

## **Executive Advisory Board Meeting**

Wednesday, October 2, 2024 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**

4.1. Approval of Minutes, Executive Board Meeting,  
September 4, 2024



## **Mid-Valley Special Education Cooperative**

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

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### **Executive Advisory Board Meeting September 4, 2024 9:00 AM**

The Mid-Valley Special Education Cooperative Board met in Regular Session on Wednesday, September 4, 2024 at the Mid-Valley Special Education Cooperative, 1304 Ronzheimer Avenue, St. Charles, IL 60174.

#### **Call to Order**

Dr. Gordon, Superintendent D303, Board Chair called the meeting to order at 9:03 a.m.

#### **Roll Call**

Upon roll call the following members were also present: Mr. Kim, Superintendent D101; Dr. Mongan, Superintendent D301; Dr. Leden, Superintendent D302; and Dr. Barrett, Superintendent D304.

Also present: Special Education Administrative Liaisons/Designees from the member districts; Mrs. Lisa Palese, Mid-Valley Executive Director; Mr. Matthew McDonald, Mid-Valley Director of Business and Human Resources; and Mrs. Brandi Pedersen, Recording Secretary.

#### **Approval of the Agenda**

Dr. Gordon called for the Approval of the Agenda. Dr. Barrett 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, August 7, 2024
- 4.2 Approval of Bills, August 2024
- 4.3 Approval of Payroll, August 2024
- 4.4 Approval of Financial Report, August 2024
- 4.5 Approval of the Treasurer's Report, August 2024

Dr. Gordon called for Approval of the Consent Agenda. Dr. Leden moved and Dr. Mongan seconded the motion. Approval of the Consent Agenda was confirmed by unanimous vote. 5-0.

#### **For Information**

##### **5.1 Student Enrollment Update and Classroom Openings**

Mrs. Palese reported that 360 students are currently enrolled and there were fifteen referrals during the month of August.

##### **5.2 Staffing Update**

Mrs. Palese shared that after being off to a good start with staffing, we have had a few resignations within the first week due to the complexity of our students. We are diligently working to fill these positions.

### **5.3 Administrative Liaison Meeting Minutes, August 23, 2024**

Mrs. Palese informed the Board that the Liaison meeting focused on PD and sharing each other's resources to help support all our member districts. Each district has helped in one way or another with topics such as Federal and State Monitoring, school refusal and vocational opportunities just to name a few.

### **5.4 Posting of Compensation Reports and Contracts Over \$25,000**

Mr. McDonald shared the compensation reports that will be posted to the Mid-Valley website.

### **For Action**

#### **6.1 Approval of the FY25 Budget**

Dr. Barrett motioned, seconded by Dr. Leden, for Approval of the FY25 Budget. Motion carried by unanimous roll call vote. 5-0.

#### **6.2 Approval of Shelby Lease Amendment**

Dr. Mongan motioned, seconded by Dr. Barrett, for Approval of the Shelby Lease Amendment. Motion carried by unanimous roll call vote. 5-0.

#### **6.3 Approval of the Personnel Report, August 2024**

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

### **New Business**

Dr. Leden introduced Dr. Kurt Rohlwing, the newly appointed Superintendent for Kaneland D302, who will be taking over starting January 1, 2025 after Dr. Leden's retirement at the end of December 2024.

### **Adjournment**

Motion made by Dr. Mongan and seconded by Dr. Barrett. By consensus, the motion carried 5-0 Ayes.

**The meeting adjourned at 9:14 AM**

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Chair of the Mid-Valley Board

***The next Regular Mid-Valley Executive Advisory Board Meeting will be Wednesday, October 2, 2024, 9:00 AM at the Mid-Valley Administration Offices, 1304 Ronzheimer Avenue. St. Charles, IL 60174***

## 4.2. Approval of Bills, September, 2024

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 09/01/2024 - 09/30/2024  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2024-2025

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

15612	09/24/2024	1056	ADERMAN, ANN	REIMB DRY CLEAN/GOWN	10.0000.1200.410.000.080	SUPPLIES/MATERIALS- ND	\$51.87
15612	09/24/2024	1056	ADERMAN, ANN	REIMB HYGIENE UNIT	10.0000.1200.410.000.080	SUPPLIES/MATERIALS- ND	\$80.00
Check Total:							\$131.87
15608	09/17/2024	1055	ALARM DETECTION SYSTEMS INC	33306-1090	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$243.90
Check Total:							\$243.90
15594	09/04/2024	1045	AMERGIS HEALTHCARE STAFFING, INC	E14026930416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,723.95
15594	09/04/2024	1045	AMERGIS HEALTHCARE STAFFING, INC	E14026930416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$2,325.00
15594	09/04/2024	1045	AMERGIS HEALTHCARE STAFFING, INC	E14026930416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$2,000.00
15594	09/04/2024	1045	AMERGIS HEALTHCARE STAFFING, INC	E14026930416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,575.00
15594	09/04/2024	1045	AMERGIS HEALTHCARE STAFFING, INC	E14026930416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,710.00
15594	09/04/2024	1045	AMERGIS HEALTHCARE STAFFING, INC	E14026930416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$2,100.00
15594	09/04/2024	1045	AMERGIS HEALTHCARE STAFFING, INC	E14026930416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,586.25
15594	09/04/2024	1045	AMERGIS HEALTHCARE STAFFING, INC	E14026930416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$2,407.50
15594	09/04/2024	1045	AMERGIS HEALTHCARE STAFFING, INC	E14026930416	10.0000.2130.310.000.000	CONTRACT NURSES	\$3,056.25
15594	09/04/2024	1045	AMERGIS HEALTHCARE STAFFING, INC	E14026930416	10.0000.2130.310.000.000	CONTRACT NURSES	\$3,187.50
Check Total:							\$21,671.45
15599	09/09/2024	1046	AMERGIS HEALTHCARE STAFFING, INC	E14062100416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,425.00
15599	09/09/2024	1046	AMERGIS HEALTHCARE STAFFING, INC	E14062100416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,462.50
15599	09/09/2024	1046	AMERGIS HEALTHCARE STAFFING, INC	E14062100416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,350.00

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15599	09/09/2024	1046	AMERGIS HEALTHCARE STAFFING, INC	E14062100416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,593.45
15599	09/09/2024	1046	AMERGIS HEALTHCARE STAFFING, INC	E14062100416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$945.00
15599	09/09/2024	1046	AMERGIS HEALTHCARE STAFFING, INC	E14062100416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,593.00
15599	09/09/2024	1046	AMERGIS HEALTHCARE STAFFING, INC	E14062100416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,500.00
15599	09/09/2024	1046	AMERGIS HEALTHCARE STAFFING, INC	E14062100416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,312.65
Check Total:							\$11,181.60
15609	09/17/2024	1055	AMERGIS HEALTHCARE STAFFING, INC	E14103210416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,375.00
15609	09/17/2024	1055	AMERGIS HEALTHCARE STAFFING, INC	E14103210416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,260.00
15609	09/17/2024	1055	AMERGIS HEALTHCARE STAFFING, INC	E14103210416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,350.00
15609	09/17/2024	1055	AMERGIS HEALTHCARE STAFFING, INC	E14103210416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,425.00
15609	09/17/2024	1055	AMERGIS HEALTHCARE STAFFING, INC	E14103210416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,271.25
15609	09/17/2024	1055	AMERGIS HEALTHCARE STAFFING, INC	E14103210416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,305.00
15609	09/17/2024	1055	AMERGIS HEALTHCARE STAFFING, INC	E14103210416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,274.40
15609	09/17/2024	1055	AMERGIS HEALTHCARE STAFFING, INC	E14103210416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,499.50
15609	09/17/2024	1055	AMERGIS HEALTHCARE STAFFING, INC	E14103210416	10.0000.2130.310.000.000	CONTRACT NURSES	\$4,662.75
15609	09/17/2024	1055	AMERGIS HEALTHCARE STAFFING, INC	E14103210416	10.0000.2130.310.000.000	CONTRACT NURSES	\$4,926.75
Check Total:							\$20,349.65
15613	09/24/2024	1056	AMERGIS HEALTHCARE STAFFING, INC	E14187190416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,687.50
15613	09/24/2024	1056	AMERGIS HEALTHCARE STAFFING, INC	E14187190416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,575.00
15613	09/24/2024	1056	AMERGIS HEALTHCARE STAFFING, INC	E14187190416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,575.00

## MID VALLEY SPECIAL EDUCATION COOP

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15613	09/24/2024	1056	AMERGIS HEALTHCARE STAFFING, INC	E14187190416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,593.00
15613	09/24/2024	1056	AMERGIS HEALTHCARE STAFFING, INC	E14187190416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,250.00
15613	09/24/2024	1056	AMERGIS HEALTHCARE STAFFING, INC	E14187190416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$750.00
15613	09/24/2024	1056	AMERGIS HEALTHCARE STAFFING, INC	E14187190416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,750.00
15613	09/24/2024	1056	AMERGIS HEALTHCARE STAFFING, INC	E14187190416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$945.00
15613	09/24/2024	1056	AMERGIS HEALTHCARE STAFFING, INC	E14187190416	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,665.00
15613	09/24/2024	1056	AMERGIS HEALTHCARE STAFFING, INC	E14187190416	10.0000.2130.310.000.000	CONTRACT NURSES	\$2,243.25
15613	09/24/2024	1056	AMERGIS HEALTHCARE STAFFING, INC	E14187190416	10.0000.2130.310.000.000	CONTRACT NURSES	\$2,679.00
Check Total:							\$17,712.75
NCB	09/30/2024	1064	AXA EQUITABLE	V42305	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$600.00
NCB	09/13/2024	1054	AXA EQUITABLE	V643364	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$600.00
Check Total:							\$1,200.00
15614	09/24/2024	1056	BEI Commercial Real Estate	OCTOBER RENT	10.0000.1200.325.000.078	FACILITY RENTAL - SAIL	\$8,293.23
15614	09/24/2024	1056	BEI Commercial Real Estate	OCTOBER RENT	10.0000.1200.325.000.132	FACILITY RENTAL -	\$1,827.54
Check Total:							\$10,120.77
15615	09/24/2024	1056	BEI Commercial Real Estate	KEYS	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$30.00
Check Total:							\$30.00
15616	09/24/2024	1056	BENIK CORP.	811967	10.0000.2138.410.000.129	SUPPLIES/MATERIALS - PT	\$136.00
Check Total:							\$136.00
15595	09/04/2024	1045	BLAZER WORKS	21014790	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,980.00
15595	09/04/2024	1045	BLAZER WORKS	21014790	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,999.56
15595	09/04/2024	1045	BLAZER WORKS	21014790	10.0000.2130.310.000.000	CONTRACT NURSES	\$2,832.18
Check Total:							\$6,811.74
15600	09/09/2024	1046	BLAZER WORKS	21018846	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,596.00
15600	09/09/2024	1046	BLAZER WORKS	21018846	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,735.20
15600	09/09/2024	1046	BLAZER WORKS	21018846	10.0000.2130.310.000.000	CONTRACT NURSES	\$2,359.50
Check Total:							\$5,690.70

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

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Fiscal Year: 2024-2025

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15610	09/17/2024	1055	BLAZER WORKS	21023480	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,270.20
15610	09/17/2024	1055	BLAZER WORKS	21023480	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,197.00
15610	09/17/2024	1055	BLAZER WORKS	21023480	10.0000.2130.310.000.000	CONTRACT NURSES	\$2,304.90
Check Total:							\$4,772.10
15617	09/24/2024	1056	BLAZER WORKS	21028422	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$2,052.00
15617	09/24/2024	1056	BLAZER WORKS	21028422	10.0000.1200.310.000.000	CONTRACT TA/CNA/JC	\$1,250.40
15617	09/24/2024	1056	BLAZER WORKS	21028422	10.0000.2130.310.000.000	CONTRACT NURSES	\$2,622.36
Check Total:							\$5,924.76
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.325.000.078	FACILITY RENTAL - SAIL	\$37.38
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.330.000.078	ADMISSION COMMUNITY TRIPS - SAIL	\$49.00
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.331.000.011	FIELD TRIPS/STUDENT TRAVEL - NP	\$44.38
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.400.000.080	INCENTIVES - ND	\$64.42
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.011	SUPPLIES/MATERIALS - NP	\$77.00
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.011	SUPPLIES/MATERIALS - NP	\$68.46
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.011	SUPPLIES/MATERIALS - NP	\$748.49
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.014	SUPPLIES/MATERIALS - ELS	\$69.16
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.028	SUPPLIES/MATERIALS - ABLE	\$65.43
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.078	SUPPLIES/MATERIALS - SAIL	\$279.01
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.078	SUPPLIES/MATERIALS - SAIL	\$46.57
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.078	SUPPLIES/MATERIALS - SAIL	\$23.51
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.078	SUPPLIES/MATERIALS - SAIL	\$49.85
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.078	SUPPLIES/MATERIALS - SAIL	\$67.08

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

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Fiscal Year: 2024-2025

Print Employee Vendor Names   
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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.078	SUPPLIES/MATERIALS – SAIL	\$90.23
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.079	SUPPLIES/MATERIALS – SEA	\$119.42
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.079	SUPPLIES/MATERIALS – SEA	\$68.00
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.079	SUPPLIES/MATERIALS – SEA	\$129.00
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.079	SUPPLIES/MATERIALS – SEA	\$31.98
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.080	SUPPLIES/MATERIALS– ND	\$240.03
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.080	SUPPLIES/MATERIALS– ND	\$206.47
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.080	SUPPLIES/MATERIALS– ND	\$131.49
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.080	SUPPLIES/MATERIALS– ND	\$1,932.54
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.115	SUPPLIES/MATERIALS – APE	\$122.66
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.132	SUPPLIES/MATERIALS – HEARING	\$70.10
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.410.000.132	SUPPLIES/MATERIALS – HEARING	\$28.99
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.470.000.078	SOFTWARE – SAIL	\$149.99
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.470.000.078	SOFTWARE – SAIL	\$149.99
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.470.000.080	SOFTWARE – ND	\$490.00
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.470.000.132	SOFTWARE – HEARING	\$199.00
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.1200.700.000.080	NONCAPITAL EQUIPMENT –	\$7.59
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2130.410.000.111	SUPPLIES/MATERIALS – CSN	\$757.66
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2130.410.000.111	SUPPLIES/MATERIALS – CSN	\$70.21

