NPT Special Education Cooperative

Executive Board Meeting
October 8, 2026
2:00 p.m
NPT Special Education
600 E First Street, Pana Il 62557



I. Preliminaries
   A. Call to Order
   B. Roll Call

II. Recognition of visitors, public comment, and correspondence

III. Approve Consent Agenda (Action Required)
   A. Approve minutes from executive board meeting on September 10, 2026
   B. Approve Bills/Treasurer's Report
   C. Second Reading of Board Policy
      1. 2:230 Public participation at Cooperative Board Meetings and Petitions to the Board
      2. 3:70 Succession of Authority
      3. 4:175 Convicted Child Sex Offender; Screening; Notifications
      4. 5:40 Communicable and Chronic Infections Disease
      5. 5:70 Religious Holidays
      6. 5:110 Recognition for Service
      7. 5:140 Solicitations By or From Staff
      8. 5:240 Suspension
      9. 6:70 Teaching about Religions
      10. 6:80 Teaching about Controversial Issues
      11. 6:190 Extracurriculuar and Co-Curriculuar Activities
      12. 7:80 Release Time for Religions Instruction/Observance
      13. 7:130 Student Rights and Responsibilities
      14. 7:330 Student Use of Buildings-Equal Access
      15. 8:10 Connection with the Community
      16. 8:70 Accommodating Individuals with Disabilities

IV. New Business
   A. Discuss and make a motion on FY26 Auditor Report-Mr. Mathias
   B. Review and Approve Volunteer Program
   C. Open Discussion

Proudly serving the Nokomis, Pana, and Taylorville School Districts.

Executive Director: Mrs. Kelly Suey: *ksuey@nptsped.com*

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V. Personnel
   A. Approve Resignation of Alexis Hall, School Nurse
   B. Approve Resignation of Emmily McNeely, Paraprofessional
   C. Approve Resignation of Ashley Walton, Long Term Substitute Teacher
   D. Approve Reassignment of Trista Wiseman
   E. Approve Hire of Monica Haines, Paraprofessional
   F. Approve Hire of Mikayla Yannone, Paraprofessional

VI. Reports
   A. Director's Report
   B. Program Coordinator/Transition Report
   C. Business Managers Report

VII. Motion to enter into Closed Session for the purpose of employment, evaluation, compensation, appointment, and discipline of personnel.

VIII. Action on closed session agenda regarding the employment, evaluation, compensation, appointment, and discipline of personnel.

IX. Adjournment

Executive Director: Mrs. Kelly Suey: *ksuey@nptsped.com*

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ACTION ITEM SHEET

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   B. Roll Call

II. Recognition of visitors, public comment, and correspondence

III. Approve Consent Agenda (Action Required)
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I am recommending approving the consent agenda as presented.

IV. New Business
   A. Discuss and make a motion on FY26 Auditor Report-Mr. Mathias

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Mr. Mathias will be presenting our FY26 audit. I am recommending approving it as presented.

B. Review and Approve Volunteer Program

We would like to have a volunteer program at NPT Elementary for people to come in and read to students, assist with family days and teach fun lessons! We worked with Bushue and am including the volunteer program that they suggested we utilize. I am recommending that we approve it as president.

C. Open Discussion

V. Personnel
- A. Approve Resignation of Alexis Hall, School Nurse
- B. Approve Resignation of Emmily McNeely, Paraprofessional
- C. Approve Resignation of Ashley Walton, Long Term Substitute Teacher
- D. Approve Reassignment of Trista Wiseman
- E. Approve Hire of Monica Haines, Paraprofessional
- F. Approve Hire of Mikayla Yannone, Paraprofessional

I would like to go into a closed session to discuss personnel.

VI. Reports
- A. Director's Report
- B. Program Coordinator/Transition Report
- C. Business Managers Report

VII. Motion to enter into Closed Session for the purpose of employment, evaluation, compensation, appointment, and discipline of personnel.

VIII. Action on closed session agenda regarding the employment, evaluation, compensation, appointment, and discipline of personnel.

IX. Adjournment

Proudly serving the Nokomis, Pana, and Taylorville School Districts.

Executive Director: Mrs. Kelly Suey: *ksuey@nptsped.com*

REGULAR BOARD MEETING MINUTES
September 10, 2026
2:00 P.M. Pana Conference Room

CALL REGULAR BOARD MEETING TO ORDER AND ROLL CALL at 2:00 pm

Dr. Scott Doerr called the meeting to order and roll call was taken with two board members present and one absent. In attendance were Dr. Scott Doerr and Mrs. Jessica Miller. Absent was Mrs. Brandi Bruley. Also present was NPT Director-Kelly Suey, NPT Business Manager-Dee Tarter and NPT Program Coordinators Maggie Kuykendall and Lauren Assalley.

Others in attendance: Lori Wemple, Luke Wemple, and Juletta Ellis

RECOGNITION OF VISITORS, PUBLIC COMMENT, AND CORRESPONDENCE

There were none.

MOVE TO APPROVE THE September 10, 2026 CONSENT AGENDA AS PRESENTED.

Financial reports were presented.The Ameren bill includes a portion of the total deposit amount of $2922.00. NPT has to pay this in full within three months. At the end of one year, if all payments are made on time, we should get this refunded.

Qualified evaluators for the 2026/2027 school year are Kelly Suey, Sabrina Jones and Maggie Kuykendall. Dr. Doerr asked if Lauren Assalley is going to complete the evaluator training and Mrs. Suey responded that next year she will. This year she is helping cover maternity leaves as well as her other job duties.

Motion by Miller, seconded by Doerr to approve the September 10, 2026 consent agenda as presented. Bruley - Absent, Doerr - YEA, Miller- YEA. Motion passes 2-0.

The consent agenda included the First Reading of Board Policies, Qualified Evaluators for 26/27 School Year, Budget hearing minutes from August 6, 2026, minutes from the Regular Executive Board meeting from August 6, 2026, and Bills/Treasurer's Report.

NEW BUSINESS

Discuss and make a motion on CD at First National Bank, Pana.
NPT has a CD that matures on 9/16/26. They can leave it for another 12 months at 4% interest or leave it for 6 months at 4.25% interest. If the Board chooses 6 months, the bank will do a change of investment form and after 6 months we will not know what the percentage rate will be to renew it.

Motion by Miller, seconded by Doerr to renew the CD at First National Bank of Pana for 12 months as presented. Bruley - Absent, Doerr - YEA, Miller- YEA. Motion passes 2-0.

Discuss and Approve Professional Development Speaker for January 4, 2027
Last year Mrs. Suey along with Paul Donahue from Pana organized the professional development for Pana and part of Nokomis district in January. For the professional development they could split up the groups and do break out sessions hosted by NPT staff like last year. Mrs Suey has spoken with Kate Swenson, author of two books. Kate will speak on, "Finding Joy in the Secret World of Autism". The cost for everything is $5,000. The speaker will reflect on her family's journey through an autism diagnosis to the teenage years, exploring the emotional, personal, and educational milestones that shape the path along the way. Mrs. Suey asked if this is something the Superintendents would like to do again so she can book her. Mrs. Miller needs check with their district and Dr. Doerr asked if they could let Mrs. Suey know by the middle of next week what they wanted to do.

Open Discussion
Dr. Doerr asked how the new building was going. Mrs. Suey responded that being there to help deescalate situations has been really helpful. He asked if the food service was going well and she responded that they have been good to work with. Dr. Doerr asked if there are any issues with Trinity Lutheran Church and Mrs. Suey said as far as she knows they are happy with everything.

PERSONNEL
A. Resignation of Jerrica Barnes, Paraprofessional

Motion by Miller seconded by Doerr, to approve the personnel hiring and resignation as presented. Bruley - YEA, Doerr -YEA Miller - YEA. Motion passes 3-0.

