

# **Executive Advisory Board Meeting**

Wednesday, March 6, 2019 9:00 AM

Mid-Valley Special Education Cooperative, 1304 Ronzheimer Avenue, St.  
Charles, IL 60174

1. **Call to Order**

2. **Approval of the Agenda**

3. **Public Comment**

4. **For Discussion**

4.1. Board Workshop

4.1.1. Preliminary Budget Presentation

4.1.2. Budget Highlights

4.1.3. MVSEC Enrollment Trend Data



**Mid-Valley Special Education Cooperative**  
 Dr. Marianne Fidishin, Executive Director  
 1304 Ronzheimer Avenue  
 St. Charles, IL 60174  
 Phone: 331-228-4873  
 Fax: 331-228-4874

MEMORANDUM

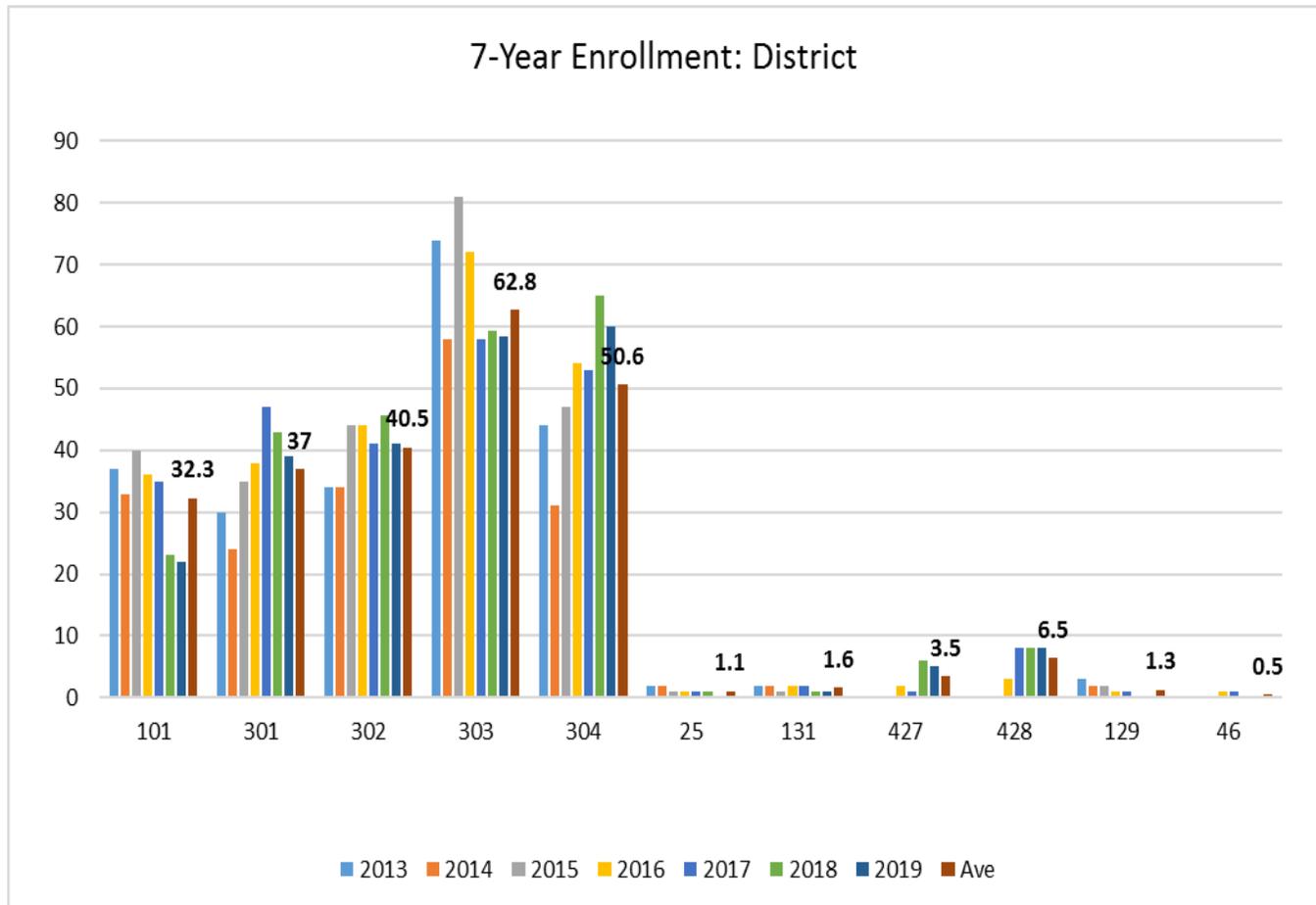
TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: March 6, 2019

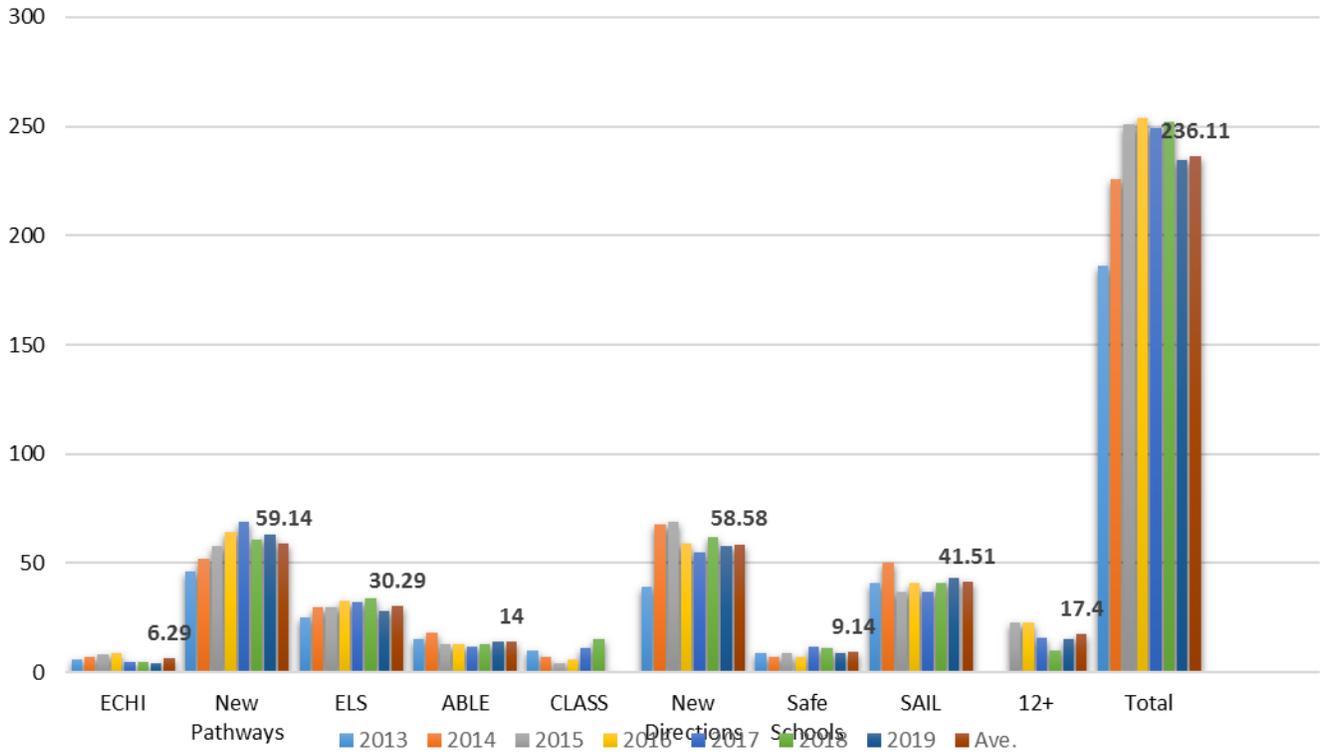
RE: MVSEC Enrollment Trend Data 2013-2019

Below demarks a six-year enrollment trend data starting August, 2013 through January 30, 2019. The first chart indicates MVSEC enrollment by district.



The second chart shows enrollment by program as well as totals.

## 7-Year Enrollment Trend: Program



4.1.4. Program and Staffing Recommendations for  
2019-2020



**Mid-Valley Special Education Cooperative**

Dr. Marianne Fidishin, Executive Director  
 1304 Ronzheimer Avenue  
 St. Charles, IL 60174  
 Phone: 331-228-4873  
 Fax: 331-228-4874

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: March 6, 2019

RE: Personnel Recommendations for 2019-2020

Below is the recommendation for personnel changes (increases) for the 2019-2020 school year. Understanding that while the overall enrollment of MVSEC remains fairly stable to date, mission has been to provide a great deal of external support for district capacity building. This has left the MVSEC staff at a disadvantaged not having received the level and intensity of development and coaching as districts. In order to improve and enhance MVSEC programming both academically and behaviorally, the following recommendations are presented. Upon approval, MVSEC will be creating and presenting a coaching cycles for each program designed to address classroom behavior management, FA/BIP development and implementation, as well as IEP development, implementation and revision.

Position	Current No.	Budget	Requested No.	Anticipated Cost	Rational
Behavior Interventionist	3.0	\$287,376	3.3 (0.8 for D101; 1.0 for D303; 1.5 for MV & districts)	\$318,091 (+\$30,715)	MV-led PD has conducted 4 years of district “coaching cycle” allocating staff to increase district capacity in areas such as behavior management, FA/BIP. As such, the MV programs have not received the same level of intense coaching cycle and now need to increase staff capacity to meet and/or exceed the level of district programs. Conversely, as districts have developed capacity and see less need for coaching, there is an identified increased need for consultation. Further with over 77 BIPs in MV programs (33% of the students) increased staff skill development is necessary especially if the goal is for all students to eventually re-integrate into home districts
School	0.6	\$40,373	1.0	\$79,235	Current school psychologist

Psychologist				(+38,862)	only conducts re-valuations for those students in MV programs (ave. 28 per year). The goal is to revise the position job description and FTE to reflect a more expansive skill which will allow greater use in all areas including but not limited to crisis intervention, FA/BIP development and staff training, professional development and/or additional service provision to districts including initial and re-evaluations.
Assistive Technology Coordinator	0.5	\$61,743	1.0	\$114,296 (+52,553)	Assistive Technology is defined as any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device. Such term includes (A) the evaluation; (B) purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices; (C) selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing; (D) coordinating and using other therapies, interventions, or services with assistive technology devices; (D) training or technical assistance for such child, or ...the family of such child; (F) training or technical assistance for professionals... (20 U.S.C. 1401(2)). Due to the complexity of the students in MV programs, AT becomes a standard component of the majority of students IEP. Note that AT is not isolated to electronic devices alone but can include seat cushions, weighted equipment, fidgets, and graphic organizers.
<b>Total</b>	<b>4.1</b>	<b>\$389,492</b>	<b>5.3 (+1.2)</b>	<b>\$511,622 (+\$122,130)</b>	

4.1.5. Special Education Trends and Issues



**Mid-Valley Special Education Cooperative**

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1304 Ronzheimer Avenue

St. Charles, IL 60174

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MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: March 6, 2019

RE: Special Education Trends and Issues

Below are a list of current trends and issues in special education. The information was derived from national conferences and conversations with not only those in higher education (college and university scholars) but also directors of special education from public school districts large and small as well as rural, suburban and urban; and special education cooperatives/intermediate units. While the list is not based upon prioritizations, which can change depending on the institution's location, the one overarching concern continues to be staff acquisition (availability) and retention.

- Using innovative technology strategies in new ways (i.e. robots to “face time” live classroom instruction to students on homebound)
- Equitable access to core instruction, including online services
- Increased efforts of school-to-work transition in more realistic and relevant opportunities
- Culturally responsive pedagogy overall and as impacting discipline and special education referrals
- Juxtaposition of school safety, mental health, and special education

5. **Consent Agenda**

5.1. Approval of Minutes, Executive Board Meeting,  
February 6, 2019

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**Executive Advisory Board Meeting**

**February 6, 2019**

**9:00 AM**

The Mid-Valley Special Education Cooperative Board met in Regular Session on Wednesday, February 6, 2019 at the Mid-Valley Special Education Cooperative, Administration Building.

**Call to Order**

Dr. Pearson, Superintendent D303, Board Chairman called the meeting to order at 9:00 a.m.

**Roll Call**

Upon roll call the following members were also present: Dr. Hichens, Superintendent D101; Dr. Leden, Superintendent D302; Dr. Mutchler, Superintendent D304 and Dr. Stirn, Superintendent D301.

Also present: Special Education Administrative Liaisons/Designees from the member districts; Dr. Marianne Fidishin, Mid-Valley Executive Director; Mrs. Nancy Sporer, Mid-Valley Director of Business and Human Resources; and Mrs. Brandi Pedersen, Recording Secretary.

**Approval of the Agenda**

Dr. Pearson called for the Approval of the Agenda. Dr. Mutchler moved and Dr. Stirn seconded the motion. Approval of the Agenda was confirmed by unanimous vote.

**Public Comment**

None

**Consent Agenda**

- 4.1 Approval of Minutes, Executive Board Meeting, January 9, 2019
- 4.2 Approval of Bill, January, 2019
- 4.3 Approval of Payroll, January, 2019
- 4.4 Approval of Financial Report, January, 2019

Dr. Pearson called for Approval of the Consent Agenda. Dr. Mutchler moved and Dr. Stirn seconded the motion. Approval of the Consent Agenda was confirmed by unanimous vote.

**Information**

**5.1 Student and Staff Enrollment, January 2019**

Dr. Fidishin reported the Student and Staff enrollment.

**5.2 Mid-Valley Program Analysis**

Dr. Fidishin shared the that she had received information regarding the programs and that she will present it to the Board during the March 6, 2019 Board Workshop.

### **5.3 Freedom of Information Request**

Dr. Fidishin reported on 2 FOIA requests. One from the Chicago Tribune and the other from ProPublica Illinois.

### **For Discussion**

#### **6.1 Final Calendars 2019-2020**

District 101, 302 and 303 have finalized their 2019-2020 calendars. District 301 and 304 will have their calendars set by next Board meeting.

#### **6.2 Room Use Deadline, March 1, 2019**

Dr. Fidishin gave a gentle reminder that any changes to the Room Use contracts for Mid-Valley programs housed at the different schools is due March 1, 2019.

#### **6.3 ESY Location and Dates**

ESY will take place in Geneva at Fabyan Elementary and Geneva High School. Dates have been set for July 8, 2019 through August 1, 2019, Monday through Thursday.

#### **6.4 Board Workshop March 6, 2019**

The Board Workshop will be held Wednesday, March 6, 2019 immediately following the Mid-Valley Executive Advisory Board Meeting.

#### **6.5 HVAC Unit B**

Mark Hayes, the architect who is overseeing the HVAC replacement project presented to the Board the work that will actually be happening at Mid-Valley as opposed to replacing the Air Handling Units. New bids will be going out within the next week.

### **For Action**

#### **7.1 Approval of the Personnel Report, January, 2019**

Dr. Hichens motioned, seconded by Dr. Leden for Approval of the Personnel Report, January 2019.

#### **7.2 Approval of the Agreement for School Board Policy Online Services**

Dr. Hichens motioned, seconded by Dr. Stirn that this action item be tabled.

#### **7.3 Approval of the Mid-Valley Facilities Agreement**

Dr. Hichens motioned, seconded by Dr. Leden for Approval of the Mid-Valley Facilities Agreement.

### **New Business**

None

### **Motion to Adjourn to Closed Session by Roll Call Vote for the Purpose of**

*(1) Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public bod or against legal council for the public body to determine its validity. 5 ILCS 120/2 (c)(1)*

Motion made by Dr. Leden and seconded by Dr. Stirn for Approval to Adjourn to Closed Session. By consensus the motion was passed with unanimous roll call vote.

**Time Adjourned to Closed Session 9:41 AM**

**Closed Session**

*(1) Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public bod or against legal council for the public body to determine its validity. 5 ILCS 120/2 (c)(1)*

Dr. Pearson called the Closed Session to order at 9:49 AM

**Adjournment to Open Session**

Motion made by Dr. Mutchler and seconded by Dr. Hichens for Approval to Adjourn to Open Session . By consensus the motion was passed with unanimous roll call vote.

**Time Adjourned back to Open Session 10:33 AM****Adjournment**

Motion made by Dr. Mutchler and seconded by Dr. Hichens. By consensus the motion carried 5-0 Ayes.

**The meeting adjourned at 10:33 AM**

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Chair of the Mid-Valley Board

***The next Regular Mid-Valley Executive Advisory Board Meeting will be Wednesday, March 6, 2019, 9:00 AM at the Mid-Valley Administration Offices, 1304 Ronzheimer Avenue. St. Charles, IL 60174***

5.2. Approval of Minutes, Board Closed Session,  
February 6, 2019

5.3. Approval of Bills, February, 2019

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 02/01/2019 - 02/28/2019

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2018-2019

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
Bank Name: HARRIS BANK				Bank Account: 3445079				
10359	02/22/2019	1170	ABSOLUTE SCIENCE	SCIENCE ASSEMB (2)	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$750.00	
							Check Total:	\$750.00
10366	02/25/2019	1171	Antoniou, Jessica	REIM SHIP/LOANER DEV	10.0000.2150.415.000.113	INSTRUCTIONAL SUPPLIES	\$11.73	
							Check Total:	\$11.73
10367	02/25/2019	1171	ARAMARK CHICAGO LOCKBOX	8294-000207&209	10.0000.2560.315.000.219	FOOD SERVICE	\$1,778.66	
							Check Total:	\$1,778.66
NCB	02/28/2019	1180	AXA EQUITABLE	V752880	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$450.00	
NCB	02/15/2019	1168	AXA EQUITABLE	V94692	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$450.00	
							Check Total:	\$900.00
10360	02/22/2019	1170	BATAVIA ENTERPRISES	March Rent 2019	10.0000.1200.325.000.919	FACILITY RENTAL	\$3,398.55	
							Check Total:	\$3,398.55
10368	02/25/2019	1171	BELICH, KAREN	REIM DEC MILEAGE	10.0000.1200.332.000.109	STAFF TRAVEL	\$75.31	
10368	02/25/2019	1171	BELICH, KAREN	REIM NOV MILEAGE	10.0000.1200.332.000.109	STAFF TRAVEL	\$141.26	
							Check Total:	\$216.57
10369	02/25/2019	1171	BENDIKAS, SUZANNE R	REIM LAM POUCHES	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$98.97	
							Check Total:	\$98.97
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.310.000.078	PROFESSIONAL SERVICES	\$285.00	
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.310.000.078	PROFESSIONAL SERVICES	\$235.00	
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$3.00	
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$115.98	
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$135.53	
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$96.92	
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$74.48	

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Fiscal Year: 2018-2019

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$195.76
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$12.95
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$26.72
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$33.09
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$55.59
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$470.79
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.1200.418.000.028	EQUIPMENT <\$500	\$139.73
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.2138.410.000.129	SUPPLIES/MATERIALS	\$62.52
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.2190.418.000.114	EQUIPMENT <\$500	\$27.89
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.2190.418.000.114	EQUIPMENT <\$500	\$11.73
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.2190.470.000.114	SOFTWARE/SUBSCRIPTIONS	\$40.00
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.2210.410.000.120	SUPPLIES/MATERIALS	\$232.20
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$36.78
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.2320.414.000.140	FOOD/COOKING SUPPLIES	\$16.78
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.2320.414.000.140	FOOD/COOKING SUPPLIES	\$111.93
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.2320.414.000.140	FOOD/COOKING SUPPLIES	\$124.27
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$128.00
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$79.99
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	14.0000.2210.312.000.319	STAFF DEV PROGRAMS	\$431.99

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 02/01/2019 - 02/28/2019

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2018-2019

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	14.0000.2210.312.001.319	STAFF DEV COORDINATORS	\$30.57
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	14.0000.2210.312.004.319	STAFF DEV HEARING/VISION/ECHI	\$220.00
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	14.0000.2210.312.140.319	STAFF DEV EXECUTIVE DIRECTOR	\$2,130.11
10370	02/25/2019	1171	BMO C/O HARRIS TRUST AND SAVINGS BANK	2/5/2019 STMT	14.0000.2210.314.000.319	STAFF DEV CO-OP WIDE	\$110.00
Check Total:							\$5,675.30
10354	02/15/2019	1169	BRIGHTSTAR KANE COUNTY	4453603	10.0000.1200.314.000.028	CONSULTANTS	\$418.69
Check Total:							\$418.69
10361	02/22/2019	1170	BRIGHTSTAR KANE COUNTY	446551	10.0000.1200.314.000.028	CONSULTANTS	\$375.38
10361	02/22/2019	1170	BRIGHTSTAR KANE COUNTY	4475720	10.0000.1200.314.000.028	CONSULTANTS	\$418.69
Check Total:							\$794.07
10371	02/25/2019	1171	CAAEL	2018/2019 invoice	10.0000.1200.640.000.080	DUES/FEES/MEMBERSHIPS	\$1,600.00
Check Total:							\$1,600.00
10345	02/11/2019	1160	CENTRAL COMMUNITY DIST #301	IDEA F/T DEC/2018	14.0000.4120.662.301.319	IDEA FT PMNT DIST 301	\$3,275.00
Check Total:							\$3,275.00
10331	02/08/2019	1159	CITY OF ST CHARLES	12/12-1/18/19 912091	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$129.29
10331	02/08/2019	1159	CITY OF ST CHARLES	12/13-1/18/19 712091	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$132.58
Check Total:							\$261.87
10372	02/25/2019	1171	CITY OF ST CHARLES	01/7-02/5/19 050901	20.0000.2540.370.000.000	WATER/SEWER	\$106.59
10372	02/25/2019	1171	CITY OF ST CHARLES	1/8-2/5/19	20.0000.2540.370.000.000	WATER/SEWER	\$125.49
10372	02/25/2019	1171	CITY OF ST CHARLES	1/8-2/5/19	20.0000.2540.466.000.000	ELECTRICITY	\$2,978.67
Check Total:							\$3,210.75
10373	02/25/2019	1171	CLAESON, NICOLE	REIM JAN MILE 2019	10.0000.1200.332.000.109	STAFF TRAVEL	\$55.68
Check Total:							\$55.68
10374	02/25/2019	1171	COMCAST CABLE	2/23-3/22/19	20.0000.2540.319.000.078	CABLE/INTERNET-SHELBY	\$214.61
Check Total:							\$214.61
10375	02/25/2019	1171	COOPER CONSTRUCTION AND GLASS	610	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$189.94
Check Total:							\$189.94
10376	02/25/2019	1171	CPI	CUS0176996	14.0000.2210.314.000.319	STAFF DEV CO-OP WIDE	\$1,895.00

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10376	02/25/2019	1171	CPI	CUS0176996	14.0000.2210.314.000.319	STAFF DEV CO-OP WIDE	\$1,895.00
Check Total:							\$3,790.00
10346	02/11/2019	1160	CUSD #101	IDEA F/T DEC/2018	14.0000.4120.662.101.319	IDEA FT PMNT DIST 101	\$26,683.00
10346	02/11/2019	1160	CUSD #101	IDEA P/S DEC/2018	14.0000.4120.662.101.719	IDEA PREK PMNTS TO DIST 101	\$2,003.00
Check Total:							\$28,686.00
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V145463	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$7,103.35
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V145463	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$59.69
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V298391	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$624.72
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V299452	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$891.87
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V299452	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$3.23
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V345412	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$514.98
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V345412	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$6.36
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V353162	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$51.49
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V353162	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.89
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V363188	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$15,100.09
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V363188	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$859.36
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V381141	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$10,417.01
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V381141	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$370.83
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V38757	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$14,385.38
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V38757	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$55.54
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V480380	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$646.46

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 02/01/2019 - 02/28/2019  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2018-2019

