



100 North First Street  
Springfield, Illinois 62777-0001

## SPECIAL EDUCATION COOPERATIVE JOINT AGREEMENT FORM

### SPECIAL EDUCATION DEPARTMENT

SPECIAL EDUCATION COOPERATIVE NAME

JOINT AGREEMENT EFFECTIVE DATE

☐ New Joint Agreement ☐ Revision to existing agreement

#### Purpose of this form:

In accordance with 105 ILCS 5/10-22.31, Illinois school districts are authorized to enter into joint agreements with other school boards to provide necessary special education facilities and services. This form is intended to document compliance with all applicable requirements outlined in the Illinois Administrative Code and must be submitted to the Illinois State Board of Education (ISBE).

An updated form is required whenever any modifications are made to an existing joint agreement. This includes but is not limited to changes in membership or revisions to the terms of the agreement.

Districts establishing a new Joint Agreement must also submit a comprehensive plan for the provision of special education services to the Illinois State Board of Education's Special Education Department, in accordance with 105 ILCS 5/14-4.01 and 23 Illinois Administrative Code 226.700.

#### Article 1: Purpose and Scope

Clearly articulate the purpose and scope of the Joint Agreement. This should include a description of the special education services to be provided, as well as the cooperative's mission and vision statements.

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## **Article II: Governance and Structure**

Provide a comprehensive overview of the administrative and governance structure including designation of fiscal and legal administrative agent for the parties of this joint agreement. This should encompass the composition, roles, and responsibilities of all governing and advisory bodies; the established protocols and procedures for decision-making; and the systems in place to ensure oversight, transparency, and accountability. Include a description of the organizational structure including the full-time director of special education. Additionally, detail the formal process for the recruitment, appointment, and performance evaluation of the Executive Director.

### **Article III: Membership Terms**

Define the terms and conditions of membership in the cooperative. This section should outline the eligibility criteria and process for admission of new members, including any required approvals or documentation. It should also specify the procedures for both voluntary and involuntary withdrawal from the cooperative, including notice requirements, petition made to the regional board of trustees, financial obligations, and transitional responsibilities. Additionally, include provisions governing the dissolution of the cooperative, detailing the process for asset distribution, resolution of liabilities, and notification to stakeholders.

## Article IV: Services Provided

Describe the full scope of services to be provided under the Joint Agreement. This should include a detailed overview of the special education programs and related services offered to member districts, as well as any collaborative initiatives designed to enhance student outcomes. Clearly outline any agreements regarding the use, leasing, or provision of physical facilities necessary to support these services, including classrooms, administrative offices, and specialized instructional spaces.

Additionally, address all personnel-related procedures, including the hiring and dismissal of staff, protocols for posting and filling vacancies, and the systems in place for supervision and performance evaluation. Include provisions for ongoing professional development as well as the availability of technical support to facilitate service delivery.

Finally, provide information on transportation arrangements for both students and staff/administration, specifying responsibilities for coordination, funding, and compliance with applicable safety and accessibility standards.

## **Article V: Financial Responsibilities**

Outline the financial obligations of each participating district under the Joint Agreement. This section should detail the required financial contributions to the cooperative's annual operating budget, including the methodology used to determine each district's share. It should also specify the cooperative's authority to borrow funds, including any limitations or approval processes required by member districts.

Clearly define the allocation of administrative and operational costs, as well as any tuition or service fees applicable to out-of-district placements or specialized services provided to non-member entities. Procedures for revising the budget mid-year, addressing revenue shortfalls, and reallocating resources should also be included.

Additionally, this section must address the financial and procedural implications of a member district's withdrawal or the dissolution of the Joint Agreement. This includes the equitable disposal or redistribution of cooperative property, settlement of outstanding obligations, and any final accounting or reporting requirements.



## **Article VI: Signature of Member Districts**

Provide official documentation confirming approval of the Joint Agreement by the Board of Education of each participating member district.