REPORTS

Director's Report
Mrs. Suey provided Case Load Totals and TCT numbers to each member district. She reported that each district obtained a Tier I Meets Requirement rating on the Illinois Special Education Accountability and Support Systems. Tier I means that according to your special education indicators that the state tracks, the district scored within the "meets requirements" determination level. She will be reviewing the specific report with the program coordinators at their next administrative meeting to discuss specific areas that the districts are doing well in and other areas that need to take some additional attention towards. Mrs. Suey attached the report to the board packets.

A breakdown of the DLM scores will be given to the Board next month. Mrs. Suey stated they are looking for the "Emerging and Approaching Target" to decrease and the "At Target and Advanced" to increase. Fund B (Private Residential Day School/Menta Cornerstone) claims are also included in the board packet. Reimbursement percentages range from 25%-39%. Due to the significant decrease in reimbursement, it is her opinion that we need to come up with more guidelines and restrictions when sending students to Menta Cornerstone.

The High Five Award goes to Kelly Laker at Taylorville Junior High School. She was nominated by Leslie Hott because she is always willing to help. There were no additional questions for Mrs. Suey.

Program Coordinator Reports

Mrs. Maggie Kuykendall reported that she is reviewing IEPs, scheduled quarterly special education meetings, and has worked on two students who have successfully transitioned from Menta into TJHS.

Mrs. Lauren Assalley reported that she has had 12 move-ins or re-enrollments from homeschool or dropping out. Maggie and Lauren held a "NPT Newbie" Meeting at THS with Brittany Puchbauer, Sophie Yeazle, and Carli Hanlon. She also reported that her, Sabrina, and Maggie attended a special education AI software pitch called Journify. It helps with goal-writing and progress monitoring for IEP goals. She has also scheduled IEP meetings, quarterly special education meetings, assisted Johnna with 504s and worked with Bayleigh Durham on taking over her THS counseling students.

Business Manager Report

Mrs. Deanna Tarter reported that two payrolls have been completed since the last meeting. The audit has been completed with NPT and the other districts. Mr. Mathias will present at the next board meeting. The proposed budget was submitted to ISBE. She also reported that all contracts were updated for FY27 for the Aug 21st payroll and Insurance benefits and deductions were updated to start with the Sept 4th payroll.

CLOSED SESSION

There was none.

MOVE TO ADJOURN AT 2:15 p.m.

Miller made a motion to adjourn the meeting. Doerr seconded the motion. Motion passes by Voice Vote 2-0.

_____ _____

Dr. Scott Doerr, President Mrs. Brandi Bruley, Secretary

AP Payment Board Report — NPT Special Education Cooperative

Time Frame: Custom; Start Date: 09/12/2026; End Date: 10/08/2026;

Account	Item	Vendor	Check/ACH #	Invoice Line Item Amount
Fund: 10				**$56,566.05**
Vendor: Amanda Kroenlein				**$290.33**
10-E1202-410-1999-4-...	12 bottles of White lotus	Amanda Kroenlein	2363	$290.33
Vendor: Amber Daniels				**$119.32**
10-E2110-332-1342-1-...	SW Mileage September	Amber Daniels		$119.32
Vendor: Ameren Illinois				**$2,014.10**
10-E2320-460-1342-1-...	September Electric bill	Ameren Illinois	137445382	$2,014.10
Vendor: Autism-Products.com				**$148.69**
10-E1202-410-1342-4-...	Skybound Heavy duty ...	Autism-Products.com		$148.69
Vendor: Bayleigh Pasley				**$41.80**
10-E2140-332-1342-1-...	PSY Mileage September	Bayleigh Pasley		$41.80
Vendor: BCBS of Illinois				**$112.93**
10-E2520-390-1342-1-...	Late Fees	BCBS of Illinois	8144517298-2	$112.93
Vendor: BMO Harris Bank				**$54.98**
10-E2320-410-1342-1-...	50ft HDMI cable for Ke...	BMO Harris Bank		$19.99
10-E2320-410-1342-1-...	Retevis RT68 Walkie T...	BMO Harris Bank		$34.99
Vendor: Brittany Puchbauer				**$71.44**
10-E2150-332-1342-1-...	September Mileage	Brittany Puchbauer		$71.44
Vendor: Bushue Background Screening				**$122.00**
10-E2320-311-1342-1-...	Background Checks MH	Bushue Background S...		$58.00
10-E2320-311-1342-1-...	EHR Checks SY, MH	Bushue Background S...		$64.00
Vendor: Casey Matheson				**$345.04**
10-E2140-332-1342-1-...	PSY Mileage August	Casey Matheson		$345.04
Vendor: Cayla Beyers				**$259.16**
10-E1206-332-1342-1-...	August Mileage	Cayla Beyers		$57.00
10-E1206-332-1342-1-...	September mileage	Cayla Beyers		$202.16
Vendor: Chase Pier				**$105.64**
10-E2110-332-1342-1-...	SW September Mileage	Chase Pier		$105.64
Vendor: City of Taylorville				**$352.74**
10-E2320-370-1342-1-...	Water bill 8.4.26-9.02.26	City of Taylorville		$352.74
Vendor: Crisis Prevention Institute Inc.				**$200.00**
10-E2210-600-1342-1-...	CPI Renewal Member...	Crisis Prevention Instit...		$200.00
Vendor: Deanna Sleboda				**$23.00**
10-E1202-410-1342-4-...	Kroger - snacks for room	Deanna Sleboda		$23.00
Vendor: Deanna Tarter				**$92.72**
10-E2525-332-1342-1-...	September Mileage BM	Deanna Tarter		$92.72
Vendor: EMC Insurance Companies				**$2,461.91**
10-E2320-380-1342-1-...	Property/Casualty/Liab...	EMC Insurance Comp...		$2,461.91
Vendor: Emma Blaum				**$53.20**
10-E2150-332-1342-1-...	September Mileage	Emma Blaum		$53.20
Vendor: Franczek				**$4,442.50**
10-E2320-318-1342-2-...	Professional services r...	Franczek		$94.50
10-E2210-312-1342-1-...	8.4.26 Administrator A...	Franczek		$2,677.24
10-E2210-312-1342-1-...	8.10.26 SpEd Legal In...	Franczek		$1,670.76
Vendor: Grace McBride				**$72.96**
10-E2140-332-1342-1-...	PSY Mileage September	Grace McBride		$72.96

