



**Board of Directors Meeting
April 16, 2025
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
2:00 PM
AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
 - a. Approval of Open and Closed Session Minutes from March 19, 2025 Board of Directors Meeting
 - b. 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.
 - 2) Approve Updated Job Descriptions
 - 3) Approve the SY25-26 SASED Administrative Employment Agreements
 - 4) Approve the College of DuPage Nursing Support Agreement
 - 5) Approve the Fox College Agreement to Support OT/PT Students
 - 6) Approve the Agreement with Five Star Interpreting
 - c. Financial
 - 1) Budget Reports
 - 2) Treasurers/Investments Reports
 - 3) Gross Payrolls for March 2025
 - 4) Payroll Liabilities for March 2025
 - 5) Bill List for April 2025
 - 6) Interim Checks for March 2025
 - 7) Voids for March 2025
 - d. Governance
 - 1) Approve the Intergovernmental Agreements to enroll non-member district students in a SASED program
 - 2) Approve the Food Service Management Company Renewal Contract with Gourmet Gorilla for SY25-26
5. **Action Items**
 - a. Approve the Dismissal of Support Staff Employee For Cause
 - b. Approve the SY25-26 Southeast School Principal Employment Agreement
 - c. Approve the SY25-26 Interim Chief Human Resource Officer Employment Agreement
 - d. Approve the New Audiology Billing Model
6. **Discussion/Information**
 - a. FOIA Request from DelTek
 - b. FOIA Request from Northwestern University
 - c. SASED SY24-25 Enrollment
 - d. Human Resources Staffing Update
 - e. Committee Reports
 - f. SASED Strategic Plan Updates
 - g. Executive Director Report

7. Adjournment



Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors

Via: Dr. Kim Dryier

From: SASED Administration

Date: March 19, 2025

Re: Approval of Board of Directors Meeting Minutes

Open session and closed session meeting minutes from the March 19, 2025 Board of Directors Meeting.

Recommended Action: SASED Administration requests that the Board of Directors approve the open session and closed session meeting minutes from the March 19, 2025 Meeting.



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

**SASED Board of Directors Meeting
March 19, 2025 - 2:00 PM
Winfield Primary School
0S150 Winfield Road, Winfield, IL 60532**

OPEN SESSION MINUTES

Mr. Mark Cross, Chairperson, called the SASED Board of Directors meeting to order at 2:01 pm and welcomed those in attendance.

1. Roll call was taken with the following responding:

Present:	District	Representative
	Keeneyville School District 20	Dr. Omar Castillo
	Benjamin School District 25	Mr. John Langton
	West Chicago Elementary School District 33	Ms. Kristina Davis (exit at 3:36)
	Winfield School District 34	Dr. Matt Rich
	DuPage County School District 45	Dr. Brian Graber
	Salt Creek School District 48	Dr. Amy Zaher
	Downers Grove School District 58	Dr. Kevin Russell
	Maercker School District 60	Dr. Sean Nugent (arrv 2:05 exit 3:55)
	Cass School District 63	Mr. Mark Cross
	Center Cass School District 66	Dr. Andrew Wise (arrv 2:06)
	Woodridge School District 68	Dr. Patrick Broncato
	DuPage High School District 88	Dr. Jean Barbanente (arrv 2:10)
	Community High School District 94	Dr. Kurt Johansen
	Community Consolidated School District 180	Dr. Charlie Kyle (arrv 2:10 exit 3:55)
	Westmont Community Unit School District 201	Mr. Jack Baldermann (arrv 2:06)
	Lisle Community Unit School District 202	Dr. Keith Filipiak
	Elmhurst Community Unit School District 205	Dr. Keisha Campbell (arrv 2:14 exit 3:55)

Absent: Community High School District 99

Present: 17 Districts **Absent:** 1 District

Also in attendance:

Dr. Kim Dryier, Executive Director, SASED
Dr. Elizabeth Vander Woude, Asst. Dir. Programs and Services, SASED
Ms. Rachel Wisniewski, CSBO, SASED
Mr. Dan Lawler, Technology Coordinator, SASED
Ms. Julie Grohn, Asst. Dir. Human Resources, SASED
Ms. Senga Lowe, Board Recording Secretary, SASED
Ms. Tammie Beckwith Schallmo, PMA
Ms. Jessica Holle, SASED - Guest

2. Pledge of Allegiance

3. Public Comment - None

4. Consent Agenda

- a. Approval of Open and Closed Session Minutes from February 19, 2025 Board of Directors Meeting
- b. 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.
- c. Financial
 1. Budget Reports
 2. Treasurers/Investments Reports
 3. Gross Payrolls for February 2025 in the amount of \$1,834,425.99
 4. Payroll Liabilities for February 2025 in the amount of \$629,351.62
 5. Bill List for March 2025 in the amount of \$1,450,693.42
 6. Interim Checks for February 2025 in the amount of \$867,108.45
 7. Voids for February 2025 - None
 8. Accept the donation check in the amount of \$984 from Knights of Columbus
- d. Governance
 1. Approve the Intergovernmental Agreements to enroll non-member district students in a SASSED program

A motion was made to approve the consent agenda items as presented. This motion was made by Member Rich and seconded by Member Castillo.

Upon Roll Call Vote:

Ayes: Castillo SD20, Langton SD25, Davis SD33, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Cross SD63, Broncato SD68, Johansen SD94, Filipiak SD202.

Nays: None

Ayes: 11 Districts

Nays: None

Absent: 7 Districts

Upon roll call vote, motion passed.

5. Action Items

- a. Adopted the Resolution Regarding the Non-Renewal and Honorable Dismissal of Support Staff, Amy Bain, Talin Tokat, Pamela Reising Rchner, Ann Kremer, and Emily Ropars.

A motion was made to adopt the resolution regarding the non-renewal and honorable dismissal of support staff as presented. This motion was made by Member Rich and seconded by Member Broncato.

Upon Roll Call Vote:

Ayes: Castillo SD20, Langton SD25, Davis SD33, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Johansen SD94, Baldermann SD201, Filipiak SD202.

Nays: None

Ayes: 14 Districts

Nays: None

Absent: 4 Districts

Upon roll call vote, motion passed.

- b. Adopted the Resolution for Appointment of Rachel Wisniewski as the New IMRF Authorized Agent.

A motion was made to adopt the resolution for appointment of Rachel Wisniewski as the new IMRF authorized agent, as presented. This motion was made by Member Rich and seconded by Member Zaher.

Upon Roll Call Vote:

Ayes: Castillo SD20, Langton SD25, Davis SD33, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Johansen SD94, Baldermann SD201, Filipiak SD202.

Nays: None

Ayes: 14 Districts

Nays: None

Absent: 4 Districts

Upon roll call vote, motion passed.

6. Discussion/Information

- a. SASED SY24-25 Enrollment Update - Dr. Dryier provided a brief summary of the current enrollment, which is consistent at 381 students.
- b. Human Resources Staffing Update - Dr. Dryier provided a brief summary of the current staffing report, which shows a decrease of one open position from last month.
- c. Committee Reports
 - 1) Finance Committee -
 - a) Committee met on March 5th. Tammie from PMA was present and provided a detailed overview of the financing options that are available to SASED and its member districts.
 - b) Ms. Tara Corral, SASED DHH Program Administrator was also present to discuss the current audiology billing model and the new recommended changes. These changes will be reviewed with the member district administrators and then brought back to the Finance Committee for recommendation to approve.
 - c) ESY Lease - A new classroom lease cost off \$1,500 per classroom plus \$750 per work space is being recommended. This is more equitable for all districts. Dr. Dryier discussed this cost with the districts hosting ESY classrooms and they all agreed on the new cost.
 - 2) Facilities Planning Committee -
 - a) Dr. Dryier provided an update regarding the facilities planning discussions including the common themes throughout the focus group interviews and the three possible strategic options provided by ARCON. All three options (3, 4 and 8) provide one or two centralized locations along with 9-12 satellite classrooms. Dr. Dryier asked ARCON to provide estimated costs which fell between \$80M and \$112M. The centralized locations would possibly provide a cost savings of \$5.7M.
 - b) Dr. Dryier met with District Special Ed Directors to discuss the number of current outplaced students and what changes might look like for SASED to be able to provide programming for those students.
 - c) Board members asked questions to make sure the committee was keeping an open mind and looking at all options including existing buildings needing renovation, cost sharing with a district who is considering new building projects, renovating Southeast, etc.
 - d) Option 3 (renovation of Southeast) may not be a viable option due to the restrictions including parking, size, etc.

- e) Dr. Dryier will research the current Joint Agreement for any information on property purchasing.
- d. Capital Projects Financing Options Presentation by PMA Securities, LLC
Ms. Schalmo gave a presentation to the Board regarding financing options for the new facility planning.

Board members asked several questions in regards to member district payment options as well as language in the joint agreement in relation to member withdrawal and ascension. Discussed the realistic timeline of the project, current lease at 2900 and the extension options, and the true facility costs including personnel. May want to consider scheduling a joint meeting with Finance and Facility Planning Committees.

Committee discussed holding off on the HVAC and roofing projects scheduled at Southeast until we had a better idea of the direction that the new facility planning is headed. Dr. Dryier and Ms. Wisniewski will look into this further with ARCON.

- e. SASSED Strategic Plan Updates - Dr. Dryier provided a progress update on the goals in each of the four priority areas of the strategic plan including Staffing, Programs and Services, Communication, and Operations.
- f. Executive Director Report - Dr. Dryier provided a brief summary of her report including ESY leases cost.

Ms. Kristina Davis, SD33, exited the meeting at 3:36 pm.

7. Closed Session

A motion was made to enter into closed session at 3:39 pm. This motion was made by Member Wise and seconded by Member Castillo.

Upon Roll Call Vote:

Ayes: Castillo SD20, Langton SD25, Davis SD33, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Kyle SD180, Baldermann SD201, Filipiak SD202, Campbell SD205.

Nays: None

Ayes: 17 Districts

Nays: None

Absent: 1 District

Upon roll call vote, motion passed.

School Districts 60, 180 and 205 exited the meeting at 3:55 pm.

8. Reconvene into Open Session

A motion was made to reconvene into open session at 4:17 pm, as stated in the closed session minutes. This motion was made by Member Rich and seconded by Member Russell. Upon voice vote of all ayes from 13 districts present, motion passed.

9. Action Items from Closed Session

- a. Approved the Destruction of Closed Session Recordings from May 24, 2023, June 21, 2023, August 16, 2023, September 20, 2023, and October 18, 2023 as Highlighted in the Closed Session Log.
A motion was made to approve the destruction of closed session recordings as presented. This motion was made by Member Rich and seconded by Member Russell. Upon voice vote of all ayes from 13 districts present, motion passed.

- b. Approved the Semi-Annual Review of Closed Session Minutes and Recommendation to Maintain the Confidentiality of all Closed Session Minutes as Noted on the Closed Session Log.

A motion was made to approve the recommendation to maintain the confidentiality of all closed session minutes as presented. This motion was made by Member Rich and seconded by Member Russell. Upon voice vote of all ayes from 13 districts present, motion passed.

- c. Approved the Certified Staff Sub Rate Increase from a daily rate of \$114 to \$145.

A motion was made to approve the certified staff sub rate increase to a daily rate of \$145. This motion was made by Member Rich and seconded by Member Russell.

Upon Roll Call Vote:

Ayes: Castillo SD20, Langton SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Baldermann SD201, Filipiak SD202.

Nays: None

Ayes: 13 Districts

Nays: None

Absent: 5 Districts

Upon roll call vote, motion passed.

- d. Approved the 4% Salary Increase for Non-CBA and Administrative Staff

A motion was made to approve the 4% salary increase for non-CBA and administrative staff, as presented. This motion was made by Member Graber and seconded by Member Rich.

Upon Roll Call Vote:

Ayes: Castillo SD20, Langton SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Baldermann SD201, Filipiak SD202.

Nays: None

Ayes: 13 Districts

Nays: None

Absent: 5 Districts

Upon roll call vote, motion passed.

Kevin Russell, SD 58, exited the meeting at 4:17 pm.

- e. Approved the New Administrative Job Descriptions.

A motion was made to approve the new administrative job descriptions, as presented. This motion was made by Member Baldermann and seconded by Member Castillo. Upon voice vote of all ayes from 12 districts present, motion passed.

10. Adjournment

A motion was made to adjourn at 4:21 pm. This motion was made by Member Rich and seconded by Member Graber. Upon voice vote of all ayes from 12 districts present, motion passed.

Minutes Approved by:

Chairperson

Date

Secretary

Date



ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: April 16, 2025
Re: Personnel Recommendations

Purpose: We are pleased to present this month's personnel report for your review. This report provides a comprehensive update on staffing changes, including new hires, departures, and any leaves. Human Resources remains committed to ensuring that we continue to attract top talent.

Please see the attached Personnel Notes.

Financial Impact: Filled positions have been accounted for in the FY25 budget.

Recommended Action: SASED Administration requests that the Board of Directors approve the personnel recommendations as presented.



School Association for Special Education in DuPage

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PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Administrative Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Lessentien, Bridget	Program Administrator SLE Program	Tuition	7/31/2023	6/30/2025	Accepted another position
McKee, Amy	Program Administrator SLE Program	Tuition	8/1/2022	6/30/2025	Personal reasons

2. Resignations/Retirements/Terminations – Licensed Staff

Cabral, Jamie	Teacher/SLE Maercker	Tuition	8/12/2024	5/30/2025	Accepted another position
Dalton, Caitlin	BCBA SLE Program	Tuition	8/12/2024	5/2/2025	Accepted another position

3. Resignations/Retirements/Terminations – Registered Staff

Bettler, Maria	Occupational Therapist	User Fee Member Dists.	8/14/2013	6/6/2025	Retiring
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4. Appointments – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Borshell, Emma	Teacher/VI Kingsley	Tuition	8/11/2025		\$70,424.00
Drucker, Haley	Teacher/DHH Westmont Jr. High	Tuition	8/11/2025		\$66,056.00
Simpson, Jasmine	Permanent Substitute Teacher SLE Program	Tuition	3/17/2025		\$13,505.61 Prorated from \$52,874.00

5. Appointments – Educational Support Staff

Asare, Joann	Audiology Assistant SAC - .53 F.T.E.	Tuition	3/25/2025	\$19.00	
Martin, Chase	1:1 Signing Assistant	User Fee Dist. #C89	4/7/2025	\$22.02	



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6. Change of Employment Status – 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>
Gibson, Melissa	From: 10-month Admin. Asst. OT/PT Program 214 days @ 7.5 hrs/day	User Fee Member Dists.	8/9/2021		\$31,891.35
	To: 12-month Admin. Asst. OT/PT Program 259 days @ 8 hrs/day	User Fee Member Dists.	7/1/2025		\$42,817.46
Manimbo, Jeffrey	From: Technology Services Specialist – Level I SAC	Local Funds	7/5/2022		\$50,085.00
	To: Technology Services Specialist – Level II SAC	Local Funds	7/1/2025		\$55,093.50
Whitfield, Michelle	From: 10-month Admin. Asst. Pathways/Southeast 214 days @ 7.5 hrs/day	Tuition	8/2/2022		\$30,366.30
	To: 10-month Admin. Asst. Pathways/Southeast 214 days @ 7.5 hrs/day	Tuition	8/1/2025		\$33,000.00* *Salary correction
Wilson, Brittany	From: 10-month Admin. Asst. SMNP, Transition & Project Search 221 days @ 8 hrs/day	Tuition	2/1/2024		\$35,206.15
	To: 12-month Admin. Asst. SMNP, Transition & Project Search 259 days @ 8 hrs/day	Tuition	7/1/2025		\$46,498.00

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. Leave of Absence/FMLA – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Broderick, Michelle	Teacher/SLE Winfield Central	3/17/2025 – Intermittent

2. Leave of Absence/FMLA – Registered Staff

Kelly, Patricia	Occupational Therapist	5/12/2025 – 6/12/2025
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3. Leave of Absence/FMLA – Educational Support Staff

Fernandez, Lauren	Signing Assistant North	3/17/2025 – 4/17/2025
Flentge, Lauren	Teacher Assistant/SLE Holmes	3/18/2025 – 4/28/2025

April 3, 2025

To whom it may concern,

I am writing to formally resign from my position as Program Administrator at SASSED, effective June 30th, 2025.

After careful consideration, I have decided to pursue a new career opportunity that will help me grow both professionally and personally. I am grateful for the support, guidance, and opportunities I've had during my time at SASSED.

I want to express my gratitude for my time here. I have learned a great deal and have had the privilege of working with devoted teachers, related service providers, and support staff who show great dedication to our students.

I am committed to ensuring a smooth transition during my remaining time and will do everything I can to help with the handover of my responsibilities. Please let me know how I can assist in making this process as seamless as possible.

Thank you again for the opportunity to be part of SASSED.

Sincerely,

A handwritten signature in cursive script that reads "Bridget Lessentien".

Bridget Lessentien

April 4, 2025

To whom it may concern,

I hope this message finds you well. After careful consideration, I am writing to formally announce my resignation from my position as SLE Program Administrator at SASSED, effective June 30th, 2025.

My time at SASSED has been incredibly rewarding, and I am deeply grateful for the diverse experiences I've had and the opportunities to grow both professionally and personally. I have truly enjoyed working alongside such a dedicated team, and I am proud of the work we've accomplished together. I remain confident in the team's ability to achieve the goals outlined in the strategic plan and continue to make a positive impact on the students and families we serve.

I will always treasure the relationships I've built with district administrators, families, staff, and students, and these connections will stay with me as I move forward.

In the remaining months, I am fully committed to ensuring a smooth transition and will do everything I can to support the team during this time.

Thank you for the opportunity to be a part of this incredible organization. I wish SASSED continued success and look forward to seeing the great work ahead.

Best Wishes,

A handwritten signature in cursive script that reads "Amy McKee". The ink is black and the signature is fluid and legible.

Amy McKee

Jamie Cabral

SLE Program

Maercker Lead Teacher

04/10/2025

Dr. Kim Dryier
SASED Administrative Center
2900 Ogden Ave

Lisle, Illinois 60532

Dear SASED Administration,

I hope this letter finds you well. After much thought and consideration, I am writing to formally resign from my teaching position at SASED for the 2025-2026 school year.

Over the past year, I have learned so much, both from my colleagues and from the students I had the privilege of teaching. The experiences and lessons I have gained have been invaluable, and I will carry them with me as I move forward in my career.

I will support the transition and SASED in any way possible during this process to help the teacher to teacher change seamlessly. . Please let me know if there is anything specific you would like me to assist with before my departure.

Thank you once again for the opportunity to work at SASED.

Sincerely,
Jamie Cabral

Caitlin Dalton
2687 Jodee Drive
Joliet, IL 60436

SASED
2900 Ogden Ave.
Lisle, IL 60532

April 7, 2025

To whom it may concern,

I am writing to formally resign from my position as BCBA at SASED, effective May 2, 2025. I had not anticipated leaving this role so soon, but due to a change in personal employment plans, I find it necessary to step away before the end of the school year. I have accepted a position outside of education that will begin May 5, 2025.

I want to express my sincere gratitude for the opportunity to be part of the SASED SLE team. Over the course of the school year I have grown both professionally and personally and truly have appreciated the collaboration, dedication, and support of my colleagues.

I will do everything in my power to ensure a smooth transition over the course of my final four weeks at SASED and apologize deeply for any inconvenience caused by my departure before the end of the 2024/2025 school year. Thank you for your understanding.

Sincerely,

Caitlin M Dalton

Caitlin M. Dalton, LBS1, BCBA

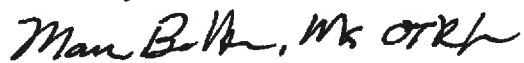
Mar 24, 2025

Dear SASED Board of Directors,

I am writing to formally notify you of my intention to retire at the conclusion of the 2024-2025 school year.

I have truly valued the opportunity to work with so many dedicated professionals and the students and families we serve. It has been an incredibly fulfilling journey, and I am grateful for the support, camaraderie, and experiences I have had during my time here.

Sincerely,

A handwritten signature in black ink that reads "Maria Bettler, MS, OTR/L". The signature is written in a cursive, flowing style.

Maria Bettler, MS, OTR/L



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>
Deja, Dobbs	1:1 Teacher Assistant SLE -Amergis	User Fee Dist. #33	12/02/2024	04/11/2025	Personal reasons
Franz, Meagan	1:1 Teacher Assistant SLE -Amergis	User Fee Dist. #45	02/03/2025	03/28/2025	Personal reasons
Hayes, Mikelle	1:1 Teacher Assistant SLE -Amergis	User Fee Dist. #202	10/22/2024	02/07/2025	Personal reasons
Konsoer, Kirsten	1:1 MATA Transition – MX Health	User Fee Dist. #202	09/30/2024	03/28/2025	Personal reasons
Smith, LaTasha	1:1 Teacher Assistant SLE - BW	User Fee Dist. #	10/07/2024	03/28/2025	Personal reasons
McDuffie, Diana	1:1 Teacher Assistant SLE -Amergis	User Fee Dist. #68	02/20/2025	04/04/2025	Personal reasons
Petties, Tyesha	1:1 Teacher Assistant SLE -Amergis	User Fee Dist. #41	08/21/2024	04/11/2025	Personal reasons

2. Appointments – Licensed Staff - Contracted

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Nino, Talia	Social Worker DHH - Aya	Tuition	04/14/2025	\$85.00	
Sydor, Lyubomyra	Social Worker VI - BW	Tuition	03/19/2025	\$78.00	

3. Appointments – Educational Support Staff - Contracted

Albelo, Rayna	1:1 Teacher Assistant SLE - BW	User Fee Dist. #58	03/25/2025	\$48.00	
Armand, Ariel	1:1 Teacher Assistant SLE - Amergis	User Fee Dist. #202	03/19/2025	\$40.00	
Fina, Katelyn	1:1 Teacher Assistant SLE - BW	User Fee Dist. #45	04/07/2025	\$41.00	
Green, Keletha	1:1 Teacher Assistant SLE - Amergis	User Fee Dist. #202	03/24/2025	\$40.00	



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3. Appointments – Educational Support Staff – Contracted - continued

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Johnson, Jaylen	1:1 Teacher Assistant SLE - Amergis	User Fee Dist. #202	04/07/2025	\$40.00	
Mainsah, Gianna	1:1 Teacher Assistant SLE - BW	User Fee Dist. #68	04/07/2025	\$48.00	
Spires, Kimberly	1:1 Teacher Assistant VI - BW	User Fee Dist. #48	04/07/2025	\$48.00	
Stewart, Tyiesha	1:1 Teacher Assistant SLE - Amergis	User Fee Dist. #58	04/07/2025	\$40.00	

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



Consent Agenda Action

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: April 16, 2025

Re: Updated Job Descriptions

As part of the realignment plan to improve organizational efficiency and student outcomes, four (4) job descriptions have been updated. They are as follows and attached:

- Chief Human Resource Officer
 - Changed from TRS to IMRF
- Board Certified Behavior Analyst (BCBA)
 - Updated to align with best practices
- OT and PT Administrative Data Assistant and Special Projects Administrative Assistant
 - 10- 12 month
- Administrative Assistant and Special Projects Assistant
 - 10-12 month



JOB DESCRIPTION

Title: Administrative Assistant and Special Projects Assistant

Reports To: Program Administrator and Chief Human Resource Officer

Job Goal: The administrative assistant provides assistance to the Program Administrator and Chief Human Resource Office in all aspects of the organization.

Qualifications:

1. Excellent interpersonal, email and telephone skills for effective and efficient professional communications with staff
2. Excellent organizational skills
3. Knowledge of office equipment, including phone systems, copiers, printers, faxes, and computers
4. Excellent computer skills, including Microsoft Office and Google applications.
5. Advanced Excel skills preferred including creating pivot tables.
6. Maturity to maintain confidential information
7. Ability to self direct and make decisions in the absence of a supervisor
8. Ability to multitask and prioritize projects and activities on a daily basis
9. Ability to maintain a positive and flexible attitude toward daily responsibilities and schedule

Duties and Responsibilities: *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Create and distribute program registration packets and generate class lists for all students.
2. Assist in maintaining records and budgets for all classrooms as well as general program budget.as well as files of correspondence, report and student records.
3. Administer all purchase orders for the program from inception to payment.
4. Oversee program accounts.
5. Compile and report all student attendance to the student's home district on a monthly basis.
6. Create and keep up-to-date the program data bases for all Program students and employees.
7. Communicate with bus companies on all calendar deviations and/or changes.
8. Report employee absences for all Program employees to the Central Office on a daily basis.
9. Coordinate emergency assistance whenever necessary.
10. Make and receive telephone calls relative to student and classroom issues.

11. Complete all correspondence and reports required by program administrator or certified staff after approval of administrator.
12. Assist in determining needed supplies and equipment for the program
13. Attend and participate in staff meetings.
14. Assist the Chief Human Resource Officer with projects and office efficiencies.
15. Cross Train with other departments as needed.

Physical Requirements:

The role requires the ability to:

- Move between office spaces, classrooms, and school facilities.
- Sit for extended periods while answering phones, greeting visitors, and completing administrative tasks.
- Lift and carry up to 20 pounds, such as office supplies, files, or equipment.
- Use fine motor skills for typing, filing, and operating office equipment, including computers and printers.
- Have clear vision and hearing to process information, communicate with staff, students, and parents, and handle office tasks effectively.
- Adapt to varying work environments, including office, classroom, and outdoor areas for student supervision or events.

Reasonable accommodations may be provided to enable individuals with disabilities to perform essential functions.

Terms of Employment: 259 day work year, 8 hours a day, at compensation set by the SASSED Board of Directors.

Evaluation: Performance will be evaluated in accordance with the SASSED Board policy on evaluation of educational support personnel.

Revised April 2025

JOB DESCRIPTION

Title: Board Certified Behavior Analyst (BCBA)

Reports To: Program Coordinator

Job Goal: The BCBA will serve as a member of the SIIS team leading behavioral strategies for students in designated programs.

A BCBA will oversee programming and provide ongoing support and supervision to the educational team as it relates to the implementation and documentation associated with Behavior Support Plans.

Qualifications:

- Professional Educator License with LBSI, School Psych, Social Worker endorsement issued by the Illinois State Board of Education.
- Certified as a BCBA
- Successful completion of internship and/or formal training in the analysis of behavior and instructional strategies training related to working with clients who have pervasive developmental disorders and related disorders.
- Ability to demonstrate competence in behavior management skill, instructional skills, oral and written communication, organizational skills and interpersonal relations
- Ability to work with a variety of clients in regard to age, functionality, and with minimal direction
- Current on all required trainings/certifications

Duties and Responsibilities: *Perform other duties as assigned and nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

- Provide in-service training to staff on behavior management, instructional strategies, and crisis intervention techniques as needed.
- Participate constructively in staffings, meetings, and consultations with school personnel regarding students' needs.
- Support staff with technical assistance regarding students demonstrating behavioral, adjustment, and socialization difficulties.
- Maintain collegial and supportive relationships with colleagues, administrators, and community agencies.
- Provide oversight of RBTs as needed

- Collaborate on the creation, implementation, and revision of Functional Behavioral Assessments and behavioral intervention plans (BIPs)
- Develop and implement individualized behavior and instructional intervention plans.
- Monitor progress of intervention plans and strategies through data collection and analysis.
- Respond to crises using physical intervention management strategies, as necessary.
- Collaborate with parents to develop and implement instructional programs and behavior plans in the home.
- Provide consultation and education to parents regarding their child's social, emotional, and educational needs.
- Facilitate parent information and support groups to enhance understanding and involvement in their child's growth and development
- Prepare and deliver group guidance and social skills activities related to self-awareness, social awareness, and coping with disabilities.
- Evaluate students' strengths and weaknesses through formal and informal assessments and suggest appropriate interventions.
- Assist in the formulation of annual goals and objectives addressing students' social, emotional, and behavioral needs.
- Engage in continuous professional growth through conferences, professional organizations, and staying informed on current practices in behavior analysis and special education.
- Disseminate and model best practices in behavior management and instructional strategies to staff.
- Develop materials, handouts, and binders for training sessions and presentations.
- Maintain practices compliant with IDEA 2004 and other relevant legal requirements.
- Ensure confidentiality and professional conduct in all interactions and documentation.
- Collaborate with administrators and supervisors to maintain adherence to ethical standards and provide oversight of cases.
- Prepare written reports, behavior plans, crisis intervention plans, and other relevant documentation.
- Maintain accurate and organized data records for individual student progress and intervention effectiveness.
- Document and report outcomes of group and individual interventions as required.
- Provide timely and effective crisis intervention for students, staff, and groups.
- Train and support teams in implementing physical management strategies and other de-escalation techniques.
- Serve as a liaison between the school, home, and community to enhance support systems for students.
- Refer students and families to community resources and services that can assist in meeting their needs.

Physical Requirements:

Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift, move and/or support up to 50 pounds (and/or up to adult size body weight with two-to-three person lift). Position can require some degree of physical interaction with students who have difficulty controlling physical behavior.

Terms of Employment: 195 day work year at compensation set by the SASSED Board of Directors.

Evaluation: Performance will be evaluated in accordance with the SASSED Board of Directors policy on the evaluation of licensed staff.

January 2025



JOB DESCRIPTION

Title: Chief Human Resource Officer

Reports To: Executive Director

FLSA Status: Exempt

Job Category: Non-Certified Administration

Job Goal: The Chief Human Resource Officer 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:

- Bachelor's or 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.
- 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. Coordinates investigations for complaints and allegations related to personnel matters and Title 9. Trains and assists administrative staff as necessary. Oversees and 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.



JOB DESCRIPTION

Title: OT and PT Administrative Data Assistant and Special Projects
Administrative Assistant

Reports To: OT and PT Coordinator and Assistant Director

Job Goal: Support OT and PT Coordinator in data management of OT and PT Department.
Support Administrative Team with projects and clerical support

Qualifications:

1. Excellent interpersonal, email and telephone skills for effective and efficient professional communications with staff
2. Excellent organizational skills
3. Knowledge of office equipment, including phone systems, copiers, printers, faxes, and computers
4. Excellent computer skills, including Microsoft Office and Google applications.
5. Advanced Excel skills preferred including creating pivot tables.
6. Maturity to maintain confidential information
7. Ability to self direct and make decisions in the absence of a supervisor
8. Ability to multitask and prioritize projects and activities on a daily basis
9. Ability to maintain a positive and flexible attitude toward daily responsibilities and schedule

Duties and Responsibilities: *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Maintain and update student records and OT/PT services on Office Access or related database
2. Update therapist caseloads weekly for changes and share data with therapists/coordinator .
3. Support the program billing, budgeting and planning process
4. Maintain IEP documentation for all students receiving therapy
5. Prepare weekly caseload updates and referral sheets to track referrals for therapists
6. Gather data to prepare monthly caseload summaries, billing summaries, service summaries, or other queries as required and as needed for coordinator
7. Create pivot tables for caseload management throughout the school year.
8. Prepare billing for therapy services – pre bill, mid year and final bill
9. Review contract bills for accuracy
10. Maintain past and current physician's referrals on all students receiving therapy.
11. Send out notices for physician's referral renewals
12. Interface with Medicaid personnel regarding referrals and prepare weekly reports for new students to track for Medicaid
13. Send out requests for therapist evaluations to field supervisors
14. Prepare and disseminate materials for orientation, staff and professional development meetings

15. Assist Administrative Team with summer projects, such as registration, clerical support, and inventory management.
16. Cross train with other departments to assist as needed.
17. Attend SAC admin assistant meetings

Physical Requirements:

The role requires the ability to:

- Move between office spaces, classrooms, and school facilities.
- Sit for extended periods while answering phones, greeting visitors, and completing administrative tasks.
- Lift and carry up to 20 pounds, such as office supplies, files, or equipment.
- Use fine motor skills for typing, filing, and operating office equipment, including computers and printers.
- Have clear vision and hearing to process information, communicate with staff, students, and parents, and handle office tasks effectively.
- Adapt to varying work environments, including office, classroom, and outdoor areas for student supervision or events.

Reasonable accommodations may be provided to enable individuals with disabilities to perform essential functions.

Terms of Employment: 259 day work year, 8 hours per day, at compensation set by salary range established by SASED Board of Directors

Evaluation: Performance will be evaluated in accordance with the SASED Board policy on evaluation.

Revised April 2025



ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: April 16, 2025
Re: Administrator Contract Approvals

Please find below the recommendations for administrative contract approvals for the 2025–2026 school year. These contract renewals have been reviewed in accordance with Board policy and administrative procedures, and reflect our continued commitment to retaining high-quality leadership across SASED.

Recommended Administrator Contracts for Approval:

Elizabeth Vanderwoude- Assistant Director of Programs and Services- \$144,308
Tara Corral- Elementary Coordinator \$126,146
Claire Smith- Intermediate and High School Coordinator \$130,000
Kati Curby- Program Administrator- \$112, 279.44
Amy Gebre- Program Administrator - \$117,893.41
Sherilyn Genin- Program Coordinator - \$120,251.28
Dan Lawler- Technology Coordinator - \$95,680
Andrew Shelby- Assistant Program Administrator- \$86,852.69

Please note: All contract terms and compensation have been aligned with the Board-approved administrative compensation guidelines and reflect performance evaluations and district needs.

Please see the attached contracts.

Financial Impact: Positions have been accounted for in the FY26 budget.

Recommended Action: SASED Administration requests that the Board of Directors approve the administrative contracts for the 2025-2026 school year as presented.

**PROGRAM ADMINISTRATOR
EMPLOYMENT AGREEMENT
July 1, 2025 through June 30, 2026**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made on the date hereinafter set forth between Amy Gebre (“the Program Administrator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

A. EMPLOYMENT AND SALARY

1. The BOARD employs the Program Administrator for a term of one (1) year commencing on July 1, 2025 and terminating on June 30, 2026 at an annual salary of One Hundred-Seventeen Thousand, Eight Hundred Ninety-Three and 41/100 Dollars (\$117,893.41). The Program Administrator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.

2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Administrator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Program Administrator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Administrator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Program Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure

the Program Administrator's future services, knowledge and experience.

3. During the term of this Agreement, the Program Administrator shall hold a valid Professional Educator License.

B. BENEFITS

1. The Program Administrator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Administrator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Director of Programs and Services of SASSED. Vacation leave days that are not used by the end of the school year are forfeited. Vacation days are not cumulative.
4. The Program Administrator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Administrator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

C. POWERS AND DUTIES

1. The Program Administrator shall devote maximum attention and energy to the business of SASSED. The Program Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Administrator. The Program Administrator may attend, and teach with the prior approval of the Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASSED districts or educational agencies for short-term duration; lecture; and, engage in writing activities and speaking engagements. The Program Administrator may not jeopardize the functioning of SASSED by any

lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Program Administrator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Administrator by the Executive Director. The BOARD reserves the right to reassign the Program Administrator to different duties from time to time during the term of the contract, without a loss of pay.
3. The Program Administrator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement;
 - b. Disability, as certified by a physician, which makes the performance of the Program Administrator's duties impossible;
 - c. Discharge for cause;
 - d. Death; or
 - e. Retirement of Program Administrator.
2. The BOARD may terminate this Agreement by written notice to the Program Administrator at any time after the Program Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Program Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED, failure to perform assigned duties, or breach of the Program Administrator's responsibilities under this Agreement. Reasons for discharge for cause shall be given in writing, and the Program Administrator shall be entitled to appear before the BOARD to discuss such causes. If the Program Administrator chooses to be accompanied by legal counsel, she shall bear any of her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending

the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

E. EVALUATION

The Assistant Director for Programs and Services or Executive Director shall evaluate the Program Administrator's performance on an ongoing basis and shall meet with the Program Administrator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Administrator.

F. CONTINUED EMPLOYMENT

The Program Administrator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Program Administrator may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Program Administrator or reassign the Program Administrator with a concomitant reduction of salary and benefits.

G. NOTICE

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Administrator and to the BOARD Chairperson.

H. AMENDMENTS

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Administrator, and appended to this Agreement.

I. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Administrator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

Program Administrator



Amy Gebre

Date:

4/7/25

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

**TECHNOLOGY COORDINATOR
EMPLOYMENT AGREEMENT
July 1, 2025 through June 30, 2026**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made on the date hereinafter set forth between Daniel Lawler (“the Technology Coordinator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

A. EMPLOYMENT AND SALARY

1. The BOARD employs the Technology Coordinator for a term of one (1) year commencing on July 1, 2025 and terminating on June 30, 2026 at an annual salary of Ninety Five Thousand, Six Hundred Eighty and 00/100 Dollars (\$95,680.00). The Technology Coordinator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid his annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Technology Coordinator’s behalf to the Illinois Municipal Retirement Fund (“IMRF”) the Technology Coordinator’s required contributions to said pension system. It is the parties’ intention to qualify all such payments paid by the BOARD on the Technology Coordinator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Technology Coordinator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the IMRF. Both parties acknowledge that the Technology Coordinator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the IMRF, and that such contributions are made as a condition of employment to secure the Technology Coordinator’s future services, knowledge and experience.

