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SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

Board of Directors Meeting
May 20, 2026
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
2:00 PM
AGENDA

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment**
4. Recognition of Dr. Elizabeth VanderWoude, as DuPage County's Administrator of the Year
5. **Consent Agenda**
   a. Approval of Open and Closed Session Minutes from April 22, 2026 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, and Registered Staff as presented.
      2) Approve the 2026 ESY Staffing
   c. Financials
      1) Budget Reports
      2) Treasurers/Investments Reports
      3) Payroll Reports for April 2026
      4) Bill List for May 2026
      5) Interim Checks and Voids for April 2026
   d. Governance
      1) Accept the Adopted District Resolutions to Appoint a New Representative and Alternate Representative to the SASED Governing Board
      2) Second Reading and Adoption of the Updated Policies Released with IASB PRESS Issue 121 and SASED Updated Policies
      3) Approve the Facility Use Agreement with NIU Naperville for SASED's Opening Day 2026
      4) Approve the Intergovernmental Agreements to enroll non-member district students in a SASED program
      5) Approve the SY26-27 Noncompetitive Procurement Contract Renewal for Food Service Management with Gourmet Gorilla
      6) Accept the donation from Knight of Columbus
      7) Approve the Wight & Company Application for Occupancy and Temporary Facility Report - Southeast Mobile Unit
6. **Action Items**
   a. Approve the SASED Administrator Contract Renewals for school year 2026-2027
   b. Approve the New SASED Administrator Contracts for school year 2026-2027
   c. Approve the Designations for Fiscal Year 2027
   d. Adopt the Resolution Approving the Surety Bond of Treasurer 2026-27
   e. Approve the SY26-27 Lease Agreements
   f. Approve the SY26-27 Board of Directors Meetings Dates, Times and Locations
7. **Adjourn Sine Die**
8. **Call to Order and Roll Call**
9. Appointment of Chairperson Pro-Tempore
10. Election of Board Officers

a. Elect Chairperson (1 year term)
b. Elect Vice Chairperson (1 year term)
c. Elect Secretary (1 year term)

11. **Discussion/Information**
    a. Enrollment Update
    b. Human Resources Staffing Update
    c. Committee Reports
    d. Executive Director Report/EOY Strategic Plan Update
    e. Proposed Amendments to SASED's Articles of Joint Agreement
12. **Enter into Closed Session**

    To enter into closed session to discuss:
    The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1;and
    Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2)
13. **Reconvene into Open Session**
14. **Adjournment**

School Administrator

Finalists:

Dr. Meredith Haugens, Naperville CUSD 203

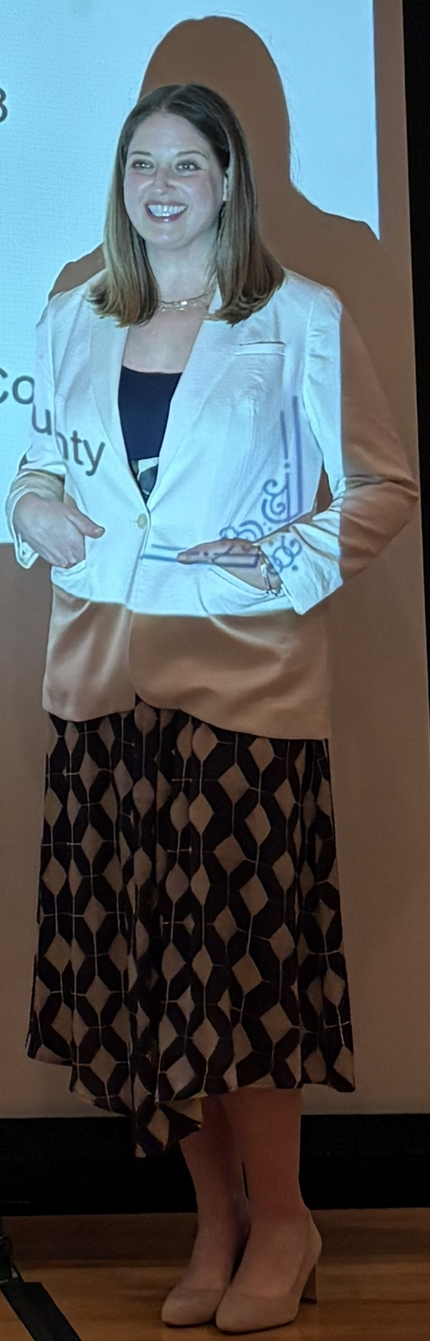
Mrs. Gina Ziccardi, CHSD 99

Mrs. Rachel Morris, DuPage High School District 88

WINNER:

Dr. Elizabeth Vander Woude

School Association for Special Education in DuPage Co




Claire Smith
SASED
CHRIS MILLER
SASED
Kati Curby
SASED
HIGH NOON
VODKA SELTZER
BLACK CHERRY

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Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: May 20, 2026
Re: Approval of Board of Directors Open and Closed Session Meeting Minutes

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Summary: Open and Closed Session meeting minutes from the April 22, 2026 Board of Directors Meeting.

Recommended Action: SASED Administration requests that the Board of Directors approve the open and closed session meeting minutes from the April 22, 2026 Meeting.

SASED Board of Directors Meeting
April 22, 2026 - 2:00 PM
SASED Administrative Center
2900 Ogden Avenue, Lisle, IL 60532

OPEN SESSION MINUTES

Dr. Jean Barbanente, Chairperson, called the SASED Board of Directors meeting to order at 2:02 pm and welcomed those in attendance.

1. Roll call was taken with the following responding:

	District	Representative
Present:	Keeneyville School District 20	Dr. Omar Castillo
	Benjamin School District 25	Dr. Patrick McGill
	West Chicago Elementary School District 33	Dr. Kristina Davis
	DuPage County School District 45	Dr. Brian Graber
	Salt Creek School District 48	Dr. Amy Zaher
	Downers Grove School District 58	Dr. Kevin Russell (exited 3:00)
	Maercker School District 60	Dr. Sean Nugent
	Cass School District 63	Mr. Mark Cross
	Center Cass School District 66	Dr. Andrew Wise
	Woodridge School District 68	Dr. Patrick Broncato
	DuPage High School District 88	Dr. Jean Barbanente
	Community High School District 94	Dr. Kurt Johansen
	Community High School District 99	Dr. Hank Thiele
	Westmont Community Unit School District 201	Dr. Jack Baldermann (arrived 2:15)
	Lisle Community Unit School District 202	Dr. Keith Filipiak
	Elmhurst Community Unit School District 205	Dr. Keisha Campbell (arrived 2:12)
Absent:	Winfield School District 34	
	Community Consolidated School District 180	

Present: 16 Districts **Absent:** 2 Districts

Also in attendance:
Dr. Kim Dryier, Executive Director, SASED
Dr. Elizabeth Vander Woude, Asst. Dir. Programs and Services, SASED
Ms. Rachel Wisniewski, CSBO, SASED
Dr. Julia Wheaton, Interim Chief Human Resource Officer, SASED
Mr. Dan Lawler, Technology Coordinator, SASED
Mr. John Langton, Facilities Specialist, SASED
Ms. Senga Lowe, Board Recording Secretary, SASED

2. Pledge of Allegiance

3. Public Comment - None

4. Consent Agenda

Dr. Dryier provided a brief summary of the items on the consent agenda, highlighting the 25-26 ESY Lease Agreements and the first reading of policies from PRESS Update Issue 121. Board members had no questions.

A. Approved the Open and Closed Session Meeting Minutes from March 18, 2026 Board of Directors Meeting
B. Personnel
    1. Accepted/Approved the Resignations, Retirements, Employment, and Change of Employment Status of Educational Support Staff, Licensed Staff, and Registered Staff as presented.
    2. Approved the New Job Descriptions for the Administrative Assistant to Operations and the Parent and Community Liaison.
C. Financial
    1. Budget Reports
    2. Treasurers/Investments Reports
    3. Payroll Reports for March 2026 in the amount of $1,785,970.52 for gross payroll summaries and $605,826.54 in payroll liabilities
    4. Bill List for April 2026 in the amount of $1,910,687.92 payable on April 23, 2026
    5. Interim Checks and Voids for March 2026 in the amount of $28,613.31 and no voided checks for March 2026
D. Governance
    1. Approved the 25-26 ESY Lease Agreements for DuPage County SD45, York Center Elementary School, in the amount of $19,236; and for Lisle CUSD 202 in the amount of $13,074.
    2. Approved the Intergovernmental Agreements to enroll a non-member district student in a SASED program as follows:
        a. Glen Ellyn SD 41 - Student A – Pathways Program at Southeast School - $53,185 and ESY $1,387
        b. Glen Ellyn SD 41 - Student B – Structured Learning Environment Program at SD34 Winfield Primary - $65,676
        c. and ESY $1,387
        d. Glen Ellyn SD 41 - Student C – Pathways Program at Southeast School - $53,185 and ESY $1,387
        e. McHenry CHSD 156 - Student A – Transition Program at SASED Transition Center - $49,072 and ESY $1,387
    3. First Reading of the Updated Policies Released with IASB PRESS Issue 121 and SASED Updated Policies
    4. Approved the Infinitec AT Coalition Membership Agreement Renewal for FY27

A motion was made to approve the consent agenda items, as presented. This motion was made by Member Nugent and seconded by Member Zaher.

Upon Roll Call Vote:
Ayes: Castillo SD20, McGill SD25, Davis SD33, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Baldermann SD201, and Campbell SD205
Nays: None
Abstained: Filipiak, SD202
Ayes: 15 Districts **Nays:** None **Abstain:** 1 District **Absent:** 2 Districts
Upon roll call vote, motion passed.

5. Action Items

a. Approved the submission of the FY27 tentative budget totaling $39,000,000 to the Governing Board. Ms. Wisniewski provided a detailed overview of the FY27 budget which included a breakdown of

each section as well as revenue and expenditures. The budget is based on staffing of 355.8 FTE and an enrollment of 349 students, and is reduced by approximately 10% from FY26.

A motion was made to approve the submission of the FY27 tentative budget to the Governing Board, as presented. This motion was made by Member Thiele and seconded by Member Castillo.

Upon Roll Call Vote:

Ayes: Castillo SD20, McGill SD25, Davis SD33, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Baldermann SD201, Filipiak, SD202, and Campbell SD205

Nays: None

Ayes: 16 Districts **Nays:** None **Absent:** 2 Districts

Upon roll call vote, motion passed.

b. Approved the increase in Sub rates to $175/day. Dr. Dryier provided a summary and stated that in order to retain substitute teachers, we need to be more competitive.

A motion was made to approve the increase in sub rates, as presented. This motion was made by Member Cross and seconded by Member Davis.

Upon Roll Call Vote:

Ayes: Castillo SD20, McGill SD25, Davis SD33, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Baldermann SD201, Filipiak, SD202, and Campbell SD205

Nays: None

Ayes: 16 Districts **Nays:** None **Absent:** 2 Districts

Upon roll call vote, motion passed.

c. Approved the FY27 Insurance Renewal with EBC. Dr. Dryier and Ms. Wisniewski provided an overview of the insurance renewal. The increase originally came in at an increase of 16% but the insurance committee worked with EBC to bring the increase down to an overall 9.7%. The changes include increases in deductibles, prescriptions, and out of pocket expenses.

A motion was made to approve the FY27 insurance renewal with EBC, as presented. This motion was made by Member Zaher and seconded by Member Baldermann.

Upon Roll Call Vote:

Ayes: Castillo SD20, McGill SD25, Davis SD33, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Baldermann SD201, Filipiak, SD202, and Campbell SD205

Nays: None

Ayes: 16 Districts **Nays:** None **Absent:** 2 Districts

Upon roll call vote, motion passed.

d. Approved the administrative and non-CBA staff salary increases for SY26-27. Dr. Dryier stated that this increase was an overall increase of 2.7% in alignment with CPI.

A motion was made to approve the administrative and non-CBA staff salary increases, as presented. This motion was made by Member Broncato and seconded by Member Russell.

Upon Roll Call Vote:

Ayes: Castillo SD20, McGill SD25, Davis SD33, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Baldermann SD201, Filipiak, SD202, and Campbell SD205

Nays: None

Ayes: 16 Districts **Nays:** None **Absent:** 2 Districts

Upon roll call vote, motion passed.

6. Discussion/Information

a. SASED Enrollment - Dr. Vander Woude provided an update on SASED's current enrollment. Overall enrollment numbers continue to be stable with an enrollment of 354 students which is a decrease of approximately 10% from last year. There are several referrals in the pipeline for next year.

b. Human Resource/Staffing Update - Dr. Wheaton provided an HR update as presented in the Board packet. We have 2 unfilled paraprofessionals. We are receiving recommendations to hire for ESY staff and SY26-27. Currently focusing on recruitment and the replacement of contract staff with direct hire staff. The current ratio of direct hire to contract staff is 70:30.

c. Reviewed meeting dates, times, and locations for SY26-27 Board of Directors meetings. Administration will bring these to the April meeting for approval.

d. Reviewed the revised Joint Agreement Bylaws between SASED and member districts. Dr. Dryier reviewed the changes made by SASED's attorney and the process for approving and adopting the changes. Dr. Dryier will provide a summary for each member to share with their respective Boards of Education, as well as a detailed timeline for each district to follow once the agreement is adopted by the Board of Directors at the May meeting.
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e. Facilities Planning Update - Dr. Dryier provided an update regarding the potential properties and the desire for a centralized location. John Langton reviewed the list of potential properties and Dr. Dryier discussed the process and timeline to issue debt certificates. The Finance Committee will review the rent offset costs in more detail.

f. Committee Reports - Dr. Dryier provided committee updates in the facilities planning update.
   1. The Finance Committee met on April 15th to review the FY27 budget, insurance renewal, and sub rate increase. The recommendation was made to bring each one of these items to the Board of Directors for approval.
   2. The Policy Committee met on April 16, 2026 - The committee reviewed the joint agreement revisions regarding member withdrawal and the repayment of the debt. Dr. Dryier reviewed the specific withdrawal timelines and process.

g. Executive Director Report - Dr. Dryier provided an update of the Strategic Plan Priorities.

7. Convene into Closed Session

To convene into closed session to discuss:

- *the collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2)*
- *the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1)*

A motion was made to enter into closed session at 3:27 pm. This motion was made by Member Cross and seconded by Member Wise.

Upon Roll Call Vote:

Ayes: Castillo SD20, McGill SD25, Davis SD33, Graber SD45, Zaher SD48, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Baldermann SD201, Filipiak, SD202, and Campbell SD205
Nays: None
Ayes: 15 Districts **Nays:** None **Absent:** 3 Districts
Upon roll call vote, motion passed.

8. Reconvene into Open Session
A motion was made to reconvene into open session at 3:39 pm, as stated in the closed session minutes. This motion was made by Member Broncato and seconded by Member Thiele. Upon voice vote of all ayes from 15 districts present, motion passed.

9. Adjournment
A motion was made to adjourn at 3:40 pm. This motion was made by Member Thiele and seconded by Member Cross. Upon voice vote of all ayes from 15 districts present, motion passed.

Minutes Approved by:

_____ _____
Chairperson Date Secretary Date

School Association for Special Education in DuPage

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Dr. Julia Wheaton, Interim Chief Human Resource Officer
Date: May 20, 2026
Re: Personnel Recommendations

Purpose: This month's personnel report on staffing changes, including new hires, departures, and any leaves is being presented for your review.

Please see the attached Personnel Notes.

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

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

2900 Ogden Ave. Lisle, IL 60532
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PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Licensed Staff

Name	Position	Funding Source	Initial Employment Date	Last Day Worked	Reason
Goes, Jennifer	Teacher/SLE Hillcrest	Tuition	8/10/2016	6/25/2026	Personal reasons
Hunter, T'Keyah	Teacher/DHH North School	Tuition	8/6/2025	5/21/2026	Personal reasons
VanCleve, Cassidy	Teacher/DHH Westmont Jr. High	Tuition	1/9/2023	5/29/2026	Personal reasons

2. Resignations/Retirements/Terminations – Registered Staff

Blome, Nicole	Occupational Therapist	User Fee Member Dists.	8/11/2025	6/2/2026	Personal reasons
Urban, Jessica	Physical Therapist	User Fee Member Dists.	8/12/2019	6/25/2026	Accepted another position

3. Resignations/Retirements/Terminations – Educational Support Staff

Abts, Cynthia	Medical/Teacher Assistant-Transition	Tuition	8/17/2015	5/20/2026	Terminated for cause
Jannotta, Lindsay	Accounting Manager SAC	Local Funds	9/22/2025	5/18/2026	Accepted another position
Khan, Laila	Teacher Assistant/VI Kingsley	Tuition	9/2/2025	6/5/2026	Personal reasons
Walper, William	Bus Driver SASED Programs	Tuition	1/6/2025	5/4/2026	Personal reasons

4. Appointments – Administrative Staff

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Barrett, Janette*	Program Administrator Southeast School	Tuition	7/1/2026		$108,000.00
Guida, Amanda*	Program Administrator SASED Programs	Tuition	7/1/2026		$108,000.00
Pickens, Tenika*	Program Administrator SASED Programs	Tuition	7/1/2026		$112,000.00

*Contracts approved under Board action item. Conditional appointment based on background approvals.

5. Appointments – Educational Support Staff

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Kimbler, Victoria**	EIS Manager Central Office	Local Funds	7/1/2026		$61,000.00
Kuklinski, Kandis**	Substitute Teacher & Student Attendance Coordinator SASED Programs	Tuition	7/1/2026	$20.00	

**Conditional appointment based on background approvals.

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

May 14,2026

Dear Ms. Corral and SASED administration,

I am writing to notify you that I will be resigning from my SASED teaching position at the end of the 2025-2026 school year, but I am still planning on working ESY.

During my 17 years at SASED I have made many strong connections and I will miss my classroom team and students.

Sincerely,
Jenny Goes

T'Keyah Hunter

Fri, May 15, 3:26 PM (3 days ago)

to Human, Tara, Amy

Good afternoon,

After careful consideration, I have decided to resign from my position as a DHH Classroom Teacher effective at the conclusion of the 2025-2026 school year.

This year has been a meaningful experience, and I am deeply grateful for the relationships I've built, especially with my students—they were truly the best part of this role. The challenges that my team, my students and I faced this year have given me clarity about what I want and need to grow professionally and what our Deaf+ programs/students deserve.

With that said, I am committed to ensuring a smooth transition and welcome the opportunity to discuss how I can support this process.

Thank you for, both the opportunity and your understanding.

Onward,

--

T'Keyah Hunter

Teacher of the Deaf and Hard of Hearing

SASED - North Elementary School D45

E: thunter@sased.org / thunter@d45.org

O: 1(630)516-6504

Cassidy Van Cleve <cvancleve@sased.org> Fri, May 1, 2026 at 12:46 PM
To: Tara Corral <tcorral@sased.org>, Amy Gebre <agebre@sased.org>, Human Resources <hr@sased.org>

Dear SASED Leadership,

I am writing to formally resign from my position in the Deaf and Hard of Hearing program at the conclusion of the 2025-2026 school year contract.

Arriving at this decision has been extremely challenging. It has weighed heavily on me as it required careful consideration of my values and professional responsibilities to the students I work with. I have genuinely valued the opportunity to work with students and colleagues who are deeply committed to learning and growth. Supporting student development has always been at the center of my work, and I am grateful for the relationships and experiences I've gained during my time here.

I remain hopeful for the future success of the Deaf and Hard of Hearing program, SASED as a whole, and, most importantly, for the students it serves. I will do everything I can to ensure a smooth transition during my remaining time.

Thank you for the opportunity to have been part of this community.

Sincerely,

Cassidy Van Cleve

--

Cassidy Van Cleve, MSpEd (she/her)

Teacher of the Deaf
SASED Deaf and Hard of Hearing Program

Van Cleve Resignation.pdf
33K

Nikki Blome 4/20/2026

to Sherilyn, hr

Dear Sherilyn,

I am writing to formally resign from my position as Occupational Therapist with SASED, with my last day of employment being June 2, 2026.

I appreciate the opportunities I've had during my time here and the experience I've gained working with the teams and students.

I want to make this transition as smooth as possible and will do my best to wrap up my responsibilities for the end of year.

Thank you for the support and opportunities during my time at SASED. Please let me know if you need anything else from me!

Best,

Nicole Blome OTR/L

May 18, 2026

To Whom It May Concern,

I am writing to inform you that I am resigning from my position as Physical Therapist at SASED. My last day will be the last day of SASED's Extended School Year, on June 25, 2026.

I am thankful for the many opportunities that SASED has provided me to grow into my role as school-based Physical Therapist, over the past seven school years. The OTPT Department administrators and lead therapists demonstrate strong leadership skills who value life-long learning and collaboration. It is these supportive relationships that have fostered my professional development, making it an extremely difficult decision to accept another position at a school district for the 2026-2027 school year.

Over the next month, I will continue to dedicate my time to providing our students with the best care I know. Additionally, I look forward to the continued collaboration with SASED's amazing staff though the end of SASED's Extended School Year.

Thanks again for the opportunity to learn and grow as a physical therapist.

Sincerely,

Jessica Urban, PT, DPT

On Mon, Apr 20, 2026 at 10:55 AM Laila Khan <lkhan@sased.org> wrote:

Good Morning,

I'm sorry I just wanted to inform you that I will not be returning with SASED after the end of this school year. Thank you so much for the opportunity of working here this year.

Laila Khan

Teacher Assistant

From: wwalper@sased.org
Date: May 4, 2026 at 2:57:47 PM CDT
To: Dana Gerus <dgerus@sased.org>, Kim Dryier <kdryier@sased.org>, Susan Cuomo <scuomo@sased.org>
Subject: Resignation

I William L Walper. hereby tender my resignation from SASED as a bus driver effective 05 May 2026.

William L Walper

Sent from Yahoo Mail for iPhone

---------- Forwarded message ---------
From: **Lindsay Jannotta** <ljannotta@sased.org>
Date: Wed, Apr 29, 2026 at 11:39 AM
Subject: Resignation
To: Rachel Wisniewski <rwisniewski@sased.org>

Rachel,

Please accept this email as notification that I will be resigning from SASED. My last day will be Monday, May 18, 2026.

Thank you for the opportunity to work for SASED. I appreciate your guidance and support, and I wish you the best.

Thank you,

--
Lindsay Jannotta
ljannotta@sased.org
630-955-8140

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LEAVE OF ABSENCES

1. Leave of Absence/FMLA Leave – Licensed Staff

Name	Position	Length of Leave
Mueller, Kimberly	Adaptive PE Teacher/SMNP	4/17/2026 - Intermittent

2. Leave of Absence/FMLA Leave – Registered Staff

Name	Position	Length of Leave
Creagan, Helen	Occupational Therapist OT/PT Program	5/18/2026 – 5/28/2026 *Returning August 2026

3. Leave of Absence/Unpaid Medical Leave – Licensed Staff

Name	Position	Length of Leave
Edwards, Paul	Teacher Assistant/ Pathways Southeast School	5/8/2026 – 5/22/2026 *Extended Medical leave through the end of the 2025-2026 school year

05/20/2026

JOB DESCRIPTION

Title: **Employee Information System Manager**

Reports To: **Assistant Director of Human Resources**

FLSA Status: Non-Exempt

Qualifications:

- Undergraduate degree; preferred, but not required, in Business Administration, Management or Human Resources
- MS Office Proficiency including Excel and Word
- Experience in a school district HR office is desirable.
- General office skills including the ability to operate a computer and an electronic database system

Core Competencies:

- Strong desire to be part of a team that puts the needs of exceptional students first
- Demonstrated organizational skills, google proficiency, and phone etiquette
- Excellent interpersonal and verbal/written communication skill
- Effective collaborative problem-solving ability and independent work ethic

Duties and Responsibilities:

1. Oversee day-to-day operations of the employee information system (HRIS/EIS), ensuring accuracy, security, and efficient performance.
2. Manage systems updates, enhancements, permissions, and user access settings.
3. Manage all employee time-off processes, annual rollover processes, and modifications to time-off records for new and existing staff as appropriate
4. Manage the Automated Substitute Placement & Absence Management system and track employee absences.
5. Manage, complete, and submit all personnel reporting to ISBE and the US DOE in an accurate and timely manner.
6. Manage, track, and report personnel information regarding employee retirements, licensed staff tenure status, and longevity.
7. Collaborate with IT to ensure system stability, data integrity, and cybersecurity compliance.
8. Enter, audit, and maintain employee data including demographics, job assignments, salary changes, certifications, and employment history.
9. Complete all employment verifications for outside agencies.
10. Generate and distribute routine and ad hoc reports for HR, payroll, finance, administration, and external agencies.
11. Maintain compliance with local, state, and federal reporting requirements.
12. Evaluate HR workflows and recommend improvements to streamline data entry, tracking, and reporting processes.
13. Develop and maintain documentation, user guides, and standard operating procedures]\

14. Support automation of HR processes to improve accuracy and efficiency.
15. Provide system training to HR staff, administrators, and supervisors on platform usage, forms, and reporting functions.
16. Troubleshoot user issues, resolve data errors, and support employees in navigating HR systems.
17. Serve as a liaison between HR, IT, payroll, and system vendors.
18. Support integration between HR systems and related platforms such as payroll, [personnel evaluation processes, policy review compliance, timekeeping, benefits administration, applicant tracking, and evaluation systems.
19. Participate in planning and rollouts of new software, modules, or system upgrades.
20. Work closely with departments to ensure accurate and consistent data flow across systems.
21. Ensure data security and confidentiality in accordance with organizational policies, FERPA/HIPAA (if applicable), and regulatory standards.
22. Support audits through accurate data retrieval, documentation, and system verification.
23. Manage all electronic personnel forms, work-flows, processes, and reporting.
24. Maintains monthly FTE report for HR department, Executive Director, and SASED Board of Directors
25. Provide back-up coverage for HR Benefits specialists as needed.
26. Research, compile, assimilate, support, and prepare accurate and organized documents, projects, presentations, and reports
27. Attend professional development opportunities and engage in ongoing education in order to support a system of learning and improvement and the overall efficiency and functioning of the organization, including staff meetings.
28. Maintain confidentiality in matters of student and staff personnel information
29. Other duties assigned by the 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 computers, communicating 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. Position is eligible for flex time.

Evaluation: Performance will be evaluated by the Chief Human Resource Officer in accordance with the SASED Board of Directors policy on evaluation.

Developed February 2026

JOB DESCRIPTION

Title: **Substitute Teacher and Student Attendance Coordinator**

Reports To: **Program Administrators and Southeast Administrators**

FLSA Status: Non-Exempt

Qualifications:

- Undergraduate degree preferred but not required. High School Diploma or equivalent required.
- Proficiency with computer software, databases, and technology and the ability to learn and implement new systems
- Ability to remain organized, accurate, and friendly while managing various projects and actions throughout the day
- Two years of experience in a school district preferred

Core Competencies:

- Strong desire to be part of a team that puts the needs of exceptional students first
- Demonstrated organizational skills, google proficiency, and phone etiquette
- Excellent interpersonal and verbal/written communication skill
- Effective collaborative problem-solving ability and independent work ethic

Duties and Responsibilities:

1. Coordinate daily and long-term substitute coverage for teachers, paraprofessionals, and support staff.
2. Monitor employee absences and promptly assign substitutes using district systems
3. Maintain an updated roster of available substitutes and their certifications, availability, and performance history.
4. Coordinate with program clerical staff regarding the attendance of students to ensure and assign appropriate sub coverage
5. Proactively communicate with substitutes to confirm assignments, provide location and program information, and address schedule changes.
6. Prioritize coverage for classes/roles based on urgency and staffing requirements.
7. Serve as the primary contact for substitute teachers and support staff.
8. Maintain accurate attendance, payroll, and substitute-tracking records.
9. Collaborate with school administrators to understand staffing needs and upcoming absences.
10. Assist with new substitute onboarding, training, and orientation processes.
11. Ensure all substitutes meet district and state compliance requirements (credentials, background checks, certifications).
12. Provide timely updates to administrators and teachers
13. Offer ongoing support to substitutes regarding school procedures, expectations, and daily logistics.

14. Support crisis or emergency staffing needs as they arise.
15. Evaluate substitute performance feedback and assist in identifying high-quality candidates.
16. Help implement strategies to improve substitute recruitment, retention, and job satisfaction.
17. Assist in maintaining a positive and professional experience for substitutes, staff, and students.
18. Assist with student attendance record keeping as needed.
19. Work closely with contractual agencies daily to ensure proper communication and coverage
20. Research, compile, assimilate, support, and prepare accurate and organized documents, projects, presentations, and reports
21. Read and screen incoming phone calls, correspondence and reports; make preliminary assessment of the importance of materials, address them as appropriate, and organize and prioritize documents
22. Participates in and /or coordinates committees and take minutes as requested
23. Establish and maintain various filing and records management systems, including google suite and automation
24. Cross Train with other departments as requested and cover for other departments during absences or when additional support is needed, as requested.
25. Assist with department budget development, coordinate purchase orders for the department, and oversee accounts.
26. Attend professional development opportunities and engage in ongoing education in order to support a system of learning and improvement and the overall efficiency and functioning of the organization, including staff meetings.
27. Maintain confidentiality in matters of student and staff personnel information
28. Other duties assigned by the 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 computers, communicating 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: 214-day work year at compensation set by the SASED Board of Directors.

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

Developed February 2026

2026 SASED Extended School Year Staff

The Administration recommends employment of the following staff for the 2026 Extended Year Program ending June 25, 2026. Staffing patterns and hourly rates for extended school year were approved at the December Board of Directors meeting.

OCCUPATIONAL/PHYSICAL THERAPISTS ($50.16/hour)
Alexis Myers
Kathleen Ross
Jessica Urban
Amy Warkentien

SPEECH/LANGUAGE PATHOLOGISTS ($45.13/hour)
Stephanie Cohla
Margaret Johnson
Katherine Looney

SOCIAL WORKERS ($44.56/hour)
Nozima Burkhanova
Samontha Soberon
Chloe Zunkel

SITE NURSE ($44.56/hour)
Vicki Otto

ORIENTATION & MOBILITY SPECIALISTS ($44.56/hour)
Tracey Nardi
Deanna Zuchkowski

TEACHERS ($44.56/hour)
Megan Baker
Gabriella Barnes
Beth Bradley
Mona Chadhok
Anabelle Chlada
Ben Debruin

TEACHERS ($44.56/hour) – continued

Kevin Downs
Jennifer Duncan
Natalie Gaona
Jenny Goes
Morgan Holzwart
Shelley Jobb
Amy Klimczak
Leanne Lapato
Megan Lupie
Jameson Marchese
Gabriel Millane
Cady Miller
Michelle Moses
Nicole Nunziato
Jasmine Simpson

TEACHER ASSISTANTS ($20.16/hour)

Anna Barrios (Food Service)
Emily Burke
Sarah Burkhardt
Robin Cox
Glen Crites
Veronica Cross
Paul Erdmann
Lauren Flentge
Migdalia Galvan
Kristen Jones
Cleo Kennelly
Julie Payne
Nicole Payne
Amanda Resendiz
Brad Ryer
Emma Sassano
Beth Sommers
Jennifer Trisolieri
Sabrina Vela

SUMMER CREW ($20.16/hour)
Joshua Dinkel
Caden McDonald
Joe McFadden
Joseph Payne

SEASONAL TECHNOLOGY ($15.00/hour)
Rahul Patel

2026 Low Incidence Extended School Year Staff

The Administration recommends employment of the following staff for the 2026 Extended Year Program ending June 25, 2026. Staffing patterns and hourly rates for extended school year were approved at the December Board of Directors meeting.

AUDIOLOGIST ($44.56/hour)
Casey Fanuka

OCCUPATIONAL/PHYSICAL THERAPISTS ($50.16/hour)
Meghan Murray
Jessica Urban

SPEECH/LANGUAGE PATHOLOGISTS ($45.13/hour)
Rebecca Thomas
Jennifer Zendol Carr

SOCIAL WORKERS ($44.56/hour)
Natasha Arroyo
Carolee Buikema

SITE NURSES ($44.56/hour)
Julie Darrus
Bernice Judd

SIGN LANGUAGE INTERPRETER ($44.56/hour)
Zane Winchester

ORIENTATION & MOBILITY SPECIALISTS ($44.56/hour)
Tracey Nardi
Mark Renc

TEACHERS ($44.56/hour)
Debra Boczkowski
Emma Borshell
Maria Dorchack

TEACHERS ($44.56/hour) – continued

Haley Drucker
Patrick Dugan
Alyssa Hamblin
Tamara Hodalic
Cherise Jerrard
Diane Lazzar
Susan Maloney
Kathleen McGann
Emily Perez
Gabriela Vargas

TEACHER ASSISTANTS ($20.16/hour)

Nour Alhennawi
Nicole Baldwin
Jacob Boczkowski
Achraf Bouomri
Erika Delgado
Whitney DeRosa
Deston Dorchack
Chelsea Fernandez
Katie Hasbrouck
Jesus Lopez
Chase Martin
Paige McCall
Olga Monroy
Coleton Novak
Norma Ortiz
Zachary Savickas
Karen Schmidtle
Sophia Smith

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Rachel Wisniewski, Assistant Director of Business/CSBO
Date: May 20, 2026
Re: Approval of Financial Reports

Summary: The Budget Progress report and the Treasurer's report for the period ending April 30, 2026 are attached for your review.

Financial Impact: Revenue for the month of April 2026 totaled -$381,605 due to tuition refunds. Year to date revenues including Medicaid flow thru through April totaled $37,406,946 representing 91% of budgeted revenue. Expenditures for the month of April 2026 totaled $3,020,956 and consisted of regular and customary expenditures, including salaries and benefits, and contractual payments. Year to date expenditures through April 2026 totaled $30,093,171 representing 63% of budgeted expenditures.

The Treasurer's report shows that as of April 30, 2026, the total ending balance across all funds is $11,825,061, representing available cash and investments held in secure accounts, including demand deposits, the Illinois School District Liquid Asset Fund, and Fifth Third Securities. From this balance, $9,221,278 is held in our demand deposit account at Fifth Third. The remaining $2,603,783 is held in investments through PMA and Fifth Third Securities.

The current cash balance of $11,825,061 represents approximately 3 months of operating reserves, or 27% of annual budgeted expenditures, placing SASED in a strong financial position.

Overall, revenues, expenditures, and fund balances are in line with expectations, and SASED maintains sufficient liquidity and reserves to support ongoing operations and financial obligations.

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)

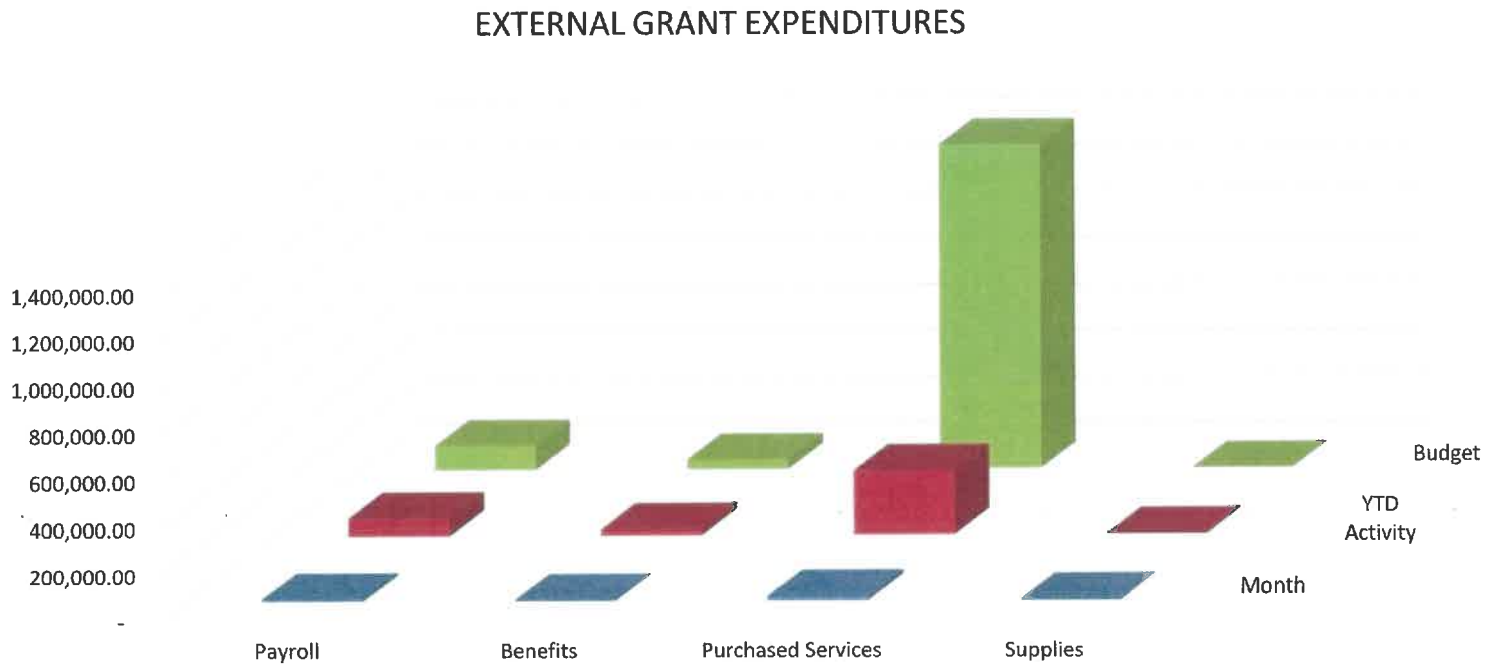
For the Month Ending April 2026

Revenues	Original Budget	Monthly Activity	FYTD Activity	Encumbered	Unexpended Budget Balance	% of Budget	% of Budget (prior year)
Tuition and Fees	$ 34,359,373	$ (711,248)	$31,912,472		$ 2,446,901	92.9%	91.0%
State Revenue	$ 3,044,932	$ 300,310	$ 2,434,614		$ 610,318	80.0%	82.8%
Federal Revenue	$ 304,468	$ 21,283	$ 218,674		$ 85,794	71.8%	71.1%
Medicaid Revenue	$ 2,869,500	$ -	$ 2,592,101				
Grant Revenue	$ 417,000	$ 8,050	$ 249,086		$ 167,914	59.7%	56.5%
Total Revenues	$ 40,995,273	$ (381,605)	$37,406,946		$ 3,310,927	91.2%	91.5%
Expenditures							
Payroll	$ 23,734,033	$ 1,778,036	$15,221,888		$ 8,512,145	64.1%	68.7%
Benefits	$ 6,283,681	$ 410,965	$ 3,469,868		$ 2,813,813	55.2%	64.1%
Purchased Services	$ 8,632,076	$ 734,865	$ 7,305,190		$ 1,326,886	84.6%	72.1%
Supplies	$ 719,130	$ 40,846	$ 475,673		$ 243,457	66.1%	68.3%
Capital Outlay	$ 1,874,604	$ -	$ 720,037		$ 1,154,567	38.4%	28.8%
Other Objects/ Medicaid Flow Through	$ 2,111,029	$ 55,000	$ 2,687,065				
Non-cap Equipment	$ 160,000	$ 1,244	$ 213,451		$ (53,451)	133.4%	55.4%
Total Expenses	$ 43,514,553	$ 3,020,956	$30,093,171	$ -	$13,997,418	63.0%	66.9%