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V480380	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$28.42
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V49943	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,276.34
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V499663	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$726.43
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V501687	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$293.55
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V501687	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$7.84
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V504113	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,314.24
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V504113	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$216.96
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V610127	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$7,436.22
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V638685	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$512.49
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V776930	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,605.45
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V795822	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,675.85
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V795822	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$39.50
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V817743	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$187.51
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V817743	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$20.83
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V920378	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$127.06
10351	02/15/2019	1161	CUSD #303 EMP HEALTH FUND	V920378	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$5.57
Check Total:							\$74,565.51
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V138568	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$602.06
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V138568	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$55.06
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V150788	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$7,103.35
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V150788	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$59.69
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V159874	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$287.42

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 02/01/2019 - 02/28/2019  
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Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2018-2019

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V159874	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$11.91
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V247259	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$624.72
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V314728	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,626.48
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V314728	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$88.87
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V315916	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$118.04
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V315916	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$10.47
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V354401	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$14,385.38
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V354401	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$55.54
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V36268	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$891.87
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V36268	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$3.23
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V377425	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$726.43
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V47474	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,760.20
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V47474	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$676.02
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V481790	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$187.51
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V481790	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$20.83
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V527412	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$9,742.77
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V527412	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$707.95
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V558820	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$51.49
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V558820	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.89
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V616317	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$507.92

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 02/01/2019 - 02/28/2019  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2018-2019

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V616317	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$13.42
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V654691	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,605.45
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V780877	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,133.44
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V780877	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$397.76
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V803465	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$15,100.09
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V803465	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$859.36
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V833890	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$512.49
10424	02/28/2019	1173	CUSD #303 EMP HEALTH FUND	V871248	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,276.34
Check Total:							\$74,204.45
10347	02/11/2019	1160	CUSD #303_1777	IDEA F/T DEC/2018	14.0000.4120.662.303.319	IDEA FT PMNT DIST 303	\$89,361.00
10347	02/11/2019	1160	CUSD #303_1777	IDEA P/S DEC/2018	14.0000.4120.662.303.719	IDEA PREK PMNTS TO DIST 303	\$8,776.00
Check Total:							\$98,137.00
10377	02/25/2019	1171	CUSD #303_1777	55	20.0000.2540.530.000.000	CAPITAL IMPROVEMENTS	\$39,900.00
Check Total:							\$39,900.00
10378	02/25/2019	1171	CUSD #303_1777	FEB CHASSE/ROWE HEAL	10.0000.2310.225.000.144	INSURANCE STIPEND	\$1,361.52
Check Total:							\$1,361.52
10379	02/25/2019	1171	CUSD #303_1777	54	10.0000.2640.410.000.140	SUPPLIES/MATERIALS	\$500.00
Check Total:							\$500.00
10348	02/11/2019	1160	CUSD #304	IDEA F/T DEC/2018	14.0000.4120.662.304.319	IDEA FT PMNT DIST 304	\$114,607.00
10348	02/11/2019	1160	CUSD #304	IDEA P/S DEC/2018	14.0000.4120.662.304.719	IDEA PREK PMNTS TO DIST 304	\$129.00
Check Total:							\$114,736.00
10380	02/25/2019	1171	DELNOR HEALTH & FITNESS CENTER	2019.01	10.0000.1200.331.000.028	FIELD TRIPS/STUDENT TRAVEL	\$294.00
Check Total:							\$294.00
10381	02/25/2019	1171	DOMARACKI, MARY ANN	REIM DEC MILEAGE	10.0000.2110.332.000.110	STAFF TRAVEL	\$57.55
10381	02/25/2019	1171	DOMARACKI, MARY ANN	REIM JAN MILEAGE	10.0000.2110.332.000.110	STAFF TRAVEL	\$84.91

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 02/01/2019 - 02/28/2019  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2018-2019

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$142.46
10382	02/25/2019	1171	ENABLING DEVICES	0447086-IN	10.0000.2190.418.000.114	EQUIPMENT <\$500	\$184.95
10382	02/25/2019	1171	ENABLING DEVICES	0447086-IN	10.0000.2190.418.000.114	EQUIPMENT <\$500	\$211.95
Check Total:							\$396.90
10383	02/25/2019	1171	FIDISHIN, MARIANNE J	REIMB JAN MILEAGE	10.0000.2320.332.000.140	STAFF TRAVEL (DIRECTOR)	\$72.96
Check Total:							\$72.96
10384	02/25/2019	1171	FIRST STUDENT	11532202	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$6,308.18
10384	02/25/2019	1171	FIRST STUDENT	11532202	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	(\$143.25)
10384	02/25/2019	1171	FIRST STUDENT	11533528	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$6,570.25
10384	02/25/2019	1171	FIRST STUDENT	11533531	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$8,816.18
10384	02/25/2019	1171	FIRST STUDENT	11533961	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$5,728.57
10384	02/25/2019	1171	FIRST STUDENT	11533961	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	(\$143.25)
10384	02/25/2019	1171	FIRST STUDENT	185-C-077892	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$143.00
10384	02/25/2019	1171	FIRST STUDENT	73345	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$88.00
10384	02/25/2019	1171	FIRST STUDENT	73347	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$220.00
10384	02/25/2019	1171	FIRST STUDENT	73349	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$209.00
10384	02/25/2019	1171	FIRST STUDENT	73366	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$88.00
10384	02/25/2019	1171	FIRST STUDENT	73369	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$88.00

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 02/01/2019 - 02/28/2019

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2018-2019

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10384	02/25/2019	1171	FIRST STUDENT	73370	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$242.00
10384	02/25/2019	1171	FIRST STUDENT	73385	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$231.00
10384	02/25/2019	1171	FIRST STUDENT	73392	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$234.52
10384	02/25/2019	1171	FIRST STUDENT	73393	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$88.00
10384	02/25/2019	1171	FIRST STUDENT	73394	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$88.00
10384	02/25/2019	1171	FIRST STUDENT	73398	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$209.00
Check Total:							\$29,065.20
10332	02/08/2019	1159	FOX VALLEY CHRISTIAN CHURCH	43 FEB 2019 RENT	10.0000.1200.325.000.079	FACILITY RENTAL	\$400.00
Check Total:							\$400.00
10333	02/08/2019	1159	FOX VALLEY FITNESS	21808	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$100.00
Check Total:							\$100.00
10385	02/25/2019	1171	GATELY, AMY	REIMB ALDI LAZARUS H	10.0000.1200.415.000.079	INSTRUCTIONAL SUPPLIES	\$23.30
Check Total:							\$23.30
10386	02/25/2019	1171	Georgeson, Lori	REIMB JAN MILEAGE	10.0000.1200.332.000.079	STAFF TRAVEL	\$37.76
Check Total:							\$37.76
10387	02/25/2019	1171	GLABINSKI, MICHAEL	REIM JAN MILEAGE	10.0000.1200.332.000.115	STAFF TRAVEL	\$340.46
Check Total:							\$340.46
10388	02/25/2019	1171	GRAINGER	9086526705	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$192.50
Check Total:							\$192.50
10389	02/25/2019	1171	GSF USA, Inc.	IN524110	20.0000.2540.322.000.000	CUSTODIAL SERVICES	\$390.00
10389	02/25/2019	1171	GSF USA, Inc.	IN524178	20.0000.2540.322.000.000	CUSTODIAL SERVICES	\$570.00
10389	02/25/2019	1171	GSF USA, Inc.	IN524179	20.0000.2540.322.000.000	CUSTODIAL SERVICES	\$720.00
10389	02/25/2019	1171	GSF USA, Inc.	INR051749	20.0000.2540.322.000.000	CUSTODIAL SERVICES	\$4,023.54
Check Total:							\$5,703.54
10390	02/25/2019	1171	HAMMACK-COTE MANDY	REIM FEB MILEAGE	10.0000.2138.332.000.129	STAFF TRAVEL	\$80.74

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 02/01/2019 - 02/28/2019  
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Sort By: Vendor  
Dollar Limit: \$0.00

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Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10390	02/25/2019	1171	HAMMACK-COTE MANDY	REIM JAN MILEAGE 19	10.0000.2138.332.000.129	STAFF TRAVEL	\$111.71
10390	02/25/2019	1171	HAMMACK-COTE MANDY	REIMB FUNWAY F.T.	10.0000.1200.331.000.028	FIELD TRIPS/STUDENT TRAVEL	\$100.00
Check Total:							\$292.45
10423	02/26/2019	1172	ILL.DEPT OF EMPLOYMENT SECURITY	CAPPELLI OCT-DEC/18	10.0000.2310.381.000.143	UNEMPLOYMENT COMP	\$2,508.00
Check Total:							\$2,508.00
NCB	02/15/2019	1163	ILLINOIS DEPT OF REVENUE	V840659	10.0487.0000.000.000.000	SIT	\$10,891.97
NCB	02/15/2019	1163	ILLINOIS DEPT OF REVENUE	V840659	14.0487.0000.000.000.000	SIT	\$427.81
NCB	02/28/2019	1175	ILLINOIS DEPT OF REVENUE	V911231	10.0487.0000.000.000.000	SIT	\$10,736.47
NCB	02/28/2019	1175	ILLINOIS DEPT OF REVENUE	V911231	14.0487.0000.000.000.000	SIT	\$596.42
Check Total:							\$22,652.67
10422	02/26/2019	1171	ILLINOIS DIRECTOR OF EMPLOYMENT SECURITY	CAPPELLI OCT-DEC/18	10.0000.2310.381.000.143	UNEMPLOYMENT COMP	\$2,508.00
Check Total:							\$2,508.00
NCB	02/15/2019	1167	IMRF	V322652	10.0485.0000.000.000.000	IMRF	\$270.65
NCB	02/15/2019	1167	IMRF	V322652	14.0485.0000.000.000.000	IMRF	\$24.91
NCB	02/15/2019	1167	IMRF	V464243	10.0485.0000.000.000.000	IMRF	\$11,485.07
NCB	02/15/2019	1167	IMRF	V464243	14.0485.0000.000.000.000	IMRF	\$51.17
NCB	02/28/2019	1179	IMRF	V796819	10.0485.0000.000.000.000	IMRF	\$270.65
NCB	02/28/2019	1179	IMRF	V796819	14.0485.0000.000.000.000	IMRF	\$24.91
NCB	02/28/2019	1179	IMRF	V902857	10.0485.0000.000.000.000	IMRF	\$11,079.72
NCB	02/28/2019	1179	IMRF	V902857	14.0485.0000.000.000.000	IMRF	\$56.74
NCB	02/15/2019	1168	ING	V115607	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$25.00
NCB	02/15/2019	1168	ING	V115607	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$25.00
NCB	02/28/2019	1180	ING	V839041	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$25.00
NCB	02/28/2019	1180	ING	V839041	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$25.00
NCB	02/15/2019	1164	Internal Revenue Service	V151206	10.0482.0000.000.000.000	FICA SS	\$9,571.08
NCB	02/15/2019	1164	Internal Revenue Service	V151206	14.0482.0000.000.000.000	FICA SS	\$37.76
NCB	02/28/2019	1176	Internal Revenue Service	V215919	10.0482.0000.000.000.000	FICA SS	\$9,616.36

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 02/01/2019 - 02/28/2019  
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Sort By: Vendor  
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Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	02/28/2019	1176	Internal Revenue Service	V215919	14.0482.0000.000.000.000	FICA SS	\$42.72
NCB	02/28/2019	1176	Internal Revenue Service	V491588	10.0481.0000.000.000.000	FIT	\$20,157.49
NCB	02/28/2019	1176	Internal Revenue Service	V491588	14.0481.0000.000.000.000	FIT	\$997.55
NCB	02/15/2019	1164	Internal Revenue Service	V491795	10.0483.0000.000.000.000	MEDICARE	\$6,904.70
NCB	02/15/2019	1164	Internal Revenue Service	V491795	14.0483.0000.000.000.000	MEDICARE	\$264.62
NCB	02/15/2019	1164	Internal Revenue Service	V542720	10.0481.0000.000.000.000	FIT	\$20,594.46
NCB	02/15/2019	1164	Internal Revenue Service	V542720	14.0481.0000.000.000.000	FIT	\$827.64
NCB	02/28/2019	1176	Internal Revenue Service	V868092	10.0483.0000.000.000.000	MEDICARE	\$6,784.28
NCB	02/28/2019	1176	Internal Revenue Service	V868092	14.0483.0000.000.000.000	MEDICARE	\$373.30
Check Total:							\$99,535.78
10392	02/25/2019	1171	ITR SYSTEMS	98021	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$105.38
Check Total:							\$105.38
10393	02/25/2019	1171	JACKSON, MELISSA	REIMB CEC CONVENTION	14.0000.2210.312.001.319	STAFF DEV COORDINATORS	\$336.88
Check Total:							\$336.88
10394	02/25/2019	1171	JENKINS, SHARON M	REIMB JAN MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$109.04
Check Total:							\$109.04
10395	02/25/2019	1171	JORNS, LINDSAY	REIMB JAN 19 MILEAGE	10.0000.2138.332.000.129	STAFF TRAVEL	\$135.31
Check Total:							\$135.31
10349	02/11/2019	1160	KANELAND C U S D #302	IDEA F/T DEC/2018	14.0000.4120.662.302.319	IDEA FT PMNT DIST 302	\$8,323.00
10349	02/11/2019	1160	KANELAND C U S D #302	IDEA P/S DEC/2018	14.0000.4120.662.302.719	IDEA PREK PMNTS TO DIST 302	\$50.00
Check Total:							\$8,373.00
10396	02/25/2019	1171	KELLY, BRENNAN	REIMB JAN MILEAGE 19	10.0000.1200.332.000.131	STAFF TRAVEL	\$193.72
Check Total:							\$193.72
10397	02/25/2019	1171	KIZIOR, REESA	REIMB JAN MILEAGE 19	10.0000.2110.332.000.110	STAFF TRAVEL	\$67.57
Check Total:							\$67.57
10398	02/25/2019	1171	Klein Hall CPA's	614633	10.0000.2310.317.000.143	AUDIT SERVICES	\$2,000.00
Check Total:							\$2,000.00
10399	02/25/2019	1171	MECHANICAL INC.	CHI143639C-K	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$1,491.00
10399	02/25/2019	1171	MECHANICAL INC.	CHI173490	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$1,015.00
10399	02/25/2019	1171	MECHANICAL INC.	CHI173491	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$825.00

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

**Bank Name:** HARRIS BANK  
**Bank Account:** 3445079

**Date Range:** 02/01/2019 - 02/28/2019  
**Voucher Range:** -

**Sort By:** Vendor  
**Dollar Limit:** \$0.00

**Fiscal Year:** 2018-2019

**Print Employee Vendor Names**     **Exclude Voided Checks**     **Exclude Manual Checks**     **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10399	02/25/2019	1171	MECHANICAL INC.	CHI173578	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$825.00
Check Total:							\$4,156.00
NCB	02/28/2019	1180	MG TRUST COMPANY	V609060	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$125.00
NCB	02/28/2019	1180	MG TRUST COMPANY	V609060	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$50.00
NCB	02/28/2019	1180	MG TRUST COMPANY	V617037	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$600.00
NCB	02/15/2019	1168	MG TRUST COMPANY	V823308	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$750.00
NCB	02/15/2019	1168	MG TRUST COMPANY	V823308	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$25.00
Check Total:							\$1,550.00
10352	02/15/2019	1161	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V70267	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,334.11
10352	02/15/2019	1161	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V70267	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$104.49
10352	02/15/2019	1161	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V73907	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$999.17
10352	02/15/2019	1161	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V73907	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$1.96
Check Total:							\$3,439.73
10425	02/28/2019	1173	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V217248	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$959.20
10425	02/28/2019	1173	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V217248	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$2.67
10425	02/28/2019	1173	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V651490	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,237.36
10425	02/28/2019	1173	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V651490	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$201.24
Check Total:							\$3,400.47
10400	02/25/2019	1171	Midwest Computer Products	712586 SHIPPING	20.0000.2540.550.000.000	TECHNOLOGY EQUIPMENT	\$75.00
Check Total:							\$75.00
10401	02/25/2019	1171	Mittman, Valerie	REIMB CRAFTS ELS	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$46.38
10401	02/25/2019	1171	Mittman, Valerie	REIMB FOOD/POUCH	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$23.20
Check Total:							\$69.58

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 02/01/2019 - 02/28/2019  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2018-2019

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10402	02/25/2019	1171	MKA ENVIRONMENTAL CONSULTING, INC.	80448B	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$100.00
Check Total:							\$100.00
NCB	02/15/2019	1162	MVSE - DIRECT DEPOSIT	V383065	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$635.00
NCB	02/15/2019	1162	MVSE - DIRECT DEPOSIT	V403118	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$175,187.40
NCB	02/15/2019	1162	MVSE - DIRECT DEPOSIT	V403118	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$7,244.14
NCB	02/15/2019	1162	MVSE - DIRECT DEPOSIT	V66615	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$950.80
NCB	02/15/2019	1162	MVSE - DIRECT DEPOSIT	V66615	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$20.20
NCB	02/28/2019	1174	MVSE - DIRECT DEPOSIT	V702450	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$170,137.07
NCB	02/28/2019	1174	MVSE - DIRECT DEPOSIT	V702450	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10,357.15
NCB	02/28/2019	1174	MVSE - DIRECT DEPOSIT	V769542	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$950.80
NCB	02/28/2019	1174	MVSE - DIRECT DEPOSIT	V769542	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$20.20
NCB	02/15/2019	1166	MVSE - DIRECT DEPOSIT	V779092	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$620.84
NCB	02/28/2019	1174	MVSE - DIRECT DEPOSIT	V901970	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$635.00
NCB	02/28/2019	1178	MVSE - DIRECT DEPOSIT	V922433	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$620.84
Check Total:							\$367,379.44
10353	02/15/2019	1161	NCPERS - IL IMRF	V852662	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$31.20
10353	02/15/2019	1161	NCPERS - IL IMRF	V852662	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$0.80
Check Total:							\$32.00
10426	02/28/2019	1173	NCPERS - IL IMRF	V903992	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$31.20
10426	02/28/2019	1173	NCPERS - IL IMRF	V903992	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$0.80
Check Total:							\$32.00
10334	02/08/2019	1159	NICOR GAS.	12/20-1/23/19 110006	20.0000.2540.465.000.000	NATURAL GAS	\$2,358.50
Check Total:							\$2,358.50
10350	02/11/2019	1160	NICOR GAS.	12/27-1/25/2019	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$83.83
Check Total:							\$83.83

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
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Date Range: 02/01/2019 - 02/28/2019  
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Sort By: Vendor  
Dollar Limit: \$0.00

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Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10403	02/25/2019	1171	NORMAN LAMPS, INC	615249	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$109.50
Check Total:							\$109.50
10335	02/08/2019	1159	NORTHERN ILLINOIS FOOD BANK	3/1/2019 MEETING	14.0000.2210.314.000.319	STAFF DEV CO-OP WIDE	\$375.00
Check Total:							\$375.00
10404	02/25/2019	1171	NORTHWESTERN IL ASSOC	190227	10.0000.1200.314.000.132	CONSULTANTS	\$1,949.00
Check Total:							\$1,949.00
10336	02/08/2019	1159	NORTHWESTERN UNIVERSITY	145	14.0000.2210.312.120.319	STAFF DEV IMPR OF INSTRUCTION	\$1,850.00
10336	02/08/2019	1159	NORTHWESTERN UNIVERSITY	145	14.0000.2210.312.121.319	STAFF DEV BEH COACHES	\$1,850.00
Check Total:							\$3,700.00
10405	02/25/2019	1171	PEARSON	11971452	10.0000.1200.470.000.080	SOFTWARE	\$3,000.00
10405	02/25/2019	1171	PEARSON	11971452	14.0000.1250.470.000.010	SOFTWARE	\$7,000.00
Check Total:							\$10,000.00
10406	02/25/2019	1171	PHILLIPS, JENNIFER	REIMB 2/2/19 CONFER.	14.0000.2210.312.121.319	STAFF DEV BEH COACHES	\$545.23
Check Total:							\$545.23
10407	02/25/2019	1171	PROSHRED	100123515	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$70.00
Check Total:							\$70.00
10408	02/25/2019	1171	PushCoin	99165448181464	10.0000.2560.315.000.219	FOOD SERVICE	\$17.50
Check Total:							\$17.50
10409	02/25/2019	1171	RICOH USA, INC	33107462	10.0000.2320.325.000.140	COPIER/POSTAGE LEASE	\$624.72
10409	02/25/2019	1171	RICOH USA, INC	33107462	10.0000.2410.325.000.140	COPIER LEASE	\$115.60
Check Total:							\$740.32
10337	02/08/2019	1159	RICOH USA, INC 1	5055756672	14.0000.1250.323.000.010	REPAIR AND MAINTENANCE	\$114.04
Check Total:							\$114.04
10355	02/15/2019	1169	RICOH USA, INC 1	5055816176	10.0000.2320.323.000.140	COPIER MAINT	\$360.27
10355	02/15/2019	1169	RICOH USA, INC 1	5055816176	10.0000.2410.323.000.140	COPIER MAINT	\$2.60
10355	02/15/2019	1169	RICOH USA, INC 1	5055816176	14.0000.1250.323.000.010	REPAIR AND MAINTENANCE	\$173.44
Check Total:							\$536.31
10410	02/25/2019	1171	ROBBINS SCHWARTZ NICHOLAS LIFTON TAYLOR	285891	10.0000.2310.318.000.143	LEGAL FEES	\$1,510.00
Check Total:							\$1,510.00
NCB	02/15/2019	1168	SECURITY BENEFITS	V347447	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,480.95

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

**Bank Name:** HARRIS BANK  
**Bank Account:** 3445079

**Date Range:** 02/01/2019 - 02/28/2019  
**Voucher Range:** -

**Sort By:** Vendor  
**Dollar Limit:** \$0.00

**Fiscal Year:** 2018-2019

**Print Employee Vendor Names**     **Exclude Voided Checks**     **Exclude Manual Checks**     **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	02/28/2019	1180	SECURITY BENEFITS	V943318	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,480.95
						Check Total:	\$4,961.90
10411	02/25/2019	1171	SMITH, YOLANDA	REIM JAN MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$157.18
						Check Total:	\$157.18
10338	02/08/2019	1159	SOLIANT HEALTH	10248283	10.0000.2139.314.000.130	CONSULTANTS	\$2,250.00
10338	02/08/2019	1159	SOLIANT HEALTH	10269504	10.0000.2139.314.000.130	CONSULTANTS	\$1,147.50
						Check Total:	\$3,397.50
10356	02/15/2019	1169	SOLIANT HEALTH	10269505	10.0000.2139.314.000.130	CONSULTANTS	\$41.30
10356	02/15/2019	1169	SOLIANT HEALTH	10287113	10.0000.2139.314.000.130	CONSULTANTS	\$2,812.50
10356	02/15/2019	1169	SOLIANT HEALTH	10287114	10.0000.2139.314.000.130	CONSULTANTS	\$40.14
						Check Total:	\$2,893.94
10362	02/22/2019	1170	SOLIANT HEALTH	10302804	10.0000.2139.314.000.130	CONSULTANTS	\$2,858.44
						Check Total:	\$2,858.44
10412	02/25/2019	1171	SPARE WHEELS TRANSP	23869A	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$385.00
10412	02/25/2019	1171	SPARE WHEELS TRANSP	238913A	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$635.25
						Check Total:	\$1,020.25
10413	02/25/2019	1171	STEINER ELECTRIC CO	S006270653.001	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$188.89
						Check Total:	\$188.89
10414	02/25/2019	1171	STERICYCLE INC	4008421620	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$196.19
						Check Total:	\$196.19
10415	02/25/2019	1171	STROCK, JAMIE L	REIMB COOKING ITEMS	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$31.82
						Check Total:	\$31.82
10416	02/25/2019	1171	STROMEK, RAVEN	REIMB AUDITORY TRAIN	14.0000.2210.312.004.319	STAFF DEV HEARING/VISION/ECHI	\$487.61
10416	02/25/2019	1171	STROMEK, RAVEN	REIMB BX TRAIN	14.0000.2210.312.004.319	STAFF DEV HEARING/VISION/ECHI	\$109.00
						Check Total:	\$596.61
10339	02/08/2019	1159	SUNBELT STAFFING	10253361	10.0000.1200.314.000.014	CONSULTANTS	\$806.00
10339	02/08/2019	1159	SUNBELT STAFFING	10253506	10.0000.2130.314.000.111	CONSULTANTS	\$1,351.25
10339	02/08/2019	1159	SUNBELT STAFFING	10271861	10.0000.2130.314.000.111	CONSULTANTS	\$969.38