## MID VALLEY SPECIAL EDUCATION COOP

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2130.410.000.111	SUPPLIES/MATERIALS – CSN	\$166.46
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2139.410.000.130	SUPPLIES/MATERIALS – OT	\$73.36
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2139.410.000.130	SUPPLIES/MATERIALS – OT	\$41.94
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2140.470.000.112	SOFTWARE – PSYCH	\$501.50
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2150.410.000.113	SUPPLIES/MATERIALS – SLP	\$361.17
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2210.143.324.120	IMP OF INSTR: PROGRAMS & SERVICES	\$129.00
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2210.314.324.120	CPI: OTHER DISTRICTS	\$596.64
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2210.314.324.120	CPI: OTHER DISTRICTS	\$165.77
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2225.310.000.114	PROFESSIONAL SERVICES – ASST TECH	\$29.20
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2225.410.000.114	SUPPLIES – ASST TECH	\$365.60
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2225.418.000.114	EQUIPMENT <\$500 – ASST TECH	\$486.23
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2225.470.000.114	SOFTWARE/SUBSCRIPTIONS – ASST TECH	\$335.83
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2320.312.000.140	PROF DEV ADMIN/MJS OFFICES	\$950.00
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2320.312.000.140	PROF DEV ADMIN/MJS OFFICES	\$625.00
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2320.312.000.140	PROF DEV ADMIN/MJS OFFICES	\$28.60
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2320.410.000.140	SUPPLIES/MATERIALS – COOP WIDE	\$66.00
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2320.410.000.140	SUPPLIES/MATERIALS – COOP WIDE	\$78.86

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 09/01/2024 - 09/30/2024  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2024-2025

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2640.410.000.140	SUPPLIES/MATERIALS – HR	\$86.87
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2640.410.000.140	SUPPLIES/MATERIALS – HR	\$94.45
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2640.410.000.140	SUPPLIES/MATERIALS – HR	\$42.64
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2640.410.000.140	SUPPLIES/MATERIALS – HR	\$1,812.00
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	10.0000.2640.410.000.140	SUPPLIES/MATERIALS – HR	\$30.98
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	14.0000.2210.410.000.225	SUPPLIES/MATERIALS – ELEVATING EDUCATORS	\$550.38
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	14.0000.2210.410.000.225	SUPPLIES/MATERIALS – ELEVATING EDUCATORS	\$3,881.28
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	14.0000.2210.410.000.225	SUPPLIES/MATERIALS – ELEVATING EDUCATORS	\$1,465.70
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	14.0000.2210.410.000.225	SUPPLIES/MATERIALS – ELEVATING EDUCATORS	\$968.32
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	14.0000.2210.410.000.225	SUPPLIES/MATERIALS – ELEVATING EDUCATORS	\$1,621.32
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	14.0000.2210.410.000.225	SUPPLIES/MATERIALS – ELEVATING EDUCATORS	\$89.99
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	14.0000.2210.410.000.225	SUPPLIES/MATERIALS – ELEVATING EDUCATORS	\$142.04
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	20.0000.2540.319.000.000	CABLE/INTERNET	\$446.56
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$94.58
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$237.13
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	20.0000.2540.410.000.000	SUPPLIES/MATERIALS – O&M	\$41.23
15618	09/24/2024	1056	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 9/5	20.0000.2540.410.000.000	SUPPLIES/MATERIALS – O&M	\$58.36

Check Total: \$23,350.08

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 09/01/2024 - 09/30/2024  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2024-2025

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15601	09/09/2024	1046	CAAEL	CAAEL 2024/2025	10.0000.1200.640.000.080	DUES/FEES/MEMBERSHIPS - ND	\$7,000.00
Check Total:							\$7,000.00
15602	09/09/2024	1046	CITY OF ST CHARLES	7/15-8/14 113751	20.0000.2540.466.000.000	ELECTRICITY	\$93.70
15602	09/09/2024	1046	CITY OF ST CHARLES	7/15-8/14 113765-00	20.0000.2540.466.000.000	ELECTRICITY	\$145.98
15602	09/09/2024	1046	CITY OF ST CHARLES	7/15-8/14 113766-01	20.0000.2540.466.000.000	ELECTRICITY	\$144.15
15602	09/09/2024	1046	CITY OF ST CHARLES	7/15-8/14 11376702	20.0000.2540.466.000.000	ELECTRICITY	\$150.65
Check Total:							\$534.48
15596	09/04/2024	1045	COMMUNITY THERAPY SERVICES	2214	10.0000.2139.310.000.130	CONTRACT OT	\$5,031.00
15596	09/04/2024	1045	COMMUNITY THERAPY SERVICES	2214	10.0000.2150.310.000.113	CONTRACTED SERVICES -	\$7,741.50
Check Total:							\$12,772.50
15603	09/09/2024	1046	COMMUNITY THERAPY SERVICES	2223	10.0000.2150.310.000.113	CONTRACTED SERVICES -	\$2,000.00
Check Total:							\$2,000.00
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V272731	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$201.60
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V272731	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$3.36
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V281533	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$19,056.40
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V281533	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$433.10
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V408036	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$20,269.34
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V44008	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,991.44
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V442869	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,752.68
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V472114	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,417.82
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V554745	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,173.63
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V554745	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$20.59
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V578225	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,687.94
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V600355	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$12,497.20

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 09/01/2024 - 09/30/2024  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2024-2025

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V600355	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$62.80
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V669595	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$375.73
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V669595	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$2.48
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V749729	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$67.82
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V749729	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.52
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V75811	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$10,735.53
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V766906	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,721.04
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V778090	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$4,753.31
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V780777	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$4,105.90
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V821624	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,366.64
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V841378	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$494.00
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V841378	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.36
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V852652	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,202.02
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V852652	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$2.86
15606	09/13/2024	1047	CUSD #303 EMP HEALTH FUND	V953738	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,890.81
Check Total:							\$99,286.92
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V144784	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$375.73
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V144784	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$2.48
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V276167	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$4,753.31
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V279952	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,366.64
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V281836	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,144.79
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V281836	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$2.86
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V311153	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$201.60

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 09/01/2024 - 09/30/2024  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2024-2025

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V311153	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$3.36
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V330877	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$10,735.53
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V332691	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$67.82
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V332691	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.52
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V365960	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$19,056.40
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V365960	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$433.10
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V394014	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,991.44
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V406360	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,890.81
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V418973	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,752.68
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V52865	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,212.77
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V684782	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$12,497.20
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V684782	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$62.80
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V734661	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,173.63
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V734661	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$20.59
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V741731	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$19,489.75
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V743010	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,721.04
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V756882	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$4,105.90
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V776664	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,417.82
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V879799	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$486.73
15657	09/30/2024	1057	CUSD #303 EMP HEALTH FUND	V879799	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.36
						Check Total:	\$96,967.66
15619	09/24/2024	1056	CUSD #304	106	10.0000.1200.410.000.011	SUPPLIES/MATERIALS - NP	\$1,000.00
						Check Total:	\$1,000.00

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 09/01/2024 - 09/30/2024  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2024-2025

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15620	09/24/2024	1056	DANOS, JEANNE	TUITION REIMB	14.0000.2210.230.000.225	TUITION REIMBURSEMENT - ELEVATING EDUCATORS	\$3,000.00
Check Total:							\$3,000.00
15621	09/24/2024	1056	DIORIO, MICHELLE	REIMB INCENTIVES	10.0000.1200.400.000.080	INCENTIVES - ND	\$310.60
Check Total:							\$310.60
15622	09/24/2024	1056	DUGGAN, SHEILA	AUGUST MILEAGE	10.0000.1200.332.000.078	STAFF TRAVEL - SAIL	\$39.53
Check Total:							\$39.53
15623	09/24/2024	1056	FRANTZEN, ALICIA C	AUGUST MILEAGE	10.0000.2110.332.000.110	STAFF TRAVEL - SW	\$91.86
Check Total:							\$91.86
15624	09/24/2024	1056	GATELY, AMY	AUGUST MILEAGE	10.0000.1200.332.000.079	STAFF TRAVEL - SEA	\$101.51
Check Total:							\$101.51
15625	09/24/2024	1056	GREGORY, ANGIE	AUGUST MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL - HEARING	\$158.12
Check Total:							\$158.12
15626	09/24/2024	1056	GRUNDY SUPPLY	327288	20.0000.2540.410.000.000	SUPPLIES/MATERIALS - O&M	\$267.37
15626	09/24/2024	1056	GRUNDY SUPPLY	327289	20.0000.2540.410.000.000	SUPPLIES/MATERIALS - O&M	\$114.31
Check Total:							\$381.68
15627	09/24/2024	1056	GSF USA, Inc.	IN535848	20.0000.2540.410.000.000	SUPPLIES/MATERIALS - O&M	\$528.10
15627	09/24/2024	1056	GSF USA, Inc.	INR074094	20.0000.2540.322.000.000	CUSTODIAL SERVICES	\$5,805.97
Check Total:							\$6,334.07
15628	09/24/2024	1056	HAMMACK-COTE MANDY	8/13-8/20/24 MILEAGE	10.0000.2139.332.000.130	STAFF TRAVEL - OT	\$77.79
Check Total:							\$77.79
15629	09/24/2024	1056	HARVEY, ALEXI M	AUGUST MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL - HEARING	\$120.60
Check Total:							\$120.60
15630	09/24/2024	1056	HAWTHORN ASSOCIATES OF LAKE COUNTY, LLC	2024_67	10.0000.4120.662.000.824	MEDICAID FEE FOR SERV HAWTHORN FY24	\$375.34
Check Total:							\$375.34
15631	09/24/2024	1056	HEARTLAND ALLIANCE HEALTH CCIS	25824	10.0000.2320.310.000.140	PROFESSIONAL SERVICES	\$22.50
Check Total:							\$22.50
15632	09/24/2024	1056	HELM SERVICE	CHI196956	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$3,340.00
15632	09/24/2024	1056	HELM SERVICE	CHI98933	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$610.00
Check Total:							\$3,950.00
NCB	09/13/2024	1049	ILLINOIS DEPT OF REVENUE	V955710	10.0487.0000.000.000.000	SIT	\$17,311.74

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 09/01/2024 - 09/30/2024  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2024-2025

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
NCB	09/13/2024	1049	ILLINOIS DEPT OF REVENUE	V955710	14.0487.0000.000.000.000	SIT	\$171.75	
NCB	09/30/2024	1059	ILLINOIS DEPT OF REVENUE	V977820	10.0487.0000.000.000.000	SIT	\$17,470.09	
NCB	09/30/2024	1059	ILLINOIS DEPT OF REVENUE	V977820	14.0487.0000.000.000.000	SIT	\$171.83	
NCB	09/30/2024	1059	ILLINOIS DEPT OF REVENUE	V977820	20.0487.0000.000.000.000	SIT	\$112.10	
NCB	09/30/2024	1063	IMRF	V34296	10.0485.0000.000.000.000	IMRF	\$17,447.28	
NCB	09/30/2024	1063	IMRF	V600216	10.0485.0000.000.000.000	IMRF	\$1,274.40	
NCB	09/13/2024	1053	IMRF	V729746	10.0485.0000.000.000.000	IMRF	\$17,319.54	
NCB	09/13/2024	1053	IMRF	V827373	10.0485.0000.000.000.000	IMRF	\$1,262.40	
NCB	09/30/2024	1064	ING	V646593	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$50.00	
NCB	09/13/2024	1054	ING	V749117	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$50.00	
NCB	09/13/2024	1050	Internal Revenue Service	V288067	10.0481.0000.000.000.000	FIT	\$34,201.12	
NCB	09/13/2024	1050	Internal Revenue Service	V288067	14.0481.0000.000.000.000	FIT	\$576.98	
NCB	09/30/2024	1060	Internal Revenue Service	V332348	10.0481.0000.000.000.000	FIT	\$34,555.01	
NCB	09/30/2024	1060	Internal Revenue Service	V332348	14.0481.0000.000.000.000	FIT	\$582.28	
NCB	09/30/2024	1060	Internal Revenue Service	V332348	20.0481.0000.000.000.000	FIT	\$268.02	
NCB	09/30/2024	1060	Internal Revenue Service	V356544	10.0482.0000.000.000.000	FICA SS	\$17,429.56	
NCB	09/13/2024	1050	Internal Revenue Service	V363438	10.0483.0000.000.000.000	MEDICARE	\$11,475.26	
NCB	09/13/2024	1050	Internal Revenue Service	V363438	14.0483.0000.000.000.000	MEDICARE	\$112.10	
NCB	09/30/2024	1060	Internal Revenue Service	V637746	10.0483.0000.000.000.000	MEDICARE	\$11,570.28	
NCB	09/30/2024	1060	Internal Revenue Service	V637746	14.0483.0000.000.000.000	MEDICARE	\$112.10	
NCB	09/30/2024	1060	Internal Revenue Service	V637746	20.0483.0000.000.000.000	MEDICARE	\$78.02	
NCB	09/13/2024	1050	Internal Revenue Service	V957603	10.0482.0000.000.000.000	FICA SS	\$17,111.64	
							Check Total:	\$200,713.50
15633	09/24/2024	1056	JENKINS, SHARON M	AUGUST MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL - HEARING	\$63.65	
							Check Total:	\$63.65
15634	09/24/2024	1056	K-LOG, INC	24-330872-1	14.0000.2210.410.000.225	SUPPLIES/MATERIALS - ELEVATING EDUCATORS	\$2,022.53	
							Check Total:	\$2,022.53
15635	09/24/2024	1056	KANE COUNTY ROE #31	8002500054	10.0000.2640.310.000.140	PROFESSIONAL SERVICES - HR	\$280.00	
							Check Total:	\$280.00

