

Executive Advisory Board Meeting

Wednesday, May 6, 2020 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. **Consent Agenda**

1. Approval of the Minutes, Executive Board
Meeting, April 8, 2020



Mid-Valley Special Education Cooperative

1304 Ronzheimer Avenue

St. Charles, IL 60174

Phone: 331-228-4873

Fax: 331-228-4874

Executive Advisory Board Meeting

April 8, 2020

9:00 AM

The Mid-Valley Special Education Cooperative Board met in Regular Session on Wednesday, April 8, 2020 at the Mid-Valley Special Education Cooperative, Administration Building and via Zoom.

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; Mrs. Lisa Palese, 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, March 4, 2020
- 4.2 Approval of Bills, March 2020
- 4.3 Approval of Payroll, March 2020
- 4.4 Approval of Financial Report, March 2020
- 4.5 Approval of the Treasurer's Report, March 2020

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

Information

5.1 Student and Staff Enrollment, March 2020

Mrs. Palese reported the student/staff enrollment for March 2020 and 2019 for comparison.

5.2 Administrative Liaison Meeting Minutes, March 23, 2020

Mrs. Palese shared the minutes from the Administrative Liaison Meeting that took place on March 23, 2020

5.3 Mid-Valley Remote Learning Update

Mrs. Palese shared the details of the Mid-Valley remote learning plan. Dr. Pearson informed her that this information needs to be posted on our website.

For Discussion

6.1 Board Meeting Dates for June/July 2020

The July Board Meeting date will be held Wednesday, July 1, 2020.

For Action

7.1 Approval of the Personnel Report, April, 2020

Dr. Stirn motioned, seconded by Dr. Hichens for Approval of the Personnel Report. Motion carried by unanimous roll call vote.

7.2 Approval of the CUSD 303 Administrative Fees for FY 2021

Dr. Hichens motioned, seconded by Dr. Stirn for Approval of the CUSD 303 Administrative Fees for FY 2021. Motion carried by unanimous roll call vote.

7.3 Resolution to Honorably Dismiss Selected Non-Licensed Employees at the Close of the Current School Term

Dr. Mutchler motioned, seconded by Dr. Hichens for Resolution to Honorably Dismiss Selected Non-Licensed Employees at the Close of the Current School Term

New Business

None

Adjournment

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

The meeting adjourned at 9:18 AM

Chair of the Mid-Valley Board

The next Regular Mid-Valley Executive Advisory Board Meeting will be Wednesday, May 6, 2020, 9:00 AM at the Mid-Valley Administration Offices, 1304 Ronzheimer Avenue. St. Charles, IL 60174

2. Approval of the Bills, April, 2020

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
 Bank Account: 3445079

Date Range: 04/01/2020 - 04/30/2020
 Voucher Range: -

Sort By: Vendor
 Dollar Limit: \$0.00

Fiscal Year: 2019-2020

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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Bank Name: HARRIS BANK

Bank Account: 3445079

NCB	04/30/2020	1206	AXA EQUITABLE	V41405	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$425.00	
NCB	04/30/2020	1206	AXA EQUITABLE	V41405	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.00	
NCB	04/15/2020	1197	AXA EQUITABLE	V606865	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$425.00	
NCB	04/15/2020	1197	AXA EQUITABLE	V606865	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.00	
							Check Total:	\$870.00
11611	04/15/2020	1198	BATAVIA ENTERPRISES	MAY RENT FY20	10.0000.1200.325.000.920	FACILITY RENTAL	\$5,416.33	
							Check Total:	\$5,416.33
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$51.13	
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$28.54	
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$19.79	
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$34.46	
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$23.73	
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$243.95	
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$607.81	
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$57.48	
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$45.23	
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$71.84	
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$21.90	
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$104.57	

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Fiscal Year: 2019-2020

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$43.92
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$142.50
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.1225.415.000.009	INSTRUCTIONAL SUPPLIES	\$170.83
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.2138.410.000.129	SUPPLIES/MATERIALS	\$43.32
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.2139.410.000.130	SUPPLIES/MATERIALS	\$123.51
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.2190.410.000.114	SUPPLIES/MATERIALS	\$23.49
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$250.20
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$26.37
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.2640.410.000.140	SUPPLIES/MATERIALS	\$25.98
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	10.0000.2640.410.000.140	SUPPLIES/MATERIALS	(\$11.48)
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$1,574.41
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$403.37
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	14.0000.2210.312.001.320	STAFF DEV COORDINATORS	\$732.50
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	14.0000.2210.312.002.320	STAFF DEV BUS MGR	\$20.00
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	14.0000.2210.312.005.320	STAFF DEV NURSE/OT/PT	(\$451.00)
11622	04/27/2020	1208	BMO C/O HARRIS TRUST AND SAVINGS BANK	APRIL 5, 2020 STMT	14.0000.2210.312.007.320	STAFF DEV	\$59.00
Check Total:							\$4,487.35
11597	04/08/2020	1189	BRIGHTSTAR KANE COUNTY	5290241	10.0000.1200.310.000.078	PROFESSIONAL SERVICES	\$318.31
11597	04/08/2020	1189	BRIGHTSTAR KANE COUNTY	5290241	10.0000.1200.314.000.028	CONSULTANTS	\$1,389.08
11597	04/08/2020	1189	BRIGHTSTAR KANE COUNTY	5301968	10.0000.1200.310.000.078	PROFESSIONAL SERVICES	\$318.31
11597	04/08/2020	1189	BRIGHTSTAR KANE COUNTY	5301968	10.0000.1200.314.000.028	CONSULTANTS	\$1,736.35
Check Total:							\$3,762.05

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

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Date Range: 04/01/2020 - 04/30/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11617	04/24/2020	1207	BRIGHTSTAR KANE COUNTY	5325952	10.0000.1200.310.000.078	PROFESSIONAL SERVICES	\$318.31
11617	04/24/2020	1207	BRIGHTSTAR KANE COUNTY	5325952	10.0000.1200.314.000.028	CONSULTANTS	\$1,389.08
Check Total:							\$1,707.39
11623	04/27/2020	1208	BRIGHTSTAR KANE COUNTY	5337942	10.0000.1200.310.000.078	PROFESSIONAL SERVICES	\$318.31
11623	04/27/2020	1208	BRIGHTSTAR KANE COUNTY	5337942	10.0000.1200.314.000.028	CONSULTANTS	\$1,736.35
Check Total:							\$2,054.66
11618	04/24/2020	1207	CELTIC CUSTOM	97454	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$504.00
Check Total:							\$504.00
11598	04/08/2020	1189	CITY OF ST CHARLES	2/13-3/16 8108185757	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$129.06
11598	04/08/2020	1189	CITY OF ST CHARLES	2/13-3/16 8108218929	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$104.12
Check Total:							\$233.18
11619	04/24/2020	1207	CITY OF ST CHARLES	3/10-4/8 22424101808	20.0000.2540.370.000.000	WATER/SEWER	\$122.68
11619	04/24/2020	1207	CITY OF ST CHARLES	3/10-4/8 22424101808	20.0000.2540.466.000.000	ELECTRICITY	\$3,633.63
11619	04/24/2020	1207	CITY OF ST CHARLES	3/7-4/8 224912048005	20.0000.2540.370.000.000	WATER/SEWER	\$82.76
Check Total:							\$3,839.07
11599	04/08/2020	1189	COMMUNITY THERAPY SERVICES	1152	10.0000.2139.314.000.130	CONSULTANTS	\$11,512.50
Check Total:							\$11,512.50
11624	04/27/2020	1208	CUSD #303	107	10.0000.2320.311.000.140	D303 ADMIN FEE	\$76,542.00
Check Total:							\$76,542.00
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V123144	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,546.57
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V123144	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$209.91
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V123144	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$5.52
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V123440	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$755.06
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V123440	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$59.61
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V182344	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$760.71
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V314696	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,412.44
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V365776	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$216.69

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V365776	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$20.83
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V379166	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$487.45
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V379166	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$21.09
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V379166	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.73
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V404028	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$8,289.66
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V449769	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$17,180.59
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V449769	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$911.10
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V449769	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$130.15
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V459303	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$543.14
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V496347	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$291.97
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V496347	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$12.67
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V496347	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1.23
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V501428	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,875.44
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V502805	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$5,022.15
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V531141	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$53.03
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V531141	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.86
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V531141	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.75
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V62935	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$123.60
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V62935	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$13.44
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V661757	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$9,646.56

MID VALLEY SPECIAL EDUCATION COOP

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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
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V661757	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,071.84
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V675098	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,258.15
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V675098	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.42
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V924417	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$331.44
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V934715	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$14,598.26
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V934715	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,295.00
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V990659	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,037.44
11608	04/15/2020	1190	CUSD #303 EMP HEALTH FUND	V990659	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$379.68
Check Total:							\$78,575.18
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V242013	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,875.44
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V378050	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$543.14
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V391533	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$123.60
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V391533	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$10.08
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V474	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$17,180.59
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V474	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$911.10
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V474	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$130.15
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V535462	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$487.45
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V535462	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$40.09
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V535462	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.73
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V607344	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,412.44
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V621951	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,258.15

MID VALLEY SPECIAL EDUCATION COOP

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11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V621951	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.42
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V660139	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,037.44
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V663093	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$216.69
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V663093	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$20.83
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V691328	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$5,022.15
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V706946	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,546.57
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V706946	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$209.91
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V706946	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$5.52
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V758150	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$760.71
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V758150	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,903.80
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V764006	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$53.03
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V764006	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.86
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V764006	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.75
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V777917	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$331.44
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V817102	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$291.97
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V817102	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$12.67
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V817102	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1.23
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V830099	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$8,289.66
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V887351	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$14,598.26
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V887351	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,295.00

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 04/01/2020 - 04/30/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V997084	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$9,646.56
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V997084	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,071.84
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V997921	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$755.06
11614	04/30/2020	1199	CUSD #303 EMP HEALTH FUND	V997921	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$59.61
Check Total:							\$80,114.94
11612	04/15/2020	1198	DIVEN, SEAN	MARCH INVOICE	10.0000.2110.314.000.110	CONSULTANTS	\$935.00
Check Total:							\$935.00
11625	04/27/2020	1208	GAGGLE	39425	10.0000.2320.470.000.140	SOFTWARE	\$265.00
11625	04/27/2020	1208	GAGGLE	39425	10.0000.2320.470.000.140	SOFTWARE	\$182.85
11625	04/27/2020	1208	GAGGLE	39425	10.0000.2320.470.000.140	SOFTWARE	\$34.45
11625	04/27/2020	1208	GAGGLE	39425	10.0000.2320.470.000.140	SOFTWARE	\$66.25
Check Total:							\$548.55
11620	04/24/2020	1207	GARCIA, KIMBERLY	BAL DUE 2/28/2020	14.0000.2210.319.000.320	CONSULT/CONTRACT/PURC H SRVC	\$305.00
Check Total:							\$305.00
11626	04/27/2020	1208	GSF USA, Inc.	INR056827	20.0000.2540.322.000.000	CUSTODIAL SERVICES	\$4,104.01
Check Total:							\$4,104.01
11627	04/27/2020	1208	HENNE, RONA	REIM HELPKIDZLEARN	10.0000.2190.470.000.114	SOFTWARE/SUBSCRIPTIONS	\$195.00
11627	04/27/2020	1208	HENNE, RONA	REIMB OT SUPPLIES	10.0000.2139.410.000.130	SUPPLIES/MATERIALS	\$48.99
Check Total:							\$243.99
NCB	04/30/2020	1201	ILLINOIS DEPT OF REVENUE	V284705	10.0487.0000.000.000.000	SIT	\$10,566.84
NCB	04/30/2020	1201	ILLINOIS DEPT OF REVENUE	V284705	14.0487.0000.000.000.000	SIT	\$631.07
NCB	04/30/2020	1201	ILLINOIS DEPT OF REVENUE	V284705	17.0487.0000.000.000.000	SIT	\$17.62
NCB	04/15/2020	1192	ILLINOIS DEPT OF REVENUE	V630515	10.0487.0000.000.000.000	SIT	\$10,541.40
NCB	04/15/2020	1192	ILLINOIS DEPT OF REVENUE	V630515	14.0487.0000.000.000.000	SIT	\$650.18
NCB	04/15/2020	1192	ILLINOIS DEPT OF REVENUE	V630515	17.0487.0000.000.000.000	SIT	\$17.62
NCB	04/15/2020	1196	IMRF	V102459	10.0485.0000.000.000.000	IMRF	\$508.25
NCB	04/15/2020	1196	IMRF	V102459	14.0485.0000.000.000.000	IMRF	\$37.55
NCB	04/15/2020	1196	IMRF	V188852	10.0485.0000.000.000.000	IMRF	\$12,029.96

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 04/01/2020 - 04/30/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
NCB	04/15/2020	1196	IMRF	V188852	14.0485.0000.000.000.000	IMRF	\$137.70	
NCB	04/30/2020	1205	IMRF	V295971	10.0485.0000.000.000.000	IMRF	\$508.25	
NCB	04/30/2020	1205	IMRF	V295971	14.0485.0000.000.000.000	IMRF	\$37.55	
NCB	04/30/2020	1205	IMRF	V385370	10.0485.0000.000.000.000	IMRF	\$12,081.73	
NCB	04/30/2020	1205	IMRF	V385370	14.0485.0000.000.000.000	IMRF	\$137.70	
NCB	04/30/2020	1206	ING	V826784	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$25.00	
NCB	04/30/2020	1206	ING	V826784	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$25.00	
NCB	04/15/2020	1197	ING	V942644	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$25.00	
NCB	04/15/2020	1197	ING	V942644	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$25.00	
NCB	04/15/2020	1193	Internal Revenue Service	V164867	10.0481.0000.000.000.000	FIT	\$20,516.87	
NCB	04/15/2020	1193	Internal Revenue Service	V164867	14.0481.0000.000.000.000	FIT	\$1,217.10	
NCB	04/15/2020	1193	Internal Revenue Service	V164867	17.0481.0000.000.000.000	FIT	\$40.16	
NCB	04/15/2020	1193	Internal Revenue Service	V331853	10.0483.0000.000.000.000	MEDICARE	\$6,593.22	
NCB	04/15/2020	1193	Internal Revenue Service	V331853	14.0483.0000.000.000.000	MEDICARE	\$409.30	
NCB	04/15/2020	1193	Internal Revenue Service	V331853	17.0483.0000.000.000.000	MEDICARE	\$10.58	
NCB	04/15/2020	1193	Internal Revenue Service	V380210	10.0482.0000.000.000.000	FICA SS	\$9,468.44	
NCB	04/15/2020	1193	Internal Revenue Service	V380210	14.0482.0000.000.000.000	FICA SS	\$93.50	
NCB	04/30/2020	1202	Internal Revenue Service	V660534	10.0481.0000.000.000.000	FIT	\$20,605.15	
NCB	04/30/2020	1202	Internal Revenue Service	V660534	14.0481.0000.000.000.000	FIT	\$1,176.63	
NCB	04/30/2020	1202	Internal Revenue Service	V660534	17.0481.0000.000.000.000	FIT	\$40.16	
NCB	04/30/2020	1202	Internal Revenue Service	V711097	10.0482.0000.000.000.000	FICA SS	\$9,472.58	
NCB	04/30/2020	1202	Internal Revenue Service	V711097	14.0482.0000.000.000.000	FICA SS	\$93.50	
NCB	04/30/2020	1202	Internal Revenue Service	V85576	10.0483.0000.000.000.000	MEDICARE	\$6,608.94	
NCB	04/30/2020	1202	Internal Revenue Service	V85576	14.0483.0000.000.000.000	MEDICARE	\$398.12	
NCB	04/30/2020	1202	Internal Revenue Service	V85576	17.0483.0000.000.000.000	MEDICARE	\$10.58	
							Check Total:	\$124,758.25
11628	04/27/2020	1208	JOHNSON FLOOR COMPANY, INC	40172	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$12,375.00	
							Check Total:	\$12,375.00