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

**Bank Name:** HARRIS BANK  
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**Date Range:** 02/01/2019 - 02/28/2019  
**Voucher Range:** -

**Sort By:** Vendor  
**Dollar Limit:** \$0.00

**Fiscal Year:** 2018-2019

**Print Employee Vendor Names**     **Exclude Voided Checks**     **Exclude Manual Checks**     **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
10339	02/08/2019	1159	SUNBELT STAFFING	10272319	10.0000.1200.314.000.014	CONSULTANTS	\$403.00	
							Check Total:	\$3,529.63
10357	02/15/2019	1169	SUNBELT STAFFING	10288894	10.0000.1200.314.000.014	CONSULTANTS	\$790.50	
10357	02/15/2019	1169	SUNBELT STAFFING	10288970	10.0000.2130.314.000.111	CONSULTANTS	\$910.63	
							Check Total:	\$1,701.13
10363	02/22/2019	1170	SUNBELT STAFFING	10304761	10.0000.2130.314.000.111	CONSULTANTS	\$1,351.25	
							Check Total:	\$1,351.25
NCB	02/28/2019	1177	TRS	V13878	10.0484.0000.000.000.000	TRS	\$336.44	
NCB	02/28/2019	1177	TRS	V200218	10.0484.0000.000.000.000	TRS	\$1,040.66	
NCB	02/28/2019	1177	TRS	V200218	14.0484.0000.000.000.000	TRS	\$95.63	
NCB	02/15/2019	1165	TRS	V250464	10.0484.0000.000.000.000	TRS	\$4,028.63	
NCB	02/15/2019	1165	TRS	V250464	14.0484.0000.000.000.000	TRS	\$245.76	
NCB	02/15/2019	1165	TRS	V280453	10.0484.0000.000.000.000	TRS	\$16,786.04	
NCB	02/15/2019	1165	TRS	V280453	14.0484.0000.000.000.000	TRS	\$1,023.97	
NCB	02/15/2019	1165	TRS	V35317	10.0484.0000.000.000.000	TRS	\$328.83	
NCB	02/28/2019	1177	TRS	V429444	10.0484.0000.000.000.000	TRS	\$1,401.68	
NCB	02/15/2019	1165	TRS	V513199	10.0484.0000.000.000.000	TRS	\$1,370.05	
NCB	02/28/2019	1177	TRS	V540905	10.0484.0000.000.000.000	TRS	\$16,148.70	
NCB	02/28/2019	1177	TRS	V540905	14.0484.0000.000.000.000	TRS	\$1,483.88	
NCB	02/28/2019	1177	TRS	V555849	10.0484.0000.000.000.000	TRS	\$90.29	
NCB	02/28/2019	1177	TRS	V580755	10.0484.0000.000.000.000	TRS	\$3,875.66	
NCB	02/28/2019	1177	TRS	V580755	14.0484.0000.000.000.000	TRS	\$356.15	
NCB	02/15/2019	1165	TRS	V680046	10.0484.0000.000.000.000	TRS	\$1,081.72	
NCB	02/15/2019	1165	TRS	V680046	14.0484.0000.000.000.000	TRS	\$66.01	
NCB	02/15/2019	1165	TRS	V951189	10.0484.0000.000.000.000	TRS	\$88.27	
							Check Total:	\$49,848.37
10340	02/08/2019	1159	VERIZON WIRELESS_4469	9823036694	10.0000.2320.341.000.140	TELEPHONE	\$1,583.32	
							Check Total:	\$1,583.32
10417	02/25/2019	1171	VIERECKL, CAROLYN	REIMB JAN MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$134.73	
							Check Total:	\$134.73
10418	02/25/2019	1171	VINCENT, KATE	REIM CEC CONVENTION	14.0000.2210.312.121.319	STAFF DEV BEH COACHES	\$986.73	

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

**Bank Name:** HARRIS BANK  
**Bank Account:** 3445079

**Date Range:** 02/01/2019 - 02/28/2019  
**Voucher Range:** -

**Sort By:** Vendor  
**Dollar Limit:** \$0.00

**Fiscal Year:** 2018-2019

**Print Employee Vendor Names**     **Exclude Voided Checks**     **Exclude Manual Checks**     **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
							Check Total:	\$986.73
10419	02/25/2019	1171	VITAL SOUNDS	ORDER #11068	10.0000.2139.410.000.130	SUPPLIES/MATERIALS	\$290.00	
10419	02/25/2019	1171	VITAL SOUNDS	ORDER #11068	10.0000.2139.410.000.130	SUPPLIES/MATERIALS	\$106.90	
							Check Total:	\$396.90
10341	02/08/2019	1159	VOCO VISION	10247785	10.0000.1200.314.000.131	CONSULTANTS	\$3,260.00	
10341	02/08/2019	1159	VOCO VISION	10269647	10.0000.1200.314.000.131	CONSULTANTS	\$3,260.00	
							Check Total:	\$6,520.00
10358	02/15/2019	1169	VOCO VISION	10286639	10.0000.1200.314.000.131	CONSULTANTS	\$3,260.00	
							Check Total:	\$3,260.00
10364	02/22/2019	1170	VOCO VISION	10302795	10.0000.1200.314.000.131	CONSULTANTS	\$3,260.00	
							Check Total:	\$3,260.00
10342	02/08/2019	1159	WALGREEN CO.	500037282 REVISED	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$697.58	
							Check Total:	\$697.58
10343	02/08/2019	1159	WASTE MANAGEMENT	3876467-2011-1	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$427.56	
							Check Total:	\$427.56
10420	02/25/2019	1171	WATERS, ANNE	REIMB COOK SUPPLIES	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$82.45	
10420	02/25/2019	1171	WATERS, ANNE	REIMB COOK SUPPLIES	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$9.99	
							Check Total:	\$92.44
10421	02/25/2019	1171	WESTBERG, SARAH E	REIMB JAN MILEAGE	14.0000.2210.332.000.319	STAFF TRAVEL BEHAVIOR COACHES	\$82.36	
							Check Total:	\$82.36
10344	02/08/2019	1159	WEX BANK	57620952	14.0000.1250.464.000.010	GASOLINE	\$93.87	
							Check Total:	\$93.87
10365	02/22/2019	1170	WILDER, JILL	PETTY CASH DEC-FEB	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$453.27	
							Check Total:	\$453.27
							Bank Total:	\$1,127,383.06

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

**Bank Name:** HARRIS BANK  
**Bank Account:** 3445079

**Date Range:** 02/01/2019 - 02/28/2019  
**Voucher Range:** -

**Sort By:** Vendor  
**Dollar Limit:** \$0.00

**Fiscal Year:** 2018-2019

**Print Employee Vendor Names**   
 **Exclude Voided Checks**   
 **Exclude Manual Checks**   
 **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
<u>Fund</u>							<u>Amount</u>
10							\$766,208.93
14							\$303,735.45
20							\$57,438.68
<b>Fund Totals:</b>			\$1,127,383.06				

**End of Report**

**Disbursements Grand Total: \$1,127,383.06**

#### 5.4. Approval of Payroll



Item	Amount	Match-Amount	Wage Basis	Payee
TRS (24 Pays)	307.93	2,463.80	30,797.30	TRS
TRS Employer (21 Pays)	0.00	2,284.02	393,806.49	TRS
TRS Employer (24 Pays)	0.00	178.56	30,797.30	TRS
Vision Family	0.00	1,042.68	281,347.94	CUSD #303 EMP HEALTH FUND
Vision Single	0.00	261.14	135,108.31	CUSD #303 EMP HEALTH FUND
Voluntary Life Insurance	64.00	0.00	14,232.04	NCPERS - IL IMRF
Deductions Total:	508,817.08	193,905.80		
Employee Net:	13,786.80			
Bank Acct Total:	716,509.68			

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Grand Total: 716,509.68

**End of Report**

5.5. Approval of the Financial Report, February,  
2019



*Mid-Valley Special Education Cooperative*

Dr. Marianne Fidishin, Executive Director  
1304 Ronzheimer Avenue  
St. Charles, IL 60174  
Phone: 331-228-4873  
Fax: 331-228-4874

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MEMO TO: Executive Advisory Board

FROM: Nancy Sporer  
Director of Business & Human Resources

DATE: March 6, 2019

RE: **MONTHLY FINANCIAL REPORT – February 2019**

Attached for your review is the financial report for the month ending February 28, 2019.

Revenue received to date is 55.63% of the budget compared to 59.59% at this same time period last year. The report shows us trending lower in tuition and state funds. Second semester tuition invoices were just sent out so we will begin to see payments come in from the districts soon. There is a decrease in the funding from the state this year compared to last year, but right now there are no major concerns.

Actual expenditures to date are 55.28% of budget this year compared to 55.49% at this same time period last year.

Current cash balances as of February 28, 2019 are \$1,314,901.

Please feel free to call me at 331-228-4928 should you have questions or concerns.

**Mid-Valley Special Education**  
**Financial Summary**  
**February 28, 2019**

	PRIOR YEAR			CURRENT YEAR		
	Budget Amount	Received to Date	% of Actual Received	Original Budgeted Amount	Received to Date	% of Budget Received
<b>Revenues</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>
Tuition (including ESY)	9,769,434	5,907,064	60.46%	9,418,923	5,826,237	59.64%
Earnings on Investments	10,000	9,040	90.40%	15,000	27,351	273.51%
Other local/Refund of Prior Year/Food	25,500	11,522	45.18%	21,500	6,629	26.00%
State Sources	986,000	1,203,344	122.04%	1,054,170	637,554	64.66%
ALOP	500,000	124,614	24.92%	400,000	67,831	13.57%
Flow Through Sources	5,794,273	3,896,261	67.24%	6,004,121	4,024,271	69.45%
Fed Grant (IDEA- MV only)	105,650	80,259	75.97%	115,340	48,727	46.12%
Fed Grant (DORS & Medicaid)	83,000	55,732	67.15%	105,000	76,061	91.64%
On-Behalf TRS	1,850,000	0	0.00%	2,065,000	0	0.00%
O&M Fund	252,431	258,551	102.42%	375,056	174,049	68.95%
<b>Total</b>	<b>19,376,288</b>	<b>11,546,387</b>	<b>59.59%</b>	<b>19,574,110</b>	<b>10,888,711</b>	<b>55.63%</b>

	PRIOR YEAR			CURRENT YEAR					
	Budget Amount	Expended to Date	% of Actual Expended	Original Budgeted Amount	Expended to Date	% of Budget Expended	Expended & Encumbered	Budget Balance	% of Budget Expended & Encumbered
<b>Expenditures</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19%</b>
Programs (including ESY & SafeSchools and MV IDEA grant)	6,831,141	3,786,438	55.43%	6,504,060	3,538,875	54.41%	5,976,957	527,103	91.90%
Flow Through Payments to Districts (IDEA, MBF, Tuition refunds)	6,691,108	4,639,014	69.33%	6,973,291	4,851,353	69.57%	4,851,353	2,121,938	69.57%
ALOP	533,011	271,145	50.87%	407,314	206,476	50.69%	357,127	50,187	87.68%
Student Support	1,331,780	742,300	55.74%	1,385,113	761,252	54.96%	1,314,944	70,169	94.93%
Instructional Support	471,238	278,901	59.18%	498,107	281,987	56.61%	439,292	58,815	88.19%
Executive & General Administration	1,191,523	667,008	55.98%	1,177,276	677,698	57.56%	1,089,097	88,179	92.51%
Board of Ed Services	256,112	247,579	96.67%	168,893	167,575	99.22%	167,575	1,318	99.22%
Contingency	20,000	0	0.00%	20,000	0	0.00%	0	20,000	0.00%
On-Behalf TRS	1,850,000	0	0.00%	2,065,000	0	0.00%	0	2,065,000	0.00%
O&M Fund	251,231	146,976	58.50%	375,056	335,967	89.58%	342,467	32,589	91.31%
Debt Service	0	0	0.00%	0	0	0.00%	0	0	0.00%
<b>Total</b>	<b>19,427,144</b>	<b>10,779,361</b>	<b>55.49%</b>	<b>19,574,110</b>	<b>10,821,183</b>	<b>55.28%</b>	<b>14,538,813</b>	<b>5,035,297</b>	<b>74.28%</b>
Excess (deficiency) of rev. over exp.	(50,856)	767,026		-	67,528				
Beginning Fund Balance		1,009,332			893,559				
Current liabilities		1,234,849			353,814				
Ending Fund Balance		<u>3,011,207</u>			<u>1,314,901</u>				
Cash Balance @ End of Month		<u>3,011,207</u>			<u>1,314,901</u>				

5.6. Approval of Board Policy 6:20 Instruction:  
Calendar and Day

## INSTRUCTION

### **6:20 Calendar and Day**

The Cooperative follows as closely as possible the calendars established by member districts. Staff working in classrooms housed in member districts shall follow that district's established calendar.

Students attending the Mades-Johnstone Center follow the District 303 calendar.

### Commemorative Holidays

In the school operated by the Cooperative, the teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorative person or occasion.

### School Day

For the school operated by the Cooperative, the Advisory board establishes the length of the student's school days with recommendation of the Executive Director and subject to state law requirements.

The Executive Director is authorized to make all assignments. In order of priority, assignments shall be made based on the Cooperative's needs and best interests, employee qualifications, and employee desires.

### LEGAL REF.:

105 ILCS 5/10-19, 5/10-24.46., 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1

23 Ill.Admin.Code § 1.420(f).

Metzl v. Leininger, 850 F. Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F. 3d 618 (7<sup>th</sup> Cir. 1995)

CROSS REF.: 5:200 (Terms and Conditions of employment and Dismissal) 5:330 (Sick Days, Vacation, Holidays, and leaves)

ADOPTED:

## *Document Status: Draft Update*

### INSTRUCTION

#### **6:20 Calendar and Day**

The Cooperative follows as closely as possible the calendars established by member districts. Staff working in classrooms housed in member districts shall follow that district's established calendar.

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#### Commemorative Holidays

In the school operated by the Cooperative, the teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion.

#### School Day

For the school operated by the Cooperative, the Advisory Board establishes the length of the student's school days with the recommendation of the Executive Director and subject to State law requirements.

#### LEGAL REF.:

105 ILCS 5/10-19, 5/10-24.46, ~~5/18-8.05~~, ~~PRESSPlus~~ 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1.

23 Ill.Admin.Code §1.420(f).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.:5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED:February 4, 2015~~

#### **PRESSPlus Comments**

PRESSPlus 1. Repealed by 100-582, eff. 3-23-18. **Issue 99, October/November 2018**

5.7. Approval of Board Policy 5:20 General  
Personnel: Workplace Harassment Prohibited

## General Personnel

### **5:20 Workplace Harassment Prohibited**

The Cooperative expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. Cooperative employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or 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 policy 7:20, *Harassment of Students Prohibited*.

#### Sexual Harassment Prohibited

The Cooperative 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.

Cooperative 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 Complaint

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employees same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved employees, 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 Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint manager.

Employees 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 complaint according to policy, in addition to any response required by this policy 5:20, *Workplace Harassment Prohibited*.

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

**Nondiscrimination Coordinator:**

Name:  Nancy Sporer Address:  1304 Ronzheimer Ave., St. Charles, IL 60174 Email:  nancy.sporer@d303org Telephone:  331-228-4928
---

**Complaint Managers:**

Name:  Nancy Sporer Address:  1304 Ronzheimer Ave., St. Charles, IL 60174 Email:  nancy.sporer@d303.org Telephone:  331-228-4928	Name:  Timothy Stoudt Address:  1304 Ronzheimer Ave., St. Charles, IL 60174 Email:  Timothy.Stoudt@d303.org Telephone:  331-228-6034
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Investigative Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must properly forward the report or complaint to Nondiscrimination Coordinator or Complaint Manager. A supervisor or administrator 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 the Cooperative's duty to investigate and maintain workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The Cooperative shall investigate alleged workplace harassment when a Complaint manager becomes aware of an allegation, regardless of whether a written report or complaint is files.

### Enforcement

A violation of this policy may result in discipline, up to an including discharge. A violation of this policy by a third party will be assessed in accordance with the authority of the Board in the context of the relationship of the third party of the Cooperative, i.e. vendor, parent, invitee, etc. An employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, 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 bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Illinois Human Rights Act (775 ILCS 5/).

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

Employees who retaliate against others for reporting or complaining of violati0ons 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 Employment Practice Agencies.

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

The Executive Director shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.

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

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

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

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

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

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

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

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

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

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

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

Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).

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

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

Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:125 (Personal Technology and Social Media; Usage and Conduct), 7:20 (Harassment of Students Prohibited)

# Document Status: Draft Update

## General Personnel

### **5:20 Workplace Harassment Prohibited**

The Cooperative expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. Cooperative employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or 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 policy 7:20, *Harassment of Students Prohibited*.

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

#### Sexual Harassment Prohibited<sup>PRESSPlus1</sup>

he Cooperative shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, or, physical, or other conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Cooperative 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, or 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 Complaint; Enforcement<sup>PRESSPlus2</sup>

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. 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 bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure).

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved employees, ~~persons~~, who 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.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

#### Whom to Contact with a Report or Complaint<sup>PRESSPlus3</sup>

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees 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 complaint according to that policy, in addition to any response required by this policy 5:20, *Workplace Harassment Prohibited*

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

#### **Nondiscrimination Coordinator:**

Name:

Nancy Sporer

Address:

1304 Ronzheimer Ave., St. Charles, IL

60174

Email:

nancy.sporer@d303org  
Telephone:

331-228-4928

### Complaint Managers:

Name:	Name:
Nancy Sporer	Timothy Stoudt
Address:	Address:
1304 Ronzheimer Ave., St. Charles, IL 60174	1304 Ronzheimer Ave., St. Charles, IL 60174
Email:	Email:
nancy.sporer@d303.org	Timothy.Stoudt@d303.org
Telephone:	Telephone:
331-228-4928	331-228-6034

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cooperativ*

### Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator 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 the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

### Enforcement

A violation of this policy 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 the District i.e., vendor, parent, invitee, etc. Any employee person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, 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 bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, 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<sup>PRESSPlus4</sup>

The District <sup>cooperative</sup> 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 and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.

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

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

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

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

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

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

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

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

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

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

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

Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).

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

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

Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:125 (Personal Technology and Social Media; Usage and Conduct), 7:20 (Harassment of Students Prohibited)

ADOPTED: ~~January 31, 2018~~

### **PRESSPlus Comments**

PRESSPlus 1. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires school districts to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment by January 15, 2018. Though that date has passed, there are no penalties in the law for failing to pass the resolution by that date. The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

For more information, please see the footnotes available by logging into PRESS Online at [www.iasb.com](http://www.iasb.com). **Issue 97, January/February 2018**

PRESSPlus 2. School districts are not required to train employees regarding workplace harassment, including sexual harassment; however, it is best practice. For districts that wish to provide such trainings, best practices suggest annual trainings work best, including on applicable board policies and procedures, what constitutes workplace

harassment, complaint and enforcement mechanisms, and employees' legal rights. **Issue 97, January/February 2018**

**PRESSPlus 3.** 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines *ethics officers* as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer. **Issue 97, January/February 2018**

**PRESSPlus 4.** 5 ILCS 430/70-5(a), amended by P.A. 100-554, (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the Ill. Dept. of Human Rights). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts (5 ILCS 430/1). **Issue 97, January/February 2018**

5.8. Approval of Board Policy 5:200 Professional  
Personnel: Terms and Conditions of Employment and  
Dismissal

## PROFESSIONAL PERSONEL

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### **5:200 Terms and Conditions of Employment and Dismissal**

The Executive Director manages 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 agreement 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 and Day

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

Work calendars will be determined by the Executive Director or designee and approved by the Board.

#### Nursing Mothers

The Cooperative accommodates employees who are nursing mothers according to provisions in State and federal law.

#### Duty-Free Lunch

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

Staff employed for at least four hours per day shall receive a paid duty-free lunch of 30 minutes.

#### Salary

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

Salaries or hourly pay rates will be determined by the Executive Director or designee and approved by the Board.

#### Assignments and Transfers

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

The Executive Director is authorized to make all assignments. In order of priority, assignments shall be made based on the Cooperative's needs and best interests, employee qualifications, and employee desires.

Evaluation

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

The Executive Director or designee will determine and implement an evaluation process.

On an annual basis, the Executive Director will provide the Advisory Board with a written report which outlines the results of the Cooperative's teacher evaluation system.

School Social Worker Services Outside of Cooperative Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

The Cooperative will follow State law when dismissing any staff member.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-20.60 (P.A. 100-365, final citation pending), 5/14-1.09a, 5/18-8, 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 260/1 et seq.

23 Ill.Admin.Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers).

Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

CROSS REF.: 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:290 (Employment Termination and Suspensions), 6:20 (Calendar and Day)

ADOPTED:

## *Document Status: Draft Update*

### Professional Personnel

#### **5:200 Terms and Conditions of Employment and Dismissal**

The Executive Director manages 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 agreement 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 and Day

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

Work calendars will be determined by the Executive Director or designee and approved by the Board.

#### Nursing Mothers

The Cooperative accommodates employees who are nursing mothers according to provisions in State and federal law.

#### Duty-Free Lunch

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

Staff employed for at least four hours per day shall receive a paid duty-free lunch of 30 minutes.

#### Salary

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

Salaries or hourly pay rates will be determined by the Executive Director or designee and approved by the Board.

#### Assignments and Transfers

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

The Executive Director is authorized to make all assignments. In order of priority, assignments shall be made based on the Cooperative's needs and best interests, employee qualifications, and employee desires.

#### Evaluation

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

The Executive Director or designee will determine and implement an evaluation process.

On an annual basis, the Executive Director will provide the Advisory Board with a written report which outlines the results of the Cooperative's teacher evaluation system.

#### School Social Worker Services Outside of Cooperative Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

#### Dismissal

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

The Cooperative will follow State law when dismissing any staff member.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-20.60 (P.A. 100-356, final citation pending), PRESSPlus 5/14-1.09a, 5/18-8, 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 260/1 et seq.

