

Executive Advisory Board Meeting

Wednesday, January 6, 2021 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 Minutes, Executive Board Meeting,
December 2, 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 December 2, 2020 9:00 AM

The Mid-Valley Special Education Cooperative Board met in Regular Session on Wednesday, December 2, 2020 at the Mid-Valley Special Education Cooperative, 1304 Ronzheimer Avenue, St. Charles, IL 60174 via Zoom.

Call to Order

Dr. Pearson, Superintendent D303, Board Chairman called the meeting to order at 9:01 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. Leden seconded the motion. Approval of the Agenda was confirmed by unanimous vote. 5-0

Public Comment

None

Consent Agenda

- 4.1 Approval of Minutes, Executive Board Meeting, November 4, 2020
- 4.2 Approval of Bills, November 2020
- 4.3 Approval of Payroll, November 2020
- 4.4 Approval of Financial Report, November 2020
- 4.5 Approval of the Treasurer's Report, November 2020

Dr. Pearson called for Approval of the Consent Agenda. Dr. Mutchler moved and Dr. Stirn seconded the motion. Approval of the Consent Agenda was confirmed by unanimous vote. 5-0

Information

5.1 Student and Staff Enrollment, November 2020

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

5.2 Business Meeting Minutes, November 16, 2020

Mrs. Sporer shared the minutes from the Business Meeting that took place November 16, 2020. A few points that were highlighted were Projections VS Actual enrollment, budget summary by programs, PPE budget estimates and tech needs for students.

5.3 Liason Meeting Minutes, November 16, 2020

Mrs. Palese shared the minutes from the Liaison Meeting that took place November 16, 2020. The main focus was on Professional Development needs for the districts as well as COVID updates.

5.4 RIF Guidelines

Mrs. Palese reported the RIF Guidelines were reviewed and revised.

5.5 FY20 Audit Report

Mrs. Sporer shared that the Audit reports were completed.

5.6 Mid-Valley Remote Learning Update

Mrs. Palese shared the Remote Learning Plan while all students are on an adaptive pause.

For Discussion

None

For Action

7.1 Approval of the Personnel Report, November, 2020

Dr. Hichens motioned, seconded by Dr. Stirn for Approval of the Personnel Report. Motion carried by unanimous roll call vote. 5-0

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 9:21 AM

Chair of the Mid-Valley Board

The next Regular Mid-Valley Executive Advisory Board Meeting will be Wednesday, January 6, 2021, 9:00 AM at the Mid-Valley Administration Offices, 1304 Ronzheimer Avenue. St. Charles, IL 60174

2. Approval of Bills, December, 2020

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
 Bank Account: 3445079

Date Range: 12/01/2020 - 12/31/2020
 Voucher Range: -

Sort By: Vendor
 Dollar Limit: \$0.00

Fiscal Year: 2020-2021

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

12119	12/18/2020	1117	ANCONA, JESLYNN M	REIM NOV MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$175.95
							Check Total:
NCB	12/30/2020	1116	AXA EQUITABLE	V46913	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$350.00
NCB	12/30/2020	1116	AXA EQUITABLE	V46913	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$100.00
NCB	12/15/2020	1107	AXA EQUITABLE	V687462	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$350.00
NCB	12/15/2020	1107	AXA EQUITABLE	V687462	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$100.00
							Check Total:
12113	12/11/2020	1108	BATAVIA ENTERPRISES	JANUARY 2021	10.0000.1200.325.000.921	FACILITY RENTAL	\$5,416.33
							Check Total:
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.400.000.080	INCENTIVES	\$62.37
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$104.65
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$28.28
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$35.12
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$44.99
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$45.00
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$16.52
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$45.00
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$31.00
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$44.99
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$25.48

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12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$28.83
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$85.75
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2110.417.000.110	ASSESSMENTS	\$124.00
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2139.410.000.130	SUPPLIES/MATERIALS	\$35.00
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2139.417.000.130	ASSESSMENTS	\$10.00
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2190.410.000.114	SUPPLIES/MATERIALS	\$30.97
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2190.418.000.114	EQUIPMENT <\$500	\$44.26
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2190.418.000.114	EQUIPMENT <\$500	\$38.00
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2190.418.000.114	EQUIPMENT <\$500	\$159.98
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2190.418.000.114	EQUIPMENT <\$500	(\$91.36)
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2210.410.000.120	SUPPLIES/MATERIALS	\$20.24
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$12.00
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2640.410.000.140	SUPPLIES/MATERIALS	\$27.99
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	10.0000.2640.410.000.140	SUPPLIES/MATERIALS	\$84.99
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$21.98
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$31.97
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$23.43
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	14.0000.2210.312.001.321	STAFF DEV COORDINATORS	\$175.00
12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	14.0000.2210.314.000.321	STAFF DEV CO-OP WIDE	\$3,450.00

MID VALLEY SPECIAL EDUCATION COOP

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12120	12/18/2020	1117	BMO C/O HARRIS TRUST AND SAVINGS BANK	STATEMENT 12/5/20	20.0000.2540.410.000.000	SUPPLIES/MATERIALS	\$13.98
Check Total:							\$4,810.41
12121	12/18/2020	1117	CENTRAL COMMUNITY DIST #301	ROOM RENT JAN PYMT	10.0000.1200.325.000.011	FACILITY RENTAL	\$3,747.00
12121	12/18/2020	1117	CENTRAL COMMUNITY DIST #301	ROOM RENT JAN PYMT	10.0000.1200.325.000.014	FACILITY RENTAL	\$2,436.00
Check Total:							\$6,183.00
12102	12/04/2020	1099	CITY OF ST CHARLES	10/06-11/04 22491204	20.0000.2540.370.000.000	WATER/SEWER	\$130.92
12102	12/04/2020	1099	CITY OF ST CHARLES	10/19-11/17 81081857	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$88.32
12102	12/04/2020	1099	CITY OF ST CHARLES	10/19-11/17 81082189	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$84.47
12102	12/04/2020	1099	CITY OF ST CHARLES	10/6-11/04 224241018	20.0000.2540.370.000.000	WATER/SEWER	\$109.68
12102	12/04/2020	1099	CITY OF ST CHARLES	10/6-11/04 224241018	20.0000.2540.466.000.000	ELECTRICITY	\$3,604.94
Check Total:							\$4,018.33
12103	12/04/2020	1099	COMCAST CABLE	11/23-12/22/2020	20.0000.2540.319.000.078	CABLE/INTERNET-SHELBY	\$322.59
Check Total:							\$322.59
12114	12/11/2020	1108	COMMUNITY THERAPY SERVICES	1300	10.0000.2139.314.000.130	CONSULTANTS	\$9,843.75
Check Total:							\$9,843.75
12122	12/18/2020	1117	CUSD #101	ROOM RENT JAN PYMT	10.0000.1200.325.000.028	FACILITY RENTAL	\$2,886.00
Check Total:							\$2,886.00
12123	12/18/2020	1117	CUSD #303	DEC CHASSEE/ROWE STI	10.0000.2310.225.000.144	INSURANCE STIPEND	\$1,442.52
Check Total:							\$1,442.52
12124	12/18/2020	1117	CUSD #303	ROOM RENT JAN PYMT	10.0000.1200.325.000.011	FACILITY RENTAL	\$2,700.00
12124	12/18/2020	1117	CUSD #303	ROOM RENT JAN PYMT	10.0000.1225.325.000.009	FACILITY RENTAL	\$2,994.00
Check Total:							\$5,694.00
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V18354	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$10,267.20
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V18354	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,508.80
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V203927	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$7,115.30
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V265686	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$444.10
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V265686	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$26.18

MID VALLEY SPECIAL EDUCATION COOP

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12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V265686	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.73
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V384504	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,363.89
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V396956	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,727.23
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V408141	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,118.84
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V437504	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$11,441.04
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V437504	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,879.47
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V453576	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$290.90
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V453576	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$14.01
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V453576	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1.27
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V453850	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$140.94
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V453850	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$13.78
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V554550	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$54.37
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V554550	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.89
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V554550	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.78
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V573050	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,479.33
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V573050	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$153.30
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V573050	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$5.72
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V6229	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,386.71
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V6229	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.42
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V623986	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$341.38

