on a primary and non-contributory basis to insure against any claim or claims brought by any party or parties against Lessor for bodily injury, including Sexual Misconduct, resulting from acts occasioned by any negligence or recklessness or willful conduct of Lessee, its agents, employees, students, or other persons on Lessor's premises, including that leased to Lessee, for Lessee's business purposes. Certificates of Insurance for both Lessee or Lessor shall be on file at SASD offices and Lessor's offices.

Each party to this Lease agree to indemnify, defend and hold harmless the other party and its Board(s), Board members, employees, volunteers and agents, against and from any and all liabilities,

damages, claims, demands, judgements, causes of action, costs, expense (including reasonable attorneys' fees), and losses (collectively "Loss") arising directly or indirectly in connection with or as a result of this Lease, but only the extent the Loss is caused solely by an act of omission of the indemnifying party or its Board, Board members, employees, volunteers or agents.

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- Regular classroom or equivalent space, including use of utilities, garbage, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- A proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. SASED staff and students are an integral part of the building, inclusive of building communications and crisis planning. Student fees required by the Lessor for students attending these programs are billed to SASED and will be included in the tuition costs billed to the district of residence. SASED staff has access to the building, general building supplies, copy machine, etc. as do all other staff. Postage can be accumulated by the Lessor and invoiced to SASED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASED. However, the Lessor's technology staff will be available to assist in resolving problems that are the result of the district network or the result of SASED provided hardware and software interacting with the network. This assistance shall be coordinated with SASED technology staff. SASED teachers working with students included in district classroom programs will be allowed to participate in lessor's staff meeting and activities, inclusive of celebrations and assemblies. The Lessor's building principal, secretary, and nurse consider the staff and students their responsibility, however, this responsibility is secondary to the SASED program coordinator. "Inclusion fees" have been integrated into this lease agreement. The payment of rental fee provides for the cost to lessor of having staffing patterns and other items impacted by including SASED students in the Lessor's programs. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.
- With regard to the school day for SASED students, start and end times shall be the same as for the other students in the school.

15. ADDENDUM: This Lease may include an Addendum, if different/additional terms are warranted due to special circumstances (such as a unique space size). If an Addendum is used, it will be signed and dated by both parties, attached to this Lease, and considered a part of this Lease.

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the ____ day of (MONTH, YEAR)

{SCHOOL DISTRICT NAME}
{STREET}
{CITY, STATE, ZIP}

SCHOOL ASSOCIATION FOR SPECIAL
EDUCATION IN DUPAGE (SASED)
2900 Ogden Avenue
Lisle, IL 60532

By:

By:

Assistant Superintendent for Business

SASED Executive Director

ATTEST:

ATTEST:

Secretary

SASED Assistant Director of Business/CSBO

POLICY MANUAL REVISIONS

March 2024 PRESS - Issue 114

1st Reading - May 22, 2024

Board Policies

SASED 5-YEAR REVIEW

- ☐ 4:10 Fiscal and Business Management

IASB - REVIEW AND MONITOR

- ☐ 2:40 Board Member Qualifications
 - Updated for continuous improvement.
 - Cross references and footnotes updated in response to a five-year review.
- ☐ 2:50 Board Member Term of Office
 - Policy unchanged. Footnotes updated in response to a five-year review.
- ☐ 2:140 Communications To and From the Board
 - Policy unchanged. Footnotes updated in response to a five-year review.
- ☐ 2:140-E Guidance for Board Member Communications, Including Email Use
 - Exhibit updated in response to a five-year review.
- ☐ 4:20 Fund Balances
 - Policy unchanged. Footnotes updated in response to a five-year review.
- ☐ 4:110 Transportation
 - Policy unchanged. Review suggested in response to a five-year review.
- ☐ 5:35 Compliance with the Fair Labor Standards Act
 - Suggested for review.
- ☐ 5:40 Communicable and Chronic Infectious Disease
 - Suggested for review.
- ☐ 6:40 Programs and Curriculum Development
 - Suggested for review.
- ☐ 8:20 Community Use of SASED Facilities
 - Legal references updated.

DRAFT UPDATES

- ☐ 2:260 Uniform Grievance Procedure
 - Updated Complaint Managers.
 - Updated in response to the title change to 2:265.
- ☐ 2:265 Title IX Grievance Procedure
 - Title has been updated - "Sexual Harassment" has been removed.
 - Legal references have been updated.
- ☐ 4:190 Targeted School Violence Prevention Program
 - Updated in response to *Threat Assessment in Virginia Public Schools: Model Policies, Procedures and Guidelines, Fifth Edition (July 2023)*.
 - Legal references have been updated.
 - 4:190-AP2 Updated in response to the same.

- ☐ 5:10 Equal Employment Opportunity and Minority Recruitment
 - Updated Complaint Managers.
 - Legal references have been updated.
- ☐ 5:20 Workplace Harassment Prohibited
 - Updated Complaint Managers.
 - Updated in response to the title change to 2:265.
- ☐ 5:100 Staff Development Program - has been rewritten
 - Has a question that requires a response.
 - Policy has been rewritten due to Public Act 103-542, Faith's Law 105 ILCS 5/22-85.5(c).
 - Duties of Cooperative regarding Management of Asthma Action Plans - Possible Board Attorney consult.
 - Updated in response to 105 ILCS 5/10-22.39(g) training of school personnel on methods to respond to trauma including instruction on how to respond to life-threatening bleeding and use of a trauma kit.
 - Updated in response to 775 ILCS 5/5A-103(c) Training Requirement Details.
- ☐ 5:300 Schedules and Employment Year
 - Legal references have been updated.
- ☐ 7:10 Equal Educational Opportunities
 - Legal references have been updated.
- ☐ 7:20 Harassment of Students Prohibited
 - Updated Complaint Managers.
 - Updated in response to 105 ILCS 5/27-23.7.
 - Updated in response to the title change to 2:265.
- ☐ 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
 - Updated Complaint Managers.
 - Updated in response to 105 ILCS 5/27-23.7.
 - Updated in response to the title change to 2:265.

Document Status: District Use Only

4:10 Fiscal and Business Management

The Executive Director is responsible for SASED's fiscal and business management. This responsibility includes annually preparing and presenting SASED's statement of affairs to the Governing Board and publishing it before December 1, as required by State law.

The Executive Director or designee shall ensure the efficient and cost-effective operation of SASED's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using SASED's electronic network shall complete an *Authorization for Electronic Network Access*. In addition, based upon the location of a classroom, staff may be required to complete a lessor district's authorization form.

Budget Planning

SASED's fiscal year is from July 1 until June 30. The SASED Board of Directors shall direct the Executive Director or his/her designee to prepare a budget. Once completed, the Board of Directors will approve the tentative budget for submission to SASED's Governing Board. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for SASED programs. SASED's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Executive Director shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Executive Director's proposed budget, the Governing Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Recording Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, and the public shall be invited to comment, question, or advise the Governing Board.

Final Adoption Procedures

The Governing Board will meet to adopts a budget before September 1st or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced and if required by ISBE, the Governing Board will adopt a deficit reduction plan to balance SASED's budget within three years according to ISBE requirements.

The Governing Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting yea and nay shall be recorded in the minutes.

The Executive Director or designee shall perform each of the following:

1. Post SASSED's final annual budget, itemized by receipts and expenditures, on SASSED's internet website; notify parents/guardians that it is posted and provide the website's address.
2. Present a written report that includes the annual average expenditures of the District's SASSED's operational funds for the previous three fiscal years at or before the board meeting. ~~In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31. Remove this item.~~
3. Abide by the SASSED Articles of Joint Agreement for a Fund Balance.

Budget Amendments

The Governing Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Executive Director or designee shall implement SASSED's budget and provide the Board of Directors with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Governing Board.

LEGAL REF.:

[105 ILCS 5/10-17](#), [5/10-22.33](#), [5/17-1](#), [5/17-1.2](#), [5/17-1.3](#), [5/17-1.10](#), [5/17-2A](#), [5/17-3.2](#), [5/17-11](#), [5/20-5](#), [5/20-8](#), and [5/20-10](#).

[23 Ill.Admin.Code Part 100](#).

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks)

IASB - REVIEW AND MONITOR

Document Status: District Use Only

2:40 Board Member Qualifications

In order to serve on the Board of Directors an individual must be a Superintendent of a member district, unless the exception, as stated in the Joint Agreement/By-Laws for School Association for Special Education in DuPage (SASED) is met. [PRESSPlus1](#)

In order to serve on the Governing Board, an individual must be a member of the Board of Education of a member district. The member shall be selected by the local Board of Education.

LEGAL REF.:

Joint Agreement/By-Laws for School Association for Special Education in DuPage (SASED). IV, 1.

ADOPTED: August 16, 2023

PRESSPlus Comments

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Issue 114, March 2024

Document Status: Review and Monitoring

2:50 Board Member Term of Office

Board of Directors [PRESSPlus1](#)

The Superintendent shall represent each member district on the Board of Directors, unless the exception, as stated in the Joint Articles of Agreement, is met. Additionally, each member district, by Resolution, shall designate an Alternate Representative to attend Board of Director's meetings in the event that the representative of the member district is unable to attend, and shall provide a copy to SASED's Secretary. The alternate must be a Board of Education member appointed by their respective member district. All terms will be for two (2) years. Such appointments shall take place at a regularly scheduled member district Board of Education meeting and be reported to SASED prior to its May Board of Directors meeting.

Governing Board

A Board of Education member shall represent each member district on the Governing Board. The member district, by Resolution, shall designate its representative and shall provide a copy to SASED's Secretary. Additionally, each member district, by Resolution, shall designate an Alternate Representative to attend Governing Board meetings in the event that the representative of the member district is unable to attend. All terms will be for two (2) years. Such appointments shall take place at a regularly scheduled member district Board of Education meeting and be reported to SASED prior to its June Governing Board meeting.

LEGAL REF.:

[10 ILCS 5/2A-1.1](#), [5/22-17](#), and [5/22-18](#).

[105 ILCS 5/10-10](#), [5/10-16](#), and [5/10-16.5](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Governing Board Meeting)

ADOPTED: August 16, 2023

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Issue 114, March 2024

Document Status: District Use Only

2:140 Communications To and From the Board

The Board welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the Board's consideration to the Executive Director or may use the electronic link to the Board's email address(es) posted on SASED's website. [PRESSPlus1](#)

The Executive Director or designee shall:

1. Ensure that the home page for SASED's website contains an active electronic link to the email address(es) for the Board, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of SASED's response in the Board meeting packet.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Executive Director's office. Board members will not take individual action that might compromise the Board or SASED. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing SASED business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual responses to questions posed by community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of SASED business through electronic communications with a majority of a Board-quorum.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[50 ILCS 205/20](#), Local Records Act.

CROSS REF.: 2:220 (Governing Board Meeting Procedure), 3:30 (Chain of Command), 8:110

ADOPTED: August 16, 2023

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Issue 114, March 2024

Document Status: Review and Monitoring

2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use

The Open Meetings Act (OMA) requires the Board to discuss SASED business only at a properly noticed Board meeting. [5 ILCS 120/](#). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss SASED business. This *Guidance* assumes a Board covers issues arising from Board policy 2:140, *Communications To and From the Board*. [PRESSPlus1](#)

Communications Between or Among Board Members and/or the Executive Director Outside of a Properly Noticed Board Meeting

1. The Executive Director or designee is permitted to email information to Board members. For example, the Executive Director may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Executive Director should copy all other Board members and include a *do not reply/forward* alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except SASED business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss SASED business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss SASED business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing SASED business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a *do not reply/forward* alert when emailing a message concerning SASED business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." [5 ILCS 140/2](#). Email sent or received by an individual Board member may be, depending on

the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a SASSED-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in *City of Champaign v. Madigan*, 992 N.E.2d 629 (Ill.App.4th 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school SASSED business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.
 - b. Sent and/or received by an individual Board member on a SASSED-issued device or SASSED-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the SASSED.
 - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a SASSED-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the SASSED.
 - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in SASSED's possession.
 - e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the SASSED's possession because Board members were functioning collectively as a public body.

The SASSED's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the SASSED's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. [50 ILCS 205/](#). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a

Board member uses his or her personal email, he or she must copy this type of email to the appropriate SASSED office where it will be stored. If made available, Board members should use their email accounts provided by the SASSED, and SASSED will automatically store the official record messages. The SASSED will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a SASSED-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. This is referred to as a *litigation hold*. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. [50 ILCS 205/4](#).