23 Ill.Admin.Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers).

Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

CROSS REF.: 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:290 (Employment Termination and Suspensions), 6:20 (Calendar and Day)

ADOPTED: January 31, 2018

### **PRESSPlus Comments**

PRESSPlus 1. The Legal Reference was updated with PRESS Issue 96, but this edit was inadvertently left out. **Issue 97, January/February 2017**

6. **Information**

6.1. Student and Staff Enrollment, February, 2019



## STAFF PROFILE

February 28, 2019

ADMINISTRATION	FTE	CERTIFIED STAFF	FTE	LICENSED STAFF	FTE	SUPPORT STAFF	FTE
Executive Director	1.00	Adapted PE	2.00	OT	3.10	1:1 Assistants	16.00
Director of Bus/HR	1.00	HI Teachers	4.00	PT	1.60	Vision Asst. - Teleservice	2.00
Principal	1.00	Instructional Coach	1.00	Certified Nurse - Contracted	0.60	Teaching Assistants	46.00
Program Supervisors	2.90	Psychologist	0.60	Registered Nurses	3.50	Job Coaches	5.10
Dir. of Prof Learning	1.00	Speech Pathologist	6.00	Asst.Tech Specialist	0.50	MJC Assistant	1.00
		Teachers	34.80			MV Assistants	2.50
		Vision Teachers	3.00			HR-Payroll/PD Assistant	0.80
		Vocational Specialists	4.00				
		Social Workers	5.40				
		Behavior Coach	2.00				
		Elective Teacher	1.00				
<b>Total</b>	<b>6.90</b>	<b>Total</b>	<b>63.80</b>	<b>Total</b>	<b>9.30</b>	<b>Total</b>	<b>73.40</b>
<b>TOTAL MID-VALLEY STAFF</b>							<b>153.40</b>

February 28, 2018

ADMINISTRATION	FTE	CERTIFIED STAFF	FTE	LICENSED STAFF	FTE	SUPPORT STAFF	FTE
Executive Director	1.00	Adapted PE	2.00	OT	3.10	1:1 Assistants	15.60
Director of Bus/HR	1.00	HI Teachers	4.00	PT	1.40	Vision Assistant 1:1	1.00
Principal	1.00	Instructional Coach	0.90	Certified Nurse - Contracted	0.60	Teaching Assistants	55.00
Program Supervisors	2.85	Psychologist	0.60	Registered Nurses	4.00	Job Coaches	4.40
Dir. of Prof Learning	1.00	Speech Pathologist	6.00	Asst.Tech Specialist	0.50	MJC Assistant	1.00
		Teachers	37.00			MV Assistants	2.50
		Vision Teachers	6.00			HR-Payroll/PD Assistant	0.80
		Vocational Specialists	3.75				
		Social Workers	5.65				
		Behavior Coach	0.75				
		Elective Teacher	1.00				
<b>Total</b>	<b>6.85</b>	<b>Total</b>	<b>67.65</b>	<b>Total</b>	<b>9.60</b>	<b>Total</b>	<b>80.30</b>
<b>TOTAL MID-VALLEY STAFF</b>							<b>164.40</b>

## Mid-Valley Enrollment-Staffing Profile

February 2019

PROGRAM	LOCATION	STUDENTS	101	301	302	303	304	25	131	427	428	129	U46	NET CHANGE	REFERRALS	TEACHER	ASSIST	1-1 Assist	DISTRICT	RN
Little Hands & Voices	Fabyan	4				1			1		2					1	1			
New Pathways	Fabyan K-1	5		2			3									1	1	1	D301 1	
New Pathways	Norton Creek 3-5	8				5	3									1	3			
New Pathways	Wasco 1-2	6		2		1	3									1	2			
New Pathways	Wasco 4-5	8				6	2							D303 +1		1	2	2	D303 1 D304 1	
New Pathways	John Stewart K-3	7		1	6											1	2			
New Pathways	John Stewart 3-5	7		3	2		2									1	2	1	D302 1	
New Pathways	GMS-5 6-8 (Giесе)	8		3	1	3	1									1	2	1	D303 1	
New Pathways	GMS-5 6-8 (Asencio)	6		2		1	3									1	2			
New Pathways	GHS 9-12	9		2	2	2	3									1	3			
ELS	Blackberry Creek K-1	5		1	1		3									1	1	1	D304 1	0.5
ELS	Blackberry Creek 2-3	5		1	1		3									1	1	1	D304 1	
ELS	John Stewart 3-5	5		1	1		3									1	1	1	D301 1	
ELS	Prairie Knolls 6-8	4	1	3												1	1	1	D301 1	
ELS	Prairie Knolls 6-8	4		3			1									1	1	1		
ELS	GHS 9-12	5	1		1		3									1	2			
ABLE	Mill Creek K-6	8	2	1	3		2									1	1	3	D302 2 D304 1	1
ABLE	BHS 9-12	5	1	1			3							D301 -1		1	1	1	D101 1	1
New Directions	MJCK-2	8	1		2	3				1	1					1	2			
New Directions	MJC 2-3	5			1	4								D303 +1	D302 +1	1	1			
New Directions	MJC 4-5	0												D101 -1 D302 -1 D303 -1 D428 -1		1				
New Directions	MJC 4-5	7			3	2	1			1				D302 +1	D303 +1	1	1			
New Directions	MJC 6-7	5	1	1	1	2										1	1			
New Directions	MJC 7-8	5			2	2					1					1	1			
New Directions	MJC 9-10	10		1	3	3	2			1						1	2			
New Directions	MJC 10-12	9	1		1	4	1			1	1					1	2			
New Directions	MJC 9-12	8		2		3				1	2			D303 +1		1	1			1
Safe Schools	MJC 9-12	7		1	5	1								D301 -1 D302 -1 D304 -1 D303 +1	D303 +1	1				
Transition	Shelby	10	4	2	1	1	2									1	2	2	D101 1 D302 1	
Transition	12+	15	5		1		9									1.8				
Transition	ECC	17.2		5	1	11.2										2	2			
Transition	WCC	14	4		5		5							D302 -1		2	2			
Vision																	2			
<b>Totals</b>		<b>229.2</b>	<b>21</b>	<b>38</b>	<b>44</b>	<b>55.2</b>	<b>58</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>7</b>	<b>0</b>		<b>-4</b>	<b>3</b>	<b>34.8</b>	<b>48</b>	<b>16</b>		<b>3.5</b>

**Mid-Valley Enrollment-Staffing Profile  
February 2019**

	RELATED SERVICE	STUDENT	101	301	302	303	304	25	131	427	428	129	U46	NET CHANGE	REFERRALS	TEACHER
	VI Students	20	0	5	2	13	0									3
	HI Students	76	12	10	5	28	21							D303 +1		4
	OT Students	39	7	4	8	6	8	1		2	3					3.10
	PT Students	42	6	7	9	3	17									1.6
	O&M Students	12	3	2	4		3									
<b>Total Students with Related Services</b>		<b>189</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>50</b>	<b>49</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>				
	VI Days	97.73	0	31.71	16.67	49.35	0									
	HI Days	355.2	48.6	26.85	8.8	145.49	125.46									
	OT Days	119.22	20.74	14.3	23.7	9.02	32.4	2.70		6.66	9.70					
	PT Days	162.3	22.6	35.6	34.7	4.6	64.8									
	O&M Days	129.21	0	9.3	56.01	11.1	52.8									
<b>Total Minutes with Related Services</b>		<b>863.66</b>	<b>91.94</b>	<b>117.76</b>	<b>139.88</b>	<b>219.56</b>	<b>275.46</b>	<b>2.70</b>		<b>6.66</b>	<b>9.70</b>					
	Non-IEP Students															
	VI															
	HI															

Student Related Services

Mid-Valley Enrollement-Staffing Profile

February 2018

PROGRAM	LOCATION	STUDENTS	101	301	302	303	304	25	131	427	428	129	U46	NET CHANGE	REFERRALS	TEACHER	ASSIST	1-1 Assist	DISTRICT	RN
ECHI	Fabyan ECHI	4	1			1				2						1	1			
New Pathways	Fox Ridge EC-K	6		1	4		1									1	2			
New Pathways	Wasco K-1	7		1		3	3									1	3			
New Pathways	Wasco 4	7				5	2									1	1	2	D303 1 D304 1	
New Pathways	Munhall 2	6				3	3							D303 -1		1	2			
New Pathways	John Stewart K-3	6		1	5									D302 -1		1	2			
New Pathways	John Stewart 3-5	7		4	1		2									1	2	1	D302 1	
New Pathways	GMS-S 6-8 (Giесе)	7	2	1	1	2	1									1	1	2	D101 1 D301 1	
New Pathways	GMS-S 6-8	7	1	2		2	2									1	2			
New Pathways	GHS 9-12	8		2	2	1	3									1	3			
ELS	Blackberry Creek K-1	7		2	1		4									1	3			0.4
ELS	Blackberry Creek 2-5	7			1	1	5									1	2	1	D304 1	0.3
ELS	John Stewart 4-5	6		4		2								D301 +1		1	1	1.6	D303 1 D301 1	0.3
ELS	Prairie Knolls 6-8	7	1	5			1									1	2	1	D301 1	
ELS	GHS 9-12	7		2	1		4									1	2			
CLASS	Western Ave. 3-5	8		1	2		5									1	2			
CLASS	Western Ave. K-2	7		2	1		4							D304 +1		1	3	1		
ABLE	Mill Creek K-6	8	2	1	3	1	1									1	1	3	D302 2 D304 1	1
ABLE	BHS 9-12	5	1	1			3							D304 -1		1	2	1	D101 1	1
New Directions	MJC K-2	8		1	4		1			1	1			D302 +1	D302 +1	1	2			
New Directions	MJC 3-4	7	1		1	2	2				1					1	1			
New Directions	MJC 3-5	5		1	1	2				1						1	1			
New Directions	MJC 4-5	7	1	1	2	2				1				D302 +1		1	2			
New Directions	MJC 6-8	4		1	1		1	1								1	1			
New Directions	MJC 6-8	3			2		1							D101 -1	D101 +1 D301 +1	1	1			
New Directions	MJC 9-12	6	2		2	1					1			D304 -1		1	1			
New Directions	MJC 9-12	9			1	6					2			D303 +2		1	1			
New Directions	MJC 9-12	8	2	2		2						2		D428 +1	D303 +1	1	1			1
Safe Schools	MJC 9-12	4		1	1	2								D303 +1		1				
Transition	Shelby	9	4	1	1		3							D101 -1		1	2	3	D101 1 D304 1	
Transition	12+	15	4	2			9							D101 +1 D101 -1 D301 -1 D304 -1	D302 +2 D304 +2	2				
Transition	ECC	18.6		5		13.6										2	2			
Transition	WCC	20	8		7		5							D304 -1		2	2			
	VI-Kaneland																1		D302 1	
ALOP	Geneva HS															1				
<b>Totals</b>		<b>250.6</b>	<b>30</b>	<b>45</b>	<b>45</b>	<b>51.6</b>	<b>66</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>2</b>		<b>-1</b>	<b>11</b>	<b>37</b>	<b>55</b>	<b>16.6</b>		<b>4</b>



6.2. Finance Committee Meeting Minutes, February 7,  
2019 & February 25, 2019

**MID VALLEY SPECIAL EDUCATION COOPERATIVE  
FINANCE COMMITTEE MEETING  
MINUTES**

**FEBRUARY 7, 2019**

- I. Present: Anne, Seth, Mike, Lisa P., Kari, Fran, Julie-Ann, Daina, Marianne, Lisa S., and Nancy
- II. Administrative Fee – Shared the St. Charles School District 303 fees from current and next year. There was very little increase from FY19 to FY20 estimate. There were no questions.
- III. Capital Outlay Plan Projects: Replacement of CU1 & CU2 including cooling coils and refrigerant piping are not as much as we were told by the architects. Need to replace inside components only. Should come in around \$80,000 which includes both units. The combined bid from vendors for D303 with MV as the alternative was not the lowest for St. Charles or MV. St. Charles will be going with the lowest bid. Therefore, Mid-Valley is now going out for bid on our own. Also, discussed the roof being a moving target on our capital outlay plan, not needing replacement at this time or maybe even in the next few years. Repairs will be completed as the need arises.
- IV. Technology Update  
There is a new Technology Committee run by Rona Henne they are looking at the future needs for MV. One of the recommendations would be to go with Chromebooks for the New Directions Program. There will still be a need for Laptops and I-pads. The cost range is roughly \$60K-\$70K. There will be a detailed recommendation hopefully by the next meeting in February. There was also a mention of leasing the equipment but since MV has an agreement with D303 MV must stay within the parameters of D303 since they supply the technology support.
- V. IDEA: Presented the FY20 IDEA budget. There were some questions regarding what the plans were for the shared professional development. Nancy gave some of the breakdown of the anticipated expenses. The recommendation was to try and spend the carryover this year. MV is looking at a small “SIS” program to replace Filemaker. We are not sure that this would be done during FY19. For FY20 the districts recommended billing quarterly for MV IDEA expenditures based on the percentages in the Articles of Agreement.
- VI. Budget parameters were discussed. Going through negotiations now so salary increases are unknown. IMRF rate reduced from 10.92% to 9.41%. There are 2 certified known retirements for FY19; none for FY20; 2 for FY21.
- VII. Board Workshop: March 6, 2019 - Not sure if anyone from the district finance meeting would be attending this meeting. Business Officials did not attend last year.
- VIII. Next Meeting Date: February 25, 2019, 12:00 – 2:00, Budgets

**Mid-Valley Special Education Cooperative  
Finance Committee Agenda  
February 25, 2019**

1. Present: Dean, Anne, Lisa P., Fran, Julie-Ann, Seth, Tony, Daina, Mike, Patti, Lisa S., Marianne, and Nancy
2. Budget Assumptions: *Salaries 2.5% (currently in negotiations), Benefits 7%, TRS 10.50%, IMRF 9.41% (reduced from 10.92%). Two retirements in 2019 with incentives (\$20,000) to be paid in FY20. Use actual salaries and benefits for all staff.*
3. Administration Budget: *3.39% Increase, \$20,000 retirement incentive*
  - a. Distributed to each budget by FTE
  - b. Instructional Support, distributed to all FTEs with the exception of OT/PT's)
4. O & M: *19.38% Decrease, \$70,000 decrease in Capital Outlay*
  - a. Billed by population formula
  - b. Capital Projects Update
5. Technology: *Tentative Proposal: 30 laptops, 16 iPads, 15 ipad cases, camera & software, Mimeo projector, Mac desktops for Art, Total \$42,963; \$32,140 direct billed, \$10,823 ALOP. Will be meeting with D303's tech department to discuss purchasing needs further.*
6. Related Services: Distributed Costs by Enrollment
  - a. Psychology (All): *Recommending an increase from .60 FTE to 1.0 FTE*
  - b. Health (All): *.60 FTE CSN job posted; last 3 years have not been able to hire so MV is contracting*
  - c. Assistive Technology (All except ECHI & 12+): *Increase AT from .50 FTE to 1.0 FTE. Need to find out a better count of AT students.*
  - d. Adaptive Physical Education (NP, ABLE, ELS): *No changes*
  - e. Vocational (ELS 9-12, ABLE 9-12, NP 9-12, and SAIL): *DORS/STEP revenue, approximately \$50,000 helps to offset costs. Received over \$67,000 in FY18. Also receive vocational transportation reimbursement, approximately \$4,500*
7. Itinerant Services: Billed by Minutes
  - a. Hearing Impaired: *small decrease in budget*
  - b. Visually Impaired: *will be contracting with NIA instead of trying to hire vision teachers. 1.0 FTE of O & M in budget. Decrease in supervisor FTE.*
8. Services by FTE in Programs or Minutes
  - a. Speech-Language (NP, ELS, SAIL, 12+, leftover billed by minutes): *Increase in salaries & benefits; decrease in purchase services*
  - b. Social Work (NP, CLASS, ND, SAIL, SS, ELS, 12+, leftover billed by minutes): *Decrease in budget; reduction of 1.0 SW due to ALOP funding*
  - c. Occupational Therapy (NP, ELS, leftover by minutes): *Decrease in budget; hire .50 FTE at lower salary*

- d. Physical Therapy (All programs billed by minutes): *Slight decrease in budget; staffing is at 1.60 FTE*
9. Program Budgets
- a. ECHI: Early Childhood Hearing Impaired: *Projections are at 3. Possible 2-3 more. Per student cost would go from \$56,601 to \$28,301 if all 6 students enroll.*
  - b. ELS: Educational Life Skills (Cognitive Delays, K-12): *Reduction in enrollment; will only need 1 middle school classroom; possible reduction of 1 elementary section. Budget reduced by 1 teacher and 1 TA. Sent out new ELS budget after the meeting with reduction of 2 teachers and 2 TA's*
  - c. NP: New Pathways (Autism EC-10): *Possible reduction of 1 elementary section but may need an additional high school classroom; no staff changes for now*
  - d. ABLE: Ability-Based Learning and Education (Multiple Disabilities K-12): *small decrease per student cost, \$39,247; 15 students- 1 additional from current year*
  - e. SAIL: Transition (18-22): *Looking for another space at WCC; Rent for Shelby is paid from Medicaid funds; ALOP offset: \$40,150*
  - f. Twelve Plus (18-22): *Decrease in budget due to increase in students; cost per student: \$9,698*
  - g. ND: New Directions (Alternative Program; Behavior/Emotional Needs, K-12): *Decrease of 7 students. Program has 10 out of district students; Decrease in salaries & benefits; Increase in non-staff budget; slight increase overall. ALOP offset: \$364,402. Per student cost w/ ALOP: \$27,314*
  - h. SS: Safe Schools, Alternative to Expulsion (7-12): *Based on 12 students; grant reimbursement from ROE, \$80,000. Per student cost w/ reimbursement: \$4,857*
10. IDEA: *Estimated budget \$103,330; will invoice districts quarterly on expenses; billed by percentage in Article of Agreement*
11. Behavioral Coaching: *Increase of .35 FTE from FY19. Increase in budget; St. Charles has requested 1.0 FTE; Batavia .80 FTE; 1.50 FTE for Mid-Valley and other districts*
12. Medicaid: *Funds used for Shelby rent and new curriculum.*
13. ALOP: *Presented budget shows a fund balance of \$40,605. If more revenue comes in for FY19 (probably will not know until May) can possibly offset the Administration budget by some of the fund balance. Purchase of 4<sup>th</sup> van, salaries & benefits, and some technology are planned expenses. Budget helps to offset New Directions and SAIL programs. Budget for FTY20 \$404,552*
14. FY20 Tentative Budget Summary: *With the first projections students have decreased from 249 to 232. The overall cost per student in programs with reimbursement is \$37,258. Total number of students in programs and HI & VI is 336. The cost per student in programs, VI, HI, w/ reimbursement is \$25,726 compared to \$23,047 in FY19. The total budget percent change from FY19 to FY20 is -1.82%.*

6.3. Administrative Liaison Meeting Minutes,  
February 28, 2019

# Administrative Liaison Meeting

## Monday, February 25, 2019



- Finance Committee Meeting
  - 12:00 - 2:15 PM
- Review Google documents
  - Tabled for another date
- Review Board Agenda
- Review Board Workshop Agenda
- Building Principal survey
  - Asked if a survey for building principals would be appropriate
  - Team decided that a one-to-one conversation would be of greater benefit
- Agreement on ABLE gen ed opportunities
  - Tabled
- Review Late Start practices
  - Tabled
- Review ESY Dates, coordinator status
  - Discussed interviews for 2nd coordinator
  - All agreed that a second person from the hosting district would be helpful
  - ESY referrals from teachers due April 2nd
- Attendance Reporting (FE)
  - Liaisons questioned if districts could get attendance sooner in month to address any truancy concerns
  - Challenge is due to MVSEC SIS or lack thereof
  - Also need to revise teacher expectation as to when to complete attendance
- IL Assessment of Readiness (JB)
  - Wanted to assure that all districts are inputting the necessary information into state SIS
- Projections
  - Discussed in detail in the Finance Committee meeting
  - Explained the necessity in getting projection numbers to address staffing (re: RIF)

6.4. Spring, 2019 Pre-Service Staff



**Mid-Valley Special Education Cooperative**

Dr. Marianne Fidishin, Executive Director  
 1304 Ronzheimer Avenue  
 St. Charles, IL 60174  
 Phone: 331-228-4873  
 Fax: 331-228-4874

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: March 6, 2019

RE: Preservice Teachers/Interns, Spring, 2019

Below is a summary of Mid-Valley Special Education Cooperative preservice teachers/interns working with experienced MVSEC staff:

<b>Teacher/Intern</b>	<b>University</b>	<b>Department</b>	<b>Location</b>	<b>MVSEC Staff</b>
Kelly Grudzinki	Illinois State University	Little Hands & Voices	Fabyan	Raven Stromek
Alyssa Evans	Illinois State University	New Pathways	Wasco	Bwethany Akers
Samatha Sarullo	Illinois State University	New Directions	MJC	Michael Denslow
Collen Seymour	Illinois State University	New Directions	MJC	Joanne Carrington-Warren
Alexia Stelmar	Illinois State University	ABLE	Mill Creek	Karen Tredup
Samantha Lattz	Northern Illinois University	SAIL	Shelby	Terri Edwards
Amber Vargas	Northern Illinois University	New Pathways	Geneva Middle School South	Jennifer Giese

6.5. Professional Development Needs Assessment  
Results, January, 2019



**Mid-Valley Special Education Cooperative**

Dr. Marianne Fidishin, Executive Director  
 1304 Ronzheimer Avenue  
 St. Charles, IL 60174  
 Phone: 331-228-4873  
 Fax: 331-228-4874

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: March 6, 2019

RE: Professional Development Needs Assessment Results, 2019

Mid-Valley Special Education Cooperative Conducts an annual Professional Development Needs Assessment. This survey of all districts and Mid-Valley Special Education Cooperative is designed to drive professional development work for the upcoming school year. Each forthcoming professional development plan is individualized to match district needs.

Upon recommendation by the districts, the design of the survey was reconfigured and included a reduction of response options allowing for greater disaggregation of data. As such, we believe the increase in this year's response rates was reflective of the redesign.

**Historical Participation Rates are as follows:**

2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
594	591	401	721	813	424	560

Below are the top three self-identified areas of services identified, professional development priorities, and preferred method of learning. Development and implementation plans will be created based upon this information.