MID VALLEY SPECIAL EDUCATION COOP

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12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V662315	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$13,942.34
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V662315	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$670.31
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V662315	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$134.06
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V75303	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$5,911.76
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V756100	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$904.83
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V756100	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$96.72
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V857259	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$783.53
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V877998	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$8.34
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V877998	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$208.34
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V920396	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$4,692.96
12110	12/15/2020	1100	CUSD #303 EMP HEALTH FUND	V928038	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,437.80
Check Total:							\$77,577.57
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V236892	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,437.80
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V257139	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,363.89
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V307058	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$783.53
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V320042	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$11,441.04
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V320042	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,879.47
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V373213	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$10,267.20
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V373213	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,508.80
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V477734	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$904.83
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V477734	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$96.72
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V483093	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$54.37

MID VALLEY SPECIAL EDUCATION COOP

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12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V483093	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.89
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V483093	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.78
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V485459	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$444.10
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V485459	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$26.18
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V485459	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.73
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V492271	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$13,942.34
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V492271	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$670.31
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V492271	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$134.06
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V53330	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$5,911.76
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V654504	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$290.90
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V654504	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$14.01
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V654504	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1.27
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V65544	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$8.18
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V65544	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$208.18
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V707464	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,479.33
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V707464	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$153.30
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V707464	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$5.72
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V712502	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$140.94

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
 Bank Account: 3445079

Date Range: 12/01/2020 - 12/31/2020
 Voucher Range: -

Sort By: Vendor
 Dollar Limit: \$0.00

Fiscal Year: 2020-2021

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V712502	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$13.78
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V719923	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,118.84
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V833255	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,337.58
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V833255	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.41
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V840676	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$7,115.30
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V857141	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$341.38
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V941695	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,727.23
12116	12/30/2020	1109	CUSD #303 EMP HEALTH FUND	V996294	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$4,692.96
Check Total:							\$77,528.11
12125	12/18/2020	1117	CUSD #304	ROOM RENT JAN PYMT	10.0000.1200.325.000.011	FACILITY RENTAL	\$11,034.00
12125	12/18/2020	1117	CUSD #304	ROOM RENT JAN PYMT	10.0000.1200.325.000.014	FACILITY RENTAL	\$1,848.00
Check Total:							\$12,882.00
12126	12/18/2020	1117	DANOS, JEANNE	REIM NOV MILEAGE	10.0000.2130.332.000.111	STAFF TRAVEL	\$199.18
Check Total:							\$199.18
12104	12/04/2020	1099	DESITTER FLOORING, INC.	50% DEPOSIT	20.0000.2540.530.000.000	CAPITAL IMPROVEMENTS	\$6,543.27
Check Total:							\$6,543.27
12127	12/18/2020	1117	DOMARACKI, MARY ANN	REIM NOV MILEAGE	10.0000.2110.332.000.110	STAFF TRAVEL	\$54.11
Check Total:							\$54.11
12128	12/18/2020	1117	DRESSLER, ELISA A	REIM NOV INCENTIVES	10.0000.1200.400.000.080	INCENTIVES	\$42.04
Check Total:							\$42.04
12129	12/18/2020	1117	FOX VALLEY FITNESS	NOVEMBER CLASSES	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$375.00
12129	12/18/2020	1117	FOX VALLEY FITNESS	NOVEMBER CLASSES	10.0000.1200.415.000.079	INSTRUCTIONAL SUPPLIES	\$100.00
Check Total:							\$475.00
12130	12/18/2020	1117	Fun & Function	462637	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$38.99
12130	12/18/2020	1117	Fun & Function	462637	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$49.13
Check Total:							\$88.12
12131	12/18/2020	1117	GSF USA, Inc.	INR059353	20.0000.2540.322.000.000	CUSTODIAL SERVICES	\$4,309.21
Check Total:							\$4,309.21
12132	12/18/2020	1117	HAMMACK-COTE MANDY	REIM 11/7-11/24 MILE	10.0000.2138.332.000.129	STAFF TRAVEL	\$48.93
Check Total:							\$48.93

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 12/01/2020 - 12/31/2020
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Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2020-2021

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
12133	12/18/2020	1117	HEARTLAND ALLIANCE HEALTH CCIS	17700	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$138.00	
							Check Total:	\$138.00
12134	12/18/2020	1117	HELM SERVICE	CHI180158	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$380.00	
							Check Total:	\$380.00
NCB	12/15/2020	1102	ILLINOIS DEPT OF REVENUE	V532950	10.0487.0000.000.000.000	SIT	\$11,736.08	
NCB	12/15/2020	1102	ILLINOIS DEPT OF REVENUE	V532950	14.0487.0000.000.000.000	SIT	\$918.62	
NCB	12/15/2020	1102	ILLINOIS DEPT OF REVENUE	V532950	17.0487.0000.000.000.000	SIT	\$18.14	
NCB	12/30/2020	1111	ILLINOIS DEPT OF REVENUE	V804984	10.0487.0000.000.000.000	SIT	\$11,065.68	
NCB	12/30/2020	1111	ILLINOIS DEPT OF REVENUE	V804984	14.0487.0000.000.000.000	SIT	\$788.94	
NCB	12/30/2020	1111	ILLINOIS DEPT OF REVENUE	V804984	17.0487.0000.000.000.000	SIT	\$18.14	
							Check Total:	\$24,545.60
12135	12/18/2020	1117	IMAGE 360	I-34343	10.0000.2640.410.000.140	SUPPLIES/MATERIALS	\$125.00	
							Check Total:	\$125.00
NCB	12/30/2020	1115	IMRF	V140818	10.0485.0000.000.000.000	IMRF	\$13,110.60	
NCB	12/30/2020	1115	IMRF	V140818	14.0485.0000.000.000.000	IMRF	\$116.18	
NCB	12/15/2020	1106	IMRF	V242443	10.0485.0000.000.000.000	IMRF	\$554.62	
NCB	12/15/2020	1106	IMRF	V242443	14.0485.0000.000.000.000	IMRF	\$11.85	
NCB	12/30/2020	1115	IMRF	V677593	10.0485.0000.000.000.000	IMRF	\$554.62	
NCB	12/30/2020	1115	IMRF	V677593	14.0485.0000.000.000.000	IMRF	\$11.85	
NCB	12/15/2020	1106	IMRF	V996347	10.0485.0000.000.000.000	IMRF	\$12,910.94	
NCB	12/15/2020	1106	IMRF	V996347	14.0485.0000.000.000.000	IMRF	\$116.18	
NCB	12/15/2020	1107	ING	V291750	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$25.00	
NCB	12/15/2020	1107	ING	V291750	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$25.00	
NCB	12/30/2020	1116	ING	V336687	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$25.00	
NCB	12/30/2020	1116	ING	V336687	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$25.00	
NCB	12/15/2020	1103	Internal Revenue Service	V139348	10.0483.0000.000.000.000	MEDICARE	\$7,723.98	
NCB	12/15/2020	1103	Internal Revenue Service	V139348	14.0483.0000.000.000.000	MEDICARE	\$635.04	
NCB	12/15/2020	1103	Internal Revenue Service	V139348	17.0483.0000.000.000.000	MEDICARE	\$11.82	

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

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Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2020-2021