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 04/01/2020 - 04/30/2020

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11600	04/08/2020	1189	KIMBERLY BOATNER, LCSW, CADC, LLC	MV03042020.1	14.0000.2210.314.000.320	STAFF DEV CO-OP WIDE	\$3,105.00
Check Total:							\$3,105.00
11629	04/27/2020	1208	KIZIOR, REESA	REIM MOVIE&VAN PHY	10.0000.2110.415.000.110	INSTRUCTIONAL SUPPLIES	\$15.00
11629	04/27/2020	1208	KIZIOR, REESA	REIM MOVIE&VAN PHY	14.0000.1250.310.000.010	PROFESSIONAL SERVICES	\$287.00
Check Total:							\$302.00
11630	04/27/2020	1208	MECHANICAL INC.	CHI177708	20.0000.2540.323.000.000	REPAIR / MAINTENANCE	\$485.00
Check Total:							\$485.00
NCB	04/30/2020	1206	MG TRUST COMPANY	V450745	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$600.00
NCB	04/15/2020	1197	MG TRUST COMPANY	V518295	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$600.00
NCB	04/15/2020	1197	MG TRUST COMPANY	V721486	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$197.54
NCB	04/30/2020	1206	MG TRUST COMPANY	V799230	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$197.54
Check Total:							\$1,595.08
11631	04/27/2020	1208	MHS, INC.	SIP00023753	10.0000.2140.417.000.112	ASSESSMENTS	\$7.50
11631	04/27/2020	1208	MHS, INC.	SIP00023753	10.0000.2140.417.000.112	ASSESSMENTS	\$7.50
Check Total:							\$15.00
11632	04/27/2020	1208	MID VALLEY SPECIAL EDUCATION	REIM S HANSEN LUNCH	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$460.00
Check Total:							\$460.00
11609	04/15/2020	1190	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V635234	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$874.07
11609	04/15/2020	1190	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V908849	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,155.08
11609	04/15/2020	1190	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V908849	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$219.52
Check Total:							\$3,248.67
11615	04/30/2020	1199	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V321422	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$874.07
11615	04/30/2020	1199	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V381322	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,155.08
11615	04/30/2020	1199	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V381322	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$219.52
Check Total:							\$3,248.67
NCB	04/30/2020	1200	MVSE - DIRECT DEPOSIT	V15327	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$610.00

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 04/01/2020 - 04/30/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
NCB	04/15/2020	1191	MVSE - DIRECT DEPOSIT	V260963	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$610.00	
NCB	04/30/2020	1200	MVSE - DIRECT DEPOSIT	V274593	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$168,004.40	
NCB	04/30/2020	1200	MVSE - DIRECT DEPOSIT	V274593	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$9,419.97	
NCB	04/30/2020	1200	MVSE - DIRECT DEPOSIT	V274593	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$292.22	
NCB	04/15/2020	1191	MVSE - DIRECT DEPOSIT	V418407	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$169,068.45	
NCB	04/15/2020	1191	MVSE - DIRECT DEPOSIT	V418407	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$9,713.80	
NCB	04/15/2020	1191	MVSE - DIRECT DEPOSIT	V418407	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$292.22	
NCB	04/15/2020	1195	MVSE - DIRECT DEPOSIT	V604511	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$650.01	
NCB	04/30/2020	1204	MVSE - DIRECT DEPOSIT	V70332	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$650.01	
NCB	04/15/2020	1191	MVSE - DIRECT DEPOSIT	V749472	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,028.00	
NCB	04/15/2020	1191	MVSE - DIRECT DEPOSIT	V749472	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$27.00	
NCB	04/30/2020	1200	MVSE - DIRECT DEPOSIT	V999441	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$920.00	
							Check Total:	\$361,286.08
11610	04/15/2020	1190	NCPERS - IL IMRF	V379486	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$24.00	
							Check Total:	\$24.00
11616	04/30/2020	1199	NCPERS - IL IMRF	V900574	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$24.00	
							Check Total:	\$24.00
11601	04/08/2020	1189	NICOR GAS.	2/22-3/24 4440511000	20.0000.2540.465.000.000	NATURAL GAS	\$1,444.75	
11601	04/08/2020	1189	NICOR GAS.	2/23-3/26 1935909524	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$81.47	
11601	04/08/2020	1189	NICOR GAS.	2/23-3/26 2708193162	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$191.86	
							Check Total:	\$1,718.08
11633	04/27/2020	1208	Pearson Assessments	7314815	10.0000.2150.417.000.113	ASSESSMENTS	\$96.00	
11633	04/27/2020	1208	Pearson Assessments	8572613	10.0000.2150.417.000.113	ASSESSMENTS	\$72.00	
11633	04/27/2020	1208	Pearson Assessments	8572613	10.0000.2150.417.000.113	ASSESSMENTS	\$82.00	
							Check Total:	\$250.00
11634	04/27/2020	1208	PushCoin	202003	10.0000.2560.315.000.220	FOOD SERVICE	\$16.00	

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 04/01/2020 - 04/30/2020

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

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:							\$16.00
11602	04/08/2020	1189	RICOH USA, INC 1	5059188814	14.0000.1250.323.000.010	REPAIR AND MAINTENANCE	\$324.58
11602	04/08/2020	1189	RICOH USA, INC 1	5059220212	10.0000.2320.323.000.140	COPIER MAINT	\$4.93
11602	04/08/2020	1189	RICOH USA, INC 1	5059220212	10.0000.2410.323.000.140	COPIER MAINT	\$267.98
11602	04/08/2020	1189	RICOH USA, INC 1	5059220212	14.0000.1250.323.000.010	REPAIR AND MAINTENANCE	\$82.05
Check Total:							\$679.54
11603	04/08/2020	1189	ROYAL COACH	ID 64958119	14.0000.1250.323.000.010	REPAIR AND MAINTENANCE	\$2,242.11
Check Total:							\$2,242.11
11635	04/27/2020	1208	SCHOOLZA, LLC	MVSEC20200409	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$8,500.00
Check Total:							\$8,500.00
NCB	04/30/2020	1206	SECURITY BENEFITS	V626343	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,754.50
NCB	04/30/2020	1206	SECURITY BENEFITS	V626343	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$12.50
NCB	04/15/2020	1197	SECURITY BENEFITS	V779023	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,754.50
NCB	04/15/2020	1197	SECURITY BENEFITS	V779023	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$12.50
Check Total:							\$3,534.00
11636	04/27/2020	1208	SMITH, YOLANDA	REIM MARCH MILE	10.0000.1200.332.000.132	STAFF TRAVEL	\$112.70
Check Total:							\$112.70
11604	04/08/2020	1189	STERICYCLE INC	40009237523	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$30.00
Check Total:							\$30.00
11605	04/08/2020	1189	SUNBELT STAFFING	11246262	10.0000.1200.314.000.028	CONSULTANTS	\$1,694.25
Check Total:							\$1,694.25
11621	04/24/2020	1207	SUNBELT STAFFING	11276362	10.0000.1200.314.000.028	CONSULTANTS	\$1,694.25
11621	04/24/2020	1207	SUNBELT STAFFING	11289241	10.0000.1200.314.000.028	CONSULTANTS	\$2,117.81
Check Total:							\$3,812.06
11637	04/27/2020	1208	THE SEVEN CHALLENGES, LLC	4631	14.0000.2210.314.000.320	STAFF DEV CO-OP WIDE	\$8,900.00
Check Total:							\$8,900.00
NCB	04/30/2020	1203	TRS	V1199	10.0484.0000.000.000.000	TRS	\$560.44
NCB	04/30/2020	1203	TRS	V223351	10.0484.0000.000.000.000	TRS	\$984.23
NCB	04/30/2020	1203	TRS	V223351	14.0484.0000.000.000.000	TRS	\$87.52
NCB	04/30/2020	1203	TRS	V223351	17.0484.0000.000.000.000	TRS	\$2.30

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
 Bank Account: 3445079

Date Range: 04/01/2020 - 04/30/2020
 Voucher Range: -

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
NCB	04/30/2020	1203	TRS	V418852	10.0484.0000.000.000.000	TRS	\$14,426.62
NCB	04/30/2020	1203	TRS	V418852	14.0484.0000.000.000.000	TRS	\$1,358.05
NCB	04/30/2020	1203	TRS	V418852	17.0484.0000.000.000.000	TRS	\$35.66
NCB	04/15/2020	1194	TRS	V53755	10.0484.0000.000.000.000	TRS	\$14,376.84
NCB	04/15/2020	1194	TRS	V53755	14.0484.0000.000.000.000	TRS	\$1,358.05
NCB	04/15/2020	1194	TRS	V53755	17.0484.0000.000.000.000	TRS	\$35.66
NCB	04/15/2020	1194	TRS	V571714	10.0484.0000.000.000.000	TRS	\$133.04
NCB	04/30/2020	1203	TRS	V769742	10.0484.0000.000.000.000	TRS	\$133.04
NCB	04/15/2020	1194	TRS	V778870	10.0484.0000.000.000.000	TRS	\$3,520.51
NCB	04/15/2020	1194	TRS	V778870	14.0484.0000.000.000.000	TRS	\$325.94
NCB	04/15/2020	1194	TRS	V778870	17.0484.0000.000.000.000	TRS	\$8.56
NCB	04/15/2020	1194	TRS	V824075	10.0484.0000.000.000.000	TRS	\$560.44
NCB	04/30/2020	1203	TRS	V872529	10.0484.0000.000.000.000	TRS	\$3,532.45
NCB	04/30/2020	1203	TRS	V872529	14.0484.0000.000.000.000	TRS	\$325.94
NCB	04/30/2020	1203	TRS	V872529	17.0484.0000.000.000.000	TRS	\$8.56
NCB	04/15/2020	1194	TRS	V948601	10.0484.0000.000.000.000	TRS	\$981.01
NCB	04/15/2020	1194	TRS	V948601	14.0484.0000.000.000.000	TRS	\$87.52
NCB	04/15/2020	1194	TRS	V948601	17.0484.0000.000.000.000	TRS	\$2.30
Check Total:							\$42,844.68
11638	04/27/2020	1208	UNIQUE PRODUCTS	376318	20.0000.2540.410.000.000	SUPPLIES/MATERIALS	\$272.00
11638	04/27/2020	1208	UNIQUE PRODUCTS	380193	20.0000.2540.410.000.000	SUPPLIES/MATERIALS	\$170.00
11638	04/27/2020	1208	UNIQUE PRODUCTS	381993	20.0000.2540.410.000.000	SUPPLIES/MATERIALS	\$102.00
11638	04/27/2020	1208	UNIQUE PRODUCTS	384482	20.0000.2540.410.000.000	SUPPLIES/MATERIALS	\$238.00
Check Total:							\$782.00
11606	04/08/2020	1189	VERIZON WIRELESS_4469	9851312744	10.0000.2320.341.000.140	TELEPHONE	\$1,568.93
Check Total:							\$1,568.93
11639	04/27/2020	1208	WALKER, JESLYNN M	REIM MARCH MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$151.80
Check Total:							\$151.80
11607	04/08/2020	1189	WASTE MANAGEMENT	3984429-2011-0	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$630.67
11607	04/08/2020	1189	WASTE MANAGEMENT	3990647-2011-9	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$493.98
Check Total:							\$1,124.65

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 04/01/2020 - 04/30/2020

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11640	04/27/2020	1208	WEAVER CONSULTANTS GROUP	46276	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$1,400.00
						Check Total:	\$1,400.00
11613	04/15/2020	1198	WEX BANK	3/31/2020 STMT	14.0000.1250.464.000.010	GASOLINE	\$129.72
						Check Total:	\$129.72
						Bank Total:	\$866,172.47

<u>Fund</u>	<u>Amount</u>
10	\$783,466.39
14	\$55,524.13
17	\$1,090.96
20	\$26,090.99
Fund Totals:	\$866,172.47

End of Report

Disbursements Grand Total: \$866,172.47

3. Approval of the Payroll, April, 2020

MID VALLEY SPECIAL EDUCATION COOP

Payroll Journal Totals

Fiscal Year: 2019-2020

Pay Cycle:

Pay Period: Start Date: End Date: Pay Date:

Semi-Monthly	19	03/16/2020	03/31/2020	04/15/2020
Semi-Monthly	20	04/01/2020	04/15/2020	04/30/2020

Item	Amount	Match-Amount	Wage Basis	Payee
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Bank Account: 3445079 HARRIS BANK