**MVSEC Assessment**

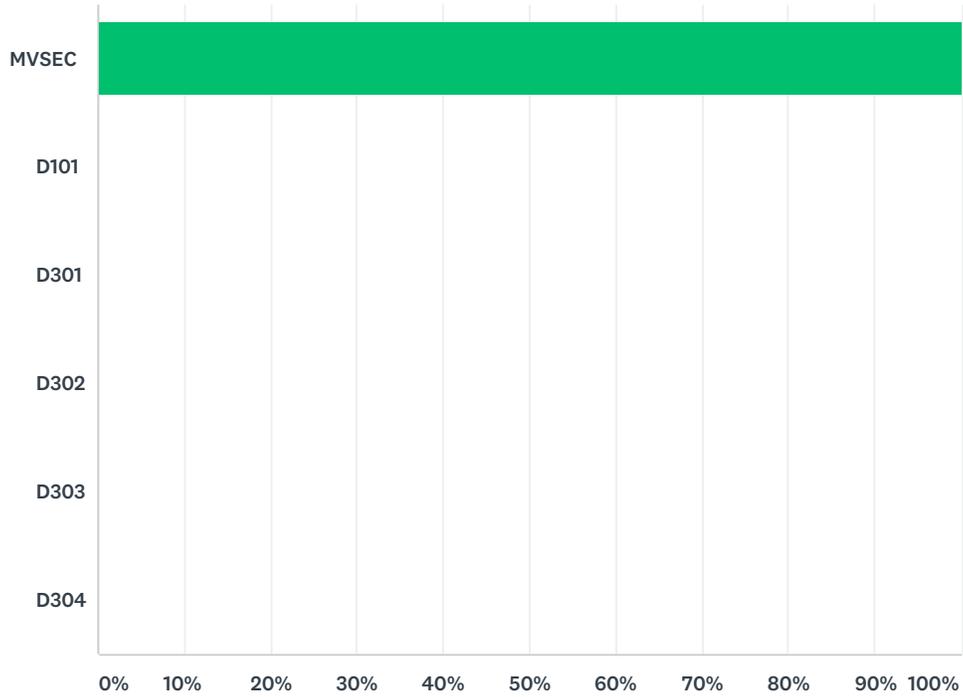
SERVICES NEEDED	PD PRIORITIES	ENGAGEMENT PREFERENCE
Training/Support for Paraprofessionals (73.17%)	Behavior/Social Emotional Development (54.67%)	In Person (85.71%)
Information, Trends, Issues, Legislation, Legal Information (60%)	Autism Spectrum Disorders (33.33%)	During School Day (57.14%)
Technical Assistance (43.59%)	IEPs/Student Records/ Legal Updates/Compliance (28.57%)	Online (35.71%)

**Multi District Assessment**

SERVICES NEEDED	PD PRIORITIES	ENGAGEMENT PREFERENCE
Training/Support for Paraprofessionals (51.7%)	Behavior/Social Emotional Development (57.08%)	In Person (76.02%)
Programs to Support Parent Education (46.45%)	Curriculum with a Variety of Learners (35.73%)	During School Day (55.37%)
Information, Trends, Issues, Legislation, Legal Information (42.01%)	Best Practices Instructional Strategies (34.09%)	Online (32.64%)

## Q1 My Employer is:

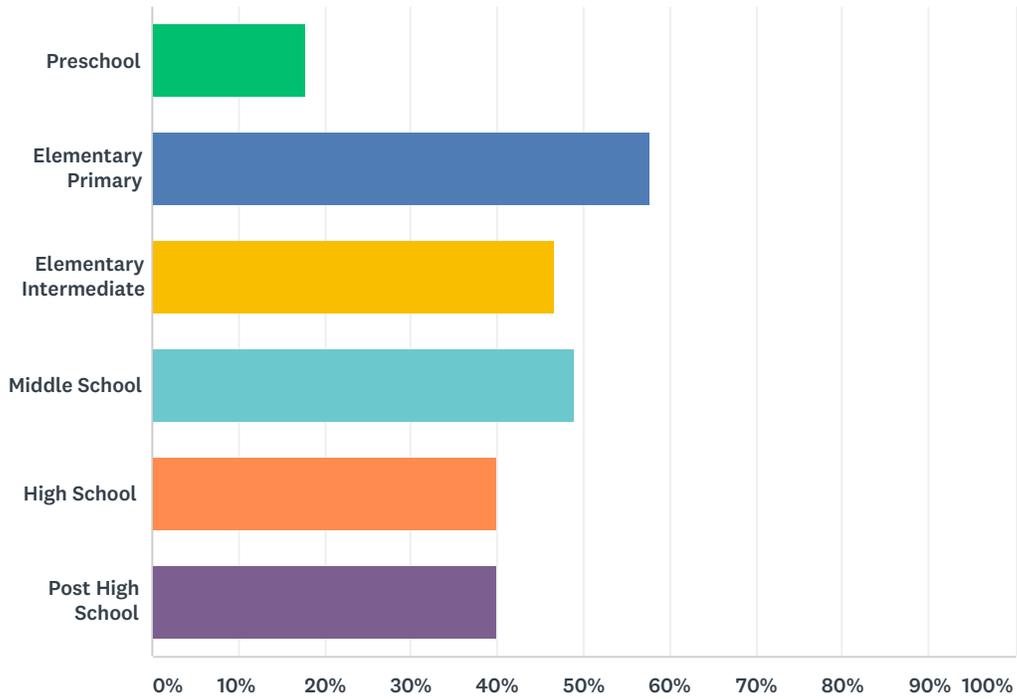
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES	
MVSEC	100.00%	45
D101	0.00%	0
D301	0.00%	0
D302	0.00%	0
D303	0.00%	0
D304	0.00%	0
<b>TOTAL</b>		<b>45</b>

## Q2 Age Range of Students (Check all that apply.)

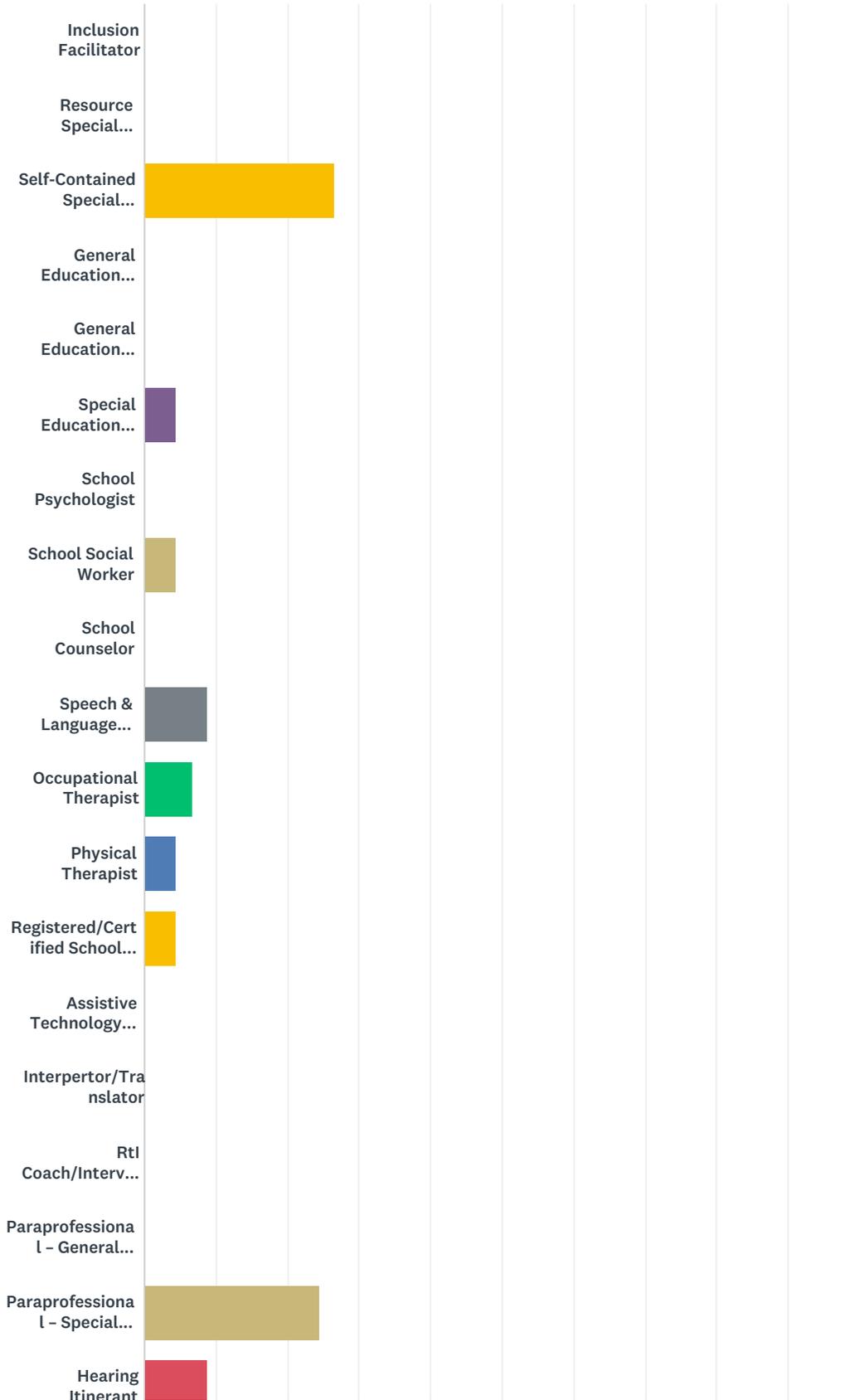
Answered: 45 Skipped: 0



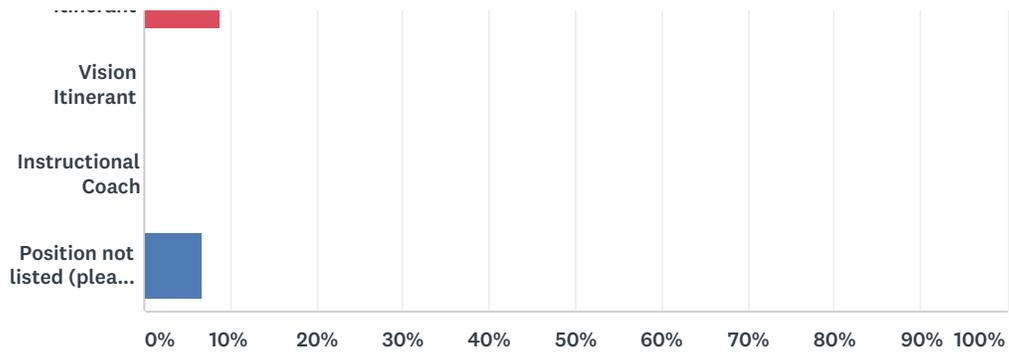
ANSWER CHOICES	RESPONSES	
Preschool	17.78%	8
Elementary Primary	57.78%	26
Elementary Intermediate	46.67%	21
Middle School	48.89%	22
High School	40.00%	18
Post High School	40.00%	18
Total Respondents: 45		

### Q3 My position is (Primary responsibility):

Answered: 45 Skipped: 0



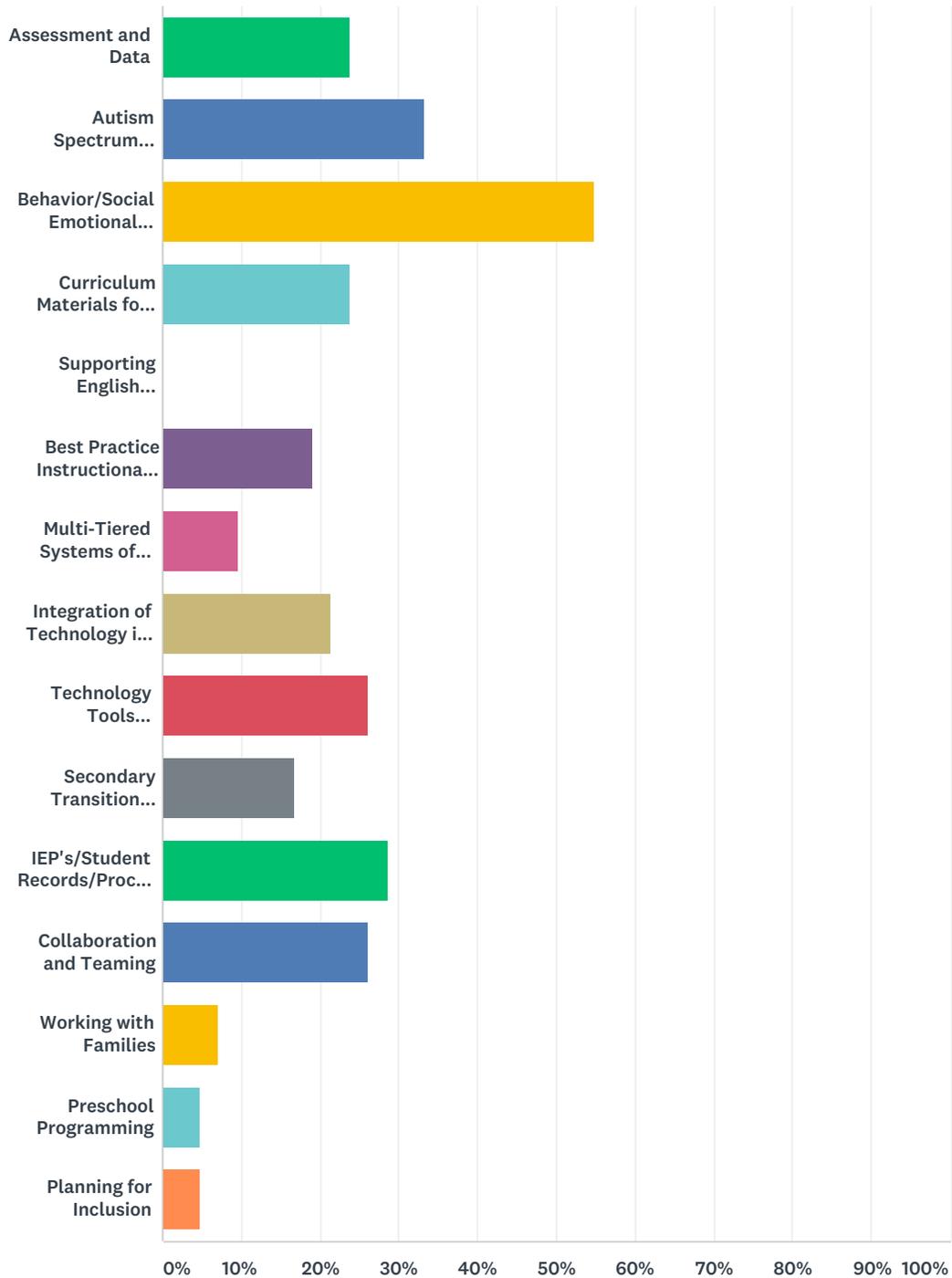
## Multi-District Needs Assessment 2018-2019



ANSWER CHOICES	RESPONSES	
Inclusion Facilitator	0.00%	0
Resource Special Education Teacher	0.00%	0
Self-Contained Special Education Teacher	26.67%	12
General Education Teacher	0.00%	0
General Education Administrator	0.00%	0
Special Education Administrator	4.44%	2
School Psychologist	0.00%	0
School Social Worker	4.44%	2
School Counselor	0.00%	0
Speech & Language Pathologist	8.89%	4
Occupational Therapist	6.67%	3
Physical Therapist	4.44%	2
Registered/Certified School Nurse	4.44%	2
Assistive Technology Facilitator	0.00%	0
Interpertor/Translator	0.00%	0
Rtl Coach/Interventionist	0.00%	0
Paraprofessional – General Education	0.00%	0
Paraprofessional – Special Education	24.44%	11
Hearing Itinerant	8.89%	4
Vision Itinerant	0.00%	0
Instructional Coach	0.00%	0
Position not listed (please specify in other)	6.67%	3
<b>TOTAL</b>		<b>45</b>

## Q4 Please select your top 3 professional learning priorities:

Answered: 42 Skipped: 3



ANSWER CHOICES	RESPONSES	
Assessment and Data	23.81%	10
Autism Spectrum Disorders	33.33%	14
Behavior/Social Emotional Development	54.76%	23

## Multi-District Needs Assessment 2018-2019

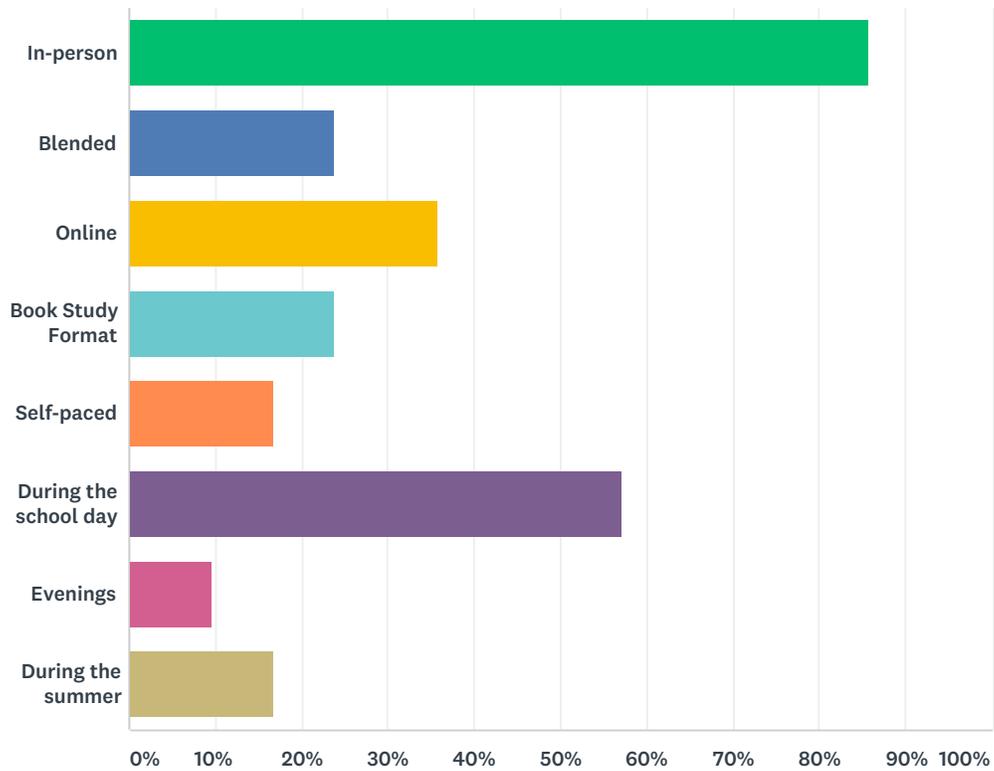
Curriculum Materials for use with a variety of learners	23.81%	10
Supporting English Lanugage Learners	0.00%	0
Best Practice Instructional Strategies	19.05%	8
Multi-Tiered Systems of Support	9.52%	4
Integration of Technology into Classroom Instruction	21.43%	9
Technology Tools (intervention or assistive technology tools)	26.19%	11
Secondary Transition Planning and Programming	16.67%	7
IEP's/Student Records/Procedures/Legal Updates/Compliance	28.57%	12
Collaboration and Teaming	26.19%	11
Working with Families	7.14%	3
Preschool Programming	4.76%	2
Planning for Inclusion	4.76%	2
Total Respondents: 42		

**Q5 If applicable, please list any additional topics of interest (not available in the previous question) for your professional learning.**

Answered: 12 Skipped: 33

### Q6 I prefer to engage in professional learning that are (select all that apply):

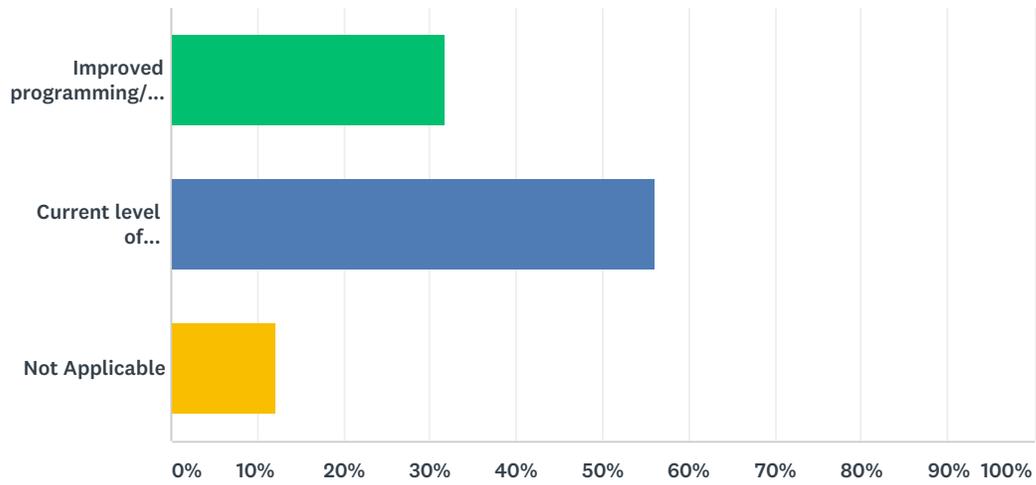
Answered: 42 Skipped: 3



ANSWER CHOICES	RESPONSES	
In-person	85.71%	36
Blended	23.81%	10
Online	35.71%	15
Book Study Format	23.81%	10
Self-paced	16.67%	7
During the school day	57.14%	24
Evenings	9.52%	4
During the summer	16.67%	7
Total Respondents: 42		

### Q7 A continuum of services (consultation, resource, self-contained, day schools).

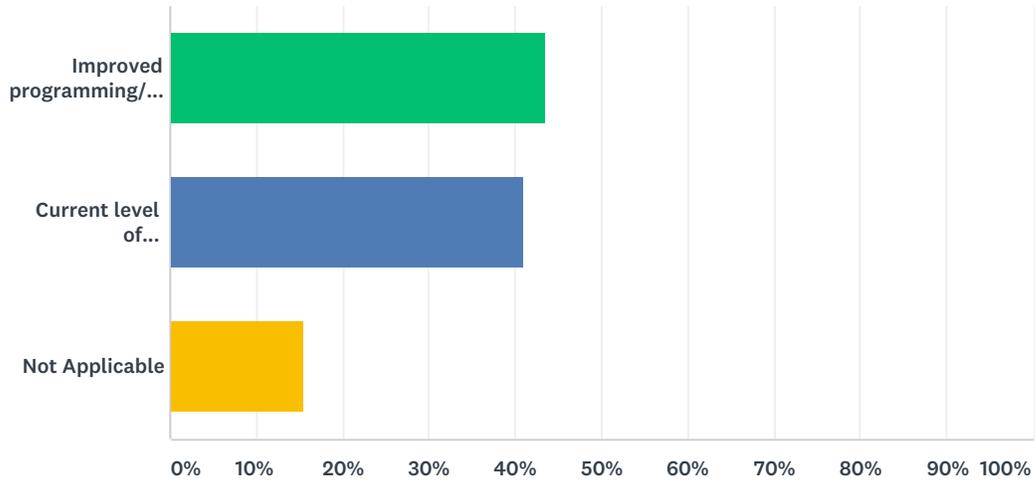
Answered: 41 Skipped: 4



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	31.71%	13
Current level of programming/services sufficient	56.10%	23
Not Applicable	12.20%	5
<b>TOTAL</b>		<b>41</b>

### Q8 Consultative and/or technical assistance services to teachers from direct one-to-one services to services on a group basis.