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	12/15/2020	1103	Internal Revenue Service	V234977	10.0482.0000.000.000.000	FICA SS	\$10,113.12
NCB	12/15/2020	1103	Internal Revenue Service	V234977	14.0482.0000.000.000.000	FICA SS	\$81.10
NCB	12/15/2020	1103	Internal Revenue Service	V507717	10.0481.0000.000.000.000	FIT	\$25,457.67
NCB	12/15/2020	1103	Internal Revenue Service	V507717	14.0481.0000.000.000.000	FIT	\$1,884.41
NCB	12/15/2020	1103	Internal Revenue Service	V507717	17.0481.0000.000.000.000	FIT	\$52.92
NCB	12/30/2020	1112	Internal Revenue Service	V565131	10.0482.0000.000.000.000	FICA SS	\$10,194.42
NCB	12/30/2020	1112	Internal Revenue Service	V565131	14.0482.0000.000.000.000	FICA SS	\$81.10
NCB	12/30/2020	1112	Internal Revenue Service	V905721	10.0483.0000.000.000.000	MEDICARE	\$7,283.74
NCB	12/30/2020	1112	Internal Revenue Service	V905721	14.0483.0000.000.000.000	MEDICARE	\$550.46
NCB	12/30/2020	1112	Internal Revenue Service	V905721	17.0483.0000.000.000.000	MEDICARE	\$11.82
NCB	12/30/2020	1112	Internal Revenue Service	V916500	10.0481.0000.000.000.000	FIT	\$22,851.48
NCB	12/30/2020	1112	Internal Revenue Service	V916500	14.0481.0000.000.000.000	FIT	\$1,443.78
NCB	12/30/2020	1112	Internal Revenue Service	V916500	17.0481.0000.000.000.000	FIT	\$41.44
Check Total:							\$115,905.14
12136	12/18/2020	1117	JENKINS, SHARON M	REIM NOV MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$58.08
12136	12/18/2020	1117	JENKINS, SHARON M	REIMB DEC MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$39.10
Check Total:							\$97.18
12137	12/18/2020	1117	JORNS, LINDSAY	REIM OCT	10.0000.2138.332.000.129	STAFF TRAVEL	\$133.11
Check Total:							\$133.11
12138	12/18/2020	1117	KANE COUNTY ROE #31	8002100086	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$40.00
Check Total:							\$40.00
12139	12/18/2020	1117	KANELAND C U S D #302	ROOM RENT JAN PYMT	10.0000.1200.325.000.011	FACILITY RENTAL	\$4,524.00
12139	12/18/2020	1117	KANELAND C U S D #302	ROOM RENT JAN PYMT	10.0000.1200.325.000.014	FACILITY RENTAL	\$5,508.00
12139	12/18/2020	1117	KANELAND C U S D #302	ROOM RENT JAN PYMT	10.0000.1200.325.000.028	FACILITY RENTAL	\$2,478.00
12139	12/18/2020	1117	KANELAND C U S D #302	ROOM RENT JAN PYMT	20.0000.2540.325.000.000	FACILITY RENTAL	\$2,175.00
Check Total:							\$14,685.00
12140	12/18/2020	1117	KIZIOR, REESA	REIM GAMES	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$24.98
12140	12/18/2020	1117	KIZIOR, REESA	REIM GAMES	10.0000.1200.415.000.079	INSTRUCTIONAL SUPPLIES	\$24.99
12140	12/18/2020	1117	KIZIOR, REESA	REIM NOV MILEAGE	10.0000.2110.332.000.110	STAFF TRAVEL	\$41.11
Check Total:							\$91.08
12141	12/18/2020	1117	MENDEL, HEATHER M	REIM PHYSICAL/DRIVER	14.0000.1250.310.000.010	PROFESSIONAL SERVICES	\$119.00

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

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Date Range: 12/01/2020 - 12/31/2020
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Sort By: Vendor
 Dollar Limit: \$0.00

Fiscal Year: 2020-2021

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:							\$119.00
NCB	12/15/2020	1107	MG TRUST COMPANY	V289026	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$600.00
NCB	12/30/2020	1116	MG TRUST COMPANY	V466837	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$600.00
NCB	12/15/2020	1107	MG TRUST COMPANY	V853948	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$373.98
NCB	12/30/2020	1116	MG TRUST COMPANY	V93358	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$373.98
Check Total:							\$1,947.96
12111	12/15/2020	1100	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V635936	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$788.97
12111	12/15/2020	1100	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V635936	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$20.23
12111	12/15/2020	1100	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V909551	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,263.87
12111	12/15/2020	1100	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V909551	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$262.36
Check Total:							\$3,335.43
12117	12/30/2020	1109	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V474681	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$788.97
12117	12/30/2020	1109	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V474681	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$20.23
12117	12/30/2020	1109	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V92504	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,263.87
12117	12/30/2020	1109	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V92504	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$262.36
Check Total:							\$3,335.43
12142	12/18/2020	1117	MILLS, MELISSA	REIM NOV MILEAGE	10.0000.2210.332.000.120	STAFF TRAVEL	\$61.12
Check Total:							\$61.12
NCB	12/15/2020	1101	MVSE - DIRECT DEPOSIT	V213996	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$610.00
NCB	12/15/2020	1101	MVSE - DIRECT DEPOSIT	V220043	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$185,175.69
NCB	12/15/2020	1101	MVSE - DIRECT DEPOSIT	V220043	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$14,240.10
NCB	12/15/2020	1101	MVSE - DIRECT DEPOSIT	V220043	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$288.90
NCB	12/30/2020	1110	MVSE - DIRECT DEPOSIT	V360317	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$175,560.14

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK

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Bank Account: 3445079

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Dollar Limit: \$0.00

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Print Employee Vendor Names

Exclude Voided Checks

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Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	12/30/2020	1110	MVSE - DIRECT DEPOSIT	V360317	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$12,237.49
NCB	12/30/2020	1110	MVSE - DIRECT DEPOSIT	V360317	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$300.38
NCB	12/15/2020	1105	MVSE - DIRECT DEPOSIT	V377516	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$754.19
NCB	12/30/2020	1110	MVSE - DIRECT DEPOSIT	V554206	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$610.00
NCB	12/30/2020	1110	MVSE - DIRECT DEPOSIT	V823141	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,110.00
NCB	12/15/2020	1101	MVSE - DIRECT DEPOSIT	V889456	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,117.00
NCB	12/30/2020	1114	MVSE - DIRECT DEPOSIT	V932157	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$753.91
Check Total:							\$392,757.80
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.011	SOFTWARE	\$99.50
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.011	SOFTWARE	\$2,062.80
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.011	SOFTWARE	\$92.07
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.011	SOFTWARE	\$178.37
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.014	SOFTWARE	\$178.37
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.014	SOFTWARE	\$92.07
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.014	SOFTWARE	\$2,062.80
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.014	SOFTWARE	\$99.50
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.028	SOFTWARE	\$1,031.40
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.028	SOFTWARE	\$92.07
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.028	SOFTWARE	\$178.37
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.078	SOFTWARE	\$178.37
12143	12/18/2020	1117	N2Y, INC	INV-1030552	10.0000.1200.470.000.078	SOFTWARE	\$515.70
Check Total:							\$6,861.39
12112	12/15/2020	1100	NCPERS - IL IMRF	V618607	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$24.00
Check Total:							\$24.00
12118	12/30/2020	1109	NCPERS - IL IMRF	V616272	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$24.00
Check Total:							\$24.00
12105	12/04/2020	1099	NICOR GAS.	10/23-11/23 44405110	20.0000.2540.465.000.000	NATURAL GAS	\$1,068.26
12105	12/04/2020	1099	NICOR GAS.	10/26-11/24 19359095	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$73.09
12105	12/04/2020	1099	NICOR GAS.	10/26-11/24/2020	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$61.51

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	
							Check Total:	\$1,202.86
12144	12/18/2020	1117	PAYNE, KIMBERLY	REIMB VOC SUPPLIES	10.0000.1200.415.000.109	INSTRUCTIONAL SUPPLIES	\$230.19	
							Check Total:	\$230.19
12145	12/18/2020	1117	PITNEY BOWES GLOBAL FINANCIAL SERVICES	3104421764	10.0000.2320.325.000.140	COPIER/POSTAGE LEASE	\$603.00	
							Check Total:	\$603.00
12146	12/18/2020	1117	PROSHRED	990073086	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$70.00	
							Check Total:	\$70.00
12147	12/18/2020	1117	PushCoin	202011	10.0000.2560.315.000.220	FOOD SERVICE	\$11.25	
							Check Total:	\$11.25
12148	12/18/2020	1117	QUEST FOOD MANAGEMENT SERVICES	IN108949	10.0000.2560.315.000.220	FOOD SERVICE	\$6,211.50	
							Check Total:	\$6,211.50
12106	12/04/2020	1099	RICOH USA, INC	36666672	10.0000.2320.325.000.140	COPIER/POSTAGE LEASE	\$624.72	
12106	12/04/2020	1099	RICOH USA, INC	36666672	10.0000.2410.325.000.140	COPIER LEASE	\$115.60	
							Check Total:	\$740.32
12107	12/04/2020	1099	RICOH USA, INC 1	5060888617	14.0000.1250.323.000.010	REPAIR AND MAINTENANCE	\$521.20	
12107	12/04/2020	1099	RICOH USA, INC 1	5060916648	10.0000.2320.323.000.140	COPIER MAINT	\$237.42	
12107	12/04/2020	1099	RICOH USA, INC 1	5060916648	10.0000.2410.323.000.140	COPIER MAINT	\$3.57	
12107	12/04/2020	1099	RICOH USA, INC 1	5060916648	14.0000.1250.323.000.010	REPAIR AND MAINTENANCE	\$83.37	
							Check Total:	\$845.56
12149	12/18/2020	1117	ROBBINS SCHWARTZ NICHOLAS LIFTON TAYLOR	854888	10.0000.2310.318.000.143	LEGAL FEES	\$125.00	
12149	12/18/2020	1117	ROBBINS SCHWARTZ NICHOLAS LIFTON TAYLOR	877188	10.0000.2310.318.000.143	LEGAL FEES	\$206.25	
							Check Total:	\$331.25
NCB	12/30/2020	1116	SECURITY BENEFITS	V665742	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,679.50	
NCB	12/30/2020	1116	SECURITY BENEFITS	V665742	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$87.50	
NCB	12/15/2020	1107	SECURITY BENEFITS	V916077	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,679.50	
NCB	12/15/2020	1107	SECURITY BENEFITS	V916077	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$87.50	
							Check Total:	\$3,534.00
12150	12/18/2020	1117	SHAW MEDIA	1120168941	10.0000.2320.360.000.140	PRINTING AND BINDING	\$885.40	