3. The termination date of this Agreement may be extended by mutual agreement, pursuant to the terms of Section D, with or without a modification of the annual salary provisions.

B. BENEFITS

1. The Technology Coordinator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Technology Coordinator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Executive Director of SASSED. Vacation leave days that are not used by the end of the school year are forfeited, provided that if the Technology Coordinator is re-employed as a Technology Coordinator for the following school year, a maximum of five (5) unused days may be carried over for use by the following December 31. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost.
4. The Technology Coordinator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Technology Coordinator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

C. POWERS AND DUTIES

1. The Technology Coordinator shall devote maximum attention and energy to the business of SASSED. The Technology Coordinator shall not, during the term of this Agreement, engage in other business activities which will detract from his ability to function as the Technology Coordinator.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement;
 - b. Disability, as certified by a physician, which makes the performance of the Technology Coordinator's duties impossible;
 - c. Discharge for cause;
 - d. Death; or
 - e. Retirement of Technology Coordinator.
2. The BOARD may terminate this Agreement by written notice to the Technology Coordinator at any time after the Technology Coordinator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Technology Coordinator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED. Reasons for discharge for cause shall be given in writing, and the Technology Coordinator shall be entitled to appear before the BOARD to discuss such causes. If the Technology Coordinator chooses to be accompanied by legal counsel, he shall bear any of his costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Coordinator without pay pending completion of the requirements of this section. After the effective date of dismissal the Coordinator shall not be entitled to further payments of compensation of any kind under this Contract.

E. EVALUATION

The Executive Director shall evaluate the Technology Coordinator's performance on an ongoing basis and shall meet with the Technology Coordinator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does

not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Technology Coordinator.

F. NOTICE

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Technology Coordinator and to the BOARD Chairperson.

G. AMENDMENTS

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Technology Coordinator, and appended to this Agreement.

H. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Technology Coordinator, his successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

Technology Coordinator



Daniel Lawler

Date: 4/7/25

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

**PROGRAM ADMINISTRATOR
EMPLOYMENT AGREEMENT
July 1, 2025 through June 30, 2026**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made on the date hereinafter set forth between Kati Curby (“the Program Administrator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

A. EMPLOYMENT AND SALARY

1. The BOARD employs the Program Administrator for a term of one (1) year commencing on July 1, 2025 and terminating on June 30, 2026 at an annual salary of One Hundred Twelve Thousand, Two Hundred Seventy-Nine and 44/100 Dollars (\$112,279.44). The Program Administrator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.

2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Administrator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Program Administrator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Administrator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Program Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Program Administrator’s future services, knowledge and experience.

3. During the term of this Agreement, the Program Administrator shall hold a valid Professional Educator License.

B. BENEFITS

1. The Program Administrator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Administrator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Director of Programs and Services of SASED. Vacation leave days that are not used by the end of the school year are forfeited. Vacation days are not cumulative.
4. The Program Administrator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Administrator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASED for administrative personnel, or as the BOARD may otherwise approve.

C. POWERS AND DUTIES

1. The Program Administrator shall devote maximum attention and energy to the business of SASED. The Program Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Administrator. The Program Administrator may attend, and teach with the prior approval of the Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASED districts or educational agencies for short-term duration; lecture; and, engage in writing activities and speaking engagements. The Program Administrator may not jeopardize the functioning of SASED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Program Administrator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Administrator by the Executive Director. The BOARD reserves the right to reassign the Program Administrator to different duties from time to time during the term of the contract, without a loss of pay.
3. The Program Administrator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement;
 - b. Disability, as certified by a physician, which makes the performance of the Program Administrator's duties impossible;
 - c. Discharge for cause;
 - d. Death; or
 - e. Retirement of Program Administrator.
2. The BOARD may terminate this Agreement by written notice to the Program Administrator at any time after the Program Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Program Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED, failure to perform assigned duties, or breach of the Program Administrator's responsibilities under this Agreement. Reasons for discharge for cause shall be given in writing, and the Program Administrator shall be entitled to appear before the BOARD to discuss such causes. If the Program Administrator chooses to be accompanied by legal counsel, she shall bear any of her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this

section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

E. EVALUATION

The Assistant Director for Programs and Services or Executive Director shall evaluate the Program Administrator's performance on an ongoing basis and shall meet with the Program Administrator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Administrator.

F. CONTINUED EMPLOYMENT

The Program Administrator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Program Administrator may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Program Administrator or reassign the Program Administrator with a concomitant reduction of salary and benefits.

G. NOTICE

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Administrator and to the BOARD Chairperson.

H. AMENDMENTS

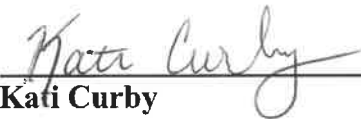
Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Administrator, and appended to this Agreement.

I. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.

2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Administrator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

Program Administrator


Kati Curby

Date: 2/8/25

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

**PROGRAM COORDINATOR
EMPLOYMENT AGREEMENT
July 1, 2025 through June 30, 2026**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made on the date hereinafter set forth between Sherilyn Genin (“the Program Coordinator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

A. EMPLOYMENT AND SALARY

1. The BOARD employs the Program Coordinator for a term of one (1) year commencing on July 1, 2025 and terminating on June 30, 2026 at an annual salary of One Hundred-Twenty Thousand, Two Hundred Fifty One and 28/100 Dollars (\$120, 251.28). The Program Coordinator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Coordinator’s behalf to the Illinois Municipal Retirement Fund (“IMRF”) the Program Coordinator’s required contributions to said pension system. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Coordinator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Coordinator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the IMRF. Both parties acknowledge that the Program Coordinator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the IMRF, and that such contributions are made as a condition of employment to secure the Program Coordinator’s future services, knowledge and experience.

3. During the term of this Agreement, the Program Coordinator shall hold a valid License with the Illinois Department of Financial and Professional Regulation. (IDFPR).

B. BENEFITS

1. The Program Coordinator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Coordinator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Director of Programs and Services of SASSED. Vacation leave days that are not used by the end of the school year are forfeited. Vacation days are not cumulative.
4. The Program Coordinator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Coordinator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

C. POWERS AND DUTIES

1. The Program Coordinator shall devote maximum attention and energy to the business of SASSED. The Program Coordinator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Coordinator. The Program Coordinator may attend, and teach with the prior approval of the Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASSED districts or educational agencies for short-term

duration; lecture; and, engage in writing activities and speaking engagements. The Program Coordinator may not jeopardize the functioning of SASSED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Program Coordinator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Coordinator by the Executive Director. The BOARD reserves the right to reassign the Program Coordinator to different duties from time to time during the term of the contract, without a loss of pay.
3. The Program Coordinator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement;
 - b. Disability, as certified by a physician, which makes the performance of the Program Coordinator's duties impossible;
 - c. Discharge for cause;
 - d. Death; or
 - e. Retirement of Program Coordinator.
2. The BOARD may terminate this Agreement by written notice to the Program Coordinator at any time after the Program Coordinator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Program Coordinator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED, failure to perform assigned duties, or breach of the Program Coordinator's responsibilities under this Agreement. Reasons for discharge for cause shall be given in writing, and the Program Coordinator shall be entitled to appear before the BOARD to

discuss such causes. If the Program Coordinator chooses to be accompanied by legal counsel, she shall bear any of her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Coordinator without pay pending completion of the requirements of this section. After the effective date of dismissal the Coordinator shall not be entitled to further payments of compensation of any kind under this Contract.

E. EVALUATION

The Assistant Director for Programs and Services or Executive Director shall evaluate the Program Coordinator's performance on an ongoing basis and shall meet with the Program Coordinator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Coordinator.

F. CONTINUED EMPLOYMENT

The Program Coordinator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract.

G. NOTICE

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Coordinator and to the BOARD Chairperson.

H. AMENDMENTS

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Coordinator, and appended to this Agreement.

I. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Coordinator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

Program Coordinator



Sherilyn Genin

Date: 4-7-25

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

ASSISTANT PROGRAM ADMINISTRATOR

EMPLOYMENT AGREEMENT

July 1, 2025 through June 30, 2026

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made on the date hereinafter set forth between Andrew Shelby (“the Assistant Program Administrator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

A. EMPLOYMENT AND SALARY

1. The BOARD employs the Assistant Program Administrator for a term of one (1) year commencing on July 1, 2025 and terminating on June 30, 2026 at an annual salary of Eighty-Six Thousand, Eight Hundred Fifty-Two and 69/100 Dollars (\$86,852.69). The Assistant Program Administrator shall work a Two Hundred Fourteen (214) work-day calendar each school year and shall be paid his annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Assistant Program Administrator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Assistant Program Administrator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Assistant Program Administrator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Assistant Program Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Assistant Program Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having

such contributions paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Assistant Program Administrator's future services, knowledge and experience.

3. During the term of this Agreement, the Assistant Program Administrator shall hold a valid Professional Educator License.

B. BENEFITS

1. The Assistant Program Administrator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Assistant Program Administrator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.1 above.
3. The Assistant Program Administrator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Assistant Program Administrator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

C. POWERS AND DUTIES

1. The Assistant Program Administrator shall devote maximum attention and energy to the business of SASSED. The Assistant Program Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from his ability to function as the Assistant Program Administrator. The Assistant Program Administrator may attend and teach with the prior approval of the Assistant Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASSED districts or educational agencies for short-term duration without loss of salary; lecture; and, engage in writing activities and speaking engagements. The Assistant Program Administrator may not jeopardize the functioning of SASSED by any lengthy and conspicuous absence for such activities.
2. The duties and responsibilities of the Assistant Program Administrator shall be

those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Assistant Program Administrator by the Executive Director or designee. The BOARD reserves the right to reassign the Assistant Program Administrator to different duties from time to time during the term of the contract, without a loss of pay.

3. The Assistant Program Administrator shall be responsible for and deemed to have knowledge of all of the policies and rules and regulations established by the Board and shall comply with their requirements.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement;
 - b. Disability, as certified by a physician, which makes the performance of the Assistant Program Administrator's duties impossible;
 - c. Discharge for cause;
 - d. Death; or
 - e. Retirement of Assistant Program Administrator.
2. The BOARD may terminate this Agreement by written notice to the Assistant Program Administrator at any time after the Assistant Program Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASED's obligations shall cease upon such termination. Prior to termination for disability, the Assistant Program Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASED. Reasons for discharge for cause shall be given in writing, and the Assistant Program Administrator shall be entitled to appear before the BOARD to discuss such causes. If the Assistant Program Administrator chooses to be accompanied by legal counsel, he shall bear any of his costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be

entitled to further payments of compensation of any kind under this Contract.

E. EVALUATION

The Program Administrator or Assistant Director for Programs and Services shall evaluate the Assistant Program Administrator's performance on an ongoing basis and shall meet with the Assistant Program Administrator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Assistant Program Administrator.

F. CONTINUED EMPLOYMENT

The Assistant Program Administrator's basic employment with SASSED is as a teacher subject to the Illinois School Code, including, but not limited to, the probationary and tenure provisions of Article 24 of the Code. The Assistant Program Administrator's assignment is strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. Notwithstanding the provisions of this Contract, the Board may, at its option, and in accordance with Section 10-23.8b of the *Illinois School Code*, if applicable, terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Assistant Program Administrator or reclassify the Assistant Program Administrator to a teaching position with a concomitant reduction of salary and benefits that is uniform/based upon a reasonable classification as provided in the Collective Bargaining Agreement between the Board and its teachers.

G. NOTICE

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Assistant Program Administrator and to the BOARD Chairperson.

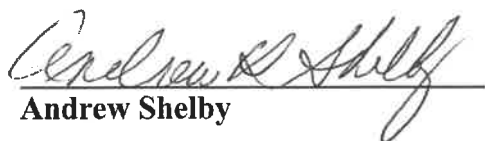
H. AMENDMENTS

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Assistant Program Administrator, and appended to this Agreement.

I. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Assistant Program Administrator, his successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

Assistant Program Administrator


Andrew Shelby

Date:

4/7/2028

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

**PROGRAM COORDINATOR
EMPLOYMENT AGREEMENT
July 1, 2025 through June 30, 2026**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made on the date hereinafter set forth between Claire Smith (“the Program Coordinator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

A. EMPLOYMENT AND SALARY

1. The BOARD employs the Program Coordinator for a term of one (1) year commencing on July 1, 2025 and terminating on June 30, 2026 at an annual salary of One Hundred Thirty Thousand and 00/100 Dollars (\$130,000.00). The Program Coordinator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Coordinator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Program Coordinator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Coordinator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Coordinator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Program Coordinator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Program Coordinator’s future services, knowledge and experience.

3. During the term of this Agreement, the Program Coordinator shall hold a valid Professional Educator License.

B. BENEFITS

1. The Program Coordinator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Coordinator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Director of Programs and Services of SASED. Vacation leave days that are not used by the end of the school year are forfeited. Vacation days are not cumulative.
4. The Program Coordinator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Coordinator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASED for administrative personnel, or as the BOARD may otherwise approve.

C. POWERS AND DUTIES

1. The Program Coordinator shall devote maximum attention and energy to the business of SASED. The Program Coordinator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Coordinator. The Program Coordinator may attend, and teach with the prior approval of the Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASED districts or educational agencies for short-term duration without loss of salary; lecture; and, engage in writing activities and

speaking engagements. The Program Coordinator may not jeopardize the functioning of SASSED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Program Coordinator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Coordinator by the Executive Director. The BOARD reserves the right to reassign the Program Coordinator to different duties from time to time during the term of the contract, without a loss of pay.
3. The Program Coordinator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement;
 - b. Disability, as certified by a physician, which makes the performance of the Program Coordinator's duties impossible;
 - c. Discharge for cause;
 - d. Death; or
 - e. Retirement of Program Coordinator.
2. The BOARD may terminate this Agreement by written notice to the Program Coordinator at any time after the Program Coordinator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Program Coordinator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED, failure to perform assigned duties, or breach of the Program Coordinator's responsibilities under this Agreement. Reasons for discharge for cause shall be given in writing, and the Program Coordinator shall be entitled to appear before the BOARD to

discuss such causes. If the Program Coordinator chooses to be accompanied by legal counsel, she shall bear any of her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

E. EVALUATION

The Assistant Director for Programs and Services or Executive Director shall evaluate the Program Coordinator's performance on an ongoing basis and shall meet with the Program Coordinator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Coordinator.

F. CONTINUED EMPLOYMENT

The Program Coordinator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Program Coordinator may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Program Coordinator or reassign the Program Coordinator with a concomitant reduction of salary and benefits.

G. NOTICE

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Coordinator and to the BOARD Chairperson.

H. AMENDMENTS

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Program Coordinator, and appended to this Agreement.

I. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Coordinator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

Program Coordinator


Claire Smith

Date:

2-8-25

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date:

**PROGRAM COORDINATOR
EMPLOYMENT AGREEMENT
July 1, 2025 through June 30, 2026**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made on the date hereinafter set forth between Tara Corral (“the Program Coordinator”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

A. EMPLOYMENT AND SALARY

1. The BOARD employs the Program Coordinator for a term of one (1) year commencing on July 1, 2025 and terminating on June 30, 2026 at an annual salary of One Hundred Twenty-Six Thousand, One Hundred Forty-Six and 00/100 Dollars (\$126,146.00). The Program Coordinator shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Program Coordinator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Program Coordinator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Program Coordinator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Program Coordinator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Program Coordinator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Program Coordinator’s future services, knowledge and experience.

3. During the term of this Agreement, the Program Coordinator shall hold a valid Professional Educator License.

B. BENEFITS

1. The Program Coordinator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Program Coordinator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Director of Programs and Services of SASED. Vacation leave days that are not used by the end of the school year are forfeited. Vacation days are not cumulative.
4. The Program Coordinator shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Program Coordinator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASED for administrative personnel, or as the BOARD may otherwise approve.

C. POWERS AND DUTIES

1. The Program Coordinator shall devote maximum attention and energy to the business of SASED. The Program Coordinator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Program Coordinator. The Program Coordinator may attend, and teach with the prior approval of the Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASED districts or educational agencies for short-term duration; lecture; and, engage in writing activities and speaking engagements. The

Program Coordinator may not jeopardize the functioning of SASSED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Program Coordinator shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Program Coordinator by the Executive Director. The BOARD reserves the right to reassign the Program Coordinator to different duties from time to time during the term of the contract, without a loss of pay.
3. The Program Coordinator shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement;
 - b. Disability, as certified by a physician, which makes the performance of the Program Coordinator's duties impossible;
 - c. Discharge for cause;
 - d. Death; or
 - e. Retirement of Program Coordinator.
2. The BOARD may terminate this Agreement by written notice to the Program Coordinator at any time after the Program Coordinator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Program Coordinator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED, failure to perform assigned duties, or breach of the Program Coordinator's responsibilities under this Agreement. Reasons for discharge for cause shall be given in writing, and the Program Coordinator shall be entitled to appear before the BOARD to discuss such causes. If the Program Coordinator chooses to be accompanied by

legal counsel, she shall bear any of her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

E. EVALUATION

The Assistant Director for Programs and Services or Executive Director shall evaluate the Program Coordinator's performance on an ongoing basis and shall meet with the Program Coordinator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Program Coordinator.

F. CONTINUED EMPLOYMENT

The Program Coordinator is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Program Coordinator may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Program Coordinator or reassign the Program Coordinator with a concomitant reduction of salary and benefits.

G. NOTICE

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Program Coordinator and to the BOARD Chairperson.

H. AMENDMENTS

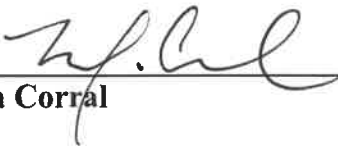
Any amendment to this Agreement shall be reduced to writing, formally approved by the

BOARD, executed by the BOARD Chairperson and Secretary, and the Program Coordinator, and appended to this Agreement.

I. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Program Coordinator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

Program Coordinator



Tara Corral

Date: 4/10/25

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

ASSISTANT DIRECTOR OF PROGRAMS AND SERVICES

EMPLOYMENT AGREEMENT

JULY 1, 2025 through June 30, 2026

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made on the date hereinafter set forth between Elizabeth Vander Woude (“Assistant Director of Programs and Services”) and the Board of Directors of (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

A. EMPLOYMENT AND SALARY

1. The BOARD employs the Assistant Director of Programs and Services for a term of twelve months commencing on July 1, 2025 and terminating on June 30, 2026 at an annual salary of One Hundred Forty-Four Thousand, Three Hundred Eight and No/100 Dollars (\$144,308.00). The Assistant Director of Programs and Services shall work a Two Hundred Fifty-Nine (259)-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Assistant Director of Programs and Services’ behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the CSBO’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Assistant Director of Programs and Services’ behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Assistant Director of Programs and Services does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Assistant Director of Programs and Services did not have the option of choosing to receive the contributed amounts directly,

instead of having such contributions paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Assistant Director of Programs and Services' future services, knowledge and experience.

3. During the term of this Agreement, the Assistant Director of Programs and Services shall hold a valid Professional Educator License, and such other relevant Administrative endorsements shall qualify her to act as the Assistant Director of Programs and Services of SASED under the *School Code of Illinois* and the Rules of the Illinois State Board of Education.

B. BENEFITS

1. SASED shall reimburse the Assistant Director of Programs and Services for expenses incurred for business-related travel outside the Chicago metropolitan area in accordance with SASED policies and procedures.
2. As a condition of her employment, the Assistant Director of Programs and Services shall be required to travel between SASED buildings and programs and make other business-related trips including, but not limited to, meetings with SASED and member school district representatives, parents and constituents, and other local, State and federal agencies and organizations. It is recognized that because of such required travel, the Assistant Director of Programs and Services will incur expenses of a business nature for the lease or acquisition of a vehicle and the expenses typically associated therewith, including insurance. As a condition of her employment and in order to fulfill the aforementioned required travel, the Assistant Director of Programs and Services shall provide, at her sole expense, a personally owned or leased vehicle for business purposes and bear all costs associated with the lease or purchase, upkeep and maintenance of said vehicle. The Assistant Director of Programs and Services, at the Assistant Director of Programs and Services' sole cost, shall also maintain automobile insurance coverage for business usage of said vehicle. Coverage shall not be less than Illinois statutory minimums, shall not have any exclusions for business use, and shall include Auto Physical Damage coverage to the vehicle as SASED's coverages will not be responsible for any physical damage to the Assistant

Director of Programs and Services' vehicle. All coverages should be placed with a carrier with an AVI or greater rating by AM Best. A Certificate of Insurance shall be provided as proof of insurance and shall name SASSED, the SASSED Governing Board and SASSED Board of Directors as Additional Insureds. As and for a vehicle allowance to be used by the Assistant Director of Programs and Services towards the lease or acquisition of a vehicle and all expenses associated therewith, including insurance, the BOARD shall pay to the Assistant Director of Programs and Services the sum of Four Hundred and No/100 Dollars (\$400.00) per month. It shall be the Assistant Director of Programs and Services' sole responsibility to maintain appropriate documentation of the business use of the vehicle for personal income tax purposes.

3. As a condition of her employment, the Assistant Director of Programs and Services shall be required to utilize a BOARD-provided cellular telephone for SASSED-related business. The Board shall pay for the cost of such cellular telephone.
4. The Assistant Director of Programs and Services shall also be entitled to the following BOARD-paid benefits:
 - a. Medical, dental and vision insurance for the Assistant Director of Programs and Services and her eligible dependents;
 - b. Term life insurance in the face amount of Fifty Thousand Dollars (\$50,000); and
 - c. Supplemental disability insurance, when combined with TRS disability payments for which the Assistant Director of Programs and Services may be eligible, shall provide no more than sixty percent (60%) of the Assistant Director of Programs and Services' base salary in the event of disability.

However, in the event that the Board's contribution towards the Assistant Director of Programs and Services' participation in the SASSED group hospitalization and major medical insurance group plan under this Section subjects the Board to any excise tax, civil money penalty or civil action for noncompliance with the nondiscrimination provisions of the *Patient Protection and Affordable Care Act*,

P.L. 111-148 and/or the *Health Care and Education Reconciliation Act*, P.L. 111-152, the Board shall immediately reduce its contribution towards the Assistant Director of Programs and Services participation by the amount necessary to avoid the imposition of an excise tax, civil money penalty or civil action. Further, and in such event, unless otherwise agreed to in writing by the Parties, the Board shall elect to convert the amount of the reduction to an alternative form of compensation or combination of compensation and benefit(s) to the extent necessary to avoid the imposition of an excise tax, civil money penalty or civil action; however, in no event shall such an alternative form of compensation or combination of compensation and benefit(s) subject the Board to an employer contribution to TRS for an increase in creditable earnings in excess of six percent (6%).

5. The Assistant Director of Programs and Services shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
6. The Assistant Director of Programs and Services shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
7. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Executive Director of SASSED. Vacation days shall be taken during the school year for which they were granted, or by December 31 of the following school year, provided that no more than five (5) unused vacation days may be carried over to the final school year of this Agreement. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost. In consideration of the salary increases provided under this Agreement and the carryover of unused vacation days as provided under this subsection, and insofar that the parties agree that any payment made to the Assistant Director of Programs and Services for unused vacation at the termination of the Agreement is

not intended as TRS creditable earnings, payment for unused vacation days at the Assistant Director of Programs and Services final per diem rate shall become due and payable to the Assistant Director of Programs and Services thirty (30) days following the later of (a) the Assistant Director of Programs and Services' last day of work, (b) termination of this Agreement, or (c) the Assistant Director of Programs and Services' final regular payroll.

8. The Assistant Director of Programs and Services may attend, subject to the Executive Director's Approval, appropriate professional meetings at the national and state level and documented expenses incurred shall be paid by SASSED.
9. The Assistant Director of Programs and Services shall be allowed such holidays, benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise determine.
10. The BOARD shall pay all of the Assistant Director of Programs and Services' dues and membership fees in professional organizations approved by the Executive Director.

C. POWERS AND DUTIES

1. The Assistant Director of Programs and Services shall devote maximum attention and energy to the business of SASSED. The Assistant Director of Programs and Services shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Assistant Director of Programs and Services. The Assistant Director of Programs and Services may attend and teach with the prior approval of the Executive Director university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASSED districts or educational agencies for short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Assistant Director of Programs and Services may not jeopardize the functioning of SASSED by any lengthy and conspicuous absence for such activities.
2. The duties and responsibilities of the Assistant Director of Programs and Services shall be those duties set forth in the applicable job description and such other

professional duties as from time to time may be assigned to the Assistant Director of Programs and Services by the Executive Director. The BOARD reserves the right to reassign the Assistant Director of Programs and Services to different duties from time to time during the term of the contract, without a loss of pay.

3. The Assistant Director of Programs and Services shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement;
 - b. Disability, as certified by a physician, which makes the performance of the Assistant Director of Programs and Services' duties impossible;
 - c. Discharge for cause;
 - d. Death; or
 - e. Retirement of the Assistant Director of Programs and Services.
2. The BOARD may terminate this Agreement by written notice to the Assistant Director of Programs and Services at any time after the Assistant Director of Programs and Services has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Assistant Director of Programs and Services may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED. Reasons for discharge for cause shall be given in writing, and the Assistant Director of Programs and Services shall be entitled to appear before the BOARD to discuss such causes. If the Assistant Director of Programs and Services chooses to be accompanied by legal counsel, he shall bear any of her costs therein involved. Such meeting shall be conducted in closed session.

E. EVALUATION

The Executive Director and the Assistant Director of Programs and Services shall, on an annual basis consistent with the cycle for evaluating certified teachers, discuss and evaluate their working relationship, rapport and understanding, as well as the Assistant Director of Programs and Services' progress toward annual performance goals or other performance standards. At that time, the Assistant Director of Programs and Services' performance under the Agreement and progress toward the goals shall be appraised by the Executive Director and a written evaluation of that performance shall be provided to the Assistant Director of Programs and Services. The initial meeting to review the evaluation is planned occur by February 1st. The parties may schedule such other meetings to review the evaluation or other performance considerations and determine, if necessary, the terms and conditions of the continued future employment of the Assistant Director of Programs and Services. The results of the evaluation, or failure by the Executive Director to complete an evaluation does not preclude dismissal or nonrenewal of the contract. At any time during the term of this Agreement, if the Assistant Director of Programs and Services' performance fails to meet expectations communicated to the Director in writing, whether through an evaluation or otherwise, the BOARD may terminate this Agreement. Such termination of the Agreement for performance deficiencies is in addition to the provisions in Paragraph D, and no hearing will be required.

F. NOTICE

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Assistant Director of Programs and Services and to the BOARD Chairperson.

G. AMENDMENTS

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Assistant Director of Programs and Services, and appended to this Agreement.

H. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Assistant Director of Programs and Services, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

**Assistant Director of
Programs and Services**

Elizabeth J. Vander Woude
Elizabeth Vander Woude

04/10/2025
Date:

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date:



CONSENT AGENDA ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: April 16, 2025
Re: College of Dupage Contract Approval

We are pleased to propose a partnership between SASED and the College of Dupage to support Nursing students on their educational path. This collaboration presents an opportunity for our SASED to cultivate aspiring nurses while also enhancing classroom support for our students and teachers.

Through this partnership, COD students pursuing degrees in the nursing program will complete fieldwork within our schools. This initiative will provide them with hands-on experience in a structured learning environment, under the mentorship of our experienced nurses. In return, our district benefits from additional instructional support, fresh perspectives, and a potential pipeline of well-trained future nurses.

We kindly request the Board's consideration and approval of this partnership. If approved, we will work closely with COD to establish clear guidelines, expectations, and a seamless integration of their students into our schools.

Please see the attached contract.

Financial Impact: No financial obligation

Recommended Action: SASED Administration requests that the Board of Directors approve the contract with COD as presented.

**AFFILIATION AGREEMENT
BETWEEN
COLLEGE OF DUPAGE
AND
SASED SCHOOL ASSOCIATION FOR SPECIAL EDUCATION**

THIS AGREEMENT (the “Agreement”) is entered into this March 21, 2025, by and between **SASED School Association for Special Education (“the Facility”)** and **College of DuPage, Community College District No. 502, Counties of DuPage, Cook and Will, and State of Illinois (“the School”)**.

WHEREAS, the School desires to utilize various Facility sites (Exhibit A) that may be available for the purpose of providing practical learning and clinical experiences as listed in Exhibit B in connection with students of the School.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. Provision of foundational curriculum to students. The School shall have the total responsibility for planning and determining the adequacy of the practical learning and clinical educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School’s curriculum.

2. Insurance.

A. Student professional and general liability insurance.

(i) Other Colleges and Universities

School shall (a) maintain professional liability insurance, which may be self-insured, covering students, or (b) require students participating in the practicum to maintain a personal student professional liability insurance policy. Such policy shall have limits for professional liability insurance of not less than One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the Facility. School shall provide proof of coverage to the Facility by providing certificates of insurance evidencing coverage prior to student participation in the practical learning and clinical educational experience. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

(ii) State Colleges and Universities located in Illinois

If the School is a state college or university located within Illinois, the School shall (a) maintain professional liability insurance, which may be self-insured, covering students, or (b) require students participating in the practical learning and clinical educational experience to maintain a personal student professional liability insurance policy. Such professional liability insurance policy shall have limits of not less than One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such student while participating in the program at the Facility. School shall provide proof of coverage to the Facility by providing certificates of insurance evidencing coverage prior to student participation in the practical learning and clinical educational experience.

(a) School and Facility shall maintain during this Agreement workers' compensation insurance in amounts not less than required by statute. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

(b) In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

B. Student Health Insurance. School shall require students participating in the practical learning and clinical educational experience to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

C. Facility Insurance. Facility shall maintain during this Agreement professional liability insurance in amounts not less than One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate, and general liability insurance in amounts not less than One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate. Further, Facility shall maintain workers compensation insurance in amounts not less than that required by statute. Facility may be self-insured.

3. Designation of liaison to Facility; communications relating to clinical placements. The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the practical learning and clinical experience will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by email, letter, or telephone in other instances.

The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. Evidence of student certifications, vaccinations, etc. As required by the facility, the School shall provide evidence that each student has met all requirements, which may include, but are not limited to, CPR certification, proof of absence of TB, hepatitis B vaccination, Tdap vaccination, annual flu vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB and general HIPAA training. Facility may update these requirements upon written notice to School. Any student not meeting applicable requirements shall not be eligible to participate in a clinical rotation.

5. Criminal background check and drug screen compliance. Where applicable, a criminal background check and a drug screen, as required by and acceptable to the Facility, are required of each placed student prior to participation in the practical learning and clinical educational experience. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by Facility's policy. The School will ensure that its students comply with all required components of Faith's Law Employment History Reviews pursuant to Section 22-94 of the Illinois School Code if required by the Organization and will assist the Organization in gathering information to support such Employment History Reviews if requested by the Organization. In addition, the School will ensure that its students comply with Section 10-21.9 of the Illinois School Code relating to fingerprint-based criminal history records checks and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database. Organization will conduct the fingerprinting.

6. School notices to students. The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.
- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
- (e) Conform to the standards and practices established by the School while functioning at the Facility.
- (f) Obtain prior written approval of the Facility and the School before publishing any material relating to the practical learning and clinical educational experience.
- (g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.
- (h) Comply with all background check and screening requirements provided by State law or otherwise required by the Facility.

- (i) Maintain confidentiality of the Facility's school student records and other student data as required by the Federal Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act (ISSRA), and the Illinois Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA).

7. Accreditation. As required by Facility, School represents that it is and, for the term of this Agreement, will be (a) approved by the Illinois Board of Higher Education, or similar body for the state in which the School is located, and (b) accredited by an accrediting body that is recognized by Council for Higher Education Accreditation or the U.S. Department of Education. School will provide Facility with copies of all accreditations upon request. In the event accreditation is lost, suspended, or otherwise restricted, School shall notify Facility, in writing, within three (3) business days. Facility may, at its sole discretion, suspend or terminate this Agreement if School fails to maintain its accreditation.

B. FACILITY RESPONSIBILITIES:

1. Provision of facilities for supervised clinical experiences. Subject to the ability of Facility to accommodate School's request, which Facility shall determine in its sole discretion, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised practical learning and clinical educational experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Facility shall provide faculty and students with an orientation to Facility.

2. Facility rules applicable to students during clinical assignments. Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of practical learning and clinical educational experience, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

3. Clinical Rotation/Work Hours. In the event the Student is also an employee of the Facility, the Student and Facility will abide by the following: Student is not to function as an employee when performing student clinical rotations, and may not wear any identifiable information indicating they are an employee of the Facility. When the Student is functioning as an employee of the Facility, the time shall not be considered as student clinical rotation hours.

4. Patient care. While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned practical learning and clinical educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.

5. **Emergency treatment of students.** In case of emergency at an Organization site, Organization's policies and procedures for addressing student/staff medical emergencies will be followed. It is the student's responsibility to bear the cost of the emergency treatment.
6. **Designation of liaison to School; communications relating to practical learning and clinical educational experiences.** The Facility shall designate a liaison responsible for coordinating the practical learning and clinical educational experience. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the practical learning and clinical educational experience. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the practical learning and clinical educational experience.
7. **Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.
8. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to practical learning and clinical educational experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
9. **Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the practical learning and clinical educational experience.
10. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

C. OTHER RESPONSIBILITIES:

1. **Compliance with patient privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. Further, School shall require that students and faculty de-identify all documents created and/or utilized for educational purposes outside of Facility. This shall include, at a minimum, removal of patient name, date of birth, address, medical record number, insurance information, social security number and other personal information that could be used to identify a patient.

The School acknowledges that the School and its students will, have access to Organization information that constitutes “school student records” as defined in the Illinois School Student Records Act (105 ILCS 10/1, et seq.) and/or “education records” as defined in the Family Educational Rights and Privacy Act (“FERPA,” 20 U.S.C. §1232g) and/or “personally identifiable information” as defined in FERPA’s implementing regulations (34 CFR §99.3) and/or “records” as defined in the Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, et seq.), which information is hereinafter collectively referred to as “School Student Data.”

With regard to School Student Data: (1) The School and its students will comply with all applicable laws and/or regulations (including FERPA, the Illinois School Student Records Act, and the Illinois Mental Health and Developmental Disabilities Confidentiality Act) relating to confidentiality, privacy, and data security; (2) The School and its students will have access to the Organization’s School Student Data on an “as needed” basis, only as necessary to implement the program under this Agreement; (3) When the School and/or its Students are provided access to School Student Data, the School (and its students, employees and agents) will use the information only for the purposes for which access was provided; (4) The School and its students will comply with 34 CFR §99.33(a) relating to the use and redisclosure of School Student Data; (5) The School and its students shall maintain in force measures reasonably available within the industry to prevent any unauthorized person from gaining access to School Student Data. The School agrees that it and its students will maintain the confidentiality of School Student Data using at least the degree of care and security as the School uses to maintain the confidentiality of its own confidential information. The School agrees to direct its students, employees, and agents to adhere to the confidentiality requirements set forth herein. Upon termination, cancellation, expiration, or other conclusion of this Agreement, the School and its students shall return all School Student Data to the School and/or delete all School Student Data from their operational systems.

2. Determination of instructional period. The course of the practical learning and clinical educational experience will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.

3. Determination of number of participating students. The number of students eligible to participate in the practical learning and clinical educational experience will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of practical learning and clinical educational experiences at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the practical learning and clinical educational experience with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

4. Evaluation of students’ clinical experiences. Evaluation of the practical learning and clinical educational experiences of the students will be accomplished jointly by the

School and the Facility. Appropriate School staff and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current practical learning and clinical educational experiences offered to students.

5. Removal of students.

(a) The School has the right to remove a student from a practical learning and clinical educational experience. The School shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a practical learning and clinical educational experience from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, operations, or where such student has engaged in conduct in violation of the law. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall commence on March 21, 2025, and terminate on March 20, 2030. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. Students who are participating in the practical learning and clinical educational experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth unless subject to removal as set forth in Section 5 herein.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Qualifications of School faculty.** The School represents that relevant faculty members are appropriately qualified, certified and/or licensed. The School will provide the Facility with copies of evidence of qualifications, certifications or licensures, upon request.
3. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
4. **Excluded Providers.** Each party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
5. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of

this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.

6. Non-Discrimination. The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation or physical or mental disability in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

7. Employment status. No student, School employee or agent of School under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student, School employee or agent be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

8. Notice to Parties. Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

SASED School Association for Special Education
2900 Ogden Ave.
Lisle, IL 60532
Attention: Julie Grohn, HR Asst. Director
Email: jgrohn@sased.org
Telephone: (630) 955-8107 office
Facsimile: () ____-____

With a Copy to:

The Facility Legal Counsel at:

Engler Callaway Baasten & Sraga, LLC
2215 York Road, Suite 400
Oak Brook, IL 60523
Attention: Dawn M. Hinkle
Telephone: (630) 313-4750
Email: dhinkle@ecbslaw.com

If to the School:

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Attention: Director, Business Services
Facsimile: (630) 942-2191
Program in: Associate Degree Nursing
Nursing Preceptorship

With a Copy to:

The School Legal Counsel at:

Attention: _____
Facsimile: () _____

or to such other addresses as the parties may specify in writing from time to time.

9. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

10. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

11. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

12. **Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

13. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

14. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

SASED School Association for Special
Education


Printed Name: Kim Dryier
Title: Executive Director
Date: 3-28-25

College of DuPage
Community College District No. 502
Counties of DuPage, Cook, and Will,
And State of Illinois


Printed Name: Magdalena Ogrodny
Title: Director, Business Services
Date: 3.27.2025

Program: Associate Degree Nursing
Nursing Preceptorship


Printed Name: Dr. Anna Campbell
Title: Dean, Nursing and Health Sciences
Date: 3/27/25

EXHIBIT A

Locations

**SASED School Association for Special Education
2900 Ogden Ave.
Lisle, IL 60532**

EXHIBIT B

Programs

**Associate Degree Nursing
Nursing Preceptorship**



CONSENT AGENDA ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: April 16, 2025
Re: Fox College Contract Approval

We are pleased to propose a partnership between SASED and Fox College to support Occupational Therapist fieldworkers on their educational path. This collaboration presents an opportunity for our SASED to cultivate aspiring educators while also enhancing classroom support for our students and teachers.

Through this partnership, Fox College students pursuing degrees in Occupational and Physical Therapy program, as well as other special education programs, will complete fieldwork and student teaching assignments within our schools. This initiative will provide them with hands-on experience in a structured learning environment, under the mentorship of our experienced teachers. In return, our district benefits from additional instructional support, fresh perspectives, and a potential pipeline of well-trained future educators.

We kindly request the Board's consideration and approval of this partnership. If approved, we will work closely with Fox College to establish clear guidelines, expectations, and a seamless integration of their students into our schools.

Please see the attached contract.

Financial Impact: No financial obligation

Recommended Action: SASED Administration requests that the Board of Directors approve the contract with Fox College as presented.

**Master Affiliation Agreement
Between
Fox College
And
The School Association for Special Education in DuPage County (SASED)**

The Agreement is entered by and between Fox College, (the "School") and The School Association for Special Education in DuPage County (SASED) (the "Organization"). This Agreement shall continue in effect until modified or terminated as hereinafter provided.

WHEREAS, the School and Organization wish and intend by this Agreement to set forth the terms and conditions of engaging in a cooperative experiential education program for the purpose of the educating healthcare students in the scientific and practical application of methods, procedures and techniques in a practice setting.

Agreed changes to scope of any program, experience, or assignment will be set forth from time to time in Program Memoranda, which will become part of this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises set forth herein, the School and Organization agree as follows:

I. Responsibilities of the School

- A. The School will plan and conduct the educational program for students' experiences and will provide the Organization with discipline –specific goals and objectives of the Program.
- B. The School will provide reasonable opportunities for the education staff of the Organization to participate in joint planning and evaluation of student experiences and to participate in the development of student schedules for experiential learning experiences.
- C. The School will provide advance information to the Organization concerning names of students and dates of attendance to allow the Organization time and opportunity to reasonably accommodate the School's Program.
- D. The School will inform and explain to students of the Program that during their experiential experience, they will be under the jurisdiction of the Organization staff for training purposes and will follow the Organization rules as they relate directly to education and training in the Program.
- E. The School will determine the course of actions when a student is determined unacceptable for the Program by the School or the Organization. The School will withdraw the Student from the Program at the Organization if, after consultation with the Organization, it is determined by the School such action is warranted. The School will provide the Organization written notification of such withdrawal.

- F. The School, after consultation with the Site, will assign final course grades for all experiential learning related courses within the Program curriculum.
- G. The School acknowledges that the School and its students will, have access to Organization information that constitutes "school student records" as defined in the Illinois School Student Records Act (105 ILCS 10/1, et seq.) and/or "education records" as defined in the Family Educational Rights and Privacy Act ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3) and/or "records" as defined in the Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, et seq.), which information is hereinafter collectively referred to as "School Student Data." With regard to School Student Data:
 - i. The School and its students will comply with all applicable laws and/or regulations (including FERPA, the Illinois School Student Records Act, and the Illinois Mental Health and Developmental Disabilities Confidentiality Act) relating to confidentiality, privacy, and data security.
 - ii. The School and its students will have access to the Organization's School Student Data on an "as needed" basis, only as necessary to implement the program under this Agreement.
 - iii. When the School and/or its Students are provided access to School Student Data, the School (and its students, employees and agents) will use the information only for the purposes for which access was provided.
 - iv. The School and its students will comply with 34 CFR §99.33(a) relating to the use and redisclosure of School Student Data.
 - v. The School and its students shall maintain in force measures reasonably available within the industry to prevent any unauthorized person from gaining access to School Student Data. The School agrees that it and its students will maintain the confidentiality of School Student Data using at least the degree of care and security as the School uses to maintain the confidentiality of its own confidential information.
 - vi. The School agrees to direct its students, employees, and agents to adhere to the confidentiality requirements set forth herein.
 - vii. Upon termination, cancellation, expiration, or other conclusion of this Agreement, the School and its students shall return all School Student Data to the School and/or delete all School Student Data from their operational systems.

II. Responsibilities of the Organization

- A. The Organization will provide a suitable environment for learning experiences, which are planned, organized and supervised by, and/or in conjunction with appropriate designated School personnel, in accordance with mutually agreed upon educational objectives and guidelines.

- B. The Organization will provide or arrange emergency treatment in the event of an accident or illness to students associated with their learning experience at the Organization for the Program, such care is to be provided at the Students' expense.
- C. The Organization will provide the facilities, equipment, and supplies which are necessary to achieve educational objectives and outcomes of the Program and which may be required by federal and/or state law and regulations and by the applicable academic program's accrediting body.
- D. The Organization reserves the right to immediately exclude any student from its premises in the event of criminal conduct, damage to Organization property, or illegal drug use by the student, or if the student otherwise poses an imminent threat to the health, safety, and welfare of the Organization, its employees, and/or students. The Organization reserves the right, after consultation with the School, to exclude any student from its premises in the event that other conduct by the student or the student's state of health is deemed by the Organization to be objectionable or detrimental to the proper administration of the Organization. This act would be subject to the non-discrimination provisions of Paragraph VII of this Agreement. The Organization agrees to provide a written statement of the reason(s) for the withdrawal or exclusion.
- E. The Organization acknowledges that many student educational records are protected by the Family Educational Rights and Privacy Act (FERPA), and that student permission must be obtained before releasing specific student data to anyone other than the School. The School agrees to provide guidance with respect to complying with FERPA to the Organization.
- F. The Organization is responsible for notifying all appropriate parties at the site of the involvement of the Student in patient care interventions.
- G. The Organization is responsible for providing the Student with an orientation of the Organization and site.

IV. Term & Termination

- A. This Agreement shall commence beginning the effective date of this Agreement, and shall continue until termination by either party.
- B. This Agreement may be terminated by either party, with or without cause, by giving thirty (30) days written notice to the other party.
 - 1. Notice of termination of this Agreement by the School shall be directed to:
Executive Director
School Association for Special Education in DuPage County

2900 Ogden Ave.
Lisle, IL. 60532

2. Notice of termination of this Agreement by the Organization shall be directed to:
College President
Fox College
18020 Oak Park Ave.
Tinley Park, IL. 60477

V. Liability

The School will insure itself, faculty and students by providing malpractice liability insurance coverage with a responsible company licensed in the State of Illinois and any other insurance required by State law with policy limits in accordance with applicable statutory minimums. The School will furnish copies of certificate of insurance to the Organization providing proof of said coverage.

VI. Health and Background Screening

- A. All healthcare students will comply with health and background screening requirements as stated in program-specific memoranda and/or as requested by Organization
- B. The School will ensure that its students comply with all required components of Faith's Law Employment History Reviews pursuant to Section 22-94 of the Illinois School Code if required by the Organization and will assist the Organization in gathering information to support such Employment History Reviews if requested by the Organization.
- C. In addition, the School will ensure that its students comply with Section 10-21.9 of the Illinois School Code relating to fingerprint-based criminal history records checks and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database.

VII. Non – Discrimination

The School and Organization shall be separately responsible for compliance with all anti-discrimination laws, which may be applicable to their respective activities under this Program. Neither party will discriminate any student in the Program based on race, color, religion, national origin, sex, age, veteran status, disability, or any other non-job-related trait or characteristic.

VIII. Consideration

- A. Under the terms and conditions of this Agreement, neither party is obligated to make payments of any kind to the other party.
- D. Services rendered by students covered by this Agreement are considered to be educational in nature. Nothing in the execution or performance of this Agreement shall be construed to establish an employer-employee, an agency, a

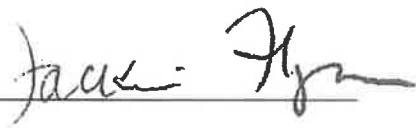
Fox College Master FW Agreement

partnership or a joint venture relationship between the School, the Organization, and the Students.

This Agreement constitutes the entire understanding between the School and Organization with respect to the subject matter hereof, and supersedes any and all prior understandings and agreements, oral or written, relating hereto. Any Amendments hereof must be made in writing and agreed to by all parties.

IN WITNESS WHEREOF, the authorized representative of the parties hereto has executed this Agreement.

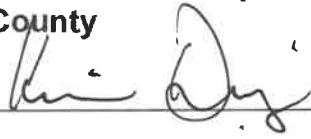
Fox College

BY: 

TITLE: College President

DATE: 3-18-25

**School Association for Special Education in
DuPage County**

BY: 

TITLE: Executive Director

DATE: 3-21-25

Location

Address 2900 Ogden Ave.

City Lisle IL 60532

State IL Zip code 60532

Telephone Number (630) 778-4500

PROGRAM MEMORANDUM

This Program Memorandum is entered into this ____ day of _____ between: Fox College (“School”) and The School Association for Special Education in DuPage County (SASED) (“Organization”).

This Program Memorandum, which covers the Occupational Therapy Assistant program is part of the Master Affiliation Agreement dated, _____.

I. Responsibilities of the Organization

- A. The Organization will provide a suitable environment for learning for Level I Fieldwork Affiliations which are planned, organized and supervised by qualified healthcare professionals and/or in conjunction with appropriate designated School personnel, in accordance with mutually agreed upon educational objectives and guidelines.
- B. The Organization will provide a suitable environment for learning for Level II Fieldwork Affiliations which are planned, organized and supervised by a licensed Occupational Therapist or Occupational Therapy Assistant designated by the Organization or in conjunction with appropriate designated School personnel, in accordance with mutually agreed upon educational objectives and guidelines.
- C. The Organization will support and facilitate the program specific mission as stated below:
 - a. “The mission of the Fox College OTA program is to provide a student-centered, lifelong learning experience for our diverse community. This mission is facilitated by assisting students to develop critical thinking skills, the ability to work collaboratively in teams, the ability to communicate effectively and to achieve a minimum level of technological proficiency.”
- D. The Organization will support and facilitate the program curriculum threads of Occupation, Technology and Lifelong Learning.

II. Health Insurance and Screening

- A. All Occupational Therapy Assistant students will provide proof of health insurance directly to the Organization if required by the Organization.
- B. All Occupational Therapy Assistant students will provide proof of health and background screenings that will be maintained at the School that will include the following:
 - Complete health physical
 - Hepatitis B Vaccination or Waiver
 - MMR Titer (Measles, Mumps, Rubella)
 - Quantiferon-TB Gold Test for TB

Fox College Master FW Agreement

- Varicella (Chicken Pox) Titer.
 - Tetanus (if not updated in last 10 years)
 - Drug Screening (upon request and as specified per site)
 - Criminal Background Check
 - Current CPR certification
- C. All Occupational Therapy Assistant students will provide documented results of the specified screens in Paragraph II (B) and health insurance, if required, to the Organization on the first day of the fieldwork experience.
- D. All Occupational Therapy Assistant students will comply with and provide all necessary information to complete a Faith's Law Employment History Review pursuant to Section 22-94 of the Illinois School Code if required by the Organization.
- E. All Occupational Therapy Assistant students will comply with Section 10-21.9 of the Illinois School Code relating to fingerprint-based criminal history records checks and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database.

IN WITNESS WHEREOF, the authorized representative of the parties hereto has executed this Agreement.

Fox College

BY: Jane Flynn

TITLE: College President

DATE: 3-18-25

**The School Association for Special Education
in DuPage County**

BY: Kim Davis

TITLE: Executive Director

DATE: 3-21-25

Location

Address **18020 Oak Park Avenue**

City **Tinley Park**

State **IL** Zip code **60477**

Telephone Number **708 444-4500**

PROGRAM MEMORANDUM

This Program Memorandum is entered into this ____ day of _____ between: Fox College (“School”) and The School Association for Special Education in DuPage County (SASED) (“Organization”).

This Program Memorandum, which covers the Physical Therapist Assistant program is part of the Master Affiliation Agreement dated, _____.

I. Responsibilities of the Organization

- H. The Organization will provide a suitable environment for learning for Clinical Practicum I Affiliations which are planned, organized and supervised by a licensed Physical Therapist or Physical Therapist Assistant designated by the Organization and/or in conjunction with appropriate designated School personnel, in accordance with mutually agreed upon educational objectives and guidelines.
- I. The Organization will provide a suitable environment for learning for Clinical Practicum II Affiliations which are planned, organized and supervised by a licensed Physical Therapist or Physical Therapist Assistant designated by the Organization and/or in conjunction with appropriate designated School personnel, in accordance with mutually agreed upon educational objectives and guidelines.
- J. The Organization will support and facilitate the program specific mission as stated below:
 - i. “The mission of the Fox College PTA program is to provide a structured educational experience to students, from diverse backgrounds with a foundation of knowledge that fosters critical thinking, interactive teamwork, communication, competence, and technological proficiency to be used in the field of physical therapy. The educational foundation will enable the physical therapist assistant student to develop a desire for lifelong learning, to successfully enter the physical therapy field at entry level skill to function effectively in field of physical therapy.”
- K. The Organization will support and facilitate the program curriculum objectives of clinical problem solving and critical thinking skills to be used in the healthcare environment providing students with a didactic and experiential educational foundation to promote lifelong learning.

III. Health Insurance and Screening

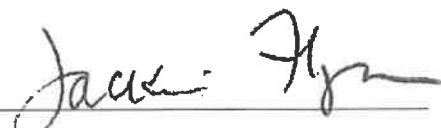
- A. All Physical Therapist Assistant students will provide proof of health insurance directly to the Organization if required by the Organization.

Fox College Master FW Agreement

- B. All Physical Therapist Assistant students will provide proof of health and background screenings that will be maintained by the student which will include the following:
- Complete health physical
 - Hepatitis B Vaccination or Waiver
 - MMR Titer (Measles, Mumps, Rubella)
 - Rubeola Titer
 - Quantiferon-TB Gold Test for TB
 - Varicella (Chicken Pox) Titer
 - Tetanus (if not updated in last 10 years)
 - Drug Screening (upon request and as specified per site)
 - Criminal Background Check
 - Current CPR certification
- C. All Occupational Therapy Assistant students will comply with and provide all necessary information to complete a Faith's Law Employment History Review pursuant to Section 22-94 of the Illinois School Code if required by the Organization.
- D. All Occupational Therapy Assistant students will comply with Section 10-21.9 of the Illinois School Code relating to fingerprint-based criminal history records checks and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database.

IN WITNESS WHEREOF, the authorized representative of the parties hereto has executed this Agreement.

Fox College

BY: 
TITLE: College President
DATE: 3-18-25

**The School Association for Special Education
in DuPage County**

BY: 
TITLE: Executive Director
DATE: 3-21-25

Location

Address **18020 Oak Park Avenue**

City **Tinley Park**

State **IL** Zip code **60477**

Telephone Number **708 444-4500**



ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: April 16, 2025
Re: Five Star Interpreting Contract Approval

We are pleased to recommend a partnership with Five Star Interpreting to address the need to fill interpreting positions at SASED. Five Star specializes in providing qualified professionals for short- and long-term staffing solutions, particularly in areas experiencing shortages such as interpreting.

Given the increasing difficulty in filling positions through traditional recruitment methods, this partnership represents a strategic step toward maintaining operations and supporting our students.

Please see the attached contract.

Financial Impact: Positions have been accounted for in the FY25 budget.

Recommended Action: SASED Administration requests that the Board of Directors approve the contract with Five Star Interpreting as presented.



MASTER SERVICE AGREEMENT

1) Parties

The School Association for Special Education in DuPage County (SASED) ("Service Requestor") desires sign language interpreting services, and 5 Star Interpreting ("Service Provider") is in the business of providing sign language interpreting services. Service Requestor and Service Provider are collectively the "Parties."

The Parties hereby enter into this agreement ("Agreement") effective 3/21/2025 ("Effective Date") for the Service Providers' provision of interpreting services of certified American Sign Language interpreting services ("Interpreter"), to one or more Deaf or Hard of Hearing individual(s) ("Consumer"), upon the submission by Service Requestor's request for services during an appointment (each a, "Service Request") and confirmation of such Service Request by Service Provider. Service Provider shall issue a confirmation number for each confirmed Service Request, and each such confirmed Service Request shall be made part of this Agreement and shall be subject to the terms and conditions of this Agreement.

2) Services

Service Provider provides certified and qualified Interpreters who, in Service Provider's reasonable belief, best fit the needs of a given Service Request.

3) Rate Agreement

- a) Service Rates. On-site and Remote Interpreting Assignments will be billed at service rates found in table 3(b) below. Rates are applicable for up to two hours of service. **Any assignment that exceeds two hours will be billed in fifteen (15) minute increments at the applicable rate as defined in Appendix A.**
- b) Rate Sheet Adjustments. To account for inflation, Service Provider reserves the right to adjust rates up to three (3) percent % on an annual basis. Adjustments will be communicated in writing to Service Requester prior to scheduling interpreting services.
- c) Rate Differentials. Requests for assignments that begin or end outside of Business Hours (8:00 AM to 5:00 PM on weekdays), or on certain federal holidays are subject to a rate differential. Refer to Appendix A for more information.
- d) Short Notice Fee. Any assignment request that is received with short notice is subject to a Short Notice Fee per interpreter requested. Refer to Appendix A for more information.
- e) Travel Time Compensation: Requests for locations that have a low concentration of available interpreters or requests received with less than 24 business hours of notice may incur travel time compensation. Travel time will be billed at the applicable standard rate in Appendix A for up to three (3) hours round trip per interpreter. Requests placed with more than 24 business hours' notice will only have travel billed with Service Requestor's prior approval.

Parking: Should free parking not be available, and interpreters are expected to pay for parking, then this parking will be submitted as a direct reimbursement to Service Provider. Receipts will be

provided and required for reimbursement. If validation or specific parking rules are required to receive reimbursement or validation, these must be communicated to Service Provider at the time the request is made. Service Provider will not be required to or expected to seek this information out to be eligible for parking reimbursement.

- f) Quotes Upon Request. Service Provider will provide a total quote to Service Requestor upon request prior to Service Provider's confirmation of service request.

4) Assignment Terms

- a) Appointment Start and End Times. Scheduled time will not always reflect the billed time. An appointment will begin at the time scheduled in the Service Request ("Scheduled Time") and will end at the time when neither the Service Requestor nor the Consumer needs the Interpreter(s) and both the Service Requestor and the Consumer has excused the Interpreter(s). If one or more Interpreter(s) arrives late, the start time will begin at that Interpreter's arrival. If either Service Requestor or Consumer requests that Interpreter begin services earlier than Scheduled Time, the billing time will begin when Interpreter begins services. If Interpreter(s) arrive on time and can interpret as of the Scheduled Time, but Consumer or Service Requestor is late, the billing time will begin as of the Scheduled Time.
- b) Untimely Cancellations. An Untimely Cancellation occurs when a Service Request is confirmed by the Parties, but (a) the Service Request is canceled by Service Requestor less than the number of hours indicated in Appendix A prior to the Scheduled Time; or (b) the Consumer and/or Service Requestor does not appear at the Appointment within 20 minutes after the Scheduled Time. After such 20 minutes, Service Provider may excuse Interpreter at their discretion.
- c) Alterations to Scheduled Assignments: Once an interpreter is confirmed for an assignment, any changes Service Requestor makes may be subject to the interpreter's availability. The Service Provider will employ every reasonable effort to facilitate the schedule adjustment but cannot guarantee interpreter availability beyond the scope of the originally scheduled Assignment.
- d) Time Billed. Service Requestor acknowledges that a confirmed Service Request requires each Interpreter assigned to that Service Request to forego alternative interpreting assignments for the duration of the appointment indicated in the Service Request. As such, except in the event of an Untimely Cancellation as defined in Section 4(b), invoices will reflect the greatest of a two hour minimum, the full duration of the appointment as set forth in the Service Request, or the full duration of the appointment. In the event of an Untimely Cancellation, invoices will reflect the full duration of the appointment as set forth in the Service Request.
- e) Duty of Service Provider. Neither Service Provider nor any Interpreter that Service Provider assigns to an appointment are responsible for ensuring Consumer or Service Requestor is in attendance at any appointment.
- f) Team Appointments. If an appointment is (a) scheduled longer than one (1) hour; and (b) is expected to require a steady flow of interpreting with minimal breaks (e.g. a workshop or a presentation), then a team of two or more interpreters may be necessary. To the extent possible, Service Requestor should request team interpreting in advance. Service Provider retains full discretion to determine whether a team of two or more interpreters is necessary for any appointment, whether or not requested in advance by Service Requestor. In the event two or more Interpreters are needed for any assignment, Service Provider will bill Service Requestor at the Standard Rate or the Differential Rate, whichever is applicable, for each of the Interpreters.

- g) Background Screening. Any Interpreters who provide services to Service Requestor's students under this Agreement shall be subject to a criminal background check as required by the Illinois School Code (105 ILCS 5/).
- h) Insurance. During the term of this Agreement, Service Provider will maintain, and upon reasonable request deliver proof of, all insurance required by State law with policy limits in accordance with statutory minimums.

5) Invoices & Payment

- a) Sending Invoices. Service Provider will send Service Requestor invoice(s) by email on or around the 1st and 16th of each month. Service Requestor will provide an email address to receive invoices. Service Requestor acknowledges that it is Service Requestor's obligation to communicate with Service Provider any change in email address.
- b) Remitting Payments. All invoices may be paid either by credit card online by clicking on the link in the invoice, by ACH, or by check. Payments by check are to be sent to the following address:

5 Star Interpreting
PO Box 718708
Chicago, IL 60677-6708
- c) Payment Terms. All invoices are due within thirty (30) calendar days of the invoice date in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/).
- d) Late Payments. If Service Requestor fails to pay any invoice in full within thirty (30) days of the invoice date, any and all discounts, if applicable, will be voided, and Service Requestor shall make interest payments in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/).
- e) Legal Action. Service Provider reserves the right to pursue any outstanding balances for services rendered under this Agreement. The prevailing party in any legal action so brought shall be allowed to recover their reasonable attorney fees and costs of the action.

6) Requesting Sign Language Interpreting Services

- a) Submitting a Request. Service Requestor may make a request to Service Provider through the following methods:
 - i) Website: www.5starinterpreting.com/request-an-interpreter
 - ii) Email: scheduling@5starinterpreting.com
 - iii) Phone: 801-960-3046
- b) Required Information. The following information is required to request a sign language interpreter.
Lack of detailed information may result in a delay of processing the request.
 - i) Customer ID # (issued upon acceptance of terms) and name of company/organization
 - ii) Requestor's contact information (name, phone number, email address)
 - iii) On-site contact name and phone number (if different than above)
 - iv) In-person or Video Remote Interpreting (VRI)
 - v) Assignment location (FULL building name & address, floor/room/suite #, or VRI link)
 - vi) Date of assignment
 - vii) Start and end time of assignment
 - viii) Name(s) and Role(s) of all Deaf consumer(s)
- c) Assignment type, requirements, and description (be as detailed as possible)Receiving Requests.

Service Provider will send confirmation as an Interpreter is secured. All jobs are assignment-specific, not time-specific (i.e., an interpreter requested to interpret a staff meeting cannot then be asked to interpret a private supervisor and employee meeting unless both were originally requested for the same assignment). Once an interpreter is secured, the assignment is considered billable.

7) Confidentiality

- a) Interpreter Standards of Confidentiality. Whether or not required by an Interpreter Code of Ethics, Service Provider requires that its Interpreters maintain confidential any information acquired through appointments.
- b) Further Standards of Confidentiality. Service Provider will operate in accordance with applicable laws concerning the processing of personal information and school student record information, including but not limited to the Federal Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act (ISSRA), and the Illinois Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA). For services provided under this Agreement, Service Provider shall keep all personal information and school student record information of Service Requestor, its employees, agents, and students confidential and secure, shall not record or store personal information and school student record information for longer than the length of time required to perform the services, and shall notify Service Requestor immediately if there is any breach of confidentiality impacting the services. Should Service Provider utilize a subcontractor, employee, or agent to perform any activity in furtherance of the services under this Agreement, including but not limited to Interpreters, Service Provider will hold such employee, agent, or subcontractor to these same standards of confidentiality. Service Provider shall be liable for the acts and omissions of such employee, agent, or subcontractor. Upon termination, cancellation, expiration, or other conclusion of this Agreement, the Service Provider and its employees, agents, or subcontractors shall return or destroy all personal information and school student record information their operational systems. In the event Service Requestor is obligated to hold confidential any information received or transmitted during an Assignment, it is Service Requestor's obligation to inform Service Provider or any assigned Interpreter(s) of Service Requestor's obligations and any statute, regulation, or rule under which such information is to be held confidential, including but not limited to the Hitech Act, the Health Insurance Portability and Accountability Act, or any terms, conditions, provisions, and covenants of an agreement that may apply to the Appointment.

8) Rights to Tax Credit

Service Requestor may qualify for an annual tax credit between \$250.00 - \$10,000 for all reasonable accommodations expenditures under the Americans with Disabilities Act.

For more information, see: [IRS Form 8826 and the Tax Incentives Packet](#).

The information provided by Service Provider in this Section 8 for informational purposes only and does not provide any warranty or guarantee as to Service Requestor's eligibility for a tax credit. Service Requestor is advised to consult a competent attorney or financial professor regarding its tax obligations.

9) Consequential Damages; Limitations on Claims

To the extent permitted by Applicable Laws, except for (i) any liability for which Service Provider must indemnify Service Requestor in accordance with this Agreement, (ii) any liability arising from a breach by a Party (or its employees, contractors, and/or agents) of its obligations with respect to confidentiality as set forth in this Agreement, or (iii) any liability arising from a party's (or its

employees contractors, and/or agents) gross negligence, willful misconduct or violation of Applicable Laws, neither Party is liable for consequential, incidental, indirect or punitive loss, damage or expenses (including but not limited to business interruption, lost business, or lost savings) even if it has been advised of their possible existence.

10) Notices

All notices and demands which either party is required to give to the other hereunder shall be given in writing by personal delivery, by express courier service, or by certified mail, return receipt requested. All such notices or demands to a Party shall be effective upon receipt by the party to whom notice or demand is being given. Notice under this Agreement shall be given as follows:

If to Service Requestor:

SASED
Attn: Executive Director
2900 Ogden Ave.
Lisle, IL 60532

With a copy to:

Engler Callaway Baasten & Sraga, LLC
2215 York Road, Suite 400
Oak Brook, IL 60523

If to Service Provider:

[INSERT]

11) Complete Agreement

This Agreement, together with each confirmed Service Request, constitutes the complete and exclusive statement of the agreement of the Parties with respect to the subject matter thereof and supersedes and merges all prior proposals and agreements, oral or written, between the Parties with respect to the subject matter hereof. This agreement may not be modified except by written instrument duly executed by the Parties hereto.

12) Miscellaneous

- a) Headings and Subsections. Section headings are provided for the convenience of reference and do not constitute part of this Agreement. Any references to a particular section of this Agreement shall be deemed to include reference to any and all subsections thereof.
- b) Severability; No Waiver. If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue in full force without being impaired or invalidated in any way. The Parties agree to replace any invalid provision with a valid provision, which most closely approximates the intent and economic effect of the invalid provision. The waiver by either Party of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.
- c) Assignment. Service Provider may not assign or delegate any or all of its rights (other than the right to receive payments) or its duties or obligations hereunder without the consent of Service Requestor. Service Requestor shall notify Service Provider of any assignment of its duties or

obligations hereunder. Any assignee of either Party authorized hereunder shall be bound by the terms of this Agreement and shall have all of the rights and obligations of the assigning Party set forth in this agreement.

- d) No Third Party Benefit. The Provisions of this Agreement are for the sole benefit of the Parties hereto. This Agreement confers no rights, benefits, or claims upon any person or entity not a Party hereto.

Independent Contractors. The Parties to this Agreement are independent contractors, and no agency, partnership, joint venture or employee-employer relationship is intended or created by this Agreement. Neither Party shall have the power to obligate or bind the other Party. Personnel supplied by Service Requestor shall not, for any purpose be considered employees or agents of Service Provider. As between Service Requestor and Service Provider, Service Requestor shall be solely responsible for their supervision, direction and control, compensation, benefits and taxes of Personnel supplied by Service Requestor. Personnel supplied by Service Provider shall not, for any purpose be considered employees or agents of Service Requestor. As between Service Requestor and Service Provider, Service Provider shall be solely responsible for the supervision, direction and control, compensation, benefits and taxes, of Personnel supplied by Service Provider.

- e) No Construction against Drafter. If an ambiguity or question of intent arises with respect to any provision of this Agreement, the Agreement will be construed as if drafted jointly by the Parties and no presumption or burden of proof will arise favoring or disfavoring either Party by virtue of authorship of any of the provisions of this Agreement.
- f) Force Majeure. Either Party shall be excused from performance and shall not be liable for any delay in whole or in part, caused by the occurrence of any contingency beyond the reasonable control either of the excused Party or its subcontractors or suppliers including, but not limited to, war, sabotage, insurrection, riot, or other act of civil disobedience, act of public enemy, failure or delay in transportation, act of any government or any agency or subdivision thereof affecting the terms hereof, accident, fire, explosion, flood, pandemic, severe weather or other act of God, or shortage of labor or fuel or raw materials.
- g) Governing Law, Jurisdiction, and Venue. This Agreement shall be deemed to have been made in, and shall be construed pursuant to the laws of the State of Illinois, without giving effect to conflict of laws rules. Any legal action or proceeding with respect to this Agreement shall be brought exclusively in the state or federal courts sitting in Illinois, and each of the Parties hereby irrevocably (a) accepts for itself and in respect of its property, generally and unconditionally, the exclusive jurisdiction of the aforesaid courts, (b) waives any claim that any such courts lack personal jurisdiction over it, and agrees not to plead or claim, in any legal action proceeding with respect to this Agreement in any such courts, that such courts lack personal jurisdiction over it and (c) waives any objection that it may now or hereafter have to the laying of venue of any of the aforesaid actions or proceedings arising out of or in connection with this Agreement brought in the aforesaid courts and hereby further irrevocably, to the extent permitted by applicable law, waives its rights to plead or claim and agrees not to plead or claim in any such courts that any such action or proceeding brought in any such courts has been brought in an inconvenient forum.
- h) Dispute Resolution. The Parties will attempt to settle any dispute, claim or controversy arising out of this Agreement through consultation and negotiation in good faith and in a spirit of mutual cooperation by promptly conferring in negotiations between representatives of both Parties who have authority to settle the controversy. If the Service Provider and Service Requestor fail to mutually agree in writing to a method of dispute resolution other than litigation, disputes will be resolved by litigation in the state or federal courts sitting in Illinois.

- i) Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument.

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IN WITNESS WHEREOF, each of the Parties hereto have executed this Agreement as of the date first written above.

5 STAR INTERPRETING

By: 

Printed Name: Ben Daniel

Title: Owner & CEO

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY

By: 

Printed Name:
Dr Kim Dryier

Title:
Executive
Director

Phone
Number: 630-
778-4500

Date:

Billing Contact: Accounts Payable

Name: Andrea Mesko

Company Address:
2900 Ogden Ave.
Lisle, IL 60532

Email Address:
ap@sased.org

Phone Number:
630-955-8115

Appendix A

All rates are per interpreter, per assignment

Rate Type	Hourly Rate	Billable Rate for first two hours (per interpreter)	Every 15 minutes after initial two hours	Description
Standard Rate	\$95.00	\$190.00	\$23.75	Any assignment that takes place between the hours of 8:00 AM to 5:00 PM on weekdays (Monday through Friday, excluding holidays listed below under "Holiday Rate"). Any time requested outside of these hours is considered "Nights/Weekend Rate".
Nights/Weekend Rate	\$115.00	\$230.00	\$28.75	Any assignment that takes place outside the hours of 8:00 AM to 5:00 PM on weekdays, or on Saturday and Sunday. Excluding holidays listed below under "Holiday Rate"
Holiday Rate	\$142.50	\$285.00	\$35.63	Any assignment that takes place on any of the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.
Tactile or Trilingual	\$103.00	\$206.00	\$25.75	Any assignment that serves DeafBlind consumers or includes a third language besides ASL and English.
Legal	\$135.00	\$270.00	\$33.75	Any assignment where legal counsel is present, these assignments may include and are not limited to intake interviews, counsel in attorney offices, settlement conferences, depositions, arbitration or court proceedings, trials, or meetings with attorneys present.
Performance	To be negotiated at the time of request	To be negotiated at the time of request	To be negotiated at the time of request	An assignment for a performance that includes a script and requires time for prior preparation.
Short Notice Fee		\$70.00 Flat Fee per interpreter		Any assignment request received with less than 48 hours notice. Travel time compensation may be applicable.
Untimely Cancellations		Full Amount of Appointment Request		Untimely cancellations will be billable for the full amount plus any applicable differentials if canceled less than 48 business hours from the start time of the appointment request.



ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Rachel Wisniewski, Assistant Director of Business/CSBO
Date: April 16, 2025
Re: Approval of Financial Reports

Summary: The Budget Progress report and the Treasurer's report for the period ending March 31, 2025 are attached for your review.

Financial Impact: Revenue for the month of March 2025 totaled \$393,206 and consisted primarily of Evidence Based Funding and the DRS grant. Year to date revenues including Medicaid flow thru through March totaled \$35,499,271 representing 90.5% of budgeted revenue. Expenditures for the month of March 2025 totaled approximately \$3.4M and consisted of regular and customary expenditures, including salaries and benefits, and contractual payments. Year to date expenditures through March 2025 totaled \$25,648,759 representing 59% of budgeted expenditures. Compared to last year, the budget is trending on track.

The Treasurer's report shows that as of March 31, 2025, SASED's cash balance totaled approximately \$16.6 M. From this balance, \$16,653,529 is held in our demand deposit account at Fifth Third. The remaining \$4,503,777 is held in investments through PMA and Fifth Third Securities. SASED's fund balance at the end of March is 40% of budgeted expenditures.

Recommended Action: SASED Administration requests that the Board of Directors approve the financial reports as presented.