Account	Item	Vendor	Check/ACH #	Invoice Line Item Amount
Vendor: Happy Baked Goods				**$45.00**
10-E2320-410-1342-1-...	Cookies for Dot Day	Happy Baked Goods		$45.00
Vendor: Joni Fleigle				**$31.16**
10-E2524-332-1342-1-...	September 2026 Mileage	Joni Fleigle		$31.16
Vendor: Kelly Suey				**$414.24**
10-E2320-332-1342-1-...	Director September Mil...	Kelly Suey		$94.24
10-E2210-230-1342-1-...	J Jackson BCBA Supe...	Kelly Suey		$320.00
Vendor: Marcy Weston				**$7.80**
10-E1202-410-1342-4-...	Kroger - Sunny D for st...	Marcy Weston		$7.80
Vendor: Nokomis CUSD				**$5,041.40**
10-E4110-660-3001-3-...	EBF Flow Through Se...	Nokomis CUSD		$5,041.40
Vendor: Pana CUSD #8				**$9,767.00**
10-E4110-660-3001-2-...	EBF Flow Through Se...	Pana CUSD #8		$9,767.00
Vendor: Regional Office of Education #3				**$195.00**
10-E2210-312-1342-1-...	AA Credit, 13 participa...	Regional Office of Edu...		$195.00
Vendor: Sabrina Jones				**$190.76**
10-E2410-332-1342-1-...	PC September Mileage	Sabrina Jones		$190.76
Vendor: Sam`s Club				**$265.89**
10-E1202-410-1342-4-...	Snacks for FACES cla...	Sam`s Club		$52.67
10-E2542-410-1342-4-...	Janitor supplies: toilet ...	Sam`s Club		$127.79
10-E1202-410-1342-4-...	Baby wipes	Sam`s Club		$23.30
10-E2320-410-1342-1-...	Plates	Sam`s Club		$13.36
10-E2320-410-1342-1-...	Sam's membership	Sam`s Club		$48.77
Vendor: Shannon Abendroth				**$1,350.00**
10-E2210-230-1342-1-...	Tuition Reimbursemen...	Shannon Abendroth		$1,350.00
Vendor: SLP Toolkit				**$215.00**
10-E2150-410-1342-1-...	SLP Toolkit 9.23.26-9....	SLP Toolkit		$215.00
Vendor: Sophia Yeazle				**$338.50**
10-E1207-332-1342-1-...	Hearing Mileage Septe...	Sophia Yeazle		$338.50
Vendor: Super Teacher Worksheets				**$24.95**
10-E1202-410-1342-4-...	Worksheet Membershi...	Super Teacher Worksh...		$24.95
Vendor: TAP Business Systems, Inc.				**$285.84**
10-E2320-323-1342-1-...	Contract base rate cha...	TAP Business System...		$35.00
10-E2320-323-1342-1-...	Contract overage char...	TAP Business System...		$122.56
10-E2320-323-1342-1-...	Contract lease charge	TAP Business System...		$128.28
Vendor: Taylorville CUSD #3				**$18,555.40**
10-E4110-660-3001-1-...	EBF Flow Through Se...	Taylorville CUSD #3		$18,555.40
Vendor: The Stepping Stones Group LLC				**$2,154.60**
10-E2150-310-1342-1-...	Pana Jr High - SLP Se...	The Stepping Stones ...		$1,651.10
10-E2150-310-1342-1-...	Taylorville High School...	The Stepping Stones ...		$503.50
Vendor: Trinity Lutheran Church				**$2,000.00**
10-E2320-325-4999-1-...	Rent for October 2026	Trinity Lutheran Church		$2,000.00
Vendor: VISA				**$4,098.07**
10-E1202-410-1342-4-...	NHS Reach supplies f...	VISA		$36.53
10-E2210-312-1342-1-...	IASSE 56th Annual Co...	VISA		$270.00
10-E2210-312-1342-1-...	IASSE 56th Annual Co...	VISA		$270.00
10-E2210-312-1342-1-...	IASSE 56th Annual Co...	VISA		$390.00
10-E2210-600-1342-1-...	IAASE Membership KS	VISA		$395.00
10-E2210-332-1342-1-...	hotel room for IASSW ...	VISA		$532.18
10-E2210-332-1342-1-...	hotel room for IASSW ...	VISA		$554.36
10-E2210-312-1342-1-...	2026 IAASE Fall Conf...	VISA		$1,650.00
Vendor: Walmart				**$200.98**

Account	Item	Vendor	Check/ACH #	Invoice Line Item Amount
10-E2320-410-1342-1-...	Address labels	Walmart		$29.91
10-E2542-410-1342-4-...	Janitor material	Walmart		$29.14
10-E1202-410-1342-4-...	Supplies for Grandpar...	Walmart		$141.93
Fund: 40				**$1,485.20**
Vendor: Nokomis CUSD				**$202.47**
40-E4110-660-3510-3-...	Transportation FlowThru	Nokomis CUSD		$202.47
Vendor: Pana CUSD #8				**$391.44**
40-E4110-660-3510-2-...	Transportation FlowThru	Pana CUSD #8		$391.44
Vendor: Taylorville CUSD #3				**$755.88**
40-E4110-660-3510-1-...	Transportation FlowThru	Taylorville CUSD #3		$755.88
Vendor: VISA				**$135.41**
40-E2552-464-1342-1-...	Fuel for NPT van	VISA		$135.41
				$58,051.25

Bank Reconciliation Summary
FNB Money Market
FNB MM FNB Money Market XX7868
9/1/2026 - 9/30/2026

FNB MM FNB Money Market XX7868

Beginning Cash Balance	$836,862.33
+ Journal Entries	$0.00
+ Receipts	$783,942.14
- Checks	$0.00
- Other Debits	$300,000.00
+ Adjustments	$0.00
Ending Cash Balance	**$1,320,804.47**

Uncleared Transactions

- Deposits in Transit	$0.00
+ Uncleared Checks	$0.00
+ Uncleared Other Debits (excluding salary)	$0.00
+ Uncleared Salary	$0.00
Total Uncleared Transactions	**$0.00**

Bank Statement

Beginning Balance from Bank Statement	$836,862.33
+ Cleared Receipts	$783,942.14
- Cleared Checks	$0.00
- Cleared Other Debits	$0.00
Ending Balance from Bank Statement	**$1,320,804.47**

Summary

+ Ending Cash Balance	$1,320,804.47
+ Total Uncleared Transactions	$0.00
- Ending Balance from Bank Statement	$1,320,804.47
Difference (should be $0.00)	**$0.00**

Jounal Entries

Date	Number	Workflow	Payee	Account	Amount

Receipts

Date	Number	Workflow	Payee	Account	Amount
09/03/26	216	Deposit		10-A116	$79003.93
09/03/26	217	Deposit		10-A116	$171372.26
09/16/26	218	Deposit		10-A116	$269758.08
09/29/26	221	Deposit		10-A116	$185114.56
09/15/26	222	Deposit		10-A116	$78458.20
09/30/26	224	Deposit		10-A116	$235.11

Checks

Date	Number	Workflow	Payee	Account	Amount

Other Debits

Date	Number	Workflow	Payee	Account	Amount
09/04/26	7894135808	Transfer		10-A116	($200000.00)
09/22/26	5531896772	Transfer		10-A116	($100000.00)

Adjustments

Date	Number	Workflow	Payee	Account	Amount

Deposits In Transit

Date	Number	Workflow	Payee	Account	Amount

Uncleared Checks

Date	Number	Workflow	Payee	Account	Amount

Uncleared Other Debits

Date	Number	Workflow	Payee	Account	Amount

Uncleared From Salary

Date	Number	Workflow	Payee	Account	Amount

Bank Reconciliation Summary
FNB General Checking
FNB General FNB General Checking XX9096
9/1/2026 - 9/30/2026

FNB General FNB General Checking XX9096

Beginning Cash Balance	$77,319.83
+ Journal Entries	($9,192.27)
+ Receipts	$46,344.03
- Checks	$70,460.00
- Other Debits	($42,863.20)
+ Adjustments	$0.00
Ending Cash Balance	**$86,874.79**

Uncleared Transactions

- Deposits in Transit	$0.00
+ Uncleared Checks	$15,331.88
+ Uncleared Other Debits (excluding salary)	$0.00
+ Uncleared Salary	$0.00
Total Uncleared Transactions	**$15,331.88**

Bank Statement

Beginning Balance from Bank Statement	$77,226.87
+ Cleared Receipts	$346,344.03
- Cleared Checks	$55,128.12
- Cleared Other Debits	$266,379.60
Ending Balance from Bank Statement	**$102,063.18**

Summary

+ Ending Cash Balance	$86,874.79
+ Total Uncleared Transactions	$15,331.88
- Ending Balance from Bank Statement	$102,063.18
Difference (should be $0.00)	**$143.49**

Jounal Entries

Date	Number	Workflow	Payee	Account	Amount
09/14/26		Credit Card Account Payment	VISA	10-A112	($3399.42)
09/11/26		Credit Card Account Payment	BMO Harris Bank	10-A112	($5792.85)