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 12/01/2020 - 12/31/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2020-2021

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:	\$885.40
12108	12/04/2020	1099	STERICYCLE INC	4009742843	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$31.50	
							Check Total:	\$31.50
NCB	12/15/2020	1104	TRS	V185810	10.0484.0000.000.000.000	TRS	\$47.50	
NCB	12/15/2020	1104	TRS	V232897	10.0484.0000.000.000.000	TRS	\$176.91	
NCB	12/30/2020	1113	TRS	V314685	10.0484.0000.000.000.000	TRS	\$37.20	
NCB	12/30/2020	1113	TRS	V441938	10.0484.0000.000.000.000	TRS	\$14,634.12	
NCB	12/30/2020	1113	TRS	V441938	14.0484.0000.000.000.000	TRS	\$1,725.02	
NCB	12/30/2020	1113	TRS	V441938	17.0484.0000.000.000.000	TRS	\$36.73	
NCB	12/30/2020	1113	TRS	V47768	10.0484.0000.000.000.000	TRS	\$967.91	
NCB	12/30/2020	1113	TRS	V47768	14.0484.0000.000.000.000	TRS	\$111.17	
NCB	12/30/2020	1113	TRS	V47768	17.0484.0000.000.000.000	TRS	\$2.37	
NCB	12/30/2020	1113	TRS	V519030	10.0484.0000.000.000.000	TRS	\$138.54	
NCB	12/15/2020	1104	TRS	V551511	10.0484.0000.000.000.000	TRS	\$737.10	
NCB	12/30/2020	1113	TRS	V634382	10.0484.0000.000.000.000	TRS	\$577.25	
NCB	12/15/2020	1104	TRS	V821104	10.0484.0000.000.000.000	TRS	\$15,898.29	
NCB	12/15/2020	1104	TRS	V821104	14.0484.0000.000.000.000	TRS	\$1,987.26	
NCB	12/15/2020	1104	TRS	V821104	17.0484.0000.000.000.000	TRS	\$36.73	
NCB	12/15/2020	1104	TRS	V85656	10.0484.0000.000.000.000	TRS	\$1,049.50	
NCB	12/15/2020	1104	TRS	V85656	14.0484.0000.000.000.000	TRS	\$128.07	
NCB	12/15/2020	1104	TRS	V85656	17.0484.0000.000.000.000	TRS	\$2.37	
NCB	12/15/2020	1104	TRS	V872849	10.0484.0000.000.000.000	TRS	\$3,908.59	
NCB	12/15/2020	1104	TRS	V872849	14.0484.0000.000.000.000	TRS	\$476.94	
NCB	12/15/2020	1104	TRS	V872849	17.0484.0000.000.000.000	TRS	\$8.81	
NCB	12/30/2020	1113	TRS	V946213	10.0484.0000.000.000.000	TRS	\$3,604.86	
NCB	12/30/2020	1113	TRS	V946213	14.0484.0000.000.000.000	TRS	\$414.00	
NCB	12/30/2020	1113	TRS	V946213	17.0484.0000.000.000.000	TRS	\$8.81	
							Check Total:	\$46,716.05
12152	12/18/2020	1117	UNIQUE PRODUCTS	403376	20.0000.2540.410.000.000	SUPPLIES/MATERIALS	\$340.00	
							Check Total:	\$340.00
12109	12/04/2020	1099	VERIZON WIRELESS_4469	9867868618	10.0000.2320.341.000.140	TELEPHONE	\$1,165.84	

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 12/01/2020 - 12/31/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2020-2021

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:	\$1,165.84
12153	12/18/2020	1117	WALLACE, JOSIE	REIM/PHY/BUS DRIVER	14.0000.1250.310.000.010	PROFESSIONAL SERVICES	\$105.00
						Check Total:	\$105.00
12115	12/11/2020	1108	WASTE MANAGEMENT	4042977-2011-6	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$369.18
						Check Total:	\$369.18
12154	12/18/2020	1117	WESTBERG, SARAH E	REIM OCT/NOV MILE	10.0000.2210.332.000.121	STAFF TRAVEL	\$74.00
						Check Total:	\$74.00
12155	12/18/2020	1117	WIPFLI LLP	1718895	10.0000.2310.317.000.143	AUDIT SERVICES	\$4,895.00
						Check Total:	\$4,895.00
						Bank Total:	\$854,408.56

<u>Fund</u>	<u>Amount</u>
10	\$780,863.18
14	\$52,644.96
17	\$1,124.50
20	\$19,775.92
Fund Totals:	\$854,408.56

End of Report

Disbursements Grand Total: \$854,408.56

3. Approval of Payroll, December, 2020

MID VALLEY SPECIAL EDUCATION COOP

Payroll Journal Totals

Fiscal Year: 2020-2021

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

Semi-Monthly	11	11/16/2020	11/30/2020	12/15/2020
Semi-Monthly	12	12/01/2020	12/15/2020	12/30/2020

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

GROSS PAY:	557,825.48			
OVERTIME:	0.00			
American Funds	673.98	73.98	23,872.33	MG TRUST COMPANY
American Funds - Roth 403b	1,200.00	0.00	2,189.54	MG TRUST COMPANY
Axa Equitable	801.90	98.10	14,525.68	AXA EQUITABLE
BCBS CDHP Employee	28.96	653.80	7,006.64	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Child(ren)	161.04	2,076.64	3,888.96	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Spouse	249.04	2,478.74	5,437.86	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Spouse + Child(ren)	705.60	6,748.86	13,046.83	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee	1,540.32	7,845.60	39,925.27	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Child(ren)	2,492.40	10,383.20	44,498.22	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Spouse	0.00	1,567.06	9,808.44	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Spouse + Child(ren)	2,386.00	11,844.60	25,937.91	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee	2,630.40	20,921.60	114,056.22	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Child(ren)	3,484.80	23,156.22	115,654.01	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse	1,670.06	10,153.46	24,587.12	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse + Child(ren)	4,316.00	25,177.42	46,305.42	CUSD #303 EMP HEALTH FUND
Dental Family	4,355.94	920.76	216,965.97	CUSD #303 EMP HEALTH FUND
Dental Single	1,733.10	270.00	174,951.49	CUSD #303 EMP HEALTH FUND
Direct Deposit Net Pay	387,802.70	0.00	0.00	MVSE - DIRECT DEPOSIT
Direct Deposit Other Checking	1,220.00	0.00	21,750.24	MVSE - DIRECT DEPOSIT
Direct Deposit Other Savings	2,227.00	0.00	23,489.94	MVSE - DIRECT DEPOSIT
FED TAX W/H	51,731.70	0.00	505,322.86	Internal Revenue Service
FICA - SOC SEC	10,234.87	10,234.87	165,079.03	Internal Revenue Service
Flex Spending Dependent Care	433.04	0.00	11,560.02	CUSD #303 EMP HEALTH FUND
Flex Spending Medical	2,745.12	0.00	95,454.55	CUSD #303 EMP HEALTH FUND
Health Savings Account	1,508.10	0.00	18,789.63	MVSE - DIRECT DEPOSIT
ILLINOIS STATE TAX W/H	24,545.60	0.00	505,322.86	ILLINOIS DEPT OF REVENUE
IMRF	8,086.44	18,167.46	179,698.73	IMRF
IMRF Additional	1,132.94	0.00	11,329.22	IMRF
Ing	100.00	0.00	8,309.36	ING
Life Insurance	0.00	612.36	524,867.08	CUSD #303 EMP HEALTH FUND
Life Insurance Over \$50K	285.76	0.00	55,214.74	CUSD #303 EMP HEALTH FUND
Long Term Disability	0.00	112.08	55,214.74	CUSD #303 EMP HEALTH FUND
MEDICARE	8,108.43	8,108.43	559,204.99	Internal Revenue Service
MVSEA CERTIFIED UNION DUES	5,052.46	0.00	346,068.32	MID VALLEY SPECIAL EDUCATION ASSOCIATION
MVSEA NON-CERT UNION DUES	1,618.40	0.00	77,972.37	MID VALLEY SPECIAL EDUCATION ASSOCIATION
Security Benefits	3,534.00	0.00	40,334.62	SECURITY BENEFITS
THIS (24 Pays)	4,834.85	3,587.16	389,905.83	TRS
THIS (24 Pays) 100% Board Paid	0.00	315.45	14,604.00	TRS