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 09/01/2024 - 09/30/2024  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2024-2025

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15636	09/24/2024	1056	Klein, Danny	AUGUST MILEAGE	10.0000.1200.332.000.115	STAFF TRAVEL - APE	\$341.43
Check Total:							\$341.43
15637	09/24/2024	1056	LARK, MCKENZIE B	AUGUST MILEAGE	10.0000.1200.332.000.079	STAFF TRAVEL - SEA	\$50.38
Check Total:							\$50.38
15638	09/24/2024	1056	LEARNING WITHOUT TEARS	INV215737	14.0000.2210.143.000.225	STIPENDS - ELEVATING EDUCATORS	\$594.00
Check Total:							\$594.00
15639	09/24/2024	1056	LIVING ART AQUATICS, INC	17358	10.0000.1200.410.000.080	SUPPLIES/MATERIALS- ND	\$128.00
Check Total:							\$128.00
15640	09/24/2024	1056	MATE, TERRI L	AUGUST MILEAGE	10.0000.1200.332.000.099	HOMEBOUND STAFF TRAVEL	\$32.16
Check Total:							\$32.16
15641	09/24/2024	1056	MCDONALD, KYLE R	REIMB SUPPLIES	10.0000.1200.470.000.078	SOFTWARE - SAIL	\$118.47
15641	09/24/2024	1056	MCDONALD, KYLE R	REIMB SUPPLIES	14.0000.2210.410.000.225	SUPPLIES/MATERIALS - ELEVATING EDUCATORS	\$159.47
Check Total:							\$277.94
NCB	09/30/2024	1064	MG TRUST COMPANY	V141164	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$3,588.63
NCB	09/30/2024	1064	MG TRUST COMPANY	V141164	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.01
NCB	09/30/2024	1064	MG TRUST COMPANY	V275633	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$50.00
NCB	09/13/2024	1054	MG TRUST COMPANY	V335149	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$3,588.63
NCB	09/13/2024	1054	MG TRUST COMPANY	V335149	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.01
NCB	09/13/2024	1054	MG TRUST COMPANY	V840742	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$50.00
Check Total:							\$7,297.28
15642	09/24/2024	1056	MHS, INC.	SIP00446699	10.0000.2140.470.000.112	SOFTWARE - PSYCH	\$118.75
15642	09/24/2024	1056	MHS, INC.	SIP00446699	10.0000.2140.470.000.112	SOFTWARE - PSYCH	\$137.50
Check Total:							\$256.25
15643	09/24/2024	1056	MIDWEST OFFICE INTERIORS	265802	10.0000.1200.100.000.000	SALARIES	\$1,020.00
15643	09/24/2024	1056	MIDWEST OFFICE INTERIORS	265802	14.0000.2210.410.000.225	SUPPLIES/MATERIALS - ELEVATING EDUCATORS	\$1,787.44

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 09/01/2024 - 09/30/2024  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2024-2025

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15643	09/24/2024	1056	MIDWEST OFFICE INTERIORS	265802	14.0000.2210.410.000.225	SUPPLIES/MATERIALS – ELEVATING EDUCATORS	\$1,765.38
15643	09/24/2024	1056	MIDWEST OFFICE INTERIORS	265802	14.0000.2210.410.000.225	SUPPLIES/MATERIALS – ELEVATING EDUCATORS	\$2,696.88
Check Total:							\$7,269.70
NCB	09/30/2024	1058	MVSE - DIRECT DEPOSIT	V160518	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$283,771.29
NCB	09/30/2024	1058	MVSE - DIRECT DEPOSIT	V160518	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$2,659.05
NCB	09/30/2024	1058	MVSE - DIRECT DEPOSIT	V160518	20.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,029.23
NCB	09/30/2024	1058	MVSE - DIRECT DEPOSIT	V207936	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$564.00
NCB	09/30/2024	1058	MVSE - DIRECT DEPOSIT	V247229	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$778.88
NCB	09/13/2024	1048	MVSE - DIRECT DEPOSIT	V543416	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$564.00
NCB	09/30/2024	1062	MVSE - DIRECT DEPOSIT	V682136	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,634.73
NCB	09/13/2024	1048	MVSE - DIRECT DEPOSIT	V840206	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$281,373.96
NCB	09/13/2024	1048	MVSE - DIRECT DEPOSIT	V840206	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$2,664.43
NCB	09/13/2024	1048	MVSE - DIRECT DEPOSIT	V84174	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$778.88
NCB	09/13/2024	1048	MVSE - DIRECT DEPOSIT	V910178	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,588.50
NCB	09/30/2024	1058	MVSE - DIRECT DEPOSIT	V948600	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,588.50
NCB	09/13/2024	1052	MVSE - DIRECT DEPOSIT	V974540	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,134.65
Check Total:							\$583,130.10
15607	09/13/2024	1047	NCPERS - IL IMRF	V67581	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$16.00
Check Total:							\$16.00
15658	09/30/2024	1057	NCPERS - IL IMRF	V870667	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$16.00
Check Total:							\$16.00
15644	09/24/2024	1056	NEUBAUER, AMANDA L	AUGUST MILEAGE	10.0000.2210.332.000.120	STAFF TRAVEL IMPR OF INSTR	\$244.55
Check Total:							\$244.55
15604	09/09/2024	1046	NORTHWEST HERALD	9/1-6/1/25 CLANTON	10.0000.1200.410.000.011	SUPPLIES/MATERIALS – NP	\$39.00
15604	09/09/2024	1046	NORTHWEST HERALD	9/1-6/1/25 MALKOWSKI	10.0000.1200.410.000.011	SUPPLIES/MATERIALS – NP	\$39.00
Check Total:							\$78.00

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 09/01/2024 - 09/30/2024

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15645	09/24/2024	1056	O'BRIEN, CECELIA R	TUITION REIMB	14.0000.2210.230.000.225	TUITION REIMBURSEMENT - ELEVATING EDUCATORS	\$3,000.00
Check Total:							\$3,000.00
15646	09/24/2024	1056	ODP BUSINESS SOLUTIONS, LLC 378869506001		10.0000.1200.410.000.080	SUPPLIES/MATERIALS- ND	\$227.98
15646	09/24/2024	1056	ODP BUSINESS SOLUTIONS, LLC 380236176001		10.0000.1200.410.000.080	SUPPLIES/MATERIALS- ND	(\$197.99)
15646	09/24/2024	1056	ODP BUSINESS SOLUTIONS, LLC 383501958001		10.0000.2320.410.000.140	SUPPLIES/MATERIALS - COOP WIDE	\$36.33
15646	09/24/2024	1056	ODP BUSINESS SOLUTIONS, LLC 383505434001		20.0000.2540.410.000.000	SUPPLIES/MATERIALS - O&M	\$18.87
15646	09/24/2024	1056	ODP BUSINESS SOLUTIONS, LLC 385143981001		10.0000.2320.410.000.140	SUPPLIES/MATERIALS - COOP WIDE	\$240.28
15646	09/24/2024	1056	ODP BUSINESS SOLUTIONS, LLC 385318552001		10.0000.2320.410.000.140	SUPPLIES/MATERIALS - COOP WIDE	\$5.87
15646	09/24/2024	1056	ODP BUSINESS SOLUTIONS, LLC 385318554001		10.0000.2320.410.000.140	SUPPLIES/MATERIALS - COOP WIDE	\$5.04
15646	09/24/2024	1056	ODP BUSINESS SOLUTIONS, LLC 385757170001		10.0000.1200.410.000.078	SUPPLIES/MATERIALS - SAIL	\$197.46
Check Total:							\$533.84
15647	09/24/2024	1056	PALESE, LISA M	PD IAASE AUG/OCT	10.0000.2320.312.000.140	PROF DEV ADMIN/MJS OFFICES	\$300.00
Check Total:							\$300.00
15611	09/17/2024	1055	PITNEY BOWES GLOBAL FINANCIAL SERVICES	3106834834	10.0000.2320.324.000.140	POSTAGE LEASE - ADMIN	\$541.77
Check Total:							\$541.77
15648	09/24/2024	1056	PROSHRED	1531002	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$96.17
Check Total:							\$96.17
15649	09/24/2024	1056	QUEST FOOD MANAGEMENT SERVICES	IN125228	10.0000.2560.315.000.080	FOOD SERVICE - ND	\$5,933.70
Check Total:							\$5,933.70
15597	09/04/2024	1045	RICOH USA, INC	45508428	10.0000.1200.325.000.078	FACILITY RENTAL - SAIL	\$208.24
15597	09/04/2024	1045	RICOH USA, INC	45508428	10.0000.2320.325.000.140	COPIER LEASE - ADMIN	\$416.49
15597	09/04/2024	1045	RICOH USA, INC	45508428	10.0000.2410.325.000.080	COPIER LEASE - NEW DIRECTIONS	\$416.49
Check Total:							\$1,041.22

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 09/01/2024 - 09/30/2024  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2024-2025

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
15650	09/24/2024	1056	SCHOLASTIC	M7427903 5	10.0000.1200.410.000.011	SUPPLIES/MATERIALS – NP	\$118.60
15650	09/24/2024	1056	SCHOLASTIC	M7510076 8	10.0000.1200.410.000.011	SUPPLIES/MATERIALS – NP	\$68.75
Check Total:							\$187.35
15651	09/24/2024	1056	SCHOOL SPECIALITY, INC.	1043569091	14.0000.2210.410.000.225	SUPPLIES/MATERIALS – ELEVATING EDUCATORS	\$842.30
Check Total:							\$842.30
NCB	09/13/2024	1054	SECURITY BENEFITS	V409394	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$776.75
NCB	09/30/2024	1064	SECURITY BENEFITS	V494370	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$776.75
Check Total:							\$1,553.50
15652	09/24/2024	1056	STAR AUTISM SUPPORT	30672	10.0000.1200.470.000.011	SOFTWARE – NP	\$795.00
15652	09/24/2024	1056	STAR AUTISM SUPPORT	30672	10.0000.1200.470.000.011	SOFTWARE – NP	\$1,595.00
Check Total:							\$2,390.00
15653	09/24/2024	1056	STROMEK, RAVEN	AUGUST MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL – HEARING	\$111.22
Check Total:							\$111.22
15654	09/24/2024	1056	SURTA LESLIE	PHYSICAL/DRUG TEST	10.0000.1200.310.000.078	PROFESSIONAL SERVICES – SAIL	\$132.25
Check Total:							\$132.25
15655	09/24/2024	1056	TCI	126983	10.0000.1200.410.000.080	SUPPLIES/MATERIALS– ND	\$2,759.40
Check Total:							\$2,759.40
NCB	09/13/2024	1051	TRS	V169518	10.0484.0000.000.000.000	TRS	\$1,507.34
NCB	09/13/2024	1051	TRS	V169518	14.0484.0000.000.000.000	TRS	\$22.78
NCB	09/13/2024	1051	TRS	V268296	10.0484.0000.000.000.000	TRS	\$4,080.21
NCB	09/13/2024	1051	TRS	V268296	14.0484.0000.000.000.000	TRS	\$61.68
NCB	09/30/2024	1061	TRS	V452667	10.0484.0000.000.000.000	TRS	\$668.81
NCB	09/30/2024	1061	TRS	V474068	10.0484.0000.000.000.000	TRS	\$1,511.31
NCB	09/30/2024	1061	TRS	V474068	14.0484.0000.000.000.000	TRS	\$22.78
NCB	09/30/2024	1061	TRS	V474068	20.0484.0000.000.000.000	COOPERATIVE WIDE	\$15.76
NCB	09/13/2024	1051	TRS	V519241	10.0484.0000.000.000.000	TRS	\$668.81
NCB	09/30/2024	1061	TRS	V563974	10.0484.0000.000.000.000	TRS	\$116.67
NCB	09/13/2024	1051	TRS	V600904	10.0484.0000.000.000.000	TRS	\$23,389.73
NCB	09/13/2024	1051	TRS	V600904	14.0484.0000.000.000.000	TRS	\$353.58

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

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

**Date Range:** 09/01/2024 - 09/30/2024  
**Voucher Range:** -

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

**Fiscal Year:** 2024-2025

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
NCB	09/13/2024	1051	TRS	V630548	10.0484.0000.000.000.000	TRS	\$116.67	
NCB	09/30/2024	1061	TRS	V702192	10.0484.0000.000.000.000	TRS	\$23,451.14	
NCB	09/30/2024	1061	TRS	V702192	14.0484.0000.000.000.000	TRS	\$353.58	
NCB	09/30/2024	1061	TRS	V702192	20.0484.0000.000.000.000	COOPERATIVE WIDE	\$244.58	
NCB	09/30/2024	1061	TRS	V721163	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$131.42	
NCB	09/13/2024	1051	TRS	V722394	10.0484.0000.000.000.000	TRS	\$43.10	
NCB	09/30/2024	1061	TRS	V725263	10.0484.0000.000.000.000	TRS	\$43.10	
NCB	09/30/2024	1061	TRS	V946747	10.0484.0000.000.000.000	TRS	\$4,090.91	
NCB	09/30/2024	1061	TRS	V946747	14.0484.0000.000.000.000	TRS	\$61.68	
NCB	09/30/2024	1061	TRS	V946747	20.0484.0000.000.000.000	COOPERATIVE WIDE	\$42.66	
NCB	09/13/2024	1051	TRS	V967562	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$131.42	
							Check Total:	\$61,129.72
15656	09/24/2024	1056	VALLEY LOCK COMPANY, INC	71667	20.0000.2540.410.000.000	SUPPLIES/MATERIALS – O&M	\$11.98	
							Check Total:	\$11.98
15605	09/09/2024	1046	VERIZON WIRELESS	9972409808	10.0000.2320.341.000.140	TELEPHONE – COOP WIDE	\$1,479.37	
							Check Total:	\$1,479.37
15598	09/04/2024	1045	WEX BANK	99352357	10.0000.1200.410.000.080	SUPPLIES/MATERIALS– ND	\$173.77	
							Check Total:	\$173.77
							Bank Total:	\$1,248,881.56