Receipts

Date	Number	Workflow	Payee	Account	Amount
09/10/26	219	Deposit		10-A112	$750.00
09/30/26	220	Deposit		10-A112	$3484.85
09/30/26	223	Deposit		10-A112	$5.40
09/17/26	225	Deposit		10-A112	$300.00
09/22/26	227	Deposit		10-A112	$20227.00
09/14/26	228	Deposit		10-A112	$20227.00
09/30/26	226	Deposit		40-A112	$1349.78

Checks

Date	Number	Workflow	Payee	Account	Amount
09/01/26	2349	AP Payment	Trinity Lutheran Church	10-A112	($2000.00)
09/10/26	2351	AP Payment	Bushue Background Screening	10-A112	($180.00)
09/10/26	2352	AP Payment	City of Taylorville	10-A112	($72.38)
09/10/26	2353	AP Payment	Crisis Prevention Institute Inc.	10-A112	($1749.50)
09/10/26	2354	AP Payment	Designed with Detail	10-A112	($235.00)
09/10/26	2355	AP Payment	Franczek	10-A112	($126.00)
09/10/26	2356	AP Payment	Nokomis CUSD	10-A112	($7439.03)
09/10/26	2357	AP Payment	Pana CUSD #8	10-A112	($15331.88)
09/10/26	2358	AP Payment	TAP Business Systems, Inc.	10-A112	($482.22)
09/10/26	2359	AP Payment	Taylorville CUSD #3	10-A112	($24688.32)
09/10/26	2360	AP Payment	Teachtown	10-A112	($6125.00)
09/10/26	2361	AP Payment	Wareham's Security	10-A112	($10300.50)
09/10/26	2362	AP Payment	TAP Business Systems, Inc.	10-A112	($443.73)
09/10/26	2364	AP Payment	CTI Computer Techniques LLC	10-A112	($962.11)
09/15/26	2363	AP Payment	Amanda Kroenlein	10-A112	($290.33)
09/10/26	2350	AP Payment	Barker`s Garage	40-A112	($34.00)

Other Debits

Date	Number	Workflow	Payee	Account	Amount
09/04/26		Paycheck		10-A112	($77815.68)
09/04/26	27066474 3846336	Payroll Liability Payment	EFTPS	10-A112	($5249.99)
09/04/26	27066474 3846336	Payroll Liability Payment	EFTPS	10-A112	($1380.33)
09/04/26	27066474 3846336	Payroll Liability Payment	EFTPS	10-A112	($1380.33)
09/04/26	27066474 3846336	Payroll Liability Payment	EFTPS	10-A112	($3693.00)
09/04/26	1-459-086 -320	Payroll Liability Payment	IL Dept. Of Revenue	10-A112	($4373.85)
09/04/26	212711	Payroll Liability Payment	IL THIS	10-A112	($511.64)
09/04/26	212711	Payroll Liability Payment	IL THIS	10-A112	($687.25)
09/04/26	212712	Payroll Liability Payment	IL TRS	10-A112	($6724.54)
09/04/26	212712	Payroll Liability Payment	IL TRS	10-A112	($148.05)
09/04/26	212712	Payroll Liability Payment	IL TRS	10-A112	($442.89)
09/04/26	CAS-6158578-S7X3	Payroll Liability Payment	IMRF	10-A112	($2659.60)
09/04/26	CAS-6158578-S7X3	Payroll Liability Payment	IMRF	10-A112	($1846.93)
09/04/26	136087109	AP Payment	Ameren Illinois	10-A112	($1091.70)
09/11/26		AP Payment	Amber Daniels	10-A112	($82.08)
09/11/26		AP Payment	Brittany Puchbauer	10-A112	($28.12)
09/11/26		AP Payment	Casey Matheson	10-A112	($219.64)
09/11/26		AP Payment	Chase Pier	10-A112	($95.76)
09/11/26		AP Payment	Deanna Sleboda	10-A112	($49.85)
09/11/26		AP Payment	Deanna Tarter	10-A112	($110.96)
09/11/26		AP Payment	Emma Blaum	10-A112	($29.64)
09/11/26		AP Payment	Gretchen Bland	10-A112	($99.56)
09/11/26		AP Payment	Joni Fleigle	10-A112	($95.95)
09/11/26		AP Payment	Kelly Suey	10-A112	($774.72)
09/11/26		AP Payment	Kristina Allen	10-A112	($82.05)
09/11/26		AP Payment	Lauren Assalley	10-A112	($130.36)
09/11/26		AP Payment	Sabrina Jones	10-A112	($51.68)
09/11/26		AP Payment	Sophia Yeazle	10-A112	($18.00)
09/11/26		AP Payment	Embrace Education	10-A112	($2343.80)
09/18/26		Paycheck		10-A112	($79249.46)
09/18/26	E016543	Payroll Liability Payment	American Fidelity	10-A112	($2199.40)
09/18/26	E016543	Payroll Liability Payment	American Fidelity	10-A112	($674.50)
09/18/26	3900607	Payroll Liability Payment	American Fidelity-Annuity Billing	10-A112	($1479.34)
09/18/26	2892077	Payroll Liability Payment	American Fidelity-Flex Account	10-A112	($125.00)

09/22/26	215274	Payroll Liability Payment	IL THIS	10-A112	($506.14)
09/22/26	215274	Payroll Liability Payment	IL THIS	10-A112	($679.84)
09/22/26	215275	Payroll Liability Payment	IL TRS	10-A112	($6688.29)
09/22/26	215275	Payroll Liability Payment	IL TRS	10-A112	($110.25)
09/22/26	215275	Payroll Liability Payment	IL TRS	10-A112	($438.12)
09/22/26	270666580061628	Payroll Liability Payment	EFTPS	10-A112	($5278.95)
09/22/26	270666580061628	Payroll Liability Payment	EFTPS	10-A112	($1404.45)
09/22/26	270666580061628	Payroll Liability Payment	EFTPS	10-A112	($1404.45)
09/22/26	270666580061628	Payroll Liability Payment	EFTPS	10-A112	($3901.58)
09/22/26	0129743856	Payroll Liability Payment	IL Dept. Of Revenue	10-A112	($4450.84)
09/28/26		AP Payment	EMC Insurance Companies	10-A112	($2461.91)
09/18/26	09022026	Payroll Liability Payment	Principal Life Insurance Company	10-A112	($46.44)
09/18/26	09022026	Payroll Liability Payment	Principal Life Insurance Company	10-A112	($900.00)
09/18/26	09022026	Payroll Liability Payment	Principal Life Insurance Company	10-A112	($687.05)
09/18/26	09022026	Payroll Liability Payment	Principal Life Insurance Company	10-A112	($285.80)
09/28/26	8144517298	Payroll Liability Payment	BCBS of Illinois	10-A112	($20552.40)
09/28/26	8144517298	Payroll Liability Payment	BCBS of Illinois	10-A112	($9995.50)
09/04/26	7894135808	Transfer		10-A112	$200000.00
09/22/26	5531896772	Transfer		10-A112	$100000.00
09/03/26		AP Payment	Walmart	10-A112	($114.67)
09/02/26		AP Payment	Walmart	10-A112	($71.21)
09/10/26		AP Payment	Walmart	10-A112	($24.29)
09/11/26		AP Payment	Amazon	10-A112	($10.06)
09/11/26		AP Payment	Amazon	10-A112	($18.00)
09/09/26		AP Payment	Pearson Inc.	10-A112	($147.47)
09/15/26		AP Payment	Happy Baked Goods	10-A112	($45.00)
09/17/26		AP Payment	Walmart	10-A112	($59.05)
09/17/26		AP Payment	Walmart	10-A112	($141.93)
09/16/26		AP Payment	Sam`s Club	10-A112	($213.22)
09/21/26		AP Payment	Autism-Products.com	10-A112	($148.69)
09/21/26		AP Payment	Sam`s Club	10-A112	($52.67)
09/22/26		AP Payment	Super Teacher Worksheets	10-A112	($24.95)
09/23/26		AP Payment	SLP Toolkit	10-A112	($215.00)
09/28/26	8144517298-2	AP Payment	BCBS of Illinois	10-A112	($112.93)