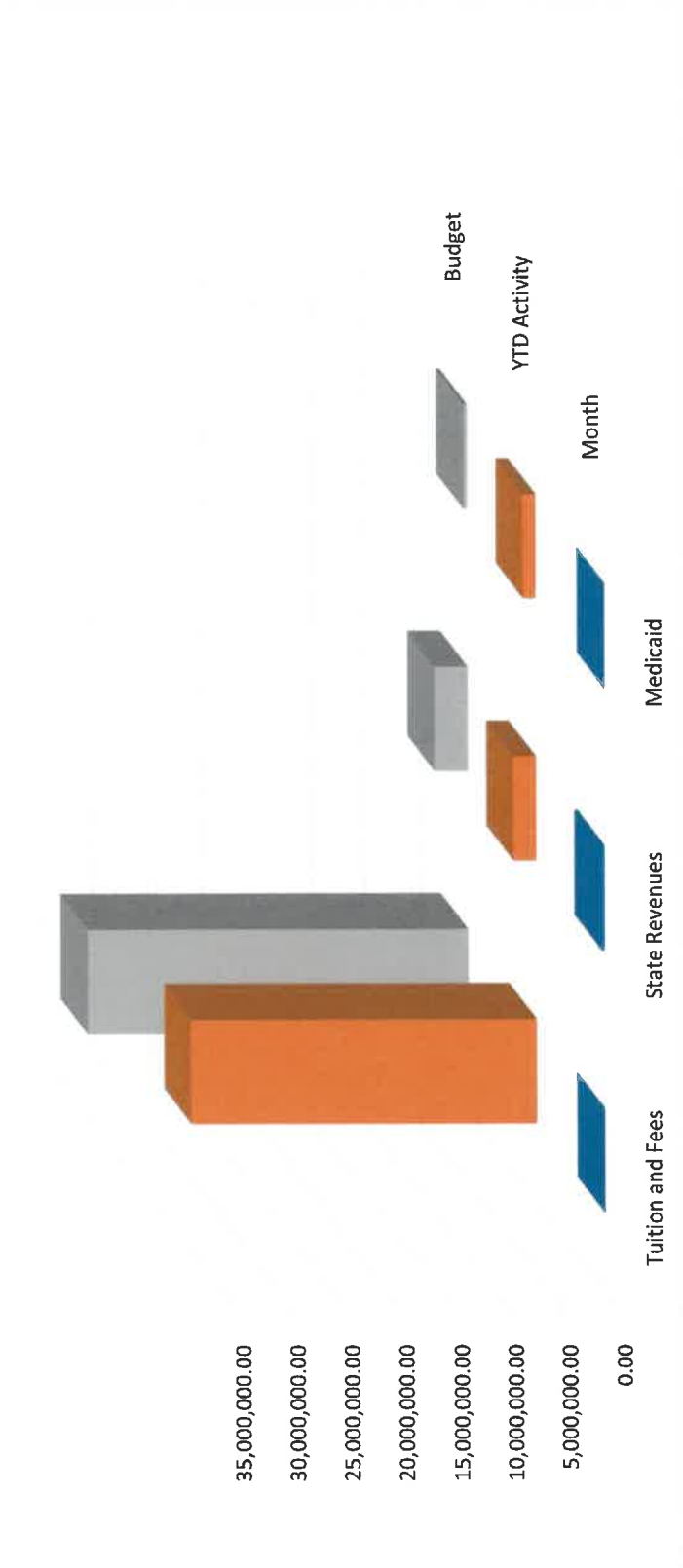
School Association for Special Education in DuPage County							
Budget Report (accrual basis)							
For the Month Ending March 2025							
					<u>Unexpended</u>		
<u>Revenues</u>	<u>Original Budget</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Encumbered</u>	<u>Budget Balance</u>	<u>% of Budget</u>	<u>% of Budget (prior year)</u>
Tuition and Fees	\$ 34,639,685	\$ (4,115)	\$31,524,105		\$ 3,115,580	91.0%	101.3%
State Revenue	\$ 3,017,420	\$ 254,731	\$ 2,192,376		\$ 825,044	72.7%	69.8%
Federal Revenue	\$ 404,923	\$ 21,066	\$ 268,763		\$ 136,160	66.4%	93.8%
Medicaid Revenue	\$ 330,000		\$ 1,137,730				
Grant Revenue	\$ 826,000	\$ 121,525	\$ 376,297		\$ 449,703	45.6%	54.6%
Total Revenues	\$ 39,218,028	\$ 393,206	\$35,499,271		\$ 4,526,487	90.5%	96.1%
<u>Expenditures</u>							
Payroll	\$ 22,871,957	\$ 1,837,228	\$13,880,241	\$ 8,033,940	\$ 8,991,716	60.7%	61.8%
Benefits	\$ 5,473,222	\$ 425,301	\$ 3,087,333	\$ 1,866,675	\$ 2,385,889	56.4%	50.8%
Purchased Services	\$ 10,214,328	\$ 833,113	\$ 6,414,275	\$ 663,449	\$ 3,800,053	62.8%	74.5%
Supplies	\$ 702,324	\$ 24,566	\$ 453,335	\$ 20,645	\$ 248,989	64.5%	47.6%
Capital Outlay	\$ 2,096,425	\$ 245,560	\$ 604,571	\$ 2,790	\$ 1,491,854	28.8%	16.5%
Medicaid Flow Through	\$ -	\$ -	\$ 1,138,830	\$ -			
Equipment	\$ 128,339	\$ 4,372	\$ 70,173	\$ 3,940	\$ 58,166	54.7%	77.1%
Total Expenses	\$ 41,486,595	\$ 3,370,141	\$25,648,759	\$10,591,439	\$16,976,666	59.1%	60.5%

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-Mar-25

SASED PROGRAMS

Program	Mar-25 Monthly Activity	2024-25 FYTD Activity	2024-25 Original Budget	% YTD
Tuition and Fees	17,171.23	31,666,073.88	34,884,985.00	90.8%
State Revenues	254,510.00	2,058,904.00	3,014,420.00	68.3%
Medicaid	0.00	1,137,730.25	330,000.00	344.8%
Total	271,681.23	34,862,708.13	38,229,405.00	91.2%

SASED PROGRAM REVENUE



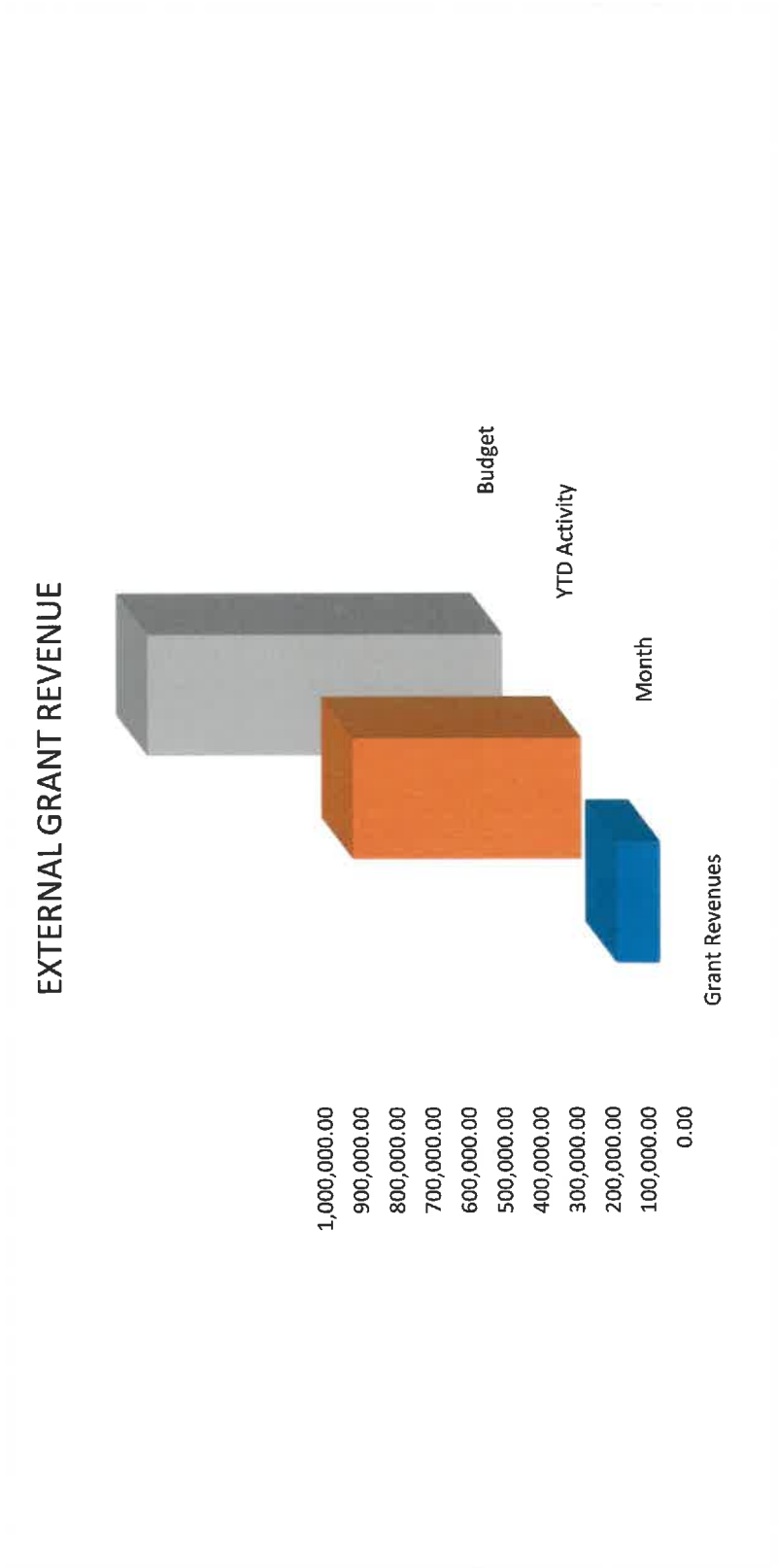
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY

MONTHLY REVENUE REPORTING

31-Mar-25

EXTERNAL GRANT PROGRAMS

Program	Mar-25	2024-25	2024-25	%
	Monthly Activity	FYTD Activity	Original Budget	YTD
Grant Revenues	<u>121,525.00</u>	<u>636,563.20</u>	<u>988,623.00</u>	<u>64.4%</u>

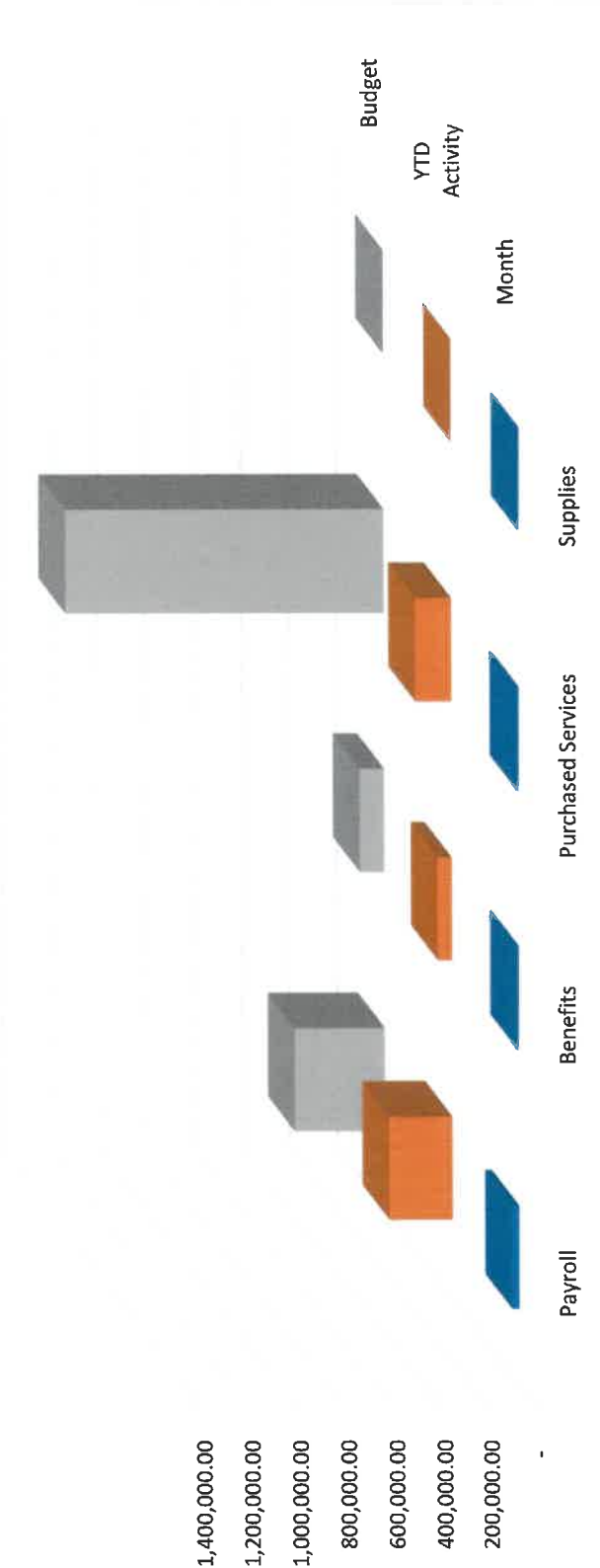


SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
31-Mar-25

EXTERNAL GRANT PROGRAMS

Program	Mar-25		2024-25		2024-25		%
	Monthly Activity	FYTD Activity	Original Budget	YTD			
Payroll	28,915.00	264,119.00	376,106.00	70.2%			
Benefits	5,721.00	58,497.00	102,055.00	57.3%			
Purchased Services	7,035.00	151,241.00	1,333,314.00	11.3%			
Supplies	750.00	1,219.00	3,984.00	30.6%			
Total	42,421.00	475,076.00	1,815,459.00	26.2%			

EXTERNAL GRANT EXPENDITURES



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING

31-Mar-25

SASED PROGRAMS

	Program	Mar-25 Monthly Activity	2024-25 FYTD Activity	2024-25 Original Budget	% YTD
(1)	Payroll	\$ 1,808,311.00	\$ 13,616,121.00	\$ 22,495,851.00	<u>60.5%</u>
(2)	Benefits	\$ 419,578.00	\$ 3,028,847.00	\$ 5,371,167.00	<u>56.4%</u>
(3)	Purchased Services	\$ 826,080.00	\$ 6,263,037.00	\$ 8,739,782.00	<u>71.7%</u>
(4)	Supplies	\$ 23,816.00	\$ 452,116.00	\$ 698,340.00	<u>64.7%</u>
(5)	Capital Outlay	\$ 245,560.00	\$ 604,571.00	\$ 2,096,425.00	<u>28.8%</u>
(7)	Equipment	\$ 4,372.00	\$ 70,173.00	\$ 128,339.00	<u>54.7%</u>
(6)	MEDICAID FLO-THRU	\$ -	\$ 1,138,830.00	\$ -	
		<u>\$ 3,327,717.00</u>	<u>\$ 25,173,695.00</u>	<u>\$ 39,529,904.00</u>	<u>63.7%</u>

SASED PROGRAM EXPENDITURES



School Association for Special Education in DuPage County
Treasurer's Report
March 31, 2025

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>FSA</u>	<u>TOTAL EDUCATION FUND</u>
Beginning Balance	14,300,828.37	(1,183,311.77)	376,802.42	(19,465.53)	13,474,853.49
Investments					
March activity	19,108.15				19,108.15
Interest Earned					
Gains/(Losses) on Sales of Securities					-
Record Health Fund Transfers	705,277.58	(683,946.31)	(15,394.54)	(5,936.73)	(0.00)
Cash Receipts	7,172,014.42	869.89	771.72	(14,476.88)	7,159,179.15
Cash Disbursements - General	(2,162,382.82)				(2,162,382.82)
- Payroll	(1,837,228.42)				(1,837,228.42)
Subtotal	3,896,788.91	(683,076.42)	(14,622.82)	(20,413.61)	3,178,676.06
Ending Balance	<u>18,197,617.28</u>	<u>(1,866,388.19)</u>	<u>362,179.60</u>	<u>(39,879.14)</u>	<u>16,653,529.55</u>
Investment - Demand Deposit - Fifth Third Bank	13,681,004.64	(1,867,258.08)	361,407.88	(25,402.26)	12,149,752.18
IL School District Liquid Asset Fund	23,144.63				23,144.63
Fifth Third Securities	4,480,632.74				4,480,632.74
	<u>18,184,782.01</u>	<u>(1,867,258.08)</u>	<u>361,407.88</u>	<u>(25,402.26)</u>	<u>16,653,529.55</u>

Rachel Wisniewski

Rachel Wisniewski, Treasurer

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
3/31/2025

EDUCATION FUND	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	23,144.63	0.482%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	23,144.63	0.482%	Money Market	ISDLAF	Money Market Mutual Fund
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	13,681,004.64	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	(1,561,368.62)	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	30,116.16	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	12,149,752.18				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	2,505,632.74	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	1,225,000.00	Varies	Various, > 1 yr	Fifth Third Securities, Custodian	FDIC Insured
U S Treasuries - short-term		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	250,000.00	Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
Corporate Bonds	-				
Municipal Bonds	-				
Other assets, including prepaid interest	-				
	4,480,632.74				
	16,653,529.55	TOTAL			

GROSS PAYROLL

March 2025 \$ 1,837,228.42

TOTAL SALARY	:	1,837,228.42
TOTAL DEDUCTIONS	:	639,595.28
TOTAL EMPLOYEES	:	327

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

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

	FEDERAL	STATE	MEDICARE
TOTAL GROSS PAY :	923,421.26	923,421.26	923,421.26
TOTAL TSA'S - BEFORE TAX :	24,341.48	24,341.48	0.00
TOTAL TAX SHELTERED RETIREMENT:	63,286.24	63,286.24	0.00
TOTAL OTHER BEF TAX DEDUCTIONS:	59,850.49	59,850.49	59,850.49
TOTAL TAXABLE BENEFITS :	23.00	23.00	23.00
TOTAL TAXABLE GROSS :	775,966.05	775,966.05	863,593.77

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

TOTAL EMPLOYEES :	324
TOTAL FEMALE EMPLOYEES:	284
TOTAL MALE EMPLOYEES :	40
TOTAL FACULTY MEMBERS :	141

*****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 TOTALS*****				*****EMPLOYEE COUNTS*****	
		FEDERAL	STATE	MEDICARE	
TOTAL GROSS PAY	:	913,807.16	913,807.16	913,807.16	TOTAL EMPLOYEES : 321
TOTAL TSA'S - BEFORE TAX	:	24,243.84	24,243.84	0.00	TOTAL FEMALE EMPLOYEES: 281
TOTAL TAX SHELTERED RETIREMENT:		62,993.70	62,993.70	0.00	TOTAL MALE EMPLOYEES : 40
TOTAL OTHER BEF TAX DEDUCTIONS:		59,028.77	59,028.77	59,028.77	TOTAL FACULTY MEMBERS : 142
TOTAL TAXABLE BENEFITS	:	23.00	23.00	23.00	
TOTAL TAXABLE GROSS	:	767,563.85	767,563.85	854,801.39	

*****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 2025 \$ 625,028.69

3/31/2025 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
242500725	DIAMOND, NANETTE	3/31/2025	\$600.00	
242500726	SASED EDUCATION ASSOCIATION	3/31/2025	\$4,044.35	
242500727	SASED SUPPORT STAFF ASSOCIATION	3/31/2025	\$745.36	
242500728	SCHROEDER, LYNN A	3/31/2025	\$600.00	
242500729	SMITH, LISA	3/31/2025	\$600.00	
		5 ACH Check(s) For a Total of		\$6,589.71
105157	STATE DISBURSEMENT UNIT	3/31/2025	\$750.00	
105158	STATE DISBURSEMENT UNIT	3/31/2025	\$172.26	
105159	U S DEPARTMENT OF THE TREASURY	3/31/2025	\$477.52	
		3 Computer Check(s) For a Total of		\$1,399.78
202400282	IMRF (EMPLOYEES CONT)	3/14/2025	\$19,736.21	
202400283	IMRF (EMPLOYERS CONT)	3/14/2025	\$16,980.54	
202400293	ILLINOIS DEPT OF REVENUE	3/31/2025	\$37,324.27	
202400294	IMRF (EMPLOYEES CONT)	3/31/2025	\$19,245.40	
202400295	IMRF (EMPLOYERS CONT)	3/31/2025	\$16,509.41	
202400296	TEACHERS RETIREMENT (2.2%)	3/31/2025	\$3,104.67	
202400297	TEACHERS RETIREMENT SYSTEM	3/31/2025	\$48,176.16	
202400298	THIS (TRS HEALTH) FUND	3/31/2025	\$8,404.03	
202400299	MB FINANCIAL (FEDERAL)	3/31/2025	\$69,067.99	
202400300	MB FINANCIAL BANK (FICA-E)	3/31/2025	\$34,327.29	
202400301	MB FINANCIAL BANK (FICA-W)	3/31/2025	\$34,327.29	
202400302	THE OMNI GROUP	3/31/2025	\$2,940.00	
202400303	TRUSTAGE	3/31/2025	\$27,755.16	
202400304	TEACHERS RETIREMENT SYSTEM SSP	3/31/2025	\$2,787.74	
202400305	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	3/31/2025	\$400.00	
		15 Wire Transfer Check(s) For a Total of		\$341,086.16
		5 ACH Checks For a Total of		\$6,589.71
		3 Computer Checks For a Total of		\$922.26
		Total for 23 Manual, Wire Tran, ACH & Computer Checks		\$348,598.13
10	EDUCATION FUND		Net Amount	\$348,598.13

3/14/2025 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
242500723	SASED EDUCATION ASSOCIATION	3/14/2025	\$3,995.77	
242500724	SASED SUPPORT STAFF ASSOCIATION	3/14/2025	\$764.74	
		2 ACH Check(s) For a Total of		\$4,760.51
105138	STATE DISBURSEMENT UNIT	3/14/2025	\$750.00	
105139	STATE DISBURSEMENT UNIT	3/14/2025	\$172.26	
		2 Computer Check(s) For a Total of		\$922.26
202400281	ILLINOIS DEPT OF REVENUE	3/14/2025	\$37,599.62	
202400284	TEACHERS RETIREMENT (2.2%)	3/14/2025	\$3,093.05	
202400285	TEACHERS RETIREMENT SYSTEM	3/14/2025	\$47,995.90	
202400286	THIS (TRS HEALTH) FUND	3/14/2025	\$8,372.59	
202400287	MB FINANCIAL (FEDERAL)	3/14/2025	\$69,759.08	
202400288	MB FINANCIAL BANK (FICA-E)	3/14/2025	\$35,138.72	
202400289	MB FINANCIAL BANK (FICA-W)	3/14/2025	\$35,138.72	
202400290	THE OMNI GROUP	3/14/2025	\$2,940.00	
202400291	TRUSTAGE	3/14/2025	\$27,922.37	
202400292	TEACHERS RETIREMENT SYSTEM SSP	3/14/2025	\$2,787.74	
		10 Wire Transfer Check(s) For a Total of		\$270,747.79
		2 ACH Checks For a Total of		\$4,760.51
		2 Computer Checks For a Total of		\$922.26
		Total for 14 Manual, Wire Tran, ACH & Computer Checks		\$276,430.56
		Net Amount		\$276,430.56
10	EDUCATION FUND			\$276,430.56

BILLS PAYABLE LIST – FLOW THROUGH

April 2025 \$ 0

BILLS PAYABLE LIST – SASSED PROGRAMS

April 2025 \$ 902,550.61

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
04/17/2025	105176	WINFIELD SCHOOL DIST	Meals for SASED Students February 2025	1,281.99	04/17/2025
04/17/2025	105177	WESTMONT CUSD #201	Meals for SASED Students February 2025	960.48	04/17/2025
04/17/2025	105178	ADVOCATE OCCUPATIONA	Bus Driver Physical for Jameson Marchese Invoice 866226	156.00	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 03/04/25 and 03/06/25	1,245.00	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 03/03/25 and 03/07/25	3,075.00	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 03/03/25 and 03/07/25	3,150.00	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 2/2/25 and 2/27/25	954.50	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 2/24/25 through 2/28/25	2,982.00	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 2/24/25 through 2/28/25	2,870.00	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 3/11/25, 3/13/25 and 3/14/25	1,826.00	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 3/10/25 through 3/14/25	3,075.00	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 3/10/25 through 3/14/25	3,150.00	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 3/18/25 through 3/21/25	2,425.56	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 3/19/25 through 3/21/25	1,867.50	04/17/2025
04/17/2025	105180	AHS STAFFING	OT/PT Services for 3/17/25 through 3/21/25	3,150.00	04/17/2025
04/17/2025	105181	ALLIED BENEFIT SYSTE	Allied FSA Invoice April 2025 - Auto deducted on 4/15/25	362.25	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE S	Nursing Services for 2/24/25 through 2/27/25	4,583.28	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE S	Behavior Tech services for 2/24/25 through 2/27/25	4,927.05	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE S	Behavior Tech and School Aide services for 2/24/25 through 2/27/25	14,307.50	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE S	Behavior Tech for 2/24/25 through 2/27/25	7,215.90	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE S	School Aide and Behavior Tech Services for 02/24/25 through 2/27/25	32,936.80	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE S	School Aide and Behavior Tech services for 2/24/25 through 3/7/25	21,782.75	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE S	Nursing Services for 3/3/25 through 3/7/25	5,747.04	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE S	Behavior Tech Services for 3/03/25 through 3/7/25	5,422.95	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE S	Sign Language Interpreter and School Aide Services for 02/24/25 through 02/27/25	5,535.00	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE S	School Aide and Behavior Tech	38,348.80	04/17/2025

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
			Services for 3/3/25 through 3/7/25		
04/17/2025	105185	AMERGIS HEALTHCARE	S Sign Language Interpreter & School Aide services for 3/3/25 through 3/7/25	7,757.25	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S School Aide and Behavior Tech Services for 3/10/25 through 3/14/25.	16,921.45	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S Behavior Tech Services for 3/10/25 through 3/14/25.	5,351.40	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S Sign Language Interpreter and School Aide Services for 3/10/25 through 3/14/25.	7,314.00	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S School Aide and Behavior Tech Services for 3/10/25 through 3/14/25.	40,281.20	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S Nursing Services for 3/10/25 through 3/14/25.	5,552.04	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S Behavior Tech Services from 3/10/25 through 3/14/25	9,648.75	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S Nursing Services for 3/17/25 through 3/21/25	5,505.24	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S Behavior Tech services for 3/17/25 through 3/21/25	8,803.35	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S Behavior Tech Services for 3/17/25 through 3/21/25	4,987.35	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S Sign Language Interpreter and School Aide Services for 3/17/25 through 3/21/25	8,037.00	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S Behavior Tech and School Aide services for 3/17/25 through 3/21/25	19,508.15	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S School Aide and Behavior Tech Services for 3/17/25 through 3/21/25	43,378.80	04/17/2025
04/17/2025	105185	AMERGIS HEALTHCARE	S Behavior Tech and Nursing Services for 2/3/25 through 2/7/25	7,756.00	04/17/2025
04/17/2025	105186	AMERICAN BUILDING SE	Front door repairs at SE. New piano hinge & closure.	1,016.05	04/17/2025
04/17/2025	105187	BERWYN GARAGE	Bus and Vehicle Maintenance for February 2025. Inv#s 73840,73843,73864,73942	2,919.94	04/17/2025
04/17/2025	105188	BEST PRICED PRODUCTS	OT/PT Consumable Supplies 2-28-25	264.71	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional and Nursing Services for 2/3/25 through 2/7/25	6,869.30	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional and Nursing Services for 2/24/25 through 2/27/25	4,339.50	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional and Nursing Services for 2/10/25 through 2/14/25	4,293.78	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/3/25 through 2/6/25	1,440.00	04/17/2025

CHECK	CHECK		INVOICE	POST	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	DATE
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/11/25 through 2/14/25	1,368.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Sign Language Interpreter services for 2/24/25 through 2/27/25	2,380.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Sign Language Interpreter services for 2/10/25 through 2/14/25	2,380.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Sign Language Interpreter services for 2/3/25, 2/6/25 and 2/7/25	1,560.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/10/25 through 2/14/25	5,707.68	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/24/25 through 2/27/25	5,811.84	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/3/25 through 2/7/25	7,647.84	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/24/25 through 2/27/25	2,676.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 1/21/25 through 1/24/25	8,243.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 10/15/24 through 10/1/24	1,148.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Special Education Teacher, School Counselor and Paraprofessional services for 2/3/25 through 2/7/25	10,042.09	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Special Education Teacher, School counselor and Paraprofessional services for 2/24/25 through 2/28/25	11,384.84	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/3/25 through 2/7/25	8,520.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/10/25 through 2/14/25	8,169.60	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/24/25 through 2/27/25	8,460.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/3/25 through 2/7/25	10,954.68	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/24/25 through 2/28/25	8,947.15	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/10/25 through 2/14/25	8,870.90	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 9/23/24 through 09/27/24 orig inv \$1318.97. credited duplicate payment on invoices 21083673 and 21077119.	140.22	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 3/10/25 through 3/14/25	13,125.74	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 3/3/25 through 3/7/25	13,517.84	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 3/10/25 through 3/14/25	9,840.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 3/3/25 through 3/7/25	10,699.20	04/17/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	POST AMOUNT	DATE
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/18/25 through 2/21/25	8,640.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Sign language Interpreter services for 3/10/25 through 3/14/25.	2,940.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Sign language Interpreter services for 3/3/25 through 3/7/25.	2,860.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Sign language Interpreter services for 2/18/25 through 2/21/25	2,340.00	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional and Nursing Services for 2/18/25 through 2/21/25	4,981.78	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional and Nursing Services for 3/11/25 through 3/14/25	7,471.33	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/18/25 through 2/21/25	5,043.84	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 03/10/25 through 03/14/25	6,603.84	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 03/03/25 through 03/07/25	6,080.16	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional and Nursing Services for 3/3/25 through 3/7/25	7,159.52	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Nursing Services for 2/24/25 through 2/28/25	2,340.78	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional Services for 2/18/25 through 2/21/25	11,767.80	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional, Teacher and Counselor services for 2/17/25 through 2/21/25	9,743.25	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional, Teacher and Counselor services for 3/3/25 through 3/7/25	14,117.75	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Paraprofessional, Teacher and Counselor services for 3/10/25 through 3/14/25	10,417.83	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Special Education Teacher and Paraprofessional services for 2/10/25 through 2/14/25	1,260.75	04/17/2025
04/17/2025	105195	BLAZERWORKS, LLC	Special Education Teacher and Paraprofessional services for 2/10/25 through 2/14/25	9,035.31	04/17/2025
04/17/2025	105196	CDW GOVERNMENT	Portable Screens for DHH with CDWG Quote #PHRN541	199.98	04/17/2025
04/17/2025	105197	CORPAY MASTERCARD	Fuel Service/Cards 03/16-03/31/2025	334.05	04/17/2025
04/17/2025	105198	CREATIVE EXCHANGE	music therapy invoices	5,100.00	04/17/2025
04/17/2025	105199	CRISIS PREVENTION IN	CPI Annual Membership Fee for all Coaches - Date Range September 2024 thru September 2025	1,800.00	04/17/2025
04/17/2025	105200	DUPAGE COUNTY HEALTH	Annual Food Permit - 2900 Ogden Ave.	664.00	04/17/2025

CHECK	CHECK	INVOICE	POST
DATE	NUMBER VENDOR	DESCRIPTION	AMOUNT DATE
04/17/2025	105200 DUPAGE COUNTY HEALTH	Annual Food Permit SE Alternative	664.00 04/17/2025
04/17/2025	105201 EDU HEALTHCARE, LLC	Paraprofessional Services for 2/24/25 through 2/27/25	1,260.00 04/17/2025
04/17/2025	105201 EDU HEALTHCARE, LLC	Paraprofessional Services for 3/3/25 through 3/7/25	1,575.00 04/17/2025
04/17/2025	105201 EDU HEALTHCARE, LLC	Paraprofessional Services for 3/10/25 through 3/14/25	1,575.00 04/17/2025
04/17/2025	105201 EDU HEALTHCARE, LLC	Paraprofessional Services for 3/17/25 through 3/21/25	1,575.00 04/17/2025
04/17/2025	105202 ENGIE RESOURCES LLC	Energy Services SE ALT 02/26-03/31/2025	6,692.79 04/17/2025
04/17/2025	105203 FUN AND FUNCTION	OT/PT Therapeutics 2-28-25	1,883.62 04/17/2025
04/17/2025	105204 IASA	PD - Claire Smith	435.00 04/17/2025
04/17/2025	105204 IASA	T. Corrall Prof Dev-AA 4050 Eval Academy	435.00 04/17/2025
04/17/2025	105205 J. J. KELLER & ASSOC	FMLA Posters	117.06 04/17/2025
04/17/2025	105206 KONICA MINOLTA PREMI	Konica Minolta Contract 450-0068168-000 3/26/25-4/25/25 Invoice #5033601516	1,032.16 04/17/2025
04/17/2025	105207 LAKESHORE LEARNING	New Classroom - Lisle South	320.85 04/17/2025
04/17/2025	105208 LEE'S FOODSERVICE PA	SOUTHEAST FOOD SERVICE REFRIGERATOR REPAIR	931.54 04/17/2025
04/17/2025	105209 MAXI AIDS	Vision Program - MARK RENC Albright Instruction O&M Canes 2/10/2025	131.80 04/17/2025
04/17/2025	105210 MAXIM HEALTHCARE SER	Nursing Services for 2/18/25 through 2/27/25	17,037.91 04/17/2025
04/17/2025	105210 MAXIM HEALTHCARE SER	Nursing Services for 3/3/25 through 3/7/25	5,557.51 04/17/2025
04/17/2025	105210 MAXIM HEALTHCARE SER	Nursing Services for 3/10/25 through 3/21/25	24,383.68 04/17/2025
04/17/2025	105210 MAXIM HEALTHCARE SER	School Nursing Services for 3/17/25 through 3/21/25	1,467.76 04/17/2025
04/17/2025	105210 MAXIM HEALTHCARE SER	School Nursing Services for 3/3/25 through 3/12/25	2,201.64 04/17/2025
04/17/2025	105210 MAXIM HEALTHCARE SER	Nursing Services for 3/3/25 through 3/14/25	31,733.30 04/17/2025
04/17/2025	105211 MED-EL CORP.	Aircharge Wireless Charger	123.00 04/17/2025
04/17/2025	105213 MICROSONIC INC.	Invoice #: VW0807R, Date: 2/19/2025, Client Name: Gabriel Jackson (Earmold)	72.00 04/17/2025
04/17/2025	105213 MICROSONIC INC.	Invoice #: VW0808RL, Date: 3/14/2025, Client Name: Donald Ehumah (earmolds)	129.00 04/17/2025
04/17/2025	105213 MICROSONIC INC.	Invoice #: VW0814RL, Date: 3/25/2025, Client Name: SOFIA LOPEZ (earmolds)	129.00 04/17/2025
04/17/2025	105213 MICROSONIC INC.	Invoice #: VW0810RL, Date: 3/21/2025, Client Name: MARTIN VIAU (earmolds)	123.00 04/17/2025
04/17/2025	105213 MICROSONIC INC.	Invoice #: VW0812L, Date: 3/20/2025, Client Name: ALEXA MULANAX (earmold)	55.64 04/17/2025
04/17/2025	105213 MICROSONIC INC.	Invoice #: VW0815RL, Date:	129.00 04/17/2025

CHECK	CHECK	INVOICE	POST		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	DATE
			3/20/2025, Client Name: ABI		
			LOPEZ (earmolds)		
04/17/2025	105214	NCS PEARSON	OT/PT Assessments	145.00	04/17/2025
04/17/2025	105214	NCS PEARSON	OT/PT Assessments	349.69	04/17/2025
04/17/2025	105214	NCS PEARSON	credit memo invoice 28385124	-145.00	04/17/2025
04/17/2025	105214	NCS PEARSON	Credit memo invoice 28397571	-349.69	04/17/2025
04/17/2025	105215	NET56	Net56 Internet Services April	10,152.03	04/17/2025
			Invoice 16733		
04/17/2025	105215	NET56	NET56 Managed Services April	25,844.45	04/17/2025
			2025 Inv. 16734		
04/17/2025	105216	NICOR GAS	Nicor Gas Service SE Alt	668.51	04/17/2025
			March 2025		
04/17/2025	105217	NSN EMPLOYER SERVICE	Invoice 2025-2026 - Annual	1,049.76	04/17/2025
			fee for Unemployment Claims		
			Management Service		
04/17/2025	105218	ODP BUSINESS SOLUTIO	business office supplies	45.39	04/17/2025
04/17/2025	105218	ODP BUSINESS SOLUTIO	Avery Labels for Company	13.75	04/17/2025
			Nurse roll out		
04/17/2025	105218	ODP BUSINESS SOLUTIO	Dianna Leja DORS	66.79	04/17/2025
04/17/2025	105219	ORKIN EXTERMINATING	monthly contracted pest	113.00	04/17/2025
			service SE Alt		
04/17/2025	105220	PADDOCK PUBLICATIONS	Legal Notice - Change of	43.70	04/17/2025
			meeting location for 3/19/25		
04/17/2025	105221	PUPILS VISION & HEAR	Screening Services Invoice	342.00	04/17/2025
			#2487 Dated 02/07/2025		
04/17/2025	105222	RAPTOR TECHNOLOGIES	Visitor Management Annual	1,320.00	04/17/2025
			Access Fee (2) 2024-2025		
04/17/2025	105223	REHADAPT NORTH AMERI	Supplies for Classroom Team	549.00	04/17/2025
			Projects and Training		
04/17/2025	105224	SCHOOL SPECIALTY LLC	OT/PT Supplies	88.65	04/17/2025
04/17/2025	105225	SIGN LANGUAGE INTERP	ASL Interpreting Services,	1,868.60	04/17/2025
			DHH Program, Invoice no.:		
			1169, Invoice date:		
			03/18/2025, Due date:		
			04/17/2025		
04/17/2025	105226	SKYWARD ACCOUNTING D	SKYWARD QMLATIV TRANSITION	5,800.00	04/17/2025
			PLAN 3 YRD LOCKED RATE		
04/17/2025	105227	SOLUTION TREE	Supplies for Classroom Team	81.40	04/17/2025
			Projects and Training		
04/17/2025	105228	SONOVA USA INC.	Phonak Batteries	864.79	04/17/2025
04/17/2025	105228	SONOVA USA INC.	Roger Touchscreen Repair 6	2,647.99	04/17/2025
			month warranty		
04/17/2025	105228	SONOVA USA INC.	phonak soundfield and mic	1,143.25	04/17/2025
			bundle		
04/17/2025	105228	SONOVA USA INC.	Additional Shipping Cost for	49.00	04/17/2025
			PO 3012500017		
04/17/2025	105228	SONOVA USA INC.	Shipping-invoice 3710057179	19.99	04/17/2025
04/17/2025	105229	TEAM SELECT HOME CAR	School Nursing Servicing for	2,592.00	04/17/2025
			02/04/25, 02/05/25, 02/06/24,		
			02/25/25 and 02/26/25		
04/17/2025	105230	U.S. POSTAL SERVICE	Replenish Account for Postage	2,000.00	04/17/2025
			Meter		
04/17/2025	105231	VERIZON WIRELESS	Verizon Smartphones and Flip	832.56	04/17/2025
			Phones Jan-Feb		
04/17/2025	105231	VERIZON WIRELESS	Verizon Smartphones and Flip	842.82	04/17/2025
			Phones Feb-March Invoices		