GROSS PAY:	514,911.88			
OVERTIME:	0.00			
American Funds	322.54	72.54	19,059.82	MG TRUST COMPANY
American Funds - Roth 403b	1,200.00	0.00	2,043.28	MG TRUST COMPANY
Axa Equitable	774.22	95.78	14,085.62	AXA EQUITABLE
BCBS CDHP Employee	27.52	635.36	841.98	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Child(ren)	77.20	1,009.08	1,900.16	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Spouse + Child(ren)	452.44	4,372.44	7,162.58	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee	1,054.00	5,400.56	28,291.19	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Child(ren)	2,651.00	11,099.88	39,041.86	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Spouse	448.00	2,977.22	11,509.95	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Spouse + Child(ren)	2,885.00	13,694.32	29,584.12	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee	2,376.00	19,060.80	96,645.94	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Child(ren)	4,205.00	27,581.52	124,487.50	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse	1,613.36	8,430.94	12,932.99	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse + Child(ren)	5,002.80	31,440.88	59,734.61	CUSD #303 EMP HEALTH FUND
Dental Family	4,597.12	926.88	224,039.96	CUSD #303 EMP HEALTH FUND
Dental Single	1,383.34	246.00	138,833.18	CUSD #303 EMP HEALTH FUND
Direct Deposit Net Pay	356,791.06	0.00	0.00	MVSE - DIRECT DEPOSIT
Direct Deposit Other Checking	1,220.00	0.00	18,945.10	MVSE - DIRECT DEPOSIT
Direct Deposit Other Savings	1,975.00	0.00	18,556.89	MVSE - DIRECT DEPOSIT
FED TAX W/H	43,596.07	0.00	463,480.58	Internal Revenue Service
FICA - SOC SEC	9,564.01	9,564.01	154,258.31	Internal Revenue Service
Flex Spending Dependent Care	475.04	0.00	9,046.80	CUSD #303 EMP HEALTH FUND
Flex Spending Medical	2,537.14	0.00	84,218.53	CUSD #303 EMP HEALTH FUND
Health Savings Account	1,300.02	0.00	9,213.46	MVSE - DIRECT DEPOSIT
ILLINOIS STATE TAX W/H	22,424.73	0.00	463,480.58	ILLINOIS DEPT OF REVENUE
IMRF	7,511.42	16,875.67	166,920.34	IMRF
IMRF Additional	1,091.60	0.00	10,916.04	IMRF
Ing	100.00	0.00	5,523.30	ING
Life Insurance	0.00	611.74	486,727.48	CUSD #303 EMP HEALTH FUND
Life Insurance Over \$50K	192.86	0.00	53,582.46	CUSD #303 EMP HEALTH FUND
Long Term Disability	0.00	109.28	53,582.46	CUSD #303 EMP HEALTH FUND
MEDICARE	7,015.37	7,015.37	483,826.90	Internal Revenue Service
MVSEA CERTIFIED UNION DUES	4,749.20	0.00	306,458.17	MID VALLEY SPECIAL EDUCATION ASSOCIATION
MVSEA NON-CERT UNION DUES	1,748.14	0.00	85,706.16	MID VALLEY SPECIAL EDUCATION ASSOCIATION
Security Benefits	3,534.00	0.00	38,860.91	SECURITY BENEFITS
THIS (24 Pays)	4,433.01	3,288.95	357,496.48	TRS
THIS (24 Pays) 100% Board Paid	0.00	266.08	12,318.86	TRS
TRS (24 Pays) 9% Board Paid	0.00	1,120.88	12,454.22	TRS

Item	Amount	Match-Amount	Wage Basis	Payee
TRS (24 Pays)	3,510.05	28,080.83	351,009.56	TRS
TRS Employer (24 Pays)	0.00	2,144.88	369,815.34	TRS
Vision Family	0.00	1,037.54	286,353.77	CUSD #303 EMP HEALTH FUND
Vision Single	0.00	270.72	125,779.11	CUSD #303 EMP HEALTH FUND
Voluntary Life Insurance	48.00	0.00	12,484.76	NCPERS - IL IMRF
Deductions Total:	502,886.26	197,430.15		
Employee Net:	12,025.62			
Bank Acct Total:	712,342.03			

Grand Total: 712,342.03

End of Report

4. Approval of the Financial Report, April, 2020



Mid-Valley Special Education Cooperative

Lisa Palese, Executive Director
1304 Ronzheimer Avenue
St. Charles, IL 60174
Phone: 331-228-4873
Fax: 331-228-4874

MEMO TO: Executive Advisory Board

FROM: Nancy Sporer
Director of Business & Human Resources

DATE: May 6, 2020

RE: **MONTHLY FINANCIAL REPORT – April 2020**

Attached for your review is the financial report for the month ending April 30, 2020.

Revenue received to date is 81.17% of the budget compared to 76.93% at this same time period last year. The report shows us trending higher in tuition and ALOP funds this year compared to last year.

Currently, there are no areas of concern within the revenue budget.

Actual expenditures to date are 57.39% of budget this year compared to 74.09% at this same time period last year. When comparing the expended year to date amounts from this year to last year, the only significant difference is in the payments to the districts. This is a result of the IDEA funds not flowing through Mid-Valley but instead going directly to the districts. When looking at the percent of budget expended and encumbered, the total is 73.91%.

Currently, there are no areas of concern within the expenditure budget.

Current cash balances as of April 30, 2020 are \$3,526,785.

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

**Mid-Valley Special Education
Financial Summary
April 30, 2020**

	PRIOR YEAR				CURRENT YEAR							
	Adopted Budgeted Amount	Month to Date	Received to Date	% of Actual Received	Adopted Budgeted Amount	Month to Date	Received to Date	% of Budget Received				
Revenues	2018-19	2018-19	2018-19	2018-19	2019-20	2019-20	2019-20	2019-20				
Tuition (including ESY)	9,418,923	1,068,744	7,850,620	83.35%	9,212,483	966,687	9,142,085	99.24%				
Earnings on Investments (Prior Month)	15,000	1,538	30,834	205.56%	15,000	1,532	28,791	191.94%				
Other local/Refund of Prior Year/Food	21,500	10	7,613	35.41%	27,000	0	19,316	71.54%				
State Sources	1,054,170	93,548	819,208	77.71%	1,054,170	138,106	870,907	82.62%				
ALOP	400,000	0	79,136	19.78%	375,000	0	631,905	168.51%				
Flow Through Sources	6,004,121	1,228,958	5,768,272	96.07%	0	0	378,029	0.00%				
Fed Grant (IDEA- MV only)	115,340	6,322	72,937	63.24%	103,320	0	102,722	99.42%				
Fed Grant (DORS & Medicaid)	105,000	1,453	96,194	91.61%	105,000	4,300	105,350	100.33%				
On-Behalf TRS	2,065,000	0	0	0.00%	3,000,000	0	0	0.00%				
O&M Fund	375,056	0	333,635	88.96%	345,518	20,201	277,153	80.21%				
Total	19,574,110	2,400,573	15,058,449	76.93%	14,237,491	1,130,827	11,556,257	81.17%				

	PRIOR YEAR				CURRENT YEAR							
	Adopted Budget Amount	Expended Month to Date	Expended Year to Date	% of Actual Expended	Adopted Budgeted Amount	Expended Month to Date	Expended Year to Date	% of Budget Expended	Expended & Encumbered Year to Date	Budget Balance	% of Budget Expended & Encumbered	
Expenditures	2018-19	2018-19	2018-19	2018-19	2019-20	2019-20	2019-20	2019-20%	2019-20	2019-20	2019-20%	
Programs (including ESY, SafeSchools, & MV IDEA)	6,504,060	500,708	4,538,334	69.78%	6,132,778	479,132	4,484,568	73.12%	6,043,841	88,937	98.55%	
Payments to Districts (MBF, Tuition refunds, IDEA)	6,973,291	1,708,175	6,859,674	98.37%	969,170	0	607,236	62.66%	607,236	361,934	62.66%	
ALOP	407,314	26,925	258,773	63.53%	411,972	31,319	273,820	66.47%	399,166	12,806	96.89%	
Student Support	1,385,113	120,809	1,000,525	72.23%	1,461,986	128,374	1,064,282	72.80%	1,447,330	14,656	99.00%	
Instructional Support	498,107	36,294	351,373	70.54%	534,684	37,190	304,077	56.87%	387,539	147,145	72.48%	
Executive & General Administration	1,177,276	163,110	935,757	79.48%	1,175,138	171,249	950,155	80.85%	1,151,125	24,013	97.96%	
Board of Ed Services	168,893	3,777	183,398	108.59%	186,245	-1,443	175,959	94.48%	175,959	10,286	94.48%	
Contingency	20,000	0	0	0.00%	20,000	0	0	0.00%	0	20,000	0.00%	
On-Behalf TRS	2,065,000	0	0	0.00%	3,000,000	0	0	0.00%	0	3,000,000	0.00%	
O&M Fund	375,056	26,305	374,649	99.89%	345,518	26,091	310,642	89.91%	310,642	34,876	89.91%	
Total	19,574,110	2,586,102	14,502,483	74.09%	14,237,491	871,914	8,170,739	57.39%	10,522,838	3,714,653	73.91%	

Excess (deficiency) of rev. over exp.	-	555,966	-	3,385,518
Beginning Fund Balance		893,559		132,186
Current liabilities		353,814		9,082
Ending Fund Balance		<u>1,803,339</u>		<u>3,526,785</u>
Cash Balance @ End of Month		<u>1,803,339</u>		<u>3,526,785</u>

5. Approval of the Treasurer's Report, April 2020

MID VALLEY SPECIAL EDUCATION COOPERATIVE
Treasurer's Report Summary
April 30, 2020

Education Fund (10, 11, 14, 17)	
Beginning Fund Balance:	2,799,389.71
Prior Period Adjustments:	89,638.59
Current Revenues:	1,109,093.08
Current Expenditures:	845,822.75
Ending Fund Balance:	3,152,298.63

Operation and Maintenance Fund (20)	
Beginning Fund Balance:	371,294.55
Prior Period Adjustments:	0.00
Current Revenues:	20,201.32
Current Expenditures:	26,090.99
Ending Fund Balance:	365,404.88

Respectfully submitted by  Director of Business & Human Resources/CSBO

Note: All deposits are being recorded in the month they are posted by the bank regardless of when the Cooperative receives notice of the revenue. If the Board report has been submitted to the Board then the revenue is reported as a "Prior Period Adjustments" on the Treasurer's report

6. Policy Updates



Mid-Valley Special Education Cooperative

Lisa Palese, 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: Lisa Palese, Executive Director

DATE: May 6, 2020

RE: Board Policy Updates

The Mid-Valley Policy Committee has carefully reviewed each of the board policy updates listed on today's agenda. The majority of these policy changes were minor adjustments. Missing information and links were added to the MVSE website. Staff refreshers will be shared remotely via the weekly staff newsletter. The one policy that brought the most discussion was policy 7:70 Attendance and Truancy. This is a topic of concern for our team and we will be working collaboratively with the Kane County ROE and the District Liaisons to develop a comprehensive plan to support student who are struggling in this area. We ask for your approval of these policy updates as recommended by PRESS.

Document Status: Draft Update

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited

Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of Cooperative Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the Cooperative by resolution. When presenting the proposed budget and when necessary, the Executive Director will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the Cooperative's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Director of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Executive Director or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Executive Director: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the Cooperative any portion of an expense advancement not used within 60 days. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the Cooperative must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the Cooperative in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate or the least expensive mode of transportation taking into account the time, distance, safety, and efficiency of such transportation. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. ^{Q1}
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, ride sharing or other local transportation costs.
3. Meals. Meals charged to the School Cooperative will be reimbursed for meal costs up to \$75 per day, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants ^{PRESSPlus1}

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, Expenses, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32.

30 ILCS 708/, Government Accountability and Transparency Act.

~~Local Government Travel Expense Control Act, 50 ILCS 150/~~ Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED: February 1, 2017

Questions and Answers:

Does the Board reimburse baggage fees?

Yes (default)

No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. Boards are required to follow this subhead, policy 5:60's subhead Additional Requirements for Travel Expenses Charged to Federal and State Grants, and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse Board member travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See policy 5:60 and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update

2:160 Board Attorney

The Advisory Board may ~~enter into agreements for~~ retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Advisory Board in its capacity as the governing body for the Cooperative. ~~The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.~~ The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The attorney will:

1. Serve as counselor to the Board and attend Board meetings when requested by the Executive Director or Board Chairperson;
1. Represent the Cooperative in any legal matter as requested by the Board;
2. Provide written opinions on legal questions as requested by the Executive Director or Board Chairperson;
3. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board may request; and
4. Be available for telephone consultation.

The Board will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board. [PRESSPlus1](#)

The Executive Director, or his/her designee, is authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney ~~legal counsel~~ on its behalf.

The Executive Director may authorize the Board Attorney to represent the Cooperative in any legal matter until the Board has an opportunity to be informed of and/or consider the matter. The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

~~ADOPTED: November 4, 2015~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

Document Status: 5-Year-Review - Needs Review

4:50 Payment Procedures

The Director of Business and Human Resources shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Advisory Board in advance of the Board's regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Advisory Board, after which they must be approved for payment by Administrative Agent Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Cooperative shall pay the bills after appropriate Administrative Agent Board action.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Advisory and Administrative Agent Boards.

The Administrative Agent Board authorizes the Executive Director or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.

23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

~~ADOPTED: November 4, 2015~~

Document Status: Draft Update

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The Cooperative is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the Cooperative's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Executive Director may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Executive Director or designee on the Cooperative's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the Cooperative's standardized expense reimbursement form and submit to the Executive Director: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the Cooperative within 60 days. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Executive Director or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the Cooperative's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the Cooperative's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the Cooperative in advance.

Travel

reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. [Q1](#)
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the Cooperative should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Professional Growth

Please refer to the applicable collective bargaining agreement.

Continuing Education

Please refer to the applicable collective bargaining agreement.

Mileage Reimbursement

Please refer to the applicable collective bargaining agreement.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All grant-related travel expenses must be pre-approved by the Executive Director or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board

by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.

8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Advisory Board will reimburse travel expenses not chargeable to an award from other Cooperative funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200.474.

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, III. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

Yes (default)

No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act, 30 ILCS 708/130. Boards are required to follow this subhead and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See the footnotes of policy 5:60, available at **PRESS** Online by logging in at www.iasb.com, and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update

5:150 Personnel Records

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

When requested for information about an employee by an entity other than a prospective employer, the Cooperative will only confirm position and employment dates unless the employee has submitted a written request to the Executive Director or designee.

There shall be one official personnel file maintained at the MVSEC office for each employee. Every employee shall have the right, upon request, to review, inspect and obtain copies of the records maintained in his/her personnel file in accordance with or without the provisions of the Illinois Personnel Record Review Act. Records not in the personnel file but which should have been included as required under said Act may not be used by the Board in any judicial or quasi-judicial proceeding unless the records were not intentionally excluded and 1) the employee agrees to their use, or 2) the employee has been given a reasonable time to review the records. MVSEC will provide one copy per year of personnel records at no charge to the employee.

LEGAL REF.:

325 ILCS 5/4, Abused and Neglected Child Reporting Act. [PRESSPlus1](#)

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to Cooperative Public Records), 4:15 (Identity Protection), 5:125 (Personal Technology and Social Media; Usage and Conduct), 7:340 (Student Records)

~~ADOPTED: November 2, 2016~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 103, March 2020**

Document Status: Draft Update

5:280 Duties and Qualifications

Support staff include: secretaries, administrative assistants, occupational therapists, physical therapists, certified occupational therapy assistants, physical therapy assistants, registered nurses, and teaching assistants.