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
30-Apr-26

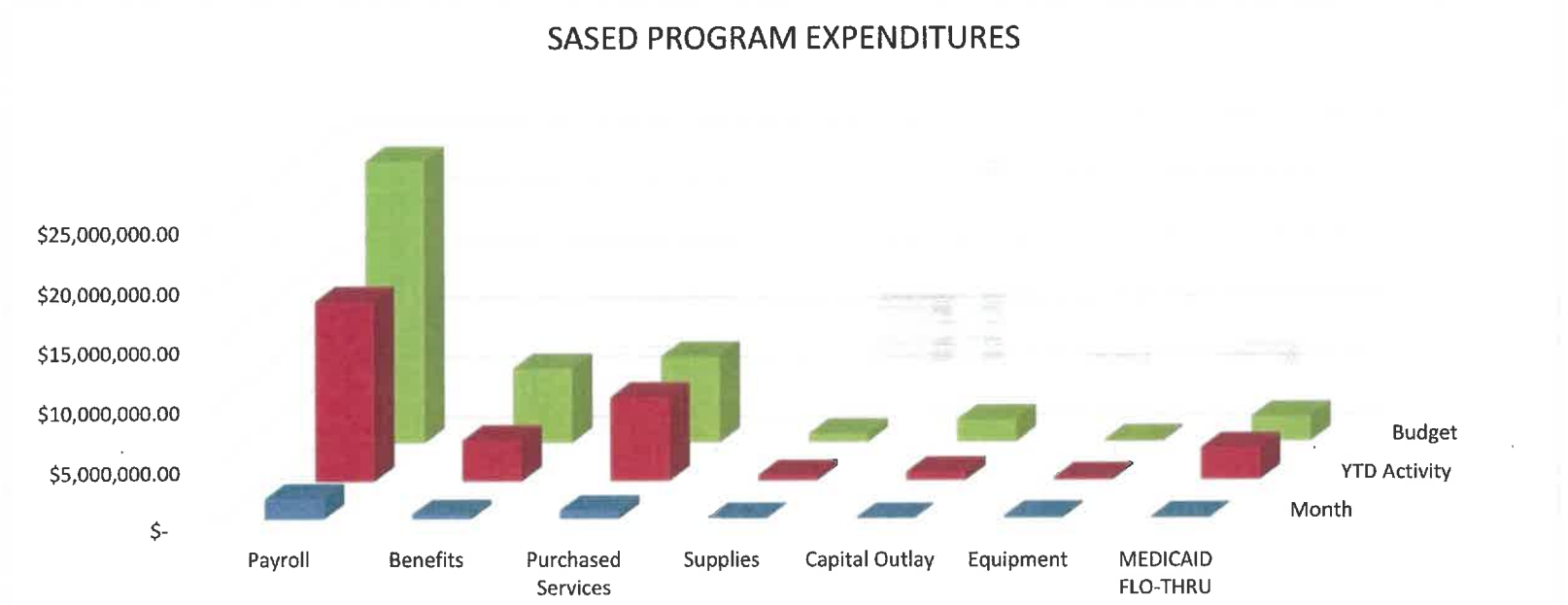
EXTERNAL GRANT PROGRAMS

Program	Apr-26 Monthly Activity	2025-26 FYTD Activity	2025-26 Original Budget	% YTD
Payroll	9,779.83	76,735.53	105,521.00	72.7%
Benefits	3,230.70	25,635.22	42,136.00	60.8%
Purchased Services	16,052.78	274,121.78	1,396,084.00	19.6%
Supplies	-	-	-	0.0%
Total	29,063.31	376,492.53	1,543,741.00	24.4%



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
30-Apr-26
SASED PROGRAMS

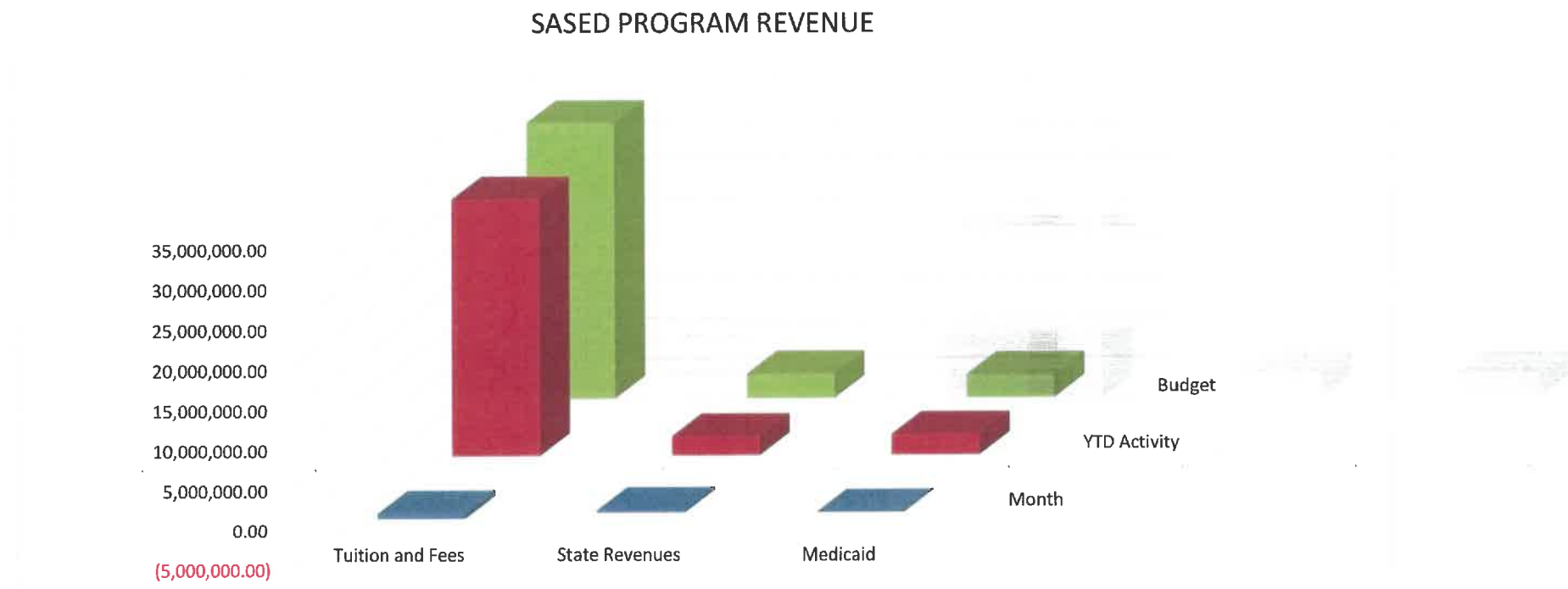
	Program	Apr-26 Monthly Activity	2025-26 FYTD Activity	2025-26 Original Budget	% YTD
(1)	Payroll	$ 1,768,255.72	$ 15,145,152.18	$ 23,628,513.00	64.1%
(2)	Benefits	$ 407,734.17	$ 3,444,232.48	$ 6,241,544.00	55.2%
(3)	Purchased Services	$ 718,812.36	$ 7,031,068.29	$ 7,235,993.00	97.2%
(4)	Supplies	$ 40,846.29	$ 475,673.27	$ 719,130.00	66.1%
(5)	Capital Outlay	$ -	$ 720,036.53	$ 1,874,602.00	38.4%
(7)	Equipment	$ 160,000.00	$ 213,451.17	$ 160,000.00	133.4%
(6)	MEDICAID FLO-THRU	$ 55,000.00	$ 2,687,064.92	$ 2,111,029.00	127.3%
		$ 3,150,648.54	$ 29,716,678.84	$ 41,970,811.00	70.8%



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
30-Apr-26

SASED PROGRAMS

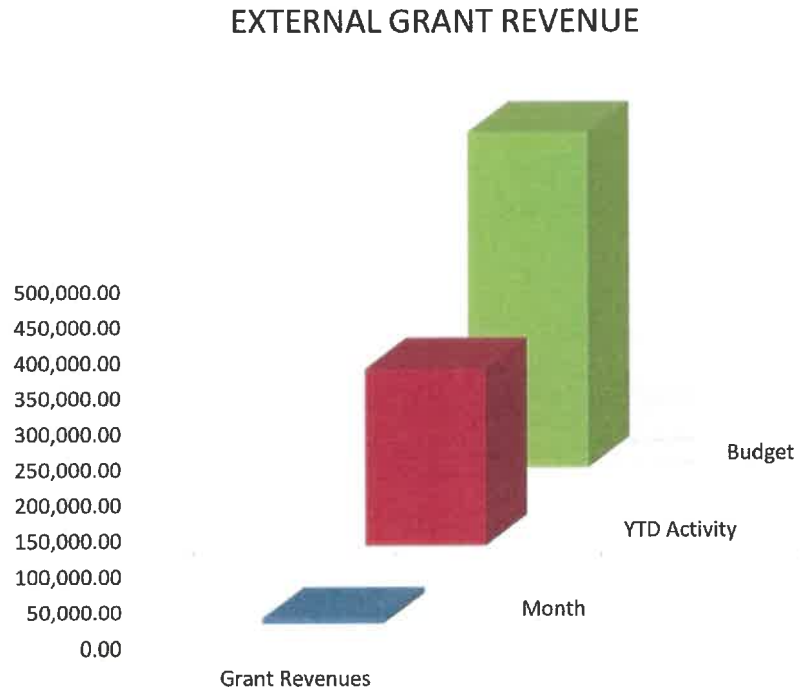
Program	Apr-26 Monthly Activity	2025-26 FYTD Activity	2025-26 Original Budget	% YTD
Tuition and Fees	(689,766.65)	32,134,644.75	34,610,274.00	92.8%
State Revenues	300,111.32	2,431,115.17	3,042,544.00	79.9%
Medicaid	0.00	2,592,100.71	2,869,500.00	90.3%
Total	-389,655.33	37,157,860.63	40,522,318.00	91.7%



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
30-Apr-26

EXTERNAL GRANT PROGRAMS

Program	Apr-26 Monthly Activity	2025-26 FYTD Activity	2025-26 Original Budget	% YTD
Grant Revenues	8,050.00	249,085.80	472,955.00	52.7%



School Association for Special Education in DuPage County
Treasurer's Report
April 30, 2026

	A EDUCATION FUND	B SELF FUNDED MEDICAL INSUR	C SELF FUNDED DENTAL INSUR	D FSA	A+B+C+D TOTAL EDUCATION FUND
CASH ACTIVITY REPORT					
Beginning Balance					
Investments	16,376,187.02	(1,641,649.17)	377,572.40	(20,507.50)	15,091,602.75
April activity					
Interest Earned	7,823.85				7,823.85
Gains/(Losses) on Sales of Securities					-
Record Health Fund Transfers	9,349.61	12,711.46	(19,181.19)	(2,879.88)	0.00
Cash Receipts	480,161.21	835.54	758.12	(12,838.21)	468,916.66
Cash Disbursements - General	(1,965,246.89)				(1,965,246.89)
- Payroll	(1,778,035.55)				(1,778,035.55)
Subtotal	(3,245,947.77)	13,547.00	(18,423.07)	(15,718.09)	(3,266,541.93)
Ending Balance	**13,130,239.25**	**(1,628,102.17)**	**359,149.33**	**(36,225.59)**	**11,825,060.82**
Investment - Demand Deposit - Fifth Third Bank	10,515,211.95	(1,628,937.71)	358,391.21	(23,387.38)	9,221,278.07
IL School District Liquid Asset Fund	24,153.17				24,153.17
Fifth Third Securities	2,579,629.58				2,579,629.58
	13,118,994.70	**(1,628,937.71)**	**358,391.21**	**(23,387.38)**	**11,825,060.82**

Rachel Wisniewski

Rachel Wisniewski, Treasurer

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
4/30/2026

	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
EDUCATION FUND					
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	**24,153.17**	0.482%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook		0.482%	Money Market	ISDLAF	Money Market Mutual Fund
	24,153.17				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	**10,515,211.95**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	**(1,333,052.20)**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	**39,118.32**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	9,221,278.07				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	**1,594,629.58**	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	**735,000.00**	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		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	-				
	2,579,629.58				
	11,825,060.82	**TOTAL**			

GROSS PAYROLL

April 2026 $ 1,778,035.55

Total Employees 305

Monthly Totals	Pay	Deduction	Benefit
January	0.00	0.00	0.00
February	0.00	0.00	0.00
March	0.00	0.00	0.00
April	1,778,035.55	628,190.82	411,050.87
May	0.00	0.00	0.00
June	0.00	0.00	0.00
July	0.00	0.00	0.00
August	0.00	0.00	0.00
September	0.00	0.00	0.00
October	0.00	0.00	0.00
November	0.00	0.00	0.00
December	0.00	0.00	0.00
Totals	1,778,035.55	628,190.82	411,050.87

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

SASED 2900 OGDEN AVE, LISLE, IL 60532-1676

PAY INFORMATION **4/15/2026**

Pay Type	Pay Gross	Net Pay
12JUL - 12 MON JULY BEG.	$ 102,062.72	$ 63,945.69
20PAY - 20 PAY CONTRACT	$ 129,021.69	$ 85,203.32
20PY2 - 20 PAY 2ND CONTRACT	$ 2,538.09	$ 1,831.65
24AG2 - 24 PAYS AUG BEG 2ND CONTRACT-1	$ 702.47	$ 249.98
24AUG - 24 PAYS AUG BEGINNING DATE	$ 15,999.31	$ 11,705.38
24PAY - 24 PAY CONTRACT-1	$ 624,911.23	$ 403,323.58
24PY2 - 24 PAY 2ND CONTRACT	$ 4,396.81	$ 2,884.15
24PY3 - 24 PAY 3RD CONTRACT-1	$ 2,092.99	$ 1,590.88
DOCK - DOCKED PAY	$ (11,050.14)	$ (9,717.47)
DOCKCERT - DOCK CERTIFIED STAFF	$ (442.08)	$ (339.79)
HRLY1 - HOURLY1 FROM MASTER	$ 4,428.21	$ 3,600.41
HRLY2 - HOURLY2 FROM MASTER	$ 4,103.75	$ 3,023.84
OVTM - OVERTIME	$ 150.50	$ 110.97
SBTAH - SUB TA HOURLY	$ 1,287.79	$ 1,108.23
SBTHR - SUB TEACHER HRLY	$ 3,702.92	$ 3,119.06
STILAPP - STIPEND-LONGEVITY AMT PER PAY	$ 9.68	$ 8.19
STIPADMN - STIPEND FROM ADMINISTRATION	$ 1,579.04	$ 1,257.32
SUBST - SUB STIPEND	$ 1,247.00	$ 1,010.96
Pay Grand Total:	**$ 886,741.98**	**$ 573,916.35**

SASED 2900 OGDEN AVE, LISLE, IL 60532-1676

PAY INFORMATION **4/30/2026**

Pay Type	Pay Gross	Net Pay
12JUL - 12 MON JULY BEG.	$ 102,699.79	$ 64,271.21
20PAY - 20 PAY CONTRACT	$ 128,055.13	$ 84,620.27
20PY2 - 20 PAY 2ND CONTRACT	$ 2,538.09	$ 1,827.60
24AG2 - 24 PAYS AUG BEG 2ND CONTRACT-1	$ 702.47	$ 249.98
24AUG - 24 PAYS AUG BEGINNING DATE	$ 15,999.31	$ 11,674.98
24PAY - 24 PAY CONTRACT-1	$ 626,620.36	$ 403,427.83
24PY2 - 24 PAY 2ND CONTRACT	$ 4,396.81	$ 2,842.81
24PY3 - 24 PAY 3RD CONTRACT-1	$ 2,092.99	$ 1,590.88
DOCK - DOCKED PAY	$ (6,045.97)	$ (5,683.23)
DOCKCERT - DOCK CERTIFIED STAFF	$ (293.01)	$ (244.28)
HRLY1 - HOURLY1 FROM MASTER	$ 7,141.96	$ 5,578.83
HRLY2 - HOURLY2 FROM MASTER	$ 1,977.50	$ 1,460.33
OVTM - OVERTIME	$ 355.68	$ 273.29
QOT - QUALIFIED OVERTIME	$ 392.42	$ 294.13
SBTAH - SUB TA HOURLY	$ 228.62	$ 199.82
SBTHR - SUB TEACHER HRLY	$ 1,538.70	$ 1,285.20
STICADMN - STIPEND CERT STAFF ADMINREASON	$ 550.00	$ 372.13
STILAPP - STIPEND-LONGEVITY AMT PER PAY	$ 9.68	$ 8.19
STIPADMN - STIPEND FROM ADMINISTRATION	$ 1,579.04	$ 1,256.28
SUBST - SUB STIPEND	$ 754.00	$ 622.13
Pay Grand Total:	**$ 891,293.57**	**$ 575,928.38**

PAYROLL LIABILITIES

April 2026 $ 600,568.23

AP Check Register

AP Run: 4/15/2026 PAYROLL AP — Post Date: 2026-04-15 — AP Run Type: R **SASED, IL**

Check Date	Check Number	Payment Type	Name	Check Amount
04/15/2026	106300	Check	STATE DISBURSEMENT UNIT	750.00
04/15/2026	202400489	Wire Transfer	ILLINOIS DEPT OF REVENUE	35,849.72
04/15/2026	202400490	Wire Transfer	MB FINANCIAL (FEDERAL)	66,306.92
04/15/2026	202400491	Wire Transfer	MB FINANCIAL BANK (FICA-E)	32,695.29
04/15/2026	202400492	Wire Transfer	MB FINANCIAL BANK (FICA-W)	32,695.29
04/15/2026	202400493	Wire Transfer	TEACHERS RETIREMENT (2.2%)	3,031.32
04/15/2026	202400494	Wire Transfer	TEACHERS RETIREMENT SYSTEM	47,038.67
04/15/2026	202400495	Wire Transfer	TEACHERS RETIREMENT SYSTEM SSP	3,851.31
04/15/2026	202400496	Wire Transfer	THE OMNI GROUP	1,398.00
04/15/2026	202400497	Wire Transfer	THIS (TRS HEALTH) FUND	8,205.70
04/15/2026	202400498	Wire Transfer	TRUSTAGE	27,906.59
04/15/2026	9252600675	ACH	SASED EDUCATION ASSOCIATION	4,497.91
04/15/2026	9252600676	ACH	SASED SUPPORT STAFF ASSOCIATION	576.39
			Total:	**264,803.11**

4/15/2026 PAYROLL AP Summary

Type	Count	Amount
Regular Checks:	1	750.00
ACH Checks:	2	5,074.30
Wire Transfers:	10	258,978.81
Epayables:	0	0.00
Total:	**13**	**264,803.11**

AP Check Register

AP Run: 4/30/2026 PAYROLL AP — Post Date: 2026-04-30 — AP Run Type: R **SASED, IL**

Check Date	Check Number	Payment Type	Name	Check Amount
04/30/2026	106387	Check	STATE DISBURSEMENT UNIT	750.00
04/30/2026	202400499	Wire Transfer	ILLINOIS DEPT OF REVENUE	36,100.24
04/30/2026	202400500	Wire Transfer	MB FINANCIAL (FEDERAL)	67,809.91
04/30/2026	202400501	Wire Transfer	MB FINANCIAL BANK (FICA-E)	33,027.35
04/30/2026	202400502	Wire Transfer	MB FINANCIAL BANK (FICA-W)	33,027.35
04/30/2026	202400503	Wire Transfer	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	400.00
04/30/2026	202400504	Wire Transfer	TEACHERS RETIREMENT (2.2%)	2,997.79
04/30/2026	202400505	Wire Transfer	TEACHERS RETIREMENT SYSTEM	46,518.23
04/30/2026	202400506	Wire Transfer	TEACHERS RETIREMENT SYSTEM SSP	3,858.65
04/30/2026	202400507	Wire Transfer	THE OMNI GROUP	1,398.00
04/30/2026	202400508	Wire Transfer	THIS (TRS HEALTH) FUND	8,114.89
04/30/2026	202400509	Wire Transfer	TRUSTAGE	27,897.99
04/30/2026	9252600750	ACH	SASED EDUCATION ASSOCIATION	4,497.91
04/30/2026	9252600751	ACH	SASED SUPPORT STAFF ASSOCIATION	576.39
			Total:	**266,974.70**

4/30/2026 PAYROLL AP Summary

Type	Count	Amount
Regular Checks:	1	750.00
ACH Checks:	2	5,074.30
Wire Transfers:	11	261,150.40
Epayables:	0	0.00
Total:	**14**	**266,974.70**

AP Check Register

AP Run: 04/30/2026 IMRF — Post Date: 2026-04-30 — AP Run Type: R **SASED, IL**

Check Date	Check Number	Payment Type	Name	Check Amount
04/30/2026	202400510	Wire Transfer	IMRF (EMPLOYEES CONT)	37,795.59
04/30/2026	202400511	Wire Transfer	IMRF (EMPLOYERS CONT)	30,994.83
			Total:	**68,790.42**

04/30/2026 IMRF Summary

Type	Count	Amount
Regular Checks:	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	68,790.42
Epayables:	0	0.00
Total:	**2**	**68,790.42**

AP Check Register

Fund	Total
10 - EDUCATION FUND	600,568.23
	600,568.23

BILLS PAYABLE LIST – FLOW THROUGH

May 2026 $ 0

BILLS PAYABLE LIST – GRANTS

May 2026 $ 35,651.43

Payables

SASED, IL

Check #	Name on Check	Description	Check Date	Amount
106392	COMMUNITY SCHOOL DISTRICT #200	Wheaton Warrenville South STEP outcome	05/21/2026	8,233.80
106393	NDSEC	NDSEC STEP outcome reimbursement for	05/21/2026	27,417.63
		Grand Totals: 2 Total Checks		**35,651.43**

BILLS PAYABLE LIST – SASED PROGRAMS

May 2026 $ 1,130,604.10

Payables

SASED, IL

Check #	Name on Check	Description	Check Date	Amount
106394	AHS STAFFING	OT/PT Services for 4/20/26 through 4/23/26	05/21/2026	20,952.50
106395	ALL PRO DEPOT	CleanSmart Disinfectant - SASED wide	05/21/2026	1,491.40
106396	ALLIED BENEFIT SYSTEMS	Allied FSA Invoice May 2026 (March Census)	05/21/2026	322.00
106397	AMERGIS HEALTHCARE STAFFING	School Aide Services for 3/24/26 through	05/21/2026	115,268.93
106398	AMERICAN HERITAGE LIFE INSURANCE CO	Allstate Critical Illness and Accident Coverage	05/21/2026	2,347.31
106399	AYA HEALTHCARE INC.	Speech Language Pathologist services for	05/21/2026	13,150.00
106400	BERWYN GARAGE	Vehicle MN05 service 03.31.26	05/21/2026	464.54
106401	BLAZERWORKS, LLC	Behavior Specialist for 2/17/26 through	05/21/2026	108,001.46
106402	BUSINESSOLVER.COM, INC	Invoice for Businessolver April Service Fees -	05/21/2026	156.00
106403	CENTER FOR PSYCHOLOGICAL SERVICES	Invoice 00003463- Bilingual SLP Testing	05/21/2026	2,113.00
106404	CLASSIC LANDSCAPE, LTD.	SE Monthly Landscape Invoice	05/21/2026	1,244.25
106405	CORPAY MASTERCARD	Fuel cards/service 04/16-04/30/2026	05/21/2026	494.30
106406	CREATIVE EXCHANGE	April 2026 Invoices	05/21/2026	4,087.50
106407	CRISIS PREVENTION INSTITUTE	Coaches Materials for Training	05/21/2026	25,239.35
106408	DISCOUNT SCHOOL SUPPLY	Julia Nowicki Furniture Request	05/21/2026	941.96
106409	DUPAGE COUNTY HEALTH DEPARTMENT	Vision and Hearing Screening	05/21/2026	860.00
106410	EDU HEALTHCARE, LLC	Paraprofessional Services for 4/20/26 through	05/21/2026	4,853.00
106411	EDUCATIONAL BENEFIT COOPERATIVE	May 2026 Final Invoice for EBC - Medical	05/21/2026	362,184.70
106412	ENGIE RESOURCES LLC	Energy Services SE ALT - 03/30-04/29/2026	05/21/2026	4,193.07
106413	ENGLER CALLAWAY BAASTEN & SRAGA, LLC	Invoice for legal services April 2026	05/21/2026	9,099.00
106414	EVERWAY LLC	Supplies for Classroom Team Projects and	05/21/2026	537.00
106415	GOPHER SPORT	Diane Lazzar Materials Request	05/21/2026	1,034.01
106416	GOURMET GORILLA	Food Service- Transition April 2026	05/21/2026	10,803.54
106417	GRAFTON NTEGRATED HEALTH NETWORK	Ukera pads for staff	05/21/2026	2,647.90
106418	HOME DEPOT CREDIT SERVICES	Home Depot Monthly Credit Card Invoice	05/21/2026	4,764.83
106419	TKEYAH N HUNTER	Reimburse Lodging and Mileage for ITDHH	05/21/2026	540.85

Payables

SASED, IL

Check #	Name on Check	Description	Check Date	Amount
106420	ILLINOIS STATE POLICE	Fingerprinting March, 2026 (Invoice Number -	05/21/2026	297.00
106421	IMAGINE LEARNING LLC	Software - ESY/ credit recovery Southeast	05/21/2026	7,865.00
106422	INCIDENT IQ, LLC	iiQ Launchpad On-boarding Services	05/21/2026	2,175.00
106423	INCLUSIVE TLC	AT Supplies for Classroom Team Projects	05/21/2026	410.00
106424	INTERIM SCHOOL BUSINESS OFFICE INC.	Contract Services Business Dept. M Dyrek	05/21/2026	6,172.00
106425	ISCORP	Skyward Hosting Services - Student	05/21/2026	2,700.00
106426	JASON JOBB	Mileage Reimbursement for April 2026	05/21/2026	326.18
106427	KONICA MINOLTA BUSINESS SOLUTIONS USA INC.	Konica Minolta Maintenance Agreement May	05/21/2026	1,258.00
106428	LAUTERBACH & AMEN, LLP	2025 Audit	05/21/2026	3,900.00
106429	DIANE M LAZZAR	VMileage Reimbursement for 04/09-05/01-	05/21/2026	238.79
106430	MAXIM HEALTHCARE SERVICES	Nursing services for 4/20/26 through 4/24/26	05/21/2026	71,685.04
106431	MICROSONIC INC.	Earmolds - Invoice #: WC7926RL (BELLA	05/21/2026	478.00
106432	NAPERVILLE AREA HUMANE SOCIETY	Pet Therapy 05.08.25	05/21/2026	25.00
106433	NCS PEARSON	OTPT Assessment Forms Replenishment	05/21/2026	256.00
106434	NET56	Net56 USAC Agreement Internet Access	05/21/2026	42,889.18
106435	NEXTERA ENERGY SERVICES MIDWEST, LLC	Energy Services SE Alt 03/01-03/31/2026	05/21/2026	1,789.74
106436	NSN EMPLOYER SERVICES, INC.	Invoice 13801 - 2026-2027- Annual fee for	05/21/2026	1,096.26
106437	NU MOTION	New OTPT Equipment	05/21/2026	1,042.40
106438	OAKTREE PRODUCTS	Audiology Supplies: eartips, silicone singles,	05/21/2026	757.80
106439	LINDA ONDRUS	Bus Renewal Course 05.20.26	05/21/2026	150.00
106440	OPTIMA PLUMBING SUPPLY LLC	SE Door #9 Dual Water Fountain	05/21/2026	2,391.99
106441	ORKIN EXTERMINATING CO INC	Pest Control Services SE ALT	05/21/2026	126.22
106442	OTICON INC	Audiology Equipment for DHH Program	05/21/2026	2,247.99
106443	PRIMO BRANDS	Water Service/Delivery 04/09-05/08/2026	05/21/2026	998.22
106444	QUALITY INTEGRATED SOLUTIONS, INC.	Service Call 27492 04/28/2026	05/21/2026	152.50
106445	RINGCENTRAL INC	RingCentral Monthly Customer ID	05/21/2026	4,199.05
106446	SELF REGULATION SUPPORTS LLC	Stress Detective Clue Cards po 3002600032	05/21/2026	58.55

Payables

SASED, IL

Check #	Name on Check	Description	Check Date	Amount
106447	SIGN LANGUAGE INTERPRETERS INC.	Invoice SAS26001	05/21/2026	2,440.50
106448	SKYWARD ACCOUNTING DEPT	Student Management Core Lic/Software	05/21/2026	1,785.00
106449	SONITROL CHICAGOLAND WEST	Security Services 06/01/2026-08/31/2026	05/21/2026	697.89
106450	SONOVA USA INC.	DHH Program Phonak/ Sonova Open Repair	05/21/2026	12,073.46
106451	SUNBURST WORKFORCE ADVISORS, LLC	Teacher Assistants, Sign Language	05/21/2026	74,699.25
106452	TRUSTAGE	Retirement Solutions Contract 012-1653-4	05/21/2026	62.50
106453	TWO WAY RADIO CENTER	Replace broken radios	05/21/2026	503.50
106454	VERIZON WIRELESS	Invoices 6141473345 and 6141462355	05/21/2026	414.94
106455	WESTMONT CUSD #201	School Lunch Program - March 2026	05/21/2026	809.90
106456	WILLIAM MACGILL & CO.	Medical Underpads- Vicki Otto Nursing	05/21/2026	830.00
106457	WILLOWBROOK FORD INC.	Seat repair and fuel door housing LT5414	05/21/2026	474.89
106458	WINFIELD SCHOOL DISTRICT #34	Reimburse Trane invoices 990473356 and	05/21/2026	5,909.58
106459	XPRESSMYSELF.COM LLC, SMARTSIGN	Asset Tags for Audiology Equipment	05/21/2026	380.00
106460	YMCA OF METROPOLITAN CHICAGO	Usage of Indian Boundary YMCA for	05/21/2026	177.00
		Grand Totals: 67 Total Checks		**954,736.72**

Payables

SASED, IL

Check #	Name on Check	Description	Check Date	Amount
9252600754	2955, LLC	Lease Payment for June 2026-2900 Ogden	05/21/2026	56,100.00
9252600755	MAY K AHN	Mileage Reimbursement for April 2026	05/21/2026	384.07
9252600756	AL WARREN OIL CO., INC.	Fuel Delivery 05/07/2026	05/21/2026	2,119.29
9252600757	DANA B ALDRICH	Mileage Reimbursement for Mar 2026	05/21/2026	36.25
9252600758	VERONICA L ANDERSEN	Mileage Reimbursement for April 2026	05/21/2026	146.24
9252600759	EMILIA E ARIANO	Mileage Reimbursement for April 08 2026	05/21/2026	5.00
9252600760	GABRIELLE S BARNES	Mileage Reimbursement for Jan-Mar 2026	05/21/2026	18.19
9252600761	FRANK J BECVAR	Mileage Reimbursement for Jan-March 2026	05/21/2026	112.96
9252600762	RACHEL L BELL	Mileage Reimbursement for April 2026	05/21/2026	115.55
9252600763	BETH T BERGFELD	Mileage Reimbursement for April 2026	05/21/2026	166.97
9252600764	KRISTY L BOOTSMA	Mileage Reimbursement for Mar 2026	05/21/2026	25.81
9252600765	TINA L BUNGERT	Mileage Reimbursement for Mar 2026	05/21/2026	42.10
9252600766	CENTER CASS DISTRICT #66	School Lunch Program - March 2026	05/21/2026	717.57
9252600767	KRISTINE A CHAPLIN	Mileage Reimbursement for April 2026	05/21/2026	297.62
9252600768	COMMUNITY CONSOLIDATE SD #180	School Lunch Program - March 2026	05/21/2026	684.25
9252600769	HELEN S CREAGAN	Mileage Reimbursement for April 2026	05/21/2026	71.56
9252600770	MARIA A DORCHACK	Mileage Reimbursement for 2026	05/21/2026	251.36
9252600771	DOWNERS GROVE DISTRICT #58	School Lunch Program - March 2026	05/21/2026	1,041.18
9252600772	KIMBERLY J DRYIER	FY26 MILEAGE ALLOTMENT May 2026	05/21/2026	400.00
9252600773	DUPAGE COUNTY SCHOOL DIST. #45	School Lunch Program - March 2026	05/21/2026	4,665.29
9252600774	JENNIFER M ELIAS	Mileage Reimbursement for April 2026	05/21/2026	22.98
9252600775	ELMHURST CUSD #205	Mid-year true-up	05/21/2026	41,921.87
9252600776	MATTHEW J FLYNN	National Educator Shortage Summit	05/21/2026	901.20
9252600777	HEARTLAND ALLIANCE HEALTH CCIS	Lisle-Audiology, Audiology Interpreting,	05/21/2026	2,950.30
9252600778	JULIA L HOMAN	Mileage Reimbursement for April 2026	05/21/2026	298.19
9252600779	ERIN KANIEWSKI	Mileage Reimbursement for April 2026	05/21/2026	289.57
9252600780	KEENEYVILLE DISTRICT #20	School Lunch Program - March 2026	05/21/2026	392.00
9252600781	JOHN R LANGTON	Mileage Reimbursement for March 23 and	05/21/2026	35.96
9252600782	BETHANY L. LITCHFIELD	Mileage Reimbursement for April 2026	05/21/2026	88.16

Payables

SASED, IL

Check #	Name on Check	Description	Check Date	Amount
9252600783	ASHLEY N LOHRENZ	Mileage Reimbursement for April 2026	05/21/2026	268.54
9252600784	MAERCKER DISTRICT #60	School Lunch Program - March 2026	05/21/2026	1,866.13
9252600785	KRISTYN B MOROZ	Mileage Reimbursement for April 2026	05/21/2026	108.53
9252600786	LYNN E MOYNIHAN	Mileage Reimbursement for April 2026	05/21/2026	127.60
9252600787	KIMBERLY A MUELLER	Mileage Reimbursement for Feb. 3 - March	05/21/2026	515.45
9252600788	JENNIFER NATZKE	Mileage Reimbursement for Apr 2026	05/21/2026	73.95
9252600789	SUSAN L NOWAK	Mileage Reimbursement for Feb, Mar and	05/21/2026	255.21
9252600790	NICOLE L NUNZIATO	Mileage Reimbursement for Feb 2026	05/21/2026	260.63
9252600791	NICOLE G PALKA	Mileage Reimbursement for Jan and Feb	05/21/2026	31.90
9252600792	DARCEY L PELLICANO	Mileage Reimbursement for March and April	05/21/2026	115.85
9252600793	COLLEEN N PETERSON	Mileage Reimbursement for April 2026	05/21/2026	95.05
9252600794	ANGELA N. POLLAK	Mileage Reimbursement for April 2026	05/21/2026	21.75
9252600795	DANIELLE N POPIWCHAK	Mileage Reimbursement for April 2026	05/21/2026	376.08
9252600796	RELIANCE STANDARD LIFE INSURANCE COMPANY	Reliance May 2026 Invoice	05/21/2026	3,809.04
9252600797	RUTH E ROBERTS	Mileage Reimbursement for April 2026	05/21/2026	80.77
9252600798	BRIDGET E ROZPADEK	Mileage Reimbursement for March and April	05/21/2026	143.96
9252600799	JULIE A RUEB	Mileage Reimbursement for March and April	05/21/2026	66.10
9252600800	SALT CREEK SCHOOL DIST. #48	Mid-year true-up	05/21/2026	51,581.06
9252600801	MARGARET M SCHOLLE SHEARER	Mileage Reimbursement for Feb and March	05/21/2026	66.41
9252600802	KERRY M SHANAHAN	Mileage Reimbursement for April 2026	05/21/2026	237.66
9252600803	CLAIRE K SMITH	Mileage Reimbursement for April 2026	05/21/2026	159.79
9252600804	SARA TATHAM	Mileage reimbursement for April 2026	05/21/2026	50.48
9252600805	CYNTHIA TSCHETTER	Reimburse Uber expense from Hospital with	05/21/2026	9.21
9252600806	ELIZABETH I VANDERWOUDE	FY26 MILEAGE ALLOTMENT May 2026	05/21/2026	400.00
9252600807	ANNA M WALSH	Mileage Reimbursement for April 2026	05/21/2026	95.77
9252600808	KRISTEN E WARD	Mileage Reimbursement for April 2026	05/21/2026	33.35
9252600809	ELIZABETH WAWCZAK	Mileage Reimbursement for Feb 23 2026-Mar	05/21/2026	315.62
9252600810	RACHEL M WISNIEWSKI	FY26 MILEAGE ALLOTMENT May 2025	05/21/2026	400.00
			Grand Totals: 57 Total Checks	**175,867.38**

INTERIM CHECKS

April 2026 $ 48,204.89

Payables

SASED, IL

Check #	Name on Check	Description	Check Date	Amount
106388	METLIFE	May Metlife Dental and Vision Invoice for	04/29/2026	21,989.98
106389	WESTMONT JR. HIGH SCHOOL/SASED	Track fee for Jason Mena	04/29/2026	80.00
		Grand Totals: 2 Total Checks		**22,069.98**

Payables

SASED, IL

Check #	Name on Check	Description	Check Date	Amount
106299	BMO	Pcard statement 03.20.26	04/16/2026	26,134.91
		Grand Totals: 1 Total Checks		**26,134.91**

AP Check Register

AP Run: Interim 04.16.26 BMO — Post Date: 2026-04-16 — AP Run Type: R **SASED, IL**

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2026	106299	Check	BMO	26,134.91

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1stComm3092600107	Firstcomm Phone Bill February Inv. 128863915 and 128875483	03/30/2026	1,686.50		
				10 E 000 2660 3410 01 266000	*1,686.50*
Ab Abe 3.16.26	Ab Abebooks.co	03/31/2026	48.13		
				10 E 003 1206 4100 01 134202	*48.13*
ag pcard 03.20.26-2	Amy Gebre P-Card 03/20/2026 2/2	04/13/2026	124.48		
				10 E 012 1207 4100 01 134203	*124.48*
AG pcard03.20.26	Amy Gebre P-Card 03/20/2026	04/13/2026	210.86		
				10 E 014 1221 4100 01 134207	*210.86*
amaz1062600074	Reimbursement for Invoice 404309 xTool - Date 03-06-2026 30 Day Worry-Free DTF Bundle xTool Select Apparel Printer Film Rolls	03/30/2026	579.50		
				10 E 038 1459 3100 02 499800	*579.50*
amaz2032600092-2	Emma Borshell Materials Request	03/30/2026	7.10		
				10 E 003 1206 4100 01 134202	*7.10*
amaz2032600096-2	Tamara Hodalic Materials Request	03/30/2026	-18.95		
				10 E 003 1206 4100 01 134202	*-18.95*
amaz2032600105	Regina Fernandez Materials Request	03/30/2026	38.00		
				10 E 003 1206 4100 01 134202	*38.00*
amaz2032600106	Matthew Finn Materials Request	03/30/2026	37.98		
				10 E 003 1206 4100 01 134202	*37.98*
amaz2032600107	Patricia Vandercar Materials Request	03/30/2026	28.99		
				10 E 003 1206 4100 01 134202	*28.99*
amaz2032600108	Natasha Arroyo Materials Request- SEL and Sensory Support	03/30/2026	136.06		
				10 E 003 1206 4100 01 134202	*136.06*
amaz2042600099	Kelly Story Materials Request	03/30/2026	56.89		
				10 E 012 1207 4100 01 134203	*56.89*
amaz2042600100	Alyssa Hamblin Materials Request	03/30/2026	75.35		
				10 E 012 1207 4100 01 134203	*75.35*

AP Check Register

AP Run: Interim 04.16.26 BMO — Post Date: 2026-04-16 — AP Run Type: R **SASED, IL**

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2026	106299	Check	BMO	26,134.91

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
amaz2042600101	Alyssa Hamblin Material Request	03/30/2026	43.17		
				10 E 012 1207 4100 01 134203	*43.17*
amaz2042600102	Deborah Wetherhill Material Request	03/30/2026	14.88		
				10 E 012 1207 4100 01 134203	*14.88*
amaz2042600104	Amy Deegan Materials Request	03/30/2026	73.64		
				10 E 012 1207 4100 01 134203	*73.64*
amaz2042600105	Deborah Wetherhill Materials Request	03/30/2026	44.33		
				10 E 012 1207 4100 01 134203	*44.33*
amaz2052600155	Office and Admin Supplies	03/30/2026	94.96		
				10 E 004 1212 4100 01 134204	*94.96*
amaz2052600159	Books for Elementary	03/30/2026	36.21		
				10 E 004 1212 4100 01 134204	*36.21*
amaz2052600165	Kindergarten books and calmness materials/Pullins	03/30/2026	72.26		
				10 E 004 1212 4100 01 134204	*72.26*
amaz2052600166	Balance ball exercise yoga/Huerta	03/30/2026	35.98		
				10 E 004 1212 4100 01 134204	*35.98*
amaz2052600167	Speech students fidgets	03/30/2026	32.63		
				10 E 004 1212 4100 01 134204	*32.63*
amaz2062600036	Erin Sanzenbacher Materials Request	03/30/2026	9.99		
				10 E 003 1216 4100 01 134205	*9.99*
amaz2062600041	Gabi Barnes Material Request	03/30/2026	67.06		
				10 E 003 1216 4100 01 134205	*67.06*
amaz2062600042	Benjamin DeBruin Materials Request	03/30/2026	55.87		
				10 E 003 1216 4100 01 134205	*55.87*
amaz2062600043	Vicki Otto Materials Request	03/30/2026	10.19		
				10 E 049 1216 4100 01 134205	*10.19*
amaz2072600119-2	Morgan Holzwart Materials Request	03/30/2026	85.20		
				10 E 003 1220 4100 01 134206	*85.20*
amaz2072600121	Paul Martinez Materials Request	03/30/2026	37.55		
				10 E 003 1220 4100 01 134206	*37.55*

AP Check Register

AP Run: Interim 04.16.26 BMO — Post Date: 2026-04-16 — AP Run Type: R **SASED, IL**

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2026	106299	Check	BMO	26,134.91