DATED: August 16, 2023

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Issue 114, March 2024

Document Status: District Use Only

4:20 Fund Balances

The Executive Director or designee shall maintain fund balances adequate to ensure SASED's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Executive Director or designee shall inform the [SASED Finance Committee and Board of Directors](#) whenever it should discuss drawing upon its reserves or borrowing money. [PRESSPlus1](#)

The SASED fund balance is established by the Finance Committee and Board of Directors.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

[ADOPTED: August 16, 2023](#)

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4:110 Transportation

The district of residence for students attending SASED programs has the responsibility to provide and pay for transportation services for its students that attend SASED operated programs. SASED may assist districts in the process of providing transportation to students. [PRESSPlus1](#)

When SASED assists districts in providing transportation for students, bus schedules and routes shall be reviewed by the Executive Director or designee and shall be altered only with the Executive Director or designee's approval and direction. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible.

No SASED employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Ill. Dept. of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Executive Director shall implement procedures in accordance with State law for accepting erratic driving reports.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Executive Director or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.:

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[105 ILCS 5/10-22.22](#) and [5/29-1](#) *et seq.*

[105 ILCS 45/1-15](#).

[625 ILCS 5/1-148.3a-5](#), [5/1-182](#), [5/11-1414.1](#), [5/12-813](#), [5/12-815](#), [5/12-816](#), [5/12-821](#), and [5/13-109](#).

[23 Ill.Admin.Code §§1.510](#) and [226.750](#); [Part 120](#).

[92 Ill.Admin.Code Part 440-3](#).

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of

Professional Conduct; and Conflict of Interest), 5:280 (Duties and Qualifications), 6:140 (Education of Homeless Children), 7:220 (Bus Conduct)

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5:35 Compliance with the Fair Labor Standards Act

Job Classifications [PRESSPlus1](#)

The Executive Director will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

Employee groups are subject to different hours and number of workdays based on responsibilities and need. All employee groups shall work according to the calendar specific to their professional discipline or assignment.

The workweek for SASED employees will be from 12:00 a.m. Sunday until 11:59 p.m. Saturday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even in an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

The Board discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Executive Director or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the supervisor or Human Resources Department. The Human Resources Department will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Executive Director. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:30, *Compensatory Time-Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation

The Executive Director or designee shall implement the policy in accordance with the FLSA, including

its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.:

[820 ILCS 105/4a.](#)

Fair Labor Standards Act, [29 U.S.C. §201](#) *et seq.*, [29 C.F.R. Parts 516](#), [541](#), [548](#), [553](#), [778](#), and [785](#).

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

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5:40 Communicable and Chronic Infectious Disease

The Executive Director or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving SASED employees that are consistent with State and federal law, Illinois Department of Public Health rules, and SASED policies. [PRESSPlus1](#)

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

LEGAL REF.:

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

[29 U.S.C. §791](#), Rehabilitation Act of 1973; [34 C.F.R. §104.1](#) et seq.

[105 ILCS 5/24-5](#).

[20 ILCS 2305/6](#), Department of Public Health Act.

[820 ILCS 40/](#), Personnel Record Review Act.

[77 Ill.Admin.Code Part 690](#), Control of Communicable Diseases.

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

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6:40 Programs and Curriculum Development

In order to provide instructional services for the students with disabilities served in member districts, the Executive Director, in consultation with the Board of Directors, shall develop a plan of services. It shall be a plan that is educationally sound and that justifies itself in substantial benefits to the students served. [PRESSPlus1](#)

The plan shall ensure that member districts have available a full continuum of [special education](#) services [ensuring an adequate, least-restrictive environment \(LRE\) for all students](#).

The Executive Director shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Executive Director shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of stakeholders.
4. Coordinate with the process for evaluating the instructional program and materials.

LEGAL REF.:

[34 C.F.R. Part 106](#).

[105 ILCS 5/10-20.8](#) and [5/10-19](#).

CROSS REF.: 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:120 (Education of Children with Disabilities, 6:140 (Education of Homeless Children), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

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8:20 Community Use of SASED Facilities

SASED's solely owned or operated school facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any SASED function or the safety of students or employees, or (2) affect the property or liability of SASED. The use of school facilities for school purposes has precedence over all other uses. SASED reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Executive Director or designee and is subject to applicable procedures. Persons on school premises must abide by SASED's conduct rules at all times.

Student groups and SASED-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Executive Director and be subject to annual approval by the Board of Directors.

The Executive Director shall develop procedures to manage community use of SASED facilities. Use of school facilities requires the Executive Director's approval and is subject to the procedures.

LEGAL REF.:

20 U.S.C. §7905, Boy Scouts of America Equal Access Act.

10 ILCS 5/11-4.1, Election Code.

105 ILCS 5/10-20.41, 5/10-22.10, and 5/29-3.5.

Good News Club v. Milford Central School, 533 U.S. 98 (2001).

Lamb's Chapel v. Center Moriches Union Free School District, 508 U.S. 384 (1993).

Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on SASED Property)

IASB-DRAFT UPDATES

Document Status: District Use Only

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any SASED Complaint Manager if he or she believes that the Board of Directors, its employees, or its 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 any one of the following:

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~~ PRESSPlus1 Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*
4. Title VI of the Civil Rights Act [of 1964](#), 42 U.S.C. §2000d *et seq.*
5. ~~Equal Employment Opportunities Act~~ (Title VII of the Civil Rights Act [of 1964](#)), 42 U.S.C. §2000e *et seq.*
6. 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*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) *et seq.*
16. Employee Credit Privacy Act, [820 ILCS 70/](#)

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy 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, the 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 cyberbullying 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 parents/guardians 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, (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 policy about the status of the investigation. Within 30 school business days 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 contains allegations involving the Executive Director or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five 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 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 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.

Within 30 school business days after an appeal of the Executive Director's decision, the Board shall affirm, reverse, or amend the Executive Director's decision or direct the Executive Director to gather additional information. Within five school business days after 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 shall mail its written decision to the Complainant and the accused by 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. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and 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 Manager to administer this policy. If possible, the Executive Director will appoint two Complaint Managers, ~~one of~~ each of a different each gender. SASSED's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Executive Director shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Julie Grohn

Name

2900 Ogden Ave. Lisle, IL 60532

Address

jgrohn@sased.org

Email

630-778-4500 _____

Telephone

Complaint Managers:

Rachel Wisniewski Assistant Director of Business-
CSBO

Name

2900 Ogden Ave. Lisle, IL 60532

Address

rwisniewski@sased.org executivedirector@sased.org

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Matthew Layton Assistant Director of Pro
and Services

Name

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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 of 1964.

42 U.S.C. §2000e *et seq.*, [Equal Employment Opportunities Act](#) (Title VII of the Civil Rights Act of 1964).

[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.

[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 70/25~~.

[23 Ill.Admin.Code §§1.240](#), [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 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 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 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

Document Status: District Use Only

2:265 Title IX Grievance Procedure

Title has been updated. Original Title: Title IX Sexual Harassment Grievance Procedure

Sexual harassment^{[PRESSPlus1](#)} affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important SASED goal. SASED does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)) concerning everyone in the SASED's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a SASED employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A SASED employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the SASED's educational program or activity; or
3. *Sexual assault* as defined in [20 U.S.C. §1092\(f\)\(6\)\(A\)\(v\)](#), *dating violence* as defined in [34 U.S.C. §12291\(a\)\(11\)](#), *domestic violence* as defined in [34 U.S.C. §12291\(a\)\(12\)](#), or *stalking* as defined in [34 U.S.C. §12291\(a\)\(36\)](#).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from [34 C.F.R. §106.30](#)

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the SASED has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the SASED investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Executive Director or designee will ensure that the SASSED prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the SASSED's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the SASSED's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Executive Director, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Program Administrator, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the SASSED's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Program Administrator, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Executive Director shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Julie Grohn

Name

2900 Ogden Ave. Lisle, IL 60532

Address

jgrohn@sased.org

Email

630-778-4500

Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the SASED's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Executive Director or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with [34 C.F.R. §106.45](#). The SASED's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with [34 C.F.R. §106.45](#) before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence - including both inculpatory and exculpatory evidence - and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the SASED as a Title IX Coordinator, investigator, decision-maker, or any person designated by the SASED to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the SASED's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the SASED as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the SASED as a decision-maker receive training on

issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.

6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the SASED may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any SASED employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the SASED, e.g., vendor, parent, invitee, etc. Any SASED student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the SASED or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The SASED prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional

Development), 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), 7:190 (Student Behavior)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. The policy title only is changed to delete the term *sexual harassment* in anticipation of Title IX rulemaking. The U.S. Department of Education is expected to release final Title IX regulations within the next few months. It is expected that the scope of the updated regulations will be expanded to apply to all sex discrimination allegations, not merely to allegations of sexual harassment (as current regulations do). **Issue 114, March 2024**

Document Status: District Use Only

4:190 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm SASED's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure SASED environment is an important Board of Directors goal. While it is not possible for SASED to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps SASED reduce these risks to its environment.

The Executive Director or designee shall develop and implement the Program. The Program oversees the maintenance of a SASED environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of SASED's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a SASED-level School Violence Prevention Team to: (a) develop a SASED-level Targeted School Violence Prevention Plan, and (b) oversee SASED's Building-level Threat Assessment Team(s).
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Require all SASED staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self. [PRESSPlus1](#)
4. Encourage parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self. [PRESSPlus2](#)
5. Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects SASED from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within SASED, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, SASED staff, or visitors.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-21.7](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/24-24](#), and [5/27-23.7](#).

[105 ILCS 128/](#), School Safety Drill Act.

[745 ILCS 10/](#), Local Governmental and Governmental Employees Tort Immunity Act.

[29 Ill.Admin.Code Part 1500](#).

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:140 (Search and

Seizure), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Fifth Edition (July 2023), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at:

www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/k-12_threat_assessment_management_mppg_mpd.pdf.

In alignment with this policy, sample administrative procedure 4:190-AP2, *Threat Assessment Team (TAT)*, requires the TAT to train staff and other members of the school community to recognize and report possible threats, and sample exhibit 4:190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*, requires all district staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self. Sample administrative procedures and exhibits can be accessed at PRESS Online by logging in at www.iasb.com. **Issue 114, March 2024**

PRESSPlus 2. In alignment with this policy, sample administrative procedure 4:190-AP2, *Threat Assessment Team (TAT)*, requires the TAT to train parents/guardians and other members of the school community to recognize and report possible threats, and sample exhibit 4:190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*, encourages parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self. **Issue 114, March 2024**

Document Status: District Use Only

5:10 Equal Employment Opportunity and Minority Recruitment

SASED shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, [410 ILCS 130/](#).

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager *for the under policy 2:260, Uniform Grievance Procedure*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Executive Director shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating SASED's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Executive Director or a Complaint Manager *for the under policy 2:260, Uniform Grievance Procedure*. The Nondiscrimination Coordinator also serves as SASED's Title IX Coordinator.

The Executive Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of SASED's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Julie Grohn

Name

2900 Ogden Ave. Lisle, IL 60532

Address

jgrohn@sased.org

Email

630-778-4500

Telephone

Complaint Managers:

Rachel Wisniewski Assistant Director of Business-
CSBO

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Matthew Layton Assistant Director of Pro
and Services

Name

2900 Ogden Ave. Lisle, IL 60532

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mlayton@sased.org executivedirector@

Email

630-778-4500

Telephone

The Executive Director shall also use reasonable measures to inform staff members and applicants that SASED is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

SASED will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit SASED to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §218d](#), Fair Labor Standards Act. [PRESSPlus1](#)

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.](#)

[42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.](#)

[42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.](#)

~~[42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.](#)~~

[42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act.](#)

[42 U.S.C. §2000e\(k\), Pregnancy Discrimination Act.](#)

[42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.](#)

[III. Constitution, Art. I, §§17, 18, and 19.](#)

[105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.](#)

[410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.](#)

[410 ILCS 513/25, Genetic Information Privacy Act.](#)

[740 ILCS 174/, III. Whistleblower Act.](#)

[775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104\(D\) and 5/6-101, III. Human Rights Act.](#)

[775 ILCS 35/, Religious Freedom Restoration Act.](#)

[820 ILCS 55/10, Right to Privacy in the Workplace Act.](#)

[820 ILCS 70/, Employee Credit Privacy Act.](#)

[820 ILCS 75/, Job Opportunities for Qualified Applicants Act.](#)

[820 ILCS 112/, III. Equal Pay Act of 2003.](#)

[820 ILCS 180/30, Victims' Economic Security and Safety Act.](#)

[820 ILCS 260/, Nursing Mothers in the Workplace Act.](#)

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX [Sexual Harassment](#) Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:184 (Leaves, Holidays, and Vacations), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Document Status: District Use Only

5:20 Workplace Harassment Prohibited

SASED expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including 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, 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 policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment* [PRESSPlus1](#) *Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence 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 verbal, 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, but is not limited to, verbal, 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 Report or 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 reports or 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 the 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, the Nondiscrimination Coordinator, and/or a Complaint Manager.