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time to time at the Advisory Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

LEGAL REF.:

34 C.F.R. §§200.58 and 200.59. [PRESSPlus1](#)

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

625 ILCS 5/6-104 and 5/6-106.1.

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 6:250 (Community Resource Persons and Volunteers)

~~ADOPTED: February 1, 2017~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to amended Ill. State Board of Education rules governing educator licensure. **Issue 103, March 2020**

Document Status: Draft Update

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Advisory Board, voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), PRESSPlus1 other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, PRESSPlus2 or other reason as approved by the Executive Director or designee.

Absenteeism and Truancy Program

The Executive Director or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Executive Director or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-Cooperative agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have

or medical necessity or family hardship and such other criteria that the Executive Director believes qualifies.

LEGAL REF.:

105 ILCS 5/26-1 through 16.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Eligibility for Services), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. 10 ILCS 5/7-42 and 10 ILCS 5/17-15, amended by P.A. 101-624, eff. 6-1-20, provide that beginning on the 15th day before a primary, general, or special election or on the day of any such election, any student who is eligible to vote is entitled to be absent for two hours during the school day to vote. See policy 7:90 for more information. If the Board does not adopt the Voting subheading in policy 7:90 (see the Questions Window in the Draft Update for policy 7:90), IASB will remove this phrase and the Cross Reference to policy 7:90. **Issue 103, March 2020**

PRESSPlus 2. 105 ILCS 5//26-2a, amended by P.A. 100-810, amended valid causes for absences to include a student's mental, emotional, or physical health or safety. **Issue 103, March 2020**

Document Status: Draft Update

7:90 Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Executive Director or designee shall make reasonable efforts to notify parents whenever it is necessary to close school early due to inclement weather or other reason.

Voting^{Q1}

The Executive Director or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.:

10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety), 6:20 (Calendar and Day)

ADOPTED: May 2, 2012

Questions and Answers:

***Required Question 1. 10 ILCS 5/7-42 and 10 ILCS 5/17-15, amended by P.A. 101-624, eff. 6-1-20, provide that beginning on the 15th day before a primary, general, or special election or on the day of any such election, any student who is eligible to vote is entitled to be absent for two hours during the school day to vote. Districts may specify the hours during which eligible students may be absent from their schools. See the footnotes of sample policy 7:90, available at **PRESS** Online by logging in at www.iasb.com, for more information.

Including this subhead aligns with best practice and serves several policy functions and purposes: ensuring legal compliance, directing or authorizing the superintendent or staff members, and/or providing information. However, including this information in policy is not required.

Has the Board adopted the Voting subhead?

Yes (default)

No (IASB will remove the Voting subhead and the Legal Reference to it from this policy, and the references to it from policy 7:70)

Document Status: 5-Year-Review - Needs Review

7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate Cooperative policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.

Noninstructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.

105 ILCS 20/5.

Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)

~~ADOPTED: February 3, 2016~~

Document Status: 5-Year-Review - Needs Review

7:325 Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Executive Director or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount and door-to-door solicitations are discouraged.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the Cooperative of any message's content."

LEGAL REF.:

105 ILCS 5/10-20.19(3).

23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts to the Cooperative), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: November 4, 2015

Document Status: Draft Update

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - Cooperative and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or Cooperative employee.

All visitors to school property are required to report to the Program Administrator's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Executive Director or designee.

The Cooperative expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized Cooperative employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other Cooperative policies or regulations, or a directive from an authorized security officer or Cooperative employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the Cooperative or a School function.

persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Program Administrator of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Executive Director, or Executive Director's designee. If permission is granted, the Executive Director or Board Chairperson shall provide the details of the offender's upcoming visit to the Program Administrator.

In all cases, the Executive Director, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, an authorized agent of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District. ~~upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.~~ [PRESSPlus1](#)

Enforcement

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Program Administrator or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Executive Director may refuse the person admission pending such hearing. The Executive Director or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, ~~5/24-24~~, 5/24-25, and 5/27-23.7(a).

115 ILCS 5/3(c), Ill. Educational Labor Relations Act.

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

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. Educational Labor Relations Act, 115 ILCS 5/3(c), added by P.A. 101-620, requiring districts to allow union representatives to meet with employees during the work day for certain reasons without loss of pay or leave time, as well as during *duty-free time* upon notice to the school office. See footnote 18 of sample policy 8:30, available at **PRESS** Online by logging in at www.iasb.com, for more information. **Issue 103, March 2020**

Document Status: 5-Year-Review - Needs Review

8:80 Gifts to the Cooperative

The School Board appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board, Executive Director or designee. Individuals should obtain a pre-acceptance commitment before identifying the Cooperative, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the Cooperative's mandate to provide equal educational and extracurricular opportunities to all students in the Cooperative as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the Cooperative to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the Cooperative to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Executive Director or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the Cooperative including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The Cooperative will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the Cooperative's property. The acceptance of a gift is not an endorsement by the Advisory Board, Cooperative, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

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

105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: November 4, 2015

Document Status: Draft Update

8:110 Public Suggestions and Concerns

The Advisory Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern ~~at~~ by contacting the Cooperative office. Community members who e-mail the Cooperative or any Cooperative employee or board member are expected to abide by the standards in Board policy 6:235, [Access to Electronic Networks](#), and should, to the extent possible, limit their communications to relevant individuals. [PRESSPlus1](#) All suggestions and/or concerns will be referred to the appropriate level staff member or Cooperative administrator who is most able to respond in a timely manner. Each suggestion or complaint shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.:

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Advisory Board), 2:230 (Public Participation at Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 ([Access to Electronic Networks](#)), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED: February 1, 2017

PRESSPlus Comments

PRESSPlus 1. The Ill. Educational Labor Relations Act requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14(c-5), added by P.A. 101-620. Policy 6:235, *Access to Electronic Networks*, states that the district's network, which includes its email system, is not a public forum for general use. Further, acceptable uses of the network by any party are limited to uses in support of education and/or research or for legitimate school business purposes. However, see policy 6:235 at footnote 6, available at **PRESS** Online by logging in at www.iasb.com, for a discussion of potential liability under the First Amendment of the U.S. Constitution if the district wants to "block" specific third parties based on message content. Including this statement also discourages school community members from engaging in the disruptive practice of mass *cc'ing* district staff who have no involvement in a particular issue. **Issue 103, March 2020**

7. Approval of Classroom Use Agreements- Kaneland



Mid-Valley Special Education Cooperative

CLASSROOM USE AGREEMENT

This Classroom Use Agreement (“Agreement”) is made and entered into this 1st day of July, 2020, by and between the Board of Education of School District No. 302 (“hereinafter referred to as the ‘District’”) and Mid-Valley Special Education Cooperative, a special education joint agreement (“hereinafter referred to as “Mid-Valley”).

WHEREAS, District has declared that the classroom(s) identified on Exhibit A are unnecessary for school purposes and will not be needed by the District during the proposed term of this Agreement; and

WHEREAS, the District has determined that the proposed use of the classroom(s) identified on Exhibit A serves the interest of the community and that it is the best interest of the District to enter into this Agreement; and

WHEREAS, Mid-Valley has a need for additional classroom space to serve the needs of the special education students educated through the Mid-Valley Special Education Cooperative;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. **Authority**. This lease is being entered into pursuant to the provisions of the *School Code*. The District hereby represents and warrants that it has full authority to enter into this Agreement and be bound by its terms.
2. **Classroom Use**. For the period of July 1, 2020 through June 30, 2021, the District leases to Mid-Valley and Mid-Valley hereby leases from the District classrooms as per Exhibit A.
3. **Term**. This Agreement shall remain in full force and effect from July 1, 2020 through June 30, 2021.

4. **Responsibilities of the District.**

1. The District shall provide all services and utilities including custodial and maintenance services and supplies that may be necessary to maintain the classrooms identified on Exhibit A in normal, habitable condition for classroom instructional purposes and delivery of related services.
2. The District shall ensure that the MVSEC classrooms are furnished in a manner consistent with other classrooms in the school which may include desks and chairs for students and teachers, tables, book cases, file cabinets, storage cabinets, and window coverings.
3. The District shall ensure that the classrooms are provided in a manner consistent with other classrooms in the school, including customary audio visual equipment, computer hardware and software, internet access, copy machine facilities and telephone lines and usage to support the instructional activities and delivery of related services in the classrooms identified above.
4. The District shall provide administrative assistance in emergencies and guidance on general building policies and procedures necessary to support the instructional activities and delivery of related services in the classrooms identified above.
5. The District shall provide all other supports and services, set forth in the Principal's Guide for Hosting a Mid-Valley Program, attached hereto, and incorporated herein as Exhibit B.
6. The District shall keep in force at all times during the Agreement general liability broad form insurance, occurrence based insurance including property damage, bodily injury, personal injury, contractual liability and other usual broad form liability endorsements.

5. **Responsibilities of Mid-Valley**

1. Mid-Valley shall pay to the District the sum of \$25,020.00 per year in installments as follows: One half in January, 2021; One half in June, 2021.
2. Mid-Valley shall employ the certified staff, substitute staff, paraprofessionals and related services professionals necessary to provide the special education and related services to the students placed in the classrooms.
3. Mid-Valley shall assume the responsibilities set forth in the Principal's Guide for Hosting a Mid-Valley Program attached hereto and incorporated herein as Exhibit B.
4. Mid-Valley shall maintain Illinois Worker's Compensation and Occupational Disease Act coverage as well as Employer Liability Coverage for all Mid-Valley employees assigned to work in the classrooms identified above.

6. **Indemnification.** To the fullest extent permitted by law, Mid-Valley shall indemnify and hold harmless the District from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from Mid-Valley's negligent, reckless or willful misconduct. Mid-Valley's indemnification and hold harmless obligation shall survive the termination of this Agreement. To the fullest extent permitted by law, the District shall indemnify and hold harmless Mid-Valley from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from the District's negligent, reckless or willful misconduct. The District's indemnification and hold harmless obligation shall survive the termination of this Agreement.

7. **Notice.** All notices and demands required hereunder shall be in writing and shall be deemed to have been given or made when delivered personally when mailed by registered or certified mail, postage prepaid, return receipt requested addressed as follows:

If to District: Dr. Todd Leden
Superintendent
Kaneland CUSD 302
47W326 Keslinger Road
Maple Park, IL 60151

If to Mid-Valley: Lisa Palese
Executive Director
Mid-Valley Special Education Cooperative
1304 Ronzheimer Avenue
St. Charles, IL 60174

or such other address or addresses that shall be designated in writing from time to time by either party.

8. **Modification.** The terms of this Agreement may be modified only by written mutual agreement by the parties.

IN WITNESS WHEREOF, the parties hereinto have caused this Agreement to be executed by the duly authorized officials as of the date set forth above.

BOARD OF EDUCATION OF KANELAND
SCHOOL DISTRICT 302

THE ADVISORY BOARD OF THE
MID-VALLEY SPECIAL EDUCATION
COOPERATIVE

By: _____
President

By: _____
Chairperson

Approved: _____
Secretary

Attest: _____
Secretary

Date: _____

Date: _____

Mid-Valley Special Education Cooperative

Kaneland CUSD 302 Classroom Use Agreement

EXHIBIT A

Mid-Valley Room Rental FY20-21	Rental FY20-21						
Rent is paid at the rate of \$6.00 per square feet							
DISTRICT	SCHOOL/ROOM	PROGRAM	SQ. FT.	RENT	PAY TO DISTRICT	JAN 2021 PAY	JUNE 2021 PAY
Kaneland D302	Blackberry Creek 101	ELS	986	\$5,916.00	\$5,916.00	\$2,958.00	\$2,958.00
	Blackberry Creek 110	ELS	850	\$5,100.00	\$5,100.00	\$2,550.00	\$2,550.00
	John Stewart Elementary 145	NP	783	\$4,698.00	\$4,698.00	\$2,349.00	\$2,349.00
	John Stewart Elementary 127	NP	725	\$4,350.00	\$4,350.00	\$2,175.00	\$2,175.00
	John Stewart Elem.	ABLE	826	\$4,956.00	\$4,956.00	\$2,478.00	\$2,478.00
					\$25,020.00	\$12,510.00	\$12,510.00



Mid-Valley Special Education Cooperative

STORAGE USE AGREEMENT

This Storage Use Agreement (“Agreement”) is made and entered into this 1st day of July, 2020, by and between the Board of Education of School District No. 302 (“hereinafter referred to as the ‘District’”) and Mid-Valley Special Education Cooperative, a special education joint agreement (“hereinafter referred to as “Mid-Valley”).

WHEREAS, District has declared that the storage space identified on Exhibit A is unnecessary for school purposes and will not be needed by the District during the proposed term of this Agreement; and

WHEREAS, the District has determined that the proposed use of the storage identified on Exhibit A serves the interest of the community and that it is in the best interest of the District to enter into this Agreement; and

WHEREAS, Mid-Valley has a need for additional storage space.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. **Authority**. This lease is being entered into pursuant to the provisions of the *School Code*. The District hereby represents and warrants that it has full authority to enter into this Agreement and be bound by its terms.
2. **Storage Use**. For the period of July 1, 2020 through June 30, 2021, the District leases to Mid-Valley and Mid-Valley hereby leases from the District storage as per Exhibit A.
3. **Term**. This Agreement shall remain in full force and effect from July 1, 2020 through June 30, 2021.

4. **Responsibilities of the District.**

1. The District shall provide all services and utilities including custodial and maintenance services.
2. The District shall provide assistance in emergencies and guidance on general building policies and procedures.
3. The District shall keep in force at all times during the Agreement general liability broad form insurance, occurrence based insurance including property damage, bodily injury, personal injury, contractual liability and other usual broad form liability endorsements.

5. **Responsibilities of Mid-Valley**

1. Mid-Valley shall pay to the District the sum of \$4,350.00 per year in installments as follows:
One half in January, 2021; One half in June, 2021.
2. Mid-Valley shall maintain Illinois Worker's Compensation and Occupational Disease Act coverage as well as Employer Liability Coverage for all Mid-Valley employees who are utilizing the storage facility.

6. **Indemnification.** To the fullest extent permitted by law, Mid-Valley shall indemnify and hold harmless the District from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from Mid-Valley's negligent, reckless or willful misconduct. Mid-Valley's indemnification and hold harmless obligation shall survive the termination of this Agreement. To the fullest extent permitted by law, the District shall indemnify and hold harmless Mid-Valley from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from the District's negligent, reckless or willful misconduct. The District's indemnification and hold harmless obligation shall survive the termination of this Agreement.