Item	Amount	Match-Amount	Wage Basis	Payee
TRS (24 Pays) 9% Board Paid	0.00	1,314.35	14,604.00	TRS
TRS (24 Pays)	3,813.07	30,505.08	383,289.17	TRS
TRS Employer (24 Pays)	0.00	2,261.39	389,905.83	TRS
TRS Employer Ex Dir (24 Pays)	0.00	84.70	14,604.00	TRS
Vision Family	0.00	942.02	289,262.27	CUSD #303 EMP HEALTH FUND
Vision Single	0.00	309.44	160,988.13	CUSD #303 EMP HEALTH FUND
Voluntary Life Insurance	48.00	0.00	12,712.86	NCPERS - IL IMRF
Deductions Total:		547,492.02	200,924.83	
Employee Net:		10,333.46		
Bank Acct Total:		758,750.31		

Grand Total: 758,750.31

End of Report

4. Approval of Financial Report, December, 2020

**Mid-Valley Special Education
Financial Summary
December 31, 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	2019-20	2019-20	2019-20	2019-20	2020-21	2020-21	2020-21	2020-21				
Tuition (including ESY)	9,212,483	892,220	7,457,089	80.95%	9,515,061	417,191	6,837,050	71.86%				
Earnings on Investments (Prior Month)	15,000	4,888	15,016	100.11%	15,000	648	3,850	25.67%				
Other local/Refund of Prior Year	27,000	16,695	125,529	464.92%	12,000	7,912	28,049	233.74%				
Professional Development (IDEA)	103,320	0	480,751	465.30%	96,700	0	96,700	100.00%				
State Sources	1,054,170	132,159	457,959	43.44%	1,049,670	44,053	378,404	36.05%				
ALOP	375,000	45,642	449,336	119.82%	500,000	0	182,568	36.51%				
Fed Grant (DORS & Medicaid)	105,000	4,875	44,493	42.37%	95,500	4,300	67,602	70.79%				
On-Behalf TRS	3,000,000	0	0	0.00%	4,500,000	0	0	0.00%				
O&M Fund	345,518	19,003	249,652	72.25%	268,757	21,366	174,411	64.90%				
Total	14,237,491	1,115,482	9,279,825	65.18%	16,052,688	495,470	7,768,634	48.39%				

	PRIOR YEAR				CURRENT YEAR							
	Adopted Budget Amount	Expended Month to Date	Expended Year to Date	% of Actual Expended	Adopted Budget Amount	Expended Month to Date	Expended Year to Date	% of Budget Expended	Expended & Encumbered Year to Date	Budget Balance	% of Budget Expended & Encumbered	
Expenditures	2019-20	2019-20	2019-20	2019-20	2020-21	2020-21	2020-21	2020-21%	2020-21	2020-21	2020-21%	
Programs (including ESY, SafeSchools, & MV PD)	6,132,778	529,203	2,459,372	40.10%	6,272,197	531,043	2,292,496	36.55%	5,688,238	583,959	90.69%	
Payments to Districts (EBF, Tuition refunds)	969,170	0	342,917	35.38%	1,044,170	0	621,512	59.52%	621,512	422,658	59.52%	
ALOP	411,972	38,741	145,721	35.37%	563,185	42,825	214,092	38.01%	525,746	37,439	93.35%	
Student Support	1,461,986	121,100	564,709	38.63%	1,634,631	138,141	612,666	37.48%	1,534,531	100,100	93.88%	
Instructional Support	534,684	26,229	157,938	29.54%	428,835	31,221	208,193	48.55%	390,603	38,232	91.08%	
Executive & General Administration	1,175,138	93,413	513,910	43.73%	1,222,323	76,975	518,975	42.46%	1,060,175	162,148	86.73%	
Board of Ed Services	186,245	1,463	142,342	76.43%	155,456	5,226	116,344	74.84%	116,344	39,113	74.84%	
Contingency	20,000	0	0	0.00%	20,000	0	0	0.00%	0	20,000	0.00%	
On-Behalf TRS	3,000,000	0	0	0.00%	4,500,000	0	0	0.00%	0	4,500,000	0.00%	
O&M Fund	345,518	11,004	221,845	64.21%	268,757	19,776	157,707	58.68%	164,251	104,506	61.11%	
Total	14,237,491	821,153	4,548,754	31.95%	16,109,554	845,207	4,741,984	29.44%	10,101,400	6,008,154	62.70%	

Excess (deficiency) of rev. over exp.	-	4,731,071	(56,866)	3,026,650
Beginning Fund Balance		132,186	890,951	Audited
Current liabilities		12,755	154,808	Audited
Ending Fund Balance		4,876,012	4,072,409	
Cash Balance @ End of Month		4,876,012	4,072,409	



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: January 6, 2021

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

Attached for your review is the financial report for the month ending December 31, 2020.

Revenue received to date is 48.39% of the budget compared to 65.18% at this same time period last year. Actual expenditures to date are 29.44% of the budget compared to 31.95% at this same time period last year. When looking at the month to date expenditures, we spent approximately \$24,000 more this month than in December 2019.

Currently, there are no areas of concern within the revenue and expenditure budgets.

Current cash balances as of December 31, 2020 are \$4,072,409.

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

5. Approval of Treasurer's Report, December 2020

MID VALLEY SPECIAL EDUCATION COOPERATIVE
Treasurer's Report Summary
December 31, 2020

Education Fund (10, 11, 14, 17)	
Beginning Fund Balance:	3,815,938.34
Prior Period Adjustments:	62,197.87
Current Revenues:	473,455.82
Current Expenditures:	825,430.78
Ending Fund Balance:	3,526,161.25

Operation and Maintenance Fund (20)	
Beginning Fund Balance:	389,849.36
Prior Period Adjustments:	0.00
Current Revenues:	21,366.18
Current Expenditures:	19,775.92
Ending Fund Balance:	391,439.62

Respectfully submitted *Nancy Spores*, Director of Business & Human Resources

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. Board Policy Memorandum



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: January 6, 2021

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. We ask for your approval of these policy updates as recommended by PRESS.

7. 3:40 Executive Director

Document Status: Draft Update

3:40 Executive Director

Duties and Authority

The Executive Director is the Cooperative's executive officer and is responsible for the administration and management of the Cooperative in accordance with Advisory Board policies and directives, and State and federal law. Cooperative management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Executive Director is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Executive Director may delegate to other Cooperative staff members the exercise of any powers and the discharge of any duties imposed upon the Executive Director by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Executive Director of responsibility for the action that was delegated.

Qualifications

The Executive Director must be of good character and of unquestionable morals and integrity. The Executive Director shall have the experience and the skills necessary to work effectively with the Board, Cooperative employees, students, and the community. The Executive Director shall have a valid administrative license and be a State-approved Director of Special Education and possess such other qualifications as specified in the position's job description.

Evaluation

The Board will evaluate, at least annually, the Executive Director's performance and effectiveness, using standards and objectives developed by the Executive Director and Board that are consistent with the Board's policies and the Executive Director's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Executive Director shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Executive Director shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Executive Director. The terms of the Executive Director's employment agreement, when in conflict with this policy, will control.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.47](#), [5/10-21.4](#), [5/10-23.8](#), [5/21B-20](#), [5/21B-25](#), [5/24-11](#), and [5/24A-3](#).