An employee 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 claim according to that policy, in addition to any response required by this policy.

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

Nondiscrimination Coordinator:

Julie Grohn

Name

2900 Ogden Ave. Lisle, IL 60532

Address

jgrohn@sased.org

Email

630-778-4500

Telephone

Complaint Managers:

Rachel Wisniewski Assistant Director of Business-
CSBO

Name

2900 Ogden Ave. Lisle, IL 60532

Address

rwisniewski@sased.org executivedirector@sased.org

Email

630-778-4500

Telephone

Matthew Layton Assistant Director of
Programs and Services

Name

2900 Ogden Ave. Lisle, IL 60532

Address

m Layton@sased.org
executivedirector@sased.org

Email

630-778-4500

Telephone

Investigation Process

Any SASED employee who receives a report or complaint of harassment must promptly forward the

report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. 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 SASED's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

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; Code of Professional 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 SASED, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be 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 complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Grievance Procedure*, and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Program Administrator, an administrator, 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, applicants, and nonemployees of this policy, which shall include posting on SASED website and/or making this policy available in SASED's administrative office and including this policy in the appropriate handbooks.

LEGAL REF.:

[42 U.S.C. §2000e](#) et seq., Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

[20 U.S.C. §1681](#) et seq., Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[5 ILCS 430/70-5](#)(a), State Officials and Employees Ethics Act.

[775 ILCS 5/2-101](#)(E) and (E-1), [5/2-102](#)(A), (A-10), (D-5), [5/2-102](#)(E-5), [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](#).

[Vance v. Ball State Univ.](#), 570 U.S. 421 (2013)

[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).

[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).

Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX **Sexual Harassment** Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. The title of policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, is updated throughout to delete the term *sexual harassment* in anticipation of Title IX rulemaking. **Issue 114, March 2024**

Document Status: District Use Only

5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program.[PRESSPlus1](#) The goal of the 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.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

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

1. 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.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*),[PRESSPlus2](#) and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:[PRESSPlus3](#)

1. Health conditions of students, including but not limited to training on:
 - a. Chronic health conditions of students;
 - b. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
 - c. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;[PRESSPlus4](#)
 - d. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
 - e. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
 - f. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
 - g. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.[PRESSPlus5](#)
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated

into instructional practices across all grades and subjects.

3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*).
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
 - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b. Connecting 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;
 - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
 - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
 - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
 - a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following: [PRESSPlus6](#)

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the 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.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
3. All high school coaching personnel, including the head and assistant coaches, and athletic

directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.

4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all District staff, annual sexual harassment prevention training.
9. Title IX requirements for training as follows (see Board policy 2:265, *Title IX Grievance Procedure*):
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years. [PRESSPlus7](#)
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it. [PRESSPlus8](#)

The Superintendent 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*. [Q1](#)

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, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-

23.12, 5/10-23.13, 5/22-80(h), 5/22-95, and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 145/25, Care of Students with Diabetes 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/, Good Samaritan Act.

775 ILCS 5/2-109 and 5/5A-103, 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 Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional 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), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Questions and Answers:

***Required Question 1. For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

"An opportunity shall be provided for all staff members 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 automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator."

Persons performing CPR are generally exempt from civil liability if they are trained in CPR (745 ILCS 49/10); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS 49/12).

Would the board like to add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105

ILCS 110/3, and 77 Ill.Admin.Code §527.800?

☐ No. (Default)

☒ Yes. (IASB will add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800.)

PRESSPlus Comments

PRESSPlus 1. This policy is rewritten due to Public Act 103-542, which significantly streamlines school in-service training requirements into eight categories. Though P.A. 103-542 was to be effective on 1-1-24, most of its changes become operative on 7-1-24. As a result, legislative action during Veto Session amended the effective date of P.A. 103-542 to 7-1-24. For more information, see the footnotes of sample policy 5:100, *Staff Development Program*, available at PRESS Online by logging in at www.iasb.com.

This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 114, March 2024**

PRESSPlus 2. Sexual misconduct under Faith's Law is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676. **Issue 114, March 2024**

PRESSPlus 3. This list of in-service trainings is required by State law but only numbers 4, 5(d), and 7 are required to be specified in board policy. **Issue 114, March 2024**

PRESSPlus 4. Consult the board attorney about whether:

1. All asthma action plans should require immediate 911 calls based upon In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was willful and wanton conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
2. The duties and responsibilities of the district when it asks for but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

Issue 114, March 2024

PRESSPlus 5. From 6-30-23 through 7-1-24, 105 ILCS 5/10-22.39(g), added by P.A. 103-128, requires that at least once every two years, all District personnel be trained on methods to respond to trauma, including instruction on how to respond to an incident involving life-threatening bleeding and, if applicable, how to use a school's trauma kit. See 105 ILCS 5/10-20.85, added by P.A. 103-128, for a definition of *trauma kit*. To avoid confusion between trauma related to life-threatening bleeding and trauma as defined in 105 ILCS 5/3-11(b), added by P.A. 103-413, this policy uses the phrase *trauma bleeding control kit* instead of *trauma kit*.

Beginning with the 2024-25 school year, training on life-threatening bleeding must be completed within

six months of employment and renewed within two years. Beginning with the 2027-28 school year, training on life-threatening bleeding must be completed within six months of employment and renewed at least once every five years thereafter. 105 ILCS 5/10-22.39(b-5)(7), added by P.A. 103-542, eff. 7-1-24. **Issue 114, March 2024**

PRESSPlus 6. Optional. These in-services and/or trainings are required by State and/or federal law but are not required to be specified in board policy. Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other sample policies and procedures. **Issue 114, March 2024**

PRESSPlus 7. Updated in response to 775 ILCS 5/5A-103(c), added by P.A. 103-472, eff. 8-1-24. For training requirement details, see sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com. **Issue 114, March 2024**

PRESSPlus 8. 105 ILCS 5/2-3.163(c), amended by P.A. 103-504. **Issue 114, March 2024**

Document Status: District Use Only

5:300 Schedules and Employment Year

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.

The Executive Director shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or SASED needs, workload, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Executive Director's approval is required to establish a flexible work schedule or job-sharing.

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. SASED and member districts accommodate employees who are nursing mothers according to State and federal law.

LEGAL REF.:

~~Fair Labor Standards Act~~, 29 U.S.C. §§207 ~~et seq~~ and 218d, Fair Labor Standards Act. [PRESSPlus1](#)

[105 ILCS 5/10-20.14a](#), [5/10-22.34](#), and [5/10-23.5](#).

[740 ILCS 137/](#), Right to Breastfeed Act.

[820 ILCS 105/](#), Minimum Wage Law.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: [5:10 \(Equal Employment Opportunity and Minority Recruitment\)](#), [5:35 \(Compliance with the Fair Labor Standards Act\)](#)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

Document Status: District Use Only

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, SASED will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to [105 ILCS 5/3-10](#)) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#)).

Administrative Implementation

The Executive Director shall appoint a Nondiscrimination Coordinator, who also serves as SASED's Title IX Coordinator. The Executive Director and Program Administrator/Coordinator shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973; [34 C.F.R. Part 104](#). [PRESSPlus1](#)

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

[Ill. Constitution, Art. I](#), §18.

[105 ILCS 5/3.25b](#), [5/3.25d\(b\)](#), [5/10-20.12](#), [5/10-20.60](#), [5/10-20.63](#), [5/10-22.5](#), and [5/27-1](#).

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 III.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:340 (Student Records)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 114, March 2024**

Document Status: District Use Only

7:20 Harassment of Students Prohibited

No person, including a SASED employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; [PRESSPlus1](#) association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. SASED will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

SASED shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, [PRESSPlus2](#) *Title IX ~~Sexual Harassment~~ Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Program Administrator/Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Executive Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of SASED's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as SASED's Title IX Coordinator.

Nondiscrimination Coordinator:

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Complaint Managers:

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The Executive Director shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in SASSED's student handbook(s), on SASSED's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any SASSED employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to SASSED's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

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 student 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 policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, 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

Any SASED employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to SASED, e.g., vendor, parent, invitee, etc. Any SASED student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Program Administrator/Coordinator, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §791](#) et seq., Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to the title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

Document Status: District Use Only

7:180 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, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, [PRESSPlus1](#) pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, 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 nonschool-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 the 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 nonschool-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

Bullying 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; or
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 a school district, including without limitation school and school district administrators, teachers, 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 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 Nondiscrimination Coordinator, Program Administrator/Coordinator, a 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 SASSED'S named officials or any staff member. SASSED named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

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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~~ all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. ~~and discuss, a~~ As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period. [PRESSPlus2](#)
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 Building Principal or 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 Building Principal or 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 community, 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.
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 falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided 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. SASSED's bullying prevention and response plan is 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 publicly accessible 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 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 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. 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 minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board Chairperson indicating that the Board 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 re-evaluation on SASSED's website, or if a website is not available, the information must be provided to school 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 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~~ [PRESSPlus3](#) 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 school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - h. 7:190, *Student Behavior*. 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; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide 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.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6\(b-20\)](#), [5/24-24](#), and [5/27-23.7](#).

[405 ILCS 49/](#), Children's Mental Health Act.

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§1.240 1.280](#), and [1.295](#).

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 Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. The bases are also re-ordered to align with the order they are listed within the Ill. State Board of Education (ISBE) Model Bullying Prevention Policy (available at www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf).

Additionally, 105 ILCS 5/27-23.7(f), added by P.A. 103-47, requires districts to collect non-identifiable data regarding verified allegations of bullying within the District and submit it in an annual report to ISBE by no later than August 15 of each year, beginning with the 2024-25 school year through the 2030-31 school year. ISBE must adopt rules for data submission that include but are not limited to: (1) a record of each verified allegation of bullying and action taken; and (2) whether the instance of bullying was based on actual or perceived characteristics identified in 105 ILCS 5/27-23.7(a) and, if so, lists the relevant characteristics. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, requiring notification within 24 hours to the parents/guardians of students involved in bullying incidents. **Issue 114, March 2024**

PRESSPlus 3. Updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

			MEMBER				NON-MEMBER			
			SASED	DWC	Total		DWC	Other	Total	Grand Total
PROGRAMS	Deaf and Hard of Hearing		9	35	44			2	2	46
	Directions		17		17		0	1	1	18
	Multi-Needs		95		95		11	0	11	106
	Project Search		5		5		7	0	7	12
	Southeast		74		74		2	0	2	76
	STARS		45		45		1	0	1	46
	Transition		17		17		0	0	0	17
	Vision		14	19	33			16	16	49
			276	54	330		21	19	40	370
					89%				11%	

SASED Financial Model

Fiscal Year 2023-2024

	Gross Expenditures		Grant Revenue		Net Costs
Programs	\$15,694,020		\$1,619,671		\$14,074,349
Services	\$14,769,642		\$1,328,925		\$13,440,717
Subtotal	\$30,463,662		\$2,948,596		\$27,515,066
Overhead	\$5,136,270		\$375,000		\$4,761,270 17.3%
Other Non-Billable Services	\$1,941,177		\$1,984,948		\$0
Capital Projects	\$1,638,158		\$50,000		\$0
Revenue Other than Tuition			\$5,915,544		\$0
Total	\$39,179,267		\$11,274,088		\$32,276,336

PROGRAMS

Special Note: Program tuition rates are based on actual enrollment. ELL and SI/AT are allocated to programs by usage. EBF revenue offsets tuition costs. Per 105 ILCS 5/10-20.12A, Tuition for non-resident pupils, the nonmember rate is 110% of the costs to maintain the program