7. **Notice.** All notices and demands required hereunder shall be in writing and shall be deemed to have been given or made when delivered personally when mailed by registered or certified mail, postage prepaid, return receipt requested addressed as follows:

If to District: Dr. Todd Leden
Superintendent
Kaneland CUSD 302
47W326 Keslinger Road
Maple Park, IL 60151

If to Mid-Valley: Lisa Palese
Executive Director
Mid-Valley Special Education Cooperative
1304 Ronzheimer Avenue
St. Charles, IL 60174

or such other address or addresses that shall be designated in writing from time to time by either party.

8. **Modification.** The terms of this Agreement may be modified only by written mutual agreement by the parties.

IN WITNESS WHEREOF, the parties hereinto have caused this Agreement to be executed by the duly authorized officials as of the date set forth above.

BOARD OF EDUCATION OF KANELAND
SCHOOL DISTRICT 302

THE ADVISORY BOARD OF THE
MID-VALLEY SPECIAL EDUCATION
COOPERATIVE

By: _____
President

By: _____
Chairperson

Approved: _____
Secretary

Attest: _____
Secretary

Date: _____

Date: _____

Mid-Valley Special Education Cooperative

Kaneland CUSD 302 Storage Use Agreement

EXHIBIT A

-Storage Unit @:

1N137 Meredith Road
Maple Park, IL

-Rental FY 20-21

-Annual Rental Rate: \$4,350.00

8. Approval of Classroom Use Agreement-
Burlington



Mid-Valley Special Education Cooperative

CLASSROOM USE AGREEMENT

This Classroom Use Agreement (“Agreement”) is made and entered into this 1st day of July, 2020, by and between the Board of Education of School District No. 301 (“hereinafter referred to as the ‘District’”) and Mid-Valley Special Education Cooperative, a special education joint agreement (“hereinafter referred to as “Mid-Valley”).

WHEREAS, District has declared that the classroom(s) identified on Exhibit A are unnecessary for school purposes and will not be needed by the District during the proposed term of this Agreement; and

WHEREAS, the District has determined that the proposed use of the classroom(s) identified on Exhibit A serves the interest of the community and that it is the best interest of the District to enter into this Agreement; and

WHEREAS, Mid-Valley has a need for additional classroom space to serve the needs of the special education students educated through the Mid-Valley Special Education Cooperative;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. **Authority**. This lease is being entered into pursuant to the provisions of the *School Code*. The District hereby represents and warrants that it has full authority to enter into this Agreement and be bound by its terms.
2. **Classroom Use**. For the period of July 1, 2020 through June 30, 2021, the District leases to Mid-Valley and Mid-Valley hereby leases from the District classrooms as per Exhibit A.
3. **Term**. This Agreement shall remain in full force and effect from July 1, 2020 through June 30, 2021.

4. **Responsibilities of the District.**

1. The District shall provide all services and utilities including custodial and maintenance services and supplies that may be necessary to maintain the classrooms identified on Exhibit A in normal, habitable condition for classroom instructional purposes and delivery of related services.
2. The District shall ensure that the MVSEC classrooms are furnished in a manner consistent with other classrooms in the school which may include desks and chairs for students and teachers, tables, book cases, file cabinets, storage cabinets, and window coverings.
3. The District shall ensure that the classrooms are provided in a manner consistent with other classrooms in the school, including customary audio visual equipment, computer hardware and software, internet access, copy machine facilities and telephone lines and usage to support the instructional activities and delivery of related services in the classrooms identified above.
4. The District shall provide administrative assistance in emergencies and guidance on general building policies and procedures necessary to support the instructional activities and delivery of related services in the classrooms identified above.
5. The District shall provide all other supports and services, set forth in the Principal's Guide for Hosting a Mid-Valley Program, attached hereto, and incorporated herein as Exhibit B.
6. The District shall keep in force at all times during the Agreement general liability broad form insurance, occurrence based insurance including property damage, bodily injury, personal injury, contractual liability and other usual broad form liability endorsements.

5. **Responsibilities of Mid-Valley**

1. Mid-Valley shall pay to the District the sum of \$12,366.00 per year in installments as follows: One half in January, 2021; One half in June, 2021.
2. Mid-Valley shall employ the certified staff, substitute staff, paraprofessionals and related services professionals necessary to provide the special education and related services to the students placed in the classrooms.
3. Mid-Valley shall assume the responsibilities set forth in the Principal's Guide for Hosting a Mid-Valley Program attached hereto and incorporated herein as Exhibit B.
4. Mid-Valley shall maintain Illinois Worker's Compensation and Occupational Disease Act coverage as well as Employer Liability Coverage for all Mid-Valley employees assigned to work in the classrooms identified above.

6. **Indemnification.** To the fullest extent permitted by law, Mid-Valley shall indemnify and hold harmless the District from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from Mid-Valley's negligent, reckless or willful misconduct. Mid-Valley's indemnification and hold harmless obligation shall survive the termination of this Agreement. To the fullest extent permitted by law, the District shall indemnify and hold harmless Mid-Valley from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from the District's negligent, reckless or willful misconduct. The District's indemnification and hold harmless obligation shall survive the termination of this Agreement.

7. **Notice.** All notices and demands required hereunder shall be in writing and shall be deemed to have been given or made when delivered personally when mailed by registered or certified mail, postage prepaid, return receipt requested addressed as follows:

If to District: Dr. Todd Stirn
Superintendent
Central CUSD 301
275 South St.
Burlington, IL 60109

If to Mid-Valley: Lisa Palese
Executive Director
Mid-Valley Special Education Cooperative
1304 Ronzheimer Avenue
St. Charles, IL 60174

or such other address or addresses that shall be designated in writing from time to time by either party.

8. **Modification.** The terms of this Agreement may be modified only by written mutual agreement by the parties.

IN WITNESS WHEREOF, the parties hereinto have caused this Agreement to be executed by the duly authorized officials as of the date set forth above.

BOARD OF EDUCATION OF CENTRAL
SCHOOL DISTRICT 301

THE ADVISORY BOARD OF THE
MID-VALLEY SPECIAL EDUCATION
COOPERATIVE

By: _____
President

By: _____
Chairperson

Approved: _____
Secretary

Attest: _____
Secretary

Date: _____

Date: _____

EXHIBIT A

Mid-Valley Special Education Cooperative

Central CUSD 301 Classroom Use Agreement

Mid-Valley Room Rental FY20-21	Rental FY20-21						
Rent is paid at the rate of \$6.00 per square feet							
DISTRICT	SCHOOL/ROOM	PROGRAM	SQ. FT.	RENT	PAY TO DISTRICT	JAN 2021 PAY	JUNE 2021 PAY
Central D301	Prairie Knolls MS 168	ELS	812	\$ 4,872.00	\$ 4,872.00	\$ 2,436.00	\$ 2,436.00
	Central High School	New Pathways	1,249	\$7,494.00	\$ 7,494.00	\$3,747.00	\$ 3,747.00
TOTAL				\$12,366.00	\$12,366.00	\$ 6,183.00	\$ 6,183.00

9. Approval of Classroom Use Agreement- Batavia



Mid-Valley Special Education Cooperative

CLASSROOM USE AGREEMENT

This Classroom Use Agreement (“Agreement”) is made and entered into this 1st day of July, 2020, by and between the Board of Education of School District No. 101 (“hereinafter referred to as the ‘District’”) and Mid-Valley Special Education Cooperative, a special education joint agreement (“hereinafter referred to as “Mid-Valley”).

WHEREAS, District has declared that the classroom(s) identified on Exhibit A are unnecessary for school purposes and will not be needed by the District during the proposed term of this Agreement; and

WHEREAS, the District has determined that the proposed use of the classroom(s) identified on Exhibit A serves the interest of the community and that it is the best interest of the District to enter into this Agreement; and

WHEREAS, Mid-Valley has a need for additional classroom space to serve the needs of the special education students educated through the Mid-Valley Special Education Cooperative;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. **Authority.** This lease is being entered into pursuant to the provisions of the *School Code*. The District hereby represents and warrants that it has full authority to enter into this Agreement and be bound by its terms.
2. **Classroom Use.** For the period of July 1, 2020 through June 30, 2021, the District leases to Mid-Valley and Mid-Valley hereby leases from the District Classrooms as per Exhibit A.
3. **Term.** This Agreement shall remain in full force and effect from July 1, 2020 through June 30, 2021.

4. **Responsibilities of the District.**

1. The District shall provide all services and utilities including custodial and maintenance services and supplies that may be necessary to maintain the classrooms identified on Exhibit A in normal, habitable condition for classroom instructional purposes and delivery of related services.
2. The District shall ensure that the MVSEC classrooms are furnished in a manner consistent with other classrooms in the school which may include desks and chairs for students and teachers, tables, book cases, file cabinets, storage cabinets, and window coverings.
3. The District shall ensure that the classrooms are provided in a manner consistent with other classrooms in the school, including customary audio visual equipment, computer hardware and software, internet access, copy machine facilities and telephone lines and usage to support the instructional activities and delivery of related services in the classrooms identified above.
4. The District shall provide administrative assistance in emergencies and guidance on general building policies and procedures necessary to support the instructional activities and delivery of related services in the classrooms identified above.
5. The District shall provide all other supports and services, set forth in the Principal's Guide for Hosting a Mid-Valley Program, attached hereto, and incorporated herein as Exhibit B.
6. The District shall keep in force at all times during the Agreement general liability broad form insurance, occurrence based insurance including property damage, bodily injury, personal injury, contractual liability and other usual broad form liability endorsements.

5. **Responsibilities of Mid-Valley**

1. Mid-Valley shall pay to the District the sum of \$5,772.00 per year in installments as follows:
One half in January, 2021; One half in June, 2021.
2. Mid-Valley shall employ the certified staff, substitute staff, paraprofessionals and related services professionals necessary to provide the special education and related services to the students placed in the classrooms.
3. Mid-Valley shall assume the responsibilities set forth in the Principal's Guide for Hosting a Mid-Valley Program attached hereto and incorporated herein as Exhibit B.
4. Mid-Valley shall maintain Illinois Worker's Compensation and Occupational Disease Act coverage as well as Employer Liability Coverage for all Mid-Valley employees assigned to work in the classrooms identified above.

6. **Indemnification.** To the fullest extent permitted by law, Mid-Valley shall indemnify and hold harmless the District from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from Mid-Valley's negligent, reckless or willful misconduct. Mid-Valley's indemnification and hold harmless obligation shall survive the termination of this Agreement. To the fullest extent permitted by law, the District shall indemnify and hold harmless Mid-Valley from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from the District's negligent, reckless or willful misconduct. The District's indemnification and hold harmless obligation shall survive the termination of this Agreement.

7. **Notice.** All notices and demands required hereunder shall be in writing and shall be deemed to have been given or made when delivered personally when mailed by registered or certified mail, postage prepaid, return receipt requested addressed as follows:

If to District: Batavia CUSD 101
 Dr. Lisa Hichens
 335 W. Wilson
 Batavia, IL 60510

If to Mid-Valley Lisa Palese
 Executive Director
 Mid-Valley Special Education Cooperative
 1304 Ronzheimer Avenue
 St. Charles, IL 60174

or such other address or addresses that shall be designated in writing from time to time by either party.

8. **Modification.** The terms of this Agreement may be modified only by written mutual agreement by the parties.

IN WITNESS WHEREOF, the parties hereinto have caused this Agreement to be executed by the duly authorized officials as of the date set forth above.

BOARD OF EDUCATION OF BATAVIA
SCHOOL DISTRICT 101

THE ADVISORY BOARD OF THE
MID-VALLEY SPECIAL EDUCATION
COOPERATIVE

By: _____
 President

By: _____
 Chairperson

Approved: _____
 Secretary

Attest: _____
 Secretary

Date: _____

Date: _____

Mid-Valley Special Education Cooperative

Batavia CUSD 101 Classroom Use Agreement

EXHIBIT A

Mid-Valley Room Rental FY20-21	Rental FY20-21						
Rent is paid at the rate of \$6.00 per square feet							
DISTRICT	SCHOOL/ROOM	PROGRAM	SQ. FT.	RENT	PAY TO DISTRICT	JAN 2021 PAY	JUNE 2021
Batavia D101	Batavia HS D101	ABLE BHS	962	\$ 5,772.00	\$5772.00	\$2886.00	\$2886.00

10. Approval of Classroom Use Agreement- Geneva



Mid-Valley Special Education Cooperative

CLASSROOM USE AGREEMENT

This Classroom Use Agreement (“Agreement”) is made and entered into this 1st day of July, 2020, by and between the Board of Education of School District No. 304 (“hereinafter referred to as the ‘District’”) and Mid-Valley Special Education Cooperative, a special education joint agreement (“hereinafter referred to as “Mid-Valley”).

WHEREAS, District has declared that the classroom(s) identified on Exhibit A are unnecessary for school purposes and will not be needed by the District during the proposed term of this Agreement; and

WHEREAS, the District has determined that the proposed use of the classroom(s) identified on Exhibit A serves the interest of the community and that it is the best interest of the District to enter into this Agreement; and

WHEREAS, Mid-Valley has a need for additional classroom space to serve the needs of the special education students educated through the Mid-Valley Special Education Cooperative;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. **Authority**. This lease is being entered into pursuant to the provisions of the *School Code*. The District hereby represents and warrants that it has full authority to enter into this Agreement and be bound by its terms.
2. **Classroom Use**. For the period of July 1, 2020 through June 30, 2021, the District leases to Mid-Valley and Mid-Valley hereby leases from the District classrooms as per Exhibit A.
3. **Term**. This Agreement shall remain in full force and effect from July 1, 2020 through June 30, 2021.

4. **Responsibilities of the District.**

1. The District shall provide all services and utilities including custodial and maintenance services and supplies that may be necessary to maintain the classrooms identified on Exhibit A in normal, habitable condition for classroom instructional purposes and delivery of related services.
2. The District shall ensure that the MVSEC classrooms are furnished in a manner consistent with other classrooms in the school which may include desks and chairs for students and teachers, tables, book cases, file cabinets, storage cabinets, and window coverings.
3. The District shall ensure that the classrooms are provided in a manner consistent with other classrooms in the school, including customary audio visual equipment, computer hardware and software, internet access, copy machine facilities and telephone lines and usage to support the instructional activities and delivery of related services in the classrooms identified above.
4. The District shall provide administrative assistance in emergencies and guidance on general building policies and procedures necessary to support the instructional activities and delivery of related services in the classrooms identified above.
5. The District shall provide all other supports and services, set forth in the Principal's Guide for Hosting a Mid-Valley Program, attached hereto, and incorporated herein as Exhibit B.
6. The District shall keep in force at all times during the Agreement general liability broad form insurance, occurrence based insurance including property damage, bodily injury, personal injury, contractual liability and other usual broad form liability endorsements.