Adjustments

Date	Number	Workflow	Payee	Account	Amount

Deposits In Transit

Date	Number	Workflow	Payee	Account	Amount

Uncleared Checks

Date	Number	Workflow	Payee	Account	Amount
09/10/26	2357	AP Payment	Pana CUSD #8	10-A112	($15331.88)

Uncleared Other Debits

Date	Number	Workflow	Payee	Account	Amount

Uncleared From Salary

Date	Number	Workflow	Payee	Account	Amount

Payroll Liability Payments by Fund Report-Board

NPT Special Education Cooperative

Time Frame: Custom; Start Date: 09/11/2026; End Date: 10/08/2026;

Workflow	Date	Account	Account Description	Type	Account Type	Credits	Debits
Account: 10-A112						**$93,747.34**	
Payee: American Fidelity						**$2,873.90**	
Payroll Liability Payment	9/18/26	10-A112	FNB General Checking	EFT	Assets	$2,199.40	
Payroll Liability Payment	9/18/26	10-A112	FNB General Checking	EFT	Assets	$674.50	
Payee: American Fidelity-Annuity Billing						**$1,479.34**	
Payroll Liability Payment	9/18/26	10-A112	FNB General Checking	EFT	Assets	$1,479.34	
Payee: American Fidelity-Flex Account						**$125.00**	
Payroll Liability Payment	9/18/26	10-A112	FNB General Checking	EFT	Assets	$125.00	
Payee: BCBS of Illinois						**$30,547.90**	
Payroll Liability Payment	9/28/26	10-A112	FNB General Checking	EFT	Assets	$20,552.40	
Payroll Liability Payment	9/28/26	10-A112	FNB General Checking	EFT	Assets	$9,995.50	
Payee: EFTPS						**$24,185.04**	
Payroll Liability Payment	9/22/26	10-A112	FNB General Checking	EFT	Assets	$5,278.95	
Payroll Liability Payment	9/22/26	10-A112	FNB General Checking	EFT	Assets	$1,404.45	
Payroll Liability Payment	9/22/26	10-A112	FNB General Checking	EFT	Assets	$1,404.45	
Payroll Liability Payment	9/22/26	10-A112	FNB General Checking	EFT	Assets	$3,901.58	
Payroll Liability Payment	10/2/26	10-A112	FNB General Checking	EFT	Assets	$5,620.41	
Payroll Liability Payment	10/2/26	10-A112	FNB General Checking	EFT	Assets	$1,422.86	
Payroll Liability Payment	10/2/26	10-A112	FNB General Checking	EFT	Assets	$1,422.86	
Payroll Liability Payment	10/2/26	10-A112	FNB General Checking	EFT	Assets	$3,729.48	
Payee: IL Dept. Of Revenue						**$8,967.47**	
Payroll Liability Payment	9/22/26	10-A112	FNB General Checking	EFT	Assets	$4,450.84	
Payroll Liability Payment	10/1/26	10-A112	FNB General Checking	EFT	Assets	$4,516.63	
Payee: IL THIS						**$2,419.90**	
Payroll Liability Payment	9/22/26	10-A112	FNB General Checking	EFT	Assets	$506.14	
Payroll Liability Payment	9/22/26	10-A112	FNB General Checking	EFT	Assets	$679.84	
Payroll Liability Payment	10/6/26	10-A112	FNB General Checking	EFT	Assets	$526.59	
Payroll Liability Payment	10/6/26	10-A112	FNB General Checking	EFT	Assets	$707.33	
Payee: IL TRS						**$14,765.92**	
Payroll Liability Payment	9/22/26	10-A112	FNB General Checking	EFT	Assets	$6,688.29	
Payroll Liability Payment	9/22/26	10-A112	FNB General Checking	EFT	Assets	$110.25	
Payroll Liability Payment	9/22/26	10-A112	FNB General Checking	EFT	Assets	$438.12	
Payroll Liability Payment	10/6/26	10-A112	FNB General Checking	EFT	Assets	$6,960.01	
Payroll Liability Payment	10/6/26	10-A112	FNB General Checking	EFT	Assets	$113.40	
Payroll Liability Payment	10/6/26	10-A112	FNB General Checking	EFT	Assets	$455.85	
Payee: IMRF						**$6,463.58**	
Payroll Liability Payment	10/5/26	10-A112	FNB General Checking	EFT	Assets	$3,814.58	
Payroll Liability Payment	10/5/26	10-A112	FNB General Checking	EFT	Assets	$2,649.00	
Payee: Principal Life Insurance Company						**$1,919.29**	
Payroll Liability Payment	9/18/26	10-A112	FNB General Checking	EFT	Assets	$46.44	
Payroll Liability Payment	9/18/26	10-A112	FNB General Checking	EFT	Assets	$900.00	
Payroll Liability Payment	9/18/26	10-A112	FNB General Checking	EFT	Assets	$687.05	
Payroll Liability Payment	9/18/26	10-A112	FNB General Checking	EFT	Assets	$285.80	
						$93,747.34	

NPT Special Education Cooperative



Volunteer Program

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P.O. Box 89
Effingham, IL 62401Phone: (217) 342-3046 Fax: (217) 342-5673

VOLUNTEER PROGRAM GUIDELINES TO IMPLEMENTATION

Step 1: Implement the Volunteer Policy at your Cooperative
Review the Volunteer Policy for the Cooperative and obtain approval from the board of education for implementation.

Step 2: Send out the Volunteer Information Packet
At the beginning of each year or start of the program, the Cooperative should provide anyone interested in volunteering with the Volunteer Information Packet. Information included in this packet includes:

- ➔ Volunteer Application Instructions
- ➔ Volunteer Application Form
- ➔ Disclosure and Authorization Form
- ➔ Summary of Rights
- ➔ Acknowledgement of Mandated Reporter Status

Step 3: Review and Approve Volunteer Applications
As applications to volunteer are submitted to the Cooperative, the designated representative will review the applications, complete the required reference & background checks and formally approve/disapprove the volunteer for service. **Please Note:** some Boards of Education may have to formally approve all volunteers

- **Review the Application Form**
  Review the application form submitted and answer questions 1-4 on the Volunteer Checklist. If all questions are answered "Yes" proceed forward with reference and background checks.
- **Complete Background Screen**
  Submit the order through the Bushue Background Screening on-line system and fax the Disclosure and Authorization Form to 217-342-5653 to get the required volunteer check completed.
  Upon receipt of the results of the background screen, answer question 5 on the Volunteer Checklist.
- **Complete Reference Checks**
  Utilize the Reference Check Form to contact the references provided. This form must be completed in its entirety and signed and dated upon completion.Upon completion of the reference checks, answer question 6 on the Volunteer Checklist.
- **Complete and Submit the Volunteer Checklist**
  Review the Volunteer Checklist, if all answers are "Yes", and you would recommend approval of this individual to volunteer for the Cooperative, complete and sign the bottom portion of the Volunteer Checklist and submit to Kelly Suey.
- **Send Letter to Volunteer Applicant**
  When the Cooperative approves the volunteer, send the approval letter to the applicant.If the Cooperative does not approve the volunteer, send the letter to the applicant explaining their disapproval. The Unit Office will make individual ID cards for the volunteers and send them via unit mail to the principal of the school that the volunteer indicated on the application.