	Program / Service	Description	Gross Expenditures	Grant Revenue	Net Costs	Billing Note
PROGRAMS	Deaf and Hard of Hearing	Assist students to fill language and vocabulary gaps caused by their hearing loss	\$2,470,960	\$212,914	\$2,258,046	DWC Districts are charged member rate
	Directions	Intensive support in social-emotional skill development	\$872,134	\$58,680	\$813,454	
	Multi-Needs	students with significant and complex support needs who require a smaller, structured classroom environment.	\$3,918,773	\$368,110	\$3,550,663	
	Project Search	Structured learning and internships for students with disabilities in their last year of High School or when finishing a Transition program.	\$95,307	\$11,736	\$83,571	A nonmember fee is not charged
	Southeast	Serves students with significant emotional and/or behavioral issues	\$3,019,662	\$433,513	\$2,586,149	
	STARS	Teaching for Autism: Reflecting Success) offers a highly structured learning environment	\$1,455,122	\$121,669	\$1,333,453	
	Transition	Teaches real life skills in age appropriate, natural environments	\$704,111	\$38,326	\$665,785	
	Vision	Serves students who are blind/visually impaired	\$2,749,040	\$257,552	\$2,491,488	DWC Districts are charged member rate
	Extended School Year		\$408,911	\$117,171.00	\$291,740	
	Subtotal		\$15,694,020	\$1,619,671	\$14,074,349	

SERVICES

		Program / Service	Description	Gross Expenditures	Grant Revenue	Net Costs	Billing Note
SERVICES		Assistive Technology	Trains IEP teams to effectively consider and / or implement Assistive Technology for students with disabilities.	\$121,943	\$11,736	\$110,207	SASED bills districts for days they committed on their menus and allocate amount to programs based on usage
		School Improvement Instructional Support	Educational coaches with backgrounds in educational psychology, applied behavior analysis, positive behavior supports (PBIS), multi-tiered system of supports (MTSS), mental health, and general and special education.	\$907,442	\$113,989	\$793,453	SASED bills districts for days they committed on their menus and allocate amount to programs based on usage
		Audiology Department	Audiology / Hearing and Vision Screenings / Ear Mold Services	\$272,360	\$23,472	\$248,888	SASED bills member districts and coops & indep districts in DWC for a diagnostic test. For SASED districts, the districts receive a bill in Jan and July for actual number of tests. For DWC, the first bill is based on % of usage from previous year. The final bill is a true- up to reconcile actual.
		Itinerant Services	Specialized instruction and support for students with hearing and visual impairments.	\$966,055	\$101,797	\$864,258	SASED bills districts for evaluations and for direct and consult minutes based on a per minute rate. Nonmembers are charged 10% surcharge
		Occupational & Physical Therapy	OT - Help people with physical, sensory, or cognitive problems live independently PT - Help relieve pain, move better or strengthen weakened muscles.	\$6,149,349	\$668,982	\$5,480,367	SASED bills districts for non-IEP time (evaluations) and for direct and consult minutes based on a per minute rate. Nonmembers are charged 10% surcharge
		Private Placement	Clerical support for private placement contracts	\$13,588		\$13,588	SASED bills districts a proration of 20% of clerks salary and benefits based on usage
		1:1 Interpreter	1:1 Interpreter assigned to specific students billed directly to District	\$54,112	\$3,461	\$50,651	
		1:1 Medical Assistant	1:1 Medical Assistant assigned to specific students billed directly to District	\$1,058,179	\$34,765	\$1,023,414	
		1:1 Paraprofessional services	1:1 Paraprofessional assigned to specific students billed directly to District	\$5,226,614	\$370,723	\$4,855,891	
		Subtotal		\$14,769,642	\$1,328,925	\$13,440,717	

[illegible]

Special Note: SASSED will invoice for overhead costs based on a % calculated of overhead to programs & services on each invoice for member and nonmember districts.

		Program / Service	Gross Expenditures		Grant Revenue		Net Costs	
								Billing Note
Overhead		Executive Administration	\$790,814		0		\$790,814	
		Director of Business Services	\$200,841		0		\$200,841	
		Fiscal Services	\$403,165		0		\$403,165	
		Building and Grounds	\$583,588		0		\$583,588	
		Transportation	\$381,560		\$375,000		\$6,560	Offset Revenue: Transportation Reimbursement
		Human Resources	\$774,141		0		\$774,141	
	Curriculum	\$516,971		0		\$516,971		
	Prof Dev - Spring Inst., CPI	\$284,899		0		\$284,899		
	Technology	\$1,200,291		0		\$1,200,291		
		Subtotal	\$5,136,270		\$375,000		\$4,761,270	

OTHER NON-BILLABLE SERVICES

Special Note: Non-billable services include external grants, student activity fund. These expenditures are not billed to SASED district members.

	Program / Service	Description	Gross Expenditures	Grant Revenue	Net Costs
Other Non-Billable Services	EC GRANT	Early Choices is an Inclusion Initiative of ISBE. Early Choices receives three separate grants, EC, EC STATE, and PDG. SASED is the fiscal agent for these grants. These are SASED employees, however, they provide support and services throughout Illinois.	\$409,000	\$409,000	\$0
	EC STATE GRANT	Additional state grant that was awarded to Early Choices this fiscal year. 'one time'	\$500,000	\$500,000	\$0
	PDG GRANT	Early Choices grant for Professional Development	\$400,000	\$400,000	\$0
	DRS GRANT	DRS is a federal grant issued through the Illinois Department of Human Services. DRS (Division of Rehabilitation Services) is a Vocational Rehabilitation State Program. SASED shares this grant with Wheaton-Warrenville and NDSEC. The DRS grant is awarded based on two criteria. 1. Youth Coordinator salary \$92,765 and 2. Performance based which is \$4,300 for each outcome, maximum \$343,500	\$307,146	\$390,000	\$0
	DRS LOCAL		\$48,319	\$11,736	\$0
	ESSER	Under the Elementary and Secondary School Emergency Relief III ARP Fund (ESSER III), the Department awards grants to SEAs for the purpose of • for the implementation of evidence-based interventions aimed specifically at addressing learning loss such as summer learning or summer enrichment, extended day, comprehensive after-school programs, or extended school year programs. • for evidence-based summer enrichment programs. • for evidence-based comprehensive after-school programs	\$274,212	\$274,212	\$0
	Student Activity Fund	Micro Business	\$2,500	0	\$0
		Subtotal	\$1,941,177	\$1,984,948	\$0

SOURCES OF REVENUE OTHER THAN TUITION

SOURCES OF REVENUE OTHER THAN TUITION	National Lunch Program	\$118,756
	State Lunch Program	\$1,400
	National Breakfast Program	\$40,569
	Evidence-Based Funding	\$2,799,607
	Transportation Reimbursement	\$375,000
	Early Choices Grant	\$409,000
	Preschool Development Grant	\$400,000
	Early Choices Grant	\$500,000
	Vocational DRS	\$390,000
	ESSER III	\$274,212
	School Maintenance Grant	\$50,000
	Bank Interest	\$65,000
	Medicaid Admin Outreach	\$300,000
	Building Assessment	\$192,000
	Subtotal	\$5,915,544

District Costs Based on FY24 Proposed Tuition and Service Rates													
District	Programs	SI-AT	OT-PT (2.42 per min)	Private Placement	1:1 BILLING	ITINERANT (\$3.28 per min)	ESY	AUDIOLOGY	OVERHEAD 17.3%	Total Proposed Method	Total Current Method	Dollar Difference	Percent Difference
20	\$452,114	\$20,182	\$254,457	\$418	\$394,512	\$7,675	\$12,752	\$0	\$197,585	\$1,339,695	\$1,320,646	\$19,049	1%
25	\$166,929	\$4,165	\$96,628	\$0	\$78,453	\$4,133	\$5,173	\$0	\$61,498	\$416,980	\$409,761	\$7,219	2%
33	\$403,897	\$149,761	\$684,650	\$0	\$45,121	\$78,487	\$5,238	\$0	\$236,518	\$1,603,672	\$1,626,632	-\$22,961	-1%
34	\$147,276	\$18,356	\$57,024	\$0	\$68,556	\$13,579	\$2,124	\$0	\$53,096	\$360,012	\$352,548	\$7,464	2%
45	\$517,842	\$169,226	\$594,582	\$0	\$50,814	\$103,672	\$6,237	\$0	\$249,530	\$1,691,903	\$1,708,935	-\$17,031	-1%
48	\$375,416	\$14,320	\$42,944	\$0	\$245,376	\$12,288	\$5,877	\$0	\$120,446	\$816,667	\$806,926	\$9,741	1%
58	\$1,033,417	\$42,190	\$550,206	\$2,718	\$809,515	\$182,985	\$17,543	\$0	\$456,473	\$3,095,047	\$3,072,135	\$22,912	1%
60	\$702,986	\$92,165	\$235,026	\$941	\$451,197	\$11,572	\$16,848	\$0	\$261,357	\$1,772,091	\$1,735,497	\$36,594	2%
63	\$465,743	\$12,237	\$61,348	\$209	\$188,527	\$11,710	\$11,891	\$0	\$130,038	\$881,703	\$874,583	\$7,120	1%
66	\$196,473	\$31,506	\$184,448	\$418	\$129,198	\$4,487	\$3,609	\$0	\$95,174	\$645,314	\$647,740	-\$2,426	0%
68	\$864,791	\$1,826	\$138,370	\$0	\$706,925	\$54,317	\$12,536	\$0	\$307,726	\$2,086,490	\$2,071,674	\$14,816	1%
88	\$680,534	\$25,388	\$88,352	\$0	\$332,522	\$51,599	\$6,533	\$0	\$204,992	\$1,389,920	\$1,432,428	-\$42,508	-3%
94	\$434,233	\$36,712	\$66,741	\$0	\$79,972	\$30,473	\$19,884	\$0	\$115,567	\$783,581	\$795,956	-\$12,375	-2%
99	\$930,193	\$8,329	\$34,521	\$3,763	\$402,055	\$36,676	\$11,985	\$0	\$246,961	\$1,674,483	\$1,711,530	-\$37,047	-2%
180	\$690,852	\$10,412	\$120,765	\$209	\$285,365	\$7,085	\$13,251	\$0	\$195,133	\$1,323,071	\$1,291,614	\$31,457	2%
201	\$454,196	\$70,286	\$206,407	\$2,822	\$162,578	\$19,195	\$13,948	\$0	\$160,791	\$1,090,222	\$1,097,065	-\$6,843	-1%
202	\$746,845	\$30,593	\$280,182	\$2,090	\$378,978	\$20,192	\$18,665	\$0	\$255,615	\$1,733,162	\$1,785,314	-\$52,152	-3%
205	\$412,620	\$166,585	\$1,628,241	\$0	\$72,167	\$189,875	\$7,935	\$0	\$428,594	\$2,906,017	\$2,986,427	-\$80,410	-3%
DWC	\$2,635,005	\$0	\$115,931	\$0	\$657,939	\$5,199	\$43,386	\$0	\$598,141	\$4,055,600	\$3,554,490	\$501,110	14%
Non-member	\$1,613,424	\$0	\$39,543	\$0	\$388,920	\$19,279	\$13,474	\$0	\$358,913	\$2,433,553	\$2,994,436	-\$560,883	-19%
TBD								\$291,740	\$50,471	\$342,211			
Total	\$13,924,786	\$904,238	\$5,480,366	\$13,588	\$5,928,691	\$864,476	\$248,888	\$291,740	\$4,784,622	\$32,441,394	\$32,276,336	\$165,058	1%

BILLING CYCLE	
Program/Service	Invoice Date
SASED/DWC Programs	July (100%)
IST/AT	September
User Fee (Private Facility)	September
ESY	October
OT/PT	October
Itinerant (Vision and Hearing)	October
1:1 Staffing	December
Diagnostic (Audiology)	January (Referral based July - December)
Mid-year Sure Up	March
Diagnostic (Audiology)	June (Referral based January - June)
Tuition Programs/Itinerant/OTPT/1:1 Staffing FINAL	July

FY25 DRAFT BUDGET



Presented to
SASED Board of Directors
April 17, 2024

Mr. Jim Nelson
Executive Director

Dr. Jimmy Gunnell
Executive Director

Rachel Wisniewski
Director of Business/CSBO

SASED FY25 DRAFT BUDGET

BUDGET DEVELOPMENT ASSUMPTIONS & GOALS:

- Seek efficiencies in staffing patterns
- Maintain intensity of services as required by students' IEPs
- Establish staffing patterns to meet student IEP needs
- Emphasize a process of continual cost review
- Scrutinize all budget line items
- Incorporate Board approved Strategic Plan initiatives

SASED FY25 DRAFT BUDGET

STAFFING ANALYSIS PROCESS

- District Reps/SASED Program Administrators provided enrollment projections
- Program/classroom staffing patterns were developed
- The assignments (FTE) of all program staff were reviewed and adjustments made

SASED FY25 DRAFT BUDGET

TARGETED CLASSROOM CAPACITIES

- EC Classrooms: 6-8 students
- K-12 Classrooms: 8-10 students
- Other considerations:
 - Age range of students
 - Intensity of service as required by students' IEPs
 - Physical size of classroom

SASED FY25 DRAFT BUDGET

BOTTOM LINE...