5. **Responsibilities of Mid-Valley**

1. Mid-Valley shall pay to the District the sum of \$25,764.00 per year in installments as follows: One half in January, 2021; One half in June, 2021.
2. Mid-Valley shall employ the certified staff, substitute staff, paraprofessionals and related services professionals necessary to provide the special education and related services to the students placed in the classrooms.
3. Mid-Valley shall assume the responsibilities set forth in the Principal's Guide for Hosting a Mid-Valley Program attached hereto and incorporated herein as Exhibit B.
4. Mid-Valley shall maintain Illinois Worker's Compensation and Occupational Disease Act coverage as well as Employer Liability Coverage for all Mid-Valley employees assigned to work in the classrooms identified above.

6. **Indemnification.** To the fullest extent permitted by law, Mid-Valley shall indemnify and hold harmless the District from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from Mid-Valley's negligent, reckless or willful misconduct. Mid-Valley's indemnification and hold harmless obligation shall survive the termination of this Agreement. To the fullest extent permitted by law, the District shall indemnify and hold harmless Mid-Valley from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from the District's negligent, reckless or willful misconduct. The District's indemnification and hold harmless obligation shall survive the termination of this Agreement.

7. **Notice.** All notices and demands required hereunder shall be in writing and shall be deemed to have been given or made when delivered personally when mailed by registered or certified mail, postage prepaid, return receipt requested addressed as follows:

If to District: Dr. Kent Mutchler
 Superintendent
 Geneva CUSD 304
 227 N. 4th Street
 Geneva, IL 60134

If to Mid-Valley Lisa Palese
 Executive Director
 Mid-Valley Special Education Cooperative
 1304 Ronzheimer Avenue
 St. Charles, IL 60174

or such other address or addresses that shall be designated in writing from time to time by either party.

8. **Modification.** The terms of this Agreement may be modified only by written mutual agreement by the parties.

IN WITNESS WHEREOF, the parties hereinto have caused this Agreement to be executed by the duly authorized officials as of the date set forth above.

BOARD OF EDUCATION OF GENEVA SCHOOL
DISTRICT 304

THE ADVISORY BOARD OF THE
MID-VALLEY SPECIAL EDUCATION
COOPERATIVE

By: _____
 President

By: _____
 Chairperson

Approved: _____
 Secretary

Attest: _____
 Secretary

Date: _____

Date: _____

EXHIBIT A

Mid-Valley Special Education Cooperative

**Geneva CUSD 304
Classroom Use Agreement**

Mid-Valley Room Rental FY20-21	Rental FY20-21						
Rent is paid at the rate of \$6.00 per square feet							
DISTRICT	SCHOOL/ROOM	PROGRAM	SQ. FT.	RENT	PAY TO DISTRICT	JAN 2021 PAY	JUNE 2021 PAY
Geneva D304							
	GHS B129	ELS	616	\$3,696.00	\$ 3,696.00	\$ 1,848.00	\$ 1,848.00
	Fabyan Elem.	New Pathways	803	\$4,818.00	\$4,818.00	\$ 2,409.00	\$ 2,409.00
	Fabyan Elem.	New Pathways	803	\$4,818.00	\$ 4,818.00	\$ 2,409.00	\$ 2,409.00
	GMS-S 210	New Pathways	728	\$4,368.00	\$ 4,368.00	\$ 2,184.00	\$ 2,184.00
	GMS-S 212	New Pathways	728	\$4,368.00	\$ 4,368.00	\$ 2,184.00	\$ 2,184.00
	GHS B120	New Pathways	616	\$3,696.00	\$ 3,696.00	\$ 1,848.00	\$ 1,848.00
					\$25,764.00	\$12,882.00	\$12,882.00

11. Approval of Classroom Use Agreement- St.
Charles



Mid-Valley Special Education Cooperative

CLASSROOM USE AGREEMENT

This Classroom Use Agreement (“Agreement”) is made and entered into this 1st day of July, 2020, by and between the Board of Education of School District No. 303 (“hereinafter referred to as the ‘District’”) and Mid-Valley Special Education Cooperative, a special education joint agreement (“hereinafter referred to as “Mid-Valley”).

WHEREAS, District has declared that the classroom(s) identified on Exhibit A are unnecessary for school purposes and will not be needed by the District during the proposed term of this Agreement; and

WHEREAS, the District has determined that the proposed use of the classroom(s) identified on Exhibit A serves the interest of the community and that it is the best interest of the District to enter into this Agreement; and

WHEREAS, Mid-Valley has a need for additional classroom space to serve the needs of the special education students educated through the Mid-Valley Special Education Cooperative;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. **Authority**. This lease is being entered into pursuant to the provisions of the *School Code*. The District hereby represents and warrants that it has full authority to enter into this Agreement and be bound by its terms.
2. **Classroom Use**. For the period of July 1, 2020 through June 30, 2021, the District leases to Mid-Valley and Mid-Valley hereby leases from the District classrooms as per Exhibit A.
3. **Term**. This Agreement shall remain in full force and effect from July 1, 2020 through June 30, 2021.

4. **Responsibilities of the District.**

1. The District shall provide all services and utilities including custodial and maintenance services and supplies that may be necessary to maintain the classrooms identified on Exhibit A in normal, habitable condition for classroom instructional purposes and delivery of related services.
2. The District shall ensure that the MVSEC classrooms are furnished in a manner consistent with other classrooms in the school which may include desks and chairs for students and teachers, tables, book cases, file cabinets, storage cabinets, and window coverings.
3. The District shall ensure that the classrooms are provided in a manner consistent with other classrooms in the school, including customary audio visual equipment, computer hardware and software, internet access, copy machine facilities and telephone lines and usage to support the instructional activities and delivery of related services in the classrooms identified above.
4. The District shall provide administrative assistance in emergencies and guidance on general building policies and procedures necessary to support the instructional activities and delivery of related services in the classrooms identified above.
5. The District shall provide all other supports and services, set forth in the Principal's Guide for Hosting a Mid-Valley Program, attached hereto, and incorporated herein as Exhibit B.
6. The District shall keep in force at all times during the Agreement general liability broad form insurance, occurrence based insurance including property damage, bodily injury, personal injury, contractual liability and other usual broad form liability endorsements.

5. **Responsibilities of Mid-Valley**

1. Mid-Valley shall pay to the District the sum of \$11,388.00 per year in installments as follows: One half in January, 2021; One half in June, 2021.
2. Mid-Valley shall employ the certified staff, substitute staff, paraprofessionals and related services professionals necessary to provide the special education and related services to the students placed in the classrooms.
3. Mid-Valley shall assume the responsibilities set forth in the Principal's Guide for Hosting a Mid-Valley Program attached hereto and incorporated herein as Exhibit B.
4. Mid-Valley shall maintain Illinois Worker's Compensation and Occupational Disease Act coverage as well as Employer Liability Coverage for all Mid-Valley employees assigned to work in the classrooms identified above.

6. **Indemnification.** To the fullest extent permitted by law, Mid-Valley shall indemnify and hold harmless the District from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from Mid-Valley's negligent, reckless or willful misconduct. Mid-Valley's indemnification and hold harmless obligation shall survive the termination of this Agreement. To the fullest extent permitted by law, the District shall indemnify and hold harmless Mid-Valley from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from the District's negligent, reckless or willful misconduct. The District's indemnification and hold harmless obligation shall survive the termination of this Agreement.

7. **Notice.** All notices and demands required hereunder shall be in writing and shall be deemed to have been given or made when delivered personally when mailed by registered or certified mail, postage prepaid, return receipt requested addressed as follows:

If to District: Dr. Jason Pearson
Superintendent
St. Charles CUSD 303
201 S. 7th Street
St. Charles, IL 60174

If to Mid-Valley Lisa Palese
Executive Director
Mid-Valley Special Education Cooperative
1304 Ronzheimer Avenue
St. Charles, IL 60174

or such other address or addresses that shall be designated in writing from time to time by either party.

8. **Modification.** The terms of this Agreement may be modified only by written mutual agreement by the parties.

IN WITNESS WHEREOF, the parties hereinto have caused this Agreement to be executed by the duly authorized officials as of the date set forth above.

BOARD OF EDUCATION OF ST. CHARLES
SCHOOL DISTRICT 303

THE ADVISORY BOARD OF THE
MID-VALLEY SPECIAL EDUCATION
COOPERATIVE

By: _____
President

By: _____
Chairperson

Approved: _____
Secretary

Attest: _____
Secretary

Date: _____

Date: _____

Mid-Valley Special Education Cooperative

St. Charles CUSD 303 Classroom Use Agreement

EXHIBIT A

Mid-Valley Room Rental FY20-21	Rental FY20-21						
Rent is paid at the rate of \$6.00 per square feet							
DISTRICT	SCHOOL/ROOM	PROGRAM	SQ. FT.	RENT	PAY TO DISTRICT	JAN 2021 PAY	JUNE 2021 PAY
St. Charles D303	Norton Creek	New Pathways	900	\$ 5,400.00	\$ 5,400.00	\$ 2,700.00	\$ 2,700.00
	Fox Ridge Early Childhood Center	Little Hands & Voices	998	\$ 5,988.00	\$5,988.00	\$2 ,994.00	\$ 2,994.00
					\$11,388.00	\$ 5,694.00	\$ 5,694.00

5. **Information**

1. Student and Staff Enrollment, April 2020



MID-VALLEY SPECIAL EDUCATION STAFF PROFILE

April 30, 2020

ADMINISTRATION	FTE	CERTIFIED STAFF	FTE	LICENSED STAFF	FTE	SUPPORT STAFF	FTE
Executive Director	1.00	Adapted PE	2.00	OT	3.60	1:1 Assistants	12.00
Director of Bus/HR	1.00	HI Teachers	4.00	PT	1.80	Teaching Assistants	50.00
Principal	1.00	Instructional Facilitator	1.00	Certified School Nurse	1.00	Job Coaches	5.50
Program Supervisors	2.45	Psychologist	0.60	Registered Nurses	4.00	MJC Assistant	1.00
Dir. of Prof Learning	1.00	Speech Pathologist	6.00	LPN 1:1	1.00	MV Assistants	2.50
		Teachers	31.80	CNA 1:1	1.00	HR-Payroll/PD Assistant	0.80
		Vocational Specialists	4.00	Asst.Tech Specialist	0.50		
		Social Workers	5.40	O & M Vision Specialist	1.00		
		Behavior Coach	1.00				
		Elective Teacher	1.00				
Total	6.45	Total	56.80	Total	13.90	Total	71.80
TOTAL MID-VALLEY STAFF							148.95

April 30, 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	15.00
Director of Bus/HR	1.00	HI Teachers	4.00	PT	1.60	Vision Assistant 1:1	2.00
Principal	1.00	Instructional Coach	1.00	Certified Nurse - Contracted	0.60	Teaching Assistants	47.00
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				
Total	6.90	Total	63.80	Total	9.30	Total	73.40
TOTAL MID-VALLEY STAFF							153.40

**Mid-Valley Enrollment-Staffing Profile
April 2020**

PROGRAM	LOCATION	STUDENTS	101	301	302	303	304	25	131	427	428	129	U46	NET CHANGE	REFERRALS	TEACHER	ASSIST	1-1 Asst	DISTRICT	RN
Little Hands & Voices	Fabyan	9				5	1		2		1			D303 +2		1	2			
New Pathways	Fabyan K-2	5		3			2									1	2	1	D301 1	
New Pathways	Norton Creek 3-5	6				3	3									1	2			
New Pathways	Wasco 2-4	8		2		4	2									1	3			
New Pathways	John Stewart K-3	8			8											1	3			
New Pathways	John Stewart 3-5	7		4	3											1	2			
New Pathways	GMS-S 6-8 (Giese)	6		3		2	1									1	2	1	D303 1	
New Pathways	GMS-S 6-8 (Asencio)	7			1	3	3									1	3			
New Pathways	GHS 9-12	8				3	5									1	3			
New Pathways	CHS 9-12	5		3	2											1	2			
ELS	Blackberry Creek K-2	7		2	2		3									1	3			
ELS	Blackberry Creek 3-5	7		4	1		2									1	1	2	D301 1 D304 1	
ELS	Prairie Knolls 6-8	6	1	4			1									1		2	D301 2	1
ELS	GHS 9-12	6	1	2	1		2									1	3			
ABLE	Mill Creek K-6	8	1		3	1	3									1	1	4	D302 2 D303 1	1
ABLE	BHS 9-12	4	1	1			2							D301 -1		1	2			1
New Directions	MJC K-2	5			3	1				1						1	1			
New Directions	MJC K-3	6	1		2	2					1					1	2			
New Directions	MJC 4-5	6	1		1	3		1						D302 +1		1	1			
New Directions	MJC 6-7	4			1	3										1	1			
New Directions	MJC 7-8	6	1	1	3	1								D101 +1		1	1			
New Directions (Denslow)	MJC 9-12	12	1		3	4	2			1	1			D304 +1		1	1			
New Directions (Barry)	MJC 9-12	10	1			5	4									1	2			
New Directions (Clark)	MJC 9-12	10	1		4	4					1			D303 -1		1	2			1
Safe Schools	MJC 9-12	4	1		1	1	1							D101 +1		1				
Transition	Shelby	10	3	3	1	1	2									1	2	2	D101 2	
Transition	12+	14	3	2	2	1	6							D101 -1		1.8				
Transition	ECC	13		5	1	7										2	2			
Transition	WCC	15	2		7		6									2	2			
Totals		222	19	39	50	54	51	1	2	2	4	0		0	1	31.8	51	12		4

**Mid-Valley Enrollment-Staffing Profile
April 2020**

	RELATED SERVICE	STUDENT	101	301	302	303	304	25	131	427	428	129	U46	NET CHANGE	REFERRALS	TEACHER	ASSIST
	VI Students	0															
	HI Students	65	12	6	7	19	21									4	
	OT Students	115	7	29	25	24	28			1	1					3.6	
	PT Students	44	4	9	10	5	16									1.8	
	O&M Students	11			3	5	3							D302 +1		1	
Total Students with Related Services		235	23	44	45	53	68	0	0	1	1	0					
	VI Days	0															
	HI Days	323.77	54.17	22.69	20.37	98.77	127.77										
	OT Days	365.5	12	95.5	83.5	61.4	105.7			3.20	4.20						
	PT Days	151.6	17.5	28.6	36.2	10.2	59.1										
	O&M Days	22.49	0		9.02	6.99	6.48										
Total Minutes with Related Services		863.36	83.67	146.79	149.09	177.36	299.05	0.00		3.20	4.20						
	Non-IEP Students																
	VI																
	HI	15	2	2	3	8											