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
amaz2072600132	Nikki Blome Materials Request	03/30/2026	99.33		
				10 E 003 1220 4100 01 134206	*99.33*
amaz2082600055-2	Bic Mechanical	03/30/2026	6.12		
				10 E 014 1221 4100 01 134207	*6.12*
amaz3002600038	Hook and Loop	03/30/2026	7.59		
				10 E 005 2130 4110 01 194001	*7.59*
amaz3002600039	OTPT OFFICE SUPPLIES	03/30/2026	174.94		
				10 E 004 2130 4100 01 194001	*174.94*
amaz3032600090	PD Teacher materials	03/30/2026	238.61		
				10 E 000 1200 4100 01 134208	*238.61*
amaz3042600008	AT Coaching Supplies for Training	03/30/2026	125.99		
				10 E 003 2210 4100 01 194010	*125.99*
amaz3042600009	Scanmarker Max Reading Pen – Designed for Classroom Support with Phonics Assistance, Lock Function and Assistive Web App	03/30/2026	678.00		
				10 E 003 2210 4100 01 194010	*678.00*
amaz3062600035-2	Supplies for Classroom Team Projects & Training	03/30/2026	779.47		
				10 E 010 2210 3100 01 194012	*779.47*
amaz3092600111	Magicard MC300YMCKO/2 for 300 series printers	03/30/2026	65.99		
				10 E 004 2660 4100 01 266000	*65.99*
amaz3122600069	Office Supplies for Lesli Urbik - Approved by E VanderWoude	03/30/2026	133.61		
				10 E 004 2320 4100 01 232000	*133.61*
amaz3182600076-2	supplies for PPE & McCarthy	03/30/2026	-119.30		
				10 E 000 2540 4100 01 254000	*-119.30*
amaz3182600079	CLassroom cleaning supplies	03/30/2026	318.65		
				10 E 000 2540 4100 01 254000	*318.65*
cm pcard 03.20.26	March Statement 3/20/26 - Miller	03/31/2026	54.66		
				10 E 001 2210 3120 01 134208	*54.66*
ConfMFlynn3102600081	AASPA Conference Registration, Flight and Hotel for Matthew Flynn.	03/30/2026	865.30		
				10 E 000 2642 3320 01 264200	*865.30*

AP Check Register

AP Run: Interim 04.16.26 BMO — Post Date: 2026-04-16 — AP Run Type: R **SASED, IL**

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2026	106299	Check	BMO	26,134.91

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
CR pcard 03.20.26	Carly Reddy P-Card 03/20/2026	04/09/2026	211.78		
				10 E 000 1206 3140 01 134202	*208.24*
				10 E 003 1206 4100 01 134202	*3.54*
CSpcard03.20.26	BMO Monthly Credit Card for Purchases made by Claire K. Smith on her P-Card for February 2026	03/31/2026	597.30		
				10 E 010 2210 3100 01 194012	*255.63*
				10 E 605 2210 3111 01 194012	*341.67*
Curric03.2026	Curriculum supplies	03/31/2026	442.00		
				10 E 001 2210 3120 01 134208	*442.00*
dl pcard 03.20.26	Bluedog Ink Purchases	03/31/2026	637.81		
				10 E 000 2660 3200 01 266000	*637.81*
DTF2082600057	Texturized fiberglass sheets	03/30/2026	159.70		
				10 E 000 1221 4100 01 134220	*159.70*
Gensupp03.2026	General Office/Kitchen Supplies 03.2026	03/31/2026	558.52		
				10 E 004 2320 4100 01 232000	*558.52*
Heatpress1062600073	From HeatPressNation Reimbursement for Invoice 3512673640, Order Date 03-06-2026	03/30/2026	2,096.50		
				10 E 038 1459 3100 02 499800	*2,096.50*
HollyBlvd2082600069	FIELD TRIP-03/13/2026 HOLLYWOOD BLVD CINEMA MC 6775 (J Marchese)	03/30/2026	580.00		
				10 E 000 1221 3140 01 134207	*580.00*
jd pcard 03.20.26	P-Card Statement 03/20/2026 J Duncan	03/31/2026	42.02		
				10 E 014 1221 4100 01 134207	*42.02*
jm pcard 03.20.26	P-Card Statement 03/20/2026 J Marchese	03/31/2026	47.90		
				10 E 000 1221 3140 01 134207	*30.48*
				10 E 014 1221 4100 01 134207	*17.42*
kc pcard 03.20.26	Kati Curby P-Card 03/20/2026	04/09/2026	105.75		
				10 E 000 1220 3140 01 134206	*105.75*
kp pcard 03.20.26	P-Card Statement 03/20/2026	03/31/2026	45.50		

AP Check Register

AP Run: Interim 04.16.26 BMO — Post Date: 2026-04-16 — AP Run Type: R **SASED, IL**

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2026	106299	Check	BMO	26,134.91

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
	K Peahl				
				10 E 013 2550 3310 01 134207	*45.50*
Lic Fee 3102600077	IDFPR - Fingerprint Vendor License Renewal	03/30/2026	153.38		
				10 E 000 2642 3100 01 264200	*153.38*
Lic Fee 3102600078	IDFPR - Fingerprint Vendor License Renewal	03/30/2026	153.38		
				10 E 000 2642 3100 01 264200	*153.38*
LL pcard 03.20.26	Monthly Statement llopez 03.20.26	03/31/2026	203.45		
				10 E 003 1212 4160 01 134204	*203.45*
lm pcard 03.20.26	Building/maintenance pcard statement 03.20.26	04/13/2026	1,056.26		
				10 E 000 2540 4100 01 254000	*1,056.26*
lz pcard 03.20.26	P-Card Statement 03/20/2026 L Zacharski	03/31/2026	290.00		
				10 E 000 1221 3140 01 134207	*250.00*
				10 E 014 1221 4100 01 134207	*40.00*
mb pcard 03.20.26	P-Card Statement 03/20/2026 M Baker	03/31/2026	295.08		
				10 E 000 1221 4100 01 134220	*295.08*
naper03.2026	SE Alt water/Dupage Public Works Sewer	03/31/2026	640.67		
				10 E 000 1212 4600 01 134204	*640.67*
offdep2042600106	AP P-CARD 03/20/2026 Office Max Purchase	03/30/2026	344.48		
				10 E 012 1207 4100 01 134203	*344.48*
offmax03.13.26	office Supplies	03/31/2026	78.79		
				10 E 012 1207 4100 01 134203	*78.79*
Paypal03.2026	paypal microbusiness 03.2026	03/31/2026	30.00		
				10 E 000 1216 3120 01 134205	*30.00*
pd pcard 03.20.26	P-Card Statement 03/20/2026 P Dugan	03/31/2026	169.67		
				10 E 014 1221 4100 01 134207	*169.67*
Pitney3092600098	Pitney Bowes Lease Quarterly Payment Invoice #3107652561	03/30/2026	995.46		
				10 E 005 2660 3100 01 266000	*995.46*

AP Check Register

AP Run: Interim 04.16.26 BMO — Post Date: 2026-04-16 — AP Run Type: R **SASED, IL**

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2026	106299	Check	BMO	26,134.91

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Pods//WCI 03.26	Pods/WCI Groot/Iron mountain 03.26	03/31/2026	3,869.46		
				10 E 001 1212 3200 01 134204	*3,869.46*
ROE Ref	ROE REFUND	03/31/2026	-5.00		
				10 E 013 2550 3100 01 255000	*-5.00*
sc pcard 03.20.26	S Cuomo/Transportation pcard 03.20.26	03/31/2026	3,476.88		
				10 E 013 2550 3100 01 255000	*39.00*
				10 E 013 2550 4100 01 255000	*3,437.88*
SL pcard 03.20.26	Pcard statement 03.20.26	04/13/2026	864.96		
				10 E 000 2320 3120 01 232000	*305.34*
				10 E 004 2320 4100 01 232000	*559.62*
T1 pcard 03.20.26	Transportation One P-Card 03/20/2026	04/13/2026	204.11		
				10 E 000 1220 3140 01 134206	*204.11*
T2 pcard 03.20.26	Transportation Two P-Card 03/20/2026	04/13/2026	33.19		
				10 E 000 1206 3140 01 134202	*33.19*
T2 pcard 03.20.26-2	Transportation Two P-Card 03/20/2026 2/2	04/13/2026	50.92		
				10 E 000 1220 3140 01 134206	*50.92*
T3 pcard 03.20.26	Transportation Three P-Card 03/20/2026 2/2	04/13/2026	225.89		
				10 E 000 1220 3140 01 134206	*225.89*
T3 pcard 03.20.26-2	Transportation Three P-Card 03/20/2026	04/13/2026	51.41		
				10 E 000 1206 3140 01 134202	*51.41*
tc pcard 03.20.26	Tara Corral P-Card 03/20/2026	04/13/2026	15.00		
				10 E 000 1207 3120 01 134203	*15.00*
walm2052600153-2	Room 5 in structional Ms Q.	03/30/2026	-61.08		
				10 E 004 1212 4100 01 134204	*-61.08*
walm2052600163	HS AIM Order	03/30/2026	207.82		
				10 E 004 1212 4100 01 134204	*207.82*
walm2052600164	Nurse items	03/30/2026	176.57		
				10 E 009 1212 4120 01 134204	*176.57*
walm2052600164-2	Nurse items	03/30/2026	-64.39		
				10 E 009 1212 4120 01 134204	*-64.39*

AP Check Register

AP Run: Interim 04.16.26 BMO — Post Date: 2026-04-16 — AP Run Type: R **SASED, IL**

Check Date	Check Number	Payment Type	Name	Check Amount
			Total:	**26,134.91**

Interim 04.16.26 BMO Summary

Type	Count	Amount
Regular Checks:	1	26,134.91
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**1**	**26,134.91**

Fund	Total
10 - EDUCATION FUND	26,134.91
	26,134.91

VOIDED CHECKS

April 2026	**$ 0**

School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors

From: Dr. Kim Dryier

Date: May 21, 2025

Re: Accept the adopted district resolutions to appoint a new representative and alternate representative to the SASED Governing Board

---

Summary: Per the Joint Agreement, each district must appoint a Board of Education member to act as the representative and alternate representative for the SASED Governing Board, who serve a two-year term expiring in May 2027. These new members will be seated effective May 28, 2025.

The following districts have submitted resolutions, adopted by their Board of Education, appointing new representatives and alternate representatives to the SASED Governing Board:

- Keeneyville SD 20
- Benjamin SD 25
- West Chicago Elementary SD 33
- District 45
- Salt Creek SD 48
- Downers Grove SD 58
- Cass SD 63
- Woodridge SD 68
- CHSD 94
- Westmont SD 201 - will adopt resolution at their June 17th meeting
- Lisle SD 202

Recommended Action: SASED Administration requests that the Board of Directors accept the resolutions as presented.

SASED BOARD OF DIRECTORS ALTERNATE AND GOVERNING BOARD APPOINTMENT RESOLUTION

WHEREAS, the Board of Education of **Maercker School District 60,** DuPage County, Illinois (hereinafter "Board"), is a Member District of The School Association for Special Education in DuPage County (hereinafter "SASED"), established pursuant to a Joint Agreement/Bylaws for SASED, dated April 30, 1981, as last amended May 20, 2026 (hereinafter "Agreement"); and

WHEREAS, pursuant to Article IV of the Agreement, SASED is managed by a Governing Board consisting of one representative of each Member District who is an elected official and one alternate representative who is an elected official, each whom serve a two-year term; and

WHEREAS, pursuant to amendment to the Joint Agreement/Bylaws for SASED to take effect May 20, 2026 under Article V of the Agreement, SASED is managed by a Board of Directors consisting of the Superintendent, who may appoint one alternate representative, who is an elected official and who serves a two-year term;

NOW, THEREFORE, be it hereby resolved by the Board of Education of **Maercker School District 60**, DuPage County, Illinois, as follows:

SECTION I: Robert Schaefer is hereby appointed as the Governing Board Representative.

SECTION II: Michael Jones is hereby appointed as the Governing Board Alternate Representative to perform all the functions of the Governing Board Representative to SASED, including attendance of meetings and voting, when the actual Governing Board Representative is unable to perform such functions.

SECTION III: Michael Jones is hereby appointed as the Board of Directors Alternate Representative to perform all the functions of the Board of Directors Representative to SASED, including attendance of meetings and voting, when the actual Board of Directors Representative is unable to perform such functions.

SECTION IV: This Resolution shall be in full force and effect at the May 20, 2026 Board of Directors meeting and the May 27, 2026 Governing Board meeting.

ADOPTED THIS 19th day of May, 2026, by the following vote:

AYES: BISHOP, PATEL, LEE, SCHAEFER, JONES, LINSON

NAYS: _____

ABSENT: LESLEY WRIGHT

BOARD OF EDUCATION
Maercker School District 60, DuPage County, Illinois

BY _____
Its President

ATTEST

BY _____
Its Secretary

SASED BOARD OF DIRECTORS ALTERNATE AND GOVERNING BOARD APPOINTMENT RESOLUTION

WHEREAS, the Board of Education of Cass School District 63, DuPage County, Illinois (hereinafter "Board"), is a Member District of The School Association for Special Education in DuPage County (hereinafter "SASED"), established pursuant to a Joint Agreement/Bylaws for SASED, dated April 30, 1981, as last amended May 20, 2026 (hereinafter "Agreement"); and

WHEREAS, pursuant to Article IV of the Agreement, SASED is managed by a Governing Board consisting of one representative of each Member District who is an elected official and one alternate representative who is an elected official, each whom serve a two-year term; and

WHEREAS, pursuant to amendment to the Joint Agreement/Bylaws for SASED to take effect once ratified by at least ⅔ of the SASED Member Districts' Board of Education, under Article V of the Agreement, SASED is managed by a Board of Directors consisting of the Superintendent, who may appoint one alternate representative, who is an elected official and who serves a two-year term;

NOW, THEREFORE, be it hereby resolved by the Board of Education of Cass School District 63, DuPage County, Illinois, as follows:

SECTION I: Katie Marinelli is hereby appointed as the Governing Board Representative.

SECTION II: Chris Green is hereby appointed as the Governing Board Alternate Representative to perform all the functions of the Governing Board Representative to SASED, including attendance of meetings and voting, when the actual Governing Board Representative is unable to perform such functions.

SECTION III: Katie Marinelli is hereby appointed as the Board of Directors Alternate Representative to perform all the functions of the Board of Directors Representative to SASED, including attendance of meetings and voting, when the actual Board of Directors Representative is unable to perform such functions.

SECTION IV: This Resolution shall be in full force and effect at the May 20, 2026 Board of Directors meeting and the May 27, 2026 Governing Board meeting.

ADOPTED THIS 19th day of May, 2026, by the following vote:

AYES: 7

NAYS: ϕ

ABSENT: ϕ

BOARD OF EDUCATION
Cass School District 63, DuPage County, Illinois

BY _____
Lana Johnson, President

ATTEST

BY _____
Urszula Tanouye, Secretary

SASED BOARD OF DIRECTORS ALTERNATE AND GOVERNING BOARD APPOINTMENT RESOLUTION

WHEREAS, the Board of Education of **Center Cass School District 66,** DuPage County, Illinois (hereinafter "Board"), is a Member District of The School Association for Special Education in DuPage County (hereinafter "SASED"), established pursuant to a Joint Agreement/Bylaws for SASED, dated April 30, 1981, as last amended May 20, 2026 (hereinafter "Agreement"); and

WHEREAS, pursuant to Article IV of the Agreement, SASED is managed by a Governing Board consisting of one representative of each Member District who is an elected official and one alternate representative who is an elected official, each whom serve a two-year term; and

WHEREAS, pursuant to amendment to the Joint Agreement/Bylaws for SASED to take effect May 20, 2026 under Article V of the Agreement, SASED is managed by a Board of Directors consisting of the Superintendent, who may appoint one alternate representative, who is an elected official and who serves a two-year term;

NOW, THEREFORE, be it hereby resolved by the Board of Education of **Center Cass School District 66**, DuPage County, Illinois, as follows:

SECTION I: **Doug Wiley** is hereby appointed as the Governing Board Representative.

SECTION II: **Brian Liedtke** is hereby appointed as the Governing Board Alternate Representative to perform all the functions of the Governing Board Representative to SASED, including attendance of meetings and voting, when the actual Governing Board Representative is unable to perform such functions.

SECTION III: **Doug Wiley** is hereby appointed as the Board of Directors Alternate Representative to perform all the functions of the Board of Directors Representative to SASED, including attendance of meetings and voting, when the actual Board of Directors Representative is unable to perform such functions.

SECTION IV: This Resolution shall be in full force and effect at the May 20, 2026 Board of Directors meeting and the May 27, 2026 Governing Board meeting.

ADOPTED THIS 6th day of **May, 2026**, by the following vote:

AYES: Watson, Spiegel, Dlugo, Liedtke, Sage, Wiley

NAYS: ϕ

ABSENT: DuPass

BOARD OF EDUCATION
_____, DuPage County, Illinois

BY _____
Its President

ATTEST

BY _____
Its Secretary

SASED BOARD OF DIRECTORS ALTERNATE AND GOVERNING BOARD APPOINTMENT RESOLUTION

WHEREAS, the Board of Education of **Woodridge School District 68,** DuPage County, Illinois (hereinafter "Board"), is a Member District of The School Association for Special Education in DuPage County (hereinafter "SASED"), established pursuant to a Joint Agreement/Bylaws for SASED, dated April 30, 1981, as last amended May 20, 2026 (hereinafter "Agreement"); and

WHEREAS, pursuant to Article IV of the Agreement, SASED is managed by a Governing Board consisting of one representative of each Member District who is an elected official and one alternate representative who is an elected official, each whom serve a two-year term; and

WHEREAS, pursuant to amendment to the Joint Agreement/Bylaws for SASED to take effect once ratified by at least ⅔ of the SASED Member Districts' Board of Education, under Article V of the Agreement, SASED is managed by a Board of Directors consisting of the Superintendent, who may appoint one alternate representative, who is an elected official and who serves a two-year term;

NOW, THEREFORE, be it hereby resolved by the Board of Education of **Woodridge School District 68** DuPage County, Illinois, as follows:

SECTION I: Lorie Barber is hereby appointed as the Governing Board Representative.

SECTION II: Dr. Cricel Molina de Mesa is hereby appointed as the Governing Board Alternate Representative to perform all the functions of the Governing Board Representative to SASED, including attendance of meetings and voting, when the actual Governing Board Representative is unable to perform such functions.

SECTION III: Dr. Cricel Molina de Mesa is hereby appointed as the Board of Directors Alternate Representative to perform all the functions of the Board of Directors Representative to SASED, including attendance of meetings and voting, when the actual Board of Directors Representative is unable to perform such functions.

SECTION IV: This Resolution shall be in full force and effect at the May 20, 2026 Board of Directors meeting and the May 27, 2026 Governing Board meeting.

ADOPTED THIS 18th day of May 2026, by the following vote:

AYES: Lorie Barber, Josh Christ, Donna Hebreard, Bob Lathrop, David Madden, Dr. Cricel Molina de Mesa, Stuart Vanorny

NAYS: None

ABSENT: None

BOARD OF EDUCATION
Woodridge SD68, DuPage County, Illinois

Stuart Vanorny
BY
Its President

ATTEST

Kim Superits
BY
Its Secretary

Audit trail

Details

FILE NAME	SASED BOARD OF DIRECTORS ALTERNATE.docx - 5/18/26, 8:49 PM
STATUS	Signed
STATUS TIMESTAMP	2026/05/20 02:04:24 UTC

Activity

SENT	superitsk@woodridge68.org **sent** a signature request to: • Kim Superits (superitsk@woodridge68.org) • Stuart Vanorny (vanornys@woodridge68.org)	2026/05/19 01:49:39 UTC
SIGNED	**Signed** by Kim Superits (superitsk@woodridge68.org)	2026/05/19 01:50:28 UTC
SIGNED	**Signed** by Stuart Vanorny (vanornys@woodridge68.org)	2026/05/20 02:04:24 UTC
COMPLETED	This document has been signed by all signers and is **complete**	2026/05/20 02:04:24 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.

SASED BOARD OF DIRECTORS ALTERNATE AND GOVERNING BOARD APPOINTMENT RESOLUTION

WHEREAS, the Board of Education of **DuPage High School District 88,** DuPage County, Illinois (hereinafter "Board"), is a Member District of The School Association for Special Education in DuPage County (hereinafter "SASED"), established pursuant to a Joint Agreement/Bylaws for SASED, dated April 30, 1981, as last amended May 20, 2026 (hereinafter "Agreement"); and

WHEREAS, pursuant to Article IV of the Agreement, SASED is managed by a Governing Board consisting of one representative of each Member District who is an elected official and one alternate representative who is an elected official, each whom serve a two-year term; and

WHEREAS, pursuant to amendment to the Joint Agreement/Bylaws for SASED to take effect once ratified by at least ⅔ of the SASED Member Districts' Board of Education, under Article V of the Agreement, SASED is managed by a Board of Directors consisting of the Superintendent, who may appoint one alternate representative, who is an elected official and who serves a two-year term;

NOW, THEREFORE, be it hereby resolved by the Board of Education of **DuPage High School District 88**, DuPage County, Illinois, as follows:

SECTION I: Donna Craft-Cain is hereby appointed as the Governing Board Representative.

SECTION II: Dan Olson is hereby appointed as the Governing Board Alternate Representative to perform all the functions of the Governing Board Representative to SASED, including attendance of meetings and voting, when the actual Governing Board Representative is unable to perform such functions.

SECTION III: Donna Craft-Cain is hereby appointed as the Board of Directors Alternate Representative to perform all the functions of the Board of Directors Representative to SASED, including attendance of meetings and voting, when the actual Board of Directors Representative is unable to perform such functions.

SECTION IV: This Resolution shall be in full force and effect at the May 20, 2026 Board of Directors meeting and the May 27, 2026 Governing Board meeting.

ADOPTED THIS 4th day of May, 2026, by the following vote:

AYES: Cain, Olson, Look, Stout, Finnegan, Poirier

NAYS: Ø

ABSENT: Taylor

BOARD OF EDUCATION
DuPage HS District 88, DuPage County, Illinois

BY _____
Its President

ATTEST

BY _____
Its Secretary

SASED BOARD OF DIRECTORS ALTERNATE AND GOVERNING BOARD APPOINTMENT RESOLUTION

WHEREAS, the Board of Education of Community High School District 99, DuPage County, Illinois (hereinafter "Board"), is a Member District of The School Association for Special Education in DuPage County (hereinafter "SASED"), established pursuant to a Joint Agreement/Bylaws for SASED, dated April 30, 1981, as last amended May 20, 2026 (hereinafter "Agreement"); and

WHEREAS, pursuant to Article IV of the Agreement, SASED is managed by a Governing Board consisting of one representative of each Member District who is an elected official and one alternate representative who is an elected official, each whom serve a two-year term; and

WHEREAS, pursuant to amendment to the Joint Agreement/Bylaws for SASED to take effect May 20, 2026 under Article V of the Agreement, SASED is managed by a Board of Directors consisting of the Superintendent, who may appoint one alternate representative, who is an elected official and who serves a two-year term;

NOW, THEREFORE, be it hereby resolved by the Board of Education of Community High School District 99, DuPage County, Illinois, as follows:

SECTION I: Christopher Espinoza is hereby appointed as the Governing Board Representative.

SECTION II: Don Renner is hereby appointed as the Governing Board Alternate Representative to perform all the functions of the Governing Board Representative to SASED, including attendance of meetings and voting, when the actual Governing Board Representative is unable to perform such functions.

SECTION III: Don Renner is hereby appointed as the Board of Directors Alternate Representative to perform all the functions of the Board of Directors Representative to SASED, including attendance of meetings and voting, when the actual Board of Directors Representative is unable to perform such functions.

SECTION IV: This Resolution shall be in full force and effect at the May 20, 2026 Board of Directors meeting and the May 27, 2026 Governing Board meeting.

ADOPTED THIS 18th day of May, 2026, by the following vote:

AYES: April Finan, Michael Riske, Katie Courtney, Ken Dawson, Don Renner + Christopher Espinoza

NAYS: None

ABSENT: Kara Casten

BOARD OF EDUCATION
Community High School District 99, DuPage County, Illinois

BY _____
Its President

ATTEST

BY _____
Its Secretary

SASED BOARD OF DIRECTORS ALTERNATE AND GOVERNING BOARD APPOINTMENT RESOLUTION

WHEREAS, the Board of Education of CCSD 180, DuPage County, Illinois (hereinafter "Board"), is a Member District of The School Association for Special Education in DuPage County (hereinafter "SASED"), established pursuant to a Joint Agreement/Bylaws for SASED, dated April 30, 1981, as last amended May 20, 2026 (hereinafter "Agreement"); and

WHEREAS, pursuant to Article IV of the Agreement, SASED is managed by a Governing Board consisting of one representative of each Member District who is an elected official and one alternate representative who is an elected official, each whom serve a two-year term; and

WHEREAS, pursuant to amendment to the Joint Agreement/Bylaws for SASED to take effect May 20, 2026 under Article V of the Agreement, SASED is managed by a Board of Directors consisting of the Superintendent, who may appoint one alternate representative, who is an elected official and who serves a two-year term;

NOW, THEREFORE, be it hereby resolved by the Board of Education of CCSD180, DuPage County, Illinois, as follows:

SECTION I: Carol Fawcett is hereby appointed as the Governing Board Representative.

SECTION II: Jennifer Greiss is hereby appointed as the Governing Board Alternate Representative to perform all the functions of the Governing Board Representative to SASED, including attendance of meetings and voting, when the actual Governing Board Representative is unable to perform such functions.

SECTION III: _____ is hereby appointed as the Board of Directors Alternate Representative to perform all the functions of the Board of Directors Representative to SASED, including attendance of meetings and voting, when the actual Board of Directors Representative is unable to perform such functions.

SECTION IV: This Resolution shall be in full force and effect at the May 20, 2026 Board of Directors meeting and the May 27, 2026 Governing Board meeting.

ADOPTED THIS 11th day of May, 2026, by the following vote:

AYES: Frankel, Najjar, McCormack, Greiss, Staes, Wilson, and Fawcett

NAYS: _____

ABSENT: _____

BOARD OF EDUCATION
CCSD 180, DuPage County, Illinois

BY _____
Its President

ATTEST

BY _____
Its Secretary

SASED BOARD OF DIRECTORS ALTERNATE AND GOVERNING BOARD APPOINTMENT RESOLUTION

WHEREAS, the Board of Education of Elmhurst School District 205 DuPage County, Illinois (hereinafter "Board"), is a Member District of The School Association for Special Education in DuPage County (hereinafter "SASED"), established pursuant to a Joint Agreement/Bylaws for SASED, dated April 30, 1981, as last amended May 20, 2026 (hereinafter "Agreement"); and

WHEREAS, pursuant to Article IV of the Agreement, SASED is managed by a Governing Board consisting of one representative of each Member District who is an elected official and one alternate representative who is an elected official, each whom serve a two-year term; and

WHEREAS, pursuant to amendment to the Joint Agreement/Bylaws for SASED to take effect once ratified by at least ⅔ of the SASED Member Districts' Board of Education, under Article V of the Agreement, SASED is managed by a Board of Directors consisting of the Superintendent, who may appoint one alternate representative, who is an elected official and who serves a two-year term;

NOW, THEREFORE, be it hereby resolved by the Board of Education of Elmhurst School District 205 DuPage County, Illinois, as follows:

SECTION I: Elizabeth Hosler is hereby appointed as the Governing Board Representative.

SECTION II: Kelly Asseff is hereby appointed as the Governing Board Alternate Representative to perform all the functions of the Governing Board Representative to SASED, including attendance of meetings and voting, when the actual Governing Board Representative is unable to perform such functions.

SECTION III: Dr. Kevin Rubenstein is hereby appointed as the Board of Directors Alternate Representative to perform all the functions of the Board of Directors Representative to SASED, including attendance of meetings and voting, when the actual Board of Directors Representative is unable to perform such functions.

SECTION IV: This Resolution shall be in full force and effect at the May 20, 2026 Board of Directors meeting and the May 27, 2026 Governing Board meeting.

ADOPTED THIS 19 day of May, 2026, by the following vote:

AYES: Dr. Henry, Mrs. Slowinski, Mrs. Hosler, Mr. Brespahan, Mrs. Trautmann & Mrs. Arvanitis

NAYS: 0

ABSENT: Mrs. Asseff

BOARD OF EDUCATION
Elmhurst CUSD 205, DuPage County, Illinois

BY _____
Its President

ATTEST

BY _____
Its Secretary

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: May 20, 2026
Re: Second Reading and Adoption of Policies included in the IASB PRESS Issue 121 Update and SASED Updates

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Summary: IASB PRESS Release 121 was released in March 2026 and Board review and adoption is required. These updates have been reviewed by the SASED Policy Committee on April 16, 2026, with suggested changes as presented.

Draft Update

2:200 - Types of Board Meetings
2:220 - Board Meeting Procedure
2:250 - Access to SASED Public Records
2:260 - Uniform Grievance Procedure
4:165 - Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
5:30 - Hiring Process and Criteria
5:50 - Drug and Alcohol Free workplace; E-Cigarette, Tobacco; and Cannabis Prohibition
6:65 - Student Social and Emotional Development - Updated for continuous improvement
6:100 - Using Animals in the Education Program
6:180 - Extended Instructional Programs
7:20 - Harassment of Students Prohibited
7:50 - Eligibility for Services
7:100 - Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
7:185 - Teen Dating V violence Prohibited
7:240 - Conduct Code for Participants in Extracurricular Activities
7:260 - Exemption from Physical Education
7:300 - Extracurricular Athletics
8:90 - Parent Organizations and Booster Clubs

Draft Update - Rewritten

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

Review and Monitor

7:220 - Bus Conduct
7:230 - Misconduct by Students with Disabilities
7:280 - Communicable and Chronic Infectious Disease

Section 5 Revisions by SASED

5:20 - Workplace Harassment Prohibited
5:40 - Communicable and Chronic Infectious Disease
5:80 - Court Duty
5:100 - Staff Development Program
5:110 - Recognition for Service
5:180 - Temporary Illness or Temporary Incapacity
5:184 - Leaves, Holidays, and Vacation
5:185 - Family and Medical Leave
5:200 - Terms and Conditions of Employment and Dismissal
5:210 - Resignations
5:230 - Maintaining Student Discipline
5:240 - Suspension
5:250 - Leaves of Absence
5:260 - Student Teacher, Interns and Practicum Students
5:310 - Compensatory Time-Off
5:330 - Sick Days, Vacation, Holidays, and Leaves

Recommended Action: SASED Administration requests that the Board of Directors review these policies as a second reading and adopt as presented.

POLICY MANUAL REVISIONS
March 2026 PRESS Update 121
and Section 5 SASED Revisions
1st Reading - April 22, 2026
Board Policies

Draft Update

2:200 - Types of Board Meetings- Updated for continuous improvement and clarification
2:220 - Board Meeting Procedure - Updated for continuous improvement
2:250 - Access to SASED Public Records - Updated in response to FOIA 5 ILCS 140/2 and 5 ILCS 140/3(c) and (j)
2:260 - Uniform Grievance Procedure - Legal references updated in response to ILCS 5/22-110 and continuous improvement
4:165 - Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors - Updated to the response in repeal of 105 ILCS 5/27-13.2 and also legal references are updated in response to 105 ILCS 5/27-1015 and 5/27-215
5:30 - Hiring Process and Criteria - Updated for continuous improvement
5:50 - Drug and Alcohol Free workplace; E-Cigarette, Tobacco; and Cannabis Prohibition - Updated for continuous improvement
6:65 - Student Social and Emotional Development - Updated for continuous improvement
6:100 - Using Animals in the Education Program - The legal are updated in response to 105 ILCS 5/27-265 and for continuous improvement
6:180 - Extended Instructional Programs - The legal references are updated in response to 105 ILCS 5/27-255
7:20 - Harassment of Students Prohibited - The legal references are updated in response to 105 ILCS 5/22-110
7:50 - Eligibility for Services - The legal references are updated in response to 105 ILCS 5/22-105
7:100 - Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students - The legal references are updated in response to 105 ILCS 5/22-105
7:185 - Teen Dating V violence Prohibited - The legal references are updated in response to 105 ILCS 5/27-240
7:240 - Conduct Code for Participants in Extracurricular Activities - The legal references are updated in response to 105 ILCS 5/27-255(d)
7:260 - Exemption from Physical Education - The legal references are updated in response to 105 ILCS 5/27-710
7:300 - Extracurricular Athletics - The legal references are updated and for continuous improvement
8:90 - Parent Organizations and Booster Clubs - Updated in response to a 5-year review

Draft Update - Rewritten

2:140-E - Exhibit - Guidance for Board Member Communications, Including Email Use - Rewritten in response to the FOIA 5 ILCS 140/2. SASED currently has a Board member email address - board@sased.org

Review and Monitor

7:220 - Bus Conduct - Suggested to be reviewed by the Board every five years and readopt with new date
7:230 - Misconduct by Students with Disabilities - Suggested to be reviewed by the Board every five years and readopt with new date
7:280 - Communicable and Chronic Infectious Disease - Suggested to be reviewed by the Board every five years and readopt with new date

Section 5 Revisions by SASED

5:20 - Workplace Harassment Prohibited - Updated to align with PRESS
5:40 - Communicable and Chronic Infectious Disease - Updated to align with PRESS
5:80 - Court Duty - Updated to align with PRESS
5:100 - Staff Development Program - Updated to align with PRESS
5:110 - Recognition for Service - New policy added to align with PRESS
5:180 - Temporary Illness or Temporary Incapacity - Updated to align with PRESS
5:184 - Leaves, Holidays, and Vacation - Remove policy and replace with 5:250 Leaves of Absence and 5:330 Sick Days, Vacation, Holidays, and Leaves
5:185 - Family and Medical Leave - Updated to align with PRESS
5:200 - Terms and Conditions of Employment and Dismissal - Updated to align with PRESS
5:210 - Resignations - Updated to align with PRESS
5:230 - Maintaining Student Discipline - Updated to align with PRESS
5:240 - Suspension - Updated to align with PRESS
5:250 - Leaves of Absence - Replaces 5:184 and aligns with PRESS
5:260 - Student Teacher, Interns and Practicum Students - Updated to align with PRESS
5:310 - Compensatory Time-Off - Updated to align with PRESS
5:330 - Sick Days, Vacation, Holidays, and Leaves - Replaces 5:184 and aligns with PRESS

PRESS Draft 121

Draft Update

Policies for Review

Document Status: Draft Update

GOVERNANCE

2:200 Types of Board Meetings

General

For all meetings of the Governing Board or Board of Directors and their committees, the Executive Director or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the Cooperative's Administrative Center. Board policy 2:220, *Board Meeting Procedure*, governs meeting quorum requirements.

The Executive Director is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Executive Director may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Executive Director shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the Cooperative's Administrative Center and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided

that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

4. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the Chairperson or by any five members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the Cooperative's Administrative Center main office[Q1] at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the SASED Website

In addition to the other notices specified in this policy, the Executive Director or designee shall post the following on the SASED website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

5 ILCS 140/, Freedom of Information Act.

105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Governing Board Meetings), 2:220 (Governing Board Meeting Procedure), 2:230 (Public Participation at Governing Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on SASED Property)

Adopted: December 13, 2023

Questions and Answers:

***Required Question 1. Some attorneys find the Open Meetings Act's (OMA's) posting requirements for special meetings to be unclear and recommend that a board post notices and agendas of such

meetings at the district's main office *and* at the location where the meeting is to be held. Consult the board attorney for guidance on this issue and ensure that posting practices align with this policy and administrative procedure 2:200-AP, *Types of School Board Meetings*. Posting at the meeting location promotes greater transparency.

Does the Board post notices and agendas for special meetings at the location where the meeting is to be held, in addition to posting at the district's main office? If yes, note that this policy may require posting in the same manner for reconvened and rescheduled meetings, in alignment with OMA.

X No (Default)
C Yes (IASB will revise this sentence after "the Cooperative's Administrative Center main office" to add "and the location where the meeting is to be held")

Document Status: Draft Update

GOVERNANCE

2:220 Board Meeting Procedure

Agenda

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

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Executive Director or the Chairperson shall be placed on the agenda for an upcoming meeting. Cooperative Rresidents of the area served by the Cooperative may suggest inclusions for the agenda. Discussion items suggested by residents of the area served by the Cooperative[PRESSPlus1] may be added to the agenda upon unanimous approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

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

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

Voting Method

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

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote[Q1] shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the Chairperson or other presiding officer may approve or deny the request, but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The Recording Secretary shall keep written minutes of all Board meetings (whether open or closed),

which shall be signed by the Chairperson and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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

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

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

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

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

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

Verbatim Record of Closed Meetings

The Executive Director, or the Board Secretary when the Executive Director is absent, shall audio record all closed meetings. If neither is present, the Board Chairperson or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label

the recording with the date and store it in a secure location. The Executive Director shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the SASED's administrative offices or their official storage location.

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

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

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

Quorum and Participation by Audio or Video Means

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

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or SASED business, (3) a family or other emergency, (4) unexpected childcare obligations, or (5) performance of *active military duty as a service member*. PRESSPlus2 If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Executive Director at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Executive Director will inform the Board Chairperson and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

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

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board Chairperson or, if the office is vacant or the Chairperson is absent or unable to perform the office's duties, the Vice Chairperson determines that an in-person meeting or a meeting conducted under the Quorum and Participation by Audio or Video Means subhead above, is not practical or prudent because of the disaster declaration; if neither the Chairperson nor Vice Chairperson are present or able to perform this determination, the Executive Director shall serve as the duly authorized designee for purposes of making this determination. The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

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

Broadcasting and Recording Board Meetings

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

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

LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7, Open Meetings Act.

105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

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

Adopted: December 13, 2023

Questions and Answers:

***Required Question 1. Does the Board take a roll call vote on *all* action items?

○ No (Default)
● Yes (IASB will replace this paragraph with the following sentence: The Board shall take a roll call vote on all matters requiring its action, including but not limited to, all questions involving the expenditure of money and all questions involving the closing of a meeting to the public.)

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 121, March 2026**

PRESSPlus 2. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/7(a), amended by P.A. 104-438. OMA borrows the definition for *active military duty* from the Service Member Employment and Reemployment Act, 330 ILCS 61/1-10. 5 ILCS 120/7(a), amended by P.A. 104-438. It means any full-time military service regardless of length or voluntariness, including, but not limited to, annual training, full-time National Guard Duty, and State active duty. 330 ILCS 61/1-10. *Service member* means a resident of Illinois who is a member of any component of the U.S. Armed Forces or

the National Guard of any state, D.C., a commonwealth, or territory of the U.S. **Issue 121, March 2026**

Document Status: Draft Update

GOVERNANCE

2:250 Access to SASED Public Records

Full access to SASED's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Executive Director or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor SASED's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of SASED's response.

Freedom of Information Officer

The Executive Director shall appoint an employee, who may be himself or herself, to serve as SASED's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy.

Definition

The SASED's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of SASED. SASED's public records do not include *junk mail.* PRESSPlus1

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to SASED's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. Email requests must include the entirety of the request within the body of the email and not as an attachment or hyperlink. PRESSPlus2 The Executive Director or designee shall instruct SASED employees to immediately forward any request for inspection and copying of a public record to SASED's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome;
4. The request would require SASED to open electronically attached files or hyperlinks to view or access details of a request. In that case, the requester shall be notified within five business days

that the entirety of the electronic request must appear within the body of the electronic submission; or

5. SASED has a reasonable belief that the request was not submitted by a person, and the requester fails to verify orally or in writing that they are a person within 30 days of SASED's request for such verification. PRESSPlus3

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse SASED's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If SASED's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as SASED's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at SASED's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from SASED's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to

SASED's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the SASED shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of SASED's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), SASED auditor, or other individual authorized by the Board of Directors or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.:

5 ILCS 140/, Illinois Freedom of Information Act.

50 ILCS 205/, Local Records Act.

105 ILCS 5/10-16 and 5/24A-7.1.

820 ILCS 40/11, Personnel Record Review Act.

820 ILCS 130/5, Prevailing Wage Act.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)

Adopted: December 13, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Freedom of Information Act (FOIA), 5 ILCS 140/2, amended by P.A 104-438. *Junk mail* means any unsolicited commercial mail or commercial electronic communication sent to a district and not responded to by a district. **Issue 121, March 2026**

PRESSPlus 2. Updated in response to FOIA, 5 ILCS 140/3(c), amended by P.A. 104-438. **Issue 121, March 2026**

PRESSPlus 3. Updated in response to FOIA, 5 ILCS 140/3(j), added by P.A. 104-438. **Issue 121, March 2026**

Document Status: Draft Update

GOVERNANCE

2:260 Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 *et seq.*
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*, excluding Title IX complaints governed by Board policy 2:265, *Title IX Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 *et seq.*
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq.*; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff *et seq.*
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this

grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement,

(2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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

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

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Executive Director shall provide his or her written decision to the Complainant and the accused as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Executive Director or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers

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

The Executive Director shall appoint a Title IX Coordinator to coordinate SASED's efforts to comply with Title IX.

The Executive Director shall appoint at least one Complaint Manager to administer this policy. If

possible, the Executive Director will appoint two Complaint Managers, each of a different each gender. SASED's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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

Nondiscrimination Coordinator: **Title IX Coordinator:**

Julia Wheaton 2900 Ogden Ave. Lisle, IL 60532 jwheaton@sased.org 630- 955-8107	Julia Wheaton 2900 Ogden Ave. Lisle, IL 60532 jwheaton@sased.org 630- 955-8107

Complaint Managers:

Dan Lawler 2900 Ogden Ave. Lisle, IL 60532 dlawler@sased.org 630- 955-8098	Elizabeth Vander Woude 2900 Ogden Ave. Lisle, IL 60532 evanderwoude@sased.org 630- 955-8102

LEGAL REF.:

8 U.S.C. §1324a *et seq.*, Immigration Reform and Control Act.

20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments; 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 *et seq.*, Age Discrimination in Employment Act.