<u>Fund</u>	<u>Amount</u>
10	\$1,200,026.39
14	\$33,585.79
20	\$15,269.38
<b>Fund Totals:</b>	<b>\$1,248,881.56</b>

**End of Report**

Disbursements Grand Total: \$1,248,881.56

#### 4.3. Approval of Payroll, September 2024

# MID VALLEY SPECIAL EDUCATION COOP

## Payroll Journal Totals

Fiscal Year: 2024-2025

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

SEMI MONTHLY	5	08/16/2024	08/31/2024	09/13/2024
SEMI MONTHLY	6	09/01/2024	09/15/2024	09/30/2024

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

GROSS PAY:	799,460.63			
OVERTIME:	0.00			
American Funds - Roth 403b	100.00	0.00	4,721.08	MG TRUST COMPANY
American Funds/ASPIRE	7,007.38	189.90	67,047.10	MG TRUST COMPANY
Axa Equitable	1,200.00	0.00	24,764.32	AXA EQUITABLE
BCBS CDHP Employee	310.20	7,901.60	40,729.52	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Child(ren)	345.04	5,555.67	9,825.20	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Spouse	266.72	3,175.36	4,801.14	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Spouse + Child(ren)	755.70	8,750.92	22,779.28	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee	841.56	4,663.80	19,160.20	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Child(ren)	3,539.64	17,931.42	69,889.82	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Spouse + Child(ren)	1,303.28	6,679.60	22,076.74	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee	4,041.00	34,938.00	203,866.04	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Child(ren)	4,473.46	35,285.63	152,290.38	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse	1,824.62	10,908.66	18,239.14	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse + Child(ren)	3,300.50	21,819.50	57,263.58	CUSD #303 EMP HEALTH FUND
Dental Family	5,260.31	1,092.22	306,244.16	CUSD #303 EMP HEALTH FUND
Dental Single	2,040.44	348.00	246,864.32	CUSD #303 EMP HEALTH FUND
Direct Deposit - Oth Checking 2	1,128.00	0.00	3,048.86	MVSE - DIRECT DEPOSIT
Direct Deposit Net Pay	572,497.96	0.00	0.00	MVSE - DIRECT DEPOSIT
Direct Deposit Other Checking	4,177.00	0.00	19,923.77	MVSE - DIRECT DEPOSIT
Direct Deposit Other Savings	1,557.76	0.00	19,255.46	MVSE - DIRECT DEPOSIT
FED TAX W/H	70,183.41	0.00	728,074.13	Internal Revenue Service
FICA - SOC SEC	17,270.60	17,270.60	278,557.81	Internal Revenue Service
Flex Spending Dependent Care	2,835.64	0.00	49,116.90	CUSD #303 EMP HEALTH FUND
Flex Spending Medical	3,781.62	0.00	206,904.20	CUSD #303 EMP HEALTH FUND
Health Savings Account	3,269.46	499.92	78,665.36	MVSE - DIRECT DEPOSIT
ILLINOIS STATE TAX W/H	35,237.51	0.00	728,074.13	ILLINOIS DEPT OF REVENUE
IMRF	12,844.84	21,921.98	285,441.78	IMRF
IMRF Additional	2,536.80	0.00	25,368.00	IMRF
Ing	100.00	0.00	8,612.42	ING
Life Insurance	0.00	756.42	759,806.32	CUSD #303 EMP HEALTH FUND
Life Insurance Over \$50K	211.84	0.00	68,980.08	CUSD #303 EMP HEALTH FUND
Long Term Disability	0.00	136.68	68,980.08	CUSD #303 EMP HEALTH FUND
MEDICARE	11,673.88	11,673.88	805,091.40	Internal Revenue Service
Security Benefits	1,500.00	53.50	19,236.70	SECURITY BENEFITS
THIS (24 Pays)	4,779.28	3,557.86	531,028.35	TRS
THIS (24 Pays) 100% Board Paid	0.00	233.34	14,862.38	TRS
TRS (24 Pays ) 9% Board Paid	0.00	1,337.62	14,862.38	TRS
TRS (24 Pays)	5,310.27	42,482.34	531,028.35	TRS
TRS Employer (24 Pays)	0.00	3,079.97	531,028.35	TRS

Item	Amount	Match-Amount	Wage Basis	Payee
TRS Employer Ex Dir (24 Pays)	0.00	86.20	14,862.38	TRS
TRS NON CONTRIBUTORY	0.00	0.00	65,411.35	TRS
TRS SUPPLEMENTAL SAVINGS PLAN 457(b)	262.84	0.00	8,761.16	TRS
Vision Family	0.00	981.45	357,165.28	CUSD #303 EMP HEALTH FUND
Vision Single	0.00	409.92	263,755.76	CUSD #303 EMP HEALTH FUND
Voluntary Life Insurance	32.00	0.00	12,525.84	NCPERS - IL IMRF
Deductions Total:	787,800.56	263,721.96		
Employee Net:	11,660.07			
Bank Acct Total:	1,063,182.59			

Grand Total: 1,063,182.59

**End of Report**

#### 4.4. Approval of Financial Report, September, 2024



***Mid-Valley Special Education Cooperative***

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

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MEMO

TO: Executive Board  
FROM: Matt McDonald, Director of Human Resources & Business  
DATE: October 2, 2024  
RE: Monthly Financial Report - September 2024

Attached for your review is the financial report for the month ending September 30, 2024.

Revenue received to date is 56.62% of the budget compared to 49.66% at this same time period last year. Actual expenditures to date are 14.59% of the budget, virtually the same as the 14.5% in the same period last year. The majority of the salaries and benefits have been encumbered and are shown as expended and encumbered on the financial statement. The FY24 beginning fund balance is unaudited and will be adjusted once the final audit has been completed.

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

Current cash balances as of September 30, 2024 are \$7,826,759.

Please feel free to call me at 331.228.4928 should you have questions or concerns.

**Mid-Valley Special Education  
Financial Summary  
September 30, 2024**

	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
<b>Revenues</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2024-25</b>	<b>2024-25</b>	<b>2024-25</b>
Tuition (including ESY)	13,980,929	3,490,394	7,806,720	55.84%	13,869,684	273,551	8,683,900	62.61%
Earnings on Investments (Prior Month)	14,000	3,214.96	7,632	54.51%	30,000	0	29,931	99.77%
Other Local/Refund of Prior Year	152,000	0	316,974	208.54%	2,500	500	500	20.00%
State Sources	1,038,170	88,106	176,212	16.97%	1,196,301	44,053	132,159	11.05%
ALOP	646,489	58,657	58,657	9.07%	646,489	0	0	0.00%
Fed Grant (DORS, Medicaid & Elevating Educators)	985,685	9,975	29,715	3.01%	373,000	25,401	68,651	18.40%
O&M Fund	1,007,788	125,980	455,717	45.22%	315,115	0	389,240	123.52%
<b>Total</b>	<b>17,825,061</b>	<b>3,776,327</b>	<b>8,851,626</b>	<b>49.66%</b>	<b>16,433,089</b>	<b>343,505</b>	<b>9,304,380</b>	<b>56.62%</b>

	PRIOR YEAR				CURRENT YEAR						
	Adopted Budget Amount	Expended Month to Date	Expended Year to Date	% of Actual Expended	Adopted Budgeted Amount	Expended Month to Date	Expended Year to Date	% of Budget Expended	Expended & Encumbered Year to Date	Budget Balance	% of Budget Expended & Encumbered
<b>Expenditures</b>	<b>2023-24</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2024-25</b>	<b>2024-25</b>	<b>2024-25</b>	<b>2024-25</b>	<b>2024-25</b>	<b>2024-25</b>
Programs (including ESY, Safe Schools, & MV PD)	8,624,313	637,967	1,009,470	11.70%	9,860,624.01	737,229	1,116,256	11.32%	7,645,842	2,214,782	77.54%
Payments to Districts & Grants (EBF & Tuition Refunds)	2,315,659	894	2,191	0.09%	0.00	375	375		375	(375)	
Student Support	4,362,704	253,077	372,131	8.53%	3,466,389	293,787	438,242	12.64%	2,917,278	549,111	84.16%
Instructional Support	1,123,502	102,210	232,817	20.72%	932,772	95,734	205,666	22.05%	851,206	81,566	91.26%
Executive & General Administration	109,800	402,502	292,702	266.58%	1,640,660	116,441	418,342	25.50%	1,408,265	232,395	85.84%
Board of Ed Services	141,888	229	100,970	71.16%	148,700	0	107,061	72.00%	107,061	41,639	72.00%
O&M Fund	1,007,788	18,322	545,584	54.14%	315,145	15,269	101,963	32.35%	101,963	213,182	32.35%
<b>Total</b>	<b>17,685,654</b>	<b>1,415,200</b>	<b>2,555,865</b>	<b>14.45%</b>	<b>16,364,290</b>	<b>1,258,836</b>	<b>2,387,906</b>	<b>14.59%</b>	<b>13,031,990</b>	<b>3,332,300</b>	<b>79.64%</b>
Excess (deficiency) of rev. over exp.	139,407		6,295,761		68,799		6,916,474				
Beginning Fund Balance			137,486				965,715				Unaudited
Current liabilities			(44,511)				(55,429)				
Ending Fund Balance			6,388,736				7,826,759				
Cash Balance @ End of Month			1,161,075				7,826,759				

#### 4.5. Approval of Treasurer's Report, September, 2024

**MID VALLEY SPECIAL EDUCATION COOPERATIVE**  
**Treasurer's Report Summary**  
**September 30, 2024**

<b>Education Fund (10, 11, 14, 17)</b>	
Beginning Fund Balance:	8,354,724.14
Prior Period Adjustments:	22,796.94
Current Revenues:	343,005.25
Current Expenditures:	1,244,528.93
Ending Fund Balance:	7,475,997.40

<b>Operation and Maintenance Fund (20)</b>	
Beginning Fund Balance:	420,018.43
Prior Period Adjustments:	0.00
Current Revenues:	0.00
Current Expenditures:	15,269.38
Ending Fund Balance:	404,749.05

Respectfully submitted by: Matt McDonald  
 Director of Human Resources & Business/CSBO

Approval Completed by \_\_\_\_\_, Treasurer

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

#### 4.6. Approval of Board Policy Updates



MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Lisa Palese, Executive Director

DATE: October 2, 2024

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 PRESSPlus.

- |  |   |
|--|---|
| 2:125 Board Member Compensation                        | 2:265 Title IX Grievance Procedure                      |
| 2:260 Uniform Grievance Procedure                      | 2:160 Board Attorney                                    |
| 4:70 Resource Conservation                             | 4:15 Identity Protection                                |
| 4:80 Accounting and Audits                             | 5:180 Temporary Illness or Incapacity                   |
| 5:100 Staff Development Program                        | 5:290 Employment Termination & Suspension               |
| 5:130 Responsibilities Concerning Internal Information | 5:310 Compensatory Time-Off                             |
| 6:140 Education of Homeless Children                   | 6:110 Programs for Students at Risk of Academic Failure |
| 7:20 Harassment of Students Prohibited                 | 6:150 Home and Hospital Instruction                     |
| 7:185 Teen Dating Violence Prohibited                  | 7:170 Vandalism   |

# *Document Status: Draft Update*

## **COOPERATIVE BOARD**

### **2:125 Board Member Compensation; Expenses**

#### Board Member Compensation Prohibited

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

#### Roll Call Vote

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

#### Regulation of Cooperative Expenses

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

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

#### Exceeding the Maximum Allowable Reimbursement Amount(s)

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

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

#### Advancements

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

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent Director of Schools; PRESSPlus1
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and

### 3. Meetings sponsored by a national organization in the field of public school education.

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

#### Reimbursements and Purchase Orders

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

#### Standardized Expense Form(s) Required

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

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

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

1. Registration. When possible, registration fees will be paid by the Cooperative in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
  - a. Air travel at the coach or economy class commercial airline rate or the least expensive mode of transportation taking into account the time, distance, safety, and efficiency of such transportation. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
  - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.

- c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
  - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
  - e. Taxis, airport limousines, ride sharing or other local transportation costs.
3. Meals. Meals charged to the School Cooperative will be reimbursed for meal costs up to \$75 per day, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
  4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
  5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

#### Additional Requirements for Travel Expenses Charged to Federal and State Grants

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

LEGAL REF.:

[105 ILCS 5/10-20](#) and [5/10-22.32](#).

[30 ILCS 708/](#), Government Accountability and Transparency Act.

[50 ILCS 150/](#), Local Government Travel Expense Control Act.

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

Adopted: July 1, 2020

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated to correct title. **Issue 115, June 2024**

# Document Status: Draft Update

## COOPERATIVE BOARD

### 2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any Cooperative Complaint Manager if he or she believes that the Advisory Board, its employees, or its agents have violated his or her rights guaranteed by the [State](#) or federal [Constitution](#), State or federal statute, or Board policy, or has ~~ve~~ a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101](#) et seq.
2. ~~Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Grievance Procedure~~ [PRESSPlus1](#)
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) et seq.
4. Individuals with Disabilities Education Act, [20 U.S.C. § 1400](#) et seq.
5. Title VI of the Civil Rights Act of 1964, [42 U.S.C. §2000d](#) et seq.
6. Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) et seq.
7. Sexual harassment prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Grievance Procedure*)
8. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
9. Bullying, [105 ILCS 5/27-23.7](#)
10. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
11. Curriculum, instructional materials, and/or programs
12. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
13. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
14. Provision of services to homeless students
15. Illinois Whistleblower Act, [740 ILCS 174/](#)
16. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) et seq.
17. Employee Credit Privacy Act, [820 ILCS 70/](#)

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parent(s)/guardian(s)); this includes mediation.

## Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the Cooperative will continue with a simultaneous investigation under this policy.

## Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the Cooperative's main office is open.

## Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any Cooperative Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parents/guardians. The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee [PRESSPlus2](#) shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics: Code of Professional Conduct; and Conflict of Interest*, [PRESSPlus3](#) should be initiated.

## Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. [PRESSPlus4](#) The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the

Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Executive Director. The Complaint Manager may request an extension of time from the Executive Director.

The Executive Director will keep the Board informed of all complaints.

If a complaint contains allegations involving the Executive Director or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Executive Director shall mail provide his or her written decision to the Complainant and the accused ~~by registered mail, return receipt requested, and/or personal delivery~~ [PRESSPlus5](#) as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Executive Director's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Executive Director's decision, the Board shall affirm, reverse, or amend the Executive Director's decision or direct the Executive Director to gather additional information. Within five school business days after the Board's decision, the Executive Director shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Executive Director or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail provide its written decision to the Complainant and the accused, ~~by registered mail, return receipt requested, and/or personal delivery~~ as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Executive Director or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### Appointing a Nondiscrimination Coordinator and Complaint Managers [PRESSPlus6](#)

The Executive Director shall appoint a Nondiscrimination Coordinator to manage the Cooperative's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the Cooperative's Title IX Coordinator.

The Executive Director shall appoint at least one Complaint Manager to administer this policy. If possible, the Executive Director will appoint two Complaint Managers, each of a different gender. The Cooperative's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Executive Director shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Nondiscrimination Coordinator and Title IX Coordinator:**

Matt McDonald

1304 Ronzheimer Ave., St. Charles, IL 60174

[matthew.mcdonald@d303.org](mailto:matthew.mcdonald@d303.org)

331-228-4928

**Complaint Managers**

Matt McDonald

1304 Ronzheimer Ave., St. Charles, IL 60174

[matthew.mcdonald@d303.org](mailto:matthew.mcdonald@d303.org)

331-228-4928

Lisa Palese

1304 Ronzheimer Ave., St. Charles, IL 60174

[lisa.palese@d303.org](mailto:lisa.palese@d303.org)

331-228-5990

**LEGAL REF.:**

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

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

[20 U.S.C. §1400](#), The Individuals with Disabilities Education Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[29 U.S.C. §2612](#), Family and Medical Leave Act.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964.

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act.

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

[42 U.S.C. §12101](#) *et seq.*, Americans With Disabilities Act; [28 C.F.R. Part 35](#).

[105 ILCS 5/2-3.8](#), [5/3-10](#), [5/10-20](#), [5/10-20.5](#), [5/10-20.7a](#), [5/10-20.60](#), [5/10-20.69](#), [5/10-20.75](#), [5/10-22.5](#), [5/22-19](#), [5/24-4](#), [5/27-1](#), [5/27-23.7](#), and [45/1-15](#).

[5 ILCS 415/10](#)(a)(2), Government Severance Pay Act.

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

[410 ILCS 513/](#), Ill. Genetic Information Privacy Act.

[740 ILCS 174/](#), Whistleblower Act.

[740 ILCS 175/](#), Ill. False Claims Act.

[775 ILCS 5/](#), Ill. Human Rights Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 112/](#), Equal Pay Act of 2003.

820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

~~[820 ILCS 70/](#), Employee Credit Privacy Act.~~

~~[820 ILCS 112/](#), Equal Pay Act of 2003.~~

[23 Ill.Admin.Code §§1.240](#), [200.40](#), [226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: May 1, 2024

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## PRESSPlus Comments

PRESSPlus 1. Updated in response to final regulations implementing Title IX of the Education Amendments of 1972 (Title IX), requiring all Title IX sex discrimination complaints to be processed using policy 2:265, *Title IX Grievance Procedure*. **Issue 116, August 2024**

PRESSPlus 2. "Title IX Coordinator or designee" is used where Title IX is implicated. In contrast, if Title IX is not implicated, "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see the last paragraph under the [Filing a Complaint](#) subhead). **Issue 116, August 2024**

PRESSPlus 3. See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, and its exhibit 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 116, August 2024**

PRESSPlus 4. This sentence is deleted because it is not legally required and it is not practical for districts to seek parent/guardian attendance at every investigatory meeting involving their child. **Issue 116, August 2024**

PRESSPlus 5. Using a consistent delivery method that allows the district to verify the date of receipt is a best practice, e.g., registered mail, return receipt requested, and/or personal delivery. **Issue 116, August 2024**

PRESSPlus 6. Names and contact information are required by law to be listed, and it is important that they be regularly monitored and updated.

If changes are made to the Nondiscrimination Coordinator, Complaint Manager, and/or Title IX Coordinator information, use the Save Status **Adopted with Additional District Edits**. Best practice is that throughout the board policy manual, the same individual be named as Nondiscrimination Coordinator. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, list the Title IX Coordinator's name and contact information separately. **IASB will use the information provided in policy 2:260 for the Nondiscrimination Coordinator and Title IX Coordinator in policies 5:10, 5:20, 7:20, and 7:180. In addition, IASB will use the Title IX Coordinator information provided in policy 2:260 for policy 2:265.**

Complaint Managers identified in individual policies may vary depending upon local district needs. Ensure that policies 2:260, 5:10, 5:20, 7:20, and 7:180 each contain the correct names and contact information for the district's Complaint Managers.

**Issue 116, August 2024**

# Document Status: Draft Update

## OPERATIONAL SERVICES

### 4:70 Resource Conservation

The Executive Director or designee shall manage a program of energy and resource conservation for the Cooperative that includes: [PRESSPlus1](#)

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the Cooperative's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the Cooperative's waste stream; and (c) establish a goal for the ~~be designed to achieve, before July 1, 2020, at least a 50%~~ reduction in the amount of solid waste ~~that is~~ generated by the Cooperative, when it is economically and practically feasible to do so. [PRESSPlus2](#)
4. ~~Adherence to e~~Energy conservation measures. [PRESSPlus3](#)

LEGAL REF.:

[105 ILCS 5/10-20.19c](#) and [5/19b](#).

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs)

Adopted: June 1, 2022

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### **PRESSPlus Comments**

PRESSPlus 1. Items 1-3 below are based on 105 ILCS 5/10-20.19c, which applies to school districts. They are optional for cooperatives. **Issue 115, June 2024**

PRESSPlus 2. Updated in response to a five-year review. **Issue 115, June 2024**

PRESSPlus 3. This item is optional. School districts and area vocational centers may enter into *guaranteed energy savings contracts* under 105 ILCS 5/19b. Consult the board attorney for guidance on these contracts. **Issue 115, June 2024**

## *Document Status: Draft Update*

### OPERATIONAL SERVICES

#### **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 Superintendent ~~Executive Director~~ [PRESSPlus1](#) 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 custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. All expenditures from these bank accounts must be directly 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 accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

### 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)

Adopted: December 2, 2020

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## **PRESSPlus Comments**

PRESSPlus 1. Updated to correct title. **Issue 115, June 2024**

# Document Status: Draft Update

## General Personnel

### 5:100 Staff Development Program

The Executive Director or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction.

#### Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

#### In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all Cooperative staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
  - a. ~~Chronic health conditions of students~~, [PRESSPlus1](#)
  - b. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
  - c. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
  - d. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
  - e. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
  - f. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
  - g. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to

everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.

3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in [105 ILCS 5/10-20.61](#) (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in [105 ILCS 5/2-3.166](#) (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11. [PRESSPlus2](#)
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
  - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
  - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
  - c. Implementing the Cooperative's policies and procedures regarding such youth, including confidentiality; and
  - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in [105 ILCS 110/3.10](#) (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
  - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
  - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
  - a. Teacher-student conduct;
  - b. School employee-student conduct; and
  - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in [105 ILCS 5/10-23.13](#) (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of [105 ILCS 5/27-23.4](#) (violence prevention and conflict resolution education).

### Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.

3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with [105 ILCS 25/1.15](#). Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with [105 ILCS 150/](#), the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with [105 ILCS 145/](#), the Care of Students with Diabetes Act.
8. For all Cooperative staff, annual sexual harassment prevention training.
9. Title IX requirements for training ~~in accordance with 34 C.F.R. §106.8(d) as follows~~ (see Board policy 2:265, *Title IX Grievance Procedure*): [PRESSPlus3](#)
  - a. ~~For all Cooperative staff, training on the definition of sexual harassment, the scope of the Cooperative's education program or activity, all relevant Cooperative policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.~~
  - b. ~~For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the Cooperative's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.~~
  - c. ~~For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.~~
  - d. ~~For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.~~
10. Training for all Cooperative employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.

The Executive Director shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*. [PRESSPlus4](#)

#### LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [7 C.F.R. Parts 210](#) and [235](#).

[105 ILCS 5/2-3.62](#), [5/2-3.166](#), [5/3-11](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/10-23.13](#), [5/22-80\(h\)](#), [5/22-95](#), and [5/24-5](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[105 ILCS 145/25](#), Care of Students with Diabetes Act

[105 ILCS 150/25](#), Seizure Smart School Act.

[105 ILCS 110/3](#), Critical Health Problems and Comprehensive Health Education Act.

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

[745 ILCS 49/](#), Good Samaritan Act.

[775 ILCS 5/2-109](#) and [5/5A-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§ 22.20](#), [226.800](#), and [Part 525](#).

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Executive Director), 3:50 (Administrative Personnel Other Than the Executive Director), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: May 1, 2024

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.39(b-5), amended by P.A. 103-603, eff. 1-1-25, deleting “chronic health conditions of students” from the list of required staff training regarding health conditions of students. **Issue 116, August 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-22.39(b-20), amended by P.A. 103-603, eff. 1-1-25, requiring in-service training on the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11. **Issue 116, August 2024**

PRESSPlus 3. Updated in response to 34 C.F.R. §106.8(d). **Issue 116, August 2024**

PRESSPlus 4. Districts are not required to train staff on life-saving techniques, though 105 ILCS 110/3, amended by P.A. 103-608, eff. 1-1-25, requires that all teachers, administrators, and other

school personnel, as determined by school officials, be provided with information about emergency procedures and life-saving techniques within 30 days after the first day of each school year. Such life-saving techniques must include the Heimlich maneuver, hands-only cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) use. The information provided must be in accordance with standards of the American Red Cross, the American Heart Association (AHA), or another nationally recognized certifying organization. See e.g., <https://cpr.heart.org/en/cpr-courses-and-kits/hands-only-cpr/hands-only-cpr-resources>, <https://cpr.heart.org/en/training-programs/aed-implementation>, and [www.redcross.org/take-a-class/resources/learn-first-aid/adult-child-choking](http://www.redcross.org/take-a-class/resources/learn-first-aid/adult-child-choking). **Issue 116, August 2024**

# Document Status: Draft Update

## General Personnel

### 5:130 Responsibilities Concerning Internal Information

Cooperative employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Advisory Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the Cooperative or used by the Cooperative or its employees. The Executive Director or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

#### LEGAL REF.:

~~Family Educational and Privacy Rights Act~~, 20 U.S.C. §1232g, Family Educational and Privacy Rights Act.

~~Uses and Disclosures of Protected Health Information; General Rules~~, 45 C.F.R. §164.502, Uses and Disclosures of Protected Health Information; General Rules.

~~Ill. Freedom of Information Act~~, 5 ILCS 140/, Ill. Freedom of Information Act.

~~Local Records Act~~, 50 ILCS 205/, Local Records Act.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85, Student Online Personal Protection Act, [PRESSPlus1](#)

~~Personnel Record Review Act~~, 820 ILCS 40/, Personnel Record Review Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to Cooperative Public Records), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: December 4, 2019

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### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 115, June 2024**

## *Document Status: Draft Update*

### **Professional Personnel**

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

The Executive Director manages the terms and conditions for the employment of professional personnel. The Executive Director shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Executive Director is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

#### **School Year and Day**

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

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

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

#### **Nursing Mothers**

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

#### **Duty-Free Lunch**

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

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

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

#### **Salary**

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

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

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

#### **Assignments and Transfers**

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

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

The Executive Director is authorized to make all assignments. In order of priority, except as otherwise provided by law, assignments shall be made based on the Cooperative's needs and

best interests, employee qualifications, and employee desires.

### Evaluation

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

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

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

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

### School Social Worker Services Outside of Cooperative Employment

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

### Dismissal

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

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

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

### LEGAL REF.:

[29 U.S.C. §218\(d\)](#), [Pub. L. 117-328](#), Pump for Nursing Mothers Act.

[42 U.S.C. §2000gg](#) *et seq.*, [Pub. L. 117-328](#), Pregnant Workers Fairness Act.

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.65](#), [5/14-1.09a](#), [5/22-96.5](#), [PRESSPlus1 5/22.4](#), [5/24-16.5](#), [5/24-2](#), [5/24-8](#), [5/24-9](#), [5/24-11](#), [5/24-12](#), [5/24-21](#), [5/24A-1 through 24A-20](#).

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

[23 Ill.Admin.Code Parts 50](#) (Evaluation of Educator Licensed Employees) and [51](#) (Dismissal of Tenured Teachers).

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

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:290 (Employment Termination and Suspensions), 6:20 (Calendar and Day)

Adopted: January 3, 2024

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### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/22-96, added by P.A. 103-46 and amended by P.A. 103-564, requires school districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those

areas. The law also requires educators in these areas to obtain short-term approval if they are not licensed in the content area, or, if no short-term approval is available, they must meet criteria specified by the Ill. State Board of Education (ISBE). Educators must obtain an endorsement in the area being taught prior to the end of the short-term approval period to continue to maintain the educator's employment for subsequent school years. In the alternative, educators do not need to be licensed, obtain short-term approval, or meet other ISBE requirements if they meet the requirements of Title 23 of the Illinois Administrative Code except for Section 1.710. **Issue 115, June 2024**

# Document Status: Draft Update

## INSTRUCTION

### **6:140 Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and the Education for Homeless Children Act. The Executive Director or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend MVSEC programs if: (a) the child currently lives in any Member District's attendance areas; or (b) the child when permanently housed resided in a Member District or was enrolled in a Member District school.