Student Related Services

**Mid-Valley Enrollment-Staffing Profile
April 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				D303 +1	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	7		2		2	3							D303 +1		1	2			
New Pathways	Wasco 4-5	7				5	2									1	2	2	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-S 6-8 (Giесе)	8		3	1	3	1									1	2	1	D303 1	
New Pathways	GMS-S 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	6		2	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	6	1	1	1		3									1	1	1	D101 1	1
New Directions	MJC K-2	8	1		2	3				1	1					1	2			
New Directions	MJC 2-3	6			2	4										1	1			
New Directions	MJC 4-5	0														1				
New Directions	MJC 4-5	8			4	2	1			1				D302 +1	D101 +1	1	1			
New Directions	MJC 6-7	5		1	1	3								D303 +1	D301 +1	1	1			
New Directions	MJC 7-8	6	1		2	2					1			D101 +1		1	1			
New Directions	MJC 9-10	10		1	3	3	2			1						1	2			
New Directions	MJC 10-12	10	1		1	5	1			1	1			D303 +1		1	2			
New Directions	MJC 9-12	9	1	2		3				1	2				D428 +2	1	1			1
Safe Schools	MJC 9-12	5			1	3	1							D303 -3		1				
Transition	Shelby	9	3	2	1	1	2									1	2	2	D101 1 D302 1	
Transition	12+	15	5		1		9									1.8				
Transition	ECC	16.2		4	1	11.2										2	2			
Transition	WCC	14	4		5		5									2	2			
Vision																	2			
Totals		232.2	21	37	43	59.2	59	0	1	5	7	0		0	5	34.8	48	16		3.5

**Mid-Valley Enrollment-Staffing Profile
April 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									4
	OT Students	42	7	4	11	6	8	1		2	3					3.10
	PT Students	46	6	10	11	2	17									1.6
	O&M Students	12	3	2	4		3									
Total Students with Related Services		196	28	31	33	49	49	1	0	2	3	0				
	VI Days	101.43	0	31.71	16.67	53.05	0									
	HI Days	327.55	54.17	26.39	15.28	110.88	120.83									
	OT Days	127.64	20.74	14.3	32.12	9.02	32.4	2.70		6.66	9.70					
	PT Days	162.5	22.6	33.79	38.61	2.7	64.8									
	O&M Days	30.86	0	2.3	9.84	8.3	10.42									
Total Minutes with Related Services		749.98	97.51	108.49	112.52	183.95	228.45	2.70		6.66	9.70					
	Non-IEP Students															
	VI															
	HI															

Student Related Services

2. Administrative Liaison Meeting Minutes, April
27, 2020

MidValley Liaison Meeting		
In attendance: Lisa Palese, Melissa Jackson, Tim Stoudt, Tanner Seal, Chris Payton, Patti Palagi, Anne Giarrante, Kari Ruh, Fran Eggleston, Mike Potsic,		
Time: 1:00pm		
Location: MidValley Cooperative		
Agenda Item/Facilitator	Notes	Action Step/Person Responsible
Celebrations/Lisa	<p>What E-Learning Celebrations do you have? We are here and we are alive! Families are healthy! Participation has been good!</p> <p>We are all learning so much about the benefits of Remote Learning - great things we can implement in the future for more personalized learning! Amazed by the things we are seeing even for our most complex learners- ABLE!</p> <p>Simply AMAZED by our families and our staff on how positive and supportive they are being of each other!</p>	
Obstacles	<p>What E-learning obstacles are you facing? How can we best support each other?</p> <p>Ensuring that related services team members are actively engaged- particularly in more of an E-learning fashion. We really need to be individualizing instruction for all! (Mid-Valley) While not all students can engage in video instruction- many can and we should all be attempting.</p> <p>Recording- teacher could record ONLY their part, but should not be recording the students.</p> <p>Some families are very overwhelmed (New Pathways). We have been very flexible and understanding with the families that are expressing those concerns. Particularly- so many emails from several staff members. Reminders to staff needed.</p> <p>Students with devices- difficult to provide support on utilizing the devices at home. Definitely something to think about in the future with Remote Learning!</p>	<p>All- reminders to staff.</p> <p>Coordinators- please remind staff to have 1 main contact- not all team members sending email check-ins. This is direct feedback from parents.</p> <p>Discuss with AAC Professional Learning Teams.</p>
Projections	<p>Difficult to think about next year, but if you have not updated your projections, please do so or let us know verbally if you anticipate any changes for next year. We have some staffing things to consider. Thank YOU!!!</p>	<p>Liaisons & Coordinators will finalize!</p>
Adaptive PE- Link to current schedule	<p>I'd like to discuss increasing our Adaptive PE. time. Historical Information: NIA used to provide a part-time person but it was quite expensive, so Mid-Valley increased Mr. Mike's time. He gets paid his full salary plus a stipend of \$6,400.00 for the missed plan time. As you can see by his schedule he is teaching 7-8 classes a day across 11 schools. We may have an opportunity to utilize an Adaptive PE teacher from Geneva to take some of his load. She is currently 0.8 in Geneva. If we increased her to 1.0 and had Geneva send us an invoice, it would cost \$13,000.00. While this is more than his stipend, I think it would really improve the quality of services that are students are getting- particularly at Geneva Middle School where we have 2 New Pathways classrooms. Sarah did her internship with us and is AMAZING. We would then be able to also step up our expectations of Mr. Mike. Here is Mike's current schedule. This cost would affect only the New Pathways tuition.</p>	<p>Team is onboard! Lisa will write up a proposal for the board.</p>

MidValley Liaison Meeting		
In attendance: Lisa Palese, Melissa Jackson, Tim Stoudt, Tanner Seal, Chris Payton, Patti Palagi, Anne Giarrante, Kari Ruh, Fran Eggleston, Mike Potsic,		
Time: 1:00pm		
Location: MidValley Cooperative		
Agenda Item/Facilitator	Notes	Action Step/Person Responsible
ESY	We are all set to start gathering the names of students who will be joining us this summer for Remote Learning. Many of our staff members are super enthusiastic about it- but overall, we still need more staff. If districts have any staff interested, please have them email Tanner.	Tanner- email to staff to recruit them from other districts, ask Nancy to repost the position as Remote Learning. Liaisons- Please have Case Managers send out the scripted email and link to each family that has a child that was recommended for ESY. Please encourage them to complete the survey even if it's a "No"
GRANT	Are you shifting your grant for summer supplies to families or other creative ways you are finding meaningful to use grant money during this time? Examples: Continuing subscriptions through the summer, more APPs, Wifis, Chromebooks, SEL Teletherapy, Manipulatives for summer work, remote CHAMPS training,	
PD - OG	Is OG going to be something we have staff remotely do through MVSE or is this something we should consider as individual districts? Districts should consider offering this online program to staff for summer PD. It is pricey and extensive- but definitely prepares teachers for delivering this program.	Liaisons- share with staff.
New Teacher Orientation	Already rethinking this- making it a combination of remote/in-person learning, smaller groups, PD, etc.	All- let's be sure to share ideas with each other as we begin our planning.
Edmentum	Mid-Valley moving to this program in the fall at MJC to align better with the districts and to be more engaging to students, adding more options for elective courses as well as BASE for SEL. It's a new menu option inside Edmentum- over 40 SEL classes- dating abuse, addiction, coping skills, problem-solving, etc.	Chris- will work closely with students transitioning into MJC or SAFE Schools to develop more creative/individualized programs. Chris will send out information about BASE to the Liaisons.

3. Safe Schools Update, Spring, 2020



Mid-Valley Special Education Cooperative

Lisa Palese, 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: Lisa Palese, Executive Director

DATE: May 6, 2020

RE: SAFE Schools End of Year Report

Below is a summary of the SAFE Schools program for the 2019-20 School Year.

Student	District	Grade	Start Date	End/Exit Date	Notes Successes/Struggles/Next Steps
1	303	11	12/4/2020	05/22/2020	Does well with online classes/struggled with the loss of the school year
2	304	10	09/2018	05/22/2020	Engagement in the program has been inconsistent.
3	302	11	10/28/2019	05/22/2020	Engagement in the program has been inconsistent.
4	101	10	3/24/2020	12/18/2020	Struggling a little with the online learning, but could be in part because we haven't been able to meet in person yet, and everything has been explained over the phone. Does login and work approximately 2 days a week.
5	303	10	1/12/2020	1/23/2020	Dropped
6	304	12	11/04/2020	3/06/2020	Completed Coursework graduated
7	303	12	02/2019	11/21/2019	Completed Coursework graduated

<p>Celebrations:</p> <ul style="list-style-type: none"> • Collaboration with ROE • Welcoming D101 student • Parent/Student/Teacher Relationships & Collaboration • Increased Vocational Experiences • Teacher Leader's support of MJC students led to less OSS • Guest Speaker from Kane County Jail to discuss decision making 	<p>Plans for continued improvement:</p> <ul style="list-style-type: none"> • SEL support curriculum and social work • Implement incentives for academic success • More group work opportunities • Increased check-ins with district liaisons for SAFE Schools
--	--

4. Extended School Year (ESY) 2020



Mid-Valley Special Education Cooperative

Lisa Palese, 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: Lisa Palese, Executive Director

DATE: May 6, 2020

RE: Remote Learning ESY

The Executive Director would like you to be aware that after careful consideration with our Mid-Valley Leadership Team and District Liaisons, we have decided to continue with a Remote Learning Plan through our Extended School Year (ESY) program this year. While we know that the ideal way to provide ESY services is in person, we feel that due to the uncertainty of COVID-19, a remote plan is the best way to ensure that our students and staff remain safe and healthy. Thankfully, a wonderful group of teachers and related services staff members have already stepped up to join us in providing a wonderful experience for our students. Lisa Palese & Tanner Seal are working closely with staff to set-up specific guidelines for remote learning during ESY. In addition, we are gathering feedback from parents to assist them in feeling confident and less overwhelmed by the concept of remote learning for the summer. So far about two-thirds of the parents who have responded would like to participate in the program. Others have opted to take a break this summer. Either way, we are confident that we can provide our families with some great ways to keep their children engaged during the summer months.

6. **For Discussion**

1. FY21 First Draft Preliminary Budget



FY21 PRELIMINARY 1st DRAFT PROPOSED BUDGET

MV Executive Advisory Board 5-6-2020

The following are the major highlights of the FY21 preliminary tentative budget. The total operating budget percent change from FY20 to FY21 is a very slight increase of .68%. With the Evidence Based Funding reimbursement to the districts the operating budget shows an increase of .76%. Related services and distributed costs such as administration are separated from program budgets.

First projected enrollment for the programs for the start of the school year is approximately 228 students which also includes projected Safe School students. Last year at this time 238 students were projected to enroll. There are still approximately 25 students that are unconfirmed.

Salary Increases: Actual Salaries 3.5% - 6%. Benefits: 6%. New insurance rates will start January 1, 2021. Reduction of 25% to all supplies.

- 1) Evidence Based Funding: Mid Valley is expecting minimum based funding of \$969,170 for FY21. This money is sent quarterly to the districts.
- 2) Little Hands & Voices: 5 confirmed students with 1 additional student unconfirmed. Referrals to this program are known later than the referrals to the other programs.
- 3) New Pathways Autism program: Reduction of 2.5 teaching assistants.
- 4) The ELS program: Enrollment & Staffing will remain the same.
- 5) The ABLE program: Staffing will stay the same as in FY20. Need a RN for the Batavia High School class. Used contracted services in FY20. May also need an additional RN/LPN 1:1.
- 6) The SAIL program: Increase of 10 students. Reduction of ECC class but additional class needed at Shelby. New 2nd floor space ready to go for next year. One teacher retiring at the end of FY21. Using ALOP funds for 1 teacher. The ALOP fund offset for SAIL is \$143,133.
- 7) Twelve Plus program: Enrollment projections are at 27-35 students which is an increase of 12 over the current year students in this program. This number does fluctuate during the year. Staffing will remain the same.
- 8) The New Directions program: Projected enrollment is 48 with another 7 possible students. ALOP funds offset for ND is \$416,551.
- 9) Health: We were able to hire a full time CSN this year. In past years we had a part time contracted nurse.
- 10) APE: We are asking the Advisory Board for additional support from D304 for FY21 in order to cover all of the APE classes. With your approval, D304 would bill us directly for this service.
- 11) PT: After our needs assessment earlier this year it was recommended that we increase our PT by .20. This new amount is now reflected in the FY 21 budget.

- 12) OT: As a result of the needs assessment, a recommendation was made for an increase of .50 FTE which is now in the FY21 budget.
- 13) Vision: The districts have all decided to take care of their own vision services for FY21. Therefore, there is a reduction of 1 FTE Orientation & Mobility Specialist in the FY21 vision budget. All that remains in the vision budget is a small supervision/technical services from NIA in the amount of \$1,468.
- 14) Hearing: All staffing will stay the same.
- 15) Psychology and Assistive Technology staffing will stay the same.
- 16) Social Work: Staff FTE will stay the same as FY20.
- 17) Speech: A reduction of .40 FTE in staffing.
- 18) The Administrative budget: Increased by 2.33%. Reduction of .50 Administrative Assistant. Mid-Valley is not going to hire this open position for FY21. An additional .20 FTE administrative assistant was added to the Administration budget. This .20 FTE was moved from the professional development budget to the administrative budget. There was a 25% increase in our administrative fee to D303. Reduction of 25% in supplies.
- 19) The O & M budget: Decrease of 15.08%. The amount set aside for capital improvements for FY21 is \$50,000. This is a decrease of \$50,000 from FY20. Projects include removing carpeting and replacing it with tile on the MJC side. Replacement of casework, countertops, and sinks in 4 rooms. Also casework and countertops for the nurse office, conference room, and main office at Mades Johnstone.
- 20) Behavior/Instructional Coaches: 1 FTE behavior coach and 1 FTE instructional coach to support Mid-Valley programs and districts. The cost of the behavioral coach will be directly billed to the districts. Part of the instructional coach costs (.50 FTE) are in the ALOP budget. The other .50 FTE is in the instructional budget. There is 1 FTE behavior/instructional coach administrator who will be working with St. Charles D303. All costs associated with this administrative coach will be paid by D303.
- 21) Technology: will be directly billed by percentages. FY21 is the second year of a three-year lease. Total amount is \$42,182.
- 22) ALOP: Revenue budget of \$475,000. The majority of the ALOP funds will be used to continue to pay 6 staff members: .90 FTE social worker, 1.0 vocational specialist, 1.0 high school classroom teacher, 1.0 FTE middle school teacher, 1.0 job coach, and a .50 Instructional Coach. New for FY21: ALOP funds will pay for a SAIL teacher, the 2nd floor space at Shelby, and the new Edmentum program.
- 23) The anticipated revenues for Medicaid outreach will be used to pay the rent for the original space at Shelby.