29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

42 U.S.C. §2000d *et seq.*, Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e *et seq.*, Title VII of the Civil Rights Act of 1964.

42 U.S.C. §2000ff *et seq.*, Genetic Information Nondiscrimination Act.

42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act.

42 U.S.C. §12101 *et seq.*, Americans With Disabilities Act; 28 C.F.R. Part 35.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/22-110, 5/24-4, and 5/27-1 (5/27-23.7 and 45/1-45). PRESSPlus1

105 ILCS 45/, Education for Homeless Children Act.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

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

410 ILCS 513/, Ill. Genetic Information Privacy Act.

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

775 ILCS 5/, Ill. Human Rights Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: August 6, 2025

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

OPERATIONAL SERVICES

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, SASED's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board of Directors has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between SASED employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board of Director's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Executive Director or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:

    a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;

    b. Information in policy 7:250, *Student Support Services*, about: (i) SASED counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving SASED.

2. Train SASED employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:

    a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;

    b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and

    c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.

3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:

a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between SASED employees and students based upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and

c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.

4. Provide parents/guardians of students in any of grades K through 8 with not less than 14 days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing. PRESSPlus1

LEGAL REF.:

105 ILCS 5/10-23.13, 5/22-85.5, and 5/27-1015 and 5/27-13.2. PRESSPlus2

105 ILCS 5/5/27-215, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to the repeal of 105 ILCS 5/27-13.2, by P.A. 104-391. **Issue 121, March 2026**

PRESSPlus 2. The Legal References are updated in response to 105 ILCS 5/27-1015 and 5/27-215, both renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

General Personnel

5:30 Hiring Process and Criteria

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

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

Job Descriptions

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

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

Investigations

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

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

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

for student teaching, applicant for employment, or any SASED employee, then the Board must consider that person's status as a condition of employment.

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

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

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Executive Director shall ensure that an EHR is performed as required by State law. When the applicant is a executive director candidate, the Board President shall ensure that the EHR is initiated before a successful executive director candidate is offered employment by the Board.

Physical Examinations

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

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of such examination. PRESSPlus1

Orientation Program

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

LEGAL REF.:

8 U.S.C. §1324a *et seq.*, Immigration Reform and Control Act.

15 U.S.C. §1681 *et seq.*, Fair Credit Reporting Act.

42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), aff'd in part and remanded 115 Ill.2d 482(Ill. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Executive Director), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

Adopted: December 13, 2023

PRESSPlus Comments

PRESSPlus 1. Consult the board attorney if a staff member requests more than one physical examination to obtain a second opinion. **Issue 121, March 2026**

Document Status: Draft Update

General Personnel

5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All SASED workplaces are drug- and alcohol-free workplaces.

An employee is *on call* when SASED schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at SASED or another location previously designated by SASED.[PRESSPlus1] All employees shall be prohibited from engaging in any of the following activities while on SASED owned or leased premises, while performing work for SASED, or being on a call for SASED:

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

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

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

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

For purposes of this policy, *SASED premises* means workplace as defined in the Cannabis

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

As a condition of employment, each employee shall:

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

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

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

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

E-Cigarette, Tobacco, and Cannabis Prohibition

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

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

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

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

SASED Action Upon Violation of Policy

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

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

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

Disclaimer

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

LEGAL REF.:

20 U.S.C. §7101 *et seq.*, Safe and Drug-Free School and Communities Act of 1994.

21 U.S.C. §812, Controlled Substances Act; 21 C.F.R. §1308.11-1308.15.

41 U.S.C. §8101 *et seq.*, Drug-Free Workplace Act of 1988.

42 U.S.C. §12114, Americans With Disabilities Act.

21 C.F.R. Parts 1100, 1140, and 1143.

30 ILCS 580/, Drug-Free Workplace Act.

105 ILCS 5/10-20.5b.

410 ILCS 82/, Smoke Free Illinois Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 705/1-1 *et seq.*, Cannabis Regulation and Tax Act.

720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

23 Ill.Admin.Code §22.20.

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

(Visitors to and Conduct on School Property)

Adopted: December 13, 2023

PRESSPlus Comments

PRESSPlus 1. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc. **Issue 121, March 2026**

Document Status: Draft Update

INSTRUCTION

6:65 Student Social and Emotional Development

Social and Emotional Learning PRESSPlus1 (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Executive Director shall incorporate SEL into SASED's curriculum and other educational programs consistent with the Cooperative's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into SASED's curriculum and other educational programs may include but is not limited to:

1. Classroom and program-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age- and culturally appropriate classroom instruction, and SASED-wide and program-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Ongoing staff professional development and training support to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.

7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.:

~~Children's Mental Health Act.~~ 405 ILCS 49/ Children's Mental Health Act.

CROSS REF.: 1:30, (SASED Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

~~ADOPTED: August 10, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

INSTRUCTION

6:100 Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Executive Director in conjunction with host district policies and procedures assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Executive Director or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.:

105 ILCS 5/2-3.122 and 5/27-265[14 and 112]. PRESSPlus1

105 ILCS 5/112, Dissection Alternatives Act.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: August 19, 2013

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-265, renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

INSTRUCTION

6:180 Extended Instructional Programs

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

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

LEGAL REF.:

105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-255, 5/27-905, 5/27-1035, and 5/27-1050. PRESSPlus1

105 ILCS 110/3, Comprehensive Health Education Program.

105 ILCS 433/, Vocational Academies Act.

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-255, added by P.A. 104-391, replacing, in part, 105 ILCS 110/3, and in response to P.A. 104-391, renumbering and reorganizing various provisions throughout 105 ILCS 5/27. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

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

Sexual Harassment Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Program Administrator/Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking.

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

Nondiscrimination Coordinator:	**Title IX Coordinator:**
Julia Wheaton 2900 Ogden Ave. Lisle, IL 60532 jwheaton@sased.org	Julia Wheaton 2900 Ogden Ave. Lisle, IL 60532 jwheaton@sased.org

630- 955-8107	630- 955-8107

Complaint Managers:

Dan Lawler 2900 Ogden Ave. Lisle, IL 60532 dlawler@sased.org 630- 955-8098	Elizabeth Vander Woude 2900 Ogden Ave. Lisle, IL 60532 evanderwoude@sased.org 630- 955-8102

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

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

Investigation Process

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

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

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

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.*

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Grievance Procedure,* or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited,* the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

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

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS

5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

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

Enforcement

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

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited)*.

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

LEGAL REF.:

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

29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973; 34 C.F.R. Part 104.

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

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/22-110, 5/26A, and 5/27-1 and 5/27-23.7, PRESSPlus1

775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270

(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

Adopted: August 6, 2025

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:50 Eligibility for Services

Special education services shall be available to eligible children with disabilities, ages three (3) through twenty-one (21) years who are enrolled in the SASED member districts. The special education student who becomes twenty-two (22) years of age during the school year shall remain and continue to receive services until the end of the school year.

Unless otherwise determined by a student's IEP team, the student who has successfully completed a secondary program shall be granted a diploma by the student's resident school district and all eligibility for public school education, including special education and related services, is terminated. The parent, and, if appropriate, the student shall participate in the decision to terminate public school responsibility prior to age twenty-two (22) by accepting a high school diploma.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

LEGAL REF.:

8 U.S.C. §1101 *et seq.*, Illegal Immigrant and Immigrant Responsibility Act of 1996.

20 U.S.C. §1232g, Family Educational Rights and Privacy Act.

20 U.S.C. §1400 *et seq.*, Individuals With Disabilities Education Improvement Act.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act.

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/22-105, 5/26-1, and 5/26-2 ~~and 5/27-9.1~~. PRESSPlus1

105 ILCS 10/8.1, Ill. School Student Records Act.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2, Communicable Disease Prevention Act.

20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill.Admin.Code Part 226, Special Education.

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED August 16, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/22-105, titled *Health examinations and immunizations* (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

It shall be the responsibility of each member district of residence to ensure that all resident students comply with all applicable laws pertaining to health examinations and immunization schedules.

If a student attending a SASED class or program fails to comply with such laws, the District Superintendent or designee shall notify the Executive Director or designee to exclude said student from public school attendance until further notice.

LEGAL REF.:

42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act

105 ILCS 5/22-105. PRESSPlus1

105 ILCS 45/1-20, Education for Homeless Children Act.

410 ILCS 45/7.1, Lead Poisoning Prevention Act.

410 ILCS315/2e, Communicable Disease Prevention Act.

23 Ill.Admin.Code §1.530.

77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.

77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.

77 Ill.Admin.Code Part 690, Control of Notifiable Diseases and Conditions Code.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (Eligibility for Services), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: November 20, 2024

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/22-105, titled *Health examinations and immunizations* (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Executive Director or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:

    a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.

    b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a SASED employee, agent, or student from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.

    c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a SASED employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

    d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following SASED's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

    b. The Nondiscrimination Coordinator, Program Administrator/Coordinator, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with SASED's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This

includes incorporating student social and emotional development into SASED's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Program Administrator/Coordinator, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 5/27-240 PRESSPlus1

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: August 6, 2025

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-240, renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:240 Conduct Code for Participants in Extracurricular Activities

The Executive Director or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Executive Director or designee periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior.* All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038, 594 U.S. 180 (2021). PRESSPlus1

Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Bd. of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999).

Todd v. Rush County Schs., 133 F.3d 984 (7th Cir. 1998).

105 ILCS 5/24-24- and 5/27-255(d) 5/3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-255(d), renumbered

by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:260 Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of SASED.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees, or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Executive Director or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Program Administrator to be excused from physical education courses.

Students in grades 7 and 8 may submit a written request to the Program Administrator to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Program Administrator will evaluate requests on a case-by-case basis.

The Executive Director or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education.

LEGAL REF.:

105 ILCS 5/27-710. PRESSPlus1

225 ILCS 60/, Medical Practice Act.

23 Ill.Admin.Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-710, renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving SASED full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by an insurance PRESSPlus1 policy purchased through SASED-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance policy.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program, if requested.
7. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by SASED including, without limitation, signing an acknowledgment of receiving information about the Board's policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Executive Director or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

105 ILCS 5/10-20.30 and 5/22-80 PRESSPlus2.

23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:340 (Student Records)

Adopted: October 15, 2025

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 121, March 2026**

PRESSPlus 2. The Legal References are updated. **Issue 121, March 2026**

Document Status: Draft Update

COMMUNITY RELATIONS

8:90 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to SASED's schools. While parent organizations and booster clubs have no administrative authority and cannot determine SASED Board PRESSPlus1 policy, the Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use SASED's name, a SASED school's name, or a SASED school's team name, or any logo attributable to SASED provided they first receive the Executive Director or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, SASED staff, and community members.
5. A statement that SASED is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to SASED to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as SASED's representative. At no time does SASED accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Executive Director shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**

PRESS Draft 121

Draft Update - Rewritten Policies for Review

Communications To and From the Board

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

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

Note: Public records stored by board members on personal devices (i.e., texts) or personal email accounts pose significant logistical and administrative challenges for public record preservation and certain FOIA requests. It is therefore a best practice for board members to utilize District-issued email addresses for electronic communications that qualify as public records under the Freedom of Information Act (FOIA) or the Local Records Act (LRA). For that reason, the examples in this guidance focus primarily on board member email use, if applicable.

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

1. The Executive Director or designee is permitted to email information to Board members. For example, the Executive Director may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Executive Director should copy all other Board members and include a *do not reply/forward* alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."** Alternatively, the Superintendent may blind carbon copy (bcc) all other board members (preventing them from replying to all) and include a similar alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. To prevent replies or forwards to the group, all board members are blind carbon copied on this email. Only reply to the sender."**
2. Board members are permitted to discuss any matter except SASED business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss SASED business with more than one other Board member at a time, whether in person or by ~~telephone or email.~~ Telephone, email, text, or other electronic means. Stated another way, a Board

member may discuss SASED business in person or by telephone, email, text, or other electronic means with only one other Board member at a time. ~~However, a Board member should not facilitate interactive communication by discussing SASED business in a series of visits with, or telephone calls or emails to, Board members individually.~~

5. A Board member should not facilitate interactive communication by discussing SASED business in a series of visits with, or telephone calls, emails, texts, or other electronic communications to, Board members individually.
6. A Board member should include a *do not reply/forward* alert when emailing a message concerning SASED business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."** Alternatively, the board member may bcc the other board members and include a similar alert to the other board members, such as **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. To prevent replies or forwards to the group, all board members are blind carbon copied on this email. The recipient should not reply to it or forward it to another individual."**
7. Board members should not forward email received from another Board member.

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

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." 5 ILCS 140/2, ~~Email sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable)~~. amended by P.A. 104-438. Public records do not include junk mail. Junk mail includes unsolicited commercial electronic communications sent to SASED that it does not respond to. Id. Email or other electronic communications sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a public record (unless a FOIA exemption is applicable).

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

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

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

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

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

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:

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

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

When Must Electronic Communications Be Retained?

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

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

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

DATED : November 20, 2024

School Association for Special Education in DuPage County (SASED)

PRESS Draft 121

Review and Monitor

Policies for Review

Document Status: Review and Monitoring

STUDENTS

7:220 Bus Conduct

All students must follow SASED/member/resident district's *School Bus Safety Rules.* PRESSPlus1

School Bus Suspensions

The Executive Director, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Governing Board policy 7:190, *Student Behavior.*
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Executive Director or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus in collaboration with the district of residence, SASED may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. SASED/member/resident district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse SASED for any necessary repairs or replacement.

LEGAL REF.:

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

105 ILCS 5/10-20.14, 5/10-22.6, and 10/.

720 ILCS 5/14-3(m).

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 121, March 2026

Document Status: Review and Monitoring

STUDENTS

7:230 Misconduct by Students with Disabilities

Behavioral Interventions[PRESSPlus1]

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

SASED shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.:

Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.

Gun-Free Schools Act, 20 U.S.C. §7151 *et seq.*

34 C.F.R. §§300.101, 300.530 - 300.536.

105 ILCS 5/10-22.6 and 5/14-8.05.

23 Ill.Admin.Code §226.400.

Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 121, March 2026

Document Status: Review and Monitoring

STUDENTS

7:280 Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board's policies. The Executive Director or designee will develop procedures to safeguard these rights while managing health and safety concerns.[PRESSPlus1]

LEGAL REF.:

105 ILCS 5/10-21.11.

23 Ill.Admin.Code §§ 1.610 and 226.300.

77 Ill.Admin.Code Part 690.

20 U.S.C. §1400 *et seq.*, Individuals With Disabilities Education Improvement Act of 2004.

29 U.S.C. §794(a), Rehabilitation Act of 1973, Section 504.

ADOPTED: August 16, 2023

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 121, March 2026

Policies Reviewed by SASED

5:20 Workplace Harassment Prohibited

SASED expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. SASED employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure;* 2:265, *Title IX Grievance Procedure;* 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited.*

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

Sexual Harassment Prohibited

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

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

Making a Report or Complaint

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

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

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Program Administrator/Coordinator, the Nondiscrimination Coordinator, Title IX Coordinator, and/or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure.* If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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

Nondiscrimination Coordinator: **Title IX Coordinator:**

Julia Wheaton 2900 Ogden Ave. Lisle, IL 60532 jwheaton@sased.org 630- 955-8107	Julia Wheaton 2900 Ogden Ave. Lisle, IL 60532 jwheaton@sased.org 630- 955-8107

Complaint Managers:

Dan Lawler 2900 Ogden Ave. Lisle, IL 60532 dlawler@sased.org 630- 955-8098	Elizabeth Vander Woude 2900 Ogden Ave. Lisle, IL 60532 evanderwoude@sased.org 630- 955-8102

Investigation Process

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

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

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

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

Enforcement

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

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.:

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

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

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

775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

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

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

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

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

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

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

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

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

Adopted: August 6, 2025

School Association for Special Education in DuPage County (SASED)

5:40 Communicable and Chronic Infectious Disease

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

An employee with a communicable or chronic infectious disease is encouraged to inform the Executive Director or designee immediately and grant consent to being monitored by SASED's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Executive Director or designee concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

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

LEGAL REF.:

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

29 U.S.C. §791, Rehabilitation Act of 1973; 34 C.F.R. §104.1 *et seq.*

105 ILCS 5/24-5.

20 ILCS 2305/6, Department of Public Health Act.

820 ILCS 40/, Personnel Record Review Act.

77 Ill.Admin.Code Part 690, Control of Communicable Diseases.

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

Adopted: April 17, 2024

General Personnel

Court Duty

~~The District~~ SASED will deduct any fees that an employee receives for court duty, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least five days' prior notice of pending court duty to the District.

Witness Duty

~~The District~~ SASED will pay full salary during the time ~~a licensed~~ an employee is absent due to a subpoena to serve as a witness in a trial or have a deposition taken in any school-related matter pending in court.

Jury Duty

~~The District~~ SASED will pay full salary during the time ~~a licensed~~ an employee is absent due to jury duty.

LEGAL REF.: 105 ILCS 5/10-20.7.
705 ILCS 305/4.1, Jury Act.

5:100 Staff Development Program

The Executive Director or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by SASED and the Board.

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

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

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

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

1. Health conditions of students, including but not limited to training on:
    a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
    b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
    c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
    d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
    e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
    f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).

4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11.
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
    a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
    b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
    c. Implementing SASED's policies and procedures regarding such youth, including confidentiality; and
    d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 5/27-240 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
    a. The federal Americans with Disabilities Act as it pertains to the school environment; and
    b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
    a. Teacher-student conduct;
    b. School employee-student conduct; and
    c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-115 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for all school personnel and school resource officers on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b), the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.

4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all SASED staff, annual sexual harassment prevention training.
9. Title IX requirements for training in accordance with 34 C.F.R. Part 106 (see Board policy 2:265, *Title IX Grievance Procedure*).
10. Training for all SASED employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*).

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

~~An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.~~

LEGAL REF.:

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

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

105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, 5/22-115, 5/24-5, and 5/26A.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

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

105 ILCS 150/25, Seizure Smart School Act.

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

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: December 17, 2025

General Personnel

Recognition for Service

The Board will periodically recognize those SASED employees who contribute significantly to the educational programs and welfare of the students.

Adopted: June 10, 2026

General Personnel

Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, SASED-paid insurance programs, etc.) will be deducted from the SASED's compensation liability to the employee. The Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary. Those insurance plans privately purchased by the employee and to which SASED does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Executive Director may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at SASED's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act.
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.
Elder v. School Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).
School SASED No. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

General Personnel

Leaves, Holidays, and Vacations

Each provision, term, and condition of the following policy shall apply to all SASED employees except where a collective bargaining agreement, memorandum of understanding or memorandum of agreement offers a specific differing provision, term, or condition to a bargaining unit employee or individual employment contract or benefit plan. In such a case, the specific differing provision, term, or condition shall apply to the bargaining unit employee. In the absence of a specific differing provision, term, or condition, the policy shall be fully applicable to a bargaining unit employee. In the event of a conflict, such provision is severable, and the applicable bargaining agreement or individual agreement will control.

Sick Leave

All SASED full-time employees shall be entitled to fourteen (14) paid sick leave days per school term unless otherwise specified in a collective bargaining agreement. Sick leave may be used on an hourly basis, or in one half (1/2) or full day increments. Sick leave shall accumulate to a maximum of days allowed by either IMRF or TRS for employees not in a bargaining unit. Employees in a bargaining unit should consult their CBA for more information. Sick leave may be used for personal illness, mental or behavioral health complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. Immediate family shall be defined as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardian.

As a condition for paying sick leave after three consecutive days absence, the Board or Executive Director may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith.

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

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or adopting the child, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Executive Director may require that the employee provide evidence that the formal adoption or foster care process is underway.

Personal Business Leave

All SASED full-time employees are entitled to two (2) days of paid Personal Business Leave each work year, upon written notice to the Executive Director or designee. Part-time employees shall be granted pro-rated personal business leave based on the percentage of time worked. Such leave shall be for a purpose which cannot be concluded during non-school days or hours. Such notice and approval shall be submitted to the Executive Director or designee at least two (2) working days in advance.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave day request should be submitted to the Program Administrator at least two days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or the last five days of the school year. The foregoing restriction may be waived by the Executive Director for good cause and such waiver shall be non-precedential.
3. Personal leave may not be used on an in-service training day and/or institute training days.
4. Personal leave may not be used when the employee's absence would create staffing or other issues.
5. Personal leave may not be used by more than 10% of the staff in each building at the same time.
6. Personal Business Leave shall not be granted for purposes of recreation, accompanying another on a trip, a job interview, any activity likely to produce income (except as a result of the sale of a personal residence), or to participate in any form of work stoppage or protest.
7. Personal Business Leave may be utilized for illness, for observance of a religious holiday of the employee's faith or for bereavement leave.

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

Emergency Leave

The Board of Directors shall grant to each full-time employee, one (1) day of paid Emergency Leave each work year. Part-time employees shall be granted pro-rated emergency leave based on the percentage of time worked.

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

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

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

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

Holidays

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

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SASED employees will not be required to work on:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Juneteenth National Freedom Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas Day

A holiday will not cause a deduction from an employee's time or compensation. SASED may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Vacation

All full-time 12-month employees will be entitled to ten (10) paid vacation days unless otherwise negotiated in a collective bargaining agreement. After the 5th year of employment, one additional vacation day per year will be earned to a maximum of 20 days per year in the 15th year. 12-month employees who work part-time or are employed after July 1 of any fiscal year shall be granted vacation days on a pro-rata basis as a percentage of actual time worked. Vacation days earned during any fiscal year will be available for use by the employee until January 1 of the following fiscal year. Employees receiving vacation time will be required to use all vacation time during the year issued. Any days not used will be forfeited.

Family Bereavement Leave

State law allows a maximum of 10 unpaid workdays for eligible employees to take bereavement leave for the death of a covered family member. The first three (3) days of leave connected with such death shall not be deducted from accumulated sick leave, personal/emergency leave, or occasion any loss of salary. If circumstances require additional absence due to such death, such leave shall be unpaid. Employees who work less than full-time will receive paid Bereavement Leave on a pro-rata basis. Bereavement leave shall not accumulate in any form. A full-time employee hired at any time during a school year will receive this benefit. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, brothers-in-law, sisters-in-law, or legal guardian.(2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a significant event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a significant event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. This policy does not create any right for an

employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as reemployment rights, will be granted in accordance with State and federal law.

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

Leave to Serve as an Election Judge

Any staff member who is appointed to serve as an election judge under State law may, after giving at least 20 days' written notice to SASED, be absent without pay for the purpose of serving as an election judge. No more than 10% of SASED's employees may be absent to serve as election judges on the same Election Day.

School Visitation Leave

An eligible staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the staff member's child, if the conference or meeting cannot be scheduled during non-work hours. Staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the staff member, except sick and disability leave.

Leaves for Victims of Domestic, Sexual Violence, Gender Violence, or Other Crime of Violence (VESSA)

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

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Employees may use accrued leave time to run concurrently with unpaid VESSA leave. An employee may continue his/her health insurance at the employee's sole cost.

Extended Leave of Absence

The Board of Directors may grant a leave of absence for any of the purposes specified herein for tenured SASED staff. Such leave may be for one (1) full semester or one (1) full school term and shall be without pay and benefits unless otherwise specified by the Board of Directors. A request for such leave shall be made to the Executive Director or designee one full semester prior to the leave start. Reasons for which the Board of Directors may grant such leave are:

1. An exchange teaching or professional program in another state, territory, or country.
2. An educational program related to the teacher's/licensed employee's current assignment. A determination regarding whether or not such proposed educational program is related to the teacher's/licensed employee's current assignment shall be made by the Executive Director.
3. Travel related to the teacher's/licensed employee's professional activities.

4. A work program that can reasonably be expected to result in the teacher's/licensed employee's professional growth in the areas of his or her current assignments.
5. For other reasons which may benefit SASED as determined solely by the Board of Directors.

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83 (final citation pending), 5/24-2, 5/24-6, and 5/24-6.3.
105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
20 ILCS 1805/30.1 et seq.
10 ILCS 5/13-2.5, Election Code.
105 ILLC 5/10-20.7b, 5/24-2, and 5/24-6
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
820 ILCS 147/1 et seq. and 180/1 et seq.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:184 (Leaves, Holidays and Vacations), 5:185 (Family and Medical Leave)

ADOPTED: August 16, 2023

General Personnel

5:185 Family and Medical Leave

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

Leave Description

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

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each year, on a rolling 12-month period measured backward from the date the employee uses any FMLA leave so that the remaining leave entitlement is the balance of the 12 weeks that has not been used during the immediately preceding 12 months. ~~Each 12-month period, beginning September 1 and ending August 31 of the next year.~~

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

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

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

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.

5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided by federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness, as provided by federal rules.

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

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

Eligibility

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

1. ~~The employee is employed at a worksite where at least 50 employees are employed within 75 miles; and~~
2. The employee has been employed by SASED for at least 12 months and has been employed for at least 1,000 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by SASED need not be consecutive. However, SASED will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301 *et seq.*, or when a written agreement exists concerning SASED's intention to rehire the employee.
3. The employee is a full-time classroom teacher.

Requesting Leave

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

Certification

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

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

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

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

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

Continuation of Health Benefits

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

Changed Circumstances and Intent to Return

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

Return to Work

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

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

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

Implementation

The Executive Director or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.:

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

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:184 (Leaves, Holidays and Vacations), 5:310 (Compensatory Time-Off)

ADOPTED: August 16, 2023

5:200 Terms and Conditions of Employment and Dismissal

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

The Board of Directors delegates authority and responsibility to the Executive Director to manage the terms and conditions for the employment of professional personnel. The Executive Director shall act reasonably and comply with State and federal law as well as any applicable collective bargaining employment in effect. The Executive Director is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year

Professional staff shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 work days, including institute days. Teachers are not required to work on legal school holidays unless SASED or the Member District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans Day).

School Day

Professional staff are required to work the school day adopted and assigned by the Board.

SASED accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breast milk according to provisions in State and federal law. Professional personnel employed for at least 4 hours per day shall receive an unpaid duty-free lunch of at least 30 minutes in duration.

Compensation

Professional staff shall be paid according to the salary schedule or pay range adopted by the Board. Staff shall be paid at least monthly on a 10 or 12 month basis, but in no case less than the minimum salary provided by the School Code.

Assignments and Transfers

The Executive Director is authorized to make work assignments, study hall, extra class duty, and extracurricular assignments. In order of priority, except as otherwise provided by law, assignments shall be made based on SASED's needs and best interests, employee qualifications, and employee desires.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their SASED employment to any student(s) attending school in SASED programs. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

SASED will follow State law when dismissing an educator.

Evaluation

~~The District's~~ SASED's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Executive Director will provide the Board with a written report which outlines the results of ~~the District's~~ SASED's teacher evaluation system.

LEGAL REF.:

29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.

42 U.S.C. §2000gg *et seq.*, Pub. L. 117-328, Pregnant Workers Fairness Act.

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-96, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).

Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

Adopted: December 17, 2025

5:210 Resignations

Educators may resign at any time with consent of the Board. No educator may resign during the school term in order to accept another teaching position without the consent of the Board. An educator may resign outside of a school term if the educator provides written notice to the secretary of the Board, at least 30 calendar days prior to the first student attendance day of the following school year. Educators who resign with less than 30 days' notice prior to the first student attendance day of the following school term will be deemed to have resigned during the school term.

Breach of Contract

Any resignation or notice of resignation by a contractual employee of less than (30) days before the beginning of the school year or during the school year in order to accept another similar position shall be deemed a breach of contract.

The SASED Board of Directors may withhold four (4) percent of that employee's contract salary as liquidated damages for securing a replacement for said employee and for other administrative expenses. The Board of Directors also may initiate action to revoke the employee's license.

LEGAL REF.:

105 ILCS 5/24-14.

Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill.App.3d 433 (1st Dist. 2006).

Adopted: December 13, 2023

5:230 Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Executive Director or designee shall ensure that all teachers, other licensed educational employees (except for individuals employed as paraprofessional educators), and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board of Directors policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior disrupts instruction or presents a danger to the student or others, the teacher or responsible employee should first discuss the matter with the student, if appropriate. If the behavior continues, the teacher or responsible employee should consult with the Building Principal/Program Administrator and/or discuss the problem with the parent(s)/guardian(s). A teacher or responsible employee may temporarily remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students or presents a danger to students' or others safety. A student's removal must be in accordance with Board policy and administrative procedures; applicable federal and State laws and regulations, including but not limited to those pertaining to the discipline of students with disabilities; and, consistent with the student's Individual Educational Plan (IEP) and/or Functional Analysis of Behavior/Behavior Management Plan (FBA/BMP), and restraint and timeout policies and procedures.

SASED personnel or responsible employees shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) is prohibited in all circumstances. SASED personnel may only use reasonable force as permitted by 105 ILCS 5/10-20.33.

LEGAL REF.:

105 ILCS 5/22-100 and 5/24-24.

23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

Adopted: November 20, 2024

Professional Personnel

Suspension

Suspension Without Pay

The Board may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to SASED. ~~Administrative staff members may not be suspended without pay as a disciplinary measure.~~

Misconduct that is detrimental to SASED includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Executive Director or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Executive Director or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board or Executive Director or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in SASED's best interests, (2) as a disciplinary measure for misconduct that is detrimental to SASED as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Executive Director or designee shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)

Upon receipt of a DCFS recommendation that SASED remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with SASED, the Board or Executive Director or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
   a. A suspension with pay; or
   b. A suspension without pay.

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to SASED all compensation and the value of all benefits received by him

or her during the suspension. The Executive Director will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 105 ILCS 5/24-12.
5 ILCS 430/5-60(b), State Officials and Employee Ethics Act.
325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).
Barszcz v. Cmty College Dist. No. 504, 400 F.Supp. 675 (N.D. Ill. 1975).
Massie v. East St. Louis Sch. Dist. No.189, 203 Ill.App.3d 965 (5th Dist. 1990).

CROSS REF.: 5:290 (Employment Termination and Suspensions)

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Professional Personnel

Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Each full-time professional staff member is granted 14 days sick leave each school year at full pay. Unused days are allowed to accumulate to 180 days or to the maximum number of days allowed by either TRS or IMRF for an employee not included in a bargaining unit. Sick leave is defined in State law as personal illness, mental or behavioral health complications, quarantine at home, serious illness or death in the immediate family or household which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, brother-in-law, sister-in-law, or legal guardian, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Executive Director deem necessary in other cases, the Board or Executive Director may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Executive Director requires a certificate during a leave of less than three days for personal illness, SASED shall pay the expenses incurred by the employee in obtaining the certificate.

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

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Executive Director may require that the employee provide evidence that the formal adoption or foster care process is underway.

Family Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, spouse, domestic partner, sibling, parent,

mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if SASED employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies SASED of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

Personal Leave

Professional staff members are granted two personal leave days per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal three days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Executive Director grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last five days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

Leave of Absence Without Pay

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to SASED, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of SASED's employees may be absent to serve as election judges on the same Election Day.

Child-Rearing Leave

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher should request, if possible, a child-rearing leave by notifying the Executive Director or designee in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

Leaves for Service in the Military

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

General Assembly Leave

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

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

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

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

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

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

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

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) up to 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in SASED, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2, and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.

COVID-19 Paid Administrative Leave

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

Family Neonatal Intensive Care Leave

An unpaid leave from work is available to any staff member whose child is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal Intensive Care Leave Act. If SASED employs at least 51 employees, an employee is entitled to a total of 20 days of unpaid leave while a child of the employee is a patient in a NICU. SASED may require reasonable verification of the employee's child's length of stay in a NICU.

LEGAL REF.: 105 ILCS 5/10-20.83, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Family Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
820 ILCS 157/, Family Neonatal Intensive Care Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

5:260 Student Teachers, Interns and Practicum Students

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

The Executive Director or designee is authorized to accept students from university-approved Teaching, Speech Pathology, Audiology, School Psychology, Social Work, School Nursing, Occupational and Physical Therapy training programs to do student teaching, practicum, or internships with SASED. No individual who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code is permitted to student teach or complete field or other clinical experience.

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

1. SASED performed *complete criminal history records check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A *complete criminal history records check* pursuant to 105 ILCS 5/10-21.9 shall include:

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

The school Code requires each student teacher, intern or practicum student must provide written authorization for, and pay the costs of, his or her criminal history records check 105 ILCS 5/10-21.9(g) (including any applicable vendor's fees unless waived by organization). Upon receipt of this authorization and payment, the Executive Director or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Ill. State Police (ISP). The Executive Director or designee will provide each student teacher with a copy of his or her report.

Assignment

The Executive Director or designee shall be responsible for coordinating placements of all student teachers within SASED. Student teachers, practicum, and intern candidates should be assigned to supervising employees whose qualifications are acceptable to SASED and the student's respective colleges or universities.

LEGAL REF.:

34 U.S.C. §20901 *et seq.*, Adam Walsh Child Protection and Safety Act, P.L. 109-248.

20 ILCS 2635/1, Uniform Conviction Information Act.

105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

Adopted: December 13, 2023

5:310 Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act (FSLA), 29 U.S.C. §201 *et seq.*, and (2) are not represented by an exclusive bargaining representative.

With prior administrative approval, employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour (in excess of 40 hours per week worked) of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in half hour increments with one hour being the lowest increment provided such requests do not unduly disrupt SASED's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Executive Director or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.:

29 U.S.C. §201 *et seq.*, Fair Labor Standards Act; 29 C.F.R. Part 553.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

Adopted: September 18, 2024

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 14 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, or to the maximum number of days allowed by IMRF for an employee not included in a bargaining unit. including the leave of the current year.

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, brother-in-law, sister-in-law, or legal guardian, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Executive Director or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Executive Director deem necessary in other cases, the Board or Executive Director may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Executive Director requires a certificate during a leave of less than three days for personal illness, SASED shall pay the expenses incurred by the employee in obtaining the certificate.

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

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Executive Director may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule, based on the employee's length of employment with SASED:

Year 1: Employees accumulate 0.83 vacation days per month, for a maximum of 10 days in year 1.
Years 2-4: Employees are granted 10 vacation days at the start of each school year, on July 1.
Years 5-9: Employees are granted 15 vacation days at the start of each school year, on July 1.
Year 10 and after: Employees are granted 20 vacation days at the start of each school year, on July 1.

Part-time employees who work at least half-time for 12 months are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Executive Director will determine the procedure for requesting vacation.

Vacation days must be used by the end of the school year in which they are earned/granted; they do not carry over or accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of unused and non-forfeited vacation.

Holidays

Unless SASED has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, SASED employees will not be required to work on:

New Year's Day
Martin Luther King Jr.'s Birthday
President's Day
Memorial Day
Juneteenth National Freedom Day
Independence Day
Labor Day
Indigenous People's Day
Thanksgiving Day
Christmas Day

A holiday will not cause a deduction from an employee's time or compensation. SASED may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have two paid personal leave days per year. Part-time or late-hired employees shall be granted pro-rated personal leave based on the percentage of time worked. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to their direct supervisor three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Executive Director grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Family Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: May 20, 2026
Re: Approval of the Facility Use Agreement with NIU-Naperville for SASED Opening Day 2026

Summary: SASED's Opening Day 2026 will be held at NIU-Naperville on August 12, 2026. August 13-14, 2026 will be used for CPI training days.

Financial Impact: NIU's Facility Rental Agreement for the three days totals $19,778 and is included in the FY27 Budget.

Recommended Action: SASED Administration requests that the Board of Directors approve the SY26-27 Facility Use Agreement with NIU, as presented.

NORTHERN ILLINOIS UNIVERSITY

Conference and Event Services

Facilities Use Agreement VERSION 3

NIU Naperville Conference Center
1120 East Diehl Road Naperville, IL 60563
Phone: (815) 753-8434

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

1. Facilities

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

Teacher Orientation

The Event name shall be posted as: **SASED Orientation Day 2026**

Client information:

Address: 2900 Ogden Ave Lisle, IL 60532
Phone: (630) 778-4500
Email: slowe@sased.org
Fax: (630) 778-0196
Main Contact: Senga Lowe

Event and Facilities details:

Planned Attendance: 400

Start Date	Start Time	End Time	Room	Rental Fee	Event	Setup
Aug 12, 2026	6:30AM	8:00AM	Ballroom 101A/B/C		Client Setup/AV Testing	Theater Seating
Aug 12, 2026	7:00AM	5:00PM	Atrium		Registration	Registration Tables
Aug 12, 2026	7:30AM	11:00AM	Atrium		Limited AM Break	Catering Tables
Aug 12, 2026	7:30AM	4:00PM	Room 250	200.00	Wellness Room	Planner Defined
Aug 12, 2026	8:00AM	2:30PM	Ballroom 101A/B/C	1428.00	General Session	Theater Seating
Aug 12, 2026	8:00AM	4:00PM	Classroom 119	221.00	Breakout	Classroom Seating
Aug 12, 2026	8:00AM	4:00PM	Classroom 121	221.00	Breakout	Classroom Seating
Aug 12, 2026	8:00AM	4:00PM	Classroom 164	221.00	Breakout	Classroom Seating
Aug 12, 2026	8:00AM	4:00PM	Classroom 166	221.00	Breakout	Classroom Seating
Aug 12, 2026	8:00AM	4:00PM	Classroom 256	221.00	Breakout	Classroom Seating
Aug 12, 2026	10:00AM	4:30PM	Auditorium	756.00	Breakout	Theater Seating

Aug 12, 2026	10:00AM	4:30PM	Tiered Classroom 260	289.00	Breakout	Classroom Seating
Aug 12, 2026	10:00AM	4:30PM	Tiered Classroom 261	289.00	Breakout	Classroom Seating
Aug 12, 2026	10:00AM	4:30PM	Tiered Classroom 265	289.00	Breakout	Classroom Seating
Aug 12, 2026	10:00AM	4:30PM	Tiered Classroom 266	289.00	Breakout	Classroom Seating
Aug 12, 2026	12:00PM	1:00PM	Atrium		Sandwich Buffet	Catering Tables
Aug 12, 2026	12:00PM	1:00PM	Patio		Lunch Seating 1 (40)	Rounds
Aug 12, 2026	12:00PM	1:00PM	Room 105		Lunch Seating 2 (100)	Rounds
Aug 12, 2026	12:00PM	1:00PM	Room 111		Lunch Seating 3 (80)	Rounds
Aug 12, 2026	12:00PM	1:00PM	Dining Room 161A/B		Lunch Seating 4 (120)	Rounds
Aug 13, 2026	7:00AM	8:00AM	Ballroom 101A/B/C		Client Setup/AV Testing	Classroom Seating
Aug 13, 2026	7:00AM	4:00PM	Atrium		Registration	Registration Tables
Aug 13, 2026	7:00AM	4:00PM	Atrium		Full Day Coffee Service	Catering Tables
Aug 13, 2026	8:00AM	4:00PM	Ballroom 101A/B/C	1428.00	General Session	Classroom Seating
Aug 13, 2026	8:00AM	4:00PM	Room 111	300.00	Breakout	Rounds
Aug 13, 2026	8:00AM	4:00PM	Classroom 162	221.00	Breakout	Classroom Seating
Aug 13, 2026	8:00AM	4:00PM	Classroom 164	221.00	Breakout	Classroom Seating
Aug 14, 2026	7:00AM	4:00PM	Atrium		Registration	Registration Tables
Aug 14, 2026	7:00AM	4:00PM	Atrium		Full Day Coffee Service	Catering Tables
Aug 14, 2026	8:00AM	4:00PM	Classroom 117	221.00	Breakout	Classroom Seating
Aug 14, 2026	8:00AM	4:00PM	Classroom 119	221.00	Breakout	Classroom Seating
Aug 14, 2026	8:00AM	4:00PM	Classroom 121	221.00	Breakout	Classroom Seating

Estimated Charges

Total Room Rental:	$7378.00	**Catering Package:**	$12400.00 Variable with Menu/Attendance	**Catering Tax:**	Tax Exempt

Identification Number

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

Special Arrangements

The parties agree to the following additional special arrangements:
6:30AM Early Open - $125 Charge
8' x 8' x 16" Stage - $400 Charge
8' x 4' x 16" Stage - $200 Charge
Exhibit Tables - $25 Per Table
(1) 6' Table, 2 Chairs, Tablecloth, Materials Handling for Shipments
Easels - $5 Each
Catering Prices May Increase, No More Than 10% Over 2025 Pricing

2. Charges and Payment

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

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

3. Food and Beverage

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

B. Subject to Client's compliance with the Northern Illinois University Alcoholic Beverage Policy and applicable State of Illinois and city/municipal laws and regulations, alcohol may be served at the Event.