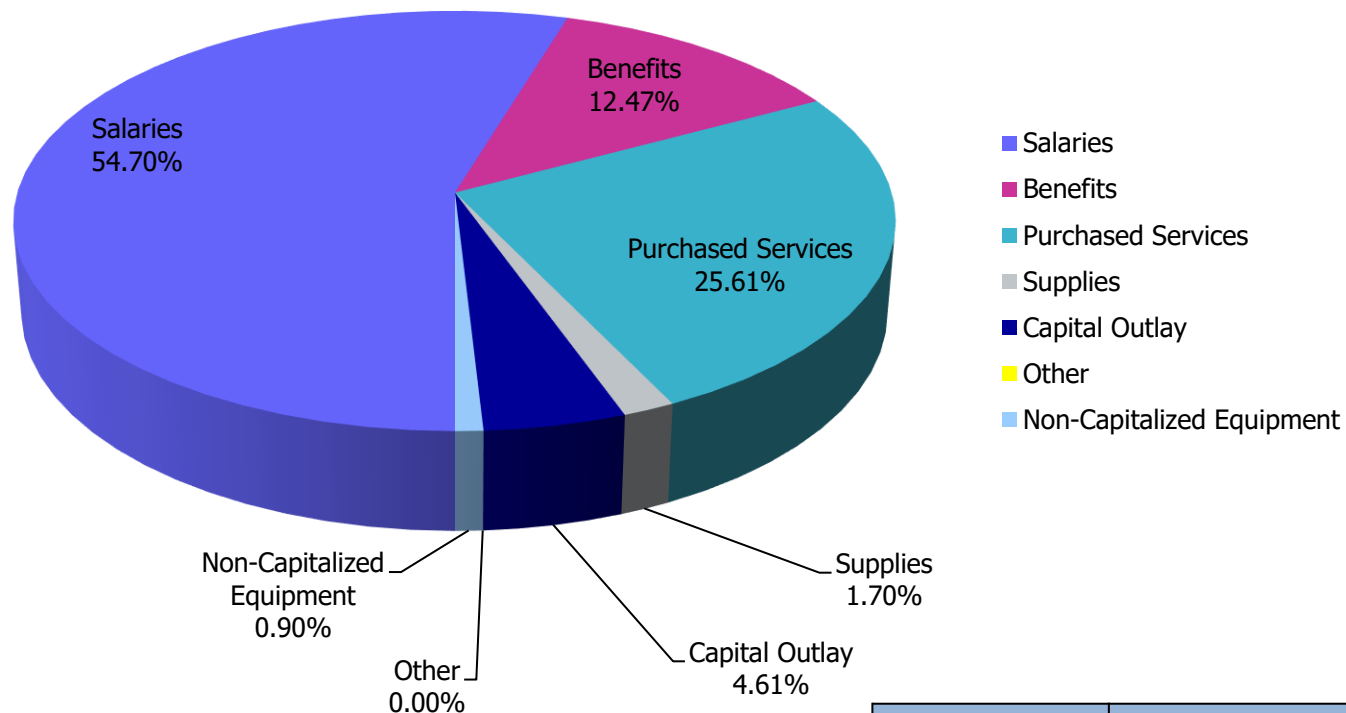
PROPOSED FY25 BUDGET WITH STRATEGIC PLANNING INITIATIVES,
INCLUDES 1:1 TEACHER ASSISTANTS (FTE 52)

	FY24	FY25 INCREASE	FY25
TOTAL SASED PROGRAM BUDGET DIRECT COST	\$39,179,267	\$6,249,674	\$45,428,941
TOTAL % CHANGE IN SASED BUDGET FROM PRIOR YEAR			15.95%

PROPOSED FY25 BUDGET WITH STRATEGIC PLANNING INITIATIVES,
REDUCTION OF 1:1 TEACHER ASSISTANTS (FTE 0)

	FY24	FY25 INCREASE	FY25
TOTAL SASED PROGRAM BUDGET DIRECT COST	\$39,179,267	\$3,263,171	\$42,442,438
TOTAL % CHANGE IN SASED BUDGET FROM PRIOR YEAR			8.33%

SASED FY25 DRAFT BUDGET



	FY24	FY25 INCREASE	FY25
TOTAL SASED PROGRAM BUDGET DIRECT COST	\$39,179,267	\$6,249,674	\$45,428,941
TOTAL % CHANGE IN SASED BUDGET FROM PRIOR YEAR			15.95%

SASED FY25 DRAFT BUDGET

DISTRIBUTION OF EXPENDITURES

- Salaries & Benefits – 67.18%
- Contractual Services/Purchased Services – 25.61%
 - Includes contract for contracted personnel, snow plowing, etc.
- Supplies and Equipment – 1.70%
- Capital Outlay – 4.61%
- Non-Capitalized Equipment – 0.90%
 - Includes purchases of equipment between \$500 and \$2,500

SASED FY25 DRAFT BUDGET

FY25 BUDGET ASSUMPTIONS & EXPENDITURES

- Employee Salaries & Benefits
 - Certified Bargaining Unit – ↑ 3.5% on base (6%)
 - Classified Bargaining Unit – ↑ 5%
 - Non-Bargaining Staff – ↑ 6% (TBD)
 - Medical – ↑ 10%
 - Dental – ↑ 10%

- Budgeted Enrollment (385 students)

SASED FY25 DRAFT BUDGET

BUDGET ASSUMPTIONS & REVENUES

- Total Revenue \$43.9m
 - Tuition \$38m
 - State Revenue \$3.1M
 - Evidence Based Funding (EBF)
 - Hold-Harmless \$2.8m
 - Special Education Transportation Reimbursement
 - 80% (Prorated) \$375K

SASED FY25 DRAFT BUDGET

BUDGET SUMMARY

OVERHEAD

Executive Administration	\$804,623
Business Services	\$771,102
Buildings & Grounds	\$2,665,014
Transportation	\$165,636
Human Resources	\$713,335
Curriculum	\$688,480
Professional Development	\$284,899
Technology	\$1,509,736
Overhead Summary	
	\$7,602,825

SASED FY25 DRAFT BUDGET

BUDGET SUMMARY

PROGRAMS & SERVICES

SASED PROGRAM	ANNUAL COST/STUDENT
VISION PROGRAM	\$55,601
DHH PROGRAM	\$58,810
PATHWAYS PROGRAM	\$52,323
MEDICAL NEEDS SUPPORT PROGRAM	\$54,769
SLE PROGRAM	\$45,293
TRANSITION PROGRAM	\$51,103
PROJECT SEARCH	\$11,736

SASED FY25 DRAFT BUDGET

BUDGET SUMMARY HIGHLIGHTS

- Cost saving measures...
 - ✓ Staff Attrition
 - ✓ Staffing Pattern
 - Reduction of 1:1 Teacher Assistants
 - ✓ Health Insurance
 - Move from self-funded to insurance pool
- Program Enhancements
 - Structured Learning Environment
 - Medical Needs Support Program
 - Pathways Program
- Related Services
 - Maintaining the intensity of services per the IEP

SASED FY25 DRAFT BUDGET

FUTURE EXPECTATIONS

- SASED Strategic Plan Initiatives

- ❖ Continue progress on the four Priority Areas

- Transportation FY26

- ❖ SASED facilitate and manage transportation for programs

- ISBE External Grants

- ❖ Early CHOICES State Grant (3999-CC) – This grant ends June 30, 2024. SASED will no longer serve as grantee for FY25.
- ❖ Early CHOICES Preschool Development Grant (MY23443) expires on December 31, 2024.
- ❖ Early CHOICES (4605-EC) Grant- SASED will remain the grantee through FY25 (June 30, 2025).

PROGRAM DESCRIPTION: STRUCTURED LEARNING ENVIRONMENT (EE 03)

The Structured Learning Environment (SLE) program provides educational services for students with significant and complex support needs who require a smaller, structured classroom environment. The SLE program classrooms are integrated into our member district's general education school buildings to foster and support age-appropriate, peer-oriented social connections.

Students in the SLE program are taught and supported within a transdisciplinary service model. The teacher, speech-language pathologist, occupational and physical therapists, intervention specialists (social workers and school psychologists), and teaching assistants all work in tandem to maximize each student's learning across all areas of development. The team plans and implements services to support the student's daily educational program and achievement of individualized goals.

The program design is individualized outcome-based programming built on a core curriculum for skill acquisition instruction. In addition to providing high-quality academic instruction, the SLE program also focuses on developing a student's independence in communication, daily living, self-regulation, self-management, and functional/vocational skills while promoting independence and decreasing the need for one-to-one support.

The SLE program implements evidence-based instructional and behavioral practices through one-to-one and small-group instruction in a highly structured learning environment. Classrooms are designed to provide predictable and meaningful routines through structured schedules, clear routines, adding activities to increase engagement and independence, and organizing classroom spaces to reduce anxiety and increase appropriate behavior.

Students within the SLE program are provided opportunities to learn and socialize with their same-age peers through academic or non-academic classes or peer programs facilitated by the program or school. The SLE program also has a community-based instructional component that facilitates generalizing academic and social skills into a natural community environment.

STRUCTURED LEARNING ENVIRONMENT PROGRAM - Intensive Communication, Social, and Academic Support

Rationale Statement for Structured Learning Environment Program (SLE)

Creating the Structured Learning Environment Program represents a strategic and collaborative effort to meet the diverse and complex needs of students who require specialized support in communication, social development, and academic and functional learning. The Structured Learning Program aims to capitalize on and leverage the best practices and strengths by integrating the Multi-Needs Program and the STARS Program into one cohesive program while incorporating additional evidence-based practices and methods. This rationale outlines the key features of the Structured Learning Environment Program, emphasizing its commitment to providing differentiated support based on the intensity of need and utilizing a transdisciplinary service model.

- **Similar Learning Profiles:**

Students who are currently enrolled in the Multi-Needs Program and the STARS Program exhibit similar learning profiles, particularly in communication, social development, and interactions. Many of these students face challenges related to autism spectrum disorder (ASD), which impacts their ability to communicate effectively, navigate social situations, and engage in meaningful interactions. By recognizing the commonalities in their learning profiles, the new Structured Learning Environment program will effectively address their shared needs while providing individualized support based on the intensity of those needs.

- **Incorporation of Best Practices:**

The SLE Program incorporates the best practices and strengths of the Multi-Needs and STARS programs. Drawing from evidence-based interventions and instructional strategies, our program aims to create a supportive and enriching learning environment where students can thrive academically, socially, and emotionally. By leveraging our staff's expertise and embracing innovative approaches to teaching and learning, we are committed to providing students with the highest quality of education and support.

- **Differentiated Supports:**

Central to the SLE Program's philosophy is differentiated support based on the intensity of need. Our program recognizes that students may require varying levels of support in communication, social development, and academic and functional learning. Therefore, we offer a continuum of services tailored to meet each student's unique needs. Whether through small-group instruction, individualized coaching, or assistive technology, we strive to provide students with the tools and resources they need to succeed.

- **Transdisciplinary Service Model:**

The SLE Program adopts a transdisciplinary service model, where professionals from diverse disciplines collaborate closely to support students' holistic development. Our team consists of teachers, speech-language pathologists, occupational and physical therapists, intervention specialists (social workers and school psychologists), and teaching assistants, all working in tandem to maximize each student's learning across all areas of development. Through regular communication, joint planning, and shared decision-making, our team ensures that students receive comprehensive and coordinated services to support their daily educational program and achieve individualized goals.

- **Structured Teaching Model:**

The SLE Program utilizes a structured teaching model based on the TEACCH model from the University of North Carolina at Chapel Hill (UNC). This approach emphasizes using visual supports, structured routines, and clear expectations to promote organization, independence, and engagement among students with autism and related disorders. Providing a consistent and predictable learning environment empowers students to succeed academically and function effectively in various settings.