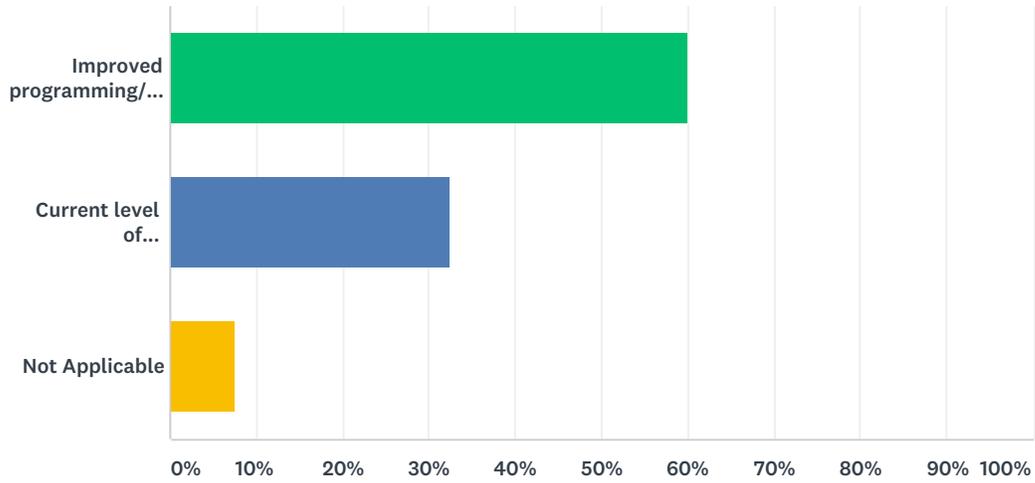
Answered: 39 Skipped: 6



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	43.59%	17
Current level of programming/services sufficient	41.03%	16
Not Applicable	15.38%	6
<b>TOTAL</b>		<b>39</b>

### Q9 Information on new trends, issues, legislation, and legal information relative to special education.

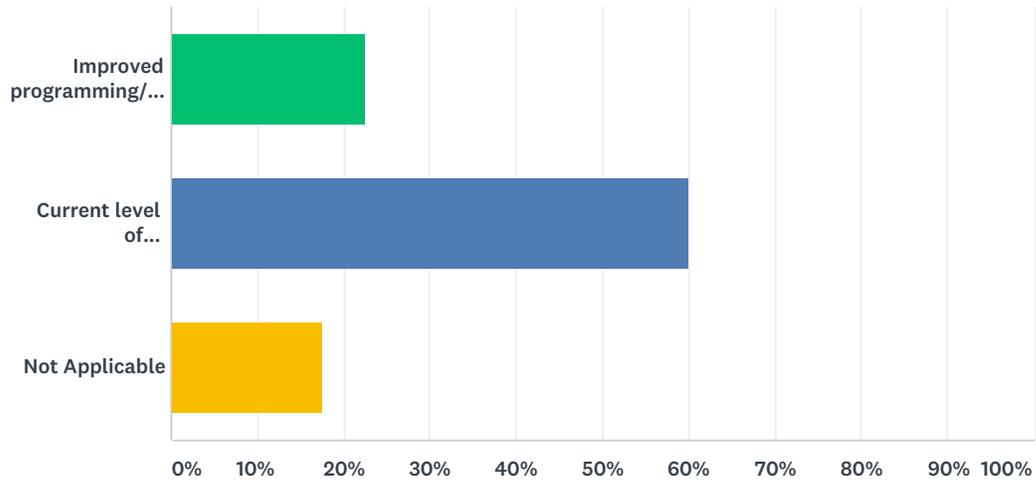
Answered: 40 Skipped: 5



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	60.00%	24
Current level of programming/services sufficient	32.50%	13
Not Applicable	7.50%	3
<b>TOTAL</b>		<b>40</b>

## Q10 Career education and vocational training programs.

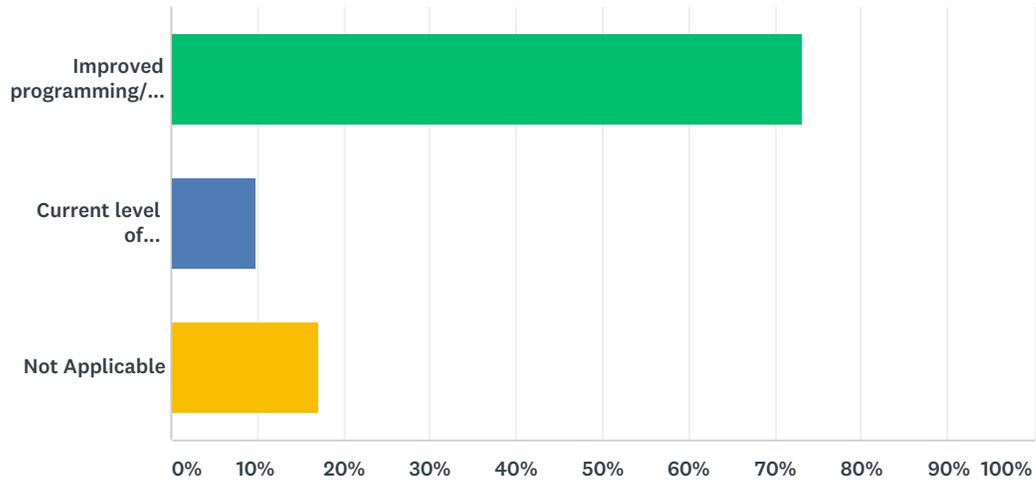
Answered: 40 Skipped: 5



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	22.50%	9
Current level of programming/services sufficient	60.00%	24
Not Applicable	17.50%	7
<b>TOTAL</b>		<b>40</b>

## Q11 Training and technical support for paraprofessional staff

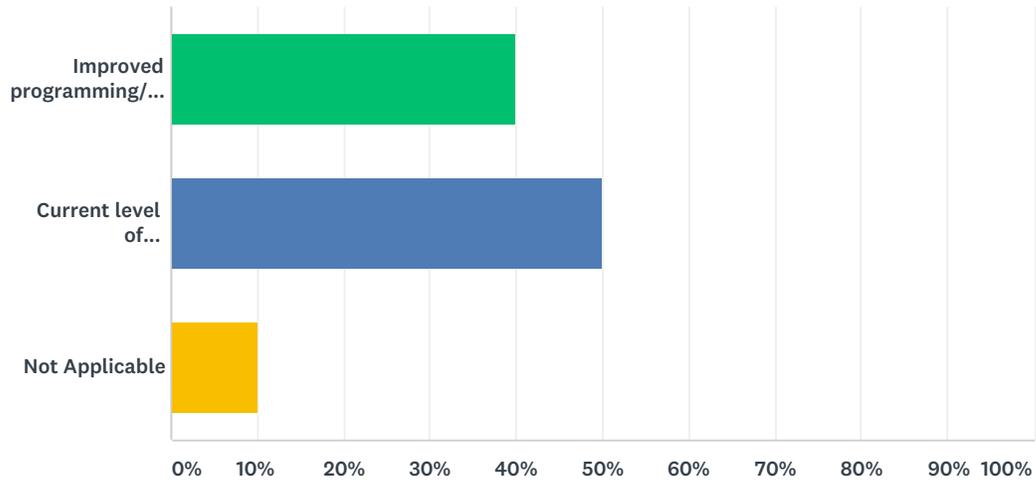
Answered: 41 Skipped: 4



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	73.17%	30
Current level of programming/services sufficient	9.76%	4
Not Applicable	17.07%	7
<b>TOTAL</b>		<b>41</b>

## Q12 Programs to support parent education.

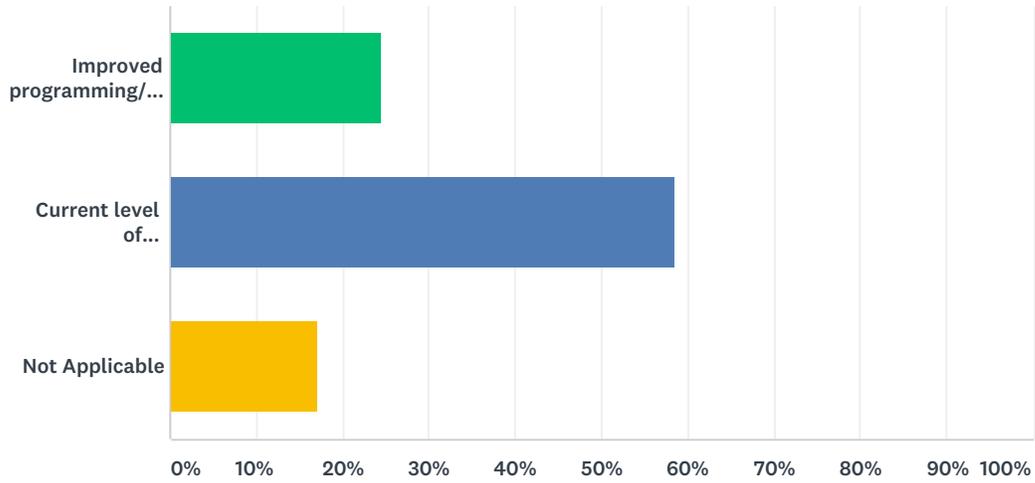
Answered: 40 Skipped: 5



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	40.00%	16
Current level of programming/services sufficient	50.00%	20
Not Applicable	10.00%	4
<b>TOTAL</b>		<b>40</b>

### Q13 Coordination of community networks as identified in the school's transition planning process.

Answered: 41 Skipped: 4



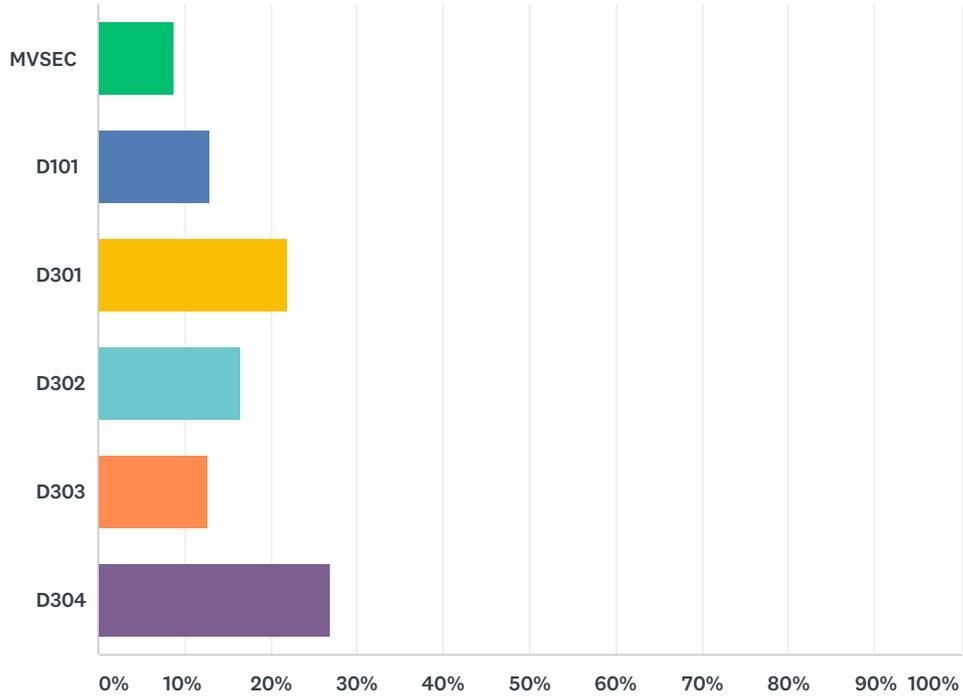
ANSWER CHOICES	RESPONSES	
Improved programming/services needed	24.39%	10
Current level of programming/services sufficient	58.54%	24
Not Applicable	17.07%	7
<b>TOTAL</b>		<b>41</b>

## Q14 Other comments or suggestions for programs and services:

Answered: 11 Skipped: 34

## Q1 My Employer is:

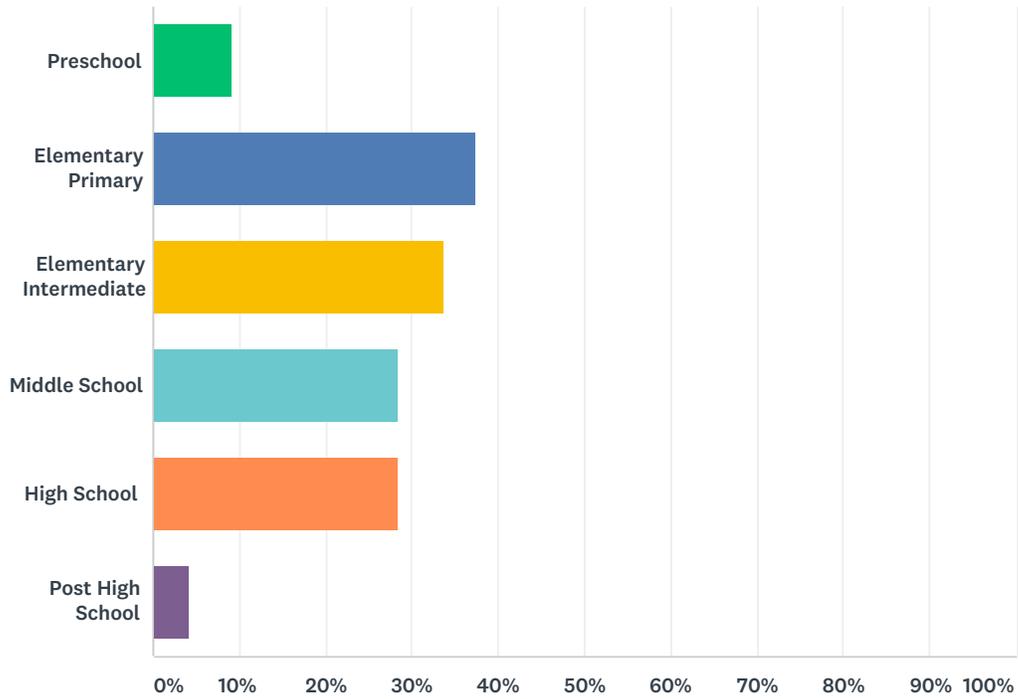
Answered: 515 Skipped: 0



ANSWER CHOICES	RESPONSES	
MVSEC	8.74%	45
D101	13.01%	67
D301	21.94%	113
D302	16.50%	85
D303	12.82%	66
D304	26.99%	139
TOTAL		515

## Q2 Age Range of Students (Check all that apply.)

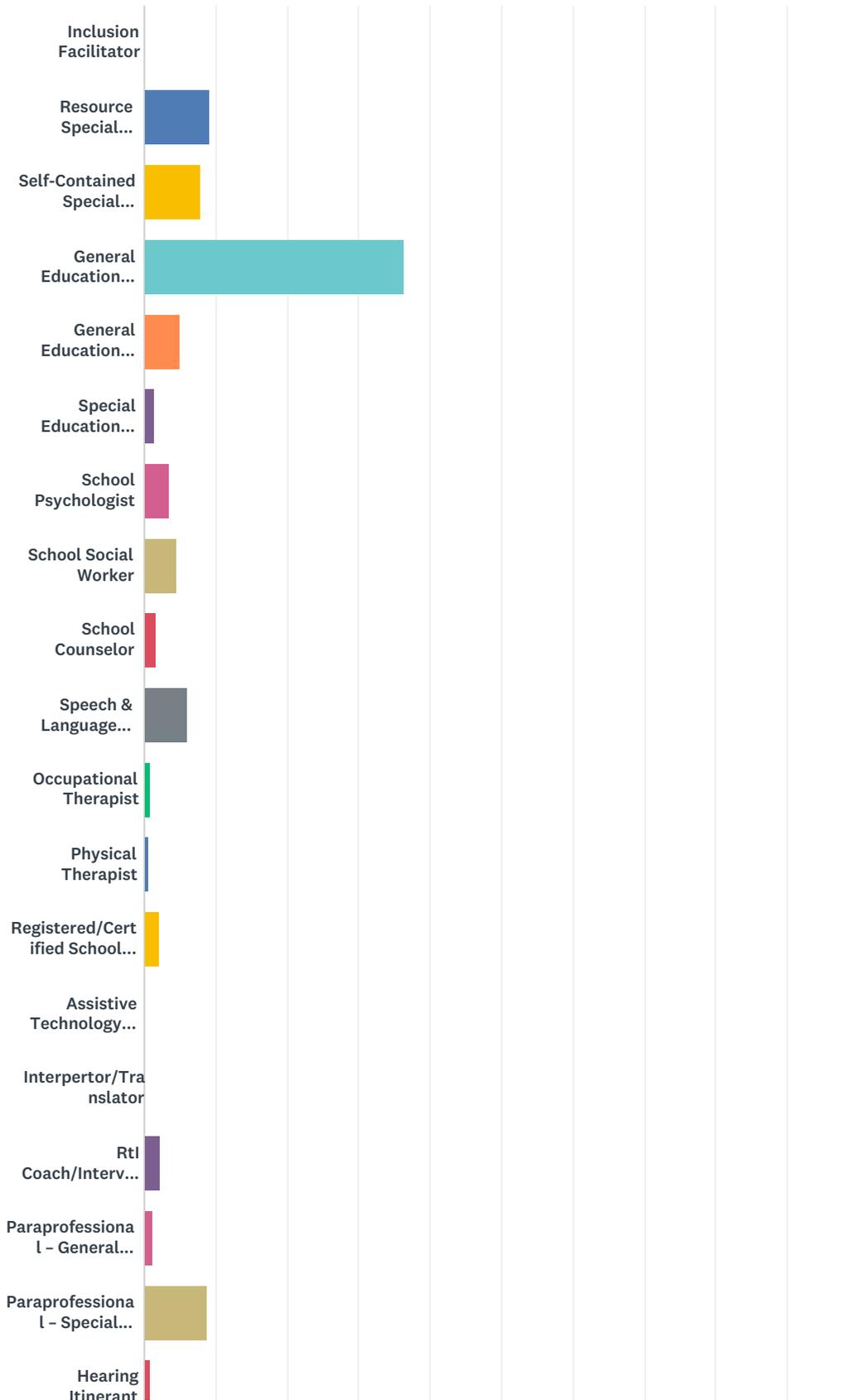
Answered: 515 Skipped: 0



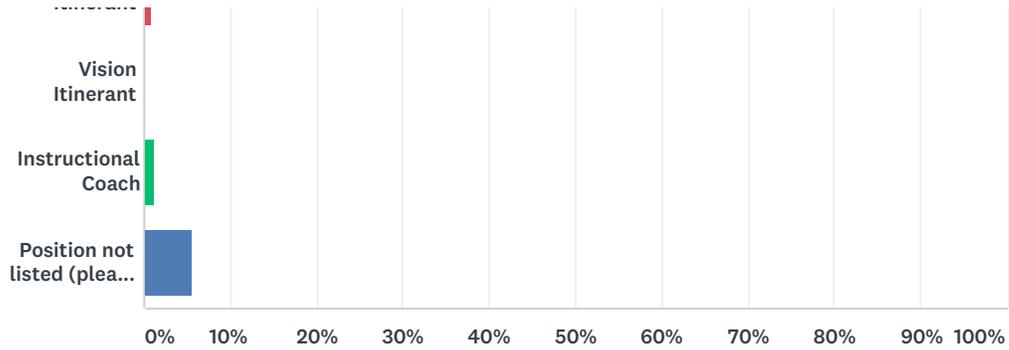
ANSWER CHOICES	RESPONSES	
Preschool	9.13%	47
Elementary Primary	37.48%	193
Elementary Intermediate	33.59%	173
Middle School	28.35%	146
High School	28.35%	146
Post High School	4.27%	22
Total Respondents: 515		

### Q3 My position is (Primary responsibility):

Answered: 515 Skipped: 0



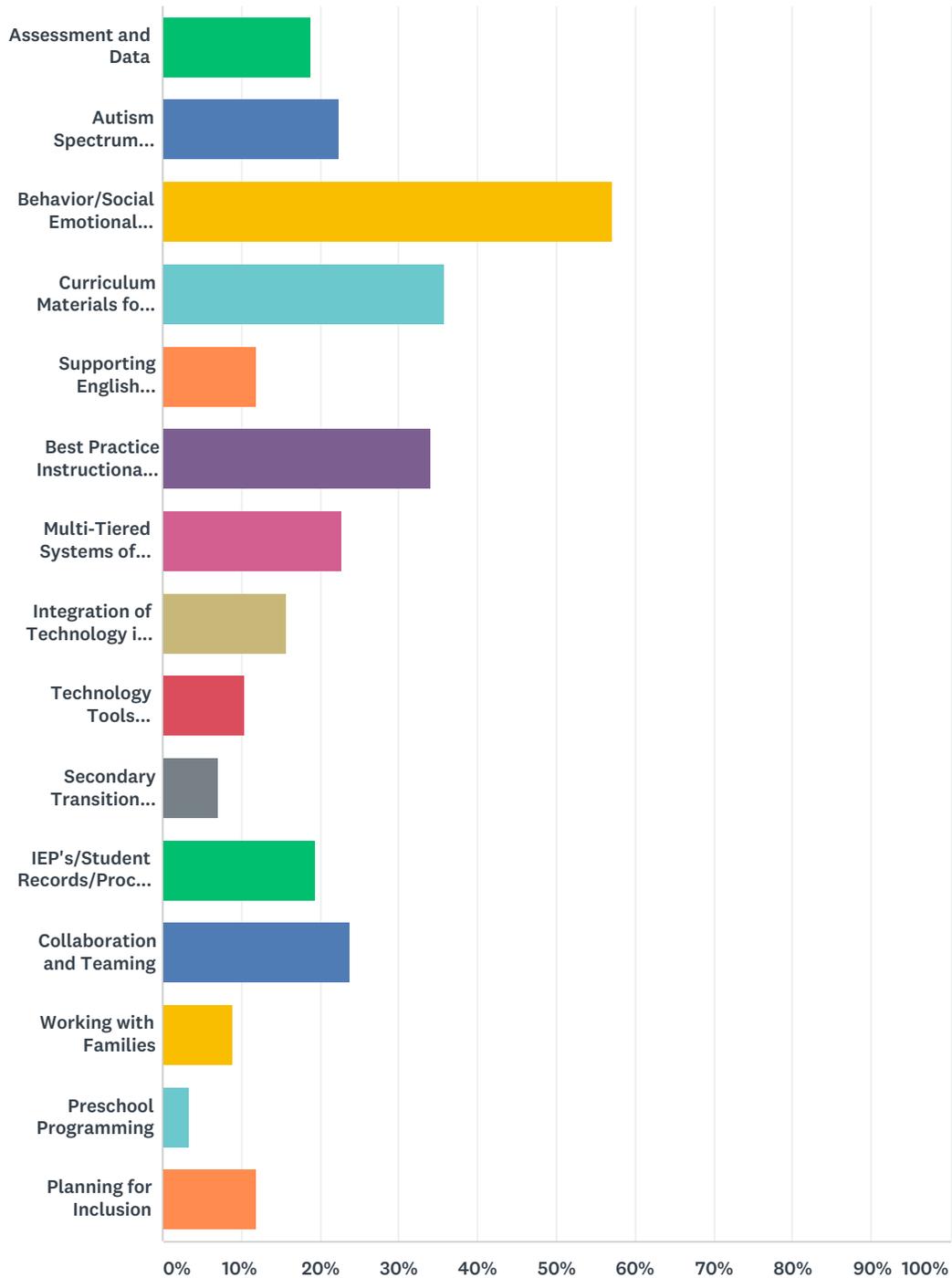
## Multi-District Needs Assessment 2018-2019



ANSWER CHOICES	RESPONSES	
Inclusion Facilitator	0.00%	0
Resource Special Education Teacher	9.13%	47
Self-Contained Special Education Teacher	7.96%	41
General Education Teacher	36.50%	188
General Education Administrator	5.05%	26
Special Education Administrator	1.55%	8
School Psychologist	3.50%	18
School Social Worker	4.66%	24
School Counselor	1.75%	9
Speech & Language Pathologist	6.02%	31
Occupational Therapist	0.78%	4
Physical Therapist	0.58%	3
Registered/Certified School Nurse	2.14%	11
Assistive Technology Facilitator	0.19%	1
Interpertor/Translator	0.00%	0
RtI Coach/Interventionist	2.33%	12
Paraprofessional – General Education	1.36%	7
Paraprofessional – Special Education	8.74%	45
Hearing Itinerant	0.78%	4
Vision Itinerant	0.00%	0
Instructional Coach	1.36%	7
Position not listed (please specify in other)	5.63%	29
<b>TOTAL</b>		<b>515</b>

## Q4 Please select your top 3 professional learning priorities:

Answered: 487 Skipped: 28



ANSWER CHOICES	RESPONSES	
Assessment and Data	18.89%	92
Autism Spectrum Disorders	22.38%	109
Behavior/Social Emotional Development	57.08%	278

## Multi-District Needs Assessment 2018-2019

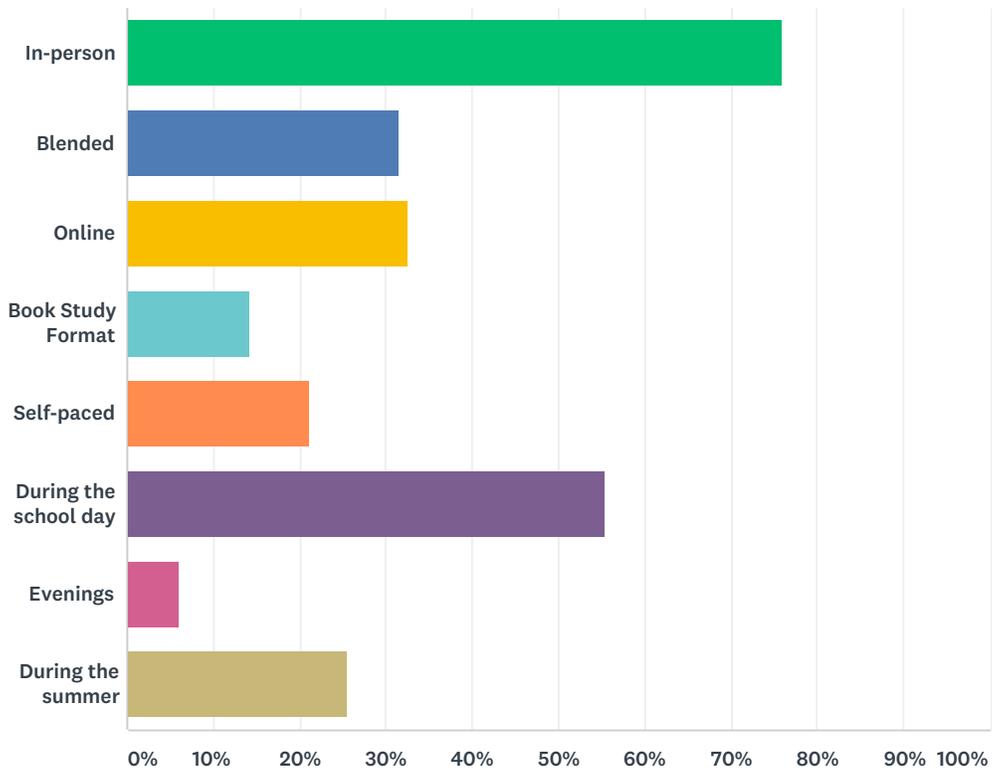
Curriculum Materials for use with a variety of learners	35.73%	174
Supporting English Lanugage Learners	11.91%	58
Best Practice Instructional Strategies	34.09%	166
Multi-Tiered Systems of Support	22.79%	111
Integration of Technology into Classroom Instruction	15.61%	76
Technology Tools (intervention or assistive technology tools)	10.47%	51
Secondary Transition Planning and Programming	7.19%	35
IEP's/Student Records/Procedures/Legal Updates/Compliance	19.51%	95
Collaboration and Teaming	23.82%	116
Working with Families	9.03%	44
Preschool Programming	3.29%	16
Planning for Inclusion	11.91%	58
Total Respondents: 487		