LEGAL REF.:

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

[105 ILCS 45/](#), Education for Homeless Children Act.

[23 Ill.Admin.Code §1.241](#), [PRESSPlus1](#)

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), [4:140 \(Waiver of Student Fees\)](#), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-Cooperative Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

Adopted: June 1, 2022

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### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 115, June 2024**

## *Document Status: Draft Update*

### **STUDENTS**

#### **7:20 Harassment of Students Prohibited**

No person, including a Cooperative employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth); gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The Cooperative will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Sexual Harassment Prohibited**

The Cooperative shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

#### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

The Executive Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the Cooperative's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the Cooperative's Title IX Coordinator.

#### **Nondiscrimination Coordinator:**

Matt McDonald

1304 Ronzheimer Ave.,  
St. Charles, IL 60174

[matthew.mcdonald@d303.org](mailto:matthew.mcdonald@d303.org)

331-228-4928

## Complaint Man

Lisa Palese

Matt McDonald

1304 Ronzheimer Ave.,  
St. Charles, IL 60174

1304 Ronzheimer Ave.,  
St. Charles, IL 60174

[lisa.palese@d303.org](mailto:lisa.palese@d303.org)

[matthew.mcdonald@d303.org](mailto:matthew.mcdonald@d303.org)

331-228-4928

331-228-5990

The Executive Director shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the Cooperative's student handbook(s), on the Cooperative's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

## Investigation Process

Any Cooperative employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the Cooperative's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sex-based ~~harassment~~ [PRESSPlus1](#) harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

## Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS](#)

[5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

### Enforcement

Any Cooperative employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the Cooperative, e.g., vendor, parent/[guardian](#), invitee, etc. Any Cooperative student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

### Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

*West v. Derby Unified Sch. Dist. No. 260*, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace

Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

Adopted: May 1, 2024

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to final regulations implementing Title IX. **Issue 116, August 2024**

# Document Status: Draft Update

## STUDENTS

### 7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 22 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Executive Director or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Advisory Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits any person a Cooperative employee, agent, or student from engaging in sexual discrimination, including sex-based [PRESSPlus1](#) harassment, in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
  - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a Cooperative employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the Cooperative's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Coordinator, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the

Cooperative's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the Cooperative's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Coordinator, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

[105 ILCS 110/3.10.](#)

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: March 3, 2021

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to final regulations implementing Title IX. **Issue 116, August 2024**

# *Document Status: Draft Update - Rewritten*

## **COOPERATIVE BOARD**

### **2:265 Title IX Grievance Procedure**

Discrimination on the basis of sex, including sex-based harassment, affects a student's ability to learn and an employee's ability to work. [PRESSPlus1](#) Providing an educational and workplace environment free from discrimination on the basis of sex is an important District goal.

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106), including against applicants for employment, [PRESSPlus2](#) students, parents/guardians, employees, and third parties. [PRESSPlus3](#)

#### **Title IX Sex Discrimination Prohibited**

Sex discrimination as defined in Title IX (Title IX Sex Discrimination) is prohibited. A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Title IX Sex Discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Sex-based harassment is a form of Title IX Sex Discrimination. Sex-based harassment occurs whenever a person engages in conduct on the basis of sex that satisfies one or more of the following:

1. A District employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service on a person's participation in unwelcome sexual conduct; or
2. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 34 C.F.R. §106.2.

#### **Definitions from 34 C.F.R. §106.2** [PRESSPlus4](#)

*Complainant* means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination and who was participating or attempting to participate in the District's education program or activity at the time of the alleged Title IX Sex Discrimination. [PRESSPlus5](#)

*Complaint* means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

*Respondent* means a person who is alleged to have violated the District's prohibition on Title IX Sex Discrimination.

*Retaliation* means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a Complaint, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

### Making a Report

A person who wishes to make a report under this policy may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus6](#) a Complaint Manager, or any employee with whom the person is comfortable speaking.

School employees who receive information about conduct that reasonably may constitute Sex Discrimination under this policy shall promptly forward the report or information to the Title IX Coordinator. An employee who fails to promptly make or forward a report or information may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. [PRESSPlus7](#)

### **Title IX Coordinator:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

### Processing and Reviewing a Report or Complaint

Upon receipt of a report of conduct that reasonably may constitute Title IX Sex Discrimination, the Title IX Coordinator and/or designee shall offer and coordinate supportive measures, as appropriate, for a Complainant.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:10, *Equal Employment Opportunity and Minority Recruitment*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:10, *Equal Educational Opportunities*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action under those policies.

Reports of alleged Title IX Sex Discrimination will be confidential to the greatest extent practicable,

subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of Title IX Sex Discrimination.

### Title IX Complaint Grievance Process

The Superintendent or designee shall implement procedures to ensure the prompt and equitable resolution of all Complaints according to a grievance process that fully complies with 34 C.F.R. §106.45. See the District's Title IX Complaint Grievance Process (Grievance Process) under administrative procedure 2:265-AP2, *Formal Title IX Complaint Grievance Process*.

When a Complaint is filed, the Title IX Coordinator will investigate it and make a determination regarding the outcome of the Complaint, or appoint a qualified person(s) to undertake the investigation and make a determination regarding the outcome of the Complaint.

### Enforcement

Any District employee who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding Title IX Sex Discrimination will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

### Retaliation Prohibited

The District prohibits any form of retaliation, including peer retaliation, in its education program or activity. Any person should report claims of retaliation using this Board policy 2:265, *Title IX Grievance Procedure*.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### LEGAL REF.:

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

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:200 (Terms and Conditions of Employment and Dismissal), 5:240

(Suspension), 5:290 (Employment Termination and Suspension), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

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## **PRESSPlus Comments**

PRESSPlus 1. Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 et seq.) requires this subject matter to be covered by policy and controls this policy's content.

The U.S. Dept. of Education released final regulations implementing Title IX of the Education Amendments of 1972 (Title IX), effective 8-1-24. Compared to the previous Title IX regulations, the new 2024 Title IX regulations:

- Expand the breadth of Title IX grievance procedures to require that they be used to address all Title IX sex discrimination complaints, not just complaints of sexual harassment.
- Clarify that the scope of Title IX sex discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.
- Allow districts the flexibility to use a single investigator/decisionmaker template, so that the same individual who investigates a Title IX complaint may also make a decision regarding the complaint.

See Issue 116 Update Memo and the footnote information in Rewritten PRESS sample policy 2:265, *Title IX Grievance Procedure*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for more information. **Issue 116, August 2024**

PRESSPlus 2. Subpart C of Title IX applies to institutions of vocational education, defined as a school or institution "which has as its primary purpose preparation of students to pursue a technical, skilled, or semiskilled occupation or trade, or to pursue study in a technical field, whether or not the school or institution offers certificates, diplomas, or degrees and whether or not it offers fulltime study." 34 C.F.R. §§106.15(d), 106.2. If Subpart C applies, add "admission and" before "employment," and use the Save Status **Adopted with Additional District Edits. Issue 116, August 2024**

PRESSPlus 3. A district must prominently display its Title IX notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(c)(2)(i). The notice must state that nondiscrimination extends to any program or activity operated by the district, including employment; that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX Coordinator, to the U.S. Dept. of Education's Office for Civil Rights, or both; the name or title, office address, email address, and telephone number of the district's Title IX Coordinator; how to locate the district's nondiscrimination policy and grievance procedures; how to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination. 34 C.F.R. §106.8(c)(1)(i). See the Notice of Nondiscrimination subhead of sample administrative procedure 2:265-AP1, *Title IX Response*, for a sample notice of nondiscrimination and nondiscrimination statement meeting the minimum requirements of Title IX regulations. The sample administrative procedure is available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 116, August 2024**

PRESSPlus 4. If the district uses sample exhibit 2:265-E, *Title IX Glossary of Terms*, or a similar document, the definitions of these terms within it should match the definitions used in this policy. Sample exhibit 2:265-E is available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 116, August 2024**

PRESSPlus 5. The 2024 Title IX regulations shift the focus of the analysis from "whether the participation or attempted participation occurred at the time the complaint was filed" (as required under the 2020 Title IX regulations) to "the time of the alleged sex discrimination." 89 Fed. Reg. 33483. **Issue 116, August 2024**

PRESSPlus 6. If the title(s) Assistant Building Principal and/or Dean of Students do not apply, enter Edit Mode, strike the non-applicable title(s), and save the policy as **Adopted with Additional District Edits**.  
**Issue 116, August 2024**

PRESSPlus 7. Title IX regulations require districts to designate and authorize at least one employee to coordinate its efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). If a district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations. 34 C.F.R. §106.8(a)(1). The Title IX Coordinator with ultimate oversight should be listed in this policy.

Consistent with how Nondiscrimination Coordinators and Complaint Managers are listed in PRESS sample policies, this policy requires the Title IX Coordinator's name, office address, email address, and telephone number to be listed. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. See policy 2:260, *Uniform Grievance Procedure*.

**IASB will insert the Title IX Coordinator listed in the board's adopted policy 2:260 into policy 2:265.** Ensure that the name and contact information listed in policy 2:260, *Uniform Grievance Procedure*, is correct. **Issue 116, August 2024**

# *Document Status: Review and Monitoring*

## COOPERATIVE BOARD

### **2:160 Board Attorney**

The Advisory Board may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Advisory Board in its capacity as the governing body for the Cooperative. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The attorney will: [PRESSPlus1](#)

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

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

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

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

LEGAL REF.:

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

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

Adopted: July 1, 2020

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### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the

review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

# *Document Status: Review and Monitoring*

## OPERATIONAL SERVICES

### **4:15 Identity Protection**

The collection, storage, use, and disclosure of social security numbers by the Cooperative shall be consistent with State and federal laws. The goals for managing the Cooperative's collection, storage, use, and disclosure of social security numbers are to: [PRESSPlus1](#)

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the Cooperative from unauthorized disclosure.

The Executive Director or designee is responsible for ensuring that the Cooperative complies with the Identity Protection Act, [5 ILCS 179/](#). Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the Cooperative is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No Cooperative employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Executive Director.

### Treatment of Personally Identifiable Information Under Grant Awards

The Executive Director ensures that the Cooperative takes reasonable measures to safeguard: (1) *protected personally identifiable information*, (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the Cooperative considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive*

information), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act ([30 ILCS 708/](#)).

The Executive Director shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Executive Director shall ensure that employees and contractors responsible for the administration of a federal or State award for the Cooperative receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

[2 C.F.R. §200.303\(e\)](#).

[5 ILCS 179/](#), Identity Protection Act.

[30 ILCS 708/](#), Grant Accountability and Transparency Act

[50 ILCS 205/3](#), Local Records Act.

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

CROSS REF: 2:250 (Access to Cooperative Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

Adopted: February 5, 2020

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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**Issue 115, June 2024**

# *Document Status: Review and Monitoring*

## General Personnel

### **5:180 Temporary Illness or Temporary Incapacity**

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, Cooperative-paid insurance programs, etc.) will be deducted from the Cooperative's compensation liability to the employee. The Advisory Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of their gross salary. [PRESSPlus1](#)

Those insurance plans privately purchased by the employee and to which the Cooperative does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes an employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Executive Director may recommend this paragraph's use when circumstances strongly suggest that the employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the Cooperative's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity.

**Also please refer to the applicable collective bargaining agreement.**

LEGAL REF.:

[42 U.S.C. §12101](#) *et seq.*, Americans with Disabilities Act.

[105 ILCS 5/10-22.4](#), [5/24-12](#), and [5/24-13](#).

*Elder v. School Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

*School District No. 151 v. ISBE*, 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Adopted: December 4, 2019

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## **PRESSPlus Comments**

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**Issue 115, June 2024**

# *Document Status: Review and Monitoring*

## Educational Support Personnel

### **5:290 Employment Termination and Suspensions**

#### Resignation [PRESSPlus1](#)

An employee is requested to provide two weeks' written notice of a resignation. A resignation notice cannot be revoked once given.

#### Retirement

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

#### Non-RIF Dismissal

The Cooperative may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Executive Director is responsible for making dismissal recommendations to the Advisory Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by [325 ILCS 5/](#).

#### Reduction in Force and Recall

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

#### Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

#### Administrative Absence With Pay

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

#### Suspension

Except as provided below, the Executive Director is authorized to suspend an employee without pay

as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Executive Director's judgment, the employee's presence is detrimental to the Cooperative. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the Cooperative remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the Cooperative, the Board or Director or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
  - a. A suspension with pay; or
  - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the Cooperative all compensation and the value of all benefits received by the employee during the suspension. The Executive Director will notify the employee of this requirement when the employee is suspended.

LEGAL REF.:

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

[5 ILCS 430](#) et seq., State Officials and Employees Ethics Act.

[325 ILCS 5/7.4](#)(c-10), Abused and Neglected Child Reporting Act.

[820 ILCS 105/4a](#), Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

Adopted: February 5, 2020

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## **PRESSPlus Comments**

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# *Document Status: Review and Monitoring*

## Educational Support Personnel

### **5:310 Compensatory Time-Off**

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, [29 U.S.C. §201](#) *et seq.*, and (2) are not represented by an exclusive bargaining representative. [PRESSPlus1](#)

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the Cooperative's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

#### Implementation

The Executive Director or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

#### LEGAL REF.:

Fair Labor Standards Act, [29 U.S.C. §201](#) *et seq.*; [29 C.F.R. Part 553](#).

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

Adopted: December 4, 2019

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**Issue 115, June 2024**

# *Document Status: Review and Monitoring*

## **INSTRUCTION**

### **6:110 Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program**

The Executive Director or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following: [PRESSPlus1](#)

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.:

[105 ILCS 5/2-3.41](#), [5/2-3.66](#), [5/10-20.9a](#), [5/13B](#), [5/26-2a](#), [5/26-13](#), [5/26-14](#), and [5/26-16](#).