CHECK	CHECK	INVOICE	POST		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	DATE
			6108893979 and 6108904855		
			Totals for checks	828,590.89	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	362.25	0.00	828,228.64	828,590.89
***	Fund Summary Totals ***	362.25	0.00	828,228.64	828,590.89

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
04/17/2025	242500735	KEENEYVILLE DISTRICT	Meals for SASED Students February 2025	402.66	04/17/2025
04/17/2025	242500736	DUPAGE COUNTY SCHOOL	Meals for SASED Students February 2025	1,849.93	04/17/2025
04/17/2025	242500737	SALT CREEK SCHOOL DI	Meals for SASED Students February 2025	1,669.16	04/17/2025
04/17/2025	242500738	DOWNERS GROVE DISTRI	Meals for SASED Students February 2025	593.43	04/17/2025
04/17/2025	242500739	MAERCKER DISTRICT #6	Meals for SASED Students February 2025	2,455.80	04/17/2025
04/17/2025	242500740	CENTER CASS DISTRICT	Meals for SASED Students February 2025	527.00	04/17/2025
04/17/2025	242500741	2955, LLC	2900 Ogden Lease May 2025	50,170.33	04/17/2025
04/17/2025	242500742	AL WARREN OIL CO., I	Fuel Delivery on 3/14/25	278.33	04/17/2025
04/17/2025	242500742	AL WARREN OIL CO., I	Fuel delivery for 3/20/25	343.62	04/17/2025
04/17/2025	242500742	AL WARREN OIL CO., I	Fuel Delivery for 3/27/25	233.39	04/17/2025
04/17/2025	242500743	ANDERSEN, VERONICA	Milage Reimbursement for Feb. 2025	294.06	04/17/2025
04/17/2025	242500744	ARVANS, SUSAN	Reimburse Registration- SIE School of Medicine Cof 02/05/25	45.00	04/17/2025
04/17/2025	242500745	BARAJAZ, DINA	Milage Reimbursement for Jan 2025	44.36	04/17/2025
04/17/2025	242500745	BARAJAZ, DINA	Milage Reimbursement for Feb 2025	46.41	04/17/2025
04/17/2025	242500746	BELL, RACHEL	Milage Reimbursement for February 2025	66.40	04/17/2025
04/17/2025	242500747	BERGFELD, BETH	Reimburse expenses SIIS Conference 02/16-18, 2025	166.77	04/17/2025
04/17/2025	242500748	BOCZKOWSKI, DEBRA	Milage Reimbursement for February 2025	303.10	04/17/2025
04/17/2025	242500749	BOOTSMA, KRISTY	Milage Reimbursement for January 2025	16.45	04/17/2025
04/17/2025	242500750	BRENNAN, CLAIRE	Milage Reimbursement for March 20, 2025	3.08	04/17/2025
04/17/2025	242500751	BUNGERT, TINA	Milage Reimbursement for January and February 2025	42.25	04/17/2025
04/17/2025	242500752	BURGER, JOAN	Reimburse kitchen supplies for SE Food Program	178.47	04/17/2025
04/17/2025	242500752	BURGER, JOAN	Milage Reimbursent for Jan 2025-March 24, 2025.	56.00	04/17/2025
04/17/2025	242500753	CELINSKA, DOROTA	Milage Reimbursement forJan. 17 - Mar. 11, 2025	333.20	04/17/2025
04/17/2025	242500754	CORRAL, TARA	Milage Reimbursement for Jan And Feb 2025	285.60	04/17/2025
04/17/2025	242500755	CULLEN, ROBIN	Milage Reimbursement for Jan-March 2025	71.12	04/17/2025
04/17/2025	242500756	DALTON, CAITLIN	Milage Reimbursement for Dec. 2024 and Jan 2025	534.98	04/17/2025
04/17/2025	242500757	DRYIER, KIMBERLY	EXEC DIRECTOR MONTHLY TRAVEL ALLOWANCE	400.00	04/17/2025
04/17/2025	242500758	FARRELL, LYSA	Milage Reimbursement for March 2025	131.81	04/17/2025
04/17/2025	242500759	GROHN, JULIE	ASST. DIRECTOR HR MONTHLY TRAVEL ALLOWANCE	400.00	04/17/2025
04/17/2025	242500760	HANSEN, ABIGAIL	Milage Reimbursement for	67.20	04/17/2025

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
			January and February 2025		
04/17/2025	242500762	HEARTLAND ALLIANCE H	CCIS Invoice #26755 Dated 02/28/2025 Interpreting Services	440.00	04/17/2025
04/17/2025	242500762	HEARTLAND ALLIANCE H	Invoice# 26733, Invoice Date: 02/28/2025, DHH & Audiology Translating Services	1,510.52	04/17/2025
04/17/2025	242500762	HEARTLAND ALLIANCE H	Vision Program - Heartland Alliance Health Cross-Cultural Interpreting Services For Annual IEP Review meeting on 2/28/2025 Inv. #26762	140.00	04/17/2025
04/17/2025	242500762	HEARTLAND ALLIANCE H	Vision Program - Heartland Alliance Health Cross-Cultural Interpreting Services For Annual IEP Review meeting on 2/18/2025 Inv #26866	190.75	04/17/2025
04/17/2025	242500762	HEARTLAND ALLIANCE H	Invoice # 26771, Invoice Date: 02/28/2025, DHH Program & Audiology Interpreting Services	498.75	04/17/2025
04/17/2025	242500763	LESSENTIEN, BRIDGET	Milage Reimbursement for February 2025	84.24	04/17/2025
04/17/2025	242500763	LESSENTIEN, BRIDGET	Milage Reimbursement for January 2025	70.01	04/17/2025
04/17/2025	242500763	LESSENTIEN, BRIDGET	Milage Reimbursement for Dec. 10-20, 2025	34.63	04/17/2025
04/17/2025	242500763	LESSENTIEN, BRIDGET	Mileage Reimbursement for March 2025	75.45	04/17/2025
04/17/2025	242500764	LITCHFIELD, BETHANY	Milage Reimbursement for February 2025	23.80	04/17/2025
04/17/2025	242500765	MCGANN, KATHLEEN	Milage Reimbursement for February 2025	24.86	04/17/2025
04/17/2025	242500766	MCKEE, AMY	Milage Reimbursement for Dec 2024- Mar 06, 2025	109.27	04/17/2025
04/17/2025	242500767	MEDEARIS, CHRISTOPHE	Milage Reimbursement for Jan-Mar 2025	295.19	04/17/2025
04/17/2025	242500768	MOROZ, KRISTYN	Milage Reimbursement for March 2025	137.83	04/17/2025
04/17/2025	242500769	MOYNIHAN, LYNN	Milage Reimbursement for February 2025	210.95	04/17/2025
04/17/2025	242500769	MOYNIHAN, LYNN	Reimburse expenses SIIS Conference 02/16-18, 2025	103.08	04/17/2025
04/17/2025	242500770	MUELLER, KIMBERLY	Milage Reimbursement for Dec 2024 and Jan 2024	273.02	04/17/2025
04/17/2025	242500771	NOWAK, SUSAN	Reimbursement Request- OT group March 2025	18.84	04/17/2025
04/17/2025	242500772	NUNZIATO, NICOLE	Milage Reimbursement for February 2025	192.07	04/17/2025
04/17/2025	242500772	NUNZIATO, NICOLE	Mileage Reimbursement for March 2025	284.18	04/17/2025
04/17/2025	242500773	OTTO, VICKI	Milage Reimbursement for Feb 2025	16.80	04/17/2025
04/17/2025	242500773	OTTO, VICKI	Milleage Reimbursement for	28.98	04/17/2025

CHECK		CHECK	INVOICE	POST	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	DATE
			Jan-Feb 2025-SMNP		
04/17/2025	242500774	PALKA, NICOLE	Milage Reimbursement for Jan-Mar 2025	38.50	04/17/2025
04/17/2025	242500775	PETERSON, COLLEEN	Milage Reimbursement for March 2025	110.32	04/17/2025
04/17/2025	242500776	PETERSEN, JENNIFER	Milagage Reimbursement for Jan-Mar 2025	102.83	04/17/2025
04/17/2025	242500777	POPIWCHAK, DANIELLE	Milage Reimbursement for March 2025	186.60	04/17/2025
04/17/2025	242500778	PRZANOWSKI, ASHLEY	Milage Reimbursement for Feb 2025	14.00	04/17/2025
04/17/2025	242500779	RELIANCE STANDARD LI	Reliance April 2025 Invoice	4,369.38	04/17/2025
04/17/2025	242500780	ROSS, KATHLEEN	Milage Reimbursement for Jan and Feb 2025	191.24	04/17/2025
04/17/2025	242500781	SCHOLLE SHEARER, MAR	Milage Reimbursement for Jan-Mar 25, 2025	64.05	04/17/2025
04/17/2025	242500782	SEGOVICH, ALEXIS	Milage Reimbursement for Feb 2025	89.39	04/17/2025
04/17/2025	242500783	SHANAHAN, KERRY	Milage Reimbursement for March 2025	236.11	04/17/2025
04/17/2025	242500784	STORNELLO, KAREN	Milage Reimbursement for February 2025	51.03	04/17/2025
04/17/2025	242500784	STORNELLO, KAREN	Milage Reimbursement for Dec. 2024	5.49	04/17/2025
04/17/2025	242500785	STRINGFELLOW, JILLIA	Milage Reimbursement for January and February 2025	359.10	04/17/2025
04/17/2025	242500786	THOMPSON, EVA	Milage Reimbursement for January and February 2025	173.44	04/17/2025
04/17/2025	242500787	URBAN, JESSICA	Milage Reimbursement for Feb. 2025	59.92	04/17/2025
04/17/2025	242500787	URBAN, JESSICA	Milage Reimbursement for March 2025	61.53	04/17/2025
04/17/2025	242500788	VANCLEVE, CASSIDY	Milage Reimbursement for February 2025	142.24	04/17/2025
04/17/2025	242500789	VANDERWOUDE, ELIZABE	ASST DIR. OF PROGRAMS MONTHLY TRAVEL ALLOWANCE	400.00	04/17/2025
04/17/2025	242500790	VANDERCAR, PATRICIA	Vision Program - PATRICIA VANDERCAR - Community Outing: 1/28/25 Trip to McDonald's for Albright Students 2/19/2025	29.11	04/17/2025
04/17/2025	242500791	WALSH, ANNA	Milage Reimbursement for 02/11-03/07/2025	30.49	04/17/2025
04/17/2025	242500792	WARD, KRISTEN	Milage Reimbursement for March 2025	71.82	04/17/2025
04/17/2025	242500793	WISNIEWSKI, RACHEL	ASST DIR OF BUSINESS MONTHLY TRAVEL ALLOWANCE	400.00	04/17/2025
Totals for checks				73,959.72	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	4,369.38	0.00	69,590.34	73,959.72
***	Fund Summary Totals ***	4,369.38	0.00	69,590.34	73,959.72

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

BILLS PAYABLE LIST – GRANTS

April 2025 \$ 50,908.49

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
04/17/2025	105175	COMMUNITY SCHOOL DIS	Wheaton Transition STEP outcome reimbursement for vocational purchases (per 03/10/2025 request)	2,079.82	04/17/2025
04/17/2025	105175	COMMUNITY SCHOOL DIS	Wheaton Warrenville South STEP outcome reimbursement for vocational purchases (per 03/17/2025 request)	39,831.80	04/17/2025
04/17/2025	105175	COMMUNITY SCHOOL DIS	Wheaton Warrenville South STEP outcome reimbursement for vocational purchases (per 03/10/2025 request)	1,966.11	04/17/2025
04/17/2025	105175	COMMUNITY SCHOOL DIS	Wheaton North STEP outcome reimbursement for vocational purchases (per 03/10/2025 request)	4,522.00	04/17/2025
Totals for checks				48,399.73	

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	0.00	0.00	48,399.73	48,399.73
*** Fund Summary Totals ***		0.00	0.00	48,399.73	48,399.73

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

CHECK		CHECK		INVOICE	POST	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	DATE	
04/17/2025	242500730	ACCOUNTABILITY SOLUT	FY 2025 contract for services	1,500.00	04/17/2025	
04/17/2025	242500731	BAIN, AMY	March 2025 Travel	140.08	04/17/2025	
			Reimbursement for Amy Bain			
04/17/2025	242500732	KREMER, ANN	March 2025 Travel	578.18	04/17/2025	
			Reimbursement for Ann Kremer			
04/17/2025	242500733	ROPARS, EMILY	March 2025 Travel	37.54	04/17/2025	
			Reimbursement for Emily Ropars			
04/17/2025	242500734	TOKAT, TALIN	March 2025 Travel	252.96	04/17/2025	
			Reimbursement for Talin Tokat			
Totals for checks				2,508.76		

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	2,508.76	2,508.76
***	Fund Summary Totals ***	0.00	0.00	2,508.76	2,508.76

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

INTERIM CHECKS

March 2025 \$ 764,452.93

CHECK	CHECK	INVOICE	POST		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	DATE
03/11/2025	105067	CASH	Replenish Petty Cash	500.00	03/11/2025
Totals for checks				500.00	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	500.00	0.00	0.00	500.00
***	Fund Summary Totals ***	500.00	0.00	0.00	500.00

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
03/14/2025	105152	BMO	OT/PT EQ Repair	3.21	03/14/2025
03/14/2025	105152	BMO	Multiple items SAC Landlord - Wall Insulation & Bathroom Fan Grille Drill Bit	38.47	03/14/2025
03/14/2025	105152	BMO	Return - Lowes - 1 Strike Plate	-4.64	03/14/2025
03/14/2025	105152	BMO	Emergency Light Battery	28.25	03/14/2025
03/14/2025	105152	BMO	Space Heater Rental	316.80	03/14/2025
03/14/2025	105152	BMO	Ace Hardware - SE Conduit Anchors	3.18	03/14/2025
03/14/2025	105152	BMO	Emergency Exit Light Battery	15.95	03/14/2025
03/14/2025	105152	BMO	Emergency Exit Light Light Bulb	15.00	03/14/2025
03/14/2025	105152	BMO	Battery Return - SE	-28.25	03/14/2025
03/14/2025	105152	BMO	Lowes purchase	9.28	03/14/2025
03/14/2025	105152	BMO	February 2025 P-Card Purchases for Ann Kremer	79.91	03/14/2025
03/14/2025	105152	BMO	BMO Feb-2025	575.00	03/14/2025
03/14/2025	105152	BMO	SASED Transition P. Dugan 3D Printer filament	117.95	03/14/2025
03/14/2025	105152	BMO	School Supplies - Manila envelopes, organizers, Radio Flyer 3-in-1 EZ Folding Wagon, Red stylus pens for accessing high-tech AAC device	155.57	03/14/2025
03/14/2025	105152	BMO	Vision Program - EMILIA ARIANO Instructional Supplies Needed for AHS ADL/Work Experience class and Piano Student. AMAZON 12/3/24	5.87	03/14/2025
03/14/2025	105152	BMO	Vision Program - DIANA BARRUTIA Instructional Materials AMAZON 1/16/2025	109.78	03/14/2025
03/14/2025	105152	BMO	Vision Program - DIANA BARRUTIA Instructional Materials AMAZON 1/16/2025	25.99	03/14/2025
03/14/2025	105152	BMO	Vision Program - Emilia Ariano Instructional Supplies Addison Trail High School AMAZON 1/16/2025	19.99	03/14/2025
03/14/2025	105152	BMO	Vision Program - DIANA BARRUTIA Instructional Materials AMAZON 1/17/2025	19.99	03/14/2025
03/14/2025	105152	BMO	Vision Program - BERNICE JUDD Instructional Materials AMAZON 1//2025	54.94	03/14/2025
03/14/2025	105152	BMO	Vision Program - EMILIA ARIANO Instructional Supplies Addison Trail High School WALMART STORE 1/22/25	23.41	03/14/2025
03/14/2025	105152	BMO	Vision Program -11 x 17" Copy Paper for the visually impaired ITINERANT Supplies AMAZON 1/23/2025	38.61	03/14/2025
03/14/2025	105152	BMO	Vision Program - EMILIA	526.70	03/14/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	POST AMOUNT	DATE
			ARIANO Bookcases ATHS AMAZON 1/24/2025		
03/14/2025	105152	BMO	Vision Program - Emilia Ariano Instructional Supplies Addison Trail High School AMAZON 1.27.2025	12.99	03/14/2025
03/14/2025	105152	BMO	Vision Program - DIANA BARRUTIA Instructional Materials AMAZON 1/28/2025	37.77	03/14/2025
03/14/2025	105152	BMO	Vision Program - NICOLE SEYLER Itinerant Instructional 1/30/2025	165.14	03/14/2025
03/14/2025	105152	BMO	Vision Program - CHERISE JERRARD Instructional Materials (O&M) Albright 1/30/2025	59.90	03/14/2025
03/14/2025	105152	BMO	Vision Program - Patricia Vandercar Albright Middle School ADL AMAZON 2/4/2025	33.97	03/14/2025
03/14/2025	105152	BMO	Vision Program - BERNICE JUDD Instructional Nursing AMAZON 2/10/2025	16.40	03/14/2025
03/14/2025	105152	BMO	Vision Program - REGINA FERNANDEZ Instructional Supplies Swartz AMAZON 2/11/2025	73.48	03/14/2025
03/14/2025	105152	BMO	Classroom Learning Material (Brittany Alexander ECC) - Learning Resources Yumology Science Sweets Lab, Learning Resources Yuckology Slime Science Set, Learning Resources Splashology! Water Lab Science Kit	67.03	03/14/2025
03/14/2025	105152	BMO	Classroom Supplies - Visual timer for sensory equipment, Scotch thermal laminating pouches/sheets, Cozy Canoe Sensory Peapod, paper plates (for art projects), Red binders	307.19	03/14/2025
03/14/2025	105152	BMO	Classroom Supplies - Disposable aprons for painting and lunchtime, Magnetic mix/match animals, stomp rocket, Timers, task box sorter (photo organizer)	200.08	03/14/2025
03/14/2025	105152	BMO	Illinois State University: Illinois Teachers of the Deaf & Hard of Hearing 61st Annual Conference (Registration)	1,143.00	03/14/2025
03/14/2025	105152	BMO	Consumables / Hilb	42.82	03/14/2025
03/14/2025	105152	BMO	PBIS	64.12	03/14/2025
03/14/2025	105152	BMO	PBIS School Store	88.97	03/14/2025
03/14/2025	105152	BMO	Dombrow-PBIS	67.95	03/14/2025
03/14/2025	105152	BMO	Dombrow-PBIS	127.26	03/14/2025

CHECK	CHECK	INVOICE	POST
DATE	NUMBER VENDOR	DESCRIPTION	AMOUNT DATE
03/14/2025	105152 BMO	Sensory Tools PBIS/Bolin	131.61 03/14/2025
03/14/2025	105152 BMO	Student replacement (Broken) Mr. Z.	84.98 03/14/2025
03/14/2025	105152 BMO	Walmart Classroom	43.42 03/14/2025
03/14/2025	105152 BMO	France/Bolin	205.99 03/14/2025
03/14/2025	105152 BMO	Supplies for Puffy Slime- SLP	82.40 03/14/2025
03/14/2025	105152 BMO	APE items	25.67 03/14/2025
03/14/2025	105152 BMO	MISC SLP items for KL	45.86 03/14/2025
03/14/2025	105152 BMO	MISC SLP item for ES	16.97 03/14/2025
03/14/2025	105152 BMO	SLP-All Misc Items for AC	25.80 03/14/2025
03/14/2025	105152 BMO	Class items-AP SLP	61.99 03/14/2025
03/14/2025	105152 BMO	Dycem- M. Granrath	35.98 03/14/2025
03/14/2025	105152 BMO	Misc. Supplies-Holmes-SG	131.66 03/14/2025
03/14/2025	105152 BMO	Class Supplies-Cass JH-CK	59.01 03/14/2025
03/14/2025	105152 BMO	Adaptive Toilet Seat	16.26 03/14/2025
03/14/2025	105152 BMO	Items for Celebration of Life	69.88 03/14/2025
03/14/2025	105152 BMO	Name Stamp- A. Luz	15.95 03/14/2025
03/14/2025	105152 BMO	General Office Supplies	253.39 03/14/2025
03/14/2025	105152 BMO	OT/PT Supplies	242.72 03/14/2025
03/14/2025	105152 BMO	OT/PT Office Supplies	35.98 03/14/2025
03/14/2025	105152 BMO	OT/PT Supplies 2-18-25	291.85 03/14/2025
03/14/2025	105152 BMO	new classroom materials - Lisle South	64.97 03/14/2025
03/14/2025	105152 BMO	Online registration for the following 2 SIIS Coaches, Beth Bergfeld and Lynn Moynihan, to attend the 2.16.2025 thru 2.18.2025 conference in Atlanta, GA entitled "The Attachment & Trauma Network" conference. This PO also covers the travel and hotel expenses to attend this conference. The Attendance is for Professional Development for: Beth Bergfeld and Lynn Moynihan	1,467.90 03/14/2025
03/14/2025	105152 BMO	Special Project: Classroom Configuration	348.34 03/14/2025
03/14/2025	105152 BMO	Special Project: Classroom Configuration	739.95 03/14/2025
03/14/2025	105152 BMO	Supplies for Classroom Team Projects and Training	281.58 03/14/2025
03/14/2025	105152 BMO	Special Project: Classroom Configuration	255.56 03/14/2025
03/14/2025	105152 BMO	Supplies for Classroom Team Projects and Training	187.15 03/14/2025
03/14/2025	105152 BMO	Supplies for Classroom Team Projects and Training	160.75 03/14/2025
03/14/2025	105152 BMO	Supplies for Classroom Team Projects and Training	546.73 03/14/2025
03/14/2025	105152 BMO	Supplies for Classroom Team Projects and Training	264.16 03/14/2025
03/14/2025	105152 BMO	Supplies for Classroom Team Projects and Training	341.72 03/14/2025

CHECK		CHECK		INVOICE	POST	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	DATE	
03/14/2025	105152	BMO	Ink for ID Printer	58.00	03/14/2025	
03/14/2025	105152	BMO	Projector Lamp for PLC	67.59	03/14/2025	
03/14/2025	105152	BMO	Firstcomm Phone Bill Feb 2025	1,537.04	03/14/2025	
03/14/2025	105152	BMO	ID Cards for printer	39.99	03/14/2025	
03/14/2025	105152	BMO	sue cuomo	11.98	03/14/2025	
03/14/2025	105152	BMO	business office supplies	25.84	03/14/2025	
03/14/2025	105152	BMO	classroom supplies	223.10	03/14/2025	
03/14/2025	105152	BMO	beautification	22.00	03/14/2025	
			Committee-foyer			
03/14/2025	105152	BMO	Fast Signs Naperville -	475.00	03/14/2025	
			Posters			
03/14/2025	105152	BMO	Water/Sewer services SE ALt	265.64	03/14/2025	
			Jan 2025			
03/14/2025	105152	BMO	paypal-microbusiness Feb 2025	30.00	03/14/2025	
03/14/2025	105152	BMO	General Office Supplies	126.10	03/14/2025	
03/14/2025	105152	BMO	Pods Feb 2025	289.00	03/14/2025	
03/14/2025	105152	BMO	Waste services Feb 2025	1,450.31	03/14/2025	
03/14/2025	105152	BMO	Genrationgenious.com	120.00	03/14/2025	
03/14/2025	105152	BMO	WPS publishing	543.00	03/14/2025	
03/14/2025	105152	BMO	Western Psychological	154.00	03/14/2025	
			02/04/2025			
03/14/2025	105152	BMO	AWL Peason-booklets	80.00	03/14/2025	
03/14/2025	105152	BMO	SLP-All Misc Items for AC	47.40	03/14/2025	
03/14/2025	105152	BMO	Spring Institute Posters	727.84	03/14/2025	
03/14/2025	105152	BMO	K. Curby P-CARD 01/20/2025	6.06	03/14/2025	
			Walgreens			
03/14/2025	105152	BMO	Vision Program - AMY GEBRE	354.03	03/14/2025	
			P-Card Instructional Supplies			
			/ Registration fee for Arroyo			
			/ January - February 2025			
			2/26/2025			
03/14/2025	105152	BMO	P Card - Julie Grohn Feb2025	873.00	03/14/2025	
03/14/2025	105152	BMO	BMO-Pcard Purchases Feb. 2025	1,157.88	03/14/2025	
03/14/2025	105152	BMO	February 2025 P-Card	298.85	03/14/2025	
			Reconciliation for Senga Lowe			
03/14/2025	105152	BMO	P-Card Statement 02/20/2025	215.45	03/14/2025	
			A. McKee			
03/14/2025	105152	BMO	K. Zmijewski BMO Statement	311.94	03/14/2025	
			for 2/20/25			
03/14/2025	105152	BMO	BMO Monthly Credit Card for	635.82	03/14/2025	
			Purchases made by Darcie			
			Vance on her P-Card for			
			January 2025			
03/14/2025	105152	BMO	Vision Program - CARLY REDDY	140.31	03/14/2025	
			P-Card Instructional - ADL			
			Student Instructional /			
			Transportation O&M ATHS			
			January - February 2025			
			1/26/2025			
03/14/2025	105152	BMO	Vision Program - KIRSTIN	103.54	03/14/2025	
			PEAHL P-Card O&M			
			Instruction / Transportation			
			January - February 2025			
			2/21/2025			
03/14/2025	105152	BMO	Vision Program - TRACEY NARDI	117.09	03/14/2025	
			P-Card Instructional /			

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			Student Transportation		
			January - February 2025		
			2/26/2025		
03/14/2025	105152	BMO	P Card Feb 2025	97.37	03/14/2025
03/14/2025	105152	BMO	BMO Statement Date:	473.43	03/14/2025
			02/20/2025 (P-Card)		
03/14/2025	105152	BMO	K Curby P-CARD 01/20/2025	40.00	03/14/2025
03/14/2025	105152	BMO	S Cuomo Pcard Feb 20, 2025	2,645.96	03/14/2025
03/14/2025	105152	BMO	credit for previous late fees	-512.09	03/14/2025
			Totals for checks	24,447.68	

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	0.00	0.00	24,447.68	24,447.68
*** Fund Summary Totals ***		0.00	0.00	24,447.68	24,447.68

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
03/21/2025	105155	CORPAY MASTERCARD	Gas Card/Services 03/01-03/15/2025	424.23	03/21/2025
03/21/2025	105156	HEALTH CARE SERVICE	Blue Cross/Blue Shield Claims and Administration Runoff Fees Invoice for January 2025 Invoice 657317242468 due March 4, 2025 and February 2025 invoice 657315214181 due April 1, 2025	329,417.46	03/21/2025
Totals for checks				329,841.69	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	329,417.46	0.00	424.23	329,841.69
***	Fund Summary Totals ***	329,417.46	0.00	424.23	329,841.69

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

CHECK	CHECK	INVOICE	POST
DATE	NUMBER VENDOR	DESCRIPTION	AMOUNT DATE
03/31/2025	105160 AMERICAN HERITAGE LI	Allstate Critical Illness and Accident Coverage Bill - April 2025	2,693.60 03/31/2025
03/31/2025	105161 BUSINESSOLVER.COM, I	Invoice for Businessolver portal set up - Invoice 124589	2,418.00 03/31/2025
03/31/2025	105161 BUSINESSOLVER.COM, I	Invoice for Businessolver March Service Fees - Invoice 127312	168.00 03/31/2025
03/31/2025	105162 CASH	Replenish Petty Cash	500.00 03/31/2025
03/31/2025	105163 CRISIS PREVENTION IN	NCI With Advanced Physical Skills Training - Instructor Certification Program (Classroom + Online Course) 3rd Edition - Claire Smith Attendee at 5.13.2025 Event.	5,999.00 03/31/2025
03/31/2025	105164 DUPAGE COUNTY PUBLIC	SE Alt water usage/sewer 11/26/24-01/29/2025	63.20 03/31/2025
03/31/2025	105165 DUPAGE CHILDREN'S MU	PAC Family night 2025	750.00 03/31/2025
03/31/2025	105166 EDUCATIONAL BENEFIT	April 2025 Final Invoice for EBC - Medical Premium and Basic Life Premium	367,304.31 03/31/2025
03/31/2025	105167 FOREST PRESERVE DIST	Herrick Lake Forest Preserve Family Walk - April 27 2025	190.00 03/31/2025
03/31/2025	105168 HINCKLEY SPRINGS	Water Delivery/Service March 2025	495.50 03/31/2025
03/31/2025	105169 ILLINOIS STATE POLIC	Fingerprinting February (Invoice Number - 2025027078)	604.00 03/31/2025
03/31/2025	105170 METLIFE	APRIL Metlife Dental and Vision Invoice for 4/1/25-4/30/25. Due 4/1/2025	17,377.79 03/31/2025
03/31/2025	105171 NET56	Net56 Internet Services January Invoice 16576	9,561.06 03/31/2025
03/31/2025	105172 NEXTERA ENERGY SERVI	SE Atl Natural Gas Services 02/01/25-02/28/25	1,539.10 03/31/2025
Totals for checks			409,663.56

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	387,875.70	0.00	21,787.86	409,663.56
***	Fund Summary Totals ***	387,875.70	0.00	21,787.86	409,663.56

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

VOIDED CHECKS

March 2025 \$ -560.63

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	POST AMOUNT	POST DATE
02/20/2025	105014	IRON MOUNTAIN	paper shredding 12/25/2024 - 01/28/25	560.63	02/20/2025
03/19/2025	105014	IRON MOUNTAIN	paper shredding 12/25/2024 - 01/28/25	-560.63	02/20/2025
Totals for checks				0.00	

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	0.00	0.00
*** Fund Summary Totals ***		0.00	0.00	0.00	0.00

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



ACTION ITEM

To: SASED Board of Directors

Via: Dr. Kim Dryier

From: SASED Administration

Date: April 16, 2025

Re: Approval of SY24-25 Intergovernmental Agreement to enroll a non-member district student in a SASED program

Intergovernmental Agreement between SASED and non-member school district to enroll a student in a SASED program including:

Valley View School District 365 - Student A - DHH Program at Early Childhood Center SD 45 - \$61,125 and ESY \$1,511

Recommended Action: SASED Administration requests that the Board of Directors approve the Intergovernmental Agreement as presented.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN SASSED AND NON-MEMBER SCHOOL DISTRICT**

This Agreement is made and entered into on the date set forth below, by and between the Board of Directors of The School Association for Special Education in DuPage County ("SASED") and the Board of Education of Valley View SD 365U ("School District").

WHEREAS, pursuant to the Illinois Constitution (Article VII, Section 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3), units of local government and school districts are authorized to contract among themselves to combine and transfer powers and functions by intergovernmental cooperation; and

WHEREAS, SASED and the School District have determined that it is in their best and mutual interests to contract with each other to provide for attendance by an identified School District student(s) in a SASED program ("Student" or Student(s));

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Term: This Agreement will remain in effect until either party provides at least thirty (30) days prior written notice to the other party of termination of this Agreement, which may be for any reason.
2. Program Services:
 - a. Subject to the terms and provisions of this Agreement, SASED will provide services for the School District Student(s). The specific terms and conditions for each Student will be identified and signed by both parties, which is incorporated herein by reference.
 - b. Each Student will be permitted to attend the Program on the terms and conditions set forth in this Agreement.
 - c. SASED will provide special education and related services in accordance with the Student's individualized education program (IEP), except as otherwise stated herein.
 - d. Assessments and reevaluations will be conducted by SASED, except that SASED will not be responsible for independent educational evaluations (IEEs) requested by a parent/guardian or other private evaluations approved by the School District or the IEP team.
 - e. Assistive technology devices, equipment, and related training offered to students as part of the Program will be provided by SASED. The School District shall be solely responsible for funding, procurement, and maintenance of any other Assistive Technology devices, equipment or training identified in the Student's IEP.
 - f. As warranted, SASED will convene IEP team meetings and issue required notices.

- g. SASSED may permanently dismiss the Student from the Program, terminating the applicable program page in Appendix A, under the following conditions:
 - i. Upon thirty (30) days' prior written notice to the School District, in the event that SASSED determines, in SASSED's sole discretion, that:
 - (a) The Program is no longer appropriate for the Student; or
 - (b) SASSED will no longer be operating the Program.
 - ii. Upon fifteen (15) days' prior written notice to the School District, in the event that there is insufficient space in the Program for SASSED member district students.
 - iii. Immediately if the Student commits gross disobedience or misconduct that warrants removal, as determined by SASSED.

3. School District's Responsibilities:

- a. The School District shall procure and directly fund all IEEs and any other School District-approved or IEP team-approved private evaluations at public expense.
- b. The School District shall procure and directly fund related services not typically provided by SASSED and any other related services that SASSED is unable to provide due to circumstances beyond SASSED's control.
- c. The School District shall prepare and maintain a proper and adequate IEP for the Student(s).
- d. A School District representative shall attend all IEP meetings for the Student(s) and shall serve as the local educational agency (LEA) representative.
- e. The School District shall provide the Student(s) with transportation to and from the Program.
- f. The terms of this Agreement notwithstanding, the School District remains the Student's resident school district for all purposes, remains ultimately responsible for the Student's educational services, and remains responsible for providing the Student with a free appropriate public education (FAPE) in the least restrictive environment.
- g. In the event of a dispute or challenge by the Student's parent/guardian or Student (including but not limited to a due process request, State complaint, request for mediation, Office for Civil Rights complaint, or Illinois Department of Human Rights complaint), the School District shall be responsible for all costs associated with the defense thereof (including but not limited to attorney's fees).
- h. The School District is responsible for paying the costs identified.

4. Tuition and Reimbursement: The School District will pay tuition and reimbursement, as set forth below, for the services identified herein. The actual costs of related services provided by SASSED for the Student(s) (including but not limited to Social Work Services, and Speech and Language Services, as applicable) are included in the tuition costs. The costs of all assessments and reevaluations of the Student(s) conducted by SASSED are also included in

the tuition costs. Vision and Orientation & Mobility Itinerant Services are included in the tuition costs for the Vision Program. Occupational Therapy and Physical Therapy Services are not included in tuition costs for all Programs.

- a. The School District will pay a nonmember tuition rate equal to 110% of SASED's per pupil cost of the Program. The estimated annual tuition for each student is set forth in this agreement.
 - b. The School District will pay for the actual costs of Occupational Therapy, Physical Therapy, Vision Itinerant (with the exception of students enrolled in the Vision Program), O&M Itinerant (with the exception of the Vision Program), and Hearing Itinerant (with the exception of the Deaf & Hard of Hearing Program), services provided by SASED for the Student(s) based on direct and consult minutes listed on IEP.
 - c. In addition to paying the non-member district tuition, the School District will reimburse SASED for all the following:
 - i. The actual costs (to include salary and benefits) for all SASED paraprofessionals, medical assistants/teacher assistants and interpreters providing one-to-one services to the Student(s).
 - ii. The actual costs of all assistive technology devices and equipment, and any related training, provided by SASED for the Student's use.
 - d. For any Student that is enrolled for at least 10 days tuition will be calculated based on the amount of time the Student is in the Program.
 - e. Extended School Year: If a Student's IEP calls for extended school year services and the District chooses for the Student to attend ESY services in the Program, the School District will pay SASED's per pupil costs as calculated for Extended School Year Program.
5. National School Lunch/School Breakfast Programs: If SASED participates in the National School Lunch Program and/or School Breakfast Program and the Student(s) is eligible under free or reduced-priced breakfast or lunch under those programs, SASED is required to claim this Student(s).
6. Invoices and Payment:
- a. An invoice for 100% of the annual tuition amount will be issued by SASED within the month of July after this Agreement is fully signed. A prorated invoice will be sent based on actual days of enrollment. For Students who enroll after September 1 an invoice will be sent within ten (10) days after the Appendix A is fully signed for the tuition following the above schedule.
 - b. In or around, July, SASED will calculate the final costs and issue a final invoice to the School District for any remaining balance to be paid.
 - c. In the event that the School District's initial payments exceed the actual final costs (resulting in an overpayment by the School District), SASED will issue a refund to the School District by September 15.

- d. Payment will be made by the School District after receipt of each invoice, in accordance with the *Local Government Prompt Payment Act* (50 ILCS 505/).
7. Relationship of the Parties: SASSED and the School District acknowledge and agree that they are contractors independent of one another and that this Agreement does not create an employer-employee relationship, partnership, joint venture, agency, or any other such relationship.
8. No Third-Party Beneficiaries: This Agreement is entered into solely for the benefit of the contracting parties. Nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.
9. Indemnification and Waiver: For purposes of this Section 9, "Loss" is defined as any and all liabilities, damages, claims, demands, judgments, causes of action, costs, expenses (including reasonable attorneys' fees), and losses relating to any School District Student placed in a SASSED program and/or relating to any act or omission of either party in implementing this Agreement and/or otherwise relating to this Agreement.