**Q5 If applicable, please list any additional topics of interest (not available in the previous question) for your professional learning.**

Answered: 55 Skipped: 460

### Q6 I prefer to engage in professional learning that are (select all that apply):

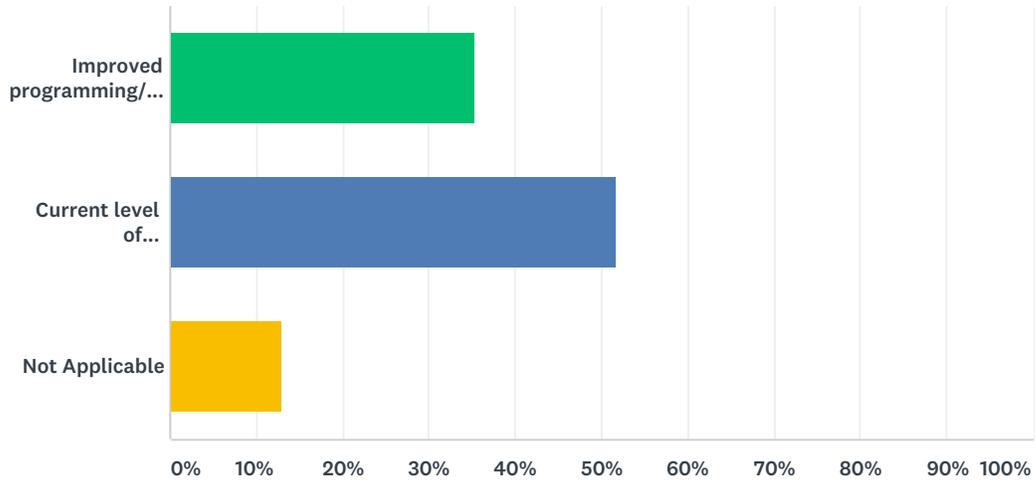
Answered: 484 Skipped: 31



ANSWER CHOICES	RESPONSES	
In-person	76.03%	368
Blended	31.61%	153
Online	32.64%	158
Book Study Format	14.26%	69
Self-paced	21.07%	102
During the school day	55.37%	268
Evenings	5.99%	29
During the summer	25.62%	124
Total Respondents: 484		

### Q7 A continuum of services (consultation, resource, self-contained, day schools).

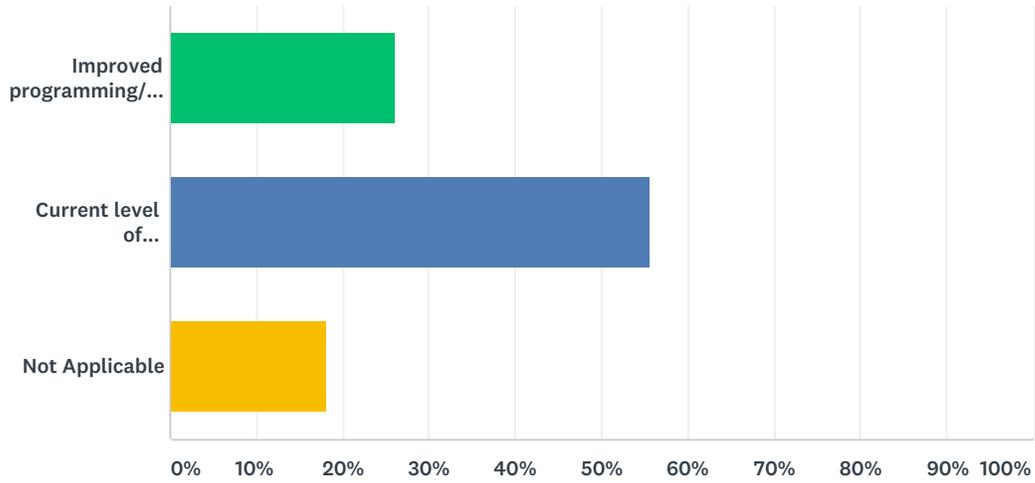
Answered: 441 Skipped: 74



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	35.37%	156
Current level of programming/services sufficient	51.70%	228
Not Applicable	12.93%	57
<b>TOTAL</b>		<b>441</b>

### Q8 Consultative and/or technical assistance services to teachers from direct one-to-one services to services on a group basis.

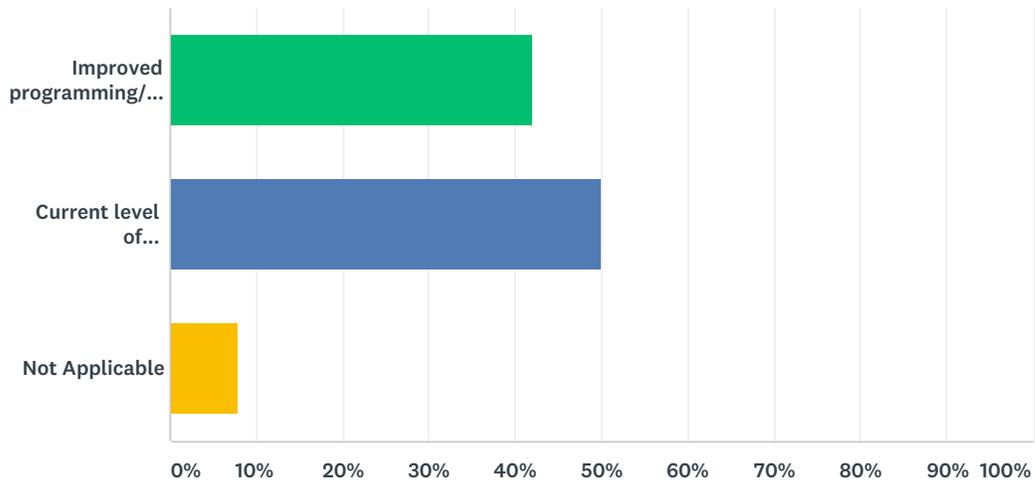
Answered: 440 Skipped: 75



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	26.14%	115
Current level of programming/services sufficient	55.68%	245
Not Applicable	18.18%	80
<b>TOTAL</b>		<b>440</b>

## Q9 Information on new trends, issues, legislation, and legal information relative to special education.

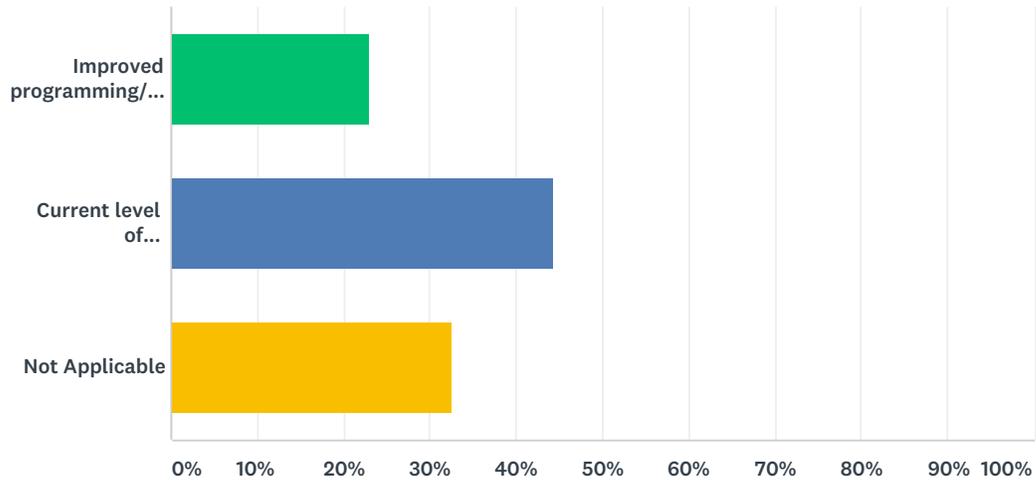
Answered: 438 Skipped: 77



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	42.01%	184
Current level of programming/services sufficient	50.00%	219
Not Applicable	7.99%	35
<b>TOTAL</b>		<b>438</b>

## Q10 Career education and vocational training programs.

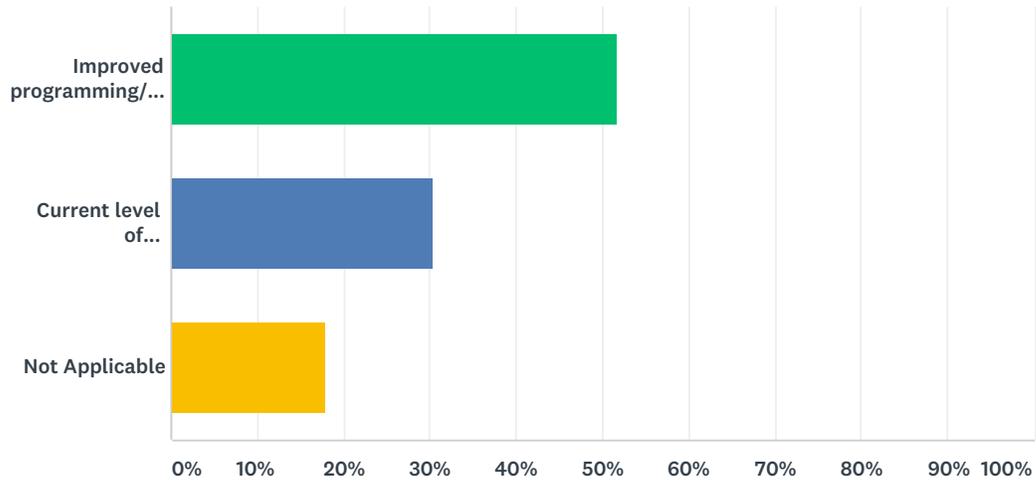
Answered: 439 Skipped: 76



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	23.01%	101
Current level of programming/services sufficient	44.42%	195
Not Applicable	32.57%	143
<b>TOTAL</b>		<b>439</b>

## Q11 Training and technical support for paraprofessional staff

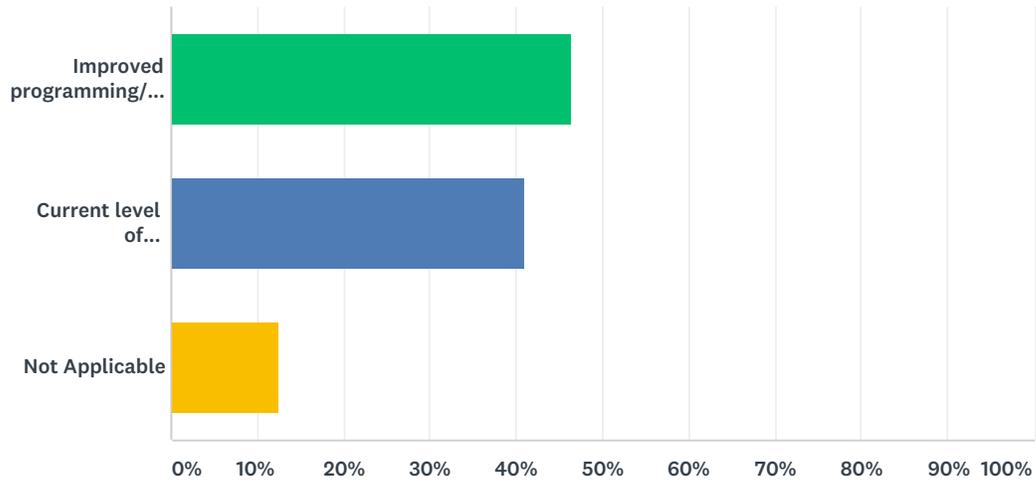
Answered: 441 Skipped: 74



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	51.70%	228
Current level of programming/services sufficient	30.39%	134
Not Applicable	17.91%	79
<b>TOTAL</b>		<b>441</b>

## Q12 Programs to support parent education.

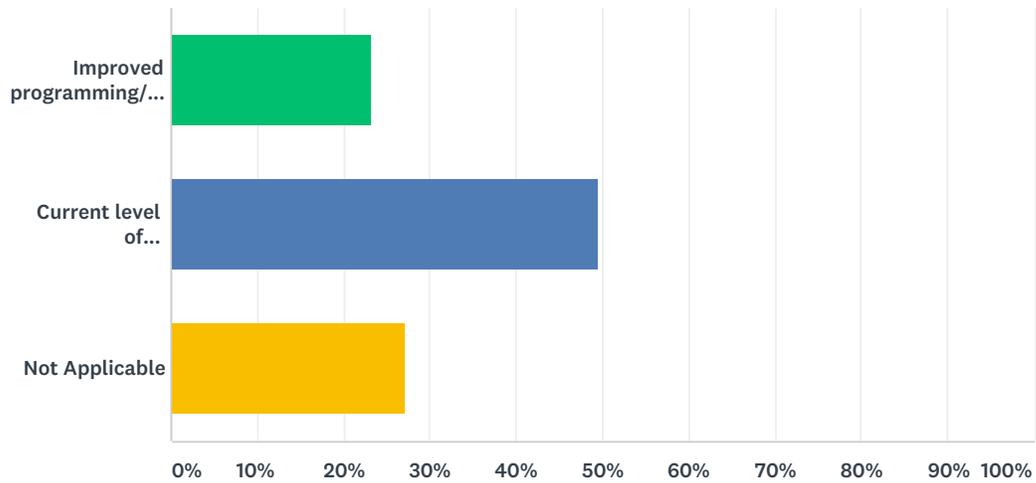
Answered: 437 Skipped: 78



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	46.45%	203
Current level of programming/services sufficient	40.96%	179
Not Applicable	12.59%	55
<b>TOTAL</b>		<b>437</b>

### Q13 Coordination of community networks as identified in the school's transition planning process.

Answered: 435 Skipped: 80



ANSWER CHOICES	RESPONSES	
Improved programming/services needed	23.22%	101
Current level of programming/services sufficient	49.66%	216
Not Applicable	27.13%	118
<b>TOTAL</b>		<b>435</b>

## Q14 Other comments or suggestions for programs and services:

Answered: 35 Skipped: 480

## 6.6. Donations



**Mid-Valley Special Education Cooperative**

Dr. Marianne Fidishin, Executive Director

1304 Ronzheimer Avenue

St. Charles, IL 60174

Phone: 331-228-4873

Fax: 331-228-4874

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MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: March 6, 2019

RE: Mid-Valley Special Education Cooperative Donation

Mid-Valley Special Education Cooperative has received generous donations earmarked for Bingo Night Baskets. Every year, MVSEC celebrates its students and families by presenting a Family Bingo Night including several gift basket as prizes. The majority if the gift basket contents are donated by the MVSEC social workers (the hosts) and other employees. Three families this year assisting in supporting the efforts:

1. Mary Lee McKelvey Heinrich, Geneva, with a \$10.00 donation
2. Robert and Deanna Sader, St. Charles, with a \$100.00 donation
3. Diane Ferguson, Geneva, with a \$30.00 donation

We are extremely grateful for the generous donations and all funds were used to support the vent and gifts.

**7. For Discussion**

7.1. Board Meeting Dates, 2019-2020



**Mid-Valley Special Education Cooperative**

Dr. Marianne Fidishin, Executive Director

1304 Ronzheimer Avenue

St. Charles, IL 60174

Phone: 331-228-4873

Fax: 331-228-4874

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MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: March 6, 2019

RE: Executive Advisory Board Meeting Schedule, 2019-2020

All meetings for the Mid-Valley Special Education Cooperative Executive Advisory Board are held on the first Wednesday of each month unless otherwise indicated by the Board. Meetings are held at the Mid-Valley Special Education Cooperative Administration Offices, 1304 Ronzheimer Avenue, St. Charles, Illinois, beginning at 9:00 AM unless otherwise indicated. Below is a tentative schedule for the Mid-Valley Special Education Cooperative Executive Advisory Board Meeting Schedule:

June 26, 2019  
August 7, 2019  
September 4, 2019  
October 2, 2019  
November 6, 2019  
December 4, 2019  
January 8, 2020  
February 5, 2020  
March 4, 2020  
April 8, 2020  
May 6, 2020  
June 3, 2020

8. **For Action**

8.1. Approval of Personnel Report, February 2019

**Mid Valley Special Education Cooperative**  
 Regular Meeting Wednesday, March 6, 2019

**SUBJECT: Personnel Report**

**Classified Staff**

<b>A. Classified Staff Resignations, Retirements and/or Terminations for School Year 2018-2019.</b>				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Reason</i>	<i>Effective Date</i>

<b>B. Classified Staff Request for Personal or Parental Leave of Absence for School Year 2018-2019.</b>			
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Effective Dates</i>

<b>C. Classified Staff Recommended for Employment for School Year 2018-2019.</b>				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Salary</i>	<i>Effective Date</i>

<b>D. Classified Staff Recommended for Transfer for School Year 2018-2019.</b>				
<i>Name</i>	<i>Position</i>	<i>Transfer From</i>	<i>Transfer To</i>	<i>Effective Date</i>

**Licensed Certified Staff**

<b>E. Licensed Certified Staff Resignations, Retirements and/or Terminations for School Year 2018-2019.</b>				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Reason</i>	<i>Effective Date</i>
Burns, Maura	Principal	Mades Johnstone Center	Resignation	06/30/2019
Vincent, Kate	Behavior Coach	MV Various	Resignation	06/07/2019

<b>F. Licensed Certified Educator Request for Personal or Parental Leave of Absence for School Year 2018-2019.</b>			
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Effective Dates</i>

<b>G. Licensed Administrator Recommended for Employment for Extended School Year for Summer 2019.</b>			
<i>Name</i>	<i>Position</i>	<i>Salary w/ TRS</i>	<i>Effective Date</i>
Seal, Tanner	ESY Coordinator	\$6,028	03/06/2019
Nosalik, Kylee	ESY Coordinator	\$6,028	03/06/2019

<b>H. Background Data on Licensed Educators Recommended for Employment for School Year 2018-19</b>	
Name	
License Endorsements	
Education	
Relevant Experience	
Name	
License Endorsements	
Education	
Relevant Experience	

**RECOMMENDATION:**      Approval.

8.2. Approval of the 2019-2020 NIA Needs  
Assessment/Request for Services



**Mid-Valley Special Education Cooperative**

Dr. Marianne Fidishin, Executive Director

1304 Ronzheimer Avenue

St. Charles, IL 60174

Phone: 331-228-4873

Fax: 331-228-4874

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MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: March 6, 2019

RE: Northwestern Illinois Association (NIA) FY 20 Needs Assessment and Agreement

The Executive Director recommends approval of the Northwestern Illinois Association (NIA) FY 20 Needs Assessment and Agreement.

Annually, Northwestern Illinois Association (NIA) prepares a Needs Assessment for each district/cooperative that has utilized their services. Data from the assessment is derived from both current year's use as well as anticipated new referrals. For FY20, Mid-Valley Special Education Cooperative is re-introducing Vision Supervision for its Mid-Valley Programs only, while retaining both Hearing and Audiology supervision. The rationale for this determination stems from the significant staff shortage of Vision Itinerants available for MVSEC hire. Hearing and Audiology services continue since MVSEC accesses both hearing assistance technology access and maintenance for students.

FY18 Services and Fees Summary = \$11,148

FY19 Services and Fees Summary = \$7,796, absent vision services

FY20 Services and Fees Summary = \$74,403

Note that previous agreements with NIA only addressed vision supervision only. Thus the increase that will include a vision itinerant instructor.



**FY20 NEEDS ASSESSMENT SERVICES & FEES SUMMARY**

**MIDVALLEY SPECIAL EDUCATION**

SERVICE AREA	DAILY RATE	FY20 UNITS	TOTAL
<b>SUPERVISION/SUPPORT/BASELINE</b>			
HEARING SUPERVISION/BASELINE	\$728.00	3	\$2,184.00
AUDIOLOGY SUPPORT/BASELINE	\$665.00	6	\$3,990.00
VISION SUPERV TECH ASSISTANCE/BASEL	\$722.00	2	\$1,444.00
<b>SUBTOTAL</b>			<b>\$7,618.00</b>
ANNUAL ASSESSMENT PAID IN FY19			<b>\$0.00</b>
<b>SUPERVISION/SUPPORT/BASELINE FEE:</b>			<b>\$7,618.00</b>
<b>HEARING</b>			
COUNSELING	\$485.00		\$0.00
HEARING TEACHING	\$549.00		\$0.00
FM/HAT (HEARING ASSISTIVE TECHNOLOG	\$665.00	4	\$2,660.00
<b>VISION/MULTI</b>			
ORIENTATION & MOBILITY	\$570.00		\$0.00
VISION TEACHING	\$570.00	112.5	\$64,125.00
INSERVICE TRAINING (PER UNIT)	\$788.00		\$0.00
<b>THERAPY</b>			
OCCUPATIONAL THERAPY	\$599.00		\$0.00
PHYSICAL THERAPY	\$599.00		\$0.00
THERAPY SUPERVISION	\$607.00		\$0.00
SPEECH/LANGUAGE SUPERVISION	\$568.00		\$0.00
SPEECH/LANGUAGE THERAPY	\$568.00		\$0.00
<b>SPECIAL SERVICES</b>			
AUTISM TECHNICAL ASSISTANCE/INCLUSIO	\$1,150.00		\$0.00
ASSISTIVE TECHNOLOGY	\$1,150.00		\$0.00
<b>INTERPRETERS</b>			
INTERPRETERS	\$384.00		\$0.00
<b>DIAGNOSTICS</b>			
PSYCHOLOGICALS	\$728.00		\$0.00
<b>GRAND TOTAL</b>			<b>\$74,403.00</b>

Revised 2/20/2019

Director's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Northwestern Illinois Association</b>	
<b>FY20 Daily Rates</b>	
<b>SERVICE</b>	<b>FY20</b>
Hearing Supervision/Baseline	\$728
Audiology Support/Baseline	\$665
Vision Supervision Technical Assistance/Baseline	\$722
Counseling	\$485
Hearing Teaching	\$549
FM/HAT (Hearing Assistive Technology)	\$665
Orientation & Mobility	\$570
Vision Teaching	\$570
Inservice per unit in region	\$788
Inservice per unit out of region	\$1,200
Occupational Therapy	\$599
Physical Therapy	\$599
Therapy Supervision	\$607
Speech/Language Supervision	\$568
Speech/Language Therapy	\$568
Autism Technical Assistance/Inclusion	\$1,150
Assistive Technology	\$1,150
Interpreters	\$384
Psychological	\$728

\* Annual assessment fee paid in the previous year may be used to offset the cost of services in blue.