CROSS REF.: 6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

Adopted: December 4, 2019

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**Issue 115, June 2024**

# *Document Status: Review and Monitoring*

## INSTRUCTION

### **6:150 Home and Hospital Instruction**

A child qualifies for home or hospital instruction if they are absent due to a medical condition, or the child's physician, physician assistant, or advanced practice registered nurse anticipates that due to a medical condition the child will be unable to attend school, and instead must be instructed at home or in the hospital, for a period of two or more consecutive weeks or on an ongoing intermittent basis. "Ongoing intermittent basis" means that the child's medical condition is of such a nature or severity that it is anticipated that the child will be absent from school due to the medical condition for periods of at least two days at a time multiple times during the school year totaling at least 10 days or more of absences. There shall be no requirement that a child be absent from school a minimum number of days before the child qualifies for home or hospital instruction. [PRESSPlus1](#)

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Instruction time will be provided for a minimum of five hours per week on days when school is normally in session, unless fewer hours are certified by the attending physician.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to three months after the child's birth or a miscarriage.

The Cooperative may from time to time contact the parent(s)/guardian(s) of the absent student with additional requests for information concerning the student's medical condition.

#### LEGAL REF.:

[105 ILCS 5/10-19.05\(e\)](#), [5/10-22.6a](#), [5/14-13.01](#), and [5/18-4.5](#).

[23 Ill.Admin.Code §§1.520, 1.610](#), and [226.300](#).

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity)

Adopted: February 5, 2020

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**Issue 115, June 2024**



## 5. **Information**

5.1. Student Enrollment Update & Classroom Openings,  
September 2024



MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Lisa Palese, Executive Director

DATE: October 2, 2024

RE: Student Enrollment & Classroom Openings

This memorandum provides the board with information on student enrollment and classroom openings. This month, most referrals are to New Directions (10) and New Pathways (2). Nine of the referred students are not yet enrolled in our programs but expect to be in the next two weeks. We have received a steady amount of referrals from D428 DeKalb. We are only considering students in our classrooms that we know will not fill to capacity and for students that will not affect the safety of our current students.

2024-25 Enrollment Updates (Including Home-Instruction Students)			2023-24 Students Referred		
District	Projected Students May 2024	Enrolled Students as of 9/20/24	District	May-August	September
D101	43	44	D101	6	1
D301	73	76	D301	5	5
D302	56	51	D302	4	2
D303	38	41	D303	6	0
D304	55	49	D304	5	0
Other Districts	7	7	Other Districts	3	6
DHH Program Students	94	93		<b>29</b>	<b>14</b>
<b>Total Students Served</b>	<b>366</b>	<b>361</b>	<b>Total Referrals to Date</b>		<b>43</b>

**Recommended Classroom Capacity & Classroom Openings (based on the needs of current students served)**

<b>Program/Location/Grade</b>	<b>Total Classrooms</b>	<b>Recommended Capacity per Classroom</b>	<b>Current Openings</b>	<b>Additional Information</b>
ABLE K-6 Kaneland	1	6	2	
ABLE 6-12 Batavia	1	6	0	We would welcome a new student in this classroom if needed.
ELS K-2 Kaneland	1	6	0	This classroom is filled to capacity with significant needs.
ELS 3-5 Kaneland	1	8	3	
ELS Middle School Central	1	8	1	
ELS High School Central	1	8	4	
New Directions K-1	1	6	0	We have one more pending referral for this classroom, and then we would need to cap it at seven due to the students' significant needs.
New Directions 2-3	1	8	4	
New Directions 3	1	8	0	One student is still pending. We may have an opening in this classroom.
New Directions 4	1	8	0	We currently have nine students in this classroom.
New Directions MS (Co-taught)	2	13	6	We have space for 5th graders in middle school this year as well.
New Directions HS	3	10	6	
New Pathways K-2 Central	2	8	0	This classroom is filled to capacity.
New Pathways K-5 Kaneland	1	8	0	This classroom is filled to capacity.
New Pathways K-5 Geneva	2	8	1	We expect this classroom to be filled by the end of the month.
New Pathways MS Geneva	2	8	6	We could consider early transition for 5th graders in our MS classrooms.
New Pathways MS Central	1	8	4	We could consider early transition for 5th graders in our MS classrooms.
New Pathways HS Geneva	2	8	1	
New Pathways HS Central	1	8	3	
SAFE Schools	1	8	4	
SAIL- Shelby	2	6-8	2	
SAIL- Shelby/ECC	3	13	6	
SEA	3	15	6	

## 5.2. Staffing Update, September 2024



MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Lisa Palese, Executive Director

DATE: October 2, 2024

RE: Staffing Update

This memorandum provides the board with an update on our current staffing as of October 2, 2024. We have two open TA positions. Both have been filled pending reference checks. We have one open 1:1 Nurse position in our ABLE program. Our CSN is currently filling that role to keep the student in school.

2024-25 Staffing Updates			
Role	Board Approved May 2024	Actual 7/30/24	Actual 10/2/24
Adaptive PE	1.8	1.8	1.8
AT Specialist	1	1	1
Certified School Nurse	1	1	1
Classroom Teachers	38	38	38
Elective Teachers	2	2	2
Hearing Itinerants	4.6	4.6	4.6
Instructional/Behavioral Coaches	3.1	3.1	3.1
Job Coaches	7.2	7.2	7.2
Nurses	10	10	10
Occupational Therapists	5.3	5.3	5.3
Permanent Subs	2	2	2
Physical Therapists	2.4	2.4	2.4
School Psychologist	0.8	0.8	0.8
Social Workers	9	9	9
Speech/Language Pathologists	8.6	8.6	8.6
Teaching Assistants/CNAs	58	56	56
Vocational Specialists	4	4	4
<b>Board Approved (excluding 1:1s)</b>	<b>158.8</b>	<b>156.8</b>	<b>156.8</b>
Certified Staff Vacancies	0	0	0
TA/CNA/Job Coach Vacancies	1	2	2
Nursing Vacancies	0	0	0
1:1 TA/CNA Vacancies	0	0	0
1:1 Nurse Vacancies	0	0	1

## 2024-25 Staffing Updates - Additional Information

Role/District Specific	Projected May of 2024	Actual 7/31/2024	Actual 10/2/24
<b>Instructional/Behavioral Coaches (Assigned to Districts)</b>			
D301	0.4	0.4	0.4
D302	0.4	0.4	0.4
<b>1:1 TAs/CNAs (Billed separately)</b>			
D101	1	2	2
D301	4.6	4.6	4.6
D302	1	2	2
D303	5	6	6
D304	4	3	3
Other	1	1	1
<b>1:1 Nurses (Billed separately)</b>			
D303	0	0	1
<b>Total Contract Staff</b>			
TA/CNA		12	11
Nurses		2	3
Speech/Language Pathologists		1	1
Occupational Therapists		0.4	0.4
Physical Therapists		0.6	0.6
Hearing Itinerants		0.6	0.6

5.3. Administrative Liaison Meeting Minutes,  
September 20, 2024

## Mid-Valley Liaison Meeting September 20, 2024

In attendance: Lisa Palese, Tanner Seal, Mike Ackerman, Sarah Nolan, Kari Ruh, Fran Eggleston, Laurel O'Brien, Anne Scalia, Cara Chase

### Enrollment

- Enrollment Document was reviewed.
- Main areas to watch: New Pathways Elementary, ELS Elementary, New Directions- grades K-1 & 3-4

### Accommodations and Sites for ACT

- We discussed the issue of some residential placements that are not approved sites for ACT.
- Tanner and Lisa agreed to welcome any residential students to our site for testing. Encourage families to bring them on a home visit. Liaisons who need this can work directly with Tanner.

### Professional Development Needs

- We discussed the following topics for shared professional development: School Refusal Strategies, Facilitated IEP/Conflict Resolution, and Direct Teaching.
- Lisa will invite Carla Cumblad to an upcoming liaison meeting to discuss combining staff and resources for Facilitated IEP training.
- Mid-Valley was just granted a \$80,000.00 grant through the Kane County Health Department for support for mental health. We can use these funds for mental health experts to provide professional development to staff throughout the Cooperative. We will also use these funds to continue our work with Kim Boatner at MJS/SAIL and more!

### SAIL/Shelby Building

- We discussed some of the limitations of the SAIL/Shelby building as our enrollment increases- particularly students who use wheelchairs.
- In addition, we briefly discussed feedback from the D303 SRO about ways to continue to ensure student safety during weather events and other topics.
- The Liaisons will also meet with their Superintendents to gather feedback on the future of our transition programming at Shelby.

### MVSE Programming & The Future

- As Mid-Valley continues to grow and the needs of our students continue to become more complex, we want to keep conversations open about the future.
- A few key topics to consider
  - The sustainability of current space within our districts
    - D101: 1 classroom
    - D301: 6 classrooms, 3 sensory rooms
    - D302: 4 classrooms, 2 sensory rooms, and a storage unit
    - D303: ESY space
    - D304: 6 classrooms, 3 sensory rooms
  - The potential for additional classroom space in any of our districts
  - The potential space for an additional Public Day School - funding options have significantly improved. This may be an excellent option for students unable to access the general education setting successfully.
  - We all agreed that our priority is always the least restrictive environment and, whenever possible, having students in their home districts, but these are options to consider in the future.

### Staff Emergency Protocols

- Recent situations have reminded us of the importance of having emergency contact information for our staff supporting our satellite programs.
- It would be helpful for the Liaisons/Superintendents to remind building principals to gather the same information from our staff as they gather from their district staff.

### ESY

- D303 will continue to host Mid-Valley ESY, but this year, it will be at Bell Graham. THANK YOU!
- We will work collaboratively to better meet the needs of our district students enrolled in "Academic Maintenance" for ESY. This program is for our students who need specific interventions in reading, writing, and/or math but may not need a four-hour self-contained program during the summer.
- Each Liaison is gathering additional data from their teams, and we have several dates set up to collaborate to create more effective options for this student population.

5.4. Mid-Valley Finance Meeting, September 16, 2024



## **Mid-Valley Special Education Cooperative**

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

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### **Mid-Valley Finance Meeting September 16, 2024**

In attendance: Matt McDonald, Tony Inglese, Justin Attaway, Daina Pflug, Lisa Sestak

#### **FY24 Final Bill**

- The final FY24 bill was presented and discussed
- Overall we were very close to budget at approximately \$150,000 over the budgeted tuition. Much of this is attributed to additional 1:1 aide or direct billed services (homebound, etc).
- Some districts will receive a credit while others owe due to changes in student enrollment numbers.
- The possibility of having a set tuition by program for each year was discussed. There is varying levels of interest in the idea.

#### **ESY Billing**

- Discussed planning for ESY billing for next summer
- We will trial setting a tuition rate approximately one month before ESY based on staffing and enrollment.

#### **FY25 Budget**

- The board-approved budget for FY25 was reviewed
- Looked at individual program budgets to seek an understanding of year-to-year changes in costs. Cost increases were largely due to either salary increases or increases in staffing.
- Matt will be working to develop a metric to measure how financially efficient classrooms are from year to year.

#### **Credits & Reimbursement**

- Interest income from FY24 will become the foundation for a capital projects fund. There was approximately \$100,000 in interest which will be credited equally by district.
- Moving forward most of the Medicaid reimbursement will be credits and capital project funding determined at the end of the fiscal year.
- We will continue to monitor what is needed in order for districts to get reimbursed for day school tuition in the New Directions and SAIL programs.

#### **Capital Projects**

- Matt will begin getting a general idea of pricing and timing on an updated playground. Will be pursuing the use of a purchasing cooperative and seeking out grants to aid in the funding.
- Air handlers are the anticipated next large need; likely in 2-3 years.

## 5.5. Mid-Valley FY24 Final Tuition Billing



**Mid-Valley Special Education Cooperative**

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

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MEMO

TO: Mid-Valley Special Education Cooperative Executive Advisory Board  
FROM: Matt McDonald, Director of Human Resources & Business  
DATE: October 2, 2024  
RE: Final Tuition FY24

Included for your review is the final tuition statement for FY24.

This final tuition bill for Fiscal Year 24 was calculated in September rather than waiting until December after the completed audit. The final bill was presented to the district CSBOs on September 16, 2024.

Mid-Valley served 290 students at some point during the 2023-24 school year. Our tuition rates are based upon 248 full-year enrollment equivalent students (total days enrolled divided by 175). We started the year with 249.5 students projected to be enrolled. The overall tuition expenses for the cooperative came out to approximately \$148,000 more than budgeted. Much of this can be attributed to 1:1 student aid needs, homebound instruction and FMLA leave substitutes. The total cost of tuition for Mid-Valley programs for school year 2023-24 was \$13,706,049.

Final invoices or credits will be sent to districts in October.