C. Client must confirm the guaranteed food and beverage count for the Event no later than seven (7) business days prior to the first date of use of the Facilities. Catering charges will be calculated on the guaranteed number or the actual number attending, whichever is greater.

4. Alteration and Damage

A. Immediately following the Event, Client shall return the Facilities to NIU in substantially the same condition (ordinary wear and tear exempted) as when received and shall reimburse NIU for any and all costs, expenses, charges or fees incurred in the repair or replacement of damage to the Facilities to the extent attributable to Client, its employees, subcontractors, agents, invitees, guests or attendees. Client is responsible for charges incurred for special cleanup. Repairs and/or replacement for any damages to the Facility and/or any NIU equipment will be charged to the Client and such charges shall not exceed actual repair or replacement costs.

B. Client shall not use screws, nails, tacks, hooks, pins, tape or other adhesives to affix decorations or other items to the Facilities or its fixtures, furniture or equipment or otherwise modify or alter University property without receiving prior written permission. Further, Client shall not use (i) any smoke or fog machines; (ii) any open flames (other than dripless candles); or (iii) any glitter, confetti, flower petals or rice at the Facilities without receiving prior written permission.

5. Smoking

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

6. Cancellation/Termination of Agreement by Client

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

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

- **0 – 6 calendar days before the Event,** one hundred percent (100%) of the room rental charge and catering charges shall be due to NIU from Client.

7. Room Assignments

NIU reserves the right to change room assignments in the Facilities from a room originally shown or discussed. Rooms are assigned on the basis of expected attendance. NIU reserves the right to change room assignments based on the final guarantee.

8. Liability and Indemnification

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

B. Client acknowledges and agrees that Client has inspected the Facilities and deems the Facilities to be satisfactory for the Event and further acknowledges and agrees that **THE FACILITIES SHALL BE DELIVERED BY NIU TO CLIENT "AS IS," "WHERE IS," "WITH ANY AND ALL FAULTS" AND WITHOUT ANY EXPRESS OR IMPLIED WARRANTY, INCLUDING BUT NOT LIMITED TO THE WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN THE ABSENCE OF GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, NIU, ITS BOARD OF TRUSTEES, DEPARTMENTS, ADMINISTRATIVE UNITS, COOPERATING STUDENT ORGANIZATIONS AND THEIR RESPECTIVE OFFICERS, EMPLOYEES AND AGENTS DISCLAIM AND ARE HEREBY RELEASED FROM ANY AND ALL CLAIMS AND CAUSES OF ACTION FOR ANY PERSONAL PROPERTY DAMAGE OR LOSS, PERSONAL MEDICAL OR HOSPITAL COSTS, PERSONAL ILLNESS OR BODILY INJURY, INCLUDING PAIN AND SUFFERING, EMOTIONAL DISTRESS, OR DEATH, PERSONAL ECONOMIC IMPAIRMENT, AND FOR ANY INDIRECT, PUNITIVE, CONSEQUENTIAL DAMAGES OR LOSS OF PROFITS, WHETHER OR NOT ADVISED OF THE POSSIBILITIES THEREOF AND WHETHER OR NOT FORESEEABLE.**

C. Client further agrees to indemnify, defend and hold harmless NIU, its trustees, agents and employees, against all claims, demands, suits, liabilities, costs, damages and expenses (including reasonable attorney's fees and legal expenses) arising out of or in connection with Client's or any of its agents', contractors', employees', guests' or invitees' ("Indemnifying Parties"): (i) use or occupancy of the Facilities; (ii) loss, injury, death or damage to persons or the Facilities on or about the Facilities by reason of any negligence or willful misconduct of the Indemnifying Parties; or (iii) breach or default in the performance of the Agreement by the Indemnifying Parties.

9. Use of University Name and Marks; Signage

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

10. Safety

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

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

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

12. Force Majeure

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

13. Termination of Agreement by NIU

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

14. Americans with Disabilities Act

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

15. Assignment; Relationship of the Parties; Waiver

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

16. Electronic Transmission; Counterparts

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

17. Notices

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

18. Nondiscrimination

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

19. Authority; Authorization; Amendment; Enforceability

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

Board of Trustees of Northern Illinois University	**Client**
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Insurance Exhibit

This Insurance Exhibit ("Insurance Exhibit") is an exhibit to the Facilities Use Agreement between University and Client related to the Event described therein, which is hereby incorporated by reference. All capitalized terms which are not defined herein shall have the same meanings set forth in the Agreement.

1. Client will insure its activities in connection with the Event and obtain comprehensive commercial general liability insurance with minimum policy limits of $1 million per occurrence and $2 million in the aggregate. Said coverage shall include bodily injury and third party property damage and shall name the Board of Trustees of Northern Illinois University as an additional insured. Any policies shall be written with carriers acceptable to NIU and shall apply on a primary and non-contributory basis with respect to policies held by NIU. Any performers, vendors, or other individuals working on behalf of Client in connection with the Event shall maintain insurance which meets the requirements in this section. Should a third party not be able to meet these requirements, Client shall not permit services to be rendered at the Event.

2. Where applicable, Client and its vendors must adhere to the Illinois Workers' Compensation Act and provide employees with appropriate coverage in accordance with state law.

3. A certificate of insurance evidencing the required coverages shall be delivered to NIU no later than thirty (30) days prior to the Event date.

School Association for Special Education in DuPage

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: SASED Administration
Date: May 20, 2026
Re: Approval of SY25-26 Intergovernmental Agreement to enroll a non-member district student in a SASED program

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

CHSD 230 - Student A – Transition Program at SASED Transition Center - $49,072 and ESY $1,387

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

INTERGOVERNMENTAL AGREEMENT
BETWEEN SASED 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 Cons HSD 230 ("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. SASED 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 SASED determines, in SASED's sole discretion, that:

(a) The Program is no longer appropriate for the Student; or
(b) SASED 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 SASED member district students.

iii. Immediately if the Student commits gross disobedience or misconduct that warrants removal, as determined by SASED.

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 SASED and any other related services that SASED is unable to provide due to circumstances beyond SASED'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 SASED 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 SASED 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: SASED 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 SASED 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 SASED 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 SASED Program.

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

10. Student Records: SASED shall maintain all student records and reports in accordance with SASED policies on student records, as well as applicable state and federal laws. All student records generated by SASED shall be the property of the School District; however, SASED 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. Robert Nolting, Superintendent
Cons HSD 230
15100 S 94th Ave
Orland Park, IL 60462

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 A

Student Name: [redacted]

SASED Program: TRANSITION PROGRAM

Program Location: SASED Transition Center

Estimated Annual Program Tuition: $ 49,072

Estimated Extended School Year Tuition: $ 1,387.00

Program Start Date: 8/14/2025

Program End Date: 5/22/2026

Student Start Date: 8/14/25

Address of School District: 2900 Ogden Avenue, Lisle, IL 60532

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: _____ Date: 11/19/2025
President

Attest: Anthony J Deciatore Date: 11/19/2025
Secretary

ILLINOIS STATE BOARD OF EDUCATION

Dr. Tony Sanders, State Superintendent of Education
Dr. Steven Isoye, Chair of the Board

100 N. First Street • Springfield, IL 62777 • isbe.net

April 28, 2026

Dr. Kim Dryier
School Assn For Special Educ
2900 Ogden Ave
Lisle, IL, 60532

Agreement Number
19-022-8030-60

LETTER SENT VIA EMAIL ONLY

Dear Authorized Representative:

We have reviewed the School Year 2026-2027 contract renewal agreement documents for Food Service Management Company (FSMC)/Vended meal services submitted to our office. These documents have been deemed compliant with all applicable federal statutes and regulations.

Important Information Regarding A La Carte:
If your program contract offers a la carte menu items, the School Year 2026-2027 a la carte equivalency factor is 5.20. To calculate a la carte equivalents (or units), please divide the total a la carte revenue by 5.20. Additionally, ensure that the rate paid for each a la carte unit is the same rate paid for each reimbursable lunch.

Note: A la carte revenue must include all foods and beverages sold to students that do not constitute a component of a reimbursable meal, as well as all foods and beverages sold to adults during meal services within the scope of this contract.

USDA Foods Entitlement Credit:
The FSMC is required to provide 100% USDA Foods entitlement credit by the end of the annual contract term/school year. If the FSMC exceeds the 100% entitlement, any additional/bonus entitlement must also be credited by the end of the contract term.

Contract Amendments:
Please note that contract amendments are not allowed without prior approval from the Illinois State Board of Education (ISBE) Nutrition Department. If any amendments are being considered, the School Food Authority (SFA) must first contact the Nutrition Department's procurement team to determine if the revisions constitute a material or substantive change to the contract. Examples of changes that may require a new procurement include:

- Substantially changing the scope of the contract.
- Implementing a major shift in responsibilities for SFA/FSMC staff.
- Revising the fixed-price contract pricing structure or terms for price increases.

Assistance & Inquiries:

If you have any questions regarding the contract solicitation/contract process, relevant documents, or if you would like to request a technical assistance phone meeting, please reach out to Christina Smith at 800-545-7892 or via email at NutritionProcurement@isbe.net.

Thank you for your attention to these details, and for your continued commitment to providing nutritious meals to students.

Sincerely,



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

CC: File

Date of Original Contract: 7/1/2024	Year of Renewal (**Check Box**) ☐ 1 ☒ 2 ☐ 3 ☐ 4

School Food Authority Name: School Assn for Special Education in DuPage County (SASED)
Agreement Number (RCDT Code): 19-022-8030-60

Food Service Management Company Contract Renewal Agreement
School Nutrition Programs School Year 2026-2027

This document contains the rates and fees for the contract of food service management for nonprofit food service programs for the period beginning 7/1/2026, and ending 6/30/2027 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. This agreement shall not exceed one calendar year.

School Year 2026-2027 A la carte equivalency factor is $5.20.

	2025-2026 Rate(s)	2026-2027 Rate(s)**	Percentage Increase ***
School Nutrition Programs (SNP)/ Seamless Summer Option (SSO)			
Reimbursable Breakfast w/ Milk	2.73	2.84	4.1
Reimbursable Lunch w/ Milk*	4.85	5.04	4.1
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.**

Buy American Provision Amendment

The Food Service Management Company ("FSMC") shall comply with all Buy American requirements applicable to the commercial food program as outlined in 7 CFR 210.21(d) and 7 CFR 220.16(d), respectively. The FSMC shall maintain complete and accurate purchase records and supporting documentation identifying all non-domestic commercial food program purchases, including, for each such purchase, the food item and unit cost, as well as documentation of the total commercial food program purchases made during each school year.

 This form may not be revised without permission from the Illinois State Board of Education Nutrition Department. Updated January 2026

The FSMC shall make such records and documentation available to the School Food Authority ("SFA") no less than monthly during the school year, or more frequently upon request by the SFA. In addition, the FSMC shall provide the SFA with a written report aggregating: (i) total non-domestic commercial food program purchases; (ii) total domestic commercial food program purchases; and (iii) total commercial food program purchases.

Beginning with School Year 2025–2026 (July 1, 2025), the FSMC shall monitor and track all commercial food program purchases to ensure that no more than ten percent (10%) of such purchases are non-domestic. Beginning with School Year 2028–2029 (July 1, 2028), the maximum allowable percentage of non-domestic purchases shall be reduced to eight percent (8%). Beginning with School Year 2031–2032 (July 1, 2031), the maximum allowable percentage of non-domestic purchases shall be further reduced to five percent (5%).

Failure to comply with the requirements of this provision shall constitute a material breach of this Agreement and may result in corrective action, remedies, or other enforcement measures as permitted under this Agreement and applicable federal and state regulations.

FSMC Acceptance of Contract Renewal Agreement

By submission of this proposed renewal agreement, the FSMC certifies that the FSMC shall operate in accordance with the original contract terms and conditions and all applicable current Child Nutrition Program rules and regulations.

Gourmet Gorilla
FSMC Name

833 W. Haines St.
FSMC Street Address

Chicago	IL	60642
City	State	Zip Code

Click or tap here to enter text.	Chief Operating Officer	04/07/2026
FSMC Authorized Representative Signature	Title	Date

SFA Acceptance of Contract Renewal Agreement

By submission of this proposed renewal agreement, the SFA certifies that the FSFA shall operate in accordance with the original contract terms and conditions and all applicable current Child Nutrition Program rules and regulations.

School Association for Special Education in DuPage County
SFA Name

2900 Ogden Avenue
SFA Street Address

Lisle	IL	60451
City	State	Zip Code

Rachel Wesniewski	Asst Director of Business	4-10-26
SFA Authorized Representative Signature	Title	Date

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Contract Renewal Agreement Certification Form

The *Contract Renewal Agreement Certification Statement* must be completed and signed by the School Food Authority's (SFA's) authorized representative.

A. School Food Authority Information

Agreement Number (RCDT Code): 19-022-8030-60

School Food Authority Name: School Association for Special Education in DuPage County

FSMC Name: Gourmet Gorilla

B. Contract Renewal Terms

Per the contract renewal terms stated in the contract, the maximum allowable percentage increase that may be applied to the fixed meal rates and fixed management fees is as follows (**refer to the original contract for renewal terms; check the appropriate box**):

☐ CPI–All (Dec)	2.7%
☒ CPI–Food Away from Home (Dec)	4.1%
☐ CPI–Food (Dec)	3.1%
☐ CPI–Food Away from Home (Dec)	not to exceed (insert number) %
☐ Other (specify) _____	

Source: Consumer Price Index-December 2025

C. Certification Statement

Under the provisions of the United States Department of Agriculture, Food and Nutrition Service, I certify as a sponsor in the Child Nutrition Programs all information contained in the executed *Contract Renewal Agreement* and accompanying contract renewal documents is true and accurate.

I understand the nonprofit school food service program account cannot be used to pay for unallowable contract costs. As authorized representative for the school food authority noted above, I will ensure operation of the nonprofit school food service program, including use of nonprofit school food service program account funds, is in compliance with the rules and regulations of the Illinois State Board of Education and the United States Department of Agriculture regarding Child Nutrition Programs.

I understand revisions cannot be made to the executed FSMC Contract without first submitting proposed revisions to the Illinois State Board of Education for review and receiving written notification the proposed revisions are allowable within the regulatory guidelines. Furthermore, I understand additional documents and/or agreements, including those developed by the contractor, cannot become part of the executed contract.

I understand all contract information provided to the Illinois State Board of Education is being given in connection with the receipt of federal funds and deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. Further, I understand such misrepresentation could result in the loss of federal and state funding received by the school food authority for School-Based Child Nutrition Programs.

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I certify the Contract Renewals documents submitted to ISBE have been reviewed by the School Food Authority and the School Food Authority's legal counsel, as deemed necessary, to ensure compliance with all Local, State and Federal regulations, statutes, and policies.

I certify that no third-party entity prepared the contract renewal documents, requested amendments, and USDA foods entitlement utilization data below.

I certify that all contract provisions, including those relating to USDA Foods utilization by the FSMC to the maximum extent possible have been met:

School Year 2025-26 USDA Foods Entitlement Amount (including Bonus)	(A)	$14,327.10
School Year 2025-26 USDA Foods credits issued to the SFA by the FSMC	(B)	$13,955.69
USDA Foods Entitlement Utilization Percentage as of **April 10. 2026**	(B / A)	97.41%

Date of certification **must be as of the date contract renewal is signed based on year-to-date **actual** credits received by the FSMC as verified by monthly invoices**

Rachel Wisniewski | Asst Director of Business Services | 4/10/2026

SFA Authorized Representative Signature | Title | Date

D. Submission of Required Documentation

The SFA must submit signed copies of the following documents to our office, prior to the expiration of your current contract, in order to obtain approval of your 2027 Child Nutrition Program Sponsor Application. Originals should be retained in your files. Send the forms and documents only once; for example, do not email and mail.

- Contract Renewal Agreement (pages 1-2)
- Contract Renewal Agreement Certification Form (pages 3-4)
- USDA Foods Entitlement Tracking Log. **THIS IS TO BE COMPLETED BY THE SFA NOT THE FSMC.**
- Copy of the SFA – FSMC Monitoring form(s). **THIS IS TO BE COMPLETED BY THE SFA NOT THE FSMC.**
- Certification forms, as applicable, signed annually by the contractor.
    - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions,
    - Certificate Regarding Lobbying—Contracts, Grants, Loans, and Cooperative Agreements,
    - Disclosure of Lobbying Activities-
    - Contract Certification Forms Packet

Mail or email to:

Nutrition Department
Illinois State Board of Education
100 North First Street W270
Springfield, IL 62777-0001

Email: NutritionProcurement@isbe.net

 This form may not be revised without permission from the Illinois State Board of Education Nutrition Department. Updated January 2026

ILLINOIS
STATE BOARD OF
EDUCATION

100 North First Street
Springfield, Illinois 62777-0001

CERTIFICATE REGARDING LOBBYING

NUTRITION DEPARTMENT

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit the Illinois State Board of Education (ISBE) form, "Disclosure of Lobbying Activities", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Gourmet Gorilla	19-022-8030-60
Organization Name	PR/Award Number or Project Name
Angela Lekkas	Chief Operating Officer
Name of Authorized Representative	Title
Angela Lekkas	04/07/2026
***Digital or Original** Signature of Authorized Representative*	Date

ILLINOIS STATE BOARD OF EDUCATION

100 North First Street
Springfield, Illinois 62777-0001

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

NUTRITION DEPARTMENT

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180).

Child Nutrition Program Operators are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 2 CFR 200.212 by doing any **one** of the following:

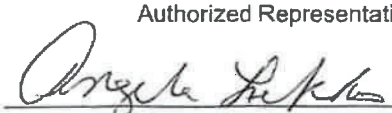
- Checking the Excluded Parties List found at the System for Award Management (SAM) www.SAM.gov.
- Collecting a certification that the entity is neither excluded nor disqualified. Since a federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own.
- Including a clause to this effect in the sub-grant agreement and in any procurement, contract expected to equal or exceed$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant.
- Sub-grantee and contractors must obtain a Unique Entity ID. All Federal Government awards are required to have a Unique Entity ID. To obtain a Unique Entity ID, visit www.SAM.gov to register. There is no charge for a Unique Entity ID. The Unique Entity ID serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.

CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification, that:

1. Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
4. It will include the clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions*, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
5. The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into.
6. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

Gourmet Gorilla	19-022-8030-60
Company/Organization Name	PR/Award Number or Project Name
Angela Lekkas	Chief Operating Officer
Name of Company / Organization Authorized Representative	Title
	04/07/2026
Digital or Original Signature of Authorized Representative	Date

Instructions for Certification

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Government- Wide System for Award Management Exclusions" (SAM Exclusions) at http://www.sam.gov.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification
   required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ILLINOIS STATE BOARD OF EDUCATION

100 North First Street
Springfield, Illinois 62777-0001

BID-RIGGING CERTIFICATION

NUTRITION DEPARTMENT

As the duly authorized agent, I hereby certify that neither the contractor, nor any individual presently affiliated with the contractor's organization, is not barred from entering into this contract by Sections 33E-3 and 33E-4 of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a contract by a contractor who has been convicted of bid-rigging or bid-rotating.

ORGANIZATION / COMPANY NAME	ORGANIZATION / COMPANY ADDRESS
Gourmet Gorilla	833 W. Haines St Chicago IL 60642
NAME OF AUTHORIZED AGENT	TITLE OF AUTHORIZED AGENT
Angela Lekkas	Chief Operating Officer

Angela Lekkas — *Signature of Authorized Agent*

04/07/2026 — *Date*

ILLINOIS STATE BOARD OF EDUCATION

100 North First Street
Springfield, Illinois 62777-0001

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

NUTRITION DEPARTMENT

Both the School Food Authority (SFA)/Sponsoring Organization (SO) and the Company (Offeror) shall execute this Independent Price Determination Certificate.

NAME OF COMPANY	NAME OF SCHOOL FOOD AUTHORITY/ SPONSORING ORGANIZATION
Gourmet Gorilla	School Assn for Special Ed in DuPage

A. By submission of this offer, the Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
   (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor.
   (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror for the purpose of restricting competition.
   (3) No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

B. Each person signing this offer on behalf of the Offeror certifies that:
   (1) He or she is the person in the Offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to sections a through c above; or
   (2) He or she is not the person in other Offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to sections a through c above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to the above.

TO THE BEST OF MY KNOWLEDGE, this Offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, accepts as follows:

Angela Lekas	Chief Operating Officer	4/10/2026
Signature of Offeror's authorized representative	*Title*	*Date Signed*

IN ACCEPTING THIS OFFER, the SFA/SO certifies that no representative of the SFA has taken any action, which may have jeopardized the independence of the offer referred above.

Rachel Wisniewski	Asst. Director of Business	04/07/2026
Signature of SFA/SO authorized representative	*Title*	*Date Signed*

ILLINOIS STATE BOARD OF EDUCATION

100 North First Street
Springfield, Illinois 62777-0001

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

NUTRITION DEPARTMENT

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180).

Child Nutrition Program Operators are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 2 CFR 200.212 by doing any **one** of the following:

- Checking the Excluded Parties List found at the System for Award Management (SAM) www.SAM.gov.
- Collecting a certification that the entity is neither excluded nor disqualified. Since a federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own.
- Including a clause to this effect in the sub-grant agreement and in any procurement, contract expected to equal or exceed$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant.
- Sub-grantee and contractors must obtain a Unique Entity ID. All Federal Government awards are required to have a Unique Entity ID. To obtain a Unique Entity ID, visit www.SAM.gov to register. There is no charge for a Unique Entity ID. The Unique Entity ID serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.

CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification, that:

1. Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
4. It will include the clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions*, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
5. The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into.
6. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

Gourmet Gorilla	19-022-8030-60
Company/Organization Name	PR/Award Number or Project Name
Angela Lekkas	Chief Operating Officer
Name of Company / Organization Authorized Representative	Title
Angela Lekkas	04/07/2026
Digital or Original Signature of Authorized Representative	Date

Instructions for Certification

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Government- Wide System for Award Management Exclusions" (SAM Exclusions) at http://www.sam.gov.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification
   required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ILLINOIS STATE BOARD OF EDUCATION

100 North First Street
Springfield, Illinois 62777-0001

CERTIFICATE REGARDING LOBBYING

NUTRITION DEPARTMENT

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit the Illinois State Board of Education (ISBE) form, "Disclosure of Lobbying Activities", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Gourmet Gorilla	19-022-8030-60
Organization Name	PR/Award Number or Project Name
Angela Lekkas	Chief Operating Officer
Name of Authorized Representative	Title
Angela Lekkas	04/07/2026
***Digital or Original** Signature of Authorized Representative*	Date

ILLINOIS STATE BOARD OF EDUCATION

100 North First Street
Springfield, Illinois 62777-0001

DISCLOSURE OF LOBBYING ACTIVITIES

NUTRITION DEPARTMENT

Directions: Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352. *(See reverse for public burden disclosure.)*

1. TYPE OF FEDERAL ACTION
☐ a. Contract ☐ b. Grant ☐ c. Cooperative agreement ☐ d. Loan ☐ e. Loan guarantee ☐ f. Loan insurance

2. STATUS OF FEDERAL ACTION
☐ a. Bid/offer/application ☐ b. Initial award ☐ c. Post-award

3. REPORT TYPE
☐ a. Initial filing ☐ b. Material change ☐ For material change only: _____ Year _____ Quarter _____ Date of last report

4. NAME AND ADDRESS OF REPORTING ENTITY
☐ Prime ☐ Subawardee, Tier _____ if known
_____ Congressional District, if known

5. IF REPORTING ENTITY IN NO. 4 IS SUBAWARDEE, ENTER NAME AND ADDRESS OF PRIME
_____ Congressional District, if known

6. FEDERAL DEPARTMENT/AGENCY	**7. FEDERAL PROGRAM NAME/DESCRIPTION** _____ CFDA Number, if applicable
8. FEDERAL ACTION NUMBER, if known	**9. AWARD AMOUNT (if known)** $ _____
10a. NAME AND ADDRESS OF LOBBYING ENTITY (if individual last name, first name, MI)	**10b. INDIVIDUALS PERFORMING SERVICES** (including address if different from #10a) (last name, first name, MI)

(Attach Continuation Sheet(s), if necessary)

11. AMOUNT OF PAYMENT (check all that apply)
$ _____ ☐ Actual ☐ Planned

12. FORM OF PAYMENT (check all that apply)
☐ a. Cash ☐ b. In-kind; specify: nature _____ value _____

13. TYPE OF PAYMENT (check all that apply)
☐ a. Retainer ☐ b. One-time fee ☐ c. Commission ☐ d. Contingent fee ☐ e. Deferred ☐ f. Other, specify _____

14. Brief description of services performed or to be performed and date(s) of service, including officer(s), employee(s), or member(s) contacted, for payment indicated in item 11.

15. ☐ **YES** ☐ **NO** **CONTINUATION SHEET(S), ATTACHED**

16. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

ORIGINAL SIGNATURE Angela Lekkas	
PRINT NAME OR TYPE ANGELA LEKKAS	
TITLE CHIEF OPERATING OFFICER	
TELEPHONE NUMBER 877-219-3663	DATE 4/10/2024

INSTRUCTIONS FOR COMPLETION OF ISBE 85-37, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial(MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

CONTINUATION SHEET DISCLOSURE OF LOBBYING ACTIVITIES

REPORTING ENTITY NAME:

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier, Ed.D.
Executive Director

DONATION ACCEPTANCE FORM (for gift over $500)

DATE: 5-6-26

FROM: Knights of Columbus - St. John Council 3738
26 N. Cass Ave, Westmont 60559

PERSON/PROGRAM RECEIVING GIFT: Not program specific

AMOUNT: $1,490.94

In accordance with Board policy 8:80 *Gifts to SASED*, This form must be completed and approved by the Board.

The Board appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than $500.00 in value, the Executive Director or designee. Individuals should obtain a pre-acceptance commitment before identifying SASED, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with SASED's mandate to provide equal educational and extracurricular opportunities to all students in SASED as provided in Board policy 7:10, Equal Educational Opportunities. State and federal laws require SASED to provide equal treatment for members of both sexes to educational programing, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities. Permit the SASED to maintain resource equity among its learning centers.
4. Be viewpoint neutral. The Executive Director or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
5. Comply with all laws applicable to SASED including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

SASED will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become SASED's property. The acceptance of a gift is not an endorsement by the Board, SASED, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

SUMMARY OF HOW GIFT WILL BE USED:
Academic support for the social and emotional needs of all SASED students.

Approved: _____
Board Chairperson Date

2900 Ogden Ave. Lisle, IL 60532
Telephone: (630) 778-4500 Fax: (630) 778-0196
www.sased.org

David P. Skrzypczynski
Knights of Columbus
St. John Council 3738
25 North Cass Avenue
Westmont, IL 60559
dps8230@gmail.com
630-743-8264

April 23, 2026

S.A.S.E.D.
2900 Ogden Avenue
Lisle, IL 60532

To Whom It May Concern:

We are pleased to enclose a donation of $1,490.94 from the Knights of Columbus St. John Council 3738. These funds were generated by the Tootsie Roll ID Drive which was held this past fall. Our many volunteers gathered to collect donations on busy street corners, outside of Jewel Food Stores and after Masses at two churches.

Organizations that can supply volunteers to assist in these efforts will reap the benefits of providing extra boots on the ground. We encourage you to consider recruiting people to help us during our next drive. Please see the dates attached and contact me to reserve a time and location for your organization to volunteer.

We are happy to partner with you and your organization and thank you for all that you do for people with intellectual disabilities.

Sincerely,

David Skrzypczynski
I D Drive Chairman

APPLICATION FOR OCCUPANCY

DISTRICT NAME AND NUMBER
School Association for Special Education in DuPage (SASED)

FACILITY NAME
Southeast Alternative School

FACILITY LOCATION
6S331 Cornwall Road, Naperville, IL 60540

- ☐ GENERAL CERTIFICATE OF OCCUPANCY
- ☐ CERTIFICATE OF PARTIAL OCCUPANCY
- ☐ CERTIFICATE FOR A VEHICULAR FACILITY
- ☒ CERTIFICATE OF TEMPORARY OCCUPANCY

- ☒ Property is owned by the district.
- ☐ Property is not owned by district (Attach Owner Authorization)

- ☐ Amendment # _____
- ☐ New Use - Bldg Permit # _____
- ☐ New Construction - Project # _____ Bldg Permit # _____
- ☐ Addition - Project # _____ Bldg Permit # _____
- ☐ Renovation/Repair - Project # _____ Bldg Permit # _____

III. DESIGN PROFESSIONAL'S CERTIFICATION

To the best of my knowledge and belief (check and complete applicable statement):

☐ 1. Based upon my survey of the above named facility on ___/___/___I find and hereby certify that the facility is in full compliance with Part 180. The INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS have been submitted to, and the CALLED INSPECTIONS RECORDS have been reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.

☒ 2. I find that the facility fails to comply fully with the requirements of Part 180. However, based upon my survey of the above named facility on 4 / 6 / 26 and the attached TEMPORARY FACILITY REPORT (includes the Temporary Facility Elimination Plan and the Temporary Facility Checklist), I hereby certify that such noncompliance does not jeopardize the general health and safety of the student and others who occupy the facility.

☐ 3. Based upon my survey of the work within the above named facility on ___/___/____I find and hereby certify that the work is in full compliance with Part 180. The INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS have been submitted to, and the CALLED INSPECTIONS RECORDS have been reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.

This statement, as selected above, is valid as of the day of the survey indicated. Changes to the facility or conditions affecting it after that date may render this statement invalid.

4/10/2026	Leanne Meyer-Smith	Wight & Company	
Date	Design Professional Name	Firm Name	(Seal & Signature)
001-013473	630-969-7000		11/30/2026
License Number	Phone Number		Expiration Date

STATE OF ILLINOIS LEANNE M MEYER-SMITH 001-013473 LICENSED ARCHITECT

SCHOOL DISTRICT CERTIFICATION

We hereby certify that this application accurately describes the status of the work and the occupancy we are seeking in order to occupy the above named facility for the primary purpose of: Education

Date	President of the Board of Education	Date	District Superintendent

FOR REGIONAL SUPERINTENDENT'S USE

INSPECTION RECORDS: Date Reviewed: ___/___/___

INSPECTION STATEMENT: Date Received: ___/___/____

CONFIRMATION OF CALLED INSPECTION RECORDS: Date Received: ___/___/____

An inspection was made or caused to be made upon the completion of the work and before issuance of a CERTIFICATE OF OCCUPANCY for the above named facility on ___/___/___. Any violations of the approved construction documents and building permits were noted, and the holder of the permit was notified of the discrepancies. No certificate of occupancy was issued until the discrepancies were remedied.

Date	Regional Superintendent

TEMPORARY FACILITY REPORT - Part I

Temporary Facility Elimination Plan

The Board of Education for School Association for Special Education in DuPage (SASED)
District Name and Number

in DuPage County, IL, upon resolution adopted at a duly convened meeting, hereby

requests an approval for usage of temporary facility to be used in connection with the

Southeast Alternative School located at 6S331 Cornwall Road, Naperville, IL 60540
Name of School Building *Address of School Building*

until June 30, 2027 .

This temporary facility will be used for:

- [X] Classrooms
- [ ] Storage
- [ ] Library
- [ ] Gymnasium
- [ ] Auditorium
- [ ] Other_____.

This temporary facility will be:

- [X] Relocatables
- [ ] Temporary rooms in: _____ .
  Name of Location (rental of churches, etc)

Number of units, rooms or buildings to be used: One unit with two rooms .

Number of pupils to be housed in temporary housing: 10 .

The Board of Education has diligently attempted to eliminate the need for this temporary facility by:
Exploring options for additional, permanent space.

What is the plan for elimination of the code deficiencies to bring this facility into compliance with 23 Ill. Adm. Code, Part 180 or to eliminate the need to use this facility?
Identify options for additional, permanent space.

This plan will be accomplished by _____.
Date

_____ _____
Date *Signature of Board President* *Date* *Signature of Board Secretary*

I have reviewed the request of School District No. _____, and approve the request for temporary housing as submitted by the Board of Education and certified by their architect/engineer.

_____ _____
Date *Signature of Regional Superintendent*

(1/11) Form 36-26 (Prescribed by the Regional Superintendent for local board use) 180.230 c)

TEMPORARY FACILITY REPORT - Part II

Temporary Facility Checklist

District Name/Number			Building Name		
School Association for Special Education in DuPage			Southeast Alternative School		
Number of Units	Year Originally Constructed	Area Square Feet	Enrollment	Grade Level	Number of years in use
1	1997	1650	10	9-12	29

COMPLIANCE			CHECK FOR THE FOLLOWING CONDITIONS
YES	NO	NA	
X			1. Was the unit constructed according to 77 IL Adm Code Part 880 and the seal of approval from IDPH posted as required?
X			2. Does the district have on file the compliance certificate from IDPH (pink copy)?
X			3. Architect/Engineer has verified with the IL Dept of Natural Resources/IDOT that the unit(s) is/are not located in a designated floodplain area.
X			4. Is the building securely anchored to the foundation as to withstand the wind load as described in ASCE 7-95?
X			5. Are there 2 exits on opposite sides of building?
X			6. Is there an interconnecting door between classrooms?
X			7. Is the building located in accordance with Section 175.120 of 23 IL Administrative Code, Part 175? (30 feet from adjacent building or separated by two-hour fire wall; or BOCA 705.2 20'-0" or fire wall)
		X	8. Are the foundation walls maintained plumb and free from open cracks and breaks and kept in such condition as to prevent entry of weather, animals and insects?
X			9. Is the enclosure between the floor and ground in good condition? (Tight to prevent entrance of weather, animals and insects)
X			10. Are the steel floor support members in good rust-free condition?
X			11. Is the general exterior appearance of the building in an acceptable, well-maintained condition free of loose strips or battens?
X			12. Is the roof and flashing in good condition?
X			14. Are stair tread and ramps maintained with non-slip finish and platforms in good condition?
X			15. Are the restrooms clean, adequate and in operable condition and properly ventilated?
X			16. Are the plumbing fixtures properly installed and maintained in working order, free from leaks and defects?
X			17. Are the lighting fixtures properly maintained, complete with lenses and louvers?
X			18. Do the doors lock securely without additional locks, bolts or chains?
X			19. Are doors equipped with panic hardware (If occupancy is over 100 occupants)
X			20. When building is occupied, are all the doors free from devices or wedges to prevent normal operation?
X			21. Are screened or barred windows easily opened from inside without keys or tools?
X			22. Is the exit lighting system used and all exit lights operable when the building is occupied? (rooms/corridors with more than 2 doors)
X			23. Is the building equipped with an approved operable alarm and detector system?
X			24. Are utility shut-offs properly and clearly marked?
X			25. Is all fuel-burning and heating equipment (flues, ducts, pumps, etc.) maintained and in serviceable condition?

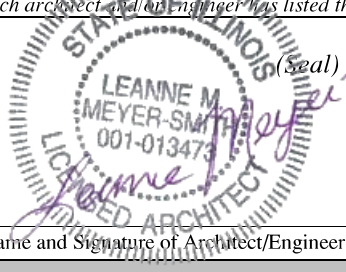
X			26. Is automatic fuel-burning and heating equipment serviced annually by a qualified person?
		X	27. Have all heat exchanges of forced warm air furnaces and unit heater been examined to determine that they are airtight to prevent carbon monoxide and other combustion gases from getting into occupied space?
X			28. Are all combustible waste materials disposed of daily from classroom and building?
X			29. Is the insulation material non-combustible and interior finishing flamespread 75 or less?
X			30. Are non-flammable cleaning materials used?
X			31. Are storerooms and closets free from waste accumulations and unnecessary materials?
X			32. Are enough fire extinguishers of approved type for intended use installed in the building? (75 feet max. from any point in the facility to a fire extinguisher.)
X			33. Have fire extinguishers been inspected and so tagged within the past year?
X			34. Is the temperature control of the heating and/or cooling system adequate?
X			35. Is the supply of fresh air adequate (classroom, assemblies and toilets) as required?

List all areas of noncompliance:

N/A

ARCHITECT

The State of Illinois licensed architect and/or engineer, employed by this district, has certified to this Board of Education that to the best of his/her knowledge and belief, the above mentioned structure will not present a health/life safety hazard to the students housed therein for the school year 20 26 - 20 27 . Further, such architect and/or engineer has listed the area of noncompliance with the Health/Life Safety Code.



(Seal)

001-013473 — License Number

11/30/2026 — Expiration Date

Name and Signature of Architect/Engineer

Wight & Company — Name of Firm

4/6/2026 — Date of Inspection

SCHOOL DISTRICT

We hereby certify that this application accurately describes the work to be performed, and that, upon approval all work will be completed in accordance with this application and all applicable laws and regulations.

Date Signature of President, Board of Education

Date Signature of District Superintendent

REGIONAL SUPERINTENDENT

The above Annual Inspection Checklist for a temporary facility is hereby accepted as submitted.

Date Signature Regional Superintendent

(3/09) Form 36-26 (Prescribed by the Regional Superintendent for local board use) 180.230 c) 4)

ASSISTANT DIRECTOR OF PROGRAMS AND SERVICES

EMPLOYMENT AGREEMENT

JULY 1, 2026 through June 30, 2027

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, 2026 and terminating on June 30, 2027 at an annual salary of One Hundred Forty-Eight Thousand, Six Hundred Thirty Seven and No/100 Dollars ($148,637.00). 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 SASED, the SASED Governing Board and SASED 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.

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 SASED 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 SASED. 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 SASED.

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 SASED 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 SASED. 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-SASED 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 SASED 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 SASED'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 SASED. 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

April 27, 2026

Date:

SASED Board of Directors

By: _____

Chairperson

Attest: _____

Secretary

_____

Date:

PROGRAM COORDINATOR

EMPLOYMENT AGREEMENT

July 1, 2026 through June 30, 2027

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, 2026 and terminating on June 30, 2027 at an annual salary of One Hundred-Twenty Three Thousand, Eight Hundred Fifty Eight and 00/100 Dollars ($123,858). 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 may elect medical, dental, and/or vision insurance, from among the coverage options offered by the BOARD. If the Program Coordinator elects any such insurance, the BOARD will contribute an amount equal to the premium for single coverage, and the Program Coordinator will be responsible for the remainder of the premiums.

   However, in the event that the Board's contribution towards the Program Coordinators' participation in the SASED individual 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 Program Coordinator's 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%).

2. The Program Coordinator also shall be entitled to the following BOARD paid benefits:

   a. Term life insurance in the face amount of Fifty Thousand Dollars ($50,000); and

   b. Supplemental disability insurance, when combined with TRS disability payments for which the Program Coordinator may be eligible, shall

provide no more than sixty percent (60%) of the Program Coordinators' base salary in the event of disability.

3. 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.

4. 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.

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

6. 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 SASED 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 SASED'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 SASED, 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: 04-29-2026

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

PROGRAM ADMINISTRATOR

EMPLOYMENT AGREEMENT

July 1, 2026 through June 30, 2027

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, 2026 and terminating on June 30, 2027 at an annual salary of One Hundred Fifteen Thousand, Six Hundred Forty Seven and 00/100 Dollars ($115,647). 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 may elect medical, dental, and/or vision insurance, from among the coverage options offered by the BOARD. If the Program Coordinator elects any such insurance, the BOARD will contribute an amount equal to the premium for single coverage, and the Program Coordinator will be responsible for the remainder of the premiums.

   However, in the event that the Board's contribution towards the Program Administrators' participation in the SASED individual 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 Program Coordinator's 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%).

2. The Program Administrator also shall be entitled to the following BOARD paid benefits:

   a. Term life insurance in the face amount of Fifty Thousand Dollars ($50,000); and

   b. Supplemental disability insurance, when combined with TRS disability payments for which the Program Administrator may be eligible, shall provide no more than sixty percent (60%) of the Administrators'

base salary in the event of disability.

3. 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.

4. 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.

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

6. 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 SASED'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 SASED, 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

Kati Curby

Date: 5/13/2026

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

PROGRAM ADMINISTRATOR

EMPLOYMENT AGREEMENT

July 1, 2026 through June 30, 2027

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, 2026 and terminating on June 30, 2027 at an annual salary of One Hundred-Twenty One Thousand, Four Hundred Twenty Nine and 00/100 Dollars ($121,429). 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 may elect medical, dental, and/or vision insurance, from among the coverage options offered by the BOARD. If the Program Coordinator elects any such insurance, the BOARD will contribute an amount equal to the premium for single coverage, and the Program Coordinator will be responsible for the remainder of the premiums.

   However, in the event that the Board's contribution towards the Program Administrators' participation in the SASED individual 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 Program Coordinator's 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%).

2. The Program Administrator also shall be entitled to the following BOARD paid benefits:

   a. Term life insurance in the face amount of Fifty Thousand Dollars ($50,000); and

   b. Supplemental disability insurance, when combined with TRS disability payments for which the Program Administrator may be eligible, shall

provide no more than sixty percent (60%) of the Administrators' base salary in the event of disability.

3. 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.

4. 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.