Executive Board Meeting 1/16/19 Approved



**Vision Program Contracted Services  
(Level of Services Equals Days Per Year)  
2019-2020**

Cooperative/District Name:  
**MID VALLEY COOP**

Contracted Services									
Vision Teaching				O&M		Inservice Training		Vision Supervision Technical Assistance/Educational Baseline	
FY20 Total Teaching FTE	FY20 Total Projected Students	FY19 Level	FY20 Recommended	FY19 Level	FY20 Recommended	FY19 Level	FY20 Recommended	FY19 Level	FY20 Recommended
NA	9-11	0	112.5	0	0	0 Units	0 Units	0	2
<b>Comments</b>									
<b>Vision Teaching:</b> 9 students from 3 districts currently eligible for Vision Services. 2 possible students from Kaneland 302 pending spring IEP meetings. Estimate of 112.5 days may be adjusted if travel can be consolidated with other students in buildings housing Mid Valley programs, and if students from Kaneland are placed in a program.									
<b>O&amp;M:</b> NA									
<b>Inservice Training:</b> Services are available upon request.									
<b>Vision Supervision Technical Assistance/Educational Baseline</b> Services are available upon request.									

STUDENT	HOME DISTRICT	SCHOOL	VISION DIRECT	VISION INDIRECT	NUMBER OF VISITS/YEAR	TRAVEL TIME	CASE STUDY DATE	OTHER
Khan, Aazan	301	Blackberry Creek	30 mpw	30 mpw	75	25	4/7/19	
Sabin, Olivia	301	John Stewart	30 mpw	15 mpw	40	25	10/4/19	
O'Brien, Kendall	301	Prairie Knolls	60 mpw	20 mpw	75	30	4/19/21	
Bateman, Kei'anna	302	Mill Creek	60 mpw	80 mpw	80	20	12/19/20	Team meetings (4/year), Pre-IEP meeting
Gough, Dominic	302	Blackberry Creek	90 mpw	15 mpw	38	25	02/20/2021	
Rangel, Ashlynn	302	Mill Creek	90 mpw	30 mpw	112	20	3/6/2021	
Antonson, Rose	304	Prairie Knolls	30 mpw	40 mpw	38	30	12/22/20	
Custer, Branden	304	Blackberry Creek	90 mpw	90 mpw	116	25	8/16/21	Team meetings (4/year), Pre-IEP Meeting
Carlson, Timothy	304	Blackberry Creek		30 mpw	14	25	12/13/20	

Total Vision Teaching Days: 112.5

### Vision Service Considerations: Mid Valley and Member Districts:

- Current FY20 district Vision Teaching recommendations include services to students in Mid Valley Programs
- These students would be pulled from current recommendation and district days would be reduced if services flow through Mid Valley
- Estimates for Mid Valley students (as a group, or in sets by district) are likely high due to travel (not connected to a fuller caseload)
- Once decision is made regarding flow through of services (through MV or directly from district) caseloads will be reconfigured to consolidate travel, minimize cost and provide more efficient service delivery
- There may be additional impact from:
  - Which agency provides O&M services (NIA – 101, 301, part of 304)
  - Any additional students placed in MV program (302)



## HEARING CONTRACTED SERVICES

(Level of Services Equals Days Per Year)  
2019-2020

**COOPERATIVE/DISTRICT NAME: Mid Valley Special Education Cooperative**

Contracted Services								
Hearing Teaching			Counseling		Interpreters		FM/HAT Units (Amplification Equipment)	
FY20 Total Teaching FTE	FY20 Total Projected Students	FY19 NIA Teaching Level	FY20 Recommended NIA Teaching Level	FY19 Level	FY20 Recommended	FY19 Level	FY20 Recommended	FY19 Level
0	0	0	0	0	0	0	4	4

Comments	
<b>Hearing Teaching</b>	
<b>FM/HAT</b>	For students in Little Hands and Voices program. Wilcox, Soto, Lopez, Washington



**HEARING SUPERVISION/BASELINE & AUDIOLOGY SUPPORT/BASELINE SERVICES**  
 (Level of Services Equals Days Per Year)  
 2019-2020

**COOPERATIVE/DISTRICT NAME: Mid Valley Special Education Cooperative**

Educational Technical Assistance / Supervision Baseline & Audiology Support/Baseline		
HEARING	AUDIOLOGY	
FY19 Supervision/Baseline	FY20 Recommended Supervision/Baseline	FY19 Audiology Support/Baseline
2	3	6
		FY20 Recommended Audiology Support/Baseline
		6

Comments	
Hearing Supervision/Baseline	Extra day recommended to serve new itinerant.
Audiology/Baseline Services	No change recommended based on current use of service purchased.

**FM EQUIPMENT INVENTORY**  
**2019/2020 School Year**  
**Mid-Valley Special Education Cooperative**  
**Updated (11/17/18 JFL)**

District Billed	SpEd Cooperative Billed	School	Last Name	First Name	Date Added	Date Dropped
<b>MID-VALLEY PRESCHOOL PROGRAM (housed at Fabyan Elementary School in Geneva):</b>						
	Mid-Valley SpEd Cooperative	Mid-Valley Preschool Program	WILCOX	Mia	8/1/17	
	Mid-Valley SpEd Cooperative	Mid-Valley Preschool Program	SOTO	Carlos	8/1/18	
	Mid-Valley SpEd Cooperative	Mid-Valley Preschool Program	Lopez	Jaslen	9/1/17	
	Mid-Valley SpEd Cooperative	Mid-Valley Preschool Program	Washington	Da'Mia	1/1/19	

8.3. Approval of Job Description: Mades-Johnstone  
Principal



**Mid-Valley Special Education Cooperative**

Dr. Marianne Fidishin, Executive Director

1304 Ronzheimer Avenue

St. Charles, IL 60174

Phone: 331-228-4873

Fax: 331-228-4874

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MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: March 6, 2019

RE: Approval of Job Descriptions

The executive director recommends approval for the revised job descriptions for Mades-Johnstone Center Principal, School Psychologist, and 11-Month Coordinator.

Upon review of the current job descriptions as well as the evolving changes of the positions, the attached job descriptions were developed. The 11-Month Coordinator, effective for FY20, will incorporate the additional responsibility of Extended School Year (ESY) coordination and administration.

**Mid Valley Special Education Cooperative**  
**JOB DESCRIPTION**  
**Administrator**

**JOB TITLE: Principal –Mades-Johnstone Center**

**Job Purpose Statements:** The primary purpose of the position of Mades-Johnstone Principal is to serve as the instructional and climate leader of the school and, as such, be responsible for the organization and supervision of the school's educational program, operation of the school facility, participation in staff and student activities, and establishment of effective community relations.

**Essential Job Functions:**

- Establish and maintain an effective culturally competent learning climate in the school
- Provide leadership in the development of the instructional program, based upon current research on effective secondary and alternative schools
- Evaluate and revise curricular and instructional programs in cooperation with staff and appropriate district administrators
- Implement and administer negotiated employee contracts at the school site.
- Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements
- Facilitate communication between staff, students and parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
- Communicate with staff to assure instructional programs meet student needs and district requirements
- Administer the school and its instructional program in all its facets
- Assist in supervising all support services, including custodial, food services
- Supervise the school staff and be responsible for the recruitment, screening, hiring, training, assigning, and evaluation of the staff, both certified and non-certified
- Evaluate both certified and non-certified staff according to procedures and timelines outlined by the district
- Supervise, administer, and allocate the building's financial budget and make decisions for its use
- Assure proper management, maintenance and inventory of materials, equipment, buildings, and grounds
- Institute a uniform discipline policy and develop a set of practices for student behavior
- Utilize all resources of the school and the community in developing the most effective educational system
- Exercise proactive leadership in promoting the vision and mission of the District
- Develop and support a community relations program with parents and local community groups as a means of interpreting and furthering school programs and encourage parent and community participation in the school's program(s)
- Interpret and implement board policies, administrative regulations, and negotiated agreements
- Develop and provide in-service programs for the staff's professional development and growth
- Initiate, design, and implement programs to meet specific needs of the school and its students
- Promote a positive, caring climate for learning; deal sensitively and fairly with persons from diverse cultural backgrounds; and communicate effectively with students, staff and parents

- Participate in professional growth to improve skills related to current and future job assignment
- Relate to students with respect while carrying out a positive and effective social/emotional development and discipline policy
- Access, analyze, interpret, and use data in decision-making.
- Develop school plans and organizational procedures for the health, safety, discipline, and conduct of students as established by district policies and procedures
- Ensure that all school activities are adequately planned and supervised
- Prepare and supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
- Maintain and model high standards of professional conduct.
- Set high goals and standards for self, others, and organization.
- Provide recognition and celebration for student, staff, and school accomplishments.
- Maintain visibility and accessibility on the school campus.
- Demonstrate commitment to the vision, mission, goals, and priorities of the District.
- Provide leadership and direction for developing the best possible learning/teaching environment
- Make difficult personnel decisions when necessary, including dealing with ineffective teacher or staff performance.
- Act quickly to stop possible breaches of safety, ineffective procedures, or interference with school operations
- Other duties as assigned
- Work with school staff to determine need and allocate funds to departments on basis of need and equality
- Plan new employee orientation activities at the building level
- Attend regularly scheduled School Board meetings as needed

#### **Job Requirements-Qualifications:**

- **Experience Required:** Five years experience as a building teacher, social worker, school psychologist or similar; and at least three years as a school administrator
- 
- **Skills, Knowledge and/or Abilities Required:**

*Skills* to facilitate goal setting for instructional improvement. Skill in the development and implementation of programs to assist employees in successfully reaching personal and professional goals. Demonstrated effective, interpersonal relationship skills in working with students, parents, teachers, support staff and administrators, as well as business and community groups. Excellent written and verbal communication skills including effective facilitation of meetings. Exhibit high level of personal and professional integrity and ethics.

*Knowledge* of current research and best practices being used in general and special education, current graduation requirements and state testing, and skill in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational programs.

*Abilities* to serve as a leader-coach to building staff and to develop collaborative consensus-building in groups; to maximize resources to achieve results and build programs.

*Abilities* to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents, other school personnel; meet schedules and deadlines. Prompt and regular attendance. Significant physical abilities include standing and walking for long periods of time, lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

**Educations/Licenses Required:** Master's Degree. Hold an administrative license. Have a valid driver's license and evidence of insurability, and Criminal Justice fingerprint clearance.

**Terms of Employment:** 205 days per year. Salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

Reviewed and agreed to by:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

8.4. Approval of Job Description: School  
Psychologist

**Mid Valley Special Education Cooperative**  
**JOB DESCRIPTION**

**JOB TITLE: School Psychologist**

**Job Purpose Statements:** The primary purpose of the position of school psychologist is to facilitate learning and to promote the academic, social and emotional development of all students. To investigate processes of learning and teaching and to develop psychological principles and techniques applicable to educational programs.

**Essential Job Functions:**

**Job Requirements-Qualifications:**

- Conducting comprehensive psychological evaluations that include but are not limited to the assessment of intellectual, developmental, academic, social/emotional, and behavioral status
- Incorporate techniques for data collection, analysis, and accountability in evaluation of services at individual, groups and systems level
- Interpreting and utilizing assessment data for the purpose of writing psychological reports and developing written intervention plans
- Evaluate a student's specific strengths and weaknesses through analysis of all relevant data, including informal and non-standardized evaluation techniques.
- Communicate results of psychological evaluation to appropriate school personnel and to parents or guardians
- Provide individual and group counseling to students as appropriate
- Assist school personnel in the planning and implementation of IEPs and remediation intervention plans
- Work with school personnel and parents toward a better understanding of the student's growth and development
- Serve as a resource person for teachers, parent groups, or community mental health programs
- Participate in regularly scheduled program meetings to discuss and review student/group/program progress or needs
- Consult and work with program supervisor regarding program planning
- Use information and technology to enhance data collection and decision making
- Effectively communicate information for diverse audiences, such as parents, teachers, and other school personnel, policy makers, community leaders, and others
- Develop and implement behavior change programs at individual, group, classroom and school-wide levels that demonstrate the use of appropriate ecological and behavioral approaches to student discipline and classroom management
- Apply the problem solving process and research to a broader systems level that results in the identification of factors that influence learning and behavior, the evaluation of the outcomes of classroom, building, and system initiatives and the implementation of decision making practices designed to meet general public accountability responsibilities
- Apply knowledge of evidence based intervention and programs in designing, implementing and evaluating the fidelity and effectiveness of school based intervention plans
- Practice in ways that are consistent with ethical, professional and legal standards and regulations.

**Experience Required:** Completed at least one year of full-time supervised experience in the delivery of school psychological services

**Educations/Licenses Required:** Professional Educator License (PEL), School Psychologist, (SPSY) Pre K - 21

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

Reviewed and agreed to by:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## 8.5. Approval of 11-Month Coordinator

Position: 11-Month Program Coordinator

Reports to: Executive Director

Minimum Qualifications: Supervisory Certification, Type 75  
Illinois Certification, LBS1, Special Education Endorsement, or  
Type 73 Experience providing specialized instruction or services  
for students with disabilities  
Such other qualifications as may be determined by the Executive  
Director

Job Summary: The Program Coordinator plans, organizes, and directs the provision of classroom instruction, and related service delivery to Mid-Valley Special Education Cooperative's programs and services to which they are assigned including extended school year (ESY). This position entails the responsibility of instructional leadership in all aspects of the program.

Performance Expectations: Duties may include, but are not limited to the following:

**IPSL Standard 1:**

**VISION OF LEARNING:** Promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

Leadership

1. In collaboration with the leadership team, helps to develop and implement the vision and mission of the cooperative.
2. Promotes the success of all learners by providing effective, comprehensive and broad-based leadership and support to assigned programs and services, leadership in the cooperative, respective departments, supervised classrooms, and host schools.
3. Follows policies and procedures and relevant state and federal rules and regulations and MVSEC Board.
4. Provides leadership to build capacity for professional growth and development of personnel.
5. Assists the Executive Director in program evaluation, improvement, planning and development.
6. Assists the Executive Director with promoting excellence and high educational standards for all programs and services.
7. Demonstrates knowledge of specialized assessment methods, techniques, methodology, and curriculum for special education students appropriate for assigned program.
8. Demonstrates knowledge and ability to apply principles and methods of developing an instructional and behavioral management system appropriate for assigned program.
9. Demonstrates initiative and innovation regarding the cooperative's mission, best practices of the cooperative and assigned programs and services.
10. Demonstrates a thorough knowledge of federal and state statutes and regulations affecting the education of students with disabilities and the management of the cooperative and special education services.

11. Participates in professional development activities in order to maintain and improve professional competence.

**IPSLs Standard 2:**

**SCHOOL CULTURE & INSTRUCTIONAL PROGRAM:** Promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

1. Provides direction, orientation and ongoing support, professional development and technical assistance for MVSEC staff as well as parents, school district personnel, volunteers and agency personnel.
2. Supports staff that work with general education staff to foster integration and transition of special education students.
3. Assists staff in establishing a positive and varied instructional/learning environment for students that reinforces appropriate pupil behavior, according to student interests and abilities and is conducive to learning.
4. Assists staff in the implementation of academic, functional and social instruction necessary to students' individual goals/objectives and/or program goals.
5. Assists staff with data management, behavioral programming, and classroom management in alignment with program expectations.
6. Supports staff with the implementation of appropriate instructional and assistive technology.

**IPSLs Standard 3:**

**MANAGEMENT:** Promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

1. Coordinates the provision of alternative assessments, specialized evaluations, annual review schedules, and transition activities to and from assigned programs. Facilitates team meetings when appropriate.
2. Observes classrooms on an ongoing basis to identify student or program needs and provide support. Observes staff in a variety of settings, including classrooms, school buildings and grounds and social-curricular activities.
3. Works collaboratively with the Executive Director to recruit, hire, supervise and evaluate personnel.
4. Oversees and approves expenditures for assigned programs, and assists in development of yearly budget.
5. Develops, implements, communicates appropriate special education and administrative procedures.
6. Prepares and submit reports in a timely manner.
7. Demonstrates knowledge of personal technology use (Microsoft Office, Google).
8. Demonstrates an understanding of the impact of instructional technology and assistive technology on programming for students with disabilities.
9. Demonstrates the ability to manage time, work independently, and be self-motivated.
10. Performs related duties, as assigned

**IPSL Standard 4:**

**COLLABORATION:** Promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

1. Acts as liaison with teachers, parents, and administrators in the provision of special education services.
2. Works collaboratively with District Liaisons, department supervisors, building level administrators and coordinators to facilitate MVSEC satellite and ESY programs integration into host schools and assist in managing complicated or difficult cases.
3. Collaborates with teachers, related service providers, principals, and District Liaisons to ensure appropriate, safe and accessible educational environment for students with special needs.
4. Promotes collaborative partnerships with parents and community agencies.
5. Engages in and models positive interactions with all staff members.
6. Demonstrates the ability to function as a member of an educational team and a leadership team.
7. Maintains ongoing appropriate and timely written and oral communication with parents, Mid-Valley staff, other school district personnel, and other community service agencies.
8. Maintains appropriate expectations and communications with staff assigned to the programs/services.
9. Assure the meaningful participation of families.

**IPSL Standard 5:**

**PERSONAL ETHICS:** Promotes the success of all students by acting with integrity, fairness, and in an ethical manner.

1. Demonstrates problem-solving skills, flexibility, organizational skills, patience, creativity, and the ability to facilitate change.
2. Maintains a high level of integrity, fairness, ethical behavior and confidentiality of information regarding students, personnel and all job related matters.
3. Demonstrates ethnic and cultural sensitivity and competence.
4. Promotes high expectations for self, students, and staff.
5. Serves as a positive role model.
6. Maintains a high level of ethical behavior, confidentiality and student-focus.
7. Demonstrates a genuine interest in the student population and vision of the cooperative.

**IPSL Standard 6:**

**UNDERSTANDING OF CONTEXTS:** Promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

1. Maintains a positive working relationship with other administrators and communicates essential information in a timely manner.
2. Demonstrates ability to maintain favorable public relations.
3. Considers the needs of other agencies such as host schools, member districts or community agencies.
4. Engages in educational networks, professional organizations and other educational forums.

## Physical Work Requirements

With appropriate accommodations and/or modifications, employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer, operate standard office equipment, telephone, and student technology.
3. See and hear a computer screen and printed matter with or without visual aids..
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25-50 pounds waist height.
7. Physically manage students, if necessary. Participate in Nonviolent Crisis Intervention methods, if appropriate.
8. Work in both indoor and outdoor environments, some of which may have air-conditioning.
9. Work in environments where privacy is limited and noise levels vary.

The above statements are intended to describe the general nature and level of work being performed by staff assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## 8.6. Approval of Administrative Contract Renewals



**Mid-Valley Special Education Cooperative**

Dr. Marianne Fidishin, Executive Director

1304 Ronzheimer Avenue

St. Charles, IL 60174

Phone: 331-228-4873

Fax: 331-228-4874

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MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: March 6, 2019

RE: Approval of Administrator Contract Renewals for 2019-2020 School Years

The executive director recommends approval of the Administrator Contract renewals for the 2019-2020 school year.

The recommendation are as follows:

- Cynthia Gotha, Coordinator of ABLE program; Occupational and Physical Therapy services
- Melissa Jackson, Coordinator of New Pathways and Little Hands & Voices Hearing Programs, and Speech/Language services
- Jennifer Phillips, Director of Professional Development; Supervisor of Interventionists
- Tanner Seal, Coordinator of ELS and 12+ Programs; Adaptive Physical Education; Vision/Hearing Itinerants; and Social Work services
- Nancy Sporer, Director of Business and Human Resources
- Timothy Stoudt, Coordinator of Transition/SAIL Program

8.7. Approval of CUSD 303 Administrative Fees for  
FY20



# Community Unit School District 303

201 South 7<sup>th</sup> Street  
St. Charles, IL 60174-2664  
FAX (331) 228-2027

Seth H. Chapman  
Asst. Superintendent for Business Services/CFO  
(331) 228-2582

## Memorandum

**Date:** January 4, 2019  
**To:** Mid-Valley Special Education Cooperative Board  
**Cc:** Nancy Sporer  
**From:** Seth Chapman  
**RE:** 2019-2020 Administrative Fee

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Per the joint agreement, each March Community Unit School District 303 (CUSD303) will determine the administrative fee for services provided to the Mid-Valley Special Education Cooperative (MVSEC). To that end, Nancy Sporer and I met and revised the list of services that CUSD303 provides to the MVSEC and reviewed the methodology for allocating the cost per services provided. Following is a list of the criteria that the fee is based on:

<b><u>Administrative Fee</u></b>	
<b>Grounds</b>	\$18,760
• Lawn Mowing	
• Snow Removal (not including walkways)	
• General Grounds Up keep	
• Furniture Moving (in cooperative only)	
• Paper Delivery	
<b>Maintenance</b>	\$15,830
• Regular Maintenance	
• Preventative Maintenance	
• Plumbing, etc.	
<b>Telephone</b>	\$2,682
• Phone Service (Monthly Charge/Long Distance)	
<b>ITS</b>	
• Internet (including voicemail)	\$34,970
• IT Support	
• Antivirus	
• Infinite Visions	
• Microsoft Select Agreement	
• Miscellaneous service agreements	

<b><u>Administrative Fee - Continued</u></b>	
<b>Mail Service</b>	\$4,300
• Pick Up & Delivery of Inter-District Mail	
• Postage Processing - external	
<b>Total Recommended Administrative Fee - FY 19-20</b>	<b>\$76,552</b>
<b><u>Items to be Direct Billed</u></b>	
<b>Business Office</b>	TBD
• Paper Used	
<b>Maintenance</b>	TBD
• Large Parts	
<b>Night Custodial</b>	TBD
• GCA to bill directly	

8.8. Approval of Bid Results and Recommended for  
Award



**Mid-Valley Special Education Cooperative**

Dr. Marianne Fidishin, Executive Director

1304 Ronzheimer Avenue

St. Charles, IL 60174

Phone: 331-228-4873

Fax: 331-228-4874

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MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: March 6, 2019

RE: Review of Bids: Award of Contract Capital Improvement Project-Mid-Valley Condensing Unit Replacement

The executive director recommends approval for Review of Bids – Award of Contract Capital Improvement Project-Mid-Valley Condensing Unit Replacement

As part of the Cooperative's Five-Year Capital Improvement Plan, the Cooperative has bid the Mid-Valley Condensing Unit Replacement. A total of six bids were submitted for the condensing unit replacement project. The bids received for the improvements were below the estimated amount allocated in the Five-Year Capital Improvement Plan. The executive director recommends proceeding with Mid-Valley project (see attached recommendation and bid recap) for Mechanical, Inc., the lowest, responsible bidder for a dollar amount of \$87,969.



ARMSTRONG TORSETH SKOLD & RYDEEN, INC.  
PLANNERS / ARCHITECTS / ENGINEERS

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Mid-Valley Special Education Cooperative  
Mid-Valley Condensing Unit Replacement  
18025.10 ATS&R Project Number

## BID TABULATION - February 28, 2019

Bid Description	Mechanical Inc.	Amber Mechanical Contractors	Oak Brook Mechanical Services, Inc.	1 Source Mechanical, Inc.	Mechanical Concepts of Illinois, Inc.	C. Acitelli Heating and Piping Contractors, Inc.
Addendums	None	None	None	None	None	None
<b>BASE BID</b>	<b>87,969.00</b>	89,700.00	94,850.00	98,300.00	130,000.00	179,960.00

9. **New Business**

10. **Motion to Adjourn to Closed Session by Roll  
Call For the Purpose of**

11. **Closed Session**

12. **Adjournment to Open Session**

13. **For Action**

13.1. Personnel Agreement

14. **Adjournment**