Once the school receives the volunteer ID, they may distribute them as best fits their needs. Some options include:

- o IDs can be picked up by volunteers at the front desk
- o IDs may be sent home with students
- o Activity sponsor (i.e. track coach) may pick up the whole stack of IDs for that particular activity and distribute them to the volunteers at the activity

Step 4: Conduct the All-Volunteer Orientation
During the all-volunteer orientation meeting you can communicate with all volunteers regarding the policies and procedures of the Cooperative concerning volunteers. Use the **PowerPoint Presentation** and the **Volunteer Handbook** included as a guide to conduct this training. Provide each volunteer with a copy of the handbook and have them sign the acknowledgment form at the end of the handbook and return it to the Cooperative to keep on file.

Step 5: Prepare Volunteer Files
Similar to preparing files for the employees of the Cooperative each building will be responsible for keeping files for each volunteer for the Cooperative. The **Volunteer File Checklist** may be used when putting these together.

Volunteer Policy



VOLUNTEER INFORMATION AND GUIDELINES

The NPT Special Education Cooperative welcomes the talent and skills of individuals who are interested in volunteering their time to assist with accomplishing the Cooperative's overall goals and objectives - "To Educate our Students". The purpose of this policy is to support and encourage school volunteers in order to expand and improve parental, community, and civic involvement with our cooperative while maintaining an ample level of safety and security in the NPT Special Education Cooperative .

The requirements of this policy shall apply to individuals who wish to volunteer in NPT Special Education Cooperative . This policy does not apply to school visitors and in limited circumstances. A volunteer is an individual who receives no payment for services.

The school board encourages the use of volunteers to:

- Increase students' educational attainment
- Provide enrichment experiences for students
- Increase the effective utilization of staff time and skills
- Give more individual attention to students
- Promote greater community involvement

Volunteers may be used within the Cooperative:

- For non-teaching duties not requiring instructional judgment or evaluation of students
- For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media such as computers, video, and audio, and detention an discipline areas, an school sponsored extracurricular activities
- To assist in the instruction of students under the immediate supervision of a certified teacher. The teacher shall be continuously aware of the volunteer's activities and shall be able to control or modify them
- As supervisors, chaperone, or sponsors for non-academic school activities

The Cooperative has developed these specific guidelines for volunteers. The guidelines are established to assist volunteers in understanding Cooperative needs and ensuring the best environment for students, while ensuring the Cooperative is doing all it can to protect children.

Qualifications Volunteers may come from many backgrounds and experiences. The main qualification for a volunteer is that they have a desire to give their time and talent in order to enrich children's opportunities and the school community in general. It is critical that we ensure all volunteers are serving the best interests of the children and must verify each volunteer to ensure the safety of all.

Recruitment Cooperative personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, senior citizen groups, community businesses, local volunteer centers, and universities. When a volunteer is recruited, they are required to report to the Cooperative office to complete the required paperwork and background checks.

Role Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the Cooperative's staff. Volunteers do not have access to confidential records. Further, any information regarding children shall be maintained in complete confidence.

Selection, Placement, and Supervision Volunteer selection and placement shall be on the basis of the volunteer's qualifications, availability, and the Cooperative's needs. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

ScreeningScreening volunteers is critical because of the vulnerability of the population the cooperative serves. Each volunteer must register in the main office at the beginning of each year and attend the all-volunteer orientation session at the start of each year.

Any volunteer who behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the cooperative mission will be denied any further opportunity to be a volunteer with the cooperative. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act, including any acts on Cooperative grounds or at a Cooperative sponsored activity, touching, threatening or intimidating a child in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any Cooperative rule.

For further information please reference the Cooperative's Board Policy 6:250 Community Resource Persons and Volunteers.

TYPES OF VOLUNTEERS

For the purpose of implementing this process for the first time, the following groups have been identified as needing to have a background check:

Tutors: A tutor may work one-on-one with a student, or with small groups of students, who need to have reinforcement work completed on basic skills in an academic subject.

Mentors: Mentors typically work one-on-one with a student. Their major task is to motivate the student to stay focused and stay in school. Through this process of setting short-term goals and serving as a role model, volunteers provide encouragement and friendship to a student needing to build his/her self-esteem.

Classroom Assistant: Volunteers work closely with classroom teachers and staff, assisting in various projects, keeping records, preparing instructional materials and interacting with students. Duties in the elementary school may include telling stories, reading with children, or preparing bulletin boards. Duties in the junior high and high school may include work on special projects, operating audio-visual equipment, performing clerical duties, or making instructional materials.

Office/Clerical Assistant:
Clerical assistants help staff members at a school. Duties may include sorting mail, light typing, computer data entry, copying, or record keeping.

Media Center/Library Assistant: Volunteers in the school library/media center help fill teacher and student requests for services. They may also work at the circulation desk, catalogue and shelve books, use a computer, mend books, and operate audio-visual equipment.

Chaperone: Volunteer chaperones have the opportunity to enjoy many different types of activities as they accompany teachers and students on field trips. Any admission ticket that is not free must be paid by the volunteer in order to attend the event as a chaperone.

Extracurricular Coaches/Workers: This is a broad range of volunteers who work with activities such as drama, athletics, clubs, etc. who have direct contact with students.



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Volunteer Information Packet



VOLUNTEER APPLICATION INSTRUCTIONS

Thank you for your interest in volunteering with NPT Special Education Cooperative. To ensure the safety and security of all children and staff members, anyone interested in volunteering is required to complete this packet of information and return it to the Cooperative at least five days prior to the volunteer assignment.

1. Volunteer Application Form This is an application form to be completed, which provides the preliminary information needed to consider your interest in volunteering. Please complete this application form in its entirety and return it to the Cooperative.

2. Disclosure and Authorization
To ensure the safety of each and every student, our Cooperative will complete a background check on each individual interested in volunteering. The check may consist of the following:

- Nationwide Criminal Background Check
- As required by Insurance Carrier/Cooperative Policy
- Nationwide Sex Offender Registry
- Required by Law- State Sex Offender Registry
- Required by Law
- Child Murderer and Violent Offender Against Youth Registry
- Required by Law
- Any other checks as required by law
- References listed on the application
- As necessary/applicable
- Employer(s)/Previous employer(s)
- As necessary/applicable

Please complete the Disclosure and Authorization Form and return it to the Cooperative.

3. Summary of Rights
The Summary of Rights explains your rights under the Fair Credit Reporting Act. This information is for you to read and keep.

4. Acknowledgment of Mandated Reporter Status
Each volunteer is required to become familiar with the Abused and Neglected Child Reporting Act and sign the acknowledgement form included with this information. Please return this form to the Cooperative.

Upon complete review of your application form and appropriate verifications, the Cooperative will notify you of acceptance to volunteer with the Cooperative. This process may take up to 10 days to complete.

Sincerely,

Kelly Suey, Executive Director

VOLUNTEER APPLICATION FORM

PERSONAL INFORMATION:

Name:

_____

Last *First* *MI*

Maiden Name or if known by any other name: _____

Check One:

☐ Parent/Guardian
☐ Community member (non-parent)
☐ Student Other (please specify): _____

Address:

_____

Street *City* *State* *Zip*

Phone Number: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Emergency contact: _____ Phone: (_____) _____ - _____

Have you ever been a school volunteer? Yes No

If Yes, Name of School:

_____

Name(s) of any child(ren) attending NPT Special Education Cooperative :

_____

AVAILABILITY:

☐ Entire School Year (September – June)

☐ Program/Short Term Project _____

☐ Summer School (July)

☐ Other _____

Time Available:

- Morning (_____ to _____) M T W Th F
- Afternoon (_____ to _____) M T W Th F

Number of hours/wk: _____

REFERENCES:

Please provide professional and/or personal references:

1. _____
Name *Phone*

2. _____
Name *Phone*

BACKGROUND INFORMATION:

Please answer the following questions completely. Any falsification, omission, deliberate misrepresentation or failure to complete any part of this form is grounds for rejection as a volunteer. NPT Special Education Cooperative reserves the right to reject any applicant for any legitimate, nondiscriminatory reason, at its sole discretion.