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

6. 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 SASED'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 SASED, 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

Amy Gebre

Date: 5/13/2020

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

PROGRAM COORDINATOR

EMPLOYMENT AGREEMENT

July 1, 2026 through June 30, 2027

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, 2026 and terminating on June 30, 2027 at an annual salary of One Hundred Twenty-Nine Thousand, Nine Hundred Thirty and 00/100 Dollars ($129,930.00). 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 may elect medical, dental, and/or vision insurance, from among the coverage options offered by the BOARD. If the Program Coordinator elects any such insurance, the BOARD will contribute an amount equal to the premium for single coverage, and the Program Coordinator will be responsible for the remainder of the premiums.

   However, in the event that the Board's contribution towards the Program Coordinators' participation in the SASED individual 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 Program Coordinator's 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%).

2. The Program Coordinator also shall be entitled to the following BOARD paid benefits:

   a. Term life insurance in the face amount of Fifty Thousand Dollars ($50,000); and

   b. Supplemental disability insurance, when combined with TRS disability payments for which the Program Coordinator may be eligible, shall provide no more than sixty percent (60%) of the Program Coordinators'

base salary in the event of disability.

3. 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.

4. 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.

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

6. 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 SASED 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 SASED'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 SASED, 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: 5/12/26

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

SOUTHEAST ALTERNATIVE SCHOOL PRINCIPAL

EMPLOYMENT AGREEMENT

July 1, 2026 through June 30, 2027

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, 2026 and terminating on June 30, 2027 at an annual salary of One Hundred Twenty Three Thousand, Six Hundred and 00/100 Dollars ($123,600.00). 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 may elect medical, dental, and/or vision insurance, from among the coverage options offered by the BOARD. If the Program Coordinator elects any such insurance, the BOARD will contribute an amount equal to the premium for single coverage, and the Principal will be responsible for the remainder of the premiums.

   However, in the event that the Board's contribution towards the Program Coordinators' participation in the SASED individual 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 Program Coordinator's 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%).

2. The Principal also shall be entitled to the following BOARD paid benefits:

   a. Term life insurance in the face amount of Fifty Thousand Dollars ($50,000); and

   b. Supplemental disability insurance, when combined with TRS disability payments for which the Principal may be eligible, shall provide no more than sixty percent (60%) of the Principals' base salary in the event of disability.

3. 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.

4. 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.

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

6. 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 SASED 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 SASED. 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-SASED 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 SASED 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 SASED'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 SASED, 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: May 18, 2026

SASED Board of Directors

By: _____
Chairperson

Attest: _____
Secretary

Date: _____

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: May 20, 2026
Re: New Administrator Contracts for 2026-27 School Year

Please find below the recommendations for three new administrator contract approvals for the 2026-2027 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 New Administrator Contracts for Approval:

Tenika Pickens - Program Administrator - $112,000
Amanda Guida - Program Administrator - $108,000
Janette Barrett - Southeast Program Administrator - $108,000

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 contracts.

Financial Impact: Positions have been accounted for in the FY27 budget.

Recommended Action: SASED Administration requests that the Board of Directors approve the administrative contracts for the 2026-2027 school year as presented.

JOB DESCRIPTION

Title: Southeast Program Administrator

FLSA Status: Exempt

Job Category: Certified Administration

Reports To: Southeast Principal

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
- 2-4 years experience in leadership position
- Illinois State Board of Education issued teacher and principal evaluator designations
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

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. Support the vision for learning for all students and implement a strategic plan to accomplish that vision, focusing on social and emotional support(s).
3. Assist school stakeholders in the ability 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. Assist with the assignment of staff and support the professional growth of staff members in a differentiated manner based on identified needs and individual goals.
12. Build leadership capacity among staff.
13. Support the collection, analysis, 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. Assist with managing the school budget, requisitions, and all school funds.
17. Oversee and coordinate student transportation including drop off and pick up.
18. In coordination with the principal, respond to, coordinate, and oversee student discipline processes and procedures
19. In coordination with the principal, attend and support PLC's, early/late releases, and other staff meetings.
20. In coordination with the principal, conduct classroom walkthroughs, visitations, consultations, and observations to ensure program fidelity
21. In coordination with the principal, evaluates achievement and placement of students in SASED Programming
22. Oversee the upkeep of school facilities and building and manage and oversee all safety drills.
23. Evaluate certified and non certified staff as assigned by the principal.
24. Ensures students with disabilities receive a free and appropriate public education in the least restrictive environment in accordance with state and federal law
25. In coordination with other SASED administrators, oversee the preparation and implementation of facilitated IEPs, including annual reviews, reevaluations, initial evaluations, and other meetings as necessary completing follow-up documentation and reports, including facilitating all types of IEP meetings
26. Design, implement, and assist with professional development opportunities as assigned by the Program Coordinator and Assistant Director of Programs and Services
27. In coordination with other SASED administrators, develop and provide ongoing mentoring, orientation for new staff, and professional learning opportunities that develop skills and knowledge to staff across education and innovative practices
28. Attend regularly scheduled administrator team meetings
29. Coordinate compliance with ISBE regulations and mandates, including IEP Compliance and implementation, maintaining accurate records, and sharing new information.
30. Assesses student needs and recommends and monitors student support program ensuring equitable opportunity for success for all students
31. Oversee testing accommodations and alternate testing
32. Coordinate and supervise ESY Programs.
33. Support quality school and community relations through coordination and participating in special programs, ie- open houses, parent and student programs
34. Maintain knowledge of current research and best practices in education through professional reading, memberships
35. 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.

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 Principal of Southeast in accordance with the SASED Board of Directors policy on evaluation of certified staff.

Revised 4-21-26

Janette Barrett

1317 Walnut Ridge Drive, Montgomery, IL 60538
(630) 673-8395 – jdfeirn@gmail.com

PROFESSIONAL SUMMARY:

Nineteen-year educator and district leader with extensive experience in special education, student support, and program development. Proven track record in district-level leadership, compliance oversight, and staff mentorship. Dedicated to fostering inclusive, individualized learning environments that maximize student achievement and well-being. Seeking a Director of Special Education role to lead programs, policies, and staff in alignment with district goals.

LICENSURE

- General Administration – Principal – Prekindergarten through Grade 12
  - Completion of the PERA, Teacher Evaluator, training modules
  - Director of Special Education Endorsement
- Professional Educator License (PEL)
  - Learning Behavior Specialist 1 – Prekindergarten through Age 12
  - Elementary Education (Self Contained General Education) – Kindergarten through Grade 9
  - Language Arts and Social Science – Grade 5 through Grade 8

EDUCATION:

- Northern University, Dekalb, IL – August 2022 – Aug. 2023 | GPA 4.0
- Concordia University, River Forest, IL – Master of Arts, Principal Preparation, Dec 2018 | GPA 4.0
- Lewis University, Romeoville, IL – BA, Elementary and Special Education, May 2007 | GPA 3.96
- Romeoville High School, Romeoville, IL – High School Diploma, 2002

LEADERSHIP EXPERIENCE

Assistant Director of Student Support Services – Addison School District 4 | Aug 2023 – Present

- Oversee special education services, related services, and 504 plans across nine buildings
- Supervise, support, and evaluate special education staff, including teachers and related service providers
- Serve as District LEA for special education meetings and ensure compliance with all state and federal regulations
- Maintain and annually update the district's Special Education Manual, originally authored as a teacher
- Assist principals with program management, data-driven problem solving, and IEP/504 implementation
- Develop and deliver professional development for staff on IEP compliance, inclusive practices, and behavior interventions
- Coordinate special education caseloads, student placements, and services, including social work supervision
- Collaborate with district leadership on MTSS data, intervention strategies, and program evaluation
- Implement consistency protocols for Special Education Team Meetings and Individual Problem-Solving Meetings
- Recruit high-quality staff at university job fairs and participate in NDSEC Ad Council meetings

Dean of Students – Indian Trail Jr. High | July 2020 – June 2023

- Oversaw student behavior, attendance, and social-emotional support programs
- Supervised and coached staff on classroom management and intervention strategies
- Implemented proactive, restorative behavior systems, reducing disciplinary referrals
- Collaborated with special education and general education staff to support diverse student needs
- Led school-wide data collection, problem-solving, and MTSS meetings
- Developed staff protocols and guides to ensure consistent discipline and support practices
- Increased family engagement through clear communication processes

Special Education Teacher – Lake Park Elementary School, Addison, IL | Aug 2009 – June 2020

- Provided instruction to students with disabilities aligned to Common Core and individual instructional goals
- Developed and implemented IEPs, behavior intervention plans, and individualized instructional supports
- Mentored special education teachers and collaborated with general education colleagues on differentiated instruction
- Chaired PBIS Tier II team and led district-wide professional development on IEP implementation, para-educator support, and teaching strategies
- Spearheaded, wrote, and updated Addison School District 4 Special Education Manual
- Planned and led district Learning Disabilities Resource (LDR) meetings and transition processes for students with special education services
- Led Individual Problem-Solving Teams (IPST), created agendas, and coordinated substitute coverage
- Planned and implemented STAR 360 and FAST Bridge assessment programs
- Served as Assistant to the Principal 2019-2020

LEADERSHIP & DISTRICT INITIATIVES

- Maintain and annually update district Special Education Manual to ensure consistent compliance and best practices
- Lead professional development for teachers, para-educators, and administrators on inclusive instruction, IEP compliance, and behavior interventions
- Mentor and guide special education staff in instructional strategies, caseload management, and compliance
- Collaborate with administrators on MTSS implementation, data analysis, and program evaluation
- Develop and maintain consistent protocols for Individual Problem-Solving Teams and Special Education Team Meetings

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SKILLS

- Technology & Software: Microsoft Office Suite, Google Docs/Slides/Sheets, Outlook, Embrace IEP, Fast Bridge, STAR
- Instructional Leadership: MTSS/RtI, IEP development, behavior intervention planning, district-level program oversight
- Leadership & Collaboration: Staff supervision, mentorship, professional development design and delivery, program evaluation
- Additional Strengths: Strong organizational, communication, and problem-solving skills; experience with diverse populations; highly collaborative and results-oriented

PROGRAM ADMINISTRATOR

EMPLOYMENT AGREEMENT

July 1, 2026 through June 30, 2027

THIS EMPLOYMENT AGREEMENT ("Agreement") is made on the date hereinafter set forth between Janette Barrett ("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, 2026 and terminating on June 30, 2027 at an annual salary of One Hundred Eight Thousand and 00/100 Dollars ($108,000). 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 may elect medical, dental, and/or vision insurance, from among the coverage options offered by the BOARD. If the Program Administrator elects any such insurance, the BOARD will contribute an amount equal to the premium for single coverage or the Board will pay 60% of the cost of the premiums **PLUS** an additional amount equal to 20% of the premium(s) cost for the independent coverage.

   However, in the event that the Board's contribution towards the Program Administrators' participation in the SASED individual 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 Program Administrator's 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%).

2. The Program Administrator also shall be entitled to the following BOARD paid benefits:

   a. Term life insurance in the face amount of Fifty Thousand Dollars ($50,000); and

   b. Supplemental disability insurance, when combined with TRS disability

payments for which the Program Administrator may be eligible, shall provide no more than sixty percent (60%) of the Administrators' base salary in the event of disability.

3. 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.

4. 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.

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

6. 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 SASED'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 SASED, 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

Janette Barrett

Janette Barrett

SASED Board of Directors

By: _____

Chairperson

Attest: _____
Secretary

Date: _____ **Date:** _____

JOB DESCRIPTION

Title: **Program Administrator**

FLSA Status: Exempt

Job Category: Certified Administration

Reports To: **Program Coordinator**

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
- 2-4 years experience in leadership position
- Illinois State Board of Education issued teacher and principal evaluator designations
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

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 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. Ensures students with disabilities receive a free and appropriate public education in the least restrictive environment in accordance with state and federal law
3. Coordinate compliance with ISBE regulations and mandates, including IEP Compliance and implementation, maintaining accurate records, and sharing new information.
4. Respond to the changing needs of education and the SASED member districts through a shared vision, innovative practices, and collaborative partnerships
5. Cultivate and maintain professional relationships with all stakeholders, attend, facilitate, and participate in stakeholder and Administrative meetings, and serve as a liaison between school staff, students and administrators
6. Consult with stakeholders regarding the total special education programming, procedures, needed program improvement and instruction, students, curriculum, social and emotional learning,in coordination with Assistant Director and Program Coordinators
7. Evaluates achievement and placement of students in SASED Programming

8. Provide leadership and supervision for the design and implementation of curricula, student support services, and learning systems that support the learning goals of the SASED programs and individual needs of students.
9. Evaluates, in conjunction Program Coordinators and Assistant Director, the total special education program, curriculum, procedures; identifies and oversees necessary program improvement
10. Assesses student needs and recommends and monitors student support program ensuring equitable opportunity for success for all students
11. In coordination with other SASED administrators, conduct classroom walkthroughs, visitations, consultations, and observations to ensure program fidelity
12. Collect and analyze accurate and current data to inform program improvement plans and ensure program efficacy
13. Develop and/or assist in the development and implementation of administrative duties related to curriculum development, instruction, social and emotional learning, program evaluation, budget preparation and management, classroom assignments, board reports, staffing patterns, teaching and staff assignments, schedules, assistive technology, master scheduling,
14. Oversee testing accommodations and alternate testing
15. Conduct and plan regularly scheduled department team meetings and PLC's as assigned, including meetings for related service staff groups (SIIS team, SLPs, social workers, nurses, EL teachers, nurses, APE teachers, etc.)
16. Provide Direct oversight of SASED Programs as assigned by regularly conducting site visits
17. Recruit, hire, and retain highly qualified staff in all areas as designated.
18. Coordinate the repair, maintenance, and inventory of all department equipment and supplies
19. Coordinate and supervise ESY Programs.
20. Ensure quality school and community relations through coordination and participating in special programs, ie- open houses, parent and student programs
21. Assist with and oversee all professional development opportunities.
22. Maintain knowledge of current research and best practices in education through professional reading, memberships
23. Coordinate and evaluate tenured and non-tenured certified and non-certified staff with program administrators, including teachers, SIIS team, speech and language pathologists, EL teachers, related service providers, itinerants, diagnostic teams, and other certified staff as assigned
24. In collaboration with other SASED administrators, oversee substitute coordination
25. Coordinate and evaluate Assistant Program Administrators with assistance from the Program Coordinator and the Assistant Director of Programs and Services
26. Oversee and direct the assistant program administrators in overseeing satellite program classrooms and delivery of services
27. 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.

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. Position is eligible for flex time.

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

TENIKA PICKENS

CONTACT

(773) 790-2739

tkeyspickens@yahoo.com

Joliet, IL 60431

SKILLS

- Special education law
- Disability awareness
- Individualized education plans
- 504 plan coordination
- Instructional leadership
- Teamwork and collaboration
- Problem-solving
- Relationship building
- Multicultural sensitivity
- Data analysis

PROFESSIONAL SUMMARY

Dedicated special education leader with extensive experience at Community Consolidated School District 180. Skilled in developing and implementing IEPs while working closely with students, families, and multidisciplinary teams. Brings a strong understanding of special education laws and best practices, along with a people-centered approach rooted in patience, empathy, and clear communication. Passionate about building inclusive school communities through collaboration, practical problem-solving, and strategies that support both student success and team growth.

EXPERIENCE

July 2016 - Present

Director of Special Education

Community Consolidated School District 180, Burr Ridge, IL

- Implemented policies, procedures and protocols related to special education services.
- Provided professional development opportunities to special education staff members.
- Assisted in developing Individualized Education Plans that met the unique needs of each student.
- Coordinated transition planning processes for students moving from one grade level or setting to another.
- Facilitated all meetings among school staff, parents and guardians, outside agencies and other stakeholders.
- Collaborated with teachers, administrators, parents and other stakeholders to ensure optimal outcomes for students with disabilities.
- Reviewed and approved new programs, or recommended modifications to existing programs, submitting program proposals for school board approval as necessary.

August 2012 - May 2016

Special Education Teacher

Community Consolidated School District 180, Burr Ridge, IL

- Reviewed IEP with student's parents, school administrators and student's general education teachers.
- Provided academic, behavioral, and social-emotional support for students in need.
- Utilized a variety of teaching strategies to support the learning of diverse learners.

- Adapted curriculum content as needed based on individual student abilities.
- Gathered data to measure student progress and determine learner needs.
- Developed transition plans to move students to targeted career, vocational and life skills.
- Supervised and guided assistants and aides working with students.

August 2008 - May 2012

Middle School Science Teacher

Community Consolidated School District 180, Burr Ridge, IL

- Created a positive learning environment that fosters creativity and critical thinking skills in students.
- Encouraged active participation from all students during class lectures and activities.
- Planned and implemented engaging, hands-on science lessons for middle school students.
- Utilized educational technology and media to enhance learning of scientific concepts.
- Adapted teaching methods based on different learning styles of students.
- Communicated with parents and guardians regarding students' academic progress through verbal and written updates.

EDUCATION

May 2016

Certification in Director of Special Education

Northern Illinois University, Naperville, IL, US

May 2012

Certification in LBS 1

Lewis University, Romeoville, IL, US

May 2005

Master of Arts (M.A.) in Secondary Education

William Carey University, Hattiesburg, MS, US

May 1996

Bachelor of Science (B.S.) in Biology

Mississippi Valley State University, Itta Bena, MS, US

CERTIFICATIONS

- Professional Educator License
- Director of Special Education
- Learning Behavior Specialist 1

PROGRAM ADMINISTRATOR

EMPLOYMENT AGREEMENT

July 1, 2026 through June 30, 2027

THIS EMPLOYMENT AGREEMENT ("Agreement") is made on the date hereinafter set forth between Tenika Pickens ("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, 2026 and terminating on June 30, 2027 at an annual salary of One Hundred Twelve Thousand and 00/100 Dollars ($112,00). 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 may elect medical, dental, and/or vision insurance, from among the coverage options offered by the BOARD. If the Program Administrator elects any such insurance, the BOARD will contribute an amount equal to the premium for single coverage or the Board will pay 60% of the cost of the premiums **PLUS** an additional amount equal to 20% of the premium(s) cost for the independent coverage.

   However, in the event that the Board's contribution towards the Program Administrators' participation in the SASED individual 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 Program Administrator's 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%).

2. The Program Administrator also shall be entitled to the following BOARD paid benefits:

   a. Term life insurance in the face amount of Fifty Thousand Dollars ($50,000); and

   b. Supplemental disability insurance, when combined with TRS disability

payments for which the Program Administrator may be eligible, shall provide no more than sixty percent (60%) of the Administrators' base salary in the event of disability.

3. 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.

4. 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.

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

6. 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 SASED'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 SASED, 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

Tenika Pickens

Tenika Pickens

SASED Board of Directors

By: _____

Chairperson

Attest: _____
Secretary

Date: 4/30/2026

Date: _____

Amanda M. Guida

0S525 Madison Street, Winfield, IL 60190 · (309) 945-5133 · amzguida@gmail.com

Licensure/Certification

Director of Special Education Endorsement – IEIN #847948
Professional Educator License (Type 73) - #1802056
Illinois State Speech-Language Pathology License - #146010296
ASHA Certificate of Clinical Competence – member #12139472

Education

Northern Illinois University
Director of Special Education Endorsement Cohort, August 2017

University of Illinois at Urbana-Champaign
Master of Arts, Speech-Language Pathology, May 2009

University of Illinois at Urbana-Champaign
Bachelor of Science with Honors, Speech and Hearing Science, May 2007

Geneseo High School
Illinois State Scholar, National Honors Society, May 2003

Work Experience

Addison School District #4 - Assistant Director of Student Support Services - August 2023-present

- ★ Oversee the Student Support Program (SSP), Intensive Intervention (II) classes, and Speech-Language Pathologists districtwide - ensure caseloads/workloads/class lists are equitable, manageable, and updated
- ★ Assist principals in completing one formal evaluation for all SSP teachers, II teachers, and SLPs
- ★ Attend all IEP meetings as LEA for students in the SSP and II classes
- ★ Schedule and run weekly PLC meetings with SSP teachers, II teachers, and SLPs
- ★ Responsible for distributing and maintaining AAC devices across the district (currently 77 students)
- ★ Participate in bi-weekly administrator meetings, weekly team meetings with the director and the other assistant director of student support services, and bi-weekly special education team meetings at schools
- ★ Lead professional development sessions for all staff including new teacher and new paraprofessional orientation trainings and annual CPI trainings
- ★ Update the district Special Education Manual and protocols
- ★ Update Skyward Q with student special education information and compare with monthly KidCount for accuracy; work with special education cooperative to ensure accuracy of state EE Report
- ★ Train staff on using EmbraceIEP and complete IEP compliance checks
- ★ Train all related service staff and individual paraprofessionals on using EmbraceDS for medicaid billing and monitor for monthly completion
- ★ Maintain NPI number to approve Medicaid referrals for all students receiving speech and language services across the district
- ★ Assist in Crisis Intervention situations and ensure all ISBE paperwork is uploaded into SIS
- ★ Responsible for submitting purchase orders and managing/training staff on special education online programs including News2You, Unique, Helpkidzlearn, Choose It Maker, Boardmaker Online, Everyday Speech, SANDI, Readtopia, and Teachtown
- ★ Coordinate with Universities to place Speech-Language Pathology interns including an annual collaboration with Lewis University to place bilingual interns in our schools under supervision from a bilingual clinical supervisor at Lewis

Amanda M. Guida

0S525 Madison Street, Winfield, IL 60190 · (309) 945-5133 · amzguida@gmail.com

Addison School District #4 – Speech-Language Pathologist - August 2009-May 2023

- ★ Responsible for Assistive Technology support across 9 buildings in the district – program, use, and train staff on alternative and augmentative communication devices
- ★ Develop materials and lesson plans to work individually and in groups with students ages 3-12 with a variety of disabilities; Develop whole class language lessons for self-contained special education classrooms, including monthly "snacktivity" cooking lessons and weekly core vocabulary lessons.
- ★ Develop lesson plans and weekly data collection system; use data to write progress reports and IEPs in EmbraceIEP; use standardized assessments to evaluate students
- ★ Communicate with parents and teachers regarding student's goals and progress
- ★ Use EmbraceDS website to bill for Medicaid services
- ★ Assist in Crisis Intervention situations using CPI Training to help de-escalate student behaviors
- ★ Use software to provide visuals for students including schedules, penny boards, social stories, etc.
- ★ Serve as CFY supervisor and mentor to new speech-language pathologists within the district
- ★ Plan and present professional development for all staff
- ★ Observe student behaviors and participate in team problem solving meetings to brainstorm
- ★ Participate in ASHA approved professional development activities
- ★ Attend bi-weekly lead meetings to share Medicaid, KidCount, or technology updates with leads

Additional Leadership Activities

Certified CPI Trainer: 2017 – present

- ★ Develop lesson plans for and train staff on the Non-Violent Crisis Prevention program; attend trainings every two years to become recertified in the program

Addison Teacher's Association President: 2020-2023

- ● Meet monthly with Superintendents to discuss member concerns; provide support to members; negotiate collective bargaining agreements

District Mentoring Committee: 2014-present

- ★ Attend mentor meetings throughout the year; plan and present material with mentor committee

Speech-Language Pathologist Team Leader: 2012 – 2022

- ★ Schedule monthly meetings for 13 district speech-language pathologists, plan professional development activities, order all materials, coordinate bilingual and parochial speech/language evaluations

Professional References

Janet Diaz, Director of Student Support Services, Addison School District #4
(708)-369-4366, jdiaz@asd4.org

Janette Barrett, Assistant Director of Student Support Services, Addison School District #4
(630)-673-8395, jbarrett@asd4.org

Beth Lodhi, Intermediate Student Support Program Teacher, Stone School
(312)-371-4240, elodhi@asd4.org

Sarah Merrithey, Speech-Language Pathologist, Addison District #4
(630)-818-7317, smerrithey@asd4.org

PROGRAM ADMINISTRATOR

EMPLOYMENT AGREEMENT

July 1, 2026 through June 30, 2027

THIS EMPLOYMENT AGREEMENT ("Agreement") is made on the date hereinafter set forth between Amanda Guida ("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, 2026 and terminating on June 30, 2027 at an annual salary of One Hundred Eight Thousand and 00/100 Dollars ($108,000). 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 may elect medical, dental, and/or vision insurance, from among the coverage options offered by the BOARD. If the Program Administrator elects any such insurance, the BOARD will contribute an amount equal to the premium for single coverage or the Board will pay 60% of the cost of the premiums **PLUS** an additional amount equal to 20% of the premium(s) cost for the independent coverage.

   However, in the event that the Board's contribution towards the Program Administrators' participation in the SASED individual 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 Program Administrator's 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%).

2. The Program Administrator also shall be entitled to the following BOARD paid benefits:

   a. Term life insurance in the face amount of Fifty Thousand Dollars ($50,000); and

   b. Supplemental disability insurance, when combined with TRS disability

payments for which the Program Administrator may be eligible, shall provide no more than sixty percent (60%) of the Administrators' base salary in the event of disability.

3. 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.

4. 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.

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

6. 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 SASED'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 SASED, 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

Amanda Guida

Amanda Guida

SASED Board of Directors

By: _____

Chairperson

Attest: _____
Secretary

Date: 5/1/2026

Date: _____

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Rachel Wisniewski, Assistant Director of Business/CSBO
Date: May 20, 2026
Re: Approval of SASED Designations

Summary: The Board of Directors will review and approve a list of authorized designations annually.

Depositories:

1. Fifth Third Bank, NA
2. PMA Securities, LLC - Illinois School District Liquid Asset Fund Plus
3. Fifth Third Securities

Newspaper/Legal Notices: Daily Herald

Legal Counsel: Engler Callaway Baasten & Sraga, LLC

Architect: Wight and Company

Recommended Action: The administration recommends that the Board of Directors approve continuing with the above designations for the FY27 fiscal year.

School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors

Via: Dr. Kim Dryier

From: Rachel Wisniewski, Assistant Director of Business/CSBO
Date: May 20, 2026
Re: Approval of the FY 26-27 Treasurer's Bond Documents

Summary: SASED Board of Directors shall take action on the annual Treasurer's Bond documents: Resolution Approving Surety Bond of Treasurer, 2026 Verification certificate, 2026 treasurer invoice, and the 2026 Treasurer Bond Calculation Form.

Financial Impact: The School Code requires school district and cooperative treasurers to obtain bonding for having custodial responsibility for assets. The School Code requires that the bond amount be provided at a minimum of 10% of the highest amount of money in custody of the treasurer at any point in time during the school year. The highest projected fund balance is $40,000,000. The calculation shows that $4,000,000 of bond coverage meets SASED's requirements. The bond is held with Liberty Mutual Insurance Company at a cost of $3,200.

Recommended Action: SASED Administration requests that the Board of Directors approve the FY26-27 Treasurer's Bond Documents, as presented.

Resolution Appointing School Treasurer

WHEREAS, pursuant to the School Code (105 ILCS 5/5-1), the Board of Director may appoint a non-Board Member to Serve as School Treasurer; and,

WHEREAS, the Board of Directors has determined that the responsibilities of "School Treasurer" shall be met by the Chief Financial Officer.

NOW, THEREFORE, Be It Resolved by the Board of Directors of the School Association for Special Education in DuPage County, DuPage and County, Illinois, that Rachel Wisniewski be appointed as School Treasurer effective July 1, 2026.

Member _____moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Board Chairperson directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the members voted as follows:
AYE: _____
NAY:_____
ABSENT/ABSTAIN: _____

Whereupon the Board Chairperson declared the motion carried and said resolution adopted _____, 2026.

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

By:_____(Board Chairperson)

Attest: _____ (Board Secretary)

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION OF RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Directors (the "Board") of The School Association for Special Education in DuPage County, DuPage County, Illinois (the "District"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing is a full, true and complete copy of a resolution entitled:

APPOINTMENT OF SCHOOL TREASURER

Which resolution was adopted at a meeting of the Board held on the 20th day of May, 2026.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the *Open Meetings Act* of the State of Illinois, as amended, the *School Code* of the State of Illinois, as amended and that the Board has complied with all the provisions of said Acts and said Codes and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this 20th day of May, 2026.

_____
Secretary, Board of Directors
THE SCHOOL ASSOCIATION
FOR SPECIAL EDUCATION IN
DUPAGE COUNTY

Arthur J. Gallagher Risk Management Services, LLC
Rolling Meadows, IL 60008
Phone: (630)773-3800

SELJO1

Invoice # 6131647	1 of 1
ACCOUNT NUMBER	DATE
SCHOASS-03	5/13/2026
BALANCE DUE ON	AMOUNT DUE
7/1/2026	$3,200.00

School Association for Special Education in DuPage County
2900 Ogden Ave
Lisle, IL 60532

Gallagher
Insurance | Risk Management | Consulting

Bond - Public Officials PolicyNumber: 404257678 Company: Liberty Mutual Insurance Company Effective: 7/1/2026 to 6/30/2027

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
43521239	7/1/2026	7/1/2026	RENB	Renewal Premium	$3,200.00

$4,000,000 Rachel Wisniewski

Rate: .80/1000 @ 30% comm
Refer to bond form for cancellation provisions

Total Invoice Balance: **$3,200.00**

Please return this portion with your payment. Include your invoice number on your remittance to expedite processing.

SELJO1

School Association for Special Education in DuPage County
2900 Ogden Ave
Lisle, IL 60532

Invoice # 6131647	
ACCOUNT NUMBER	DATE
SCHOASS-03	5/13/2026
BALANCE DUE ON	AMOUNT DUE
7/1/2026	$3,200.00
AMOUNT PAID	

Please send your remittance to:

Arthur J. Gallagher Risk Management Services, LLC
PO Box 39735
Chicago, IL 60694-9700

Gallagher
Insurance | Risk Management | Consulting

PAY ONLINE AT: www.ajg.com/ezpay

INCREASE PENALTY RIDER

BOND AMOUNT $2,000,000.00 BOND NO. 404257678

To be attached and form a part of Bond No. 404257678 dated the 1st Day of July, 2023, executed by Liberty Mutual Insurance Company as surety, on behalf of Rachel Wisniewski as current principal of record, and in favor of School Association for Special Education in DuPage County, as Obligee for Treasurer, and in the amount of Two Million Dollars and 00/100 ($2,000,000.00).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Liberty Mutual Insurance Company hereby consents that effective from the 1st Day of July, 2026, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:

FROM: Two Million Dollars and 00/100 ($2,000,000.00)

TO: Four Million Dollars and 00/100 ($4,000,000.00)

The INCREASE of said bond penalty shall be effective as of the 1st Day of July, 2026, and does hereby agree that the continuity of protection under said bond subject to changes in penalty shall not be impaired hereby, provided that the aggregate liability of the above mentioned bond shall not exceed the amount of liability assumed by it at the time the act and/or acts of default were committed and in no event shall such liability be cumulative.

Signed, sealed and dated this 13th Day of May, 2026

Rachel Wisniewski
PRINCIPAL

BY _____

Liberty Mutual Insurance Company
SURETY

BY _____
William T. Krumm, ATTORNEY-IN-FACT

THE ABOVE BOND IS HEREBY AGREED TO AND ACCEPTED BY:

School Association for Special Education in DuPage County
OBLIGEE

BY _____
TITLE

POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint **William T. Krumm** all of the city of Rolling Meadows, state of IL its true and lawful attorney-in-fact, with full power and authority hereby conferred to sign, execute and acknowledge the following surety bonds, undertakings, recognizances, contracts of indemnity, and all other surety obligations related thereto, the execution of which shall be binding upon the Companies as if it had been duly signed and executed by its own officers:

Principal Name: Rachel Wisniewski
Obligee Name: School Association for Special Education in DuPage County

Surety Bond Number: 404257678 **Bond Amount:** See Bond Form

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 13th day of May, 2026.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: _____
Nathan J. Zangerle, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 13th day of May, 2026, before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.

Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: _____
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.
Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-infact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company do hereby certify that this power of attorney executed by said Companies is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 13th day of May, 2026.

By: _____
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

VERIFICATION CERTIFICATE FOR
INDEFINITE TERM SURETY BOND

THIS IS TO CERTIFY that Bond No. 404257678 issued by Liberty Mutual Insurance Company dated this 1st Day of July, 2023, in the amount of ($4,000,000.00), on behalf of Rachel Wisniewski (as Principal), and in favor of School Association for Special Education in DuPage County (as Obligee) , for Treasurer covers a term which began on the 1st Day of July, 2023, and ends only with the cancellation of said bond or other legal termination thereof; and that the said bond remains in effect, subject to all its agreements, conditions and limitations.

Signed, sealed and dated: May 13th, 2026

Liberty Mutual Insurance Company



BY: _____
William T. Krumm, Attorney-in-Fact

Current Term of Bond: July 01, 2026 to June 30, 2027

POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint **William T. Krumm** all of the city of Rolling Meadows, state of IL its true and lawful attorney-in-fact, with full power and authority hereby conferred to sign, execute and acknowledge the following surety bonds, undertakings, recognizances, contracts of indemnity, and all other surety obligations related thereto, the execution of which shall be binding upon the Companies as if it had been duly signed and executed by its own officers:

Principal Name: Rachel Wisniewski
Obligee Name: School Association for Special Education in DuPage County

Surety Bond Number: 404257678 **Bond Amount:** See Bond Form

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 13th day of May, 2026.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: _____
Nathan J. Zangerle, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 13th day of May, 2026, before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.

Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: _____
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.
Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-infact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company do hereby certify that this power of attorney executed by said Companies is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 13th day of May, 2026.

By: _____
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

DuPage Regional Office of Education

Treasurer Bond Calculation Form

Date:

District Name: School Association for Special Education in DuPage County
Address 2900 Ogden Avenue, Lisle IL 60532

Treasurer's Name: Rachel Wisniewski

Treasurer's date of election or appointment 7/1/2026
Treasurer's date of expiration (if applicable)

School Treasurer's Bond (105 ILCS 5/8-2)

Projected Highest Fund Balance:		$ 40,000,000.00	Enter highest projected fund balance
Mulipied by 10%	x	10%	
Anticipated Surety Bond Issue Amount	=	$ 4,000,000.00	
The amount of the Bond listed on State of Illinos School Treasurer's Bond - Surety Bond Form.		$ 4,000,000.00	Enter treasurer's surety bond amount
		$0.00	Properly Funded

Surety Company: **Issuance Date:** **Expiration Date:**

Treasurer's Bond For General Oligation Bond Issuance (105 ILCS 5/19-6 and 105 ILCS5/8-2)

Anticipate Bond Proceeds:			Enter anticipated bond proceeds
Mulipied by 10%	x	10%	
Anticipated Special Surety Bond Amount	=	$ -	
The amount of the Bond listed on State of Illinos SchoolTreasurer's Bond Covering Special Bond Issue Form.			Enter special surety bond amount
		$0.00	Properly Funded

Surety Company: **Issuance Date:** **Expiration Date:**

An original of the Bond must be on file in the Regional Superintendent's Office, as well as an original Rider when applicable.

We affirm that the above information is accurate and current.

School Board President

School Board Secretary

Return completed form by June 12th to:

DuPage Regional Office of Education
Lori Ladesic, Administrative Assistant
421 N. County Farm Road
Wheaton, IL 60187
(630) 407-5770

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: May 20, 2026
Re: Approval of the SY26-27 Lease Agreements

Summary: Lease Agreements with member districts to host classroom locations throughout the 26-27 school year.

Financial Impact:

- Keeneyville SD20 - (1) SLE classroom at Waterbury - $23,621
- West Chicago SD33 - (6) SLE classrooms, (1) Sensory Room, and (4) office spaces at Leman Middle School - $214,643
- DuPage SD45 - (2) DHH classrooms at ECC, (5) DHH classrooms at North - $165,347
- Salt Creek SD48 - (2) Vision classrooms and (1) office space at Albright Middle School - $59,566
- Downers Grove SD58 - (2) Vision classroom at Indian Trail Elementary School, and (4) SLE classrooms and (1) SLE Multi-purpose classroom at Kingsley School - $165,347
- Maercker SD60 - (2) SLE classrooms, and (1) SLE Multipurpose classroom at Holmes School - $70,863
- Center Cass SD66 - (2) SLE classrooms at Prairieview Elementary School - $47,242
- DuPage High SD88 - (2) Vision classrooms and (1) SLE classroom at Addison Trail High School; and (2) SLE classrooms at Willowbrook High School - $115,024
- Westmont SD201 - (2) DHH classrooms at Westmont Jr. High School - $47,242
- Lisle SD202 - (3) SMNP classrooms, (2) SLE classrooms, (2) Multi-purpose classrooms, and (1) office space at Lisle South Campus - $177,671

The total cost for classroom rentals for the 26-27 school year equals $1,086,566. This does not account for the additional costs associated with furniture, supplies, etc.

Recommended Action: SASED Administration requests that the Board of Directors approve the SY26-27 Lease Agreements, as presented.

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School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

LEASE

1. PARTIES: The parties to this Lease are **Keeneyville School District #20,** DuPage County, Illinois, having its principal offices at 5540 Arlington Drive East, Hanover Park, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

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

One Structured Learning Environment (SLE) Classroom
Waterbury Elementary School, 355 S. Rodenburg Road, Roselle, IL 60172

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms (to include student and staff chairs and desks, white board, book shelves and/or book cases).

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

3. TERM: This Lease shall be for a term of one year commencing on August 12, 2026 and continuing until August 11, 2027. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2027 and the Lessor shall accept or decline the renewal request by March 31, 2027.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2026-2027 it is hereby agreed that the fees for Space Usage are as follows:

☒	**Grades K-8:**	**$23,621**	**x**	**1 classroom = $23,621**
☐	**High School:**	**$25,675**		
☐	**Office Space:**	**$12,324**		
			TOTAL	**$23,621**

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before January 1, 2027, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. RENT OFFSET:

a. If Lessor is unable to fulfill any of Lessor's obligations relating to furniture, equipment, or services required by this Lease, Lessor shall contact Lessee with written

email notice of unfilled obligations. The Lessee may also provide the Lessor with notice of unfilled obligations via a written email notice. If Lessor is unable to correct the unfilled obligations, Lessee and Lessor will collaboratively determine a rent offset to reduce the amount of rent paid.

b. The amount of the rent offset will equal either of the following, at Lessee's option:

i. Lessee may offset up to Five Hundred Dollars ($500.00) for every month (or partial month) during which Lessor's unfilled obligation(s) continues. If Lessee reasonably anticipates that the unfilled obligation(s) will continue after the due date for rent (i.e., January 1), Lessee may assess an offset for months occurring after January 1. The specific amount of the offset (up to $500 per month) will be determined by Lessee in collaboration with the Lessor

ii. Lessee may assess an offset equal to the costs incurred by Lessee to provide the furniture, equipment, or services that Lessor was unable to provide, including any costs Lessee reasonably anticipates incurring after the due date for rent (i.e., January 1).

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

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

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

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

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

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

12. PROPERTY INSURANCE, UTILITY SERVICE, REPAIRS AND REPLACEMENT: Lessor assumes full responsibility for providing at its expense adequate insurance to protect the

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

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

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

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

15. SERVICES: Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage removal, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- A proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. SASED staff and students are an integral part of the building, inclusive of building communications and crisis planning. Student fees required by the Lessor for students attending these programs are billed to SASED and will be included in the tuition costs billed to the district of residence. SASED staff members have access to the following on the same basis that other staff in the building have access: the building, general building supplies copy machine, etc. Postage can be accumulated by the Lessor and invoiced to SASED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable

needs of SASED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASED. However, the Lessor's technology staff will be available to assist in resolving problems that are the result of the district network or the result of SASED provided hardware and software interacting with the network. This assistance shall be coordinated with SASED technology staff. SASED teachers working with students included in district classroom programs will be allowed to participate in Lessor's staff meeting and activities, inclusive of celebrations and assemblies. The Lessor's building principal, secretary, and nurse consider the staff and students their responsibility, however, this responsibility is secondary to the SASED program coordinator. "Inclusion fees" have been integrated into this lease agreement. The payment of rental fee provides for the cost to Lessor of having staffing patterns and other items impacted by including SASED students in the Lessor's programs. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.

- Services provided by Lessor's school nurse will include basic oral medication management, basic first aid services, and other services provided to non-disabled peers.

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

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

- SASED staff members will be included in Lessor's crisis planning and crisis education/training for the school. Evacuation routes will be specifically outlined and individualized in order to meet the needs of SASED students. This may include access to ramps and/or alternate arrangements for mobility challenged students.
- SASED Individual student inclusion consideration:
    - Prior to an IEP meeting, when inclusion may be considered, SASED administrative designee will collaborate with host site administrative designee.
    - When considering inclusion, the host subject specific general education will be invited to the IEP meeting, or other appropriate personnel as determined by host site administrative designee and SASED designee
    - Decisions about individual student inclusion needs will be shared in projections in February of the upcoming school year and throughout the remainder of the school year. SASED will provide a list of inclusion needs for the upcoming school year to both the building and district administrator in the spring of the preceding

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year.

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 1st day of July 2026.