Each party agrees to indemnify, defend, and hold harmless the other party and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss arises out of the acts or omissions of the indemnifying party.

In addition, notwithstanding any other provision of this Agreement, the School District specifically agrees to indemnify, defend, and hold harmless SASSED and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss is based upon or arises out of claims relating to the placement, FAPE, or alleged procedural requirements applicable to any School District Student placed in a SASSED Program.

Moreover, the School District waives any and all claims it may have against SASSED (or SASSED's Board members, employees, volunteers or agents) relating to the Program or the services provided to the Student by SASSED.

10. Student Records: SASSED shall maintain all student records and reports in accordance with SASSED policies on student records, as well as applicable state and federal laws. All student records generated by SASSED shall be the property of the School District; however, SASSED shall have access to such records so that it may provide the services required under this Agreement.
11. Continuing Obligations: The following shall survive the expiration or termination of this Agreement: (a) Sections 4 and 6 (Tuition and Reimbursement and Invoices and Payment); (b) Section 9 (Indemnification and Waiver); (c) all representations and warranties made by each party; (d) Program for Individual Student; and (e) all other obligations that are to be performed after the expiration or termination of this Agreement.
12. Assignment: No part of this Agreement may be assigned by either of the parties hereto.
13. Multiple Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile and PDF copies of the parties' signatures on this Agreement shall be deemed originals.

14. Governing Law: This Agreement and the interpretation thereof shall be governed by the laws of the State of Illinois.

15. Notices: Any and all notices required to be sent pursuant to this Agreement shall be personally delivered or sent via certified mail addressed as follows:

For School District: Dr. Keith Wood, Superintendent
Valley View SD 365U
801 W Normantown Rd
Romoeville, IL 60446

For SASED: Dr. Kimberly Dryier, Executive Director
School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

16. Authority: The individuals executing this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement on behalf of and in the name of their respective parties.

17. Severability: If any provision of this Agreement shall be found to be invalid or unenforceable, such finding shall in no way affect, impair or invalidate any other provision, and such other provisions shall remain in full force and effect. Moreover, no provision of this Agreement shall be construed as contrary to law when it is possible to find an alternate construction that is consistent with the law and with the parties' overall intent.

18. Complete Understanding: This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings or agreements regarding the subject matter herein.

19. Waiver: No waiver of any default of a party hereunder shall be implied from omission by a party to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent therein stated.

20. Amendments: No change or modification to this Agreement shall be valid unless it is in writing and signed by both parties.

Student Name:

DuPage West Cook: Deaf and Hard of Hearing Program (DHH)

Program Location: Early Childhood Center - SD45

Estimated Annual Program Tuition: \$ 61,125.00

Estimated Extended School Year Tuition: \$ 1,511.00

Program Start Date: 8/14/2024

Program End Date: 5/23/2025Student Start Date: 2/24/2025

Address of School District: 251 W. Jackson St, Villa Park, IL 60181

IN WITNESS WHEREOF, SASED and the School District have caused this Agreement to be executed on the date(s) set forth below.

BOARD OF DIRECTORS FOR THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN
DUPAGE COUNTY

By: _____ Date: _____
Chairperson

Attest: _____ Date: _____
Secretary

BOARD OF EDUCATION OF [SCHOOL DISTRICT]

By: [Signature] Date: 5/24/25
President

Attest: Deborah S. Shaw Date: 3/24/25
Secretary



ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Rachel Wisniewski, Assistant Director of Business/CSBO
Date: April 16, 2025
Re: Approval of FSMC Agreement between Gourmet Gorilla and SASED

Summary: SASED awarded the Food Service Management Company contract to Gourmet Gorilla for a one year term beginning July 1, 2024 which is renewable annually for four additional years. The contract expires June 30, 2025. ISBE has approved the one year extension for the period beginning 7/1/2025 and ending 6/30/26.

Financial Impact: The reimbursable breakfast w/ milk rate is increasing 1.1% from \$2.70 to \$2.73. The reimbursable lunch w/ milk rate is increasing 1.1% from \$4.80 to \$4.85.

Recommended Action: The administration recommends that the Board of Directors approve the FSMC Agreement between Gourmet Gorilla and SASED for fiscal year 2026.

Date of Original Contract: 7/1/2024

Year of Renewal (check the appropriate box)

☒ 1☐ 2☐ 3☐ 4

Contract Renewal Agreement for Food Service Management Company Child Nutrition Programs

This document contains the rates and fees for the contract of food service management for nonprofit food service programs for the period beginning 7/1/2025, and ending 6/30/2026. The terms and conditions of the original contract are applicable to the contract renewal. Upon acceptance, this document shall constitute the contract renewal between the Food Service Management Company (FSMC) and the School Food Authority (SFA).

The FSMC shall not plead misunderstanding or deception because of the character, location, or other conditions pertaining to the contract.

School Year 2025-2026 A la carte equivalency factor is \$5.03.

PER MEAL PRICES MUST BE QUOTED AS IF NO USDA COMMODITIES WILL BE RECEIVED

	2024-2025 Rate(s)	2025-2026 Rate(s)**	Percentage Increase ***
School Nutrition Programs (SNP)			
Reimbursable Breakfast w/ Milk	\$2.70 (FSMC STAFF)	\$2.73 (SFA STAFF)	1.1%
Reimbursable Lunch w/ Milk*	\$4.80 (FSMC STAFF)	\$4.85 (SFA STAFF)	1.1%
A la Carte Equivalent Meal Rate*			
Reimbursable After School Snack			
Special Milk Program (SMP)			
Management Fee per School Meal (Breakfast and Lunch)			

Child and Adult Care Food Program (CACFP)			
Reimbursable At-Risk After School Snack			
Reimbursable At-Risk After School Supper w/ Milk			
Reimbursable AM/PM Snack (Pre-K)			

Summer Food Service Program (SFSP)			
Reimbursable Breakfast w/ Milk			
Reimbursable Lunch w/ Milk			

*Rates must be the same.

**Rates must not be rounded up. Do not exceed four decimal places.

***Percentage increase must not exceed the allowable increase established in the original contract.

Gourmet Gorilla, Inc

Food Service Management Company

1200 W. Cermak Rd

Street Address

Chicago

City

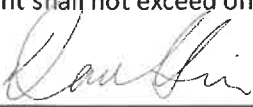
Illinois

State

60608

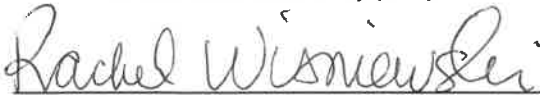
Zip Code

By submission of this proposed renewal agreement, the FSMC certifies that, in the event they receive a renewal award under this solicitation, the FSMC shall operate in accordance with all applicable current program regulations. This agreement shall not exceed one calendar year.

	CEO	4/7/2025
Authorized Signature of FSMC	Title	Date

SFA Acceptance of FSMC Contract Renewal Agreement

<u>School Assn for Special Education in DuPage County (SASED)</u>	<u>19-022-8030-60</u>
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School Food Authority (SFA)	Agreement Number (RCDT Code)	
	Asst. Director of Business Services	4/7/2025
Authorized Signature of SFA	Title	Date

April 3, 2025

Dr. Kim Dryier
School Assn For Special Educ In Dupage County (SASED)
2900 Ogden Ave
Lisle, IL, 60532

Agreement Number
19-022-8030-60

LETTER SENT VIA EMAIL ONLY

Dear Authorized Representative:

The School Year 2025-2026 contract renewal agreement documents for Food Service Management Company/vended meal services received in this office have been reviewed and determined in compliance with all applicable federal statutes and regulations.

If you serve a la carte menu items, the School Year 2025-2026 a la carte equivalency factor is 5.03. To determine a la carte equivalents (or units): ensure the a la carte revenue is divided by 5.03 and the rate you pay for each unit is the same rate you pay for each reimbursable lunch. A la carte revenue **must** include all foods and beverages sold to students that do not constitute a component of a reimbursable meal plus all foods and beverages sold to adults during all meal services provided within the scope of this Contract.

If the contractor has not fulfilled the contract to the satisfaction of the SFA, the contract should not be renewed.

Contract amendments are **not** allowable without prior approval from the Illinois State Board of Education (ISBE) Nutrition Department. Prior to amending a contract, the SFA **must** first contact the Nutrition Department's procurement team to determine if the contract revisions constitute a material or substantive change to the contract. Examples of material changes which could require the SFA to conduct a new procurement include substantially changing the scope of the contract, implementing a major shift in responsibilities for SFA/FSMC staff, and/or finding it necessary to revise the fixed-price contract pricing structure and/or terms for price increases.

If you have questions about the contract solicitation/contract process, the relevant documents, or to request a technical assistance phone meeting please contact Christina Smith at 800-545-7892 or via electronic mail at NutritionProcurement@isbe.net.

Sincerely,



Mark R. Haller, S.N.S.
Director
Nutrition Department

CC: File
Rachel Wisniewski, School Assn For Special Educ In Dupage County (SASED)



ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: April 16, 2025
Re: Recommendation for dismissal

Purpose: In accordance with Board policy and applicable collective bargaining agreement provisions, administration recommends the dismissal of support staff employee Jessica Schaefer, Signing Assistant, for cause.

This action is being taken based on documented performance concerns that have been addressed through the appropriate performance evaluation process.

Recommended Action: Motion to dismiss support staff employee Jessica Schaefer, for cause, effective at the end of the 2024-2025 school term.



ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: April 16, 2025
Re: Southeast Alternative School Principal Contract Approval

Please find below the recommendation for the contract approval for the Southeast Alternative School Principal for the 2025–2026 school year. This contract has been reviewed in accordance with Board policy and administrative procedures.

Recommended Contract for Approval:

Laura Lopez-Southeast Alternative School Principal- \$120,000

Please note: All contract terms and compensation have been aligned with the Board-approved administrative compensation guidelines and reflect performance evaluations and district needs.

Please see the attached contract and resume.

Financial Impact: Position has been accounted for in the FY26 budget.

Recommended Action: SASED Administration requests that the Board of Directors approve the Southeast Alternative School Principal contract for the 2025-2026 school year as presented.

SOUTHEAST ALTERNATIVE SCHOOL PRINCIPAL

EMPLOYMENT AGREEMENT

July 1, 2025 through June 30, 2026

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made on the date hereinafter set forth between Laura Lopez (“the Principal”) and the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

A. EMPLOYMENT AND SALARY

1. The BOARD employs the Principal for a term of one (1) year commencing on July 1, 2025 and terminating on June 30, 2026 at an annual salary of One Hundred Twenty Thousand, and 00/100 Dollars (\$120,000.00). The Principal shall work a Two Hundred Fifty-Nine (259) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Principal’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Principal’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Principal’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Principal does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Principal did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Principal’s future services, knowledge and experience.

3. During the term of this Agreement, the Principal shall hold a valid Professional Educator License.

B. BENEFITS

1. The Principal shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Principal shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
3. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Director of Programs and Services of SASSED. Vacation leave days that are not used by the end of the school year are forfeited. Vacation days are not cumulative.
4. The Principal shall be afforded paid leave for a State or Federal holiday which the Board of Directors has determined also to be a school holiday. The Principal will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASSED for administrative personnel, or as the BOARD may otherwise approve.

C. POWERS AND DUTIES

1. The Principal shall devote maximum attention and energy to the business of SASSED. The Principal shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Principal. The Principal may attend, and teach with the prior approval of the Director of Programs and Services university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASSED districts or educational agencies for short-term duration; lecture; and, engage in writing activities and speaking engagements. The Principal may not jeopardize the

functioning of SASSED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Principal shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Principal by the Executive Director. The BOARD reserves the right to reassign the Principal to different duties from time to time during the term of the contract, without a loss of pay.
3. The Principal shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement;
 - b. Disability, as certified by a physician, which makes the performance of the Principal's duties impossible;
 - c. Discharge for cause;
 - d. Death; or
 - e. Retirement of Principal.
2. The BOARD may terminate this Agreement by written notice to the Principal at any time after the Principal has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASSED's obligations shall cease upon such termination. Prior to termination for disability, the Principal may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASSED, failure to perform assigned duties, or breach of the Principal's responsibilities under this Agreement. Reasons for discharge for cause shall be given in writing, and the Principal shall be entitled to appear before the BOARD to discuss such causes. If the Principal chooses to be accompanied by legal counsel, she shall bear any of her costs therein involved. Such meeting shall be conducted in closed session.

Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be entitled to further payments of compensation of any kind under this Contract.

E. EVALUATION

The Assistant Director for Programs and Services or Executive Director shall evaluate the Principal's performance on an ongoing basis and shall meet with the Principal at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Principal.

F. CONTINUED EMPLOYMENT

The Principal is assigned strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. The Principal may attain or retain tenure rights otherwise provided under the *Illinois School Code*, if applicable; however, such status does not impair the BOARD's right to terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Principal or reassign the Principal with a concomitant reduction of salary and benefits.

G. NOTICE

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Principal and to the BOARD Chairperson.

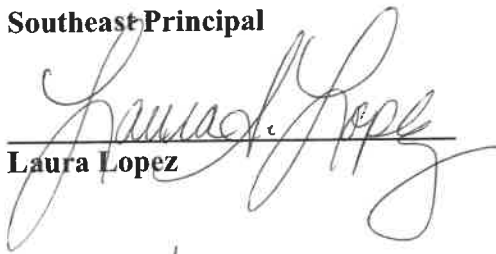
H. AMENDMENTS

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Principal, and appended to this Agreement.

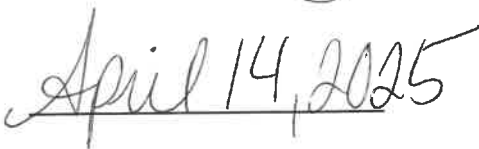
I. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Principal, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

Southeast Principal


Laura Lopez

Date:



SASED Board of Directors

By:

Chairperson

Attest:

Secretary

Date:



JOB DESCRIPTION

Title: Southeast Principal

Reports To: Assistant Director of Programs and Services

Job Goal: The Principal of Southeast School serves as the instructional and operational leader of Southeast by providing a clear vision for learning for all students; ensuring a safe, secure and orderly learning environment; and cultivating strong relationships with and acts in service to diverse stakeholders, including families and communities.

Required Qualifications:

- Professional Educator License and at least one of the following endorsements: Learning Behavior Specialist (LBS1), Speech and Language Pathologist (non-teaching), School Social Worker, or School Psychologist
- Type 75 Administrative, Principal's Leadership Endorsement, or Director of Special Education Endorsement
- Illinois State Board of Education issued teacher and principal evaluator designations

Core Competencies:

1. Demonstrated leadership and organizational skills
2. Excellent interpersonal and verbal/written communication skill
3. Effective collaborative problem-solving ability
4. Experience and success in working with students with emotional disabilities

Essential Functions:

1. Understand, implement, and share all SASED and School District building policies and assist in the development of administrative processes and procedures.
2. Develop, articulate, steward, and operationalize a clear vision for learning for all students and implement a strategic plan to accomplish that vision, focusing on social and emotional supports.
3. Ensure that all school stakeholders are able to articulate a clear and shared vision for learning.
4. Ensure a safe, secure and orderly environment for all.
5. Promote high-quality instructional practices and social and emotional instruction that consistently allow for excellent instruction school-wide.
6. Be visible and consistent presence throughout the school
7. Provide staff with timely and constructive feedback on classroom instruction to develop teacher practice
8. Clearly communicate learning and development goals that reflect high expectations for learning and growth, a belief that all students can learn, and a commitment to meet each student's individualized educational needs.



9. Develop a culture of collegial and professional relationships among staff and students that promote critical reflection, shared accountability, and continuous improvement.
10. Manage conflict constructively at all levels.
11. Carefully select and effectively assign staff and support the professional growth of staff members in a differentiated manner based on identified needs and individual goals.
12. Deliberately build leadership capacity among staff.
13. Collect, analyze, and use multiple sources of data to guide continuous improvement in student achievement, student and staff well-being, and professional development for staff
14. Develop positive and collaborative relationships with families.
15. Self-motivated to initiate and sustain relationships with community business, cultural and not for profit partners.
16. Manage the school budget, requisitions, and all school funds.
17. Oversee the upkeep of school facilities and building.
18. Ensures students with disabilities receive a free and appropriate public education in the least restrictive environment in accordance with state and federal law
19. Coordinate compliance with ISBE regulations and mandates, including IEP Compliance and implementation, maintaining accurate records, and sharing new information.
20. Respond to the changing needs of education and the SASED member districts through a shared vision, innovative practices, and collaborative partnerships
21. Assesses student needs and recommends and monitors student support program ensuring equitable opportunity for success for all students
22. Oversee testing accommodations and alternate testing
23. Coordinate and supervise ESY Programs.
24. Ensure quality school and community relations through coordination and participating in special programs, ie- open houses, parent and student programs
25. Maintain knowledge of current research and best practices in education through professional reading, memberships
26. Other duties as assigned by supervisor

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.



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

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.



ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: April 16, 2025
Re: Interim Chief Human Resource Officer Contract Approval

Please find below the recommendation for the contract approval for the Interim Chief Human Resource Officer for the 2025–2026 school year. This contract has been reviewed in accordance with Board policy and administrative procedures.

Recommended Contract for Approval:

Julia Wheaton - Interim Chief Human Resource Officer - \$1000/day

Please note: All contract terms and compensation have been aligned with the Board-approved administrative compensation guidelines and reflect performance evaluations and district needs.

Please see the attached contract.

Financial Impact: Position has been accounted for in the FY26 budget.

Recommended Action: SASED Administration requests that the Board of Directors approve the Interim Chief Human Resource Officer contract for the 2025-2026 school year as presented.

INTERIM CHIEF HUMAN RESOURCE OFFICER'S EMPLOYMENT AGREEMENT

July 1, 2025 to June 30, 2026

THIS EMPLOYMENT AGREEMENT ("Agreement") is made on the date hereinafter set forth between Julia Wheaton ("Interim Chief Human Resource Officer") and the School Association for Special Education in DuPage County ("SASED").

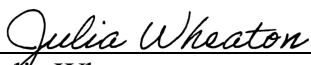
- A. TERM.** The Interim Chief Human Resource Officer is employed on an interim, part-time basis for up to one hundred twenty (120) paid full days during the period commencing July 1, 2025 and ending no later than June 30, 2026. The actual days of service rendered by the Interim Chief Human Resource Officer pursuant to this Contract shall be agreed upon by the parties; in the absence of such agreement, such days shall be determined by the BOARD or its designee. This Agreement is not a guarantee of a defined number of days of service. This Agreement shall not extend beyond June 30, 2026 and shall terminate without further action of the parties on June 30, 2026.
- B. DUTIES.** The Interim Chief Human Resource Officer shall perform all duties incident to the position of Chief Human Resource Officer of a special education cooperative pursuant to the direction and oversight of the Executive Director and the Board of Directors.
- C. SALARY AND BENEFITS.** The BOARD shall pay the Interim Chief Human Resource Officer the sum of One Thousand and no/100 Dollars (\$1,000.00) for each full day of service rendered pursuant to this Agreement, payable in the same manner as the salaries of other twelve-month administrators in SASED are paid, less applicable withholdings and IMRF contributions. The Interim Chief Human Resource Officer shall not receive any other employment or fringe benefit provided to other employees of the BOARD. The Interim Chief Human Resource Officer waives and releases any and all claims to any employment benefits other than those set forth in this Agreement. The Interim Chief Human Resource Officer is only eligible for compensation for services rendered.
- D. TERMINATION.** This Agreement may be terminated prior to June 30, 2026 by mutual agreement of the parties; if the BOARD determines that the Interim Chief Human Resource Officer has engaged in conduct detrimental to SASED; or by either party upon thirty (30) days' prior written notice to the other.
- E. BACKGROUND INVESTIGATIONS.** This Agreement is contingent upon the following:

 - 1. The Interim Chief Human Resource Officer shall submit to a fingerprint-based criminal history records check in accordance with *School Code* Section 10-21.9, and the results of the check must be satisfactory to the BOARD.
 - 2. The Interim Chief Human Resource Officer shall undergo an employment history review in accordance with *School Code* Section 22-94, and the results must be satisfactory to the BOARD.

F. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

INTERIM CHIEF
HUMAN RESOURCES OFFICER


Julia Wheaton

BOARD OF DIRECTORS

By: _____
Chairperson

Attest: _____
Secretary

Date: _____



Dr. Kim Dryier
Executive Director

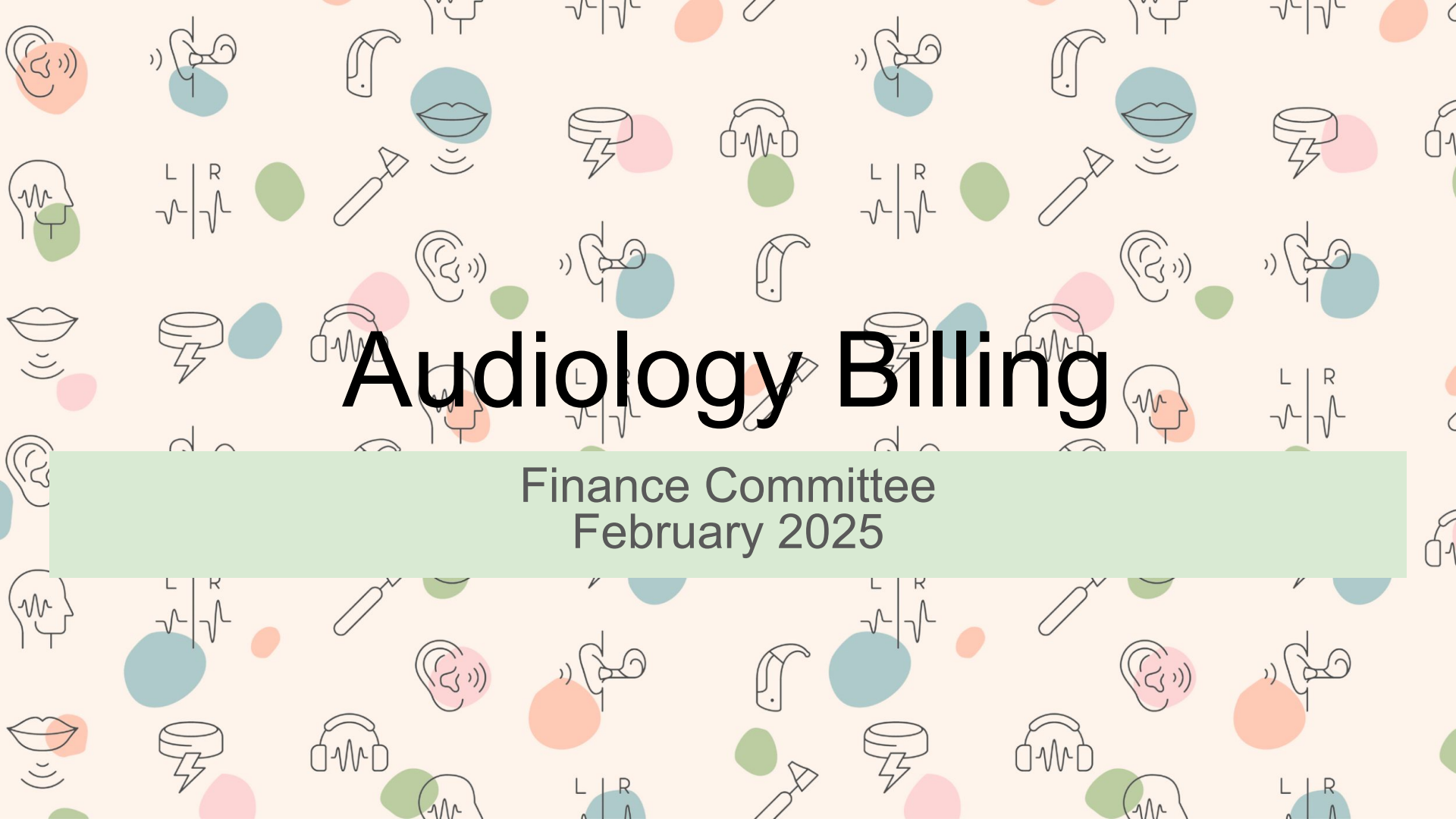
ACTION ITEM

To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: April 16, 2025
Re: Approval of New Audiology Billing Model

Summary: Following comprehensive discussions with District Special Education Directors and a thorough review by the Finance Committee, we recommend moving forward with the new audiology billing model, effective SY25-26, and respectfully seek approval to implement this change.

Financial Impact: The new billing model equitably reflects the menu of services provided by the audiology department.

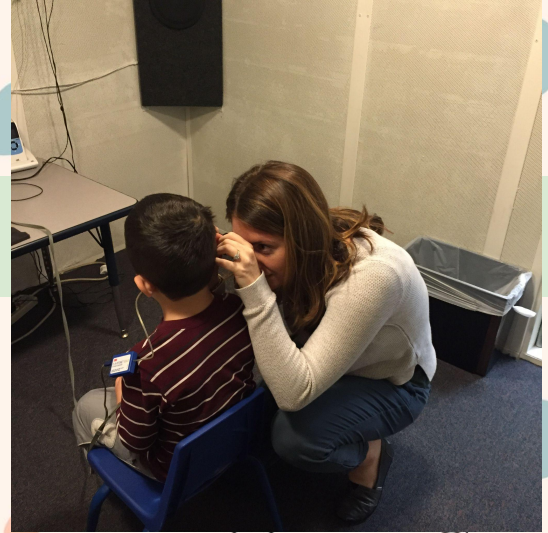
Recommended Action: SASED Administration requests that the Board of Directors approve the new audiology billing model as presented.



Audiology Billing

Finance Committee
February 2025

Meet Dr. Fanuka!



Services SASSED Audiology provides:

Diagnostic Testing

- ★ Conventional Audiometry
- ★ Conditioned Play Audiometry
- ★ Visual Reinforcement Audiometry
- ★ Behavioral Observation Audiometry
- ★ Immittance Testing
- ★ Otoacoustic Emission Testing

Educational Auditory Processing Testing

- ★ Consulting with the IEP team
- ★ Determining difficulties in the classroom
- ★ Diagnostic Auditory Processing testing

Hearing Aid Check

- ★ Real Ear/Test Box Verification
- ★ Listening Checks
- ★ Electroacoustic Check
- ★ Hearing Aid Programming

Earmolds

- ★ Earmold impressions and ability to order new earmolds

Educational Cochlear Implant Testing

- ★ Speech In Noise Testing
- ★ Testing With and Without ALD Device
- ★ Listening Checks
- ★ Detection testing in each ear and bilaterally

Assistive Listening Device/Remote Microphone

Fitting and Testing

- ★ POP protocol to determine signal transparency between the hearing device and ALD
- ★ Fitting and managing ALD equipment
- ★ Working with hearing itinerant staff, schools, etc

Report Services, Consultation Options and Parent Counseling

Services SASSED currently bills for:

Diagnostic Testing

- ★ Conventional Audiometry
- ★ Conditioned Play Audiometry
- ★ Visual Reinforcement Audiometry
- ★ Behavioral Observation Audiometry
- ★ Immittance Testing
- ★ Otoacoustic Emission Testing

Educational Central Auditory Processing Testing

- ★ Consulting with the IEP team
- ★ Determining difficulties in the classroom

Hearing Aid Check

- ★ Real Ear/Test Box Verification
- ★ Listening Checks
- ★ Electroacoustic Check
- ★ Hearing Aid Programming

Earmolds

- ★ Earmold impressions and ability to order new earmolds

Educational Cochlear Implant Testing

- ★ Speech In Noise Testing
- ★ Testing With and Without ALD Device
- ★ Listening Checks
- ★ Detection testing in each ear and bilaterally

Assistive Listening Device/Remote Microphone

Fitting and Testing

- ★ POP protocol to determine signal transparency between the hearing device and ALD
- ★ Fitting and managing ALD equipment
- ★ Working with hearing itinerant staff, schools, etc

Report Services, Consultation Options and Parent Counseling

Currently have one fee:

Audiology Evaluation = \$1,109

Costs of evaluations over the last four years:

- ★ 24/25 Member \$1,109 Non-member \$1,219
- ★ 23/24 Member \$842.00 Non-member \$892.00
- ★ 22/23 Member \$804.95 Non-member \$854.95
- ★ 21/22 Member \$775.00 Non-member \$825.00

Why is this a problem?

- ★ The cost is significantly higher than competitors
- ★ All audiology department costs are covered through this one fee
- ★ Some students are receiving expensive equipment and/or extensive amounts of Dr.Fanuka's time at no cost

How do we fix this?

- ★ Be more transparent about costs
- ★ Charge districts for the services their students are receiving
 - Remote Microphone Rental (costs approximately \$4,083 over five years)
 - Auditory Processing Evals (require significantly more time than a traditional eval)
- ★ Distribute audiology department costs across programs that use audiology services
 - Self Contained Program
 - Itinerant Program

Example:

District Pleasantville has 25 students with hearing loss.

They have 4 students come to SASSED audiology for their annual audiology evaluation.

They have 15 students that use SASSED provided remote microphones at no charge.

They get charged \$4,436.

District Easystreet has 25 students with hearing loss.

They have 20 students that come to SASSED audiology for their annual audiology evaluation.

They have 2 students that use SASSED provided remote microphones at no charge.

They get charged \$22,180

The 20 students in District Easystreet paying for audiology evaluations are actually paying for District Pleasantville's remote microphones.

Proposed Menu of Services:

- ★ Audiology Evaluation - \$343.18
- ★ Auditory Processing Evaluation - \$1,201.14
- ★ Auditory Processing Consultation - \$686.36
- ★ Hearing Aid Check - \$171.59
- ★ Earmolds (time) - \$171.59

District Bill Backs/Rental Fee

- ★ Earmolds ~ \$200
- ★ Remote Microphone System ~ \$850 per year

Breakdown of Dr. Fanuka's salary

Current:

80% Audiology

20% DHH Program

Proposed:

50% Audiology

20% DHH Program

30% Itinerant

Questions?

From: 'Jeremy Heim' via Executive Director <ExecutiveDirector@sased.org>

Date: Mon, Mar 10, 2025 at 1:22 PM

Subject: Contract Records Request: Student Transportation Services

To: executivedirector@sased.org <executivedirector@sased.org>

Please see request at bottom of email.

The School Association for Special Education in DuPage County 2:250-E1 School Board

Exhibit - Written Request for SASED Public Records

All requests to inspect and/or to obtain a copy of SASED's public record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the SASED's Freedom of Information Act (FOIA) Officer via mail to 2900 Ogden Avenue, Lisle, IL 60532, fax to 630-778-0196, or email to executivedirector@sased.org. Copying fees, if any, must be paid before copies will be provided. The FOIA Officer can give you an estimate of the copying fees, if any. Name of individual(s) requesting District records
Email address Address Telephone number City State Zip Date of request

X Please check if this request of records is being made for a commercial purpose. 5 ILCS 140/2(c-10) states: "Commercial purpose means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a commercial purpose when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education." 5 ILCS 140/3.1(c) states: "It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body."

☐ Please check if a fee waiver or reduction is being requested. 5 ILCS 140/6(c) states: "Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit." Please indicate your reason for requesting a fee waiver:

Record description (Please be specific)	X Electronic Copy (Specify format)	Inspection	Copy
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Hello,

Please provide the contract documents and any amendments related to Student Transportation Services.

1. Most recent/ current contract for Student transportation services
2. 2015 bid for Student Transportation Services

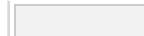
Thank you

Jeremy Heim

Research Support Analyst Seattle, WA

JeremyHeim@deltek.com

T: 206.373.9143 |



2291 Wood Oak Drive,
Herndon, VA 20171

Deltek.com

[LinkedIn](#)

[Twitter](#)

From: **Rachel Wisniewski** <rwisniewski@sased.org>

Date: Wed, Mar 19, 2025 at 12:45 PM

Subject: FOIA Request

To: <JeremyHeim@deltek.com>

Dear Requester:

The School Association for Special Education in DuPage County (SASED) received your request for records, as follows:

1. Most recent/ current contract for Student transportation services
2. 2015 bid for Student Transportation Services

This response is provided in accordance with the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq. (FOIA). 1. Most recent contract extension for student transportation services. 2. Copy of the 2018 school transportation bid enclosed.

SASED does not hold district contracts in their possession. Please reach out to individual school districts to obtain information requested.

If you have questions regarding this correspondence, please contact the undersigned.

Sincerely,

Rachel Wisniewski
Freedom of Information Act Officer
2900 Ogden Ave, Lisle, IL 60532
Phone: 630-955-8105



**BID FOR SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES AND
TRANSPORTATION SERVICES FOR HOMELESS AND OTHER STUDENTS**

BID SPECIFICATIONS

The Board of Control of School Association for Special Education in DuPage County (SASED) is accepting sealed bids for Student Special Education Transportation Services and transportation services for individual student and small student groups including “homeless students” on behalf of participating Districts and the Cooperative (hereinafter “Districts”).

Districts participating in this bid include:

	Sp Ed	Other
Benjamin School District #25	Yes	Yes
Winfield School District #34	Yes	Yes
Villa Park Elementary School District #45	Yes	Yes
Maercker District # 60	Yes	Yes
Cass District #63	Yes	Yes
Center Cass School District #66	Yes	Yes
Woodridge School District #68	Yes	Yes
DuPage High School District #88	No	Yes
West Chicago Community High School District #94	Yes	Yes
Downer Grove Community High School District #99	Yes	Yes
Burr Ridge Community Consolidated School District #180	Yes	Yes
Westmont Community Unit School District #201	Yes	Yes
Lisle Community Unit School District #202	Yes	Yes
Elmhurst Community Unit School District #205	No	Yes
School Association for Special Education in DuPage (SASED)		

I INSTRUCTIONS AND GENERAL GUIDELINES

1. Bids are requested for a three-year period for the school years 2018-19, 2019-2020, 2020-2021. Extensions (if any) will be by written mutual agreement. Electronic copies of bid documents are available by contacting Sam Cannata at scannata@sased.org or 630 778-4509.
2. SASED reserves the right to reject any or all bids or parts thereof, to accept bids in whole or in part, and to waive any irregularities, technicalities or defects in any proposal, should it deem such action to be in the best interest of the participating districts. SASED shall recommend to participating districts the lowest responsible bidder (consistent with Section VII) provided that at no time shall a cause of action lie against SASED or a District for awarding a pupil transportation contract per the standards set forth in this contract unless the cause of action is based on fraudulent conduct.
3. A mandatory pre-bid meeting will be held at 1:30 p.m. on Thursday January 8th, 2018, at SASED Administrative Center, 2900 Ogden Avenue, Lisle IL 60532 to review bid specifications.
4. Each bid proposal must include all documents required by these specifications. Bid proposals must be submitted in a sealed envelope, on the outside of which is marked "Sealed Bid – Student Transportation Services." Bids shall be received no later than 1:30 p.m., January 16th, 2018:

Board of Control of SASED
2900 Ogden Avenue
Lisle, IL 60532
Attn: Mr. Sam Cannata

5. Bids will be opened at 2900 Ogden Avenue, Lisle IL 60532 at 1:30 p.m., January 16th, 2018.
6. All bids submitted must be valid for a minimum period of 120 days from the date of the bid opening.
7. After opening the bids SASED will recommend approval of the lowest responsible bidder consistent with Section VII. Each participating District will then accept the bid recommended by SASED at a District Board meeting. SASED will coordinate the approval of the contract (Attachment #3) at each District's school board meeting. It is anticipated that all Districts included in this bid will approve the bid but there is the possibility that some individual districts may choose to not participate after the bid opening. The Contractor will be required to accept the contract for all districts that choose to participate. Any exceptions to this requirement must be disclosed in the bid reply.

8. Any explanation, statement or alternate which the Contractor proposes must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal and attached thereto. Unless the Contractor so indicates, it is understood that the Contractor has bid in strict accordance with the specification requirements. Alternate bids will be considered only secondarily to the contract specifications. Any alternates submitted must be thoroughly detailed to merit consideration.
9. All information supplied by SASSED to develop the bid is based upon actual current activity but information is to be considered estimates of existing present operations.
10. No contract shall be assigned or any part of the same subcontracted without the written consent of Districts impacted by the subcontract, but in no case shall such consent relieve the Contractor from his obligations, or change the terms of the contract. Such consent shall not be unduly delayed or withheld. However, if the assignment is to a related entity, no consent is required.
12. SASSED will request financial information from the Contractor to assess the financial stability of the Contractor in awarding the contract. The financial stability of the Contractor will be a factor in the award of the contract. This determination shall be made in accordance with the section VII of the Bid Specifications entitled "Award of Contract".
13. The Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, State, county and other local government agencies, which may in any manner affect the performance of the Contract and in particular any such laws pertaining to safety.
14. The successful Contractor shall not discriminate against any worker, employee or applicant, or any member of the public because of race, color, national origin, age, sexual orientation, religion or disability, nor otherwise commit an unfair employment practice.
15. These instructions are to be considered an integral part of the bid.
16. A Bid Bond of 10% of the total bid price is required from a qualified and acceptable surety.
17. An annual performance bond is required to be provided for the estimated value of the contract work to each District that request a performance bond. The performance bond will be issued to and paid for by each District that requests a performance bond.