Do you currently have any outstanding criminal charges or warrants for your arrest pending against you? Yes No

If yes, please explain:_____
_____

Have you ever been convicted of a felony criminal offense and/or misdemeanor or felony criminal offenses involving illegal substances? Yes No

If yes, please explain:_____
_____

Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child in any legal proceeding? Yes No

If yes, please explain:_____
_____

ACKNOWLEDGEMENT – Employees of the Cooperative

The purpose of this notice is to inform prospective volunteers that they do not have insurance coverage from the Cooperative and to document the volunteer's acknowledgment and agreement that he/she is providing volunteer service at his/her own risk. By signing below:

1. You acknowledge that NPT Special Education Cooperative does not provide insurance coverage for any loss, injury, illness or death resulting from your unpaid service to the Cooperative.
2. You agree to assume all risk of injury, illness, damage or loss of any nature or kind, arising out of your volunteer assignments, whether supervised or unsupervised and your service to the Cooperative.
3. You agree to waive any and all claims against the Cooperative, its Board Members, employees, agents or assigns, or their successors for loss due to death, injury, illness or damage of any kind arising out of your service to the Cooperative.

By signing below you also acknowledge that:

1. You may not volunteer to perform a job that is the same or similar job for which you are employed.
2. Your volunteer services are not being performed in the course and scope of your regular employment and are not in any way required by the cooperative.
3. Either the Cooperative or you can terminate you volunteer services at any time for any reason. Your withdrawal will not affect your continued employment with the cooperative.

_____

Volunteer Signature Date

_____

Print Name

ACKNOWLEDGEMENT – Non-Employees of the Cooperative

The purpose of this notice is to inform prospective volunteers that they do not have insurance coverage from the Cooperative and to document the volunteer's acknowledgment and agreement that he/she is providing volunteer service at his/her own risk. By signing below:

1. You acknowledge that NPT Special Education Cooperative does not provide insurance coverage for any loss, injury, illness or death resulting from your unpaid service to the Cooperative.
2. You agree to assume all risk of injury, illness, damage or loss of any nature or kind, arising out of your volunteer assignments, whether supervised or unsupervised and your service to the Cooperative.
3. You agree to waive any and all claims against the Cooperative, its Board Members, employees, agents or assigns, or their successors for loss due to death, injury, illness or damage of any kind arising out of your service to the Cooperative.

By signing below you also acknowledge that:

1. Your time and service as a volunteer is given without promise, expectation, or receipt of any form of compensation, benefits, or other remuneration for this service.
2. Either the Cooperative or you can terminate you volunteer services at any time for any reason.

For cooperative Use Only:

General Description of Assignment:

_____

Name(s) of Supervising Staff Member(s):

_____

_____ Nationwide Criminal Background check completed

_____ Nationwide sex offender registry check completed

_____ State sex offender registry check completed

_____ Child Murder and Violent Offender against Youth Registry completed

_____ Mandated Reporter Form completed

_____ Volunteer Orientation completed

_____ Review of Cooperative Policies completed

_____ _____

Witness Signature Date

The above mentioned volunteer has met all of the requirements to provide volunteer services to the cooperative.

_____

Administration Name Approval Date

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

    - a person has taken adverse action against you because of information in your credit report;
    - you are the victim of identity theft and place a fraud alert in your file;
    - your file contains inaccurate information as a result of fraud;
    - you are on public assistance;
    - you are unemployed but expect to apply for employment within 60 days.

  In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.

- The following FCRA right applies with respect to nationwide consumer reporting agencies:

  CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

  You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

  As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

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  As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

NPT Special Education Cooperative

DISCLOSURE FOR CONSUMER REPORTS

READ CAREFULLY BEFORE SIGNING

NPT Special Education Cooperative ("end-user") has contracted with Bushue Background Screening in connection with my application for employment, volunteerism, contracted services, tenancy, enrollment, acceptance into a program, and/or other reasons. I understand consumer reports will be requested by you the end-user. These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, judgments, bankruptcy proceedings, evictions, criminal records, fingerprint records etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

I understand the end-user can use this disclosure in connection to obtaining consumer reports throughout my employment, volunteer services, contracted service, tenancy, enrollment, etc. with the end-user.

Signature: _____

Date: _____

NPT Special Education Cooperative

DISCLOSURE FOR CONSUMER REPORTS

READ CAREFULLY BEFORE SIGNING

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) listed in the Disclosure by **NPT SPECIAL EDUCATION COOPERATIVE** ("end-user") and its consumer reporting agency Bushue Background Screening ("Agency"). In my connection with the End-User, this authorization shall remain on file and shall serve as ongoing authorization for the End-User to procure such reports at any time during, as permitted by law, my employment (or other affiliation) with the End-User. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

I specifically authorize the obtaining of the following reports, but not limited to: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, my driving record, judgments, bankruptcy proceedings, evictions, other public records, criminal history records, fingerprint records, etc.

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights.

I authorize the End-User and the Agency to use email communication with me to provide me with notices and information regarding any report or use of such report. I also authorize the use of electronic signatures. If I do not have an email address or do not wish to share it, then communication will be by U.S. Mail, which will result in slower communication.

If you have any questions concerning this background screening content, please contact: Bushue Background Screening at (217) 342-3042 or info@bushuebackgroundscreening.com.

Signature: _____

Date: _____

Bushue Background Screening

NPT Special Education Cooperative

(Name-Based Check – BHR Basic, Volunteer, MVR, or other)

*Information below is being used for background screening purposes only

PLEASE PRINT LEGIBLY				
Applicant's Legal Name (full name)	**First:**	**Middle:**	**Last:**	
Alias or Maiden Name	**First:**	**Middle:**		
Home Address:	**Street Address:**	**City:**	**State:**	**Zip:**

APPLICANT INFORMATION			
Date of Birth:	**Social Security Number:**	**Professional License(s) Held and State of Issuance:**	**Professional License :**
Phone Number:	**Email Address:**		
Driver's License Number:	**State of Issuance:**	**Names as it Appears on Driver's License:**	

Eye Color:	**Hair Color:**	**Race:**	**Weight:**	**Height:** _____ ft. _____ in.

LOCATION INFORMATION	
Location of Work Office (state):	**Position:**

APPLICANT SIGNATURE AND DATE	
Signature (*if the person listed at the top of this form is under the age of 18, their parent or guardian should sign and date these sections)*	**Date:**

NPT SPECIAL EDUCATION COOPERATIVE

State of Illinois – Dept. of Children & Family Services

ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____ understand that when I am working and/or volunteering for NPT Special Education Cooperative in my official capacity and/or professional

I will become a mandated reporter under the Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me in my professional or official capacity is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

_____

Signature

_____

Date

Volunteer Review & Approval Process



VOLUNTEER CHECKLIST

This checklist has been developed for use in reviewing the application forms submitted for volunteers. If you can answer each question below with "Yes" the volunteer meets the requirements of the Cooperative.

Volunteer Name: _____

Position Volunteering For: _____

APPLICATION FORM REVIEW:

1. Is each box in the **Background Information** section of the application form checked No? ***Yes No***
2. Did the Applicant sign and date the application form? ***Yes No***
3. Did the Applicant sign and date the Disclosure and Authorization Form? ***Yes No***
4. Did the Applicant sign and date the Acknowledgement of Mandated Reporter Status? ***Yes No***

BACKGROUND CHECK:

5. Does the Applicant have a clean record from the background screen? ***Yes No***

REFERENCE CHECK:

6. Contact each reference provided in the **References** section of the application form and complete the Reference Check Form provided. Are all references positive? ***Yes No***

APPROVAL TO VOLUNTEER

General description of assignment: _____

_____

The above-mentioned volunteer has met all of the requirements to provide volunteer services to the Cooperative.