Keeneyville School District #20
5540 Arlington Drive East
Hanover Park, IL 60133

By:

Assistant Superintendent for Business

ATTEST:

Signed by:
43A25CFFF01244B

Secretary

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

By:

SASED Executive Director

ATTEST:

Rachel Wisniewski

SASED Assistant Director of Business/CSBO

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

LEASE

1. **PARTIES:** The parties to this Lease are **West Chicago Elementary District #33,** DuPage County, Illinois, having its principal offices at 312 E. Forest Avenue, West Chicago, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

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

Six Structured Learning Environment (SLE) Classrooms
One Sensory Room
Four Office Spaces/Workspaces
Leman Middle School, 238 E Hazel Street, West Chicago, IL 60185

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms (to include student and staff chairs and desks, white board, book shelves and/or book cases).

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

3. **TERM:** This Lease shall be for a term of one year commencing on August 12, 2026 and continuing until August 11, 2027. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2027 and the Lessor shall accept or decline the renewal request by March 31, 2027.

4. **RENT AND RELATED COSTS:** Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2026-2027 it is hereby agreed that the fees for Space Usage are as follows:

☐ **Grades K-8:**	**$23,621**	**x**	**7 classrooms = $165,347**
☐ **High School:**	**$25,675**		
☐ **Office Space:**	**$12,324**	**x**	**4 rooms = $49,296**
			TOTAL$214,643

5. **PAYMENT OF RENT:** Lessee agrees to pay rent in one lump sum on or before January 1, 2027, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. **RENT OFFSET:**

a. If Lessor is unable to fulfill any of Lessor's obligations relating to furniture, equipment, or services required by this Lease, Lessor shall contact Lessee with written email notice of unfilled obligations. The Lessee may also provide the Lessor with notice of unfilled obligations via a written email notice. If Lessor is unable to correct the unfilled obligations, Lessee and Lessor will collaboratively determine a rent offset to reduce the amount of rent paid.

b. The amount of the rent offset will equal either of the following, at Lessee's option:

i. Lessee may offset up to Five Hundred Dollars ($500.00) for every month (or partial month) during which Lessor's unfilled obligation(s) continues. If Lessee reasonably anticipates that the unfilled obligation(s) will continue after the due date for rent (i.e., January 1), Lessee may assess an offset for months occurring after January 1. The specific amount of the offset (up to $500 per month) will be determined by Lessee in collaboration with the Lessor

ii. Lessee may assess an offset equal to the costs incurred by Lessee to provide the furniture, equipment, or services that Lessor was unable to provide, including any costs Lessee reasonably anticipates incurring after the due date for rent (i.e., January 1).

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

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

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

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

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

11. **TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING:** At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If default be made in the payment of the rent, or any part thereof, or in any

of the covenants herein contained to be kept by Lessee, it shall be lawful for the Lessor at any time, at its election, within 30 days of written notice and the right to cure, to declare the term ended and this Lease forfeited.

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

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

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

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

15. SERVICES: Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage removal, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- A proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. SASED staff and students are an integral part of the building, inclusive of building communications and crisis planning. Student fees

required by the Lessor for students attending these programs are billed to SASED and will be included in the tuition costs billed to the district of residence. SASED staff members have access to the following on the same basis that other staff in the building have access: the building, general building supplies copy machine, etc. Postage can be accumulated by the Lessor and invoiced to SASED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASED. However, the Lessor's technology staff will be available to assist in resolving problems that are the result of the district network or the result of SASED provided hardware and software interacting with the network. This assistance shall be coordinated with SASED technology staff. SASED teachers working with students included in district classroom programs will be allowed to participate in Lessor's staff meeting and activities, inclusive of celebrations and assemblies. The Lessor's building principal, secretary, and nurse consider the staff and students their responsibility, however, this responsibility is secondary to the SASED program coordinator. "Inclusion fees" have been integrated into this lease agreement. The payment of rental fee provides for the cost to Lessor of having staffing patterns and other items impacted by including SASED students in the Lessor's programs. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.

- Services provided by Lessor's school nurse will include basic oral medication management, basic first aid services, and other services provided to non-disabled peers.

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

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

- SASED staff members will be included in Lessor's crisis planning and crisis education/training for the school. Evacuation routes will be specifically outlined and individualized in order to meet the needs of SASED students. This may include access to ramps and/or alternate arrangements for mobility challenged students.
- SASED Individual student inclusion consideration:
    - Prior to an IEP meeting, when inclusion may be considered, SASED administrative designee will collaborate with host site administrative designee.
    - When considering inclusion, the host subject specific general education will be invited to the IEP meeting, or other appropriate personnel as determined by host site administrative designee

and SASED designee

- Decisions about individual student inclusion needs will be shared in projections in February of the upcoming school year and throughout the remainder of the school year. SASED will provide a list of inclusion needs for the upcoming school year to both the building and district administrator in the spring of the preceding year.

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 1st day of July 2026.

West Chicago Elementary District #33
312 E Forest Avenue
West Chicago, IL 60185

By: _____
Assistant Superintendent for Business

ATTEST: _____
Secretary

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

By: _____
SASED Executive Director

ATTEST: _____
SASED Assistant Director of Business/CSBO

Addendum to Lease (D33 SY 2027)

This Addendum is made and entered into on the date hereinafter set forth, by and between West Chicago Elementary District #33,, DuPage County, Illinois ("Lessor") and the School Association forbSpecial Education in DuPage County ("SASED" or "Lessee").

WHEREAS, concurrently herewith, Lessor and Lessee have entered into a lease agreement for the period from August 12, 2026 through August 11, 2027 ("the Lease"); and

WHEREAS, the parties wish to amend the Lease as set forth herein;

NOW THEREFORE, the Lessor and the Lessee agree as follows:

1. The following changes have been made to Section 2:

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

Six Structured Learning Environment (SLE) Classrooms
One Sensory Room
Four Office Spaces/Workspaces
Leman Middle School, 238 E Hazel Street, West Chicago, IL 60185

Including the furnishings and ordinary school equipment as listed on Exhibit A attached hereto.

Lessor shall use reasonable efforts to make available when requested by Lessee on a non-exclusive basis, Lessor's programs, areas and facilities of common benefit (e.g., the gymnasium, playgrounds, parking areas, restrooms etc.). If a situation arises in which Lessor anticipates that Lessee's use of facilities of common benefit will substantially disrupt or conflict with Lessor's use, Lessor will confer with Lessee in advance to make mutually agreeable alternative
arrangements.

2. The following changes have been made to Section 6:

RENT OFFSET:

a. If Lessor is unable to fulfill any of Lessor's obligations relating to furniture, equipment, or services required by this Lease, Lessor shall contact Lessee with written email notice of unfilled obligations. The Lessee may also provide the Lessor with notice of unfilled obligations via a written email notice. Upon receipt of such notice, Lessor shall use commercially reasonable efforts to remedy the unfulfilled obligations within a reasonable timeframe. If Lessor is unable to correct the unfilled obligations, Lessee and Lessor will collaboratively determine a rent offset to reduce the amount of rent paid.

b. The amount of the rent offset will equal either of the following, at Lessee's option:

i. Lessee may offset up to Five Hundred Dollars ($500.00) for every month (or partial month) during which Lessor's unfilled obligation(s) continues. If Lessee reasonably anticipates that the unfilled obligation(s) will continue after the due date for rent (i.e., January 1), Lessee may assess an offset for months occurring after January 1. The specific amount of the offset (up to $500 per month) will be determined by mutual agreement of the Parties.

ii. Lessee may assess an offset equal to the actual costs incurred by Lessee to provide the furniture, equipment, or services that Lessor was unable to provide, including any costs Lessee reasonably anticipates incurring after the due date for rent (i.e., January 1).

3. The following addition has been made to Section 12:

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

4. The following addition has been made to Section 15:

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. However, no SASED direct hired, certified staff members assigned to the leased Premises shall in any way be considered an employee or agent of the Lessor nor shall such staff member be entitled to any fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Lessor. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

5. The following sections have been added:

17. NOTICE. Any notice required or permitted hereunder shall be in writing and shall be deemed properly served: (i) on the date delivered if delivered by personal delivery upon an

authorized representative of a party hereto; or upon receipt or rejection by addressee if mailed by the United States registered or certified mail, return receipt requested, postage prepaid; or (iii) on the date delivered by email; or (iv) on the date delivered if deposited cost paid with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to the Lessor:
Karen Apostoli, Executive Director of Business & Operations, CSBO
West Chicago Elementary School District 33
312 E. Forest Avenue
West Chicago, IL 60185
Email: apostolik@wego33.org

If to the Lessee:
Rachel Wisniewski, Assistant Director of Business Services
School Association for Special Education of DuPage
2900 Ogden Avenue
Lisle, IL 60502
Email: rwisniewski@sased.org

18. COMPLIANCE WITH LAWS: Both the Lessor and Lessee shall comply with all applicable local, county, state, and federal laws and regulations.

19. GOVERNING LAW: This Lease shall be governed by and construed in accordance with the laws of the state of Illinois, without regard to its conflict of laws rules. Jurisdiction and venue for all litigation arising out of this Lease shall be in the Circuit Court of DuPage County, Illinois.

20. AUTHORITY TO EXECUTE: Both parties represent and warrant to the other that this Agreement has been duly authorized and that the person who executed this Lease is authorized to do so on behalf of the party.

21. COMPLETE AGREEMENT: The terms and conditions contained in this Lease, together with any attachments and exhibits, constitute the complete and integrated agreement between the Parties with respect to the subject matter contained herein. All prior agreements, negotiations, and understandings with respect to the subject matter of this Lease are hereby deemed void and of no further effect. This Lease may only be modified or cancelled by the written agreement of both the Lessor and Lessee and may not be modified or cancelled orally.

Exhibit A

The following is a list of furnishing and ordinary school equipment to be provided by the Lessor:

- 10 traditional student desks in each of the 6th-8th grade classrooms (2 classrooms)
- 2 tables and 6 chairs in each of the 6th-8th grade classrooms (2 classrooms)
- Teacher desk and chair in each of the classroom spaces and sensory room (7 classrooms)
- 2 or three teacher desks and chairs in each of the workspaces (4 work spaces)
- 3 or 4 additional adult chairs in each of the classrooms and sensory space (7 classrooms)
- 1 or 2 computer tables in each space, if available (7 classrooms and 4 workspaces)
- Bookshelves and/or cases equal to those in the host general education classrooms in each classroom and work space
- Technology (smartboards or the like) in each classroom and sensory space equivalent to that in the host general education classrooms (7 classrooms)

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

LEASE

1. PARTIES: The parties to this Lease are **District #45,** DuPage County, Illinois, having its principal offices at 255 W. Vermont Street, Villa Park, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

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

Two Deaf and Hard of Hearing Classrooms, Early Childhood Center
251 Jackson Street, Villa Park, IL 60181

Five Deaf and Hard of Hearing Classrooms, North Elementary School
150 W. Sunset Avenue, Villa Park, IL 60181

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms (to include student and staff chairs and desks, white board, book shelves and/or book cases).

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

3. TERM: This Lease shall be for a term of one year commencing on August 12, 2026 and continuing until August 11, 2027. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2027 and the Lessor shall accept or decline the renewal request by March 31, 2027.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2026-2027 it is hereby agreed that the fees for Space Usage are as follows:

☒	**Grades K-8:**	**$23,621**	**x**	**7 classrooms = $165,347**
☐	**High School:**	**$25,675**		
☐	**Office Space:**	**$12,324**		
				TOTAL$165,347

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before

January 1, 2027, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. RENT OFFSET:

a. If Lessor is unable to fulfill any of Lessor's obligations relating to furniture, equipment, or services required by this Lease, Lessor shall contact Lessee with written email notice of unfilled obligations. The Lessee may also provide the Lessor with notice of unfilled obligations via a written email notice. If Lessor is unable to correct the unfilled obligations, Lessee and Lessor will collaboratively determine a rent offset to reduce the amount of rent paid.

b. The amount of the rent offset will equal either of the following, at Lessee's option:

i. Lessee may offset up to Five Hundred Dollars ($500.00) for every month (or partial month) during which Lessor's unfilled obligation(s) continues. If Lessee reasonably anticipates that the unfilled obligation(s) will continue after the due date for rent (i.e., January 1), Lessee may assess an offset for months occurring after January 1. The specific amount of the offset (up to $500 per month) will be determined by Lessee in collaboration with the Lessor

ii. Lessee may assess an offset equal to the costs incurred by Lessee to provide the furniture, equipment, or services that Lessor was unable to provide, including any costs Lessee reasonably anticipates incurring after the due date for rent (i.e., January 1).

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

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

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

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

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

11. TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING: At the termination of

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

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

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

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

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

15. SERVICES: Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage removal, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- A proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as

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

- Services provided by Lessor's school nurse will include basic oral medication management, basic first aid services, and other services provided to non-disabled peers.

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

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

- SASED staff members will be included in Lessor's crisis planning and crisis education/training for the school. Evacuation routes will be specifically outlined and individualized in order to meet the needs of SASED students. This may include access to ramps and/or alternate arrangements for mobility challenged students.
- SASED Individual student inclusion consideration:
    - Prior to an IEP meeting, when inclusion may be considered, SASED administrative designee will collaborate with host site administrative designee.
    - When considering inclusion, the host subject specific general

education will be invited to the IEP meeting, or other appropriate personnel as determined by host site administrative designee and SASED designee

- Decisions about individual student inclusion needs will be shared in projections in February of the upcoming school year and throughout the remainder of the school year. SASED will provide a list of inclusion needs for the upcoming school year to both the building and district administrator in the spring of the preceding year.

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 1st day of July 2026.

BOARD OF EDUCATION OF
SCHOOL DISTRICT #45
255 W. Vermont Street
Villa Park, IL 60181

By: _____
Assistant Superintendent for Business

ATTEST: _____
Secretary

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

By: _____
SASED Executive Director

ATTEST: Rachel Wisniewski
SASED Assistant Director of Business/CSBO

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

LEASE

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

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

Two Vision Impaired Classrooms, Albright Middle School
One Office Space, Albright Middle School
1110 S. Villa Avenue, Villa Park, IL 60181

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms (to include student and staff chairs and desks, white board, book shelves and/or book cases).

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

3. TERM: This Lease shall be for a term of one year commencing on August 12, 2026 and continuing until August 11, 2027. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2027 and the Lessor shall accept or decline the renewal request by March 31, 2027.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2026-2027 it is hereby agreed that the fees for Space Usage are as follows:

☒	**Grades K-8:**	**$23,621**	**x**	**2 classrooms = $47,242**
☐	**High School:**	**$25,675**		
☒	**Office Space:**	**$12,324**	**x**	**1 room = $12,324**
				TOTAL $59,566

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before January 1, 2027, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. RENT OFFSET:

a. If Lessor is unable to fulfill any of Lessor's obligations relating to furniture, equipment, or services required by this Lease, Lessor shall contact Lessee with written email notice of unfilled obligations. The Lessee may also provide the Lessor with notice of unfilled obligations via a written email notice. If Lessor is unable to correct the unfilled obligations, Lessee and Lessor will collaboratively determine a rent offset to reduce the amount of rent paid.

b. The amount of the rent offset will equal either of the following, at Lessee's option:

i. Lessee may offset up to Five Hundred Dollars ($500.00) for every month (or partial month) during which Lessor's unfilled obligation(s) continues. If Lessee reasonably anticipates that the unfilled obligation(s) will continue after the due date for rent (i.e., January 1), Lessee may assess an offset for months occurring after January 1. The specific amount of the offset (up to $500 per month) will be determined by Lessee in collaboration with the Lessor

ii. Lessee may assess an offset equal to the costs incurred by Lessee to provide the furniture, equipment, or services that Lessor was unable to provide, including any costs Lessee reasonably anticipates incurring after the due date for rent (i.e., January 1).

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

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

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

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

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

11. TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING: At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If default be made in the payment of the rent, or any part thereof, or in any

of the covenants herein contained to be kept by Lessee, it shall be lawful for the Lessor at any time, at its election, within 30 days of written notice and the right to cure, to declare the term ended and this Lease forfeited.

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

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

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

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

15. SERVICES: Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage removal, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- A proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. SASED staff and students are an integral part of the

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

- Services provided by Lessor's school nurse will include basic oral medication management, basic first aid services, and other services provided to non-disabled peers.

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

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

- SASED staff members will be included in Lessor's crisis planning and crisis education/training for the school. Evacuation routes will be specifically outlined and individualized in order to meet the needs of SASED students. This may include access to ramps and/or alternate arrangements for mobility challenged students.
- SASED Individual student inclusion consideration:
    - Prior to an IEP meeting, when inclusion may be considered, SASED administrative designee will collaborate with host site administrative designee.
    - When considering inclusion, the host subject specific general

education will be invited to the IEP meeting, or other appropriate personnel as determined by host site administrative designee and SASED designee

- Decisions about individual student inclusion needs will be shared in projections in February of the upcoming school year and throughout the remainder of the school year. SASED will provide a list of inclusion needs for the upcoming school year to both the building and district administrator in the spring of the preceding year.

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 1st day of July 2026.

Salt Creek School District #48
1110 S. Villa Avenue
Villa Park, IL 60181

By: _____
Assistant Superintendent for Business

ATTEST: _____
Secretary

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

By: _____
SASED Executive Director

ATTEST: _____
SASED Assistant Director of Business/CSBO

School Association for Special Education in DuPage
Teaching ◆ Leading ◆ Believing

Dr. Kim Dryier
Executive Director

Lease

1. PARTIES: The parties to this Lease are **Downers Grove Grade School District #58,** DuPage County, Illinois, having its principal offices at 850 Curtiss Street, Suite 200, Downers Grove, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

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

Two Visually Impaired Classrooms, Indian Trail Elementary School
6235 Stonewall Avenue, Downers Grove, IL 60516

Four Structured Learning Environment (SLE) Classrooms, Kingsley Elementary School
One SLE Multipurpose Room, Kingsley Elementary School
6509 Powell Street, Downers Grove, IL 60516

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms (to include student and staff chairs and desks, white board, book shelves and/or book cases).

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

3. TERM: This Lease shall be for a term of one year commencing on August 12, 2026 and continuing until August 11, 2027. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2027 and the Lessor shall accept or decline the renewal request by March 31, 2027.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2026-2027 it is hereby agreed that the fees for Space Usage are as follows:

☐	**Grades K-8:**	**$23,621**	**x**	**7 classrooms = $165,347**
☐	**High School:**	**$25,675**		
☐	**Office Space:**	**$12,324**		
				Total $165,347

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before January 1, 2027, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. Rent Offset:

a. If Lessor is unable to fulfill any of Lessor's obligations relating to furniture, equipment, or services required by this Lease, Lessor shall contact Lessee with written email notice of unfilled obligations. The Lessee may also provide the Lessor with notice of unfilled obligations via a written email notice. If Lessor is unable to correct the unfilled obligations, Lessee and Lessor will collaboratively determine a rent offset to reduce the amount of rent paid.

b. The amount of the rent offset will equal either of the following, at Lessee's option:

i. Lessee may offset up to Five Hundred Dollars ($500.00) for every month (or partial month) during which Lessor's unfilled obligation(s) continues. If Lessee reasonably anticipates that the unfilled obligation(s) will continue after the due date for rent (i.e., January 1), Lessee may assess an offset for months occurring after January 1. The specific amount of the offset (up to $500 per month) will be determined by Lessee in collaboration with the Lessor

ii. Lessee may assess an offset equal to the costs incurred by Lessee to provide the furniture, equipment, or services that Lessor was unable to provide, including any costs Lessee reasonably anticipates incurring after the due date for rent (i.e., January 1).

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

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

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

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

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

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

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

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

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

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

15. SERVICES: Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage removal, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.

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

- Services provided by Lessor's school nurse will include basic oral medication management, basic first aid services, and other services provided to non-disabled peers.

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

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

- SASED staff members will be included in Lessor's crisis planning and crisis education/training for the school. Evacuation routes will be specifically outlined and individualized in order to meet the needs of SASED students. This may include access to ramps and/or alternate arrangements for mobility challenged students.
- SASED Individual student inclusion consideration:
    - Prior to an IEP meeting, when inclusion may be considered, SASED administrative designee will collaborate with host site

administrative designee.

- When considering inclusion, the host subject specific general education will be invited to the IEP meeting, or other appropriate personnel as determined by host site administrative designee and SASED designee
- Decisions about individual student inclusion needs will be shared in projections in February of the upcoming school year and throughout the remainder of the school year. SASED will provide a list of inclusion needs for the upcoming school year to both the building and district administrator in the spring of the preceding year.

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 1st day of July 2026.

Downers Grove School District #58
850 Curtiss Street, Suite 200
Downers Grove, IL 60515

By: _____
Assistant Superintendent for Business

Attest: _____
Secretary

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

By: _____
SASED Executive Director

Attest: Rachel Wisniewski
SASED Assistant Director of Business/CSBO

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

LEASE

1. PARTIES: The parties to this Lease are **Maercker School District #60,** DuPage County, Illinois, having its principal offices at 1 South Cass Avenue, Suite 202, Westmont, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

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

Two Structured Learning Environment Classroom (SLE), Holmes Primary School
One SLE Multipurpose Room, Holmes Primary School
5800 S. Holmes Avenue, Clarendon Hills, IL 60514

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms (to include student and staff chairs and desks, white board, book shelves and/or book cases).

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

3. TERM: This Lease shall be for a term of one year commencing on August 12, 2026 and continuing until August 11, 2027. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2027 and the Lessor shall accept or decline the renewal request by March 31, 2027.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2026-2027 it is hereby agreed that the fees for Space Usage are as follows:

☒	**Grades K-8:**	**$23,621**	**x**	**3 classrooms = $70,863**
☐	**High School:**	**$25,675**		
☐	**Office Space:**	**$12,324**		
			TOTAL	**$70,863**

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before January 1, 2027, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. RENT OFFSET:

a. If Lessor is unable to fulfill any of Lessor's obligations relating to furniture, equipment, or services required by this Lease, Lessor shall contact Lessee with written email notice of unfilled obligations. The Lessee may also provide the Lessor with notice of unfilled obligations via a written email notice. If Lessor is unable to correct the unfilled obligations, Lessee and Lessor will collaboratively determine a rent offset to reduce the amount of rent paid.

b. The amount of the rent offset will equal either of the following, at Lessee's option:

i. Lessee may offset up to Five Hundred Dollars ($500.00) for every month (or partial month) during which Lessor's unfilled obligation(s) continues. If Lessee reasonably anticipates that the unfilled obligation(s) will continue after the due date for rent (i.e., January 1), Lessee may assess an offset for months occurring after January 1. The specific amount of the offset (up to $500 per month) will be determined by Lessee in collaboration with the Lessor

ii. Lessee may assess an offset equal to the costs incurred by Lessee to provide the furniture, equipment, or services that Lessor was unable to provide, including any costs Lessee reasonably anticipates incurring after the due date for rent (i.e., January 1).

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

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

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

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

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

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

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

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

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

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

15. SERVICES: Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage removal, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- A proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. SASED staff and students are an integral part of the building, inclusive of building communications and crisis planning. Student fees required by the Lessor for students attending these programs are billed to SASED and will be included in the tuition costs billed to the district of residence. SASED staff members have access to the following on the same basis that other staff in the building have access: the building, general building supplies copy machine, etc.

Postage can be accumulated by the Lessor and invoiced to SASED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASED. However, the Lessor's technology staff will be available to assist in resolving problems that are the result of the district network or the result of SASED provided hardware and software interacting with the network. This assistance shall be coordinated with SASED technology staff. SASED teachers working with students included in district classroom programs will be allowed to participate in Lessor's staff meeting and activities, inclusive of celebrations and assemblies. The Lessor's building principal, secretary, and nurse consider the staff and students their responsibility, however, this responsibility is secondary to the SASED program coordinator. "Inclusion fees" have been integrated into this lease agreement. The payment of rental fee provides for the cost to Lessor of having staffing patterns and other items impacted by including SASED students in the Lessor's programs. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.

- Services provided by Lessor's school nurse will include basic oral medication management, basic first aid services, and other services provided to non-disabled peers.

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

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

- SASED staff members will be included in Lessor's crisis planning and crisis education/training for the school. Evacuation routes will be specifically outlined and individualized in order to meet the needs of SASED students. This may include access to ramps and/or alternate arrangements for mobility challenged students.
- SASED Individual student inclusion consideration:
    - Prior to an IEP meeting, when inclusion may be considered, SASED administrative designee will collaborate with host site administrative designee.
    - When considering inclusion, the host subject specific general education will be invited to the IEP meeting, or other appropriate personnel as determined by host site administrative designee and SASED designee
    - Decisions about individual student inclusion needs will be shared in projections in February of the upcoming school year and throughout the remainder of the school year. SASED will provide

a list of inclusion needs for the upcoming school year to both the building and district administrator in the spring of the preceding year.

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 1st day of July 2026.

Maercker School District #60
1 S Cass Avenue, Suite 202
Westmont, IL 60559

By: Patrick Keig
~~Assistant Superintendent for Business~~
Chief School Business Official

ATTEST:

Secretary

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

By:

SASED Executive Director

ATTEST: Rachel Wisniewski

SASED Assistant Director of Business/CSBO

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

LEASE

1. PARTIES: The parties to this Lease are **Center Cass School District #66,** DuPage County, Illinois, having its principal offices at 699 Plainfield Road, Downers Grove, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

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

Two Structured Learning Environment Classrooms (SLE), Prairieview Elementary School
699 Plainfield Road, Downers Grove, IL 60516

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms (to include student and staff chairs and desks, white board, book shelves and/or book cases).

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

3. TERM: This Lease shall be for a term of one year commencing on August 12, 2026 and continuing until August 11, 2027. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2027 and the Lessor shall accept or decline the renewal request by March 31, 2027.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2026-2027 it is hereby agreed that the fees for Space Usage are as follows:

☐ **Grades K-8:**	**$23,621**	**x**	**2 classrooms = $47,242**
☐ **High School:**	**$25,675**		
☐ **Office Space:**	**$12,324**		
			TOTAL$47,242

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before January 1, 2027, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. RENT OFFSET:

a. If Lessor is unable to fulfill any of Lessor's obligations relating to furniture, equipment, or services required by this Lease, Lessor shall contact Lessee with written email notice of unfilled obligations. The Lessee may also provide the Lessor with notice of unfilled obligations via a written email notice. If Lessor is unable to correct the unfilled obligations, Lessee and Lessor will collaboratively determine a rent offset to reduce the amount of rent paid.

b. The amount of the rent offset will equal either of the following, at Lessee's option:

i. Lessee may offset up to Five Hundred Dollars ($500.00) for every month (or partial month) during which Lessor's unfilled obligation(s) continues. If Lessee reasonably anticipates that the unfilled obligation(s) will continue after the due date for rent (i.e., January 1), Lessee may assess an offset for months occurring after January 1. The specific amount of the offset (up to $500 per month) will be determined by Lessee in collaboration with the Lessor

ii. Lessee may assess an offset equal to the costs incurred by Lessee to provide the furniture, equipment, or services that Lessor was unable to provide, including any costs Lessee reasonably anticipates incurring after the due date for rent (i.e., January 1).

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

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

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

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

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

11. TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING: At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If default be made in the payment of the rent, or any part thereof, or in any of the covenants herein contained to be kept by Lessee, it shall be lawful for the Lessor at any

time, at its election, within 30 days of written notice and the right to cure, to declare the term ended and this Lease forfeited.

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

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

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

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

15. SERVICES: Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage removal, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- A proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. SASED staff and students are an integral part of the building, inclusive of building communications and crisis planning. Student fees required by the Lessor for students attending these programs are billed to

SASED and will be included in the tuition costs billed to the district of residence. SASED staff members have access to the following on the same basis that other staff in the building have access: the building, general building supplies copy machine, etc. Postage can be accumulated by the Lessor and invoiced to SASED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASED. However, the Lessor's technology staff will be available to assist in resolving problems that are the result of the district network or the result of SASED provided hardware and software interacting with the network. This assistance shall be coordinated with SASED technology staff. SASED teachers working with students included in district classroom programs will be allowed to participate in Lessor's staff meeting and activities, inclusive of celebrations and assemblies. The Lessor's building principal, secretary, and nurse consider the staff and students their responsibility, however, this responsibility is secondary to the SASED program coordinator. "Inclusion fees" have been integrated into this lease agreement. The payment of rental fee provides for the cost to Lessor of having staffing patterns and other items impacted by including SASED students in the Lessor's programs. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.

- Services provided by Lessor's school nurse will include basic oral medication management, basic first aid services, and other services provided to non-disabled peers.

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

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

- SASED staff members will be included in Lessor's crisis planning and crisis education/training for the school. Evacuation routes will be specifically outlined and individualized in order to meet the needs of SASED students. This may include access to ramps and/or alternate arrangements for mobility challenged students.
- SASED Individual student inclusion consideration:
    - Prior to an IEP meeting, when inclusion may be considered, SASED administrative designee will collaborate with host site administrative designee.
    - When considering inclusion, the host subject specific general education will be invited to the IEP meeting, or other appropriate personnel as determined by host site administrative designee and SASED designee

- Decisions about individual student inclusion needs will be shared in projections in February of the upcoming school year and throughout the remainder of the school year. SASED will provide a list of inclusion needs for the upcoming school year to both the building and district administrator in the spring of the preceding year.

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 8th day of April 2026.

Center Cass School District #66
699 Plainfield Road
Downers Grove, IL 60516

By: _____
Assistant Superintendent for Business

ATTEST: _____
Secretary

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

By: _____
SASED Executive Director

ATTEST: Rachel Wismewski
SASED Assistant Director of Business/CSBO

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

LEASE

1. PARTIES: The parties to this Lease are **DuPage High School District #88,** DuPage County, Illinois, having its principal offices at 2 Friendship Plaza, Addison, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

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

Two Visually Impaired Classrooms, Addison Trail High School
One Office Space, Addison Trail High School
213 N. Lombard Road, Addison, IL 60101

Two Structured Learning Environment (SLE) Classrooms, Willowbrook High School
1250 S. Ardmore Avenue, Villa Park, IL 60181

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms (to include student and staff chairs and desks, white board, book shelves and/or book cases).

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

3. TERM: This Lease shall be for a term of one year commencing on August 12, 2026 and continuing until August 11, 2027. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2027 and the Lessor shall accept or decline the renewal request by March 31, 2027.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2026-2027 it is hereby agreed that the fees for Space Usage are as follows:

☐ **Grades K-8:**	**$23,621**			
☒ **High School:**	**$25,675**	**x**	**4 classrooms = $102,700**	
☒ **Office Space:**	**$12,324**	**x**	**1 = $12,324**	
			TOTAL	**$115,024**

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before January 1, 2027, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. RENT OFFSET:

a. If Lessor is unable to fulfill any of Lessor's obligations relating to furniture, equipment, or services required by this Lease, Lessor shall contact Lessee with written email notice of unfilled obligations. The Lessee may also provide the Lessor with notice of unfilled obligations via a written email notice. If Lessor is unable to correct the unfilled obligations, Lessee and Lessor will collaboratively determine a rent offset to reduce the amount of rent paid.

b. The amount of the rent offset will equal either of the following, at Lessee's option:

i. Lessee may offset up to Five Hundred Dollars ($500.00) for every month (or partial month) during which Lessor's unfilled obligation(s) continues. If Lessee reasonably anticipates that the unfilled obligation(s) will continue after the due date for rent (i.e., January 1), Lessee may assess an offset for months occurring after January 1. The specific amount of the offset (up to $500 per month) will be determined by Lessee in collaboration with the Lessor

ii. Lessee may assess an offset equal to the costs incurred by Lessee to provide the furniture, equipment, or services that Lessor was unable to provide, including any costs Lessee reasonably anticipates incurring after the due date for rent (i.e., January 1).

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

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

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

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

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

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

Lease forfeited.

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

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

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

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

15. SERVICES: Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage removal, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- A proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. SASED staff and students are an integral part of the building, inclusive of building communications and crisis planning. Student fees required by the Lessor for students attending these programs are billed to SASED and will be included in the tuition costs billed to the district of residence. SASED staff

members have access to the following on the same basis that other staff in the building have access: the building, general building supplies copy machine, etc. Postage can be accumulated by the Lessor and invoiced to SASED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASED. However, the Lessor's technology staff will be available to assist in resolving problems that are the result of the district network or the result of SASED provided hardware and software interacting with the network. This assistance shall be coordinated with SASED technology staff. SASED teachers working with students included in district classroom programs will be allowed to participate in Lessor's staff meeting and activities, inclusive of celebrations and assemblies. The Lessor's building principal, secretary, and nurse consider the staff and students their responsibility, however, this responsibility is secondary to the SASED program coordinator. "Inclusion fees" have been integrated into this lease agreement. The payment of rental fee provides for the cost to Lessor of having staffing patterns and other items impacted by including SASED students in the Lessor's programs. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.

- Services provided by Lessor's school nurse will include basic oral medication management, basic first aid services, and other services provided to non-disabled peers.

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

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

- SASED staff members will be included in Lessor's crisis planning and crisis education/training for the school. Evacuation routes will be specifically outlined and individualized in order to meet the needs of SASED students. This may include access to ramps and/or alternate arrangements for mobility challenged students.
- SASED Individual student inclusion consideration:
    - Prior to an IEP meeting, when inclusion may be considered, SASED administrative designee will collaborate with host site administrative designee.
    - When considering inclusion, the host subject specific general education will be invited to the IEP meeting, or other appropriate personnel as determined by host site administrative designee and SASED designee
    - Decisions about individual student inclusion needs will be shared

in projections in February of the upcoming school year and throughout the remainder of the school year. SASED will provide a list of inclusion needs for the upcoming school year to both the building and district administrator in the spring of the preceding year.

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 1st day of July 2026.

DuPage High School District #88
2 Friendship Plaza
Addison, IL 60101

By: _____
Assistant Superintendent for Business

ATTEST: _____
Secretary

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

By: _____
SASED Executive Director

ATTEST: _____
SASED Assistant Director of Business/CSBO

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

LEASE

1. PARTIES: The parties to this Lease are **Westmont Community Unit School District #201,** DuPage County, Illinois, having its principal offices at 133 South Grant Street, Westmont, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

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

Two Deaf and Hard of Hearing (DHH) Classrooms, Westmont Junior High School
944 Oakwood Drive, Westmont, IL 60559

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms (to include student and staff chairs and desks, white board, book shelves and/or book cases).

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

3. TERM: This Lease shall be for a term of one year commencing on August 12, 2026 and continuing until August 11, 2027. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2027 and the Lessor shall accept or decline the renewal request by March 31, 2027.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2026-2027 it is hereby agreed that the fees for Space Usage are as follows:

☒	**Grades K-8:**	**$23,621**	**x**	**2 classrooms = $47,242**
☐	**High School:**	**$25,675**		
☐	**Office Space:**	**$12,324**		
			TOTAL	**$47,242**

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before January 1, 2027, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. RENT OFFSET:

a. If Lessor is unable to fulfill any of Lessor's obligations relating to furniture, equipment, or services required by this Lease, Lessor shall contact Lessee with written email notice of unfilled obligations. The Lessee may also provide the Lessor with notice of unfilled obligations via a written email notice. If Lessor is unable to correct the unfilled obligations, Lessee and Lessor will collaboratively determine a rent offset to reduce the amount of rent paid.

b. The amount of the rent offset will equal either of the following, at Lessee's option:

i. Lessee may offset up to Five Hundred Dollars ($500.00) for every month (or partial month) during which Lessor's unfilled obligation(s) continues. If Lessee reasonably anticipates that the unfilled obligation(s) will continue after the due date for rent (i.e., January 1), Lessee may assess an offset for months occurring after January 1. The specific amount of the offset (up to $500 per month) will be determined by Lessee in collaboration with the Lessor

ii. Lessee may assess an offset equal to the costs incurred by Lessee to provide the furniture, equipment, or services that Lessor was unable to provide, including any costs Lessee reasonably anticipates incurring after the due date for rent (i.e., January 1).

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

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

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

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

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

11. TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING: At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If default be made in the payment of the rent, or any part thereof, or in any of the covenants herein contained to be kept by Lessee, it shall be lawful for the Lessor at any

time, at its election, within 30 days of written notice and the right to cure, to declare the term ended and this Lease forfeited.

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

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

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

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

15. SERVICES: Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage removal, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- A proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. SASED staff and students are an integral part of the building, inclusive of building communications and crisis planning. Student fees

required by the Lessor for students attending these programs are billed to SASED and will be included in the tuition costs billed to the district of residence. SASED staff members have access to the following on the same basis that other staff in the building have access: the building, general building supplies copy machine, etc. Postage can be accumulated by the Lessor and invoiced to SASED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASED. However, the Lessor's technology staff will be available to assist in resolving problems that are the result of the district network or the result of SASED provided hardware and software interacting with the network. This assistance shall be coordinated with SASED technology staff. SASED teachers working with students included in district classroom programs will be allowed to participate in Lessor's staff meeting and activities, inclusive of celebrations and assemblies. The Lessor's building principal, secretary, and nurse consider the staff and students their responsibility, however, this responsibility is secondary to the SASED program coordinator. "Inclusion fees" have been integrated into this lease agreement. The payment of rental fee provides for the cost to Lessor of having staffing patterns and other items impacted by including SASED students in the Lessor's programs. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.

- Services provided by Lessor's school nurse will include basic oral medication management, basic first aid services, and other services provided to non-disabled peers.

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

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

- SASED staff members will be included in Lessor's crisis planning and crisis education/training for the school. Evacuation routes will be specifically outlined and individualized in order to meet the needs of SASED students. This may include access to ramps and/or alternate arrangements for mobility challenged students.
- SASED Individual student inclusion consideration:
    - Prior to an IEP meeting, when inclusion may be considered, SASED administrative designee will collaborate with host site administrative designee.
    - When considering inclusion, the host subject specific general education will be invited to the IEP meeting, or other appropriate

personnel as determined by host site administrative designee and SASED designee

- Decisions about individual student inclusion needs will be shared in projections in February of the upcoming school year and throughout the remainder of the school year. SASED will provide a list of inclusion needs for the upcoming school year to both the building and district administrator in the spring of the preceding year.

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 1st day of July 2026.

Westmont CUSD #201
133 South Grant Street
Westmont, IL 60559

By: _____
Assistant Superintendent for Business

ATTEST: _____
Secretary

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

By: _____
SASED Executive Director

ATTEST: Rachel Wisniewski
SASED Assistant Director of Business/CSBO

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

LEASE

1. PARTIES: The parties to this Lease are **Lisle Community Unit School District #202,** DuPage County, Illinois, having its principal offices at 925 Burlington Ave, Lisle, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

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

Three Supportive Medical Needs Program (SMNP) Classrooms, Lisle South
Two Structured Learning Environment (SLE) Classrooms, Lisle South
Two Multipurpose Classrooms, Lisle South
One Office Space, Lisle South
5205 Kingston Avenue, Lisle, IL 60532

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms (to include student and staff chairs and desks, white board, book shelves and/or book cases).

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

3. TERM: This Lease shall be for a term of one year commencing on August 12, 2026 and continuing until August 11, 2027. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2027 and the Lessor shall accept or decline the renewal request by March 31, 2027.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2026-2027 it is hereby agreed that the fees for Space Usage are as follows:

☒	**Grades K-8:**	**$23,621**	**x**	**7 classrooms = $165,347**
☐	**High School:**	**$25,675**		
☒	**Office Space:**	**$12,324**	**x**	**1 room = $12,324**
				TOTAL $177,671

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before January 1, 2027, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. RENT OFFSET:

a. If Lessor is unable to fulfill any of Lessor's obligations relating to furniture, equipment, or services required by this Lease, Lessor shall contact Lessee with written email notice of unfilled obligations. The Lessee may also provide the Lessor with notice of unfilled obligations via a written email notice. If Lessor is unable to correct the unfilled obligations, Lessee and Lessor will collaboratively determine a rent offset to reduce the amount of rent paid.

b. The amount of the rent offset will equal either of the following, at Lessee's option:

i. Lessee may offset up to Five Hundred Dollars ($500.00) for every month (or partial month) during which Lessor's unfilled obligation(s) continues. If Lessee reasonably anticipates that the unfilled obligation(s) will continue after the due date for rent (i.e., January 1), Lessee may assess an offset for months occurring after January 1. The specific amount of the offset (up to $500 per month) will be determined by Lessee in collaboration with the Lessor

ii. Lessee may assess an offset equal to the costs incurred by Lessee to provide the furniture, equipment, or services that Lessor was unable to provide, including any costs Lessee reasonably anticipates incurring after the due date for rent (i.e., January 1).

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

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

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

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

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

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

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

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

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

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

15. SERVICES: Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage removal, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- A proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. SASED staff and students are an integral part of the building, inclusive of building communications and crisis planning. Student fees required by the Lessor for students attending these programs are billed to SASED and will be included in the tuition costs billed to the district of residence. SASED staff members have access to the following on the same basis that other staff in the

building have access: the building, general building supplies copy machine, etc. Postage can be accumulated by the Lessor and invoiced to SASED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASED. However, the Lessor's technology staff will be available to assist in resolving problems that are the result of the district network or the result of SASED provided hardware and software interacting with the network. This assistance shall be coordinated with SASED technology staff. SASED teachers working with students included in district classroom programs will be allowed to participate in Lessor's staff meeting and activities, inclusive of celebrations and assemblies. The Lessor's building principal, secretary, and nurse consider the staff and students their responsibility, however, this responsibility is secondary to the SASED program coordinator. "Inclusion fees" have been integrated into this lease agreement. The payment of rental fee provides for the cost to Lessor of having staffing patterns and other items impacted by including SASED students in the Lessor's programs. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.

- Services provided by Lessor's school nurse will include basic oral medication management, basic first aid services, and other services provided to non-disabled peers.

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

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

- SASED staff members will be included in Lessor's crisis planning and crisis education/training for the school. Evacuation routes will be specifically outlined and individualized in order to meet the needs of SASED students. This may include access to ramps and/or alternate arrangements for mobility challenged students.
- SASED Individual student inclusion consideration:
    - Prior to an IEP meeting, when inclusion may be considered, SASED administrative designee will collaborate with host site administrative designee.
    - When considering inclusion, the host subject specific general education will be invited to the IEP meeting, or other appropriate personnel as determined by host site administrative designee and SASED designee
    - Decisions about individual student inclusion needs will be shared in projections in February of the upcoming school year and

throughout the remainder of the school year. SASED will provide a list of inclusion needs for the upcoming school year to both the building and district administrator in the spring of the preceding year.

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 1st day of July 2026.

Lisle Community Unit School District #202
925 Burlington Avenue
Lisle, IL 60532

By: Pam Ahlemann
Assistant Superintendent for Business

Board President

ATTEST: Candace C Stern
Secretary

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

By:
SASED Executive Director

ATTEST: Rachel Wisniewski
SASED Assistant Director of Business/CSBO

ADDENDUM TO LEASE

This Addendum is made and entered into on the date hereinafter set forth, by and between Lisle School District #202, DuPage County, Illinois ("Lessor") and the School Association for Special Education in DuPage County ("SASED" or "Lessee").

WHEREAS, concurrently herewith, Lessor and Lessee have entered into a lease agreement for the period from August 12, 2026 through August 11, 2027 ("the Lease"); and

WHEREAS, the parties wish to amend the Lease as set forth herein;

NOW THEREFORE, the Lessor and the Lessee agree as follows:

1. Section 2 (Premises) is amended so that the first sentence before the room listing reads:

   Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described premises taken in 'as is' condition:

2. Section 2 (Premises) is further amended so that the sentence following the room listing reads:

   including all ordinary school equipment currently present in such classrooms necessary to use said rooms as classrooms.

3. The following sentence is added at the end of Section 2 (Premises) of the Lease:

   Lessee acknowledges the building is not used by Lessor as a school and that a portion of the building is leased to Chesterton Academy, which has exclusive use of the gymnasium.

4. Section 6 (Rent Offset) of the Lease is deleted in its entirety and shall be of no further force or effect.

5. Section 12 (Property Insurance, Utility Service, Repairs and Replacement) of the Lease is amended to state as follows:

   Lessor assumes full responsibility for providing at its expense adequate insurance to protect the classrooms, including the contents thereof owned by Lessor; from fire, lightning, vandalism or other perils. Lessee assumes full responsibility for providing at its expense adequate insurance to protect its property within said classrooms. Lessor, at its own cost and expense, shall keep the air-conditioning, heating, electrical, plumbing and all other mechanical equipment in good repair, condition and working order and shall furnish any and all said parts, mechanisms and devices required thereof. Any major repairs or replacements to said mechanical equipment, to the roof, exterior walls and structural portions of the building, shall be made by the Lessor up to Fifty Thousand Dollars ($50,000). Lessee shall, at the expiration of the term of the Lease return the leased premises to Lessor in the same condition as received by Lessee at the commencement of the term of this

Lease, ordinary wear and tear and acts of God excepted. Any repairs or replacements made necessary by the waste or misuse of the premises by Lessee, its agents, employees, or students, shall be made promptly by the Lessee, at its own expense and in a manner to prevent liens from attaching as a result thereof.

6. Section 13 (Liability Insurance and Indemnification) of the Lease is amended to state as follows:

   Lessee shall maintain adequate insurance to insure against claims for bodily injury and property damage resulting from the use of the Lessor's premises. In addition, Lessee shall purchase General Liability coverage with a $1,000,000 per occurrence limit, $3,000,000 General Aggregate and $500,000 Damage to Rented Premises Each Occurrence limit. Said General Liability coverage should name the Lessor as additional insured on a primary and non-contributory basis to insure against any claim or claims brought by any party or parties against Lessor for bodily injury, including Sexual Misconduct, resulting from acts occasioned by any negligence or recklessness or willful conduct of Lessee, its agents, employees, students, or other persons on Lessor's premises, including that leased to Lessee, for Lessee's business purposes. Certificates of Insurance for both Lessee or Lessor shall be on file at SASED offices and Lessor's offices. All insurance required of Lessee pursuant to this Lease must not be canceled or altered unless the insureds are given at least 30 calendar days' prior written notice of such cancellation or alteration.

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

7. Section 15 (Services) of the Lease is deleted in its entirety and replaced with the following:

   Space Usage shall include the following:

   - Regular classroom or equivalent space, including use of utilities, garbage removal, snow removal and lawn cutting.

   - Janitorial service, supplies and general maintenance.

   - Student fees required by the Lessor for students attending these programs are billed to SASED and will be included in the tuition costs billed to the district of residence. SASED has access to common use equipment and supplies in the building that are made available to other tenants. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASED's computers to be integrated into the Lessor's network, to access the

internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASED. However, the Lessor's technology staff will be available to assist in resolving problems that are the result of the district network or the result of SASED provided hardware and software interacting with the network. This assistance shall be coordinated with SASED technology staff. SASED teachers working with students included in district classroom programs will be allowed to participate in Lessor's staff meeting and activities, inclusive of celebrations and assemblies. SASED acknowledges that Lessor has no employees regularly working in the building. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.

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

- SASED direct hired, certified staff members assigned to the leased Premises shall be provided with an email account issued by Lessor and/or be included on the building and district's email distribution list. All students and their parents/guardians shall be included on the email distribution list of the Lessor's building.

8. To the extent of any conflict or inconsistency between this Addendum and the Lease, the provisions of this Addendum shall control. All other provisions of the Lease will remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed by their duly authorized representatives.

LISLE SCHOOL DISTRICT #202

By: Pam Ahlmann Date: 4/27/2026
Board President

Attest: Randell C. Stevens Date: 4/27/2026
Secretary

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE (SASED)

By: [signature] Date: 5-6-26
Executive Director

Attest: Rachel Wisniewski Date: 5-6-26
Assistant Director of Business/CSBO

School Association for Special Education in DuPage

Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
Date: May 20, 2026
Re: Approval of the SY26-27 Board of Directors Meeting Dates, Times and Locations

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Summary: Board of Directors Meeting Dates, Times, and Locations for the 26-27 school year. All meetings will be held at 2:00 PM at the SASED Administrative Center, 2900 Ogden Avenue, Lisle, IL unless otherwise noted.

- August 5, 2026
- September 16, 2026
- October 21, 2026
- November 18, 2026
- December 16, 2026
- January 20, 2027
- February 17, 2027
- March 17, 2027
- April 21, 2027
- May 19, 2027
- June 9, 2027

Recommended Action: SASED Administration requests that the Board of Directors approve the SY26-27 Board of Directors Meeting Dates, Times and Locations, as presented.

The School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

BOARD OF DIRECTORS SY 26-27

NAME AND DISTRICT ROLE	ROLE	MEETING DATE	TIME
Dr. Omar Castillo, Keeneyville SD20	Member	August 5, 2026	2:00 PM
Dr. Patrick McGill, Benjamin SD25	Member	September 16, 2026	2:00 PM
Dr. Kristina Davis, West Chicago SD33	**Secretary**	October 21, 2026	2:00 PM
Dr. Matt Rich, Winfield SD34	Member	November 18, 2026	2:00 PM
Dr. Brian Graber, DuPage County SD45	**Vice-Chairperson**	December 16, 2026	2:00 PM
Dr. Amy Zaher, Salt Creek SD48	Member	January 20, 2027	2:00 PM
Dr. Kevin Russell, Downers Grove SD58	Member	February 17, 2027	2:00 PM
Dr. Sean Nugent, Maercker SD60	Member	March 17, 2027	2:00 PM
Dr. Travis McGuire, Cass SD63	Member	April 21, 2027	2:00 PM
Dr. Andrew Wise, Center Cass SD66	Member	May 19, 2027	2:00 PM
Dr. Patrick Broncato, Woodridge SD68	Member	June 9, 2027	2:00 PM
Dr. Jean Barbanente, DuPage High SD88	**Chairperson**		
Dr. Kurt Johansen, Community High SD94	Member		
Dr. Hank Thiele, Community High SD99	Member		
Mr. Kenndell Smith, Community Consolidated SD 180	Member		
Dr. Jack Baldermann, Westmont CUSD 201	Member		
Dr. Keith Filipiak, Lisle SD202	Member		
Dr. Keisha Campbell, Elmhurst CUSD 205	Member		

All meetings will be held at the SASED Administrative Center, 2900 Ogden Avenue, Lisle, IL 60532 in the upper-level boardroom.

DRAFT

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: May 15th, 2026
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. Numbers in parentheses represent the change in enrollment since August of 2025.

	DHH	Pathways	SLE	SMNP	Project SEARCH	Transition	Vision	Total:
Enrolled	65 (+6)	69 (+6)	129 (-4)	18	8 (-3)	30 (+2)	37 (-1)	**356 (+4)**

Below is a summary of SASED program enrollment from May 2023 through February 2026.

Year	Enrollment
May 2023	368
May 2024	390
December 2024	388
January 2025	379
February 2025	384
March 2025	381
April 2025	387
May 2025	386
September 2025	352
October 2025	365
November 2025	364
December 2025	358
January 2026	360
February 2026	359
March 2026	354
April 2026	354
May 2026	356

School Association for Special Education in DuPage
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Dr. Kim Dryier
Executive Director

Below is a summary of program enrollment per member district as of May 15th, 2026.

District Name	DHH	PW	SLE	SMNP	TRAN	VI	PS	Total	Change (since 08/25)
Keeneyville SD 20	2	1	9	1				13	-2
Benjamin SD 25	2		1					3	-1
West Chicago ESD 33	2	3	3			1		9	-1
Winfield SD 34								0	-1
SD 45 DuPage County	2	5	5	2		2		16	-1
Salt Creek SD 48			8					8	-4
Downers Grove ESD 58	2	5	14	6		1		28	+4
Maercker SD 60		2	18	2		1		23	-1
Cass SD 63		1	6					7	+1
Center Cass SD 66			4					4	-1
Woodridge SD 68	1	13	16	3		2		35	+4
DuPage HSD 88		5	3	1	5	1		15	+2
CHSD 94		9	1	1	1		4	16	-2
CHSD 99		9	6		3			18	0
CCSD 180		7	11			2		20	+5
Westmont CUSD 201		1	5		3	1		10	+2
Lisle CUSD 202		6	16	1	3	1	1	27	-2
Elmhurst CUSD 205	4	1	2		1			8	0
								258	**+1**
SASED	**15**	**68**	**128**	**17**	**16**	**12**	**4**	260	+9
D/WC	**46**	**0**	**0**	**0**	**7**	**15**	**0**	68	+1
Non D/WC or SASED	**4**	**1**	**1**	**1**	**7**	**10**	**4**	28	-5

2900 Ogden Ave. Lisle, IL 60532
Telephone: (630) 778-4500 Fax: (630) 778-0196
www.sased.org

	EOY 2025	Projected 2026	Additional FTE	May 2026 FTE	May Vacancies	May 2025 FTE - Filled	May Direct Hire Staff	May Contract Staff
Administration	13.73	13		12.4	0	12.4	12.4	0
Certified Classroom Teachers	60	61		63	5	58	57	1
Related Services- SW, BCBA, BMS, SPL, PSYCH	32.87	29.7		31.9	1.5	30.4	27.4	3
OT/PT	58.4	55.52		55.52	0	55.52	54.76	0.76
Other Certified Staff-AT, CR, ELL, Interpreters, VI and HI Itinerants, Perm Subs, SIIS Team, APE, Art, Audio, OM, Nurse	54.63	51.8		52.2	0	52.2	46.2	6
Classroom Support Staff- Aides, Job Coaches	51	108.4	1	95	0	95	28	67
1:1 Support-Aides, MATA's,	136	50.6	13.5	68	0	68	23	45
Administrative Support Staff-Clerical Staff, Maintenance, Food, SAC Assistants, DRS, Transport	27.3	28.8	1	30.3	0	30.8	30	0.8
Technology	3	3		3	1	2	2	0
						0	0	
TOTAL:	**436.93**	**401.82**	**417.32**	**411.32**	**7.5**	**404.32**	**280.76**	**123.56**

SASED Position	Contracted Staff EOY 2025	Contracted Staff Sept. 2025	Oct. Contract Staff	Nov. Contract Staff	Dec. Contract Staff	Jan. Contract Staff	Feb. Contract Staff	March Contract Staff	April Contract Staff	May Contract Staff
Administration		0	0	0	0	0	0	0	0	0
Certified Classroom Teachers- PE	3	1	1	1	1	1	1	1	1	1
Related Services- SW, BCBA, BMS, SPL, PSYCH	1	0	0	2	2	3	3	3	3	3
OT/PT	1	3	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76
Other Certified Staff-AT, CR, ELL, Interpreters, VI and HI Itinerants, Perm Subs, SIIS Team, APE, Art, Audio, OM	4	2	3	5	5	6	6	6	6	6
Classroom Support Staff- Aides, MATAs, Job Coaches	13	56	57	61	63	64	65	66	66	67
1:1 Support-Aides, MATA's,	85	36	34	40	40	42	44	44	44	45
Administrative Support Staff-Clerical Staff, Maintenance, Food, SAC Assistants, DRS, Transport	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
Technology			0	0	0	0	0	0	0	0
TOTAL:	**107.8**	**98.8**	**96.56**	**110.56**	**112.56**	**117.56**	**120.56**	**121.56**	**121.56**	**123.56**

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

INFORMATIONAL

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: May 20, 2026
Re: Committee Updates

Summary: Below are updates for the SASED Board committees:

Facilities Planning Committee- May 13, 2026- Cancelled

Next Meeting: May 27, 2026

Finance Committee- May 6, 2026- Cancelled

Next Meeting: June 3, 2026

Policy Committee- No Meetings Scheduled

2026-27 Board Committee Membership and Dates of Meetings

As referenced in Board Policy 2:150 Committees, SASED Committees include the following:

SY26-27 SASED BOARD COMMITTEE MEMBERSHIP		
STANDING BOARD COMMITTEES		**RECOMMENDED BOARD COMMITTEE**
FINANCE	**POLICY**	**FACILITIES PLANNING**
Omar Castillo, SD20	Patrick McGill, SD25 **Chair*	Kristina Davis, SD33
Kevin Russell, SD58	Matt Rich, SD34	Brian Graber, SD45
Patrick Broncato, SD68	Andrew Wise, SD66	Amy Zaher, SD48 **Chair*
Kurt Johansen, SD94	Jack Balderman, SD201	Sean Nugent, SD60
Kenndell Smith, SD180	Keisha Campbell, SD205	Travis McGuire, SD63
Keith Filipiak, SD202 **Chair*		Hank Thiele, SD99
Meeting Dates: 9/2, 10/7, 11/4, 12/2, 1/6, 2/3, 3/3, 4/7, 5/5 and 6/2. Time: 8:00 AM at SASED	***Meeting Dates: 9/9, 11/11, 1/13, 3/10. Time: 2:00 PM at SASED.***	***Meeting Dates: 8/27, 9/23, 10/20, 11/17, 12/10, 1/14, 2/25, 3/25, 4/14, and 5/12. Time: 2:00 PM at SASED***

2:150 Committees

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

Special Board Committees

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

Standing Board Committees

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

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the Cooperative and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions/Oversight Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*, and provides information and recommendations to the Board. At the Board Chairperson's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.
4. Finance Committee.

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

Effective July 1, 2026

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

INFORMATIONAL

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: May 20, 2026
Re: Executive Director Report

SASED EOY Strategic Plan Update Part 1

Operations:

No new information is available to share regarding the acquisition of a property. SASED remains waiting for a response from Oakbrook zoning and from the bank. More information will be shared as it becomes available.

JOINT AGREEMENT/BY-LAWS FOR
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE (SASED)

As adopted by the SASED Policy Board, April 30, 1981
Revised: Effective, February 23, 1982
Revised. Effective, November 22, 1982
Revised: Effective, July 1, 1991
Revised: Effective, December 14, 1993
Revised: Effective, July 1, 1997
Revised: Effective, May 28, 1998
Revised: Effective, January 27, 2003
Revised: Effective February 23, 2010
Revised: Effective July 1, 2015
Revised: Effective July 1, 2016
Revised: Effective May 1, 2023
Revised: Effective _____, 2026

I. Name:

The name of the special education cooperative formed as a result of this joint agreement shall be: The School Association for Special Education in DuPage County, hereinafter called SASED.

II. Purpose:

The purpose of the cooperative formed as a result of this joint agreement shall be to provide special education programs and services to students enrolled in the public school districts that comprise SASED pursuant to Sections 3-15.14 and 10-22.31 of *The Illinois School Code*.

III. Membership:

A. Membership in this Cooperative, as of July 1, 1997, shall include the Districts listed in Appendix A. Districts that become members of SASED pursuant to the terms of this Joint Agreement subsequent to July 1, 1997, shall be listed in Appendix B.

B. Membership in SASED shall be open to all public school districts in DuPage County and all public school districts contiguous to school districts within DuPage County. School Districts desiring to join SASED shall submit a request to the Board of Directors not later than January 1 of the year the district wishes to Join SASED. The request shall include information related to the district's size and special education needs. The request shall be granted or denied by a majority vote of the entire Board of Directors. The Board of Directors may grant the request on such terms and conditions as it deems appropriate, including the payment of a new member admission fee. In ~~but in~~ all cases, membership shall be conditioned on the express agreement of the Board of Education to abide by this Joint Agreement in its entirety.

Updates to Appendix B to reflect new member districts shall not be considered an amendment to this Agreement within the meaning of Section X. The Executive Director shall amend Appendix B upon the admission of a new member district.

C. The school districts that were members of SASED immediately preceding July 1, 1997, will share in the assets and liabilities of the Century Hill Educational Center (CHEC) Building as previously agreed in the Agreement for Deed, dated August 16, 1995, between the DuPage Intermediate Educational Cooperative (DIEC) and SASED ("CHEC Agreement") as may be amended. Any district joining SASED after July 1, 1997, shall not share in the assets and liabilities of the CHEC Building. ~~All districts that are members of SASED on the date that SASED acquires improved or unimproved real property after July 1, 1997 ("New Property"), will share in the assets and liabilities of that property.~~

IV. Governing Board:

A. Membership: The Governing Board shall consist of a board of education member from each member district. The member district, by Resolution, shall designate its Governing Board representative and shall provide a copy to SASED's Governing Board Secretary. Additionally, each member district, by Resolution, shall designate a board of education member to serve as an Alternate Representative to attend Governing Board meetings in the event that the representative of the member district is unable to attend.

~~The Governing Board will hold an organizational meeting prior to September 1, 2016. At that meeting, the Governing Board designate nine (9) of its members to serve until May 2017 and nine of its members to serve until May 2018. Thereafter, all~~ All terms will be for two years. Such appointments shall take place at a regularly scheduled meeting in May.

B. Officers: The officers of the Governing Board shall be a Chairperson, a Vice Chairperson and Secretary. ~~For the 2016-2017 school year, officers shall be elected at the organizational meeting held prior to September 1, 2016 to terms expiring in May 2017. Beginning in May 2017, officers~~ Officers shall be elected to one year terms at a Governing Board meeting held in May of each year. The Governing Board shall establish such other officers as it deems necessary. No officer shall receive any compensation. Upon advance approval by the Governing Board and upon submission of an itemized statement therefore, any officer may be reimbursed for cash actually expended by him/her in the performance of his/her duties in connection with SASED.

C. Voting: Each member of the Governing Board shall have one vote. In order to conduct business, a quorum of the Governing Board must be in attendance. The presence of over fifty percent (50%) of the Governing Board members shall constitute a quorum of the Governing Board. Unless otherwise provided by law or in this Joint Agreement/By-Laws, a majority of the votes cast (with ~~of~~ a quorum being present) shall constitute action of the Governing Board.

D. Meetings: The Governing Board shall meet each school year during the month of May. If ~~the annual budget for the 2016-2017 school year is not approved before July 1, 2016, the Governing Board shall approve the annual budget prior to September 1, 2016. Beginning with the 2017-2018 school year, if~~ the annual budget is not approved at the May meeting, the Governing Board shall hold a meeting prior to September 1 to approve the annual budget. The Governing Board shall meet at a time and place established by its own action. The Governing Board shall establish a schedule of its regular meetings for the next school year at its May meeting. Special meetings may be called by the Chairperson or by any five (5) members of the Governing Board. Members of the Governing Board shall receive at least forty-eight (48) hours prior notice of all special meetings except in the case of emergencies. Meetings of the Governing Board shall be governed in accordance with the *Open Meetings Act, 5 ILCS 120/1 et seq.*

E. The duties of the Governing Board shall be as follows:

1. Shall be the final authority of SASED and shall conduct the affairs of SASED under the statutory authority granted in the *Illinois School Code.*

2. Shall serve as the Administrative Agent for SASED.

3. Shall adopt the annual budget, but may not levy taxes nor authorize the incurring of indebtedness which exceeds the annual budget.

4. Shall delegate operational responsibilities to the Board of Directors to conduct the business of SASED.

5. Shall approve employment of the Executive Director.

6. Shall consider all other matters placed on the agenda.

V. Board of Directors:

A. Membership: The Board of Directors shall consist of the superintendent from each member district. ~~For the 2016-2017 school term, the Board of Control will designate nine (9) of its representatives to serve a one year term and nine (9) of its representatives to serve a two year term. Thereafter, all terms will be for two years. Such appointments shall take place at a regularly scheduled meeting in May. Beginning May 1, 2023, for any member district represented on the Board of Directors by a Board of Education member, the superintendent of each such member district will assume the representation for that district, with the transition in representation to be completed by August 1, 2023, regardless of term. Upon approval of the Board of Directors, a Board of Education member serving on the SASED Board of Control as of April 30, 2023 may continue to serve as the member district's representative to the Board of Directors for a definite, continued term as approved by the Board of Directors. After May 1, 2023, a member district may not designate a new Board of Education member as its representative to the SASED Board of Directors.~~ Elected Board of Education members may ~~continue to~~ be designated as Alternate Representatives with voting rights, or another administrator may attend meetings as a representative without voting rights.

B. Officers: The officers of the Board of Directors shall be a Chairperson, a Vice Chairperson and Secretary; Officers shall be elected to one year terms at a Board of Directors Meeting held in May of each year. The Board of Directors shall establish such other officers as it deems necessary. No officer shall receive any compensation. Upon advance approval by the Board of Directors and upon submission of an itemized statement therefore, any officer may be reimbursed for cash actually expended by him in the performance of his duties in connection with SASED.

C. Voting: Each member of the Board of Directors shall have one vote. In order to conduct business, a quorum of the Board of Directors must be in attendance. The presence of over fifty percent (50%) of the Board of Directors members shall constitute a quorum of the Board of Directors. Unless otherwise provided by law or in this Joint Agreement/By-Laws, ~~or by law,~~ a majority of the votes cast (with ~~of~~ a quorum being present) shall constitute action of the Board of Directors.

D. Meetings: The Board of Directors shall meet at least ten times per calendar year at a time and place established by its own action. The Board of Directors shall establish a schedule of its regular meetings for the next twelve (12) months at its June meeting. Special meetings may be called by the Chairperson or by any five (5) members of the Board of Directors. Members of the Board of Directors shall receive at least forty-eight (48) hours prior notice of all special meetings except in the case of emergencies. Meetings of the Board of Directors shall be governed in accordance with the *Open Meetings Act, 5 ILCS 120/1 et seq.*

E. The Board of Directors shall serve as the Executive Board of SASED as provided by Section 5/10-22.31 of the *Illinois School Code*. The Board of Directors shall manage and carry out the operations of SASED, unless otherwise provided by the Governing Board, and its duties, responsibilities, and authorities shall include, but not be limited to, the following:

1. To establish general policies to govern the operation of SASED and to monitor the implementation of those policies; such policies shall be in conformance with applicable provisions of Federal and State laws and rules and regulations.

2. To provide housing for staff and programs operated solely by the cooperative.

3. To employ necessary personnel, determine terms and conditions of employment, and approve employment contracts and collective bargaining agreements.

4. To establish an advisory council, Finance Committee, Policy/Governance Committee and such other committees and/or subcommittees as deemed necessary.

5. To approve contracts with various consultants, professionals and independent contractors when necessary to carry out the purposes of SASED.

6. To perform all other acts permitted by the *Illinois School Code* and the Joint Agreement/By-Laws unless otherwise provided by the Governing Board.

F. The Governing Board shall indemnify members of the Board of Directors and Executive Director for any and all liability that may arise when acting in the scope of their authority under the Joint Agreement/By-Laws.

VI. Executive Director:

The Chief executive officer of SASED shall be the Executive Director who shall report to the Governing Board and the Board of Directors. The Board of Directors shall establish the duties and responsibilities of the Executive Director. The Executive Director shall have such staff as is authorized by the Board of Directors.

VII. Facilities and Transportation:

A. Facilities:

Facilities required for any program operated by SASED shall be authorized and funded as determined by the Board of Directors.

B. Transportation:

Student transportation for special education programs shall be provided in conformance with general policies and procedures established by the Board of Directors.

VIII. Finance:

The Board of Directors shall have the authority to establish fiscal policies and procedures which shall be binding on all member districts of SASED. Such fiscal policies may include, but not be limited to:

A. Annual assessments/fees to member districts.

B. Special assessments/fees as approved by the Board of Directors.

C. Guidelines and priorities for the use of grant funds available for special education purposes.

D. Tuition and fee formulas and specific rates (surcharge for non-members).

E. Schedules for the completion of tuition bills, fiscal reports, etc.

F. Forms and procedures for contractual agreements.

G. Establish the fiscal year as commencing July 1.

The following information will be provided annually to all member districts: An annual presentation of SASED's fiscal year budget, and information regarding the calculation of member and usage fees.

IX. Withdrawal of Member District from SASED:

A. Procedures: ~~General:~~ Procedures for the withdrawal of a member board of education from SASED will be in accordance with the *Illinois School Code* (including Section 10-22.31) ~~See Sections 5/10- 22.31 and 5/7-6)~~ and consistent with the requirements and rules adopted by the Illinois State Board of Education within Title 23 of the Illinois Administrative Code.

B. Additional Conditions: ~~Procedures:~~

1. ~~Initiation of Withdrawal Process:~~ A member board that seeks to withdraw from SASED shall adopt a written resolution approving its withdrawal. Such written resolution shall state the proposed effective date of the withdrawal, the specific reason(s) for withdrawal, the benefits of withdrawal to the withdrawing board and its students, and the projected financial and educational impact of the proposed withdrawal upon SASED and the remaining member districts and their students.

2. The proposed effective date of withdrawal shall be July 1 of a future school year in accordance with the timelines set forth in this Agreement and *School Code* Section 10-22.31.

3. Within thirty (30) days after adopting the written withdrawal resolution, and no later than eighteen months (18) months prior to the proposed effective date of withdrawal, a member

board seeking withdrawal shall present such written resolution ~~and a petition to withdraw~~ to the Chairperson of the SASED Board of Directors and the Chairperson of the Governing Board, the SASED Executive Director, and the Superintendents of Schools for the remaining member districts by certified mail, return receipt requested, or personal delivery with receipt.

4. For the hearing required by *School Code* Section 10-22.31, the member board seeking withdrawal shall send prior written notice of the hearing to the Chairperson of the SASED Board of Directors and the Chairperson of the Governing Board, the SASED Executive Director, and the Superintendents of Schools for the remaining member districts by certified mail, return receipt requested, or personal delivery with receipt.

5. The member board seeking withdrawal also shall comply with all other applicable procedures, timelines, and notice requirements set forth in governing statute(s) and regulations, including *School Code* Section 10-22.31 and any applicable rules adopted by the Illinois State Board of Education within Title 23 of the Illinois Administrative Code.

~~2. Member Boards Concur: If all SASED member boards adopt written concurring resolutions agreeing to the proposed withdrawal, the withdrawing member board need not file a petition with the regional board of school trustees, or the applicable board(s) of school trustees or boards of education of the member districts, as may be applicable, seeking approval of the proposed withdrawal. Withdrawal will be effective on July 1 of the school year as proposed by the withdrawing member district in accordance with these Articles of Joint Agreement and following the approval of a written concurring resolution by all of the member boards. If all of the member boards adopt concurring resolutions, the withdrawing member board shall provide written notice of the approved withdrawal to the Illinois State Board of Education.~~

~~3. Member Boards Do Not Concur: If the SASED member boards do not adopt written concurring resolutions agreeing to the proposed withdrawal within one (1) year following the adoption of its written resolution approving withdrawal, the member board seeking withdrawal may appeal the disapproval to convene a hearing as set forth in applicable requirements of the Illinois School Code,105 ILCS 5/10-22.31(g). Such appeal shall be filed no later than fourteen (14) months following the member board's adoption of its written resolution approving the withdrawal. Withdrawal shall be effective on July 1 after approval of the withdrawal becomes final, or as may be otherwise provided under the *Illinois School Code*. In the event that the member board seeking withdrawal fails to file its petition with the regional board of school trustees, board(s) of school trustees or boards of education, as may be applicable, within fourteen (14) months following adoption of its written resolution approving withdrawal, the member board seeking withdrawal shall reinitiate the withdrawal process under subsection B.1 above.~~

C. Disposition of Assets and Liabilities:

Except as may be otherwise provided in these Articles of Joint Agreement, and as a condition of withdrawal, a member board seeking withdrawal shall be deemed to irrevocably waive any interest in the assets of SASED, including but not limited to real property, buildings, equipment and materials, and funds, provided, however, that SASED shall return to the withdrawing member board any unspent Federal IDEA Part B Funds generated by students in the withdrawing member district (i.e., "carryover"). The member board seeking withdrawal shall remain liable for its share of any SASED liabilities that arose or accrued before the effective date of withdrawal.

Such liabilities shall include, but not be limited to notes, bonds, and debt certificates; retirement incentives and other costs related to staff retirements, including employer contributions or other payments to the Illinois Teachers' Retirement System or the Illinois Municipal Retirement Fund; and the contractual continued service of certificated staff employed for joint agreement programs as determined pursuant to Sections 14-9.01, 24-11 and 24- 12 of the *Illinois School Code.* Unless otherwise provided by these Articles of Joint Agreement or by law, the withdrawing member board's share of SASED liabilities shall be determined based on the withdrawing member board's district enrollment as a percentage of the total current enrollment of all member districts as identified in the most recent fall enrollment count submitted to ISBE ~~last fall public school housing report~~ for each member district prior to the effective date of withdrawal.

D. Specific Financial Provisions Related to Withdrawal:

1. CHEC Building: If one or more of the 15 district members listed on Appendix A, which were members of SASED on July 1, 1997, withdraws in compliance with the procedure outlined in this Joint Agreement, that district is entitled to its share of the CHEC Building as previously agreed to by DIEC and SASED in the CHEC Agreement as may be amended.

2. Other Real Property: Other than as stated above in subsection 1, a withdrawing district shall not be entitled to any share of SASED's real property assets. ~~Improved and Unimproved Real Property (New Property): If a district that has a share in the New Property withdraws in compliance with the procedures outlined in this Joint Agreement, then that district is entitled to its share of the New Property based on the following formula:~~

~~District Enrollment~~ / ~~Total SASED Enrollment~~ × ~~Depreciated value of New Property (Effective end of fiscal year of withdrawal)~~

3. Cash and Personal Property: A withdrawing district shall not be entitled to any portion of SASED cash reserves, fund balances or personal property upon withdrawal from SASED, provided, however, that SASED shall return to the withdrawing district any unspent Federal IDEA Part B Funds generated by students in the withdrawing member district (i.e., "carryover").

A ~~In summary a~~ member district that seeks to withdraw without providing ~~fails to provide~~ timely notice of withdrawal will be liable for any and all resultant costs and liability due to the district's failure to give timely notice, including but not limited to the costs of any additional staff retained by SASED. In addition, a member district that fails to give timely notice of withdrawal shall forfeit all rights and interests in SASED real and personal property to which it would have been entitled upon withdrawal from SASED pursuant to this Article.

X. Amendments:

The following procedures shall be used in amending this joint agreement and by-laws:

A. A proposed amendment to this joint agreement may be submitted to the Board of Directors by any member district. Such proposed amendment must be in writing and must include an effective date and must be received by the Secretary of the Board of Directors at least the ten (10) calendar days prior to the date of the Board of Directors meeting at which the submitter wishes the proposed amendment to be considered.

B. If two-thirds of the Board of Directors members present and voting approve a proposed amendment, the proposed amendment shall be forwarded to the Board of Education of each member district of SASED for ratification.

C. A proposed amendment shall become effective upon its ratification by two thirds (2/3) of member districts' boards of education.

D. The ratification of a proposed amendment by a member district board of education shall be verified to the Board of Directors by written notification from the member district superintendent to the Secretary of the Board of Directors. A proposed amendment shall be deemed approved by the member district if the member district fails to take action on the proposed amendment and notify the Secretary of the Board of Directors of the district's vote within sixty (60) days after the Board of Directors forwards the proposed amendment to the member district.

XI. Member District Obligations:

A. Each member district expressly agrees:

1~~A~~. To work cooperatively through SASED and its governing structure, pledging to accept the minimum standards, policies, procedures, and guidelines adopted by the Board of Directors of SASED.

2~~B~~. To meet its financial commitments in a timely manner within guidelines established by the Board of Directors.

3~~C~~. To cooperate with all monitoring activities implemented by the Board of Directors and accept such sanctions as imposed by the Board of Directors.

4~~D~~. To adhere to the procedures and practices established by the Board of Directors regarding billing, grants, preapproval and claim forms, and any other items related to special education as outlined in this joint agreement, and as provided by federal and state laws, rules or regulations.

B. In addition, with regard to the debt instruments (e.g., bonds, notes, and/or debt certificates) to be issued during the 2026-2027 school year:

1. Each member district agrees to be jointly and severally liable for the payment of the debt instruments.

2. Each member district shall be obligated to pay the debt instrument based on its enrollment in SASED as a percentage of the total SASED enrollment of all member districts. The allocation of each member district will be recalculated every year as each member district's SASED enrollment, and as the percentage of all member districts' SASED enrollment,

changes. Repayment of the debt instruments shall be accomplished via tuition rates established by the Board of Directors and paid by member districts and any participating non-member districts, such that each tuition bill includes payment for a portion of the annual debt service due on the debt instrument. Debt service amounts paid by participating non-member districts shall reduce the aggregate amount of debt service paid by the member districts.

3. Notwithstanding the above provision (and except as provided in subsection a below), a withdrawing member board shall repay its share of the outstanding debt instruments, determined as follows: The withdrawing member board's share shall be determined based on the withdrawing member board's average student enrollment in SASED programs over the 5-year period immediately before the debt instruments were issued as a percentage of all member districts' average student enrollment in SASED programs over the 5-year period immediately before the debt instruments were issued. The withdrawing member board shall have the option to pay its share of the outstanding debt instruments (i) on an annual basis, as a percentage of the annual debt service due on the debt instrument until the debt instrument is paid in full, or (ii) as a lump sum payment, as a percentage of all remaining debt service due on the debt instrument to maturity.

   a. However, a member district will not be obligated to repay its share of the outstanding debt instruments upon withdrawal if all of the following criteria are met:

      i. On or before June 30, 2026, the member district serves a written Letter of Intent to Withdraw on the Executive Director, the Chairperson of the Governing Board, and the Chairperson of the Board of Directors; and
      ii. On or before December 31, 2026, the member district adopts a written resolution approving withdrawal effective July 1, 2028; and
      iii. The member district complies with the withdrawal provisions set forth in this Agreement and applicable law; and
      iv. The member district actually withdraws effective July 1, 2028.

   b. If a member district elects to pursue withdrawal from SASED in accordance with Section XI(B)(3)(a) (above) and adopts the withdrawal resolution, the member district shall not be permitted to rescind its decision to withdraw from SASED.

XII. Dissolution of SASED:

SASED may be dissolved by the approval of a written resolution by all of the member boards of education. For dissolution to take effect, all such resolutions must be adopted within a twelve-month period. Dissolution will be effective on July 1 following the approval of a written resolution by all of the member boards, or on such other July 1 as all of the member boards' resolutions authorize. In the event of dissolution, the Joint Agreement's assets will be liquidated and the net proceeds thereof, after satisfaction of liabilities, distributed to the boards of education that were members of the Joint Agreement on the date when the last member board approved the written resolution for dissolution.

In the event SASED dissolves, SASED's assets will be distributed as follows:

A. The SASED buildings or real property will be offered for sale to the SASED's successor, if any ("Successor") or SASED's current member district/s, at the average appraised value based on a minimum of two appraisals with payment agreements interest free over a 15 or 20 year period.

If the Successor or one of SASED's member districts does not purchase the building/s, the Board of Directors will place the site/s on the commercial market.

After the property has been sold, the net proceeds will be distributed to the appropriate member districts utilizing the preceding average ten (10) year enrollment of the member districts. Those districts entitled to a share of improved or unimproved real property upon withdrawal from SASED pursuant to Article IX shall be entitled to a share upon dissolution.

The education equipment and materials assigned to student programs will be transferred to the Successor with the stipulation that it is the Successor's intent to operate these programs for more than two (2) years. If no Successor exists, the equipment and material will be sold with non-program equipment and materials.

Any non-program equipment and materials will be offered at an auction and assets distributed to the member districts utilizing the average preceding ten (10) year enrollment of the member districts.

B. Personnel reimbursement generated by SASED during the school year prior to dissolution will be distributed when forwarded by ISBE to the Regional Office of Education and flow to the Successor of that position (employee), if any, except for User Fee positions.

   Personnel Reimbursement for User Fee positions will be disbursed as follows:

   1. Program User Fee Teachers and Program User Fee Teacher Assistants (not one- to-one aides) will flow to the Successor with the stipulation that it is the Successor's intent to operate the programs for more than two (2) years based upon the five (5) year average user fee use for the position.

   2. The Reimbursement for the remaining User Fee positions will be distributed utilizing the average prior five (5) year enrollment of the member districts.

C. The SASED grant carryover funds will be allocated to member districts as determined by the Board of Directors, provided, however, that SASED shall return to each member district any unspent Federal IDEA Part B Funds generated by students in the member district (i.e., "carryover").

D. The self-insurance fund balance of SASED, if any, will be allocated for residual claims based on the current Plan Document (School Association for Special Education/DuPage County Health Care Plan) and any fund balance (residual or deficiency) be distributed/charged based on the employees participating in the SASED Health Care Plan, i.e., to the Successor at the time of dissolution.

E. Any remaining fund balances and/or deficits will be distributed and/or charged to SASED's current member districts utilizing the average prior ten (10) year enrollment of the member districts.

XIII. Professional Worker Teaching Schedule

Any full-time professional (i.e., "qualified") worker employed by SASED who spends more than fifty percent (50%) of his/her time in one member school district shall not be required to work a different teaching schedule than the other professional workers in that member district.

XIV. Effective Date:

This revised Joint Agreement will become effective _____, 2026 ~~May 1, 2023~~ upon passage and ratification by two thirds of the member districts.

APPENDIX A
MEMBER DISTRICTS OF SASED
AS OF JULY 1, 1997

Keeneyville Elementary School District 20

Benjamin School District 25

West Chicago Elementary School District 33

Winfield Elementary School District 34

Downers Grove Grade School District 58

Maercker District 60

Cass School District 63

Center Cass School District 66

Woodridge School District 68

Puffer Hefty School District 69

Community High School District 94

Community High School District 99

Community Consolidated School District 180

Community Unit School District 201

Lisle Community Unit School District 202

APPENDIX B
MEMBER DISTRICTS OF SASED
AS OF JULY 1, 2004

Keeneyville Elementary School District 20

Benjamin School District 25

West Chicago Elementary School District 33

Winfield Elementary School District 34

School District 45, DuPage County

Salt Creek School District 48

Downers Grove Grade School District 58

Maercker District 60

Cass School District 63

Center Cass School District 66

Woodridge School District 68

DuPage High School District 88

Community High School District 94

Community High School District 99

Community Consolidated School District 180

Community Unit School District 201

Lisle Community Unit School District 202

Elmhurst Community Unit School District 205