II INTERPRETATION AND ERRORS

In the event that questions should arise requiring interpretation of this document, such questions shall be referred to SASSED, whose decision shall be binding on all parties. Any interpretation of the bid specifications shall be made only by an addendum issued by SASSED. A copy of the addendum shall be emailed or otherwise delivered to each Contractor receiving a set of bid specifications and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective Contractor to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of their proposal. SASSED will make every effort to address requests for clarifications but generally Contractors should not expect a response for clarifications made three working days prior to the bid opening. Oral explanations or representations will not be binding. No advantage shall be taken by the Contractor of manifest, clerical errors, or omissions in the Bid Specifications. The Contractor is requested to notify SASSED immediately of any errors or omissions that may be encountered.

Interested bidders may contact the undersigned to resolve questions:

Sam Cannata
Director of Business Services
2900 Ogden Avenue
Lisle, IL 60532
(630) 778-4509
scannata@sased.org

III SCOPE

The Contractor shall provide during the contract period:

- a. Sufficient vehicles to transport conveniently and safely any and all students designated by each District to be served under this contract.
- b. Transportation for each and every day that school is in session and in accordance with routes and schedules submitted by the Contractor to each District and approved by each District. Each District can request a change in a student's assigned route and/or the number of vehicles required to best suit its student's needs at any time before or during the school year. The Contractor will make every reasonable effort to accommodate a district's request within a reasonable period of time.
- c. Transportation for all students, or for other personnel, as may be required by each District on field trips, athletic activities or any other purposes designated by the District.
- d. Vehicles that provide easy access and safe transportation for students with disabilities confined to wheelchairs.
- e. A full fleet of vehicles in operation at all times during the contract period.

IV GENERAL CONDITIONS

A. INVOICING

1. Invoicing for services is to be made directly to the resident school district for all students placed in SASED operated programs.
2. Invoicing for services for all students placed in District programs are to be sent directly to the resident school district.
3. The Contractor will invoice SASED each month for the number of days that the Suburbans are used by the Southeast Alternative School each month. The cost of the Suburbans in the bid reply will include the cost to the Contractor for use of the vehicles and the additional costs associated with maintenance, insurance, licenses and other costs of operating the vehicles. Gasoline to operate the vehicles will be provided by and paid for by the Contractor. The Contractor can invoice SASED on a monthly basis for tolls connected to the use of these vehicles. SASED will require 17 - 20 Suburbans to meet its program needs at its alternative school and a minimum of 2 standby vehicles.

The payments for services to the Contractor shall be made each month based upon an invoice prepared by the Contractor itemizing monthly charges. The Contractor shall also submit such other reports as may from time to time be requested by each District. Records sufficient to confirm the accuracy of all reports shall be kept by the Contractor, and made available for inspection by each District at all reasonable times, for one year after the submission of each report. The successful Contractor will use the fee structure described herein based upon the daily fees for the routes for busses, busses with lifts and other vehicles. Other vehicles include Suburbans, MPV's, minivans etc... Individual daily billing rates are to be developed for busses, busses with lifts and other vehicles for the following categories:

AM Routes Regular and Summer (One way)
Single Route Per AM period of time
Double Routes Per AM period of time
Triple Routes Per AM period of time

PM Routes Regular and Summer (One Way)
Single Route Per PM period of time
Double Routes Per PM period of time
Triple Routes Per PM period of time

Mid-Day Routes (Usage in conjunction with AM and PM routes)
Single Route Per Mid-Day period of time
Double Route Per Mid-Day period of time
Triple Route Per Mid-Day period of time

Once daily route rates are developed the route rate will be divided evenly among students being transported on each route. The Contractor will invoice each district for each of its students on each route, each day, at the end of the month. All bus routes that transport students in wheelchairs require a monitor on the route. The purpose of the monitor is to assist the driver of the bus with getting students on and off the bus with a lift and to monitor the needs of students during travel time. The hourly cost of the bus monitor is to be invoiced in addition to the billing rate for the cost of the route. The cost of the monitor will be evenly split among all students in a wheelchair on the route. For routes requiring a monitor where students are not on a vehicle with a lift the cost of the monitor will be invoiced separately and equally shared by all students requiring a monitor on the specific route. Billing for bus monitors will be on an hourly basis. The Contractor will make every effort to minimize the time a monitor spends on a vehicle to minimize the related cost to the Districts. Billing for the bus monitor is limited to the time when the route begins at the terminal to the time the monitor is returned to the terminal. If the monitor is on a vehicle before or after a route which requires a monitor then the district will not be invoiced for the portion of the monitor's time when a monitor is not required for any students on the route. This situation could occur if a vehicle is running multiple morning or afternoon routes but only one of the routes has students where a monitor is required.

If a District or SASED places an aide (including a medical assistant) on a vehicle to monitor a student then the Contractor will not invoice a portion of the route costs for this monitor. Only students are to be allocated a portion of the route fee. Also if SASED places an aide on a route with a vehicle that requires a monitor then the Contractor is not required to place an additional monitor on the bus and will therefore not be allowed to invoice for a monitor in this circumstance. Notwithstanding the foregoing, in the event of a student in a wheelchair or requiring a lift, the contractor shall be responsible for providing the aide to operate the lift and secure the wheelchair irregardless of the district providing an aide for the individual student.

Invoicing will be sent to Districts each month. A copy will also be sent to SASED's Director of Business Services each month. A report will also be developed each month specifying vehicles used, the number of routes run by the vehicle in AM, PM and Mid-Day and the students included on the routes that it operates each day. This report will be sent to SASED's Director of Business Services each month.

Invoicing will occur for each student and will include:

Allocation of route costs to each student	_____
Allocation of monitor charge for each student	_____
Total cost per student per day	=====

B. EQUIPMENT AND VEHICLE MAINTENANCE

The Contractor shall submit with the bid a description of the equipment proposed for use in fulfilling this contract (including any equipment to be purchased). This description should include the type of equipment, number of vehicles, year, make, capacity, current odometer readings and modifications. Wheelchair buses with hydraulic lifts that permit students to enter and exit the vehicles in wheelchairs will be included for physically handicapped students at a maximum ratio of five (5) students to one bus unless the route can be completed within one hour or less. Exceptions may be granted but will require written approval from the District. It is further understood that all equipment used during the term of this contract shall comply with all local, State and federal statutes, school bus specifications and safety legislation governing school bus transportation. The contractor shall ensure that any vehicle used in the completion of the contract is in compliance with all government regulations concerning inspections. The cost of inspections shall be borne by the Contractor. No vehicle may be used in the transportation of students without first having completed these required inspections. All vehicles shall be kept in a clean and sanitary condition and open to examination by District personnel at all times. Students may require a special harness for physical support. The Contractor shall maintain reasonable inventory of each size of approved device so that it is able to supply any device requested by each District on the date of providing transportation services. If transportation regulations require car seats for students under specified ages and weights then the Contractor shall maintain a reasonable inventory of approved car seats so that they are able to be provided on the day of transportation. Car seats may also be required for student support. The contractor will allow for the use of parent/district provided car seat whenever feasible and when in compliance with local, state and federal regulations.

The Contractor will have sufficient vehicles available for the fulfilment of the contract beginning with the summer of 2018 (July 2018). At all times, the Contractor must have one (1) standby vehicle available for each ten (10) vehicles used to service the contract. This shall include standby buses with hydraulic lifts. The average age of all vehicles used by the Contractor to service the contract shall not exceed ten (10) years; provided, however, that the age of any single vehicle shall not exceed twelve (12) years. Vehicle maintenance records shall be available for inspection by each District upon request. All vehicles will be air conditioned to provide for student health concerns related to unsafe temperature levels occurring in the vehicles. All vehicles will be outfitted with functioning video cameras that record activities and allow for tapes or other optional monitoring technologies to observe activities occurring on the vehicles. Access to these video recordings will be made available to Districts upon request.

Students are required to be transported on time within forty-five (45) minutes each way to and from school. Exceptions will be made for transportation to occur within an hour (60 minutes) each way, to and from school but the Contractor's goal should be to make every attempt to limit transportation time to forty-five (45) minutes or less. Communication is required to be made to the District if the route will exceed forty-five (45). This required communication will allow the District to consider optional placements or other considerations which may need to be considered to address student concerns. For routes transporting preschool age students the duration of the route is to be strictly limited to 45 minutes except if approved in advance by the district.

All vehicles shall be equipped with two way radios. Drivers will have access to cell phones for emergency purposes only and will be required to comply with laws regarding their usage while in a vehicle. All vehicles will have GPS tracking devices installed to allow for vehicle monitoring and tracking during emergencies. If feasible the GPS system used by the Contractor will allow for each District, at their request, to access to the GPS system to monitor vehicle locations.

C. ROUTES

1. New School Year Routing:

Prior to the beginning of each school year, each District will provide to the Contractor a list of all students to be transported, including name, address, phone number, school attending, required vehicle arrival and vehicle departure time at each school, handicapping condition when conditions require special handling, and the school's calendar. Deviations in schedules are expected to occur from time to time and should be anticipated. Subsequent to providing this list, information on children to be added to or dropped from transportation routes shall be provided to the Contractor by each District in separate communications

Based upon student information that is received, routes will be established by the Contractor and approved by the District, which will provide for the transportation needs of each student. Prior to the end of a school term Districts must submit a tentative list of all known students to be transported at the beginning of the next school term to the Contractor so that the Contractor can develop routes by August 1st for these students. An updated list of students shall be submitted to the contractor the end of the first week of August or sooner if possible. A final list of students must be submitted to the Contractor ten (10) work days prior to the start of school. The Contractor will make every effort to accommodate late requests. However for students that are not included in the final list a five (5) work day grace period after the date of receiving the revised student information from the District will be allowed. If the Contractor is unable to provide transportation services to such students within five days, the Contractor shall provide an immediate explanation as to the reasons why the Contractor is unable to provide such transportation and provide a reasonable timeline as to when services can commence. The District will have the option to seek an alternate transportation provider if the Contractor is unable to meet the needs of the District. One week prior to the opening of each student attendance center, the Contractor will provide to each District a tentative schedule of each vehicle's route transporting students for each District. This schedule will also include the estimated travel time for each student on the route.

2. On-going changes to routes:

The District shall use its best efforts to provide the Contractor within a reasonable period of time notice of transportation change requests including but not limited to added students, deleted students, time changes, changes to students' transportation needs and equipment, etc. The District shall provide written notice via email of the requests. Contractor shall provide email confirmation of receipt of changes and subsequent follow up to requestor prior to service implementation. Approved changes to established routes, schedules or stops shall be

implemented by Contractor as soon as possible after request by District, or within three full working days following the written request, unless mutually agreed upon by all affected parties. In the event that changes cannot be made within the prescribed period, the Contractor will provide a detailed description as to why and the proposed action to remedy the issue as quickly as possible. The written explanation shall also include the expected timeline for completion. The District will have the option to seek an alternate transportation provider if the Contractor is unable to meet the needs of the District

3. Summer School (ESY) Routing:

Each District must submit a tentative list of approximately 90% of all known students to be transported to the Contractor by May 1st of each agreement year so that the Contractor can develop routes by June 1st for this group of students. An updated list shall be submitted to the Contractor by the end of the second full week of May. A final list of students must be submitted to the Contractor ten (10) work days prior to the start of summer school. The Contractor shall make every effort to provide transportation services to students not included in the final list. If the Contractor is unable to provide transportation services to such students within five days, the Contractor shall provide the District with an explanation as to the reasons why the Contractor is unable to provide such transportation services and provide a timeline as to when services can reasonably commence. The Contractor will make every effort to accommodate late requests. The District will have the option to seek an alternate transportation provider if the Contractor is unable to meet the needs of the District. One week prior to the opening of summer school, the Contractor will provide to each District a tentative schedule of each vehicle's route for transporting students for each District. This schedule will also include the estimated travel time for each student on the route.

D. SERVICE CONDITIONS

1. No vehicle shall transport more than five (5) students in wheelchairs in each bus route, unless the route can be completed in one hour or less.
2. Routing and scheduling shall be done with the full cooperation and approval of District representatives.
3. Routes in general will be designed to provide a maximum of 45 minutes, one way travel time. However, up to a one-hour, one way ride, will be acceptable with District approval. Routes with preschool age students should be completed within 45 minutes. An hour of travel time for preschool age students is considered excessive.
4. Contractors will confirm required arrival and departure times of vehicles from the all school locations. Contractors will confirm the school calendars with each District's personnel.
5. The contractor shall be responsible for informing all parents of scheduled home pickup and return times, and shall maintain a consistent schedule in this regard.
6. Students shall be picked up and dropped off immediately in front of or as near as possible to their home or residence and shall be dropped off and picked up at school in like manner. Students will not be dropped off unless a teacher, parent or designee is present.

7. To avoid accidents, vehicles will be prohibited from backing up unless no other option exists.
8. No unauthorized persons shall be allowed in any vehicle while engaged in transporting students. The District reserves the right to have an authorized representative ride on any bus, on any contracted route.
9. The Contractor understands that some of the students to be transported exhibit behavioral disorders and may present discipline problems. The Districts have statutory obligations to provide transportation for all students, regardless of their behavior. The Contractor will transport all students knowing that some of the students may not meet the expectations of acceptable conduct for a typical student. Students can't be refused transportation due to discipline or conduct problems. If a student exhibits inappropriate behavior, this conduct shall be brought to the attention of the appropriate school official who shall determine what (if any) disciplinary action is required. In severe instances a driver may need to call 911 to obtain police assistance but these situations should be exceptional occurrences and are to be promptly reported to appropriate school officials. Severe conduct problems on a continuing basis may require the assistance of a bus aide for the route. The Contractor may initiate this request but this request is subject to the prior approval of the District. The Contractor will provide appropriate training for its drivers who transport this population of students.
10. The drivers of Suburbans leased by the Southeast Alternative School are SASED employees. The drivers are allowed to drive these vehicles to their place of residence in the evening following the last student drop off and drive from their residence to the first student's residence the next morning. Drivers are allowed to use these vehicles on a limited basis for personal use if they have commitments in traveling to their place of residence in the evening after completing the last student drop off. An example of such a commitment is traveling to a university for a college course after work and then after the course is completed driving directly home.
11. Routing for the Suburbans used by the Southeast Alternative School will be developed by SASED.
12. The contractor shall cooperate with the district regarding, and adhering to the district's policies, procedures, rules and regulations relating to, the use of audio and video surveillance tapes, viewing and disclosure thereof in connection with any student disciplinary or other actions relating to students arising from transportation services. The contractor agrees to promptly furnish to the district any requested audio or video surveillance footage. Except to the extent caused by the contractor, its employees or agents, the contractor shall not be liable for the district's failure to obtain the proper student/parent authorizations or if the district improperly uses the video surveillance footage. The district shall request video footage as soon as practical and, if at all possible, within 48 hours of the incident and the contractor shall provide the video footage if not overwritten within 48 hours of the request. The district and contractor acknowledge that the video surveillance system may only maintain video and audio footage for a finite period of time before it is overwritten by the system as part of the system's normal

course of operation. If the district does not request copies of audio or video footage prior to the system overwriting them as part of its normal course of operation, then the contractor shall not be liable. However, the contractor shall not delete, or cause the system to overwrite, audio or video footage outside of the system's normal course of operation.

E. INFORMATION REQUIREMENTS

1. The following information for all drivers under employment of the Contractor will be provided to the Districts upon request:
 - A. Name – first, middle and last
 - B. Valid permit number for drivers of school buses
 - C. Proof of completion of the Illinois School Bus Driver Instruction Program and date of completion for school bus drivers
 - D. Health certificate and date issued
 - E. Driver's license number and date of expiration
 - F. Evidence of freedom from tuberculosis will be required if required by State regulations
 - G. Proof of age
 - H. Results of criminal background checks
2. The following information for all aides employed by the Contractor will be provided to the District upon request:
 - A. Name – first, middle and last
 - B. Evidence of freedom from tuberculosis will be required if required by State regulations
 - C. Proof of age
 - D. Health certificate and date issued
 - E. Results of criminal background checks
3. Prior to the beginning of the contract, the Contractor shall provide each District, upon request, with the following information on all vehicles to be used in the transportation of students:
 - A. Make, model, year and serial number
 - B. State license number, municipal vehicle sticker number, and safety inspection sticker number
 - C. Capacity of vehicle
 - D. Special alteration made in the vehicle to accommodate handicapped students
 - E. Ownership of vehicle

Subsequent to the initial report for (3) above, the Contractor shall provide, upon request, the same information on any newly acquired vehicles, and shall update the information on state license, municipal vehicle, and safety inspection stickers whenever this information changes.

F. INTERIM ROUTES, COMMUNITY SERVICE, FIELD TRIPS AND SPECIAL SERVICE ROUTES

Programs may require the use of transportation services during the hours of 9:30 am. – 1:30 p.m. on either a fixed weekly schedule or on an irregular basis.

G. SUMMER SCHOOL ROUTES (Beginning the summer of 2018)

SASED operates an extensive summer school program for its member districts and Districts may operate independent summer school programs for students.

H. REVISION OF DAILY RUNS

In the event of inclement weather or for any other reason that school must be canceled or delayed, the Superintendent of each District, or their designee shall notify the Contractor prior to 6:00 a.m. on the day of such cancellation or delay. In the event that school must be dismissed early, the Superintendent or his designee shall notify the Contractor as conditions warrant.

I. EARLY DISMISSAL DATES

Several times during each school year Districts have early dismissal dates. These dates are scheduled well in advance and often at the start of the school term. Special attention should be given to these dates to ensure arrival/departure times are prompt. Prior to the beginning of the school year each District will address the logistics of staggering early dismissal patterns with the Contractor to ensure early dismissal patterns allow for reasonably consistent transportation patterns.

J. FUEL

The Contractor shall purchase all fuel necessary for the operation of the Contractor's vehicles within the scope of this service.

K. PERSONNEL

The responsibility for hiring and discharging personnel shall rest entirely upon the Contractor and the Contractor agrees that he shall enter into no agreement or arrangement with any employee, person, group or organization which will in any way interfere with this responsibility subject to such terms and conditions as are provided herein. It shall be a primary obligation of

the Contractor to operate its affairs so that each District will be assured of continuous and reliable service. Persons whose conduct might in any way expose a child to any impropriety of work or deed, whose mental or emotional stability is questionable or who in the sole discretion of an appropriate District representative is deemed unfit or unsuitable for the performance of services shall not be permitted to serve as a bus driver, bus assistant or in any other capacity with the Contractor. Districts will communicate their personnel concerns to the Contractor. The Contractor agrees to comply with the District's request assuming the request does not violate any applicable local, State or federal laws and regulations. The District is not responsible for any unemployment claims resulting from any requested reassignment.

The Contractor shall employ only qualified bus drivers who shall be required at all times to exercise the highest degree of care and to observe and comply with all law, ordinances, rules and regulations now in effect or hereafter enacted pertaining to the operation of school buses and other vehicles.

The Contractor shall employ qualified monitors for transportation services as agreed upon by each District. The District shall have no responsibility for hiring, supervising, or providing workman's compensation insurance coverage for the monitors.

The Contractor shall at all times keep all of its drivers, monitors, supervisors and other employees informed of regulations governing the operation of all vehicles, appropriate conduct with students and procedures for maintaining student discipline. Drivers will be obligated to report misconduct on the vehicles to the respective principal or district representative who will take the necessary disciplinary action. If the driver fails to report misconduct on the vehicles a District may require the reassignment of the driver to a route that is not covered by this contract.

The Contractor will allow the District the opportunity, to provide bus driver/monitor training based upon student needs, behavior management techniques, etc... of the special education students being transported by the Contractor. If training is developed by the Districts the Contractor will require its staff to complete the training and will be responsible for providing all handout materials. The Districts are not be responsible for payroll costs or facility costs for this training.

The Contractor, in performing this contract, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sexual orientation or national origin, nor otherwise commit any unfair employment practice.

All employees of Contractor performing services under this contract shall submit to a fingerprint criminal background investigation pursuant to the *Illinois School Code* and perform any other related background checks required by State, local or federal regulations at Contractor's cost.

All employees of the Contractor shall wear a photo identification badge at all times when performing services under this contract.

L. MINIMUM PERSONNEL AND COMMUNICATION

The Contractor awarded this contract must have in place the following personnel devoted to servicing this agreement:

- a. A full time contract manager with ability to make day to day decisions.
- b. A full time training and safety supervisor dedicated to safety oversight.
- c. A full time trip coordinator to schedule field and community trips.
- d. A full time customer service manager and full time customer service coordinator.
- e. A full time employee routing vehicles to minimize travel time and maximize efficiency.
- f. A dispatcher to oversee operations on a daily basis.
- g. A full time employee devoted to billing to ensure accuracy in the monthly billing.
- h. Monitors for all vehicles with lifts for wheelchair students. Monitors may also be required for other routes when program/district personnel request these services.
- i. The Contractor shall ensure that a manager is accessible at all times (twelve months a year) during normal business hours. If the manager not be accessible, an alternate is required and must be accessible to make decisions in any emergency.
- j. Adequate systems for communication from parents and District staff will be provided by the Contractor. These systems include telephone, email and other systems. The Contractor will have adequate staff to answer District telephone calls. The Contractor will have a telephone answering system in place on a 24/7 basis to collect communications outside of normal business hours. An email reporting system will be developed to receive issues from parents/Districts, communicate the receipt of the message and follow up with a resolution of the issues.

M. QUALIFICATION OF CONTRACTOR

Each District may make such investigation as it deems necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to SASED all information and data for this purpose as it may request. SASED and each District reserves the right to reject any bid if the evidence submitted by, or investigation of, such Contractor fails to satisfy SASED and each District that such Contractor is properly qualified to carry out the obligation of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

N. INSURANCE

The Contractor agrees that neither SASED or each participating District nor their members, officials, employees and agents shall in any way or manner be answerable to or suffer loss or damages, expenses, or liabilities for any acts occasioned by the Contractor, his employees, agents, or servants. The Contractor assumes all liabilities of any kind or nature arising from the operation of this Contract either by accident, negligence, theft, or otherwise. The Contractor agrees to indemnify and hold harmless the Boards and their officials, members, employees and agents for any liability and/or claim brought against any of them as a result of Contractor's performance under this Contract. Contractor shall procure and maintain the following minimum insurance coverages, provided that in the event the State of Illinois requires additional forms of

coverage or coverage in greater amounts than those set forth herein, the Contractor shall comply with all such State requirements.

Contract Insurance Requirements

Comprehensive General Liability	\$10,000,000
Automobile Liability	\$5,000,000
Excess Umbrella	\$10,000,000 each occurrence
Uninsured and Underinsured Motorist	Statutory limit

Worker's Compensation insurance shall be at least the minimum limits as specified by law.

Insurance shall be with companies licensed to do business in Illinois with a policy holder's rating not lower than "A" of a financial rating, not lower than "AAA" in Best's Insurance Guide (current edition). Insurance coverage cannot be terminated or non-renewed without thirty (30) days written notice to each District by the insurance company. A successor insurance company must be in place at the time of such notice.

Contractor shall provide each District with a Certificate of Insurance no later than June 15th prior to the initiation of the contract and annually no later than 15 days prior to the expiration of the term of insurance coverage each year. The certificate of insurance shall provide that the insurance shall not be cancelled, non-renewed or modified without each District's receipt of written notice of said action not less than thirty (30) days prior to termination of coverage. Each District requires that the parties indemnified be named as additional insured and/or that the Contractor carry contractual liability coverage as part of a comprehensive general liability in the amount set forth above.

The Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor shall in no way limit the Contractor's responsibility to indemnify, hold harmless and defend the Indemnity herein provided.

Within seven (7) business days following the effective date of this Contract, the Contractor shall provide each District that makes this request a Performance Bond, which shall guarantee the Contractor's performance of the duties imposed upon it pursuant to the contract and indemnify each School District, its Board of Education, Board members, officers, employees, and agents from any loss resulting from failure of Contractor to fully perform each or all of said duties for the enforceable duration of this Agreement. The cost of the performance bond will be the responsibility of the District that makes this request.

All policies of insurance shall carry an endorsement to the effect that they cannot be modified, canceled or non-renewed without thirty (30) days written notice by certified or registered mail. Cancellation of any of the insurance policies required above, or the reduction of the amounts of

liability insurance or medical coverage provided by such policies, shall be deemed a material breach of the contract and shall be cause for termination of the contract. Upon receipt of a notice of cancellation of any of the aforesaid insurance policies, or a reduction in the amount of coverage, each District shall have the option of terminating the contract or paying the premiums necessary to continue the insurance policy at the required limits of liability and deduct the payment or payments from the compensation due the Contractor under the contract. No policy shall reserve or permit any right of subrogation against each District, their officers, employees, students, and agents thereof.

O. FORCE MAJEURE

In the event Contractor is unable to provide transportation services herein specified because of any act of God, civil disturbance, fire, flood, riot, war, picketing, strike, lockout, labor dispute, loss of transportation facilities, oil or fuel shortage or embargo, governmental action or any condition or cause beyond the Contractor's control, each District shall excuse the Contractor from performance under this Agreement.

P. SERVICE RATE ESCALATION

The rates in the second year of the contract shall be adjusted by the change in the CPI using the 12 month percentage change for the calendar year ending December 2018 of the Consumer Price Index, United States Average – All Urban Consumers section, as published by the United States Department of Labor's Bureau of Labor Statistics all items. Any increase however, will not be lower than one and one half percent (1.5%) and not be higher than three percent (3.0%). The same procedures and limitations will apply to increases awarded in the third year of the contract except the 12-month period used to determine the CPI change will end December 2019.

The parties will determine the number of am/pm routes, and live monitor hours for the upcoming 2018-19 school year. In the event that a significant reduction in service to am/pm routes, live route hours, or live monitor hours, or any other changes occurs during the term of this contract which significantly reduce the existing service level(s) the parties agree to discuss the impact of these changes. The contractor may present a request to the Districts to modify the applicable unit rate. This unit rate price modification may be necessary as overheads and fixed costs such as on-site supervisors and mechanic salaries, facility costs, rent and taxes, and various other expenses may not change due to the decrease in service levels.

Q. FUEL ESCALATION

The cost of fuel shall be included in the route costs. It is recognized that fuel costs fluctuate. The fuel cap rate shall be established at \$2.85 per gallon for diesel and \$2.60 for gasoline fuel. The fuel cap shall be inclusive of all applicable taxes. When the price of regular unleaded gasoline or diesel fuel vary by more than \$0.10 per gallon from the cap during a given month in which transportation services are provided a fuel adjustment will be allowed for the entire

month. If the cost of diesel fuel is above \$2.95 per gallon the Contractor will be reimbursed for each cent above \$2.95 per gallon and if less than \$2.75 per gallon, the District shall be reimbursed for each cent below \$2.75 per gallon. If the cost of gasoline fuel is above \$2.70 per gallon the Contractor will be reimbursed for each cent above \$2.70 per gallon and if less than \$2.50 per gallon, the District shall be reimbursed for each cent below \$2.50 per gallon for gasoline fuel. Each month the Contractor shall retain all fuel cost records and attach the cost records to a calculation of the fuel charge or credit, and include the calculation with each monthly invoice. Increases in the fuel cap must be received with invoicing or communicated within 30 days of the end of each month. If notice is not provided by the Contractor to the Districts of fuel prices being paid in excess of the fuel cap then the Districts will not be responsible for the fuel surcharge. However notice is not required within 30 days if the cost of fuel is below the fuel cap. In this case the credit will be required to be applied to invoices sent to the District. Determination of the number of gallons for fuel reimbursement shall be computed based upon ten (8) miles per gallon of gasoline and based upon twelve (10) miles per gallon of diesel fuel. This computation shall begin at the first student pick up location and end at the last school drop off location at the end of the afternoon run. Mileage to the student home in the morning and mileage back from the student home in the afternoon to the contractor terminal shall not be included in the calculation. Mileage to/from the school and between tiers, if applicable, will be included in the mileage calculation. Other vehicle mileage is not allowable in the fuel surcharge or credit calculation

S. TERMINATION

Districts may jointly or individually terminate this contract at any time during the contract period by providing written notice of said termination to the Contractor at least thirty days prior to the designated termination date. The sole right to make this determination is at the discretion of SASSED and the participating District(s). The parties further agree that any failure to meet an acceptable standard of services constitutes a breach of this contract and constitutes sufficient reason to terminate the contract as set forth below. If, at any time, the Contractor fails to comply with the terms of this Agreement, or does not fully perform and strictly adhere to any of the terms hereof required to be performed or adhered to by the Contractor, or its drivers, or employees, the District(s) may, in addition to other remedies and/or penalties provided for herein, and in its sole discretion, terminate this Agreement as provided herein, with prejudice. In the event that the District(s) determine that the Contractor has failed to comply with, fully perform, or strictly adhere to this Agreement, the District(s) may send written notice at least thirty (30) days in advance to the Contractor indicating the intention of the District(s) to declare the Contractor in default. In such notice, the District(s) will state in what respect the Contractor has failed to comply with the terms of this Agreement, and will state the date which the Agreement will terminate unless the Contractor, prior to such date, cures the defect to the satisfaction of the District(s). If, prior to the date of termination stated in the notice as aforesaid, the District(s) notifies the Contractor that the defect has been cured, this Agreement will not terminate on the date stated in the notice but will be deemed to have remained in effect as of the date such notice was given. In the event that the District(s) does not so notify the Contractor that the defect has been cured as aforesaid, this Agreement is terminated without further action by the District(s) on the date of termination stated in the notice and in such event, the bond posted by the Contractor shall be paid to the District without further proceedings or notice.

The date of termination stated in the notice of intent to declare the Contractor in default, as provided above, may not be sooner than 30 calendar days following the date of such notice unless there is a complete failure by the Contractor to provide the services required by this contract, in which event the date of termination may be 5 calendar days following the date of such notice.

The right of the District to terminate this Agreement as provided above, is cumulative with all other rights of the District contained herein. The District's failure to send a Notice of Default to the Contractor shall not be deemed a waiver of the District's right to terminate this Agreement.

T. EMERGENCY REQUIREMENTS

The following safety procedures shall be established by the Contractor:

An office worker familiar with the contract shall be available in the Contractor's office to answer calls from parents, drivers and District staff each day students are transported from 6:00 a.m. to 6:00 p.m. A separate telephone line dedicated to this contract is to be established.

In addition an email system will be established by the Contractor to record issues, communicate receipt of the issue and provide a response on the resolution of the issue.

An answering service and/or assigned office worker shall be provided by the Contractor to be used between the hours of 6:00 p.m. and 6:00 a.m. each day students are transported to advise callers that the office is closed and in the event of an emergency to implement emergency procedures developed by the Contractor.

The Contractor shall maintain two-way radio communications in all regular or back-up vehicles with a base receiver and transmitter in the home office. Drivers will have access to a cell phone for emergency use in compliance with State and local laws.

Each driver must make a "dry run" of each route prior to students being transported. Dry runs are required at the beginning of the school year or when significant revisions to a route occur. Adding or deleting one student is not a significant revision. Even though dry runs are not required for adding one student, their use is encouraged to avoid problems when one student is added to a route.

The Contractor shall provide immediate notification to the District within 15 minutes of a vehicle accident. A written accident report will follow within 24 hours of the accident.

The Contractor shall provide "incident reports" and notify the District in a timely manner of any incidents requiring reporting. These incident reports may be automated through an email system. These incidents include, but are not limited to, leaving a child unattended

at a house, dropping a student off at a school without staff to escort the student, late arrivals or drop off, etc...

U. PERFORMANCE CALCULATION

Rate reductions will be made for not meeting the requirements of this agreement. The district and contractor agree that in certain circumstances, the actual amount of damages incurred by the district will be difficult to assess and/or may be immeasurable. Accordingly, under the following circumstances, except during the first week of summer school each year and the first two (2) weeks of each school year, the district may assess damages against the Contractor. However, the district must timely notify the contractor in writing (via email or otherwise) of the specific event. If the district fails to assess such damages on the next invoice cycle from the date of the occurrence, then such failure will relieve the contractor of such liability. These damages accrue in addition to the district's expectation that it will not pay for any transportation services that have not been provided. Rate reductions can be cumulative for a route being late and other violations.

	Per Student Reduction of Route Cost
1. Late pickup at home (more than 15 minutes)	20%
2. Late drop off at home (more than 15 minutes)	20%
3. More than 60 minute route without prior approval	20%
4. More than 45 minute route without prior approval (preschooler)	20%
5. Failure to provide a camera on a bus	20%
6. Failure to have an operational bus radio	100%
7. Failure to have operating air conditioning	100%
8. Failure to report a bus incident or accident	100%

The Contractor will not be liable for performance reductions relating to circumstances directed by the Districts that prevent the Contractor from delivering or picking up students on time that may have been caused by: limitations of the bell schedule; district timing of loading, unloading, and departure from school grounds; traffic conditions surrounding the schools; delays due to shuttle programs and transfer points; etc

V. TERMINAL LOCATION

The location of the Contractor's terminal used for vehicle departure at the beginning of the day and for vehicle return at the end of the day is important to the award of this bid. The contractor will disclose its current terminal locations and plans for additional locations. The most desirable terminal location would be multiple locations within the SASSED catchment area to reduce fuel costs and to minimize the costs of bus monitors.

VI. CONTRACTOR INFORMATION

Each Contractor submitting a bid is asked to provide the following information:

1. Qualifications
2. Experience in special education transportation
3. Audited Financial Report
4. School districts in Illinois presently being served listing contacts and contact information to serve as Contractor references
5. Size and type of service involved in present operation.
6. Route planning and organization procedures.
7. Employee safety training and supervision
8. Vehicle maintenance programs and housing procedures.
9. A copy of any proposed lease agreement for the lease of the Suburbans for use at the Southeast Alternative School.
10. Description of Contractor's central office and maintenance staff with names and job descriptions of key employees
11. List of vehicles to be used to transport students including age of vehicle, mileage, ramp accessories
12. Insurance certificate evidencing insurance limits
13. Signed copies of "Certifications" and "Representations of the Contractor".
14. The location of existing terminals in DuPage County and plans for new locations.

In addition to the above, the bidder is asked to answer the following questions:

1. How would you as a Contractor integrate this contract into your present operation?
2. Will you have a local base from which to manage and supervise the contract, and if so, how will it be organized? If not, how will you organize to manage and supervise the contract?
3. Will you have a local base which will handle the maintenance of your fleet, and if so, how will it be organized? If not, how will you organize the maintenance of your fleet?
4. How does the location of the terminal(s) fit with SASSED catchment area.

VII. AWARD OF CONTRACT

1. Factors to be considered in evaluating proposals will include an analysis of cost, quality of performance, quality of supervision training procedures and practices and general experience. Strong consideration will be given to reputation and customer service responsiveness. Emphasis will be placed on the Company's sophistication and expertise.
2. Furthermore, this contract will be awarded by first considering the Contractor most able to provide safety and comfort for the students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, then price. However, at

- no time shall a cause of action lie against a school board for awarding a pupil transportation contract unless the cause of action is based on fraudulent conduct
3. Recommendation to award the Contract will be made by SASED on the basis of the proposal which, in SASED's sole and absolute judgment, will best serve the interest of the Districts.
 4. EVALUATION OF BID – SASED will evaluate bids on behalf of participating Districts on the following point system:

<u>FACTOR</u>	<u>MAXIMUM POINTS</u>
A. The bid price	100
B. Experience and effectiveness of the bidder in transporting disabled students with disabilities in the State of Illinois for special education joint agreements in an area comparable to the area served by SASED	30
C. Condition, adequacy and location of the Contractor's terminals and equipment, including the type of vehicles and the manner in which they are equipped and maintained.	10
C. The Contractor's financial stability and ability to continue as a "Going Concern."	<u>10</u>
TOTAL POINTS	150

The bid reply form has an estimate of the number of routes for each vehicle type. These estimates, though based upon an analysis of existing students, can not be relied upon as a precise numbers of billable units during the term of the contract. Actual service needs change each year.

ATTACHMENT #1

CERTIFICATIONS AND REPRESENTATIONS OF THE CONTRACTOR

CERTIFICATIONS

1. BID-RIGGING AND BID-ROTATION

The Contractor hereby certifies that he is not barred from bidding on this contract as a result of a violation or conviction of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended.

2. NON-COLLUSION AFFIDAVIT

The Contractor states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

3. SEXUAL HARASSMENT CLAUSE

The undersigned bidder is in full compliance with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

4. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The undersigned hereby certifies that the Contractor is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices.