Name & Signature of Supervising Staff Member:

_____
Print Name

_____
Signature

_____
Date

VOLUNTEER REFERENCE CHECK FORM

Applicant's Name: _____

Reference 1
Contact Name & Phone Number:

_____

How do you know the applicant:

_____

Would you recommend the applicant to volunteer with the Cooperative?

_____

Explain why or why not.

_____

_____

Are there any personal issues that you know of that we should be aware of with regards to the applicant?

_____

_____

Reference 2
Contact Name & Phone Number:

_____

How do you know the applicant:

_____

Would you recommend the applicant to volunteer with the Cooperative?

_____

Explain why or why not.

_____

_____

Are there any personal issues that you know of that we should be aware of with regards to the applicant?

_____

_____

Reference 3
Contact Name & Phone Number:

_____

How do you know the applicant:

_____

Would you recommend the applicant to volunteer with the Cooperative?

_____

Explain why or why not.

_____

_____

Are there any personal issues that you know of that we should be aware of with regards to the applicant?

_____

_____

Reference Check Performed by: _____
Signature: _____ Date: _____

Date:

Name
Address
City, State Zip

Dear _____,

This letter is to inform you that you have been approved to volunteer as a _____ for the NPT Special Education Cooperative . We will be conducting the All-Volunteer Orientation on:

Date
Time
Location

All volunteers are required to attend this orientation prior to volunteering with the Cooperative. If circumstances do not allow you to make this orientation please contact us immediately to make other arrangements.

Sincerely,

All-Volunteer Orientation



ALL VOLUNTEER ORIENTATION PROGRAM

The purpose of this orientation program is to provide all volunteers with the same information relating to signing in and out, policies and procedures, etc. to ensure that the cooperative knows who is in the building and with the kids at all times.

1. **Sign In Sheet** – Ask all individuals who attend the orientation to sign in. This may be needed for attendance purposes in the future.

2. **Volunteer Handbook** – Provide each individual in attendance with a volunteer handbook.

3. **Orientation** – The following checklist of items are required to be discussed during the orientation program. You may utilize the PowerPoint presentation that was provided with this program as your guide when developing your all-volunteer orientation program. There may be additional information specific to your cooperative to add to this list.

- **Contact Information**
- **Who Can Volunteer**
- **Volunteer Qualities**
- **Jobs Available to Volunteers**
- **Your Responsibility As A Volunteer**
- **Screening & Registration**
- **Volunteer Safety & Conduct Guidelines**
- **Mandated Reporter Guidelines**
- **Drug/Alcohol Policy**
- **Sexual Harassment & Misconduct policy**
- **Access to Electronic Networks**
- **Social Media Policy**
- **Acknowledgement, Agreement, & Receipt of Volunteer Handbook**

ALL VOLUNTEER ORIENTATION SIGN IN SHEET

Date of Orientation:

_____

Orientation Conducted By:

_____

Volunteer Files

Volunteer File Checklist

This checklist has been developed to ensure all required information is contained in the files for volunteers with the Cooperative.

_____ Application Form

_____ Reference Check Form

_____ Disclosure & Authorization Form

_____ Background Screen Results

_____ Acknowledgement of Mandated Reporter Status Form

_____ Volunteer Checklist

NPT Special Education Cooperative

Directors Report

October 8, 2026

- Case Load Totals and TCT numbers are included.

- NPT Elementary
  - Unified Tornados
    - Has started with the HS group of students
    - Memorial is currently "on hold" due to me not being able to drive a Taylorville bus/van
    - North (pending transportation) will start in November
  - Music Therapy is coming in every other week and is going well
  - During September we focused on Responsibility. We had one student from each classroom that was awarded the "Responsibility Award" those are pictured below
  - Our First Grandparents day was a success. We had over 40 grandparents in attendance!
  - We have our Halloween family afternoon coming up on October 30, where we will be having a parade and class parties.
  - We will be going to the pumpkin patch on October 19th.

- Professional Development
  - Social Workers are attending a conference in Peoria on October 15 and 16
  - Administrators are attending a conference in Rosemont October 22 and 23

RESPONSIBILITY WINNERS:



Ms. Walton
Asher Shull



Ms. Weston
Nicole Menees



Ms. Franklin
Leelund Friesland



Ms. Short
Elizabeth Skube

Maggie Kuykendall
NPT Program Coordinator
October 2026



Program Coordinator Report

Special Education Department Update

The Special Education Department has been focused on strengthening communication, collaboration, and student support as we begin the 2026–2027 school year.

- **IEP Reviews:** I have been actively working on IEP reviews to ensure student needs, services, and supports are being appropriately addressed.
- **Quarterly Meetings:** Quarterly meetings have been scheduled throughout the school year to promote ongoing communication and collaboration among staff and support teams. I am considering and discussing a new format to fit the busy schedules of all staff.
- **Informal Observations:** Informal observations have been completed and will continue to take place as needed
- **Formal Observations:** Formal observations are scheduled.

Sabrina Jones
NPT Program Coordinator
October 2026



Program Coordinator

- Review IEPs
- Attend IEP & TCT Meetings
- NPT Special Ed Teacher Mentoring Program
- Preparing for 2nd Quarter Team Meetings
- CPI Training - Oct 9th in Pana
- IAASE Conf Oct 22nd - 23rd

Transition Specialist

- STEP Contract:
    - There is no contract at this time.

Dear Kelly,

I'm writing to formally resign from my position as school nurse at NPT, with my last working day being October 23rd unless you find someone to replace me sooner. Due to personal reasons, I have made this very difficult decision to step away from my role at this time.

I want to express my sincere gratitude for the experiences I've had and the support I've received during my time here at NPT. It has been a pleasure working with you all and experiencing the amazing teamwork that you have here. You should be so proud of what you are creating here and I am so sorry that I can't continue to be a part of it. This is the best workplace that I have ever had the opportunity of working for and I have enjoyed my time here. I will truly miss you all.

I will do my best to ensure a smooth transition and am happy to assist in handing off my responsibilities. I appreciate your understanding.

Much love,

(Nurse Lexi)

Alexis Hall, BSN, RN

Emmily McNeely
09/14/2026
NPT Special Education

Dear Kelly Suey,

Please accept this letter as formal notification that I am resigning from my position as a Paraprofessional at Central School Faces. My last day of employment will be **Friday, September 25, 2026**.

Thank you for allowing me to work for an amazing organization. I have enjoyed my time at NPT, and I am grateful for everything I have learned. I wish you all the best!

Sincerely,
Emmily McNeely

Dear Kelly Suey,

I am writing to formally submit my resignation from my position at NPT Special Education Cooperative. My last day will be October 2, 2026.

This has not been an easy decision for me, as I genuinely care about the students and the relationships I have developed during my time here. Working with the students has been one of the most rewarding aspects of my experience, and I am truly grateful for the opportunity to have been part of their lives and to support them as they learn and grow.

I have given this decision considerable thought and reflection, and it has been one of the most difficult professional decisions I have made. I have carefully considered what is best for me, my future, and my continued growth as an educator. Leaving is especially difficult because of the meaningful relationships I have formed with the students, families, and staff. I will always value the experiences I have had here and the many moments that have reminded me why I chose education as a career.

I also recognize how important it is for this group of students to have a certified teacher who can confidently provide the consistency, structure, and support they need. I have found myself frequently questioning my decisions and abilities in this position, and I believe the students deserve an educator who feels confident and secure in the role and in the decisions being made on their behalf. Ultimately, I feel that acknowