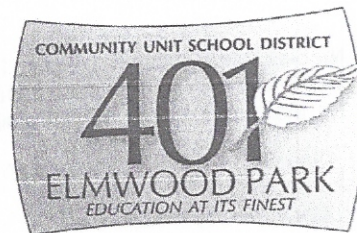


# Elmwood Park C.U.S.D. #401



Nicolas D. Wade, Ed.D.  
*Superintendent of Schools*

September 26, 2017

To: Dr. Mindy McGuffin, Executive Director

Re: Administrative Services

The District Office and the Board of Education of Elmwood Park CUSD #401 are committed towards enhancing the learning experience for students and providing the necessary supports for students, staff, parents, and administrators to continue the District's success. In order to do that, the District has been working to improve upon the learning environment for students and staff and have taken steps in doing this by improving upon facilities and the availability of technology, articulating the District curriculum to provide unique learning opportunities for all students, and providing robust support services for all students to meet their academic and social-emotional needs.

To fulfill what the District has envisioned, it is believed that the District should and will begin expanding the newly created Student Services Department. As Student Services develops and grows as a department, it is believed the District is in a position to take over the performance of certain functions the Leyden Area Special Education Cooperative (LASEC) is currently performing. The goal for Elmwood Park CUSD #401 is to have direct control over the personnel impacting a student's current Individualized Education Plan (IEP) or pathway towards obtaining one. The District is committed to build capacity for this endeavor via administrative costs already allocated to LASEC from the District's portion of IDEA funds, in addition to out-of-pocket annual administrative costs paid to the cooperative.

It is currently envisioned the following responsibilities would be shared in the following manner:

Elmwood Park CUSD #401	LASEC
<ul style="list-style-type: none"><li>• Case managing of Out of District students</li><li>• IDEA Grants</li><li>• I-STAR management</li><li>• Private contracts and reimbursement</li><li>• Excess Cost, Child Count, and Orphanage reports</li></ul>	<ul style="list-style-type: none"><li>• Assistive Technology evaluations</li><li>• Extended School year and ISBE ESY report</li><li>• Individualized Family Support Plan, process and facilitation meetings</li><li>• Medicaid</li><li>• Personnel Reimbursement</li></ul>



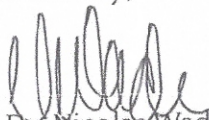
<ul style="list-style-type: none"> <li>• District Psychologists and Technical Assistant Supervisors/District Special Education Coordinators, facilitating IEP meetings</li> <li>• Maintenance of Effort</li> <li>• Professional Development</li> <li>• PowerIEP and 504</li> <li>• Timely &amp; Meaningful and Proportionate Share</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Development (when appropriate)</li> <li>• Transportation</li> </ul>
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As of right now, the District's share of IDEA funds going towards LASEC's administrative costs is estimated to be around \$280,000 and the out-of-pocket administrative costs normally being closer to \$400,000 according to our District audits. This would mean, if the Executive Board at LASEC agreed to Elmwood Park CUSD #401's request to internalize the aforementioned services and personnel, the District and LASEC could calculate what portion of the roughly \$680,000 LASEC would continue to receive and agree upon the reasoning for such a division. The parties could also discuss and agree upon a timeline for such a transition.

The District would like to make it clear it would ideally not like to have to take steps to part ways with LASEC. It is our hope that through respectful dialogue the parties can reach a mutually satisfactory working relationship.

Please contact me at your convenience in order to discuss moving forward with a dialogue with regard to this matter.

Sincerely,



Dr. Nicolas Wade  
Superintendent of Schools