5. CRIMINAL BACKGROUND INVESTIGATIONS

Contractor is in compliance with Senate Bill 540, P.A. 86-411, effective as of January 1, 1990, which states that criminal background investigations must be conducted by the Department of State Police on all employees working for contractors doing business with the school districts who come in daily contract with children.

6. ILLINOIS DRUG FREE WORKPLACE ACT

The Contractor having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

7. **NO SMOKING CLAUSE**

Contractor agrees that he, his employees and sub-contractors, will abide by a no smoking requirement on all district property.

By signing and notarizing this document, I state and declare that the Contractor listed below and I are in compliance, and will comply, with all of the Certifications listed herein.

Signature

Date

Name of Signer and Title

Contractor Name

Address

Phone

Address

REPRESENTATIONS OF THE CONTRACTOR

The Contractor, with the submission of its bid, represents to the Districts that the following facts and circumstances are true:

1. The Contractor knows the scope of the Contract, has completely reviewed the general and specific conditions and requirements of the Bid Specification, and is aware of all applicable laws and their requirements.
2. The Contractor has the necessary equipment and personnel (including backups), or has documented financial ability and means to acquire the same, sufficient to adequately and properly perform the Contract in accordance with the Bid Specifications and applicable laws.
3. The Contractor acknowledges that the Districts cannot determine in advance the exact number and location of students to be transported pursuant to this Contract since school enrollment and placements fluctuate from year to year.
4. The Contractor acknowledges that this bid was based upon an estimate of the number of students and their location and that the actual list of no less than ninety percent (90%) of the students to be transported will be provided by the Districts no later than the first week in July.
5. The Contractor has been a prime carrier of students for various Boards of Education.
6. The remaining representations set forth in the Contractor's resume submitted with the Contractor's bid are incorporated herein as though set forth in full.
7. The Contractor has provided current audited financial statements.
8. The Contractor represents and covenants that no official, employee or agent of the Districts (1) has been employed or retained to solicit or aid in the procuring of this Contract; or (2) will be employed or otherwise benefit from this Contractor.
9. The Contractor certifies that all of its employees who have or will have contact with students have successfully passed, pursuant to The School Code, an Illinois criminal background and investigation check.

(Signature)

(Date)

(Firm)

Reliance of the Districts

These Districts will rely upon the Contractor's representations, resume and financial condition letter submitted with and after the bid in entering into this Contract with Contractor.

ATTACHMENT #2

BID REPLY FORM

Please use the excel worksheet to fill in your pricing. The yellow highlighted cells on the worksheet are required to be filled in. This form is being provided for your reference.

of Routes by Vehicle Type

School Year

Type A Mini-Busses	# of Routes for Busses	Rate per Bus/day for Busses	Busses Daily Billing Total	# of Routes for LTR Busses	Rate per LTR Bus/day for LTR Busses	LTR Busses Daily Billing Total	# of Routes for Suburbans	Rate per Suburban/day for Suburbans	Suburbans Daily Billing Total	# of Routes for MPV's	Rate per MPV/day for MPV's	MPV's Daily Billing Total	2018-19 Daily Billing Total	# of Days per year	Total Cost per Year
AM One Way Routes															
Single Route /day	25	\$ -	\$ -	14	\$ -	\$ -	17	\$ -	\$ -	25	\$ -	\$ -	\$ -	174	\$ -
Double Route /day	8	\$ -	\$ -	6	\$ -	\$ -	2	\$ -	\$ -	7	\$ -	\$ -	\$ -	174	\$ -
Triple Route /day	0	\$ -	\$ -	1	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	\$ -	174	\$ -

PM One Way Routes

Single Route /day	28	\$ -	\$ -	11	\$ -	\$ -	15	\$ -	\$ -	27	\$ -	\$ -	\$ -	174	\$ -
Double Route /day	7	\$ -	\$ -	3	\$ -	\$ -	3	\$ -	\$ -	7	\$ -	\$ -	\$ -	174	\$ -
Triple Route /day	0	\$ -	\$ -	1	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	\$ -	174	\$ -

Mid Day One Way Routes including Field Trips

Single Route /day	8	\$ -	\$ -	9	\$ -	\$ -	4	\$ -	\$ -	8	\$ -	\$ -	\$ -	174	\$ -
Double Route /day	0	\$ -	\$ -	1	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	\$ -	174	\$ -
Triple Route /day	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	\$ -	174	\$ -

Summer School

AM One Way Routes

Single Route /day	26	\$ -	\$ -	14	\$ -	\$ -	18	\$ -	\$ -	14	\$ -	\$ -	\$ -	20	\$ -
Double Route /day	1	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	1	\$ -	\$ -	\$ -	20	\$ -
Triple Route /day	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	\$ -	20	\$ -

PM One Way Routes

Single Route /day	20	\$ -	\$ -	14	\$ -	\$ -	18	\$ -	\$ -	15	\$ -	\$ -	\$ -	20	\$ -
Double Route /day	1	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	1	\$ -	\$ -	\$ -	20	\$ -
Triple Route /day	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	\$ -	20	\$ -

\$

Monitors

School Year

Bus Monitors	Monitors per Shift	Monitor Hours/Day	Billing Rate Per Monitor	Hr/Billed in 1/4	Rounded up	Monitors Daily Billing Total	2018-19 Daily Billing Total	# of Days per year	Total Cost per Year
AM Monitors	36	82	\$ -	-	-	\$ -	\$ -	174	\$ -
Mid Day Monitors	3	3	\$ -	-	-	\$ -	\$ -	174	\$ -
PM Monitors	39	81	\$ -	-	-	\$ -	\$ -	174	\$ -

Summer School

Bus Monitors	Monitors per Shift	Monitor Hours/Day	Billing Rate Per Monitor	Hr/Billed in 1/4	Rounded up	Monitors Daily Billing Total	2018-19 Annual Daily Total	# of Days per year	Total Cost per Year
AM Monitors	15	64	\$ -	-	-	\$ -	\$ -	20	\$ -
Mid Day Monitors	0	3	\$ -	-	-	\$ -	\$ -	20	\$ -
PM Monitors	16	53	\$ -	-	-	\$ -	\$ -	20	\$ -

\$

Lease of Suburbans for SASED Employed Driver Use

SASED Lease of Suburbans	# of Leased Suburbans/day	Daily Billing	Suburban Daily Subtotal	2018-19 Annual Daily Total	# of Days per year	Total Cost per Year
	18	\$ -	\$ -	\$ -	174	\$ -

GRAND TOTAL

\$

ATTACHMENT #3

TRANSPORTATION SERVICES CONTRACT

To be completed after award of the contract

TRANSPORATION SERVICES CONTRACT

THIS AGREEMENT is entered into this ____ day of _____, 2018, by and between the Board of Education of _____ DuPage County, Illinois ("District"), and _____ ("Contractor") (collectively referred hereto as "the parties").

W I T N E S S E T H

WHEREAS, District has requested public bids for the provision of student transportation services ("Services")

WHEREAS, Contractor has submitted a bid for provision of the Services; and

WHEREAS, District has awarded this Contract to Contractor to provide transportation services in accordance with the bid specifications package.

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Duration of Contract.** The Contract shall be effective July 1, 2018 and shall continue in force and effect, until June 30, 2021, and for the period thereafter as may be extended by the mutual consent of the parties.
2. **Contract Documents.** The documents comprising the entirety of this Contract are the bid specifications as issued by District, the bid sheet(s) submitted by Contractor, and this Contract.
3. **Document Supremacy.** In the event any term or provision of one Contract Document conflicts with a term or provision of another, the term or provision of the contract shall prevail over all other documents. The terms and provisions of the bid specifications shall prevail over the bid sheet.
4. **Compensation.** Contractor shall provide all services as awarded by District and shall be compensated according to the terms of the bid specifications in the amounts listed in the bid sheet submitted by Contractor.
5. **Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.

6. **Amendments.** No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

7. **Indemnification.** Contractor agrees to indemnify, hold harmless and defend Districts and SASED Boards of Education, officers, employees, student teachers, and agents thereof against all suits, actions, legal proceedings, claims, and demands, and against all damages, judgments for personal injuries, including death to any person (including but not limited to third parties, employees of District, employees of Contractor or any subcontractor and their dependents or personal representative) loss, cost and expense, in any manner caused by, arising from, incidental to, connected with or growing out of the Contractor's operation of buses under the contract, except to the extent such is caused by or arises from, incidental to, connected with or growing out of the negligence or willful misconduct of Districts, SASED, Board of Education, its officers, employees, student teachers, and/or agents.

8. **Force Majeure.** In the event Contractor is unable to provide the transportation services as specified in the Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, governmental action or any other condition of cause beyond Contractor's control, District shall excuse Contractor from performance under this Agreement.

IN WITNESS WHEREOF, the parties have signed this Agreement on the ____ day of _____, 2018.

Contractor:

Board of Education:

Contractor

President

Its: _____

Secretary

Dated: _____

Dated: _____

ATTACHMENT #4

CURRENT RATE SHEET

Basic Rate	2015-16	2016-17	2017-18
Zone 1	\$25.00	\$ 25.38	
Zone 2	\$31.00	\$ 31.47	
Zone 3	\$42.50	\$ 43.14	
Zone 4	\$66.50	\$ 67.50	
Zone 5	\$88.50	\$ 89.83	
Zone 6	\$120.50	\$ 122.31	
Minimum Route Rate - One Student			
<6 mi. - Equal to 2 X Zone 1 Rate	\$50.00	\$ 50.75	
6-15 mi. - Equal to 3 X Zone 1 Rate	\$75.00	\$ 76.13	
15-25 mi. - Equal to 4 x Zone 1 Rate	\$100.00	\$ 101.50	
25+ mi. - Equal to 5 x Zone 1 Rate	\$125.00	\$ 126.88	
Minimum Route Rate - Two Students			
<6 mi. - Equal to 1.5 X Zone 1 Rate	\$37.50	\$ 38.06	
6-15 mi. - Equal to 2 X Zone 1 Rate	\$50.00	\$ 50.75	
15-25 mi. - Equal to 3 x Zone 1 Rate	\$75.00	\$ 76.13	Subject to Performance Escalation Provision of Amendment One
25+ mi. - Equal to 4 x Zone 1 Rate	\$100.00	\$ 101.50	
Wheelchair Charges	\$36.66	\$ 37.21	
Monitor/Bus Aide - Per Hour	\$15.74	\$ 15.98	
Field Trips & Special Service Routes			
Cost Per Mile	\$1.42	\$ 1.44	
Cost Per Hour	\$29.66	\$ 30.10	
Community Service Routes			
Cost Per Mile	\$1.42	\$ 1.44	
Cost Per Hour	\$29.66	\$ 30.10	
Video Cameras			
Daily Rate	\$250.00	\$ 253.75	
Suburban Lease Rate	\$108.22	\$ 109.84	
Summer School	Same Rates as Above		

ATTACHMENT #5

OCTOBER 2017 STUDENT DETAIL

Student information is included for the purpose of allowing the Contractor to develop pricing for the bid. This is confidential information and requires that the Contractor use the utmost care to ensure that it is accessible only to those that require access to complete this bid.

See Attached worksheets for details

ATTACHMENT #6

OCTOBER 2017 BILLING WORKSHEETS

See attached worksheets for details

Addendum #1

Clarifications and revisions to the bid Specifications for the January 2018 Bid for Special Education Student Transportation Services and Transportation Services for Homeless and Other Students

REVISED DATE OF THE BID OPENING

The date of the bid opening has been changed to January 30, 2018, at 1:30pm at the SASSED Administrative Center located at 2900 Ogden Avenue, Lisle Illinois.

COSTS ASSOCIATED WITH THE LEASED SUBURBANS WITH SASSED DRIVERS

The cost of the lease to operate the Suburban vehicles for the SE Alternative School will include the cost of maintenance, insurance, licensing and other costs of operating the vehicles. Gasoline to operate the vehicles will be provided by and paid for by the contractor. In addition these vehicles must have two way radios installed with a dedicated separate frequency and access to a radio tower.

MINIMUM PERSONNEL

The requirements for personnel are included in the bid specification in Section L. on page 14. Bidders are required to complete the bid based upon this staffing level. Pricing may be adjusted for a reduced staffing level if the bidder determines that it can provide an acceptable service level with reduced staff but the reduced staff and related pricing adjustment must be disclosed in a supplemental bid reply.

SHARED ROUTING

Two or more contractors can submit a bid reply. This relationship must be fully disclosed in the bid reply. The bid reply must clearly state the responsibility for service that each contractor is assuming with this relationship. All parties will be jointly and severally liable for meeting the service obligations of the contract. Bids submitted jointly may be considered secondarily to contractors that have bid individually.

SUPPLEMENTAL ROUTING DETAIL

Supplemental information is being provided for

May 2017 invoicing

Summer of 2017 student detail in excel

December of 2017 student detail

# of Routes by Vehicle Type	
Type A Mini-Busses	9 passenger or less

AM One Way Routes															
Single Route /day	25	\$ 134.00	\$ 3,350.00	14	\$ 139.00	\$ 1,948.00	17	\$ 109.00	\$ 1,853.00	25	\$ 119.00	\$ 2,875.00	\$ 10,124.00	174	\$ 1,761,576.00
Double Route /day	8	\$ 143.00	\$ 1,144.00	0	\$ 148.00	\$ 898.00	2	\$ 114.00	\$ 228.00	7	\$ 123.00	\$ 861.00	\$ 3,121.00	174	\$ 543,054.00
Triple Route /day	0	\$ 153.00	\$ -	1	\$ 158.00	\$ 158.00	0	\$ -	\$ -	0	\$ -	\$ -	\$ 158.00	174	\$ 27,462.00

Mid Day One Way Routes Including Field Trips																									
Single Route /day	8	\$	60.00	\$	480.00	9	\$	60.00	\$	540.00	4	\$	60.00	\$	240.00	8	\$	60.00	\$	360.00		\$	1,820.00	\$	281,980.00
Double Route /day	0	\$	-	\$	-	1	\$	60.00	\$	60.00	0	\$	-	\$	-	0	\$	-	\$	-		\$	80.00	\$	10,440.00
Triple Route /day	0	\$	-	\$	-	0	\$	-	\$	-	0	\$	-	\$	-	0	\$	-	\$	-		\$	-	\$	174 \$

	28	\$	134.00	\$	14	\$	130.00	\$	1,946.00	18	\$	109.00	\$	1,962.00	14	\$	119.00	\$	1,666.00	\$	9,058.00	20	\$	181,160.00	
AM One Way Routes																									
Simple Route /day																									
Double Route /day	1	\$	143.00	\$	143.00		0	\$	148.00	\$	0	\$	114.00	\$	-	1	\$	123.00	\$	123.00	\$	266.00	20	\$	5,320.00
Triples Route /day	0	\$	153.00	\$	-		0	\$	158.00	\$	0	\$	-	\$	-	0	\$	-	\$	-	\$	-	20	\$	

\$ 5,404,984.00

Monitors

		Billing Rate Per		Monitor		2018-19 Daily Billing Total	
		Hr/Billed in 1/4		Monitors		Daily Billing	
		Hr Increments		Total			
		Rounded up					
		Hours/Day		Monitors per Shift			
Bus Monitors							
AM Monitors	38	82	\$ 22.00	\$ 1,804.00	174	\$	313,896.00
Mid Day Monitors	3	\$	22.00	\$ 66.00	174	\$	11,484.00
PM Monitors	39	81	\$ 22.00	\$ 1,782.00	174	\$	310,068.00

		Billing Rate Per		Monitor		Hr/Billed in 1/4		Monitors		2018-19 Annual		
		Monitor		Hr Increments		Daily		Subtotal		Daily Total		
		Monitors per Shift		Hours/Day		Rounded up		Monitors		Daily Total		
Bus Monitors												
AM Monitors	15	54	\$ 22.00	\$ 1,188.00								
Mid Day Monitors	0		\$ 22.00	\$ -								
PM Monitors	15	53	\$ 22.00	\$ 1,166.00								
										\$ 1,188.00	20	\$ 23,760.00
										\$ -	20	\$ -
										\$ 1,166.00	20	\$ 23,320.00

Lease of Suburbans for SASED Employed Driver Use

GRAND TOTAL

\$ 6,525,992.00

# of Vehicles				
	Type A Mini-Busses		9 passenger or less	
	<u>Busses</u>	<u>With Lift</u>	<u>Suburbans</u>	<u>MPV</u>
School Year	33	21	19	32
AM One Way Routes				
Single Route /day	25	14	17	25
Double Route /day	8	6	2	7
Triple Route /day	0	1	0	0
PM One Way Routes				
Single Route /day	28	11	15	27
Double Route /day	7	9	3	7
Triple Route /day	0	1	0	0
Mid Day One Way Routes				
Single Route /day	8	9	4	6
Double Route /day	0	1	0	0
Triple Route /day	0	0	0	0
Summer School	Summer Days = 29			
AM One Way Routes				
Single Route /day	26	14	18	14
Double Route /day	1	0	0	1
Triple Route /day	0	0	0	0
PM One Way Routes				
Single Route /day	26	14	18	15
Double Route /day	1	0	0	1
Triple Route /day	0	0	0	0
Mid Day One Way Routes				
Single Route /day	0	0	0	0
Double Route /day	0	0	0	0
Triple Route /day	0	0	0	0
School Year				
	<u>Monitors per</u>	<u>Monitor</u>		
	<u>Shift</u>	<u>Hours/Day</u>		
Bus Monitors				
AM Monitors	38	81.85		
Mid Day Monitors	3	3		
PM Monitors	39	80.97		
Summer School				
	<u>Monitors per</u>	<u>Monitor</u>		
	<u>Shift</u>	<u>Hours/Day</u>		
Bus Monitors				
AM Monitors	15	53.8		
Mid Day Monitors	0	0		
PM Monitors	15	52.7		

ATTACHMENT #1
CERTIFICATIONS AND REPRESENTATIONS OF THE CONTRACTOR

CERTIFICATIONS

1. BID-RIGGING AND BID-ROTATION

The Contractor hereby certifies that he is not barred from bidding on this contract as a result of a violation or conviction of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended.

2. NON-COLLUSION AFFIDAVIT

The Contractor states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

3. SEXUAL HARASSMENT CLAUSE

The undersigned bidder is in full compliance with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

4. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The undersigned hereby certifies that the Contractor is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices.

5. CRIMINAL BACKGROUND INVESTIGATIONS

Contractor is in compliance with Senate Bill 540, P.A. 86-411, effective as of January 1, 1990, which states that criminal background investigations must be conducted by the Department of State Police on all employees working for contractors doing business with the school districts who come in daily contract with children.

6. ILLINOIS DRUG FREE WORKPLACE ACT

The Contractor having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

7. **NO SMOKING CLAUSE**

Contractor agrees that he, his employees and sub-contractors, will abide by a no smoking requirement on all district property.

By signing and notarizing this document, I state and declare that the Contractor listed below and I are in compliance, and will comply, with all of the Certifications listed herein.

Signature

ROBERT E. HAZH PRESIDENT

Name of Signer and Title

2150 WESTERN G. SUITE 400
Address

Lisle IL 60532
Address

Date

1-30-18
SUNELISE SANTHUTST
Contractor Name

630-841-5458
Phone



January 8, 2025

Rachel Wisniewski
Assistant Director of Business Services
2900 Ogden Ave
Lisle, IL 60532

RE: Student Transportation Services – Contract Extension

Dear Ms. Wisniewski,

Thank you for the opportunity to offer on-going transportation services to the SASSED members. We appreciate the chance to build on our mutually beneficial partnership. In response to your request for contract extension, we would like to offer the following terms and conditions:

Yearly Price Options:

- 1) 3 Year Extension
 - a. SY 2025-2026- 4.0% increase of SY 2024-2025
 - b. SY 2026-2027- 4.0% increase of SY 2025-2026
 - c. SY 2027-2028- 4.0% increase of SY 2026-2027

New Monitor Language:

When a Contractor provided Monitor is required on a route by the District, Monitors will be billed at a minimum of 2 hours for each AM route and 2 hours for each PM route, even if the route time is less than 2 hours per run. If the AM and PM routes exceed 2 hours, or the Monitor is required on a mid-day, the Monitor will be billed on actual route time from terminal start to terminal return. The cost of the Monitor on shared routes will be divided by the number of districts requiring the monitor for their students. The Contractor agrees to allow Districts to request a report on the Monitor hours paid compared to the Monitor hours billed for their Districts.

We hope you'll find the offered terms and conditions agreeable, and we look forward to strengthening our partnership.

Sincerely,

Stacie Karol Round
Chief Financial Officer



ST Management, Inc.
3050 Finley Rd, Ste 300C
Downers Grove, IL 60515

SASED Pricing Proposal

Mini Bus				Sub				Field Trips (2 hr Min)				
24-25	25-26	26-27	27-28	24-25	25-26	26-27	27-28	24-25	25-26	26-27	27-28	
Single	\$ 184.00	\$ 191.36	\$ 199.01	\$ 206.97	\$ 149.00	\$ 154.96	\$ 161.16	\$ 167.60	\$ 82.00	\$ 85.28	\$ 88.69	\$ 92.24
Double	\$ 196.00	\$ 203.84	\$ 211.99	\$ 220.47	\$ 156.00	\$ 162.24	\$ 168.73	\$ 175.48	\$ 41.00	\$ 42.64	\$ 44.35	\$ 46.12
Triple	\$ 210.00	\$ 218.40	\$ 227.14	\$ 236.22	\$ 163.00	\$ 169.52	\$ 176.30	\$ 183.35				
W/C Bus				MPV				Shuttle (One Way)				
24-25	25-26	26-27	27-28	24-25	25-26	26-27	27-28	24-25	25-26	26-27	27-28	
Single	\$ 190.00	\$ 197.60	\$ 205.50	\$ 213.72	\$ 163.00	\$ 169.52	\$ 176.30	\$ 183.35	\$ 165.00	\$ 171.60	\$ 178.46	\$ 185.60
Double	\$ 203.00	\$ 211.12	\$ 219.56	\$ 228.35	\$ 168.00	\$ 174.72	\$ 181.71	\$ 188.98				
Triple	\$ 216.00	\$ 224.64	\$ 233.63	\$ 242.97	\$ 174.00	\$ 180.96	\$ 188.20	\$ 195.73				
Bus Aides				Middays				W/C Shuttle (One Way)				
24-25	25-26	26-27	27-28	24-25	25-26	26-27	27-28	24-25	25-26	26-27	27-28	
	\$ 30.00	\$ 31.20	\$ 32.45	\$ 33.75	\$ 82.00	\$ 85.28	\$ 88.69	\$ 92.24	\$ 190.00	\$ 197.60	\$ 205.50	\$ 213.72

From: Sung Lee <sunglee2022@u.northwestern.edu>

Date: April 1, 2025 at 9:57:02 AM CDT

To: executivedirector@sased.org

Subject: FOIA Request (FirstAlt Contract)

Attn: SASED's Freedom of Information Act (FOIA) Officer

2900 Ogden Avenue, Lisle, IL 60532

To whomever this shall concern,

My name is Sung Lee, an alumni from Northwestern University.

It has come to my attention that SASED Pathways has been (as early as the 2024-2025 School Year, likely earlier) engaged in a **transportation contract** with **First Student** and its **alternative transportation branch, FirstAlt**.

I would like to make a **formal, non-commercial FOIA records request** on **04/02/2025** via this email to retrieve the **transportation contract between First Student & FirstAlt** and SASED Pathways in its **full digital contents and entirety** with exhibits including but not limited to:

- Original RFQ by SASED Pathways
- Original RFP by FirstAlt & First Student
- The latest transportation contract signed between FirstAlt & First Student and SASED Pathways
- Certificates/Proof of Insurance by FirstAlt & First Student in compliance with state law

Please let me know if you have any questions or concerns, and I hope to get a speedy response from you.

Sincerely,

Sung Won Lee

Northwestern University

B.S., Civil Engineering



School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

April 7, 2025

SENT BY EMAIL TO

sunglee2022@u.northwestern.edu

Dear Requester:

On April 2, 2025 the School Association for Special Education in DuPage County (SASED) received your requests for records, as follows:

The transportation contract between First Student & FirstAlt and SASED Pathways in its full digital contents and entirety with exhibits including but not limited to:

- **Original RFQ by SASED Pathways**
- **Original RFP by FirstAlt & First Student**
- **The latest transportation contract signed between FirstAlt & First Student and SASED Pathways**
- **Certificates/Proof of Insurance by FirstAlt & First Student in compliance with state law**

This response is provided in accordance with the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.* (FOIA).

The records have not been produced for the following reasons:

A contract between the FirstAlt & First Student and SASED Pathways does not exist. SASED Pathways does not currently transport students.

If you have questions regarding this correspondence, please contact the undersigned.

Sincerely,

School Association for Special Education in DuPage

By:

Rachel Wisniewski

FOIA Officer



School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

INFORMATIONAL

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Dr. Elizabeth Vander Woude, Assistant Director of Programs and Services
Date: April 10th, 2025
Re: SASED Current Enrollment

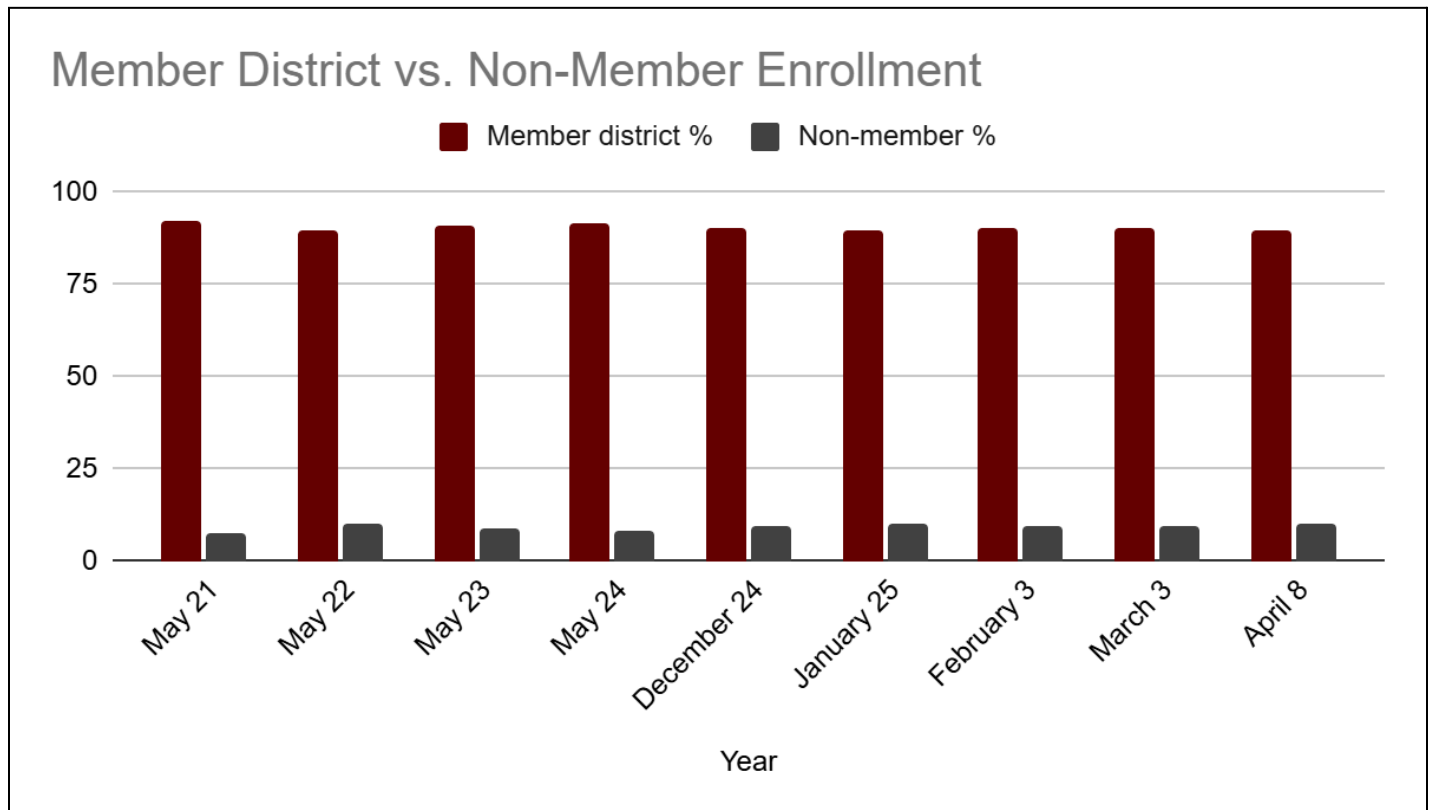
Below is a summary of the SASED programs' current enrollment, including the total number of students who receive SASED related services in SASED programs and outside of SASED programs.

	Deaf/ Hard of Hearing	Pathways	Structured Learning Environment	Supported Medical Needs	Project SEARCH	Transition	Vision	Non- SASED Program	Total:
Enrolled	61	75	156	20	9	28	38	n/a	387
OT Services	28	42	151	18	0	23	22	1894	2178
PT Services	8	0	33	18	0	9	11	302	381
DHH Itinerant		2	6	2	0	1	2	193	198
Audiology	25	0	0	0	0	0	3	188	210
Vision Itinerant	3	1	6	8	0	4	4	111	122
SIIS Student Referrals	7	2	16	0	0	2	2	60	86
Assistive Tech	8	1	26	8	0	1	1	30	63
Total:									3,625



Below is a summary of SASED program enrollment from May 2022 through April of 2024 and a graph comparing percentage of member district enrollment and non-member district enrollment.

Year	Enrollment	Change
May 2022	359	-26
May 2023	368	+9
May 2024	390	+22
December 2024	388	-2
January 2025	379	-8
February 2025	384	+5
March 2025	381	-3
April 2025	387	+6





School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

Below is a summary of program enrollment per member district as of April 10th, 2025 including changes from March of 2024.

District Name	DHH	PW	SLE	SMNP	TRAN	VI	PS	Total	Change
Keeneyville SD 20	2	1	9	1				13	0
Benjamin SD 25	3		1	2				6	1
West Chicago ESD 33	2	4	5			1		12	1
Winfield SD 34		3	1					4	1
SD 45 DuPage County	2	6	4	2		2		16	0
Salt Creek SD 48	1	2	9			1		13	0
Downers Grove ESD 58		9	23	6		1		39	1
Maercker SD 60		2	15	3				20	0
Cass SD 63	1	1	10					12	0
Center Cass SD 66			5					5	0
Woodridge SD 68		7	23	2				32	-2
DuPage HSD 88		6	4	1	5	1		17	0
CHSD 94		10	1		2			13	-1
CHSD 99		7	6	1	4	2		20	0
CCSD 180		4	13			2		19	1
Westmont CUSD 201		1	4	1	2	1		9	0
Lisle CUSD 202		5	17	1	3		1	27	0
Elmhurst CUSD 205	3	4	1		1		1	10	0
								285	Percent
SASED	14	72	151	20	17	11	2	287	74%
D/WC	43	0	0	0	4	13	0	60	16%
Non D/WC or SASED	4	3	5	0	7	14	7	40	10%



INFORMATIONAL

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: April 16, 2025
Re: SASED Staffing Update

Attached is a summary of SASED's current staffing usage:

March's open positions were 16.

April's open positions are 17.

The following are the open positions:

- 1 Social Worker - Southeast
- 3 certified teachers
 - 3 in the SLE Program - currently covered by long term subs
- 2 Classroom Teacher Assistants
 - 1 at Southeast
 - 1 at SASED Medical
- 11 1:1 Student Assistants
 - 1 at Addison Trail
 - 1 at Hillcrest
 - 2 at Holmes
 - 1 at Albright
 - 3 at Winfield
 - 2 at Cass
 - 1 at Kingsley

For April Board Meeting

SASED Staffing Board Report

	FY25 - Board Approved	Added during 24-25 school year (IEP)	Filled with SASED Employee	Filled by Contract Employee	Unfilled	Unfilled, Never Filled	Unfilled, Due to Resignation	Unfilled, Due to FMLA
EXECUTIVE ADMIN	1.23		1.23	0.00	0.00			
ASST DIRECTORS	3.00		3.00	0.00	0.00			
PROGRAM ADMIN	9.00	0.50	9.50	0.00	0.00			
ADMIN ASSIST	11.50	0.50	12.00	0.00	0.00			
CERTIFIED TEACHERS	60.00	-1.00	53.00	3.00	3.00		1.00	
PE/ADAPTED PE TEACHER	6.00		6.00	0.00	0.00			
ELL TEACHER	2.00		2.00	0.00	0.00			
BCBA	2.00		2.00	0.00	0.00			
VOC COORDINATOR LBS II	1.00		1.00	0.00	0.00			
ART THERAPIST/TEACHER	2.00		2.00	0.00	0.00			
PERM SUBS	5.00		5.00	0.00	0.00			
O&M	5.00		5.00	0.00	0.00			
CERTIFIED PROGRAM ITINERANT TEACHER	1.00		1.00	0.00	0.00			
HI ITINERANT	5.00		5.00	0.00	0.00			
VI ITINERANT	3.80		3.80	0.00	0.00			
SPEECH	15.47		15.47	0.00	0.00			
BMS-Pathways	4.00		3.00	1.00	0.00			
SOCIAL WORK	9.40		8.40	0.00	1.00			
PSYCH	2.00		2.00	0.00	0.00			
NURSE - CSN	4.00		4.00	0.00	0.00			
AT - BMS	1.00		1.00	0.00	0.00			
SIIS COACH - BMS	8.83		8.83	0.00	0.00			
CUSTODIAN	1.00		1.00	0.00	0.00			
Food Handler	1.00	1.00	2.00	0.00	0.00			
BRAILIST	0.00		0.00	0.00	0.00			
Teacher Assistant/ABS Room -Pathways	2.00		1.00	1.00	0.00			
TEACHER ASST& SIGNING ASST	50.00	2.00	40.00	10.00	2.00			
1:1 Teacher Asst/1:1 Signing Asst	74.00	36.00	24.00	75.00	11.00		4.00	
TEACHER ASSISTANTS RBT	2.00		2.00	0.00	0.00			
MA/TA Classroom	0.00		0.00	0.00	0.00			
1:1 MATA	23.00	-1.00	6.00	16.00	0.00			
JOB COACH	2.00		0.00	2.00	0.00			
Job Coach - PW	1.00		1.00	0.00	0.00			
AUDIOLOGIST	1.00		1.00	0.00	0.00			
LEAD INTERPRETER	1.00		1.00	0.00	0.00			
INTERPRETERS	6.00	1.00	4.00	3.00	0.00		1.00	
1:1 INTERPRETER	0.00	1.00	0.00	1.00	0.00			
MOVEMENT SPECIALIST	1.00		1.00	0.00	0.00			
OT	45.80	0.40	45.20	1.00	0.00	0.60		
PT	10.20		10.20	0.00	0.00			
COTA	2.00		2.00	0.00	0.00			
Early Choices	3.50		3.50	0.00	0.00			
TRANSPORTATION	3.00		3.00	0.00	0.00			
BUSINESS SERVICES	4.00		4.00	0.00	0.00			
Medicaid	0.80		0.00	0.80	0.00			
HUMAN RESOURCES/STAFF SERVICES	2.00		2.00	0.00	0.00			
BUILDINGS & GROUNDS	1.00		1.00	0.00	0.00			
TECHNOLOGY	3.00		3.00	0.00	0.00			
DATA ANALYST	1.00		1.00	0.00	0.00			
YOUTH SERVICES COORDINATOR	1.00		1.00	0.00	0.00			
TOTAL FTE	404.53	444.93	314.13	113.80	17.00	0.60	6.00	0.00
					March			
Legend:					16.00			
positions to be filled								



INFORMATIONAL

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: April 16, 2025
Re: Board Committee Updates

- Facility Committee
 - Met March 25, 2025
 - SASED Administration will begin to look for properties
 - SASED Administration will review the cost analysis, ensure accuracy, and add operational costs
 - Next steps:
 - Continue working with PMA for funding options
 - Exhaust existing properties
- Finance Committee
 - Tentative budget was reviewed
 - New [Audiological Billing Model](#) moved forward



INFORMATIONAL

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: April 16, 2025
Re: Strategic Plan

Strategic Plan Updates:

Retention and Recruitment:

- Additional university partnerships are being pursued.
- Recruitment efforts for next year are underway. SASED has a larger pool of certified and non-certified positions than in the past year.

Exemplary Programs and Services:

- Program locations and assignments are being finalized.
- Professional development and consultants are being finalized for next school year.
- A formal presentation on progress will be shared at an upcoming Board Meeting

Communications:

- 555 people reviewed last month's Cooperative Corner
- 145 staff members viewed the Town Hall recording and 100 were present live.
- Dates to remember:
 - Sunday April 28- Community Walk at Herrick Lake
 - Friday May 2- Rich Laren Day at St. James
 - Friday May 9- SASED End of Year Picnic at Southeast
 - Saturday May 17- SASED Family Appreciation Night at the DuPage Children's Museum

Operations:

- The tentative 2026 Budget is developed.
- The SASED team is exploring options to purchase properties for centralized locations.