- **Individualized Outcome-Based Programming:**

The design of the SLE program is centered around individualized outcome-based programming built on a core curriculum for skill acquisition instruction. This individualized approach ensures that each student's educational program is tailored to their strengths, needs, and goals. By focusing on outcomes and progress monitoring, the SLE program can effectively track student growth and adjust interventions to support continued success.

- **Integration with Same-Age Peers:**

Students within the SLE program are provided opportunities to learn and socialize with their same-age peers through academic or non-academic classes or peer programs facilitated by the program or school. This integration promotes social inclusion, peer modeling, and opportunities for reciprocal relationships. By fostering interactions with same-age peers, the SLE program promotes the development of social skills and facilitates the generalization of academic and social skills into naturalistic settings.

- **Community-Based Instruction:**

The SLE program incorporates a community-based instructional component that facilitates generalizing academic and social skills into natural community environments. Students can apply their skills in real-world settings through community outings, field trips, and vocational experiences. This hands-on approach reinforces academic concepts and promotes independence, self-regulation, and functional skills essential for post-secondary success.

In summary, the creation of the Structured Learning Environment Program represents a transformative step forward in meeting the needs of students with significant and complex support needs in communication, social development, and academic and functional learning. By integrating the Multi-Needs Program and the STARS Program, we can leverage the strengths of each program while providing differentiated support based on the intensity of need. Through our commitment to a transdisciplinary service model and a structured teaching approach, we aim to empower students to reach their full potential and thrive in all areas of development.

PROGRAM DESCRIPTION: PATHWAYS PROGRAM (EE 04)

The Pathways program is a separate public day school designed to support students identified with significant and complex social, emotional, and behavioral support needs that impact their ability to access and participate in the general education setting successfully. The Pathways program implements a continuum of evidence-based instructional and behavioral practices through a highly structured learning environment to support students experiencing emotional and behavioral difficulties, which may include depression, anxiety, social skills deficits, impulsivity, histories marked by trauma or loss, chronic school failure, and learning difficulties.

The Pathways program design includes a high staff-to-student ratio, allowing for a more individualized and intensified academic and social-emotional setting. Classrooms typically have 8-10 students with a team structure of a special education teacher, teaching assistant, and intervention specialists (social workers and school psychologists). In addition to the support of the classroom team, related services are interwoven with the instructional program to support communication, self-regulation, self-management, and sensory needs.

The Pathways program implements evidence-based instructional and behavioral practices in a highly structured learning environment through one-to-one, small-group, and whole-group instruction. Classrooms are designed to provide predictable and meaningful routines that assist students in mastering academics, developing social skills, and increasing self-awareness, self-control, and self-esteem.

Using a trauma-informed approach within a Multi-Tiered System of Support (MTSS), staff implement an instructional framework that aims to increase social, emotional, and academic success for all students by:

- Utilizing evidence-based, respectful, non-punitive, prevention-oriented behavior practices
- Focusing on skill teaching, intervention, and re-teaching as necessary
- Ongoing assessment of student progress and revising interventions and approaches as appropriate
- Using principles of restorative justice to manage conflicts and redirect negative behavior
- Providing students authentic opportunities to process content and take ownership of their learning

The program aims to provide students with the academic and social skills that will allow them to succeed in their home district's educational environments or have the necessary skills for career or college readiness.

Rationale Statement for Pathways Program

Integrating the Southeast Alternative School Program and the Directions Program into the new Pathways Program represents a progressive and strategic approach to addressing the complex needs of students with behavioral support and social-emotional challenges. By combining the strengths of both programs under one umbrella, Pathways will provide a comprehensive support system that effectively addresses the diverse needs of our students. This rationale elucidates the key elements and structure of the Pathways program, emphasizing its ability to foster social, emotional, and academic success through evidence-based practices within a trauma-informed Multi-Tiered System of Support (MTSS).

The Pathways program design includes a high staff-to-student ratio, allowing for a more individualized and intensified academic and social-emotional setting. Classrooms typically have 8-10 students with a team structure of a special education teacher, teaching assistant, and intervention specialists (social workers and school psychologists). In addition to the support of the classroom team, related services are interwoven with the instructional program to support communication, self-regulation, self-management, and sensory needs.

- **Trauma-Informed Approach within MTSS:**

Adopting a trauma-informed approach within the framework of MTSS is central to the Pathways program's philosophy. Our program recognizes the profound impact of trauma on student behavior and learning and prioritizes creating a safe and supportive environment where students feel understood, valued, and empowered. By integrating trauma-informed practices into every aspect of programming, Pathways aims to mitigate the effects of trauma and promote resilience among our students.

- **Evidence-Based Behavior Practices:**

Pathways is committed to utilizing evidence-based, respectful, non-punitive, prevention-oriented behavior practices. Instead of focusing solely on managing behaviors reactively, staff proactively teach and reinforce positive social and emotional skills. Providing explicit instruction, modeling, and reinforcement empowers students to regulate their emotions, communicate effectively, and make positive choices. Through this approach, we aim to cultivate a culture of respect, understanding, and accountability within our school community.

- **Skill Teaching and Intervention:**

Pathways' instructional framework emphasizes skill teaching, intervention, and re-teaching as necessary. Our staff recognizes that students may require different levels of support at various stages of their educational journey, so they individualize interventions to meet each student's unique needs. Whether through targeted small-group instruction, one-on-one coaching, or whole-class lessons, we are committed to providing students with the tools and strategies they need to succeed academically and socially.

- **Ongoing Assessment and Revision:**

Pathways prioritizes ongoing assessment of student progress and revising interventions and approaches as appropriate. Our staff monitors student outcomes through regular data collection and analysis and adjusts our practices to ensure effectiveness. By adopting a continuous improvement mindset, we strive to meet our students' evolving needs and provide them with the highest support and instruction.

- **Restorative Justice and Conflict Management:**

Pathways incorporate restorative justice principles to manage conflicts and redirect negative behavior. Instead of resorting to punitive measures, our program emphasizes repairing harm, restoring relationships, and fostering empathy and accountability. Through restorative circles, mediation, and dialogue, we empower students to take ownership of their actions, learn from their mistakes, and make amends. By promoting a culture of understanding and reconciliation, we aim to create a positive and inclusive school community where all students feel valued and respected.

- **Authentic Learning Opportunities:**

Finally, Pathways provides students with authentic opportunities to process content and take ownership of their learning. Through project-based learning, experiential activities, and real-world applications, we engage students in meaningful learning experiences that promote critical thinking, problem-solving, and collaboration. By connecting academic content to students' interests, experiences, and aspirations, we aim to foster a love of learning and empower students to reach their full potential.

In summary, integrating the Southeast Alternative School Program and the Directions Program into the new Pathways initiative represents a transformative step forward in supporting students with significant and complex social, emotional, and behavioral support needs. By combining evidence-based practices within a trauma-informed MTSS framework, Pathways provides a comprehensive and holistic approach to fostering social, emotional, and academic success for all students. Through our commitment to respect, understanding, and accountability, we empower students to overcome challenges, realize their strengths, and thrive in school and beyond.

PROGRAM DESCRIPTION: SUPPORTIVE MEDICAL NEEDS PROGRAM (EE 04)

The SASSED Supportive Medical Needs Program offers a comprehensive and integrated approach to education and therapy. It serves students with significant medical support needs from early childhood through high school. The program is committed to fostering holistic development and academic success and provides a comprehensive range of services tailored to each student's unique requirements.

Adapted Curriculum for Diverse Learners:

Our curriculum is carefully adapted to accommodate diverse learning needs, ensuring accessibility and engagement for all students. Through personalized instruction and differentiated materials, we strive to facilitate meaningful learning experiences that align with individual abilities and goals.

Alternative Communication Strategies:

Recognizing the importance of communication in educational attainment and social interaction, we employ various alternative communication methods. Augmentative and alternative communication (AAC) tools, sign language, and assistive technology are integrated into daily instruction to support expressive and receptive communication skills.

Integrated Services:

Our program offers integrated services from a multidisciplinary team of professionals, including occupational therapists, physical therapists, speech-language therapists, school nurses, special education teachers, and educational support staff. Collaboration among these experts ensures a holistic approach to addressing students' medical, developmental, and educational needs.

SUPPORTIVE MEDICAL NEEDS PROGRAM

Rationale Statement for the Creation of the SASSED Supportive Medical Needs Program

The establishment of the SASSED Supportive Medical Needs Program represents a crucial step forward in providing comprehensive and integrated support for students with significant medical support needs across all age groups, from early childhood through high school. This program fosters holistic development and academic success by delivering tailored services that address each student's unique requirements. By offering a multidisciplinary approach and a range of specialized services, the program aims to maximize students' potential and enhance their quality of life.

- **Comprehensive and Integrated Approach:**

The SASSED Supportive Medical Needs Program adopts a comprehensive and integrated approach to education and therapy. We recognize that students with significant medical support needs require specialized care that encompasses both medical and educational domains, so our program is designed to provide seamless coordination between medical and educational services. By integrating therapy and education within a supportive environment, we ensure that students receive the holistic support they need to thrive academically, socially, and physically.

- **Tailored Services:**

Our program is committed to providing comprehensive services tailored to each student's unique requirements. From personalized educational plans to individualized therapy interventions, we recognize the importance of addressing the specific needs of each student. By taking a personalized approach, we can effectively support students in reaching their full potential and achieving their academic and developmental goals.

- **Adapted Curriculum for Diverse Learners:**

The SASSED Supportive Medical Needs Program's curriculum is carefully adapted to accommodate diverse learning needs. We recognize that students with significant medical support needs may require modifications and accommodations to access the curriculum effectively. Therefore, our curriculum is designed to be flexible and adaptable, ensuring accessibility and engagement for all students. Through personalized instruction and differentiated materials, we strive to facilitate meaningful learning experiences that align with individual abilities and goals.

- **Alternative Communication Strategies:**

Communication is fundamental to educational attainment and social interaction. The SASSED Supportive Medical Needs Program recognizes this and employs various alternative communication strategies to help students with communication challenges. Augmentative and alternative communication (AAC) tools, sign language, and assistive technology are integrated into daily instruction to support expressive and receptive communication skills. By providing alternative communication methods, we empower students to effectively communicate their needs, thoughts, and ideas, thereby enhancing their overall educational experience and social interactions.

- **Integrated Services:**

The SASED Supportive Medical Needs Program offers integrated services from a multidisciplinary team of professionals, including occupational therapists, physical therapists, speech-language therapists, school nurses, special education teachers, and educational support staff. Collaboration among these experts ensures a holistic approach to addressing students' medical, developmental, and educational needs. By working together as a cohesive team, we can provide comprehensive support that addresses the complex needs of students from early childhood through high school with significant medical support needs, thereby promoting their overall well-being and academic success.

In summary, the creation of the SASED Supportive Medical Needs Program represents a significant milestone in meeting the educational and therapeutic needs of students with significant medical support needs. Through its comprehensive and integrated approach, tailored services, adapted curriculum, alternative communication strategies, and collaboration among multidisciplinary professionals, the program is poised to profoundly impact the lives of students and their families. By providing holistic support that addresses the medical, developmental, and educational aspects of each student's needs, the SASED Supportive Medical Needs Program aims to empower students to reach their full potential and lead fulfilling lives.

PROGRAM	ADMINISTRATOR	LOCATION	TEACHER	GRADES	CAPACITY	ENROLLED	PENDING	OPENINGS	NON-MEMBER
DHH	Tara Corral	D45 - Early Childhood Center	Alexander	EC	8	5	0	3	0
		D45 - North School	Kirkman	EC	8	7	0	1	1
		D45 - North School	Spillan	EC	8	6	0	2	0
		D45 - North School	Hamblin	K	8	4	0	4	0
		D45 - North School	McGuire	1-2	8	6	0	2	1
		D45 - North School	Nowicki	3-4	10	8	0	2	0
		D45 - North School	Misener	5	10	10	0	0	0
		D201 - Westmont Junior High	Quetsch-Rohrer	6-8	10	10	0	0	1
DHH TOTAL				70	56	0		3	
DIRECTIONS	Keith Zmijewski	SASED - Southeast School	Moses	3-5	10	4	0	6	0
		SASED - Southeast School	O'Sullivan	6-8	10	6	0	4	0
		SASED - Southeast School	Hilb	9-10	10	5	0	5	1
		SASED - Southeast School	McFadden	11-12	10	4	0	6	0
DIRECTIONS TOAL				40	19	0		1	
MULTI NEEDS	Sheila White	D60 - Holmes Primary	Brady	EC	8	8	0	0	0
	Amy McKee	D63 - Concord Elementary	Goins	EC	8	8	0	0	0
		D63 - Concord Elementary	Primozić	EC Medical	8	8	0	0	0
		D58 - Hillcrest Elementary	Kirkpatrick	K-1	8	8	0	0	0
		D20 - Waterbury Elementary	Ryndak	K-1	8	6	0	2	1
		D34 - Winfield Primary School	Goes	K-2	8	7	0	1	1
	Sheila White	D60 - Holmes Primary	Kilmczak	1-2	8	7	0	1	0
	Amy McKee	D58 - Kingsley Elementary	Raponi	K-2 Medical	6	5	0	1	0
		D20 - Waterbury Elementary	Wood	2-5	8	3	0	5	0
		D58 - Kingsley Elementary	Lapato	3-5 Medical	8	6	1	1	1
		D66 - Prairieview Elementary	Misch	3-5	8	8	0	0	0
		D66 - Prairieview Elementary	Edwards	3-5	8	5	0	3	0
		D34 - Winfield Central School	Broderick	5-8	8	7	0	1	1
		D58 - O'Neill Middle School	Dahl	6-8	8	6	0	2	0
		D58 - O'Neill Middle School	DeBruin	6-8 Medical	8	8	0	0	1
	Kati Curby	D88 - Willowbrook High School	Martinez	9-12	10	5	0	5	0
		D88 - Willowbrook High School	Matthews	9-12 Medical	10	5	0	5	0
		D88 - Willowbrook High School	Granrath	9-12	8	7	0	1	0
MULTI NEEDS TOTAL				146	117	1		5	
PROJECT SEARCH	Kati Curby	NORTHWESTERN-CENTRAL DUPAGE	Munchoff	12+	12	8	0	0	0
Only accepts students through application once per year				TOTALS	12	8			0
		SASED - Southeast School	Holle	K	8	7	1	0	0
		SASED - Southeast School	Nelson	K-1	8	3	0	5	0
		SASED - Southeast School	Aurricchio	1-2	10	7	0	3	0

SOUTHEAST	Keith Zmijewski	SASED - Southeast School	Petrella	3-4	10	6	2	2	1
		SASED - Southeast School	Gaona	5	10	7	0	3	0
		SASED - Southeast School	Balogh	6	10	10	0	0	1
		SASED - Southeast School	Tassone	7	10	5	0	5	0
		SASED - Southeast School	Huerta	8	10	8	0	2	1
		SASED - Southeast School	Smith	9-10	10	11	1	-2	0
		SASED - Southeast School	Dombrow	11-12	10	8	1	1	0
		SASED - Southeast School	Morton	12	10	8	0	2	0
SOUTHEAST TOTAL					106	80	5		3
STARS	Amy Gebre	D48 - Swartz	McGann	K-2	8	8	0	0	0
	Sheila White	D60 - Holmes Primary	Ilyavi	K-1	8	7	1	0	0
		D60 - Holmes Primary	Walton	1-2	10	9	0	1	0
		D60 - Maercker Intermediate	Cherrie	3-4	10	8	0	2	0
		D63 - Cass Junior High	Kaufmann	5-8	10	8	0	2	0
		D63 - Cass Junior High	Nunziato	5-8	10	6	0	4	1
STARS TOTAL					56	46	1		1
TRANSITION	Kati Curby	SASED - Transition Center	Zacharski	12+	10	8	0	2	0
		SASED - Transition Center	Baker	12+	10	9	0	1	0
		SASED - Transition Center (VI)	Duncan	12+	10	4	0	6	2
		SASED - Transition Center (VI)	Bell	12+	10	6	0	4	2
TRANSITION TOTAL					40	27	0		4
VISION	Amy Gebre	D48 - Salt Creek	Magnuson	EC	6	1	0	5	1
		D48 - Swartz Intermediate	Ardaiole	K-2	8	6	0	2	2
		D48 - Swartz Intermediate	Fernandez	2-4	8	6	0	2	1
		D48 - Albright Middle	Dwyer	5-8	10	8	0	2	3
		D88 - Addison Trail High School	Ariano	9-12	10	5	0	5	2
		D88 - Addison Trail High School	Brusich	9-12	10	6	0	4	2
		D88 - Addison Trail High School	Jackson	9-12	10	6	0	4	1
VISION TOTAL					56	38	0		12
						ENROLLED	PENDING		NON-MEMBER
ENROLLMENT TOTALS ---->						391	7		29
SASED Program Enrollment (Non D/WC)		D/WC (DHH/VI) Programs Enrollment			CAPACITY	ENROLLED	PENDING	OPENINGS	Non-Member
% Enrolled	96.52%	% Enrolled D/WC	81.73%						
% Non-Member	3.48%	% Enrolled Non-D/WC	18.27%	SASED	380	287	7	139	10
All Program Enrollment				D/WC	146	104	0	39	19
SASED + D/WC	95.14%								
% Non-Member	7.42%								



To: Ms. Kristi Doan, ISBE Principal Consultant
Ms. Carisa Hurley-Davis, ISBE Director of Early Childhood

From: Dr. Jimmy Gunnell and Mr. Jim Nelson
Co-Executive Directors
SASED (RCDT 19-022-8030-60)

Date: April 3, 2024

Re: FY24 ISBE Early CHOICES Discretionary Grants (4605 EC and 3999-CC) and Early Choices Preschool Development Grant (MY23443)

Thank you so much for today's conference call where we discussed SASED's role as the grantee for ISBE's statewide projects. This memorandum serves as a memorialization of the agreed upon terms for ending SASED's role as the grantee for the three projects listed below.

As a result of our conversation today we (SASED and ISBE) agreed to the following:

1. Early CHOICES (4605-EC) grant - SASED will remain the grantee through FY25 (June 30, 2025). ISBE will release this grant out for competitive bid sometime in early 2025. SASED will not compete for the grant.
2. Early CHOICES State Grant (3999-CC) - This one-year grant period ends at the end of this fiscal year, June 30, 2024. At such time SASED will terminate its role as grantee. SASED has no interest in serving as the grantee for FY25 for any member initiatives.
3. Early CHOICES Preschool Development Grant (MY23443) expires on December 31, 2024. ISBE fully expects the contract deliverables to be completed by June 30, 2024.

Dr. Jimmy Gunnell

Mr. Jim Nelson

Cc: SASED Business Office
Ann Kremer, Director Early CHOICES Grant

School Association for Special Education in DuPage County

Budget Report (accrual basis)

March 2024

					<u>% of Budget</u>	
	<u>Revenues</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>% of Budget</u>	<u>(prior year)</u>
Tuition and Fees		\$ (646,956)	\$ 32,234,743	\$ 31,829,573	101.3%	98.3%
State Revenue		\$ 304,510	\$ 2,601,101	\$ 3,724,607	69.8%	73.3%
Federal Revenue			\$ 1,096,447	\$ 1,169,228	93.8%	100.0%
Medicaid Revenue		\$ 353,647	\$ 1,620,646			
Grant Revenue		\$ 101,193	\$ 832,710	\$ 1,524,658	54.6%	112.6%
Total Revenues		\$ 112,394	\$ 38,385,647	\$ 38,248,066	96.1%	100.0%
	<u>Expenditures</u>					
Payroll		\$ 1,792,701	\$ 13,286,445	\$ 21,488,304	61.8%	62.6%
Benefits		\$ 423,224	\$ 3,023,908	\$ 5,951,032	50.8%	53.5%
*Purchased Services		\$ 940,436	\$ 6,520,762	\$ 8,755,669	74.5%	85.9%
Supplies		\$ 27,789	\$ 425,014	\$ 892,071	47.6%	40.3%
Capital Outlay		\$ 91	\$ 321,709	\$ 1,951,321	16.5%	43.2%
Medicaid Flow Through		\$ 15,726	\$ 1,547,122			
Equipment		\$ 17,193	\$ 108,549	\$ 140,870	77.1%	115.1%
Total Expenses		\$ 3,217,161	\$ 25,233,508	\$ 39,179,267	60.5%	71.9%

Total FYTD revenue when compared to current budget is at 96.1%

Compared to prior year (100%), the total revenue budget for current fiscal year is on track

Total FYTD expenditure when compared to current budget is at 60.5%

Compared to prior year (71.9%), the total expenditure budget for current fiscal year is on track

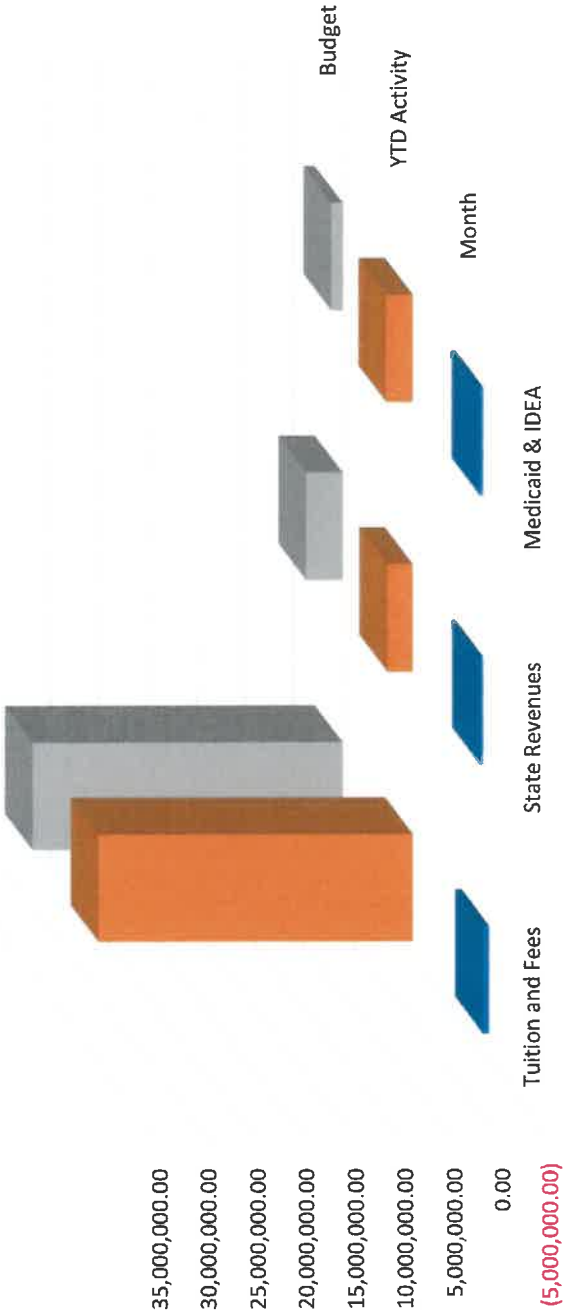
Expenditures were comprised primarily of salaries, benefits, and contract staff

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
3/31/24

SASED PROGRAMS

Program	Mar-24	2023-24		2023-24		%
	Monthly Activity	FYTD Activity	Original Budget	YTD		
Tuition and Fees	(646,955.64)	32,234,743.42	31,829,573.00	101.3%		
State Revenues	304,510.00	2,601,100.57	3,724,607.00	69.8%		
Medicaid & IDEA	353,646.82	2,717,092.81	1,169,228.00	232.4%		
Total	11,201.18	37,552,936.80	36,723,408.00	102.3%		

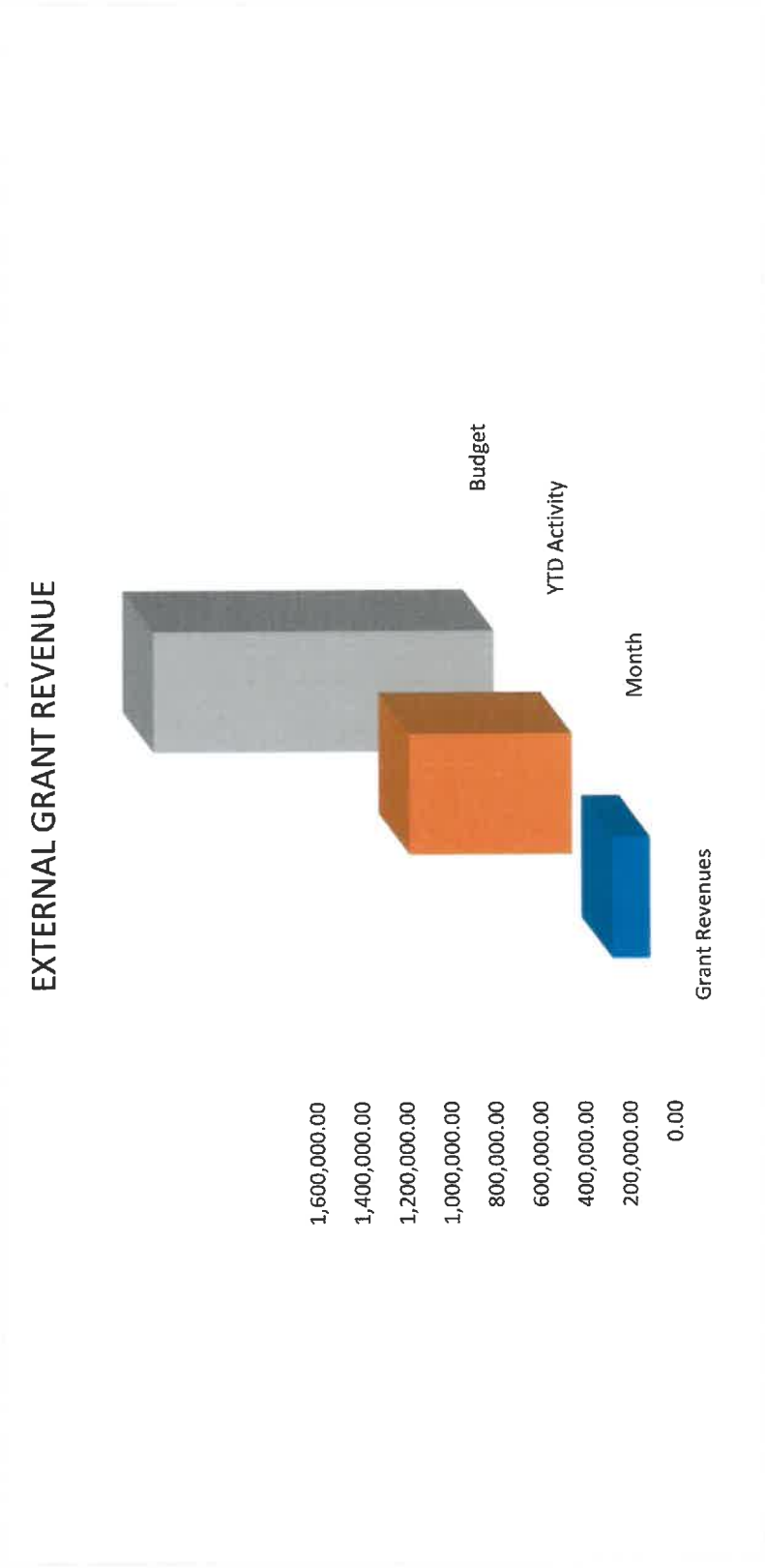
SASED PROGRAM REVENUE



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-Mar-24

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Mar-24</u>	<u>2023-24</u>	<u>2023-24</u>	<u>%</u>
	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
Grant Revenues	<u>168,957.16</u>	<u>731,516.55</u>	<u>1,524,658.00</u>	<u>48.0%</u>



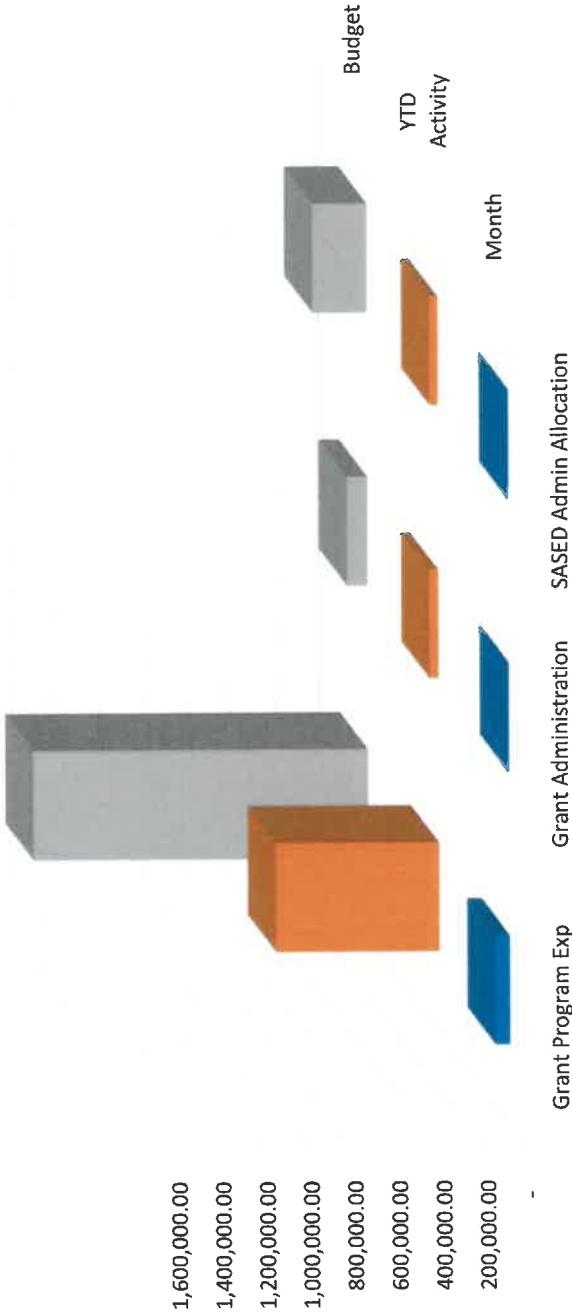
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING

31-Mar-24

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Mar-24</u>	<u>2023-24</u>	<u>2023-24</u>	<u>%</u>
	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
Grant Program Exp	66,438.97	741,679.26	1,525,780.00	<u>48.6%</u>
Grant Administration	4,143.12	39,964.67	93,601.02	<u>42.7%</u>
SASED Admin Allocation	4,113.32	36,377.13	246,519.00	<u>14.8%</u>
Total	<u>74,695.41</u>	<u>818,021.06</u>	<u>1,865,900.02</u>	<u>43.8%</u>

EXTERNAL GRANT EXPENDITURES



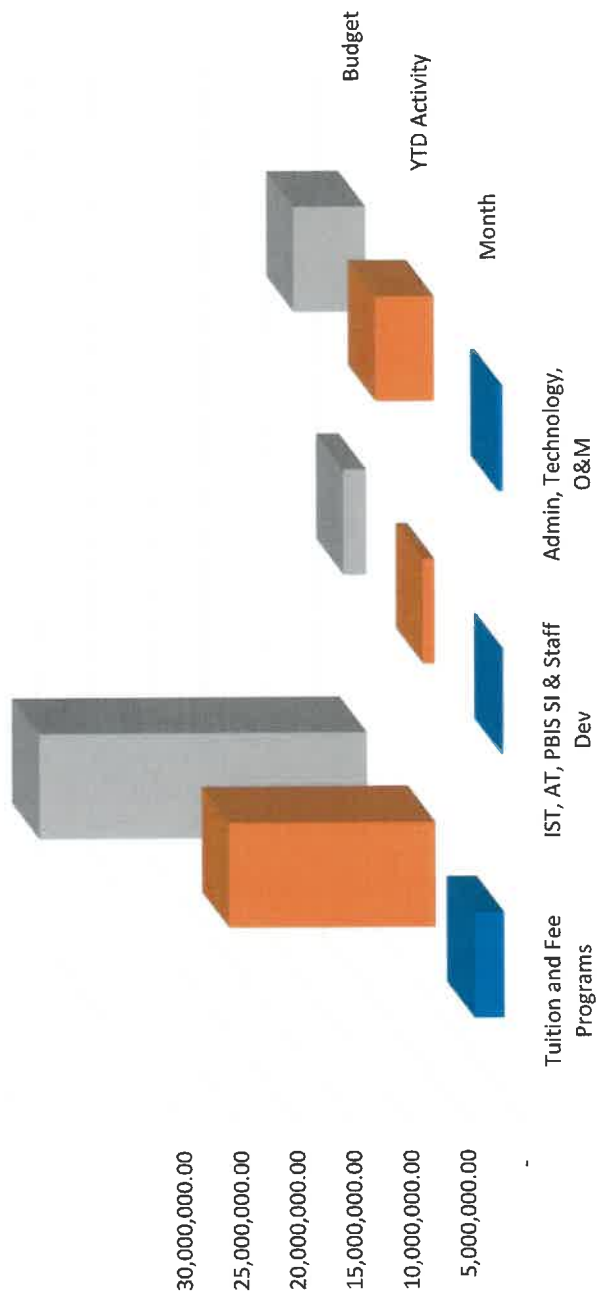
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING

31-Mar-24

SASED PROGRAMS

<u>Program</u>	<u>Mar-24</u>		<u>2023-24</u>		<u>%</u>
	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>	
Tuition and Fee Programs	2,613,566.66	18,233,725.56	28,892,245.91	<u>63.1%</u>	
IST, AT, PBIS SI & Staff Dev	127,606.40	1,021,317.63	2,035,279.00	<u>50.2%</u>	
Admin, Technology, O&M	401,292.07	5,160,540.17	6,385,842.38	<u>80.8%</u>	
	<u>3,142,465.13</u>	<u>24,415,583.36</u>	<u>37,313,367.29</u>	<u>65.4%</u>	

SASED PROGRAM EXPENDITURES



School Association for Special Education in DuPage County
Treasurer's Report
March 31, 2024

CASH ACTIVITY REPORT

	<u>A</u>	<u>B</u> SELF FUNDED MEDICAL INSUR	<u>C</u> SELF FUNDED DENTAL INSUR	<u>D</u>	<u>A + B + C + D</u>
	<u>EDUCATION FUND</u>	<u>FUNDED MEDICAL INSUR</u>	<u>SELF FUNDED DENTAL INSUR</u>	<u>FSA</u>	<u>TOTAL EDUCATION FUND</u>
Beginning Balance	14,952,329.82	(58,606.97)	377,262.20	(25,776.75)	15,245,208.30
Investments					
March activity					
Interest Earned	14,411.71				14,411.71
Gains/(Losses) on Sales of Securities					-
Record Health Fund Transfers	(393,014.94)	397,134.29	(694.66)	(3,424.69)	(0.00)
Cash Receipts	5,621,611.24	2,974.61	646.30		5,625,232.15
Cash Disbursements - General	(1,698,469.35)			(12,691.83)	(1,711,161.18)
- Payroll	(1,792,701.28)				(1,792,701.28)
Subtotal	1,751,837.38	400,108.90	(48.36)	(16,116.52)	2,135,781.40
Ending Balance	<u>16,704,167.20</u>	<u>341,501.93</u>	<u>377,213.84</u>	<u>(41,893.27)</u>	<u>17,380,989.70</u>
Investment - Demand Deposit - Fifth Third Bank	12,294,266.45	338,499.56	376,595.30	(29,201.44)	12,980,159.87
IL School District Liquid Asset Fund	22,058.59				22,058.59
Fifth Third Securities	4,378,771.24				4,378,771.24
	<u>16,695,096.28</u>	<u>338,499.56</u>	<u>376,595.30</u>	<u>(29,201.44)</u>	<u>17,380,989.70</u>

Rachel Wisniewski

Rachel Wisniewski, Treasurer

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
3/31/2024

EDUCATION FUND	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	22,058.59	0.482%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	22,058.59	0.482%	Money Market	ISDLAF	Money Market Mutual Fund
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	12,294,266.45	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	643,869.95	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	42,023.47	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	12,980,159.87				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	423,771.24	Varies	Money Market	Fifth Third Securities, Custodian	Money Market Mutual Fund
Certificates of Deposit - short-term		Varies	Various, < 1 yr	Fifth Third Securities, Custodian	FDIC Insured
Certificates of Deposit - long-term	2,205,000.00	Varies	Various, > 1 yr	Fifth Third Securities, Custodian	FDIC Insured
U S Treasuries - short-term	500,000.00	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Treasuries - long term	500,000.00	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Agencies - Short term		Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
U S Agencies - long term	750,000.00	Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
Corporate Bonds	-				
Municipal Bonds	-				
Other assets, including prepaid interest	-				
	4,378,771.24				
	17,380,989.70	TOTAL			