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

### Mid-Valley FY24 Tuition Summary

FY23			Per Student Cost Summary - FY24				FY25 (Budgeted)		
Total Program Specific Cost	Students/Program	Program Cost/Student		Total Program Specific Cost	Students/Program	Program Cost/Student	Total Program Specific Cost	Students/Program	Program Cost/Student
\$ 902,688	10.3	\$ 87,957	<b>ABLE</b>	\$ 778,125	8.0	\$ 97,056	\$ 810,852	11.0	\$ 73,714
\$ 244,750	2.2	\$ 113,611	<b>Bright Beginnings</b>	\$ 257,148	4.2	\$ 61,801			
\$ 1,391,010	20.8	\$ 67,004	<b>ELS</b>	\$ 1,368,993	22.4	\$ 61,016	\$ 1,532,761	21.0	\$ 72,989
\$ 3,261,450	61.7	\$ 52,867	<b>New Pathways</b>	\$ 3,431,358	65.5	\$ 52,419	\$ 4,346,167	73.0	\$ 59,537
\$ 1,986,594	52.1	\$ 38,141	<b>New Directions</b>	\$ 3,062,614	59.6	\$ 51,368	\$ 3,369,475	66.0	\$ 51,053
\$ 75,009	5.7	\$ 13,219	<b>Safe Schools</b>	\$ 121,516	4.9	\$ 25,022	\$ 107,394	3.0	\$ 35,798
\$ 1,826,363	49.7	\$ 36,737	<b>SAIL</b>	\$ 2,297,974	55.5	\$ 41,384	\$ 2,675,292	61.0	\$ 43,857
\$ 312,042	20.3	\$ 15,361	<b>SEA</b>	\$ 566,008	27.9	\$ 20,264	\$ 898,540	32.0	\$ 28,079
\$ 9,999,906	222.6	\$ 44,915	<b>Program Costs</b>	\$ 11,883,735	248.0	\$ 47,916	\$ 13,740,481	267.0	\$ 51,462
<b>Total</b>	<b>Students</b>	<b>Cost/Student</b>		<b>Total</b>	<b>Students</b>	<b>Cost/Student</b>	<b>Total</b>	<b>Students</b>	<b>Cost/Student</b>
			<b>Overall Cost w/out Credits</b>	\$ 13,706,049	248.0	\$ 55,264	\$ 15,786,694	267.0	\$ 59,126
			<b>Total Credits</b>	\$ 2,667,901	248.0	\$ 10,757	\$ 2,439,557	267.0	\$ 9,137
\$ 11,360,846	222.6	\$ 51,028	<b>Total Billed Cost</b>	\$ 11,038,148	248.0	\$ 44,507	\$ 13,347,137	267.0	\$ 49,989

	101		301		302		303		304		25		131		424		426		427		428		Totals	
	Students	Cost	Students	Cost	Students	Cost	Students	Cost	Students	Cost	Students	Cost	Students	Cost	Students	Cost								
ABLE	2.0	\$ 194,113	1.0	\$ 97,056	1.4	\$ 136,102	2.5	\$ 242,641	1.1	\$ 108,212	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	8.0	\$ 778,125
Bright Beginnings	0.0	\$ -	0.0	\$ -	4.2	\$ 257,148	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	4.2	\$ 257,148
ELS	0.3	\$ 19,988	9.0	\$ 550,192	6.8	\$ 414,134	1.6	\$ 96,082	4.2	\$ 257,738	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.5	\$ 30,858	0.0	\$ -	0.0	\$ -	22.4	\$ 1,368,993
New Pathways	2.0	\$ 105,441	26.9	\$ 1,408,393	9.7	\$ 506,720	13.0	\$ 681,753	13.9	\$ 729,051	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	65.5	\$ 3,431,358
New Directions	7.2	\$ 367,844	13.9	\$ 712,071	13.4	\$ 688,453	14.0	\$ 718,566	5.4	\$ 276,031	1.0	\$ 51,368	1.0	\$ 101,261	0.4	\$ 18,599	0.0	\$ -	1.1	\$ 56,977	1.4	\$ 71,443	58.6	\$ 3,062,614
Safe Schools	0.0	\$ -	2.2	\$ 54,790	0.6	\$ 13,805	1.0	\$ 25,022	1.1	\$ 27,898	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	4.9	\$ 121,516
SAIL	19.0	\$ 786,287	9.2	\$ 381,727	12.0	\$ 496,602	3.0	\$ 124,151	12.3	\$ 509,208	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	55.5	\$ 2,297,974
SEA	8.0	\$ 162,116	3.0	\$ 60,793	6.9	\$ 140,454	1.0	\$ 20,264	9.0	\$ 182,380	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	27.9	\$ 566,008
<b>Program Subtotal</b>	<b>38.5</b>	<b>\$ 1,635,789</b>	<b>65.2</b>	<b>\$ 3,265,023</b>	<b>54.9</b>	<b>\$ 2,653,419</b>	<b>36.1</b>	<b>\$ 1,908,479</b>	<b>47.0</b>	<b>\$ 2,090,516</b>	<b>1.0</b>	<b>\$ 51,368</b>	<b>1.0</b>	<b>\$ 101,261</b>	<b>0.4</b>	<b>\$ 18,599</b>	<b>0.5</b>	<b>\$ 30,858</b>	<b>1.1</b>	<b>\$ 56,977</b>	<b>1.4</b>	<b>\$ 71,443</b>	<b>247.0</b>	<b>\$ 11,883,735</b>
Hearing (FTE)	0.5	\$ 50,450	0.5	\$ 50,450	0.5	\$ 50,450	1.5	\$ 151,351	1.0	\$ 100,901		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	4.6	\$ 403,604
Vision		\$ 330		\$ 330		\$ 330		\$ 330		\$ 330		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 1,648
<b>District Tuition</b>	<b>\$ 1,686,569</b>		<b>\$ 3,315,803</b>		<b>\$ 2,704,200</b>		<b>\$ 2,060,160</b>		<b>\$ 2,191,748</b>		<b>\$ 51,368</b>		<b>\$ 101,261</b>		<b>\$ 18,599</b>		<b>\$ 30,858</b>		<b>\$ 56,977</b>		<b>\$ 71,443</b>		<b>\$ 12,288,987</b>	
O&M		\$ 35,384		\$ 57,875		\$ 49,952		\$ 32,231		\$ 42,209		\$ 919		\$ 1,812		\$ 333		\$ 465		\$ 1,019		\$ 1,278		\$ 223,478
Technology		\$ 12,728		\$ 21,543		\$ 18,151		\$ 11,925		\$ 15,552		\$ 331		\$ 652		\$ 120		\$ 167		\$ 367		\$ 460		\$ 81,994
<b>Technology Subtotal</b>	<b>\$ 1,734,682</b>		<b>\$ 3,395,221</b>		<b>\$ 2,772,303</b>		<b>\$ 2,104,315</b>		<b>\$ 2,249,509</b>		<b>\$ 52,618</b>		<b>\$ 103,724</b>		<b>\$ 19,051</b>		<b>\$ 31,490</b>		<b>\$ 58,364</b>		<b>\$ 73,181</b>		<b>\$ 12,594,459</b>	
<b>District Specific Costs</b>	<b>101</b>		<b>301</b>		<b>302</b>		<b>303</b>		<b>304</b>		<b>25</b>		<b>131</b>		<b>424</b>		<b>426</b>		<b>427</b>		<b>428</b>			
Instructional Coach	\$ -		0.4	\$ 42,498	0.4	\$ 63,747		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.8	\$ 106,245
Dir of Prof Learning	\$ -		\$ -		\$ -		1.0	\$ 155,920		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.0	\$ 155,920
Homebound				\$ 2,105		\$ 645		\$ 8,751		\$ 9,585		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.0	\$ 21,087
1:1 TA/CNA	1.0	\$ 38,277	6.4	\$ 244,971	1.0	\$ 38,277	4.0	\$ 153,107	3.0	\$ 114,830	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	15.4	\$ 589,462
1:1 Nurse	0.0	\$ -	1.0	\$ 79,217	1.0	\$ 79,217	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	2.0	\$ 158,435
Infinitec		\$ 3,787		\$ 3,499		\$ 2,909		\$ 8,497		\$ 3,686		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.0	\$ 22,378
Embrace		\$ 8,919		\$ 5,082		\$ 6,481		\$ 9,004		\$ 16,318		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.0	\$ 45,805
CPI/PD		\$ -		\$ 53		\$ 2,317		\$ 6,075		\$ 3,815		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.0	\$ 12,260
<b>Total District Specific</b>	<b>\$ 50,983</b>		<b>\$ 377,426</b>		<b>\$ 193,693</b>		<b>\$ 341,353</b>		<b>\$ 148,235</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 19.2</b>	<b>\$ 1,111,590</b>
<b>Tuition w/out Credits</b>	<b>\$ 1,785,665</b>		<b>\$ 3,772,647</b>		<b>\$ 2,965,896</b>		<b>\$ 2,445,669</b>		<b>\$ 2,397,744</b>		<b>\$ 52,618</b>		<b>\$ 103,724</b>		<b>\$ 19,051</b>		<b>\$ 31,490</b>		<b>\$ 58,364</b>		<b>\$ 73,181</b>		<b>\$ 13,706,049</b>	
<b>Non-Member Surcharge</b>											\$ 5,262		\$ 10,372		\$ 1,905		\$ 3,149		\$ 5,836		\$ 7,318		\$ 33,843	
<b>Non-Member Tuition</b>											<b>\$ 57,880</b>		<b>\$ 114,096</b>		<b>\$ 20,956</b>		<b>\$ 34,640</b>		<b>\$ 64,200</b>		<b>\$ 80,499</b>		<b>\$ 372,272</b>	
<b>Tuition Paid to Date</b>	<b>\$ 1,475,943</b>		<b>\$ 2,902,926</b>		<b>\$ 2,304,144</b>		<b>\$ 1,987,023</b>		<b>\$ 2,009,152</b>		<b>\$ 49,632</b>		<b>\$ -</b>		<b>\$ 14,490</b>		<b>\$ -</b>		<b>\$ 58,898</b>		<b>\$ 87,603</b>		<b>\$ 10,889,811</b>	
<b>Surcharge Credit</b>	<b>\$ 5,391</b>		<b>\$ 9,125</b>		<b>\$ 7,688</b>		<b>\$ 5,051</b>		<b>\$ 6,587</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 33,843</b>	
<b>EBF</b>	<b>\$ 150,449</b>		<b>\$ 254,634</b>		<b>\$ 214,545</b>		<b>\$ 140,949</b>		<b>\$ 183,822</b>		<b>\$ 3,908</b>		<b>\$ 7,703</b>		<b>\$ 1,415</b>		<b>\$ 1,976</b>		<b>\$ 4,334</b>		<b>\$ 5,435</b>		<b>\$ 969,171</b>	
<b>ALOP</b>	<b>\$ 100,162</b>		<b>\$ 169,523</b>		<b>\$ 142,834</b>		<b>\$ 93,837</b>		<b>\$ 122,380</b>		<b>\$ 2,602</b>		<b>\$ 5,128</b>		<b>\$ 942</b>		<b>\$ 1,316</b>		<b>\$ 2,886</b>		<b>\$ 3,618</b>		<b>\$ 645,229</b>	
<b>DORS STEP</b>	<b>\$ 20,012</b>		<b>\$ 12,021</b>		<b>\$ 13,220</b>		<b>\$ 4,213</b>		<b>\$ 14,134</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 63,600</b>	
<b>SAFE Schools Credit</b>	<b>\$ -</b>		<b>\$ 54,790</b>		<b>\$ 13,805</b>		<b>\$ 25,022</b>		<b>\$ 27,898</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 121,516</b>	
<b>SAFE Schools Credit/MJS</b>	<b>\$ 12,445</b>		<b>\$ 24,091</b>		<b>\$ 23,292</b>		<b>\$ 24,311</b>		<b>\$ 9,339</b>		<b>\$ 1,738</b>		<b>\$ 3,426</b>		<b>\$ 629</b>		<b>\$ -</b>		<b>\$ 1,928</b>		<b>\$ 2,417</b>		<b>\$ 103,615</b>	
<b>Fee For Service</b>	<b>\$ 36,823</b>		<b>\$ 215,242</b>		<b>\$ 217,208</b>		<b>\$ 67,894</b>		<b>\$ 47,702</b>		<b>\$ -</b>		<b>\$ 1,049</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 2,517</b>		<b>\$ 1,142</b>		<b>\$ 589,578</b>	
<b>Medicaid Outreach</b>	<b>\$ 6,689</b>		<b>\$ 11,321</b>		<b>\$ 9,538</b>		<b>\$ 6,266</b>		<b>\$ 8,172</b>		<b>\$ 174</b>		<b>\$ 342</b>		<b>\$ 63</b>		<b>\$ 88</b>		<b>\$ 193</b>		<b>\$ 242</b>		<b>\$ 43,087</b>	
<b>Room Rental Credit</b>	<b>\$ 5,772</b>		<b>\$ 22,110</b>		<b>\$ 36,102</b>		<b>\$ -</b>		<b>\$ 34,278</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 98,262</b>	
<b>Total Credits by District</b>	<b>\$ 337,742</b>		<b>\$ 772,857</b>		<b>\$ 678,234</b>		<b>\$ 367,543</b>		<b>\$ 454,314</b>		<b>\$ 8,421</b>		<b>\$ 17,650</b>		<b>\$ 3,049</b>		<b>\$ 3,380</b>		<b>\$ 11,858</b>		<b>\$ 12,854</b>		<b>\$ 2,667,901</b>	
<b>Credits + Tuition Paid</b>	<b>\$ 1,813,686</b>		<b>\$ 3,675,783</b>		<b>\$ 2,982,378</b>		<b>\$ 2,354,566</b>		<b>\$ 2,463,466</b>		<b>\$ 58,053</b>		<b>\$ 17,650</b>		<b>\$ 17,539</b>		<b>\$ 3,380</b>		<b>\$ 70,756</b>		<b>\$ 100,457</b>		<b>\$ 13,557,712</b>	
<b>Remaining Tuition (Credit)</b>	<b>\$ (28,021)</b>		<b>\$ 96,865</b>		<b>\$ (16,482)</b>		<b>\$ 91,103</b>		<b>\$ (65,722)</b>		<b>\$ (5,435)</b>		<b>\$ 86,074</b>		<b>\$ 1,512</b>		<b>\$ 28,111</b>		<b>\$ (12,392)</b>		<b>\$ (27,276)</b>		<b>\$ 148,337</b>	

6. **For Action**

6.1. Approval of the Personnel Report, September  
2024



**Mid-Valley Special Education Cooperative**

Regular Meeting

Wednesday, October 2, 2024

**SUBJECT: Mid-Valley Personnel Report**

**Support Staff**

<b>A. Classified Staff Recommended for Employment for 2024-2025 School Year</b>					
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Program</i>	<i>Salary</i>	<i>Effective Date</i>
Thompson, Melinda	Teacher Assistant	Fabyan	New Pathways	\$57/hr	9/16/2024
Knop, Allison	Teacher Assistant	Central HS	New Pathways	\$24,347.40	9/16/2024

**RECOMMENDATION: Approval**

7. **New Business**

8. **Adjournment**