23 Ill.Admin.Code §§1.310, 1.705, and ~~29.130-25.355~~, [PRESSPlus1](#)

CROSS REF: 2:130 (Board-Executive Director Relationship), 2:240 (Board Policy Development)

~~ADOPTED: November 4, 2015~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to the repeal of 23 Ill.Admin.Code §29.130. **Issue 106, November 2020**

8. 4:80 Accounting and Audits

Document Status: Draft Update

4:80 Accounting and Audits

The Cooperative's accounting and audit services shall comply with the Requirements for Accounting, Budgeting, Financial Reporting, and Auditing, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Executive Director or designee, in addition to other assigned financial responsibilities, shall report monthly on the Cooperative's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Executive Director shall arrange an audit of the Cooperative funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Advisory and Administrative Agent Boards and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Executive Director. The Executive Director or designee shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Executive Director of Schools.

Annual Financial Report

The Executive Director or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Executive Director or designee shall review and discuss the Annual Financial Report with the Advisory Board before it is submitted.

Inventories

The Executive Director or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the Cooperative pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by [2 C.F.R. §200.313](#), if applicable. The Executive Director shall establish procedures for the management of property acquired by the Cooperative under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

Disposition of Cooperative Property

The Executive Director or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) Cooperative personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Executive Director or designee may unilaterally dispose of personal property of a diminutive value. The Executive Director shall establish procedures for the disposition of property acquired by the Cooperative under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Executive Director or designee shall: (1) require that all use of Cooperative property or equipment by employees is for the Cooperative's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of Cooperative property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Executive Director or designee shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund

related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Executive Director or designee shall include checks written to reimburse revolving funds on the Advisory or Administrative Agent Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Advisory or Administrative Agent Board must approve all bank accounts opened or established in the Cooperative's or a Cooperative school's name or with the Cooperative's Federal Employer Identification Number. All checks issued by the Cooperative must be signed by either the Treasurer or Board Chairperson, except that checks from an accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians. [PRESSPlus1](#)

Internal Controls

The Executive Director is primarily responsible for establishing and implementing a system of internal controls for safeguarding the Cooperative's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Executive Director or designee shall annually audit the Cooperative's financial and business operations for compliance with established internal controls and provide the results to the Advisory or Administrative Agent Board. The Advisory Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

[2 C.F.R. §200](#) *et seq.*

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill.Admin.Code 7000](#) *et seq.*

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#), [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#), and [5/17-1](#) *et seq.*

[23 Ill.Admin.Code Part 100](#).

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 ([Student Activity and Fiduciary Funds](#))

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). See policy 4:90, *Student Activity and Fiduciary Funds*, for more information about a board's responsibilities for *student activity funds* and *fiduciary funds*. **Issue 106, November 2020**

9. 4:90 Student Activity and Fiduciary Funds

Document Status: Draft Update

4:90 Student Activity and Fiduciary Funds

Title has been updated. Original Title: Activity Funds

The Advisory Board, upon the Executive Director or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Advisory Board, upon the Executive Director or designee's recommendation, also establishes fiduciary funds to be supervised by the Executive Director or designee. The Cooperative has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds. [PRESSPlus1](#)

Student Activity Funds [PRESSPlus2](#)

The Executive Director or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the ~~Illinois~~ State Board of Education (~~ISBE~~) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ~~the Illinois State Board of Education~~ ~~ISBE~~ rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Advisory Board or Administrative Agent, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

Fiduciary Funds [PRESSPlus3](#)

The Executive Director or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Advisory Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.:

[105 ILCS 5/8-2](#) and .

23 Ill.Admin.Code §§100.20, ~~and~~ 100.80, and 100.85.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). **Issue 106, November 2020**

PRESSPlus 2. Student activity funds are under the school board's control, giving it a fiduciary responsibility to safeguard them along with district assets. In contrast to *fiduciary funds* (see PRESS Plus Comment 3), the board, superintendent, or other district employees have direct involvement in how *student activity funds* are spent or attained. And, unlike fiduciary funds, student activity funds must be reported as part of a district's Educational Fund for its annual financial reporting and budget, in accordance with *Governmental Accounting Standards Board Statement No. 84*. 23 Ill.Admin.Code §§100.80(e), 100.85. **Issue 106, November 2020**

PRESSPlus 3. Fiduciary funds are funds "received from an independent, outside source in which the school board is acting in an administrative capacity." Unlike student activity funds, where "[t]he school board, superintendent, or district employees have direct involvement with the decisions of how the funds are spent or attained," a district has no control over how fiduciary funds are spent or raised. 23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

IASB's *Foundational Principles of Effective Governance*, at www.iasb.com/principles_popup.cfm. 23 III.Admin.Code §100.85(b). Boards should consult their local auditors for guidance on whether a particular fund should be classified as a student activity fund or fiduciary fund.

Issue 106, November 2020

10. 5:270 Employment At-Will, Compensation, and
Assignment

Document Status: 5-Year-Review - Needs Review

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, Cooperative employment is at-will, meaning that employment may be terminated by the Cooperative or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Executive Director is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The Advisory Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The Executive Director is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

[105 ILCS 5/10-22.34](#) and [5/10-23.5](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions), 5:310 (Educational Support Personnel - Compensatory Time-Off)

ADOPTED: November 2, 2016

11. 6:20 Calendar and Day

Document Status: Draft Update

6:20 Calendar and Day

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

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

Commemorative Holidays

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

School Day

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

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1. [PRESSPlus1](#)

[10 ILCS 5/11-4.1.](#)

[23 Ill.Admin.Code §1.420\(f\).](#)

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

CROSS REF.: 4:180 (Pandemic Preparedness: Management and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 106, November 2020**

12. 6:300 Graduation Requirements

Document Status: Draft Update

6:300 Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all Member Cooperative graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22. [PRESSPlus1](#)
3. Completing all minimum requirements for graduation as specified ~~in State law by Illinois State Board of Education rule, 23 Ill. Admin. Code §1.440.~~
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation ~~by State law by the School Code, 105 ILCS 5/2-3.64a-5(e).~~ [PRESSPlus2](#)
6. ~~Beginning with the 2020-2021 school year, f~~ Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the Cooperative made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Executive Director or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) Cooperative issues the student a diploma.
5. Taking all other actions to implement this policy.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Executive Director or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

The Cooperative will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the Cooperative at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/22-27](#), [5/27-3](#), [5/27-22](#), and [5/27-22.10](#).

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[23 Ill.Admin.Code §1.440](#).

PRESSPlus Comments

PRESSPlus 1. The Ill. State Board of Education (ISBE) may adopt rules modifying graduation requirements for students in grades 9-12 if the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7. 105 ILCS 5/27-22(i), added by P.A. 101-643. **Issue 106, November 2020**

PRESSPlus 2. 105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7, 100-1046, and 101-643. Assessments are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. **Issue 106, November 2020**

13. 6:320 High School Credit for Proficiency

Document Status: Draft Update

6:320 High School Credit for Proficiency

Proficiency Credits

Subject to the limitations in this policy and State law, the Executive Director is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Executive Director or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

Foreign language - A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this Cooperative's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

Other proficiency testing - The program for granting credit for proficiency may allow, as the Executive Director deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

LEGAL REF.:

[105 ILCS 5/10-22.10](#), [5/10-22.43](#), [5/10-22.43a](#), [5/27-12.1](#), [5/27-22](#), [5/27-22.10](#), [5/27-24.3](#), and [5/27-24.4](#).

23 Ill.Admin.Code §1.460 Part 680. [PRESSPlus1](#)

CROSS REF.: 6:280 (Grading and Promotion), 6:300 (Graduation Requirements)

ADOPTED: May 2, 2012

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 106, November 2020**

14. 6:340 Student Testing and Assessment Program

Document Status: Draft Update

6:340 Student Testing and Assessment Program

The MVSEC student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against student learning objectives and statewide norms.