**MID VALLEY SPECIAL EDUCATION COOPERATIVE
FY21 PROPOSED BUDGET SUMMARY BY PROGRAMS, SERVICES & SUPPORTS**

5/1/2020

	FY19	FY20	FY20	FY21	Variance Projected Year End FY20 - Proposed FY21	Variance %
PROGRAM/SERVICVE/SUPPORTS	Audited Actual	Adopted Budget	Projected Year End	Proposed Budget		
Little Hands & Voices	148,300	155,427	168,580	150,648	(17,932)	-10.64%
New Pathways	1,381,599	1,517,493	1,478,378	1,534,078	55,700	3.77%
ELS	763,670	623,981	696,874	708,703	11,829	1.70%
ABLE	429,512	456,538	495,639	488,716	(6,923)	-1.40%
SAIL	665,962	677,668	643,295	645,386	2,091	0.33%
TWELVE PLUS	194,445	212,630	225,212	238,607	13,395	5.95%
New Directions K-12	1,011,144	1,106,242	1,030,537	1,165,112	134,575	13.06%
Safe Schools	118,608	121,154	117,926	118,347	421	0.36%
Vocational Services	369,746	347,743	362,765	353,753	(9,012)	-2.48%
Health	55,677	64,760	44,030	107,293	63,263	143.68%
Psych	41,788	44,876	45,653	48,052	2,399	5.25%
APE	99,872	99,839	99,127	100,969	1,842	1.86%
Assistive Technology	69,481	66,214	69,019	77,478	8,459	12.26%
Social Work	436,706	371,663	357,344	377,657	20,313	5.68%
Speech	439,978	451,420	461,751	449,263	(12,488)	-2.70%
Physical Therapy	160,415	171,225	175,705	209,494	33,789	19.23%
Occupational Therapy	297,077	291,828	308,827	356,082	47,255	15.30%
Vision	215,263	133,327	121,553	1,468	(120,085)	-98.79%
Hearing Itinerants	441,962	354,996	327,920	358,919	30,999	9.45%
Improvement of Inst	98,556	98,849	97,791	96,710	(1,081)	-1.11%
General Admin	656,903	680,452	671,176	713,171	41,995	6.26%
Board of Ed Svcs	185,492	180,345	145,019	188,180	43,161	29.76%
Retirement Expenses	11,925	25,900	30,940	5,400	(25,540)	-82.55%
ESY	262,631	295,332	282,178	225,000	(57,178)	-20.26%
Total Ed Fund	8,556,712	8,549,902	8,148,999	8,718,486	569,487	6.99%
Total % Change FY20 Adopted Ed Fund Budget to FY21 Proposed Ed Fund Budget				1.97%		
O&M	315,733	288,018	284,338	244,575	(39,763)	-13.98%
Total O&M	315,733	288,018	284,338	244,575	(39,763)	-13.98%
Total % Change FY20 Adopted O&M Budget to FY21 Proposed O&M Budget				-15.08%		
One to One Aides	498,817	463,353	444,208	404,968	(39,240)	-8.83%
Technology - Direct Billed	34,419	57,500	62,578	42,182	(20,396)	-32.59%
Behavior Coaches - Direct Billed	291,046	226,790	226,894	240,900	14,006	6.17%
Total Direct Bill	824,282	747,643	728,450	688,050	(45,629)	-6.26%
Total Tuition Operating Budget	9,696,727	9,585,563	9,161,787	9,651,111	484,095	5.28%
Total Percent Change FY20 Adopted to FY21 Proposed Budget				0.68%		
Base Funding Minimum Reimbursement	(969,171)	(969,170)	(969,170)	(969,170)		
Total Tuition with Personnel Reimb (EBF)	8,727,556	8,616,393	8,100,177	8,681,941		
Total Percent Change FY20 Adopted to FY21 Proposed Budget w/ Reimbursement				0.76%		
Total Students in Programs		238		228		
Per Student Cost in Programs		40,275		42,329		
Per Student Cost in Programs w/ Reimb		36,203		38,079		
Total Students: Programs, HI		331		299		
Per Student Cost in Programs, HI		28,959		32,278		
Per Student Cost in Programs, HI w/ Reimb		26,031		29,037		

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Mid Valley Revenue and Expenditures - Not included in Original Tuition Invoices

	FY19 Audited Actual	FY20 Adopted Budget	FY20 Projected Year End	FY21 Proposed Budget
Revenue				
MV/PD Expenses / IDEA Part B Flow Through	82,978	103,320	96,700	96,700
Total Other Revenue	82,978	103,320	96,700	96,700
*Transportation	23,086	4,500	8,773	6,500
*Step/Dors Grant	66,732	50,000	52,950	45,000
*Safe Schools	59,934	75,000	69,176	75,000
**ALOP	379,820	375,000	502,063	475,000
***Medicaid Admin Outreach	56,366	55,000	52,400	45,000
Total Tuition Offset Revenue	585,938	559,500	685,362	646,500
Total Revenue	668,916	662,820	782,062	743,200
Expenditures				
**ALOP	342,157	407,098	395,475	559,683
***Medicaid Admin Outreach	40,648	46,615	50,518	42,155
MV/PD Expenses / IDEA Part B Flow Through	82,978	96,700	75,854	96,700
Total MV Only Expenditures	465,783	550,413	521,847	698,538

*Transportation, Step/Dors, & Safe Schools credit received on tuition bills

**ALOP reduces costs to SAIL & ND programs

***Medicaid pays for Shelby rent - reduces costs for SAIL

7. **For Action**

1. Approval of the Personnel Report, April, 2020

Mid Valley Special Education Cooperative
Regular Meeting Wednesday, May 6, 2020

SUBJECT: Personnel Report

Classified Staff

A. Classified Staff Resignations, Retirements and/or Terminations for School Year 2019-2020.				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Reason</i>	<i>Effective Date</i>
Sharko, Katherine	Administrative Assistant	MV Admin Building	Resignation	06/08/2020
Silkaitis, Monica	Teaching Assistant	Fabyan – New Pathways	Resignation/Retirement	05/29/2020

B. Classified Staff Recommended for Employment for School Year 2019-2020.				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Salary</i>	<i>Effective Date</i>

C. Classified Staff Increase in Assignment for School Year 2019-2020.				
<i>Name</i>	<i>From</i>	<i>To</i>	<i>Effective Date</i>	

Licensed Staff

D. Licensed Staff Resignations, Retirements and/or Terminations for School Year 2019-2020.				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Reason</i>	<i>Effective Date</i>

E. Licensed Certified Staff Request for Personal or Parental Leave of Absence for School Year 2020-2021.				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Effective Dates</i>	

F. Licensed Educator Professional Growth Salary Increase Effective for 1st Semester for School Year 2019-2020.					
<i>Name</i>	<i>Position/Program</i>	<i>From</i>	<i>To</i>	<i>Step</i>	<i>Amount Increase w/ TRS</i>
Mate, Terri	Teacher/ABLE	MA	MA+16	3	\$3,450
Belich, Karen	Vocational Facilitator	BA+24	MA	13	\$4,250

4,250G. Licensed Certified Staff Recommended for Employment for School Year 2020-2021.				
<i>Name</i>	<i>Position</i>	<i>Salary w/ TRS</i>		<i>Effective Date</i>
Walsh, Jenna	Teacher – New Pathways	\$45,503		08/10/2020
Arlington, Rachel	Teacher – New Directions HS	\$45,503		08/10/2020

H. Background Data on Licensed Educators Recommended for Employment for School Year 2020-2021.	
Name	JENNA WALSH
License Endorsements	PEL, PC, Professional Educator License Pre Completion; LBSI, Learning Behavior Specialist I, K-21
Education	BS, Special Education; University of Illinois, Urbana-Champaign, IL
Relevant Experience	Student Teacher, Robeson Elementary, Champaign, IL
Name	RACHEL ARLINGTON
License Endorsements	PEL, PC, Professional Educator License Pre Completion; LBSI, Learning Behavior Specialist I, K-21; (ELS) PARA, Paraprofessional Educator
Education	BS, Special Education; Illinois State University, Normal, IL

Relevant Experience	Student Teacher, Mid-Valley Special Education Cooperative, Mades Johnstone Center, St. Charles, IL
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RECOMMENDATION: **Approval.**

2. Approval of Brecht's Database Solution, Inc.
Contract Renewal



Mid-Valley Special Education Cooperative

Lisa Palese, 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: Lisa Palese, Executive Director

DATE: May 6, 2020

RE: Brecht's Database Solutions, Inc. Contract Renewal

The Executive Director recommends approval of the Brecht's Database Solutions, Inc. contract renewal for the 2020-21 school year. Mid-Valley Special Education Cooperative, along with the 5 member districts have been using PowerIEP for several years. This system is used for IEPs, ISPs, 504s, Behavioral Incident Reporting and in some cases MTSS. This is the first year since the start of PowerIEP in 2014, that the company has raised their prices. The cost was \$8.50 per student and now it is \$9.00. Each district's overall cost is based on their student count. The rest of the costs are divided equally among our 5 member districts. The following is a breakdown for each district for the FY21 school year:

Batavia	\$10,873.72
Central	\$7,219.72
Kaneland	\$8,551.72
Geneva	\$10,954.72
St. Charles	\$17,920.72
TOTAL	\$55,520.60

This overall cost is 21.6% higher than last year for a variety of reasons including an increase in the per student cost, an increase in the student count and a change in the data collection process. From this point forward, we should expect to see the total remain fairly steady over the next few years given this company's record of keeping increases to a minimum.



EmbraceIEP® Contract Renewal

Brecht’s Database Solutions, Inc.
P.O. Box 305
Highland, IL 62249

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

The following is an EmbraceIEP® Contract Renewal (hereinafter “contract” or “renewal Agreement”). This renewal is made between Brecht’s Database Solutions, Inc. d/b/a Embrace® (hereinafter “Embrace®”, “We”, “Us” or “Licensor”) and Mid-Valley Special Education Cooperative and Batavia CUSD 101, Central CUSD 301, Geneva CUSD 304, Kaneland CUSD 302, and St. Charles CUSD 303 (hereinafter “You”, “Your” or “Licensee”).

INCORPORATION: This renewal agreement is subject to the Master IEP Contract between you and us and all terms of the Master Agreement apply unless specifically noted below.

IEP YEARLY COSTS: The renewal contract is for a period from 7/1/2020 through 6/30/2021. Renewal of website access and additional services is \$55,520.60 for Mid-Valley Special Education Cooperative.

Programs and Services	Annual Cost
EmbraceIEP® Program Subscription (4,318 students x \$9.00 per student)	\$38,862.00
Embrace504® Accessory Component Subscription (Calculated at 20% of IEP Annual Fee)	\$7,772.40
Behavior Incident Reporting (Calculated at 10% of IEP Annual Fee)	\$3,886.20
SFTP (Secure File Transfer Protocol) Student Import (\$500.00 per district x 5 districts)	\$2,500.00
LDAP (Lightweight Directory Access Protocol) User Authentication (\$500.00 per district x 4 districts)	\$2,000.00
SAML (Security Assertion Markup Language) User Authentication (\$500.00 per district x 1 district)	\$500.00
TOTAL COST 7/1/2020 TO 6/30/2021	\$55,520.60

LICENSOR: Brecht’s Database Solutions, Inc. d/b/a Embrace®

FEIN: 20-4100129 BY: August R. Brecht
August R. Brecht, President

DATE: April 15, 2020

LICENSEE: Mid-Valley Special Education Cooperative

FEIN: BY: _____
Jason Pearson, Chair Mid-Valley Executive Advisory Board

DATE: _____



Embrace Education
 P.O. Box 305
 Highland, IL 62249
 (888) 437-9326
 Accounting@EmbraceEducation.com
 www.embraceeducation.com

INVOICE

BILL TO

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

INVOICE # 6449

DATE 06/01/2020

DUE DATE 08/01/2020

SALES REP

J. Smith

ACTIVITY	AMOUNT
EmbraceIEP Program:IEP-Annual Renewal:IEP-Annual Renewal/IL EmbraceIEP Program Subscription: 1 Year (2020/2021 School Year) (\$9.00 per Student) (*Student Count: Batavis USD 101 - 838, Central CUSD 301 - 432, Kaneland CUSD 302 - 580, Geneva CUSD 304 - 847, St. Charles CUSD 303 - 1,621)	38,862.00
EmbraceIEP Program:IEP-Accessory Component:504 Plan:504 Plan/IL Embrace504 Accessory Component Subscription: 1 Year (2020/2021 School Year)	7,772.40
EmbraceIEP Program:IEP-Accessory Component:Behavior Incident Reporting:Behavior Incident Rep/IL Behavior Incident Reporting Accessory Component Subscription: - 1 Year (2020/2021 School Year)	3,886.20
System Integration Services:Student Management Interface:Student Mgmt IF-Annual Renewal:SFTP (Secure File Transfer Protocol) Student Import_ Renewal/IL SFTP (Secure File Transfer Protocol) Student Import: 1 Year (2020/2021 School Year) *5 Districts x \$500.00/District	2,500.00
System Integration Services:LDAP Interface:LDAP Interface-Annual Renewal:LDAP Interface-Renewal/IL LDAP-Custom Lightweight Directory Access Protocol Subscription: 1 Year (2020/2021 School Year) *4 Districts x \$500.00/District	2,000.00
System Integration Services:SAML-User Authentication:SAML-Renewal:SAML-Renewal/IL SAML- User Authentication: 1 Year (2020/2021 School Year) *Central 301	500.00

Please remit to: Embrace Education

BALANCE DUE

\$55,520.60

3. Approval for Increase in Adaptive PE Services



Mid-Valley Special Education Cooperative

Lisa Palese, 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: Lisa Palese, Executive Director

DATE: May 6, 2020

RE: Adaptive PE

During our Liaison Meeting on 4/27/20, we discussed the option of increasing our Adaptive PE staff at Mid-Valley in order to more effectively support our students who qualify for this level of service. Our current Adaptive PE teacher has been working an “overload” schedule for the past 4 years. Currently, Mike does not have plan time and works an extra 90 minutes beyond his contract hours daily. He teaches 7-8 classes of Adaptive PE a day across 4 districts and 11 schools. He is paid his current salary, and as of last year, a stipend of \$6,400.00. We have an opportunity to utilize an Adaptive PE teacher from Geneva to take some of his load. She is currently 0.8 FTE in Geneva. If we increased her to 1.0 and had Geneva send us an invoice, it would cost approximately \$13,000.00 per year. While this is more than his stipend, we believe that it would improve the quality of services that our students are getting at all schools. The Geneva team member completed her internship with our team and did an outstanding job. Adaptive PE costs are distributed amongst programs that utilize these services. This increase would primarily affect the New Pathways classrooms at Fabyan Elementary and Geneva Middle School. The District Liaisons and Mid-Valley Leadership Team recommend this increase.

8. **New Business**

9. **Adjournment**