The Executive Director or designee shall manage the student assessment program that, at a minimum:

1. Administers to students the State assessment system, known as the *Illinois Assessment of Readiness (IAR)* all standardized assessments required by the Ill. State Board of Education (ISBE), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests. [PRESSPlus1](#)
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Be uniformly applied to all students who are required to be tested, including: (a) students in a State approved transitional bilingual education or transitional program, and (b) students who have an Individualized Education Plan (IEP), subject to any modifications that may be required by an individual student's IEP.
4. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
5. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the Member Cooperative and reported, along with other information, on the Member Cooperative's annual report card. All reliable assessments administered by the Cooperative and scored by entities outside of the Cooperative must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

[105 ILCS 5/2-3.63](#), [5/2-3.64a-5](#), [5/10-17a](#), [5/22-82](#), and [5/27-1](#).

CROSS REF.: 6:280 (Grading and Promotion), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate continuous improvement changes suggested by the **PRESS** Advisory Board. **Issue 106, November 2020**

15. 7:100 Health, Eye, and Dental Examinations;
Immunizations; and Exclusion of Students

Document Status: Draft Update

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

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice ~~registered~~ PRESSPlus1 nurse ~~who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations,~~ or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. ~~Beginning with the 2017-2018 school year, a~~ An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the Cooperative. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

Until June 30, 2015, a student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Executive Director or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced registered practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act

[105 ILCS 5/27-8.1](#) and [45/1-20](#).

[410 ILCS 45/7.1](#) and [315/2e](#).

[23 Ill.Admin.Code §1.530](#).

[77 Ill.Admin.Code Part 665](#).

[77 Ill.Admin.Code Part 690](#).

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

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 106, November 2020**

16. 7:140 Search and Seizure

Document Status: Draft Update

7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, the Building Principal shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Executive Director may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Executive Director.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the Cooperative's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Video Cameras and/or Monitors

To assist in maintaining security and to deter inappropriate conduct, Mid-Valley Special Education Cooperative may position video cameras and/or monitors in public areas of school property, such as in the hallways, stairwells, gymnasium, cafeteria, school buses, and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct which is recorded or observed from the cameras and/or monitors. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. Where appropriate, the video recording may be shared with law enforcement officials.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Executive Director or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific

school officials to make a factual determination.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [5/10-22.10a](#).

Right to Privacy in the School Setting Act, [105 ILCS 75/](#).

[Cornfield v. Consolidated High School Dist. No. 230](#), 991 F.2d 1316 (7th Cir., 1993). [PRESSPlus1](#)

[People v. Dilworth](#), [169 Ill.2d 195](#) ~~661 N.E.2d 310~~ (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).

[People v. Pruitt](#), [278 Ill.App.3d 194](#) ~~662 N.E. 2d 540~~ (Ill.App.1st Dist., 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

[T.L.O. v. New Jersey](#), ~~405 S.Ct. 733~~ [469 U.S. 325](#) (1985).

[Vernonia School Dist. 47J v. Acton](#), ~~415 S.Ct. 2386~~ [515 U.S. 646](#) (1995).

[Safford Unified School Dist. No. 1 v. Redding](#), ~~429 S. Ct. 2633~~ [557 U.S. 364](#) (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

~~ADOPTED: February 3, 2016~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to a five-year review. **Issue 106, November 2020**

17. 7:300 Extracurricular Athletics

Document Status: Draft Update

7:300 Extracurricular Athletics

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

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

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

LEGAL REF.:

[105 ILCS 5/10-20.30](#), [5/10-20.54](#), [5/22-80](#), and [25/2](#).

[23 Ill.Admin.Code §1.530\(b\)](#).

CROSS REF.: 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), [7:20 \(Harassment of Students Prohibited\)](#), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

[ADOPTED: February 3, 2016](#)

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 106, November 2020**

5. **Information**

1. Student and Staff Enrollment, December, 2020



STAFF PROFILE
December 31, 2020

ADMINISTRATION	FTE	CERTIFIED STAFF	FTE	LICENSED STAFF	FTE	FTE UNFILLED AT THIS TIME	SUPPORT STAFF	FTE	FTE UNFILLED AT THIS TIME
Executive Director	1.00	Adapted PE	2.00	OT	3.85		1:1 Assistants	13.00	2.00
Director of Bus/HR	1.00	HI Teachers	4.00	PT	1.80		Teaching Assistants	46.50	1.50
Principal	1.00	Instructional Facilitator	1.00	Certified School Nurse	1.00		Job Coaches	5.00	2.20
Program Supervisors	2.45	Psychologist	0.60	Registered Nurses	4.00		MJC Assistant	1.00	
Dir. of Prof Learning	1.00	Speech Pathologist	5.60	LPN/RN 1:1	3.00	2.00	MV Assistants	2.00	
		Teachers	31.80	Asst.Tech Specialist	0.75		HR-Payroll/PD Assistant	0.80	
		Vocational Specialists	4.00						
		Social Workers	5.40						
		Behavior Coach	1.00						
		Elective Teacher	1.00						
Total	6.45	Total	56.40	Total / Unfilled	14.40	2.00	Total / Unfilled	68.30	5.70
TOTAL FTE UNFILLED POSITIONS AT THIS TIME									7.70
TOTAL MID-VALLEY STAFF IN BUDGET / TOTAL FTE FILLED POSITIONS IN NOVEMBER								145.55	137.85

December 31, 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	12.00
Director of Bus/HR	1.00	HI Teachers	4.00	PT	1.60	Teaching Assistants	50.00
Principal	1.00	Instructional Coach	1.00	Certified Nurse - Contracted	1.00	Job Coaches	5.50
Program Supervisors	2.45	Psychologist	0.60	LPN 1:1	1.00	MJC Assistant	1.00
Dir. of Prof Learning	1.00	Speech Pathologist	6.00	CNA 1:1	1.00	MV Assistants	2.50
		Teachers	31.80	Registered Nurses	4.00	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	13.20	Total	71.80
TOTAL MID-VALLEY STAFF							148.25

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

PROGRAM	LOCATION	STUDENTS	101	301	302	303	304	25	131	427	428	NET CHANGE	REFERRALS	TEACHER	ASSIST	1-1 Asst	DISTRICT	RN/CSN
Little Hands & Voices	Fox Ridge	5				3	1		1					1	1			
New Pathways	Fabyan K-2	4		3			1							1	1	1	D301 1	
New Pathways	Fabyan 3-5	7		2		2	3							1	2			
New Pathways	Norton Creek 3-5	6				3	3							1	2			
New Pathways	John Stewart K-3	6			6									1	3			
New Pathways	John Stewart 3-5	5		1	4									1	2			
New Pathways	GMS-S 6-8 (Giese)	7		3		3	1							1	2	1	D303 1	
New Pathways	GMS-S 6-8 (Asencio)	7		3	1	2	1							1	2			
New Pathways	GHS 9-12	6				3	3							1	3			
New Pathways	CHS 9-12	4		3	1									1	2			
ELS	Blackberry Creek K-3	7		3	3		1							1	3			
ELS	Blackberry Creek 4-5	6		3	1		2							1	2	1	D304 1	
ELS	Prairie Knolls 6-8	5		4			1							1		2	D301 2	1
ELS	GHS 9-12	6	2	2			2							1	2	1	D301 1	
ABLE	John Stewart K-6	8	1		3	1	3							1	1	5	D303 1 D304 1	1
ABLE	BHS 7-12	6	2	1	1		2							1	2			1
New Directions	MJC K-2	6			4	1	1							1	1			
New Directions	MJC K-3	5	1		2	2								1	2			
New Directions	MJC 4-5	6	1		1	1	1	1		1				1	1			
New Directions	MJC 6-7	6	1	1	1	3								1	1			
New Directions	MJC 7-8	4		1		2					1			1	1			
New Directions (Denslow)	MJC 9-12	9			4	3	1			1				1	1			
New Directions (Barry)	MJC 9-12	10	1		2	4	2			1				1	2			
New Directions (Arlington)	MJC 9-12	8			2	1	2		1		2			1	2			1
Safe Schools	MJC 9-12	3	1	1	1									1				
Transition	Shelby	16	7	2	3	2	2							2	3	3	D101 2 D302 1	
Transition	12+	19	1	3	5		10							1.8				
Transition	ECC	11		6	1	4								1	1			
Transition	WCC	19	5		9		5							2	2	1	D302 1 D304 1	
CSN																		1
Totals		217	23	42	55	40	48	1	2	3	3	-5	2	31.8	47	15		5

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

	HEARING	STUDENT	101	301	302	303	304	33				NET CHANGE	REFERRALS	TEACHER	ASSIST
	HI Students	69	12	9	6	23	18	1				D303 +1 D304 +1		4	
Total Students with Hearing Services		69	12	9	6	23	18	1							
	HI Days	317.31	60.56	34.44	20.46	95.37	106.48	1							
Total Minutes with Hearing Services		317.31	60.56	34.44	20.46	95.37	106.48					317.31			
	HI	15	2	2	3	8									

Hearing Services

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

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	7				4			2		1					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	8		4	3	1										1	2			
New Pathways	GMS-S 6-8 (Giese)	7		3		3	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 D304 1	1
ABLE	BHS 9-12	7	1	2	1		3									1	2			1
New Directions	MJC K-2															1	1			
New Directions	MJC K-3	9	1		3	3				1	1					1	2			
New Directions	MJC 4-5	7		1	1	4		1								1	1			
New Directions	MJC 6-7	5			1	2	1					1				1	1			
New Directions	MJC 7-8	5		1	3	1										1	1			
New Directions (Denslow)	MJC 9-12	12	1		3	4	1			1	2					1	1			
New Directions (Barry)	MJC 9-12	10	1			7	1				1					1	2			
New Directions (Clark)	MJC 9-12	10	1		3	5					1					1	2			1
Safe Schools	MJC 9-12	3			1	1	1									1				
Transition	Shelby	11	3	3	1	1	3									1	2	2	D101 2	
Transition	12+	14	3	2	2	1	6									1.8				
Transition	ECC	14		5	1	7										2	2			
Transition	WCC	16	2		7		7									2	2			
Totals		226	16	41	48	58	50	1	2	2	7	0		-1.6	1	31.8	51	12		4

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

	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							D303 -1		4	
	OT Students	115	7	29	25	24	28			1	1					3.10	
	PT Students	44	4	9	10	5	16									1.6	
	O&M Students	9			2	5	2									1	
Total Students with Related Services		233	23	44	44	53	67	0	0	1	1	0					
	VI Days	0															
	HI Days	320.99	54.17	22.69	20.37	98.77	124.99										
	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	26.83	0		9.95	6.48	10.4										
Total Minutes with Related Services		864.92	83.67	146.79	150.02	176.85	300.19	0.00		3.20	4.20						
	Non-IEP Students																
	VI																
	HI	15	2	2	3	8											

Student Related Services

2. Administrative Liaison Meeting Minutes,
December 14, 2020

Mid-Valley Liaison Meeting		
In attendance: Lisa Palese, Melissa Jackson, Tanner Seal, Chris Payton, Patti Palagi, Anne Scalia, Kari Ruh, Mike Potsic, Alexis Hanson		
Time: 1:00pm		
Location: Mid-Valley Cooperative		
Agenda Item/Facilitator	Notes	Action Step/Person Responsible
Check-In	<p>Any Personal COVID Silver Linings to share?</p> <ul style="list-style-type: none"> -Patti's retirement place in Chicago is ready! -It continues to be great to see families in the background of our Zoom sessions. -Zoom has become a great personal tool for us to connect with our own families more often. -Lisa has been able to see her brother more in the city. -Anne is now super popular because she has already had COVID and people feel super comfortable around her. -Tanner's grandpa is moving back to Illinois from California and his brother is moving back home from Chicago. -Mike's sister has gotten a promotion in her nursing role and the vaccine will be at her hospital this week. -Melissa shared that remote learning has provided teachers and parents an unprecedented opportunity to learn more about instructional strategies used with students, how to use their devices, and increased parent involvement of parents. 	
Updates from the Districts	How are the openings going?	
	Numbers have been at lowest points since October in all districts that are open. There were more cases following Halloween than there were following Thanksgiving. We are all very hopeful and feeling great about the opening plans.	
TO/Physical Restraint Guidance	<p>Reminder: The new law requires that all staff members who are involved in ITO or Physical Restraint receive 8 hours of training each CALENDAR year. This means that the 8 hours must be completed by 12/31 and then restarts. This becomes particularly important if there is an issue with staff not using holds properly or parent complaints. Be sure to document trainings.</p> <p>Mid-Valley 2.0 Trainings</p> <p>Additional Options: Institute Day, Annual Refreshers, Does not have to be CPI- unless your staff USES those holds- then super important. Discuss Geneva's plan.</p>	<p>All: Be sure to set up a way of documenting your staff trainings for this 8 hour requirement.</p> <p>We do document all staff who participate in these trainings across the 5 districts.</p> <p>All: Let Lisa P. know if you need additional resources or trainings to meet this requirement.</p>
Professional Development Update	<p>Plans for February Institute Day</p> <p>Other ideas: FIEP - D303 & Mid-Valley may partner for jump start day on this, also FIEP Refresher?</p> <p>Mid-Valley's Plan - partner districts welcome to join us!</p> <p>Call for Presenters</p>	<p>This day was built into some of the remote learning calendars and some teachers have already front-loaded that day depending on districts and teachers. This year has been a big PD year for districts so some might utilize this day and some may have enough at this point. Batavia and Central will get back to us on this.</p>

Mid-Valley Liaison Meeting		
Evaluation Questions	12+ Students (SLD)	Handled these case-by-case with the home district. -Have the domain meeting with the home district. Extensive file review. -Be specific in adverse effects and educational needs for both the program and their educational setting at the time.
	IQ Testing - how close to Age 22? -If it's less than 18 months, adult services won't accept it. -They won't accept something that is not on the adult scale.	Look at rating scales, adaptive behavior assessments, and IQ scoring at least at 8th grade and 12th grade moving forward.
	Psych Survey- who should receive this?	People to send the survey to: D101: Kelli Anas D301: Mike Potsic and Michelle Vaughn D302: Tressa Matuszewski and Francine Eggleston D303: Patti Palagi, Alexis Hanson, Kate Vincent, Aubree Schuett, Annie Dragosh, Rachel Weiss, Kelly Britton D304: Anne Scalia, Jamie Benavides, Mary Petranek.
12+ Program	Benefits of Program: transition from high school to community college, connections with parents for community college, flexibility , mock interviews,	
	Concerns about Program: more variety in goals, looking at level of engagement prior to referral to 12+, getting student involved in the process, choosing the right students for the program- reality is they must be highly motivated, development of screening questions, districts having pre-meeting with team prior to referral closer look at whether or not 12+ works if they truly have an LD only eligibility.	
	What do you want to know more about the program? Is the program the issue, or is that they were already not engaged?	
ESY Updates	Are any districts planning to host their own ESY? Tuition Estimates from Lisa- based on past history. Kaneland - NO Batavia: No St. Charles - TBD Geneva: Preschool Central - No	All: Let Tanner know if you'd like him to come to your district in person or via ZOOM to coach staff about ESY.
<u>Bus Evacuation Team</u>	Updates from Lisa Bus Safety committee is back and running. Our next step is for each person to finish up their emergency plans and make sure bus s	

Mid-Valley Liaison Meeting		
State Assessment Update (MJ)	SIS Issues that affect this process. Melissa sent a list of SIS errors to each district.	Right now: Making sure that everyone is marked for DLM. 3rd grade defaults to IAR.

6. **For Discussion**

7. **For Action**

1. Approval of Personnel Report, December, 2020

Mid Valley Special Education Cooperative
 Regular Meeting Wednesday, January 6, 2021

SUBJECT: Personnel Report

Classified Staff

A. Classified Staff Resignations, Retirements and/or Terminations for School Year 2020-2021.				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Reason</i>	<i>Effective Date</i>
Janus, Bruce	Teaching Assistant	Batavia HS - ABLE	Retirement	12/01/2020

B. Classified Staff Recommended for Employment for School Year 2020-2021.				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Salary</i>	<i>Effective Date</i>

C. Classified 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>	

D. Classified Staff Decrease in Assignment for School Year 2020-2021.			
<i>Name</i>	<i>From</i>	<i>To</i>	<i>Effective Date</i>
Ross, Denise	7 Hours/Day	6 Hours/Day	12/07/2020

Licensed Staff

E. Licensed Staff Resignations, Retirements and/or Terminations for School Year 2020-2021.				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Reason</i>	<i>Effective Date</i>

F. 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>	

G. 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>	

H. Background Data on Licensed Educators Recommended for Employment for School Year 2020-2021	
Name	
License Endorsements	
Education	
Relevant Experience	

RECOMMENDATION: Approval.

8. **New Business**

9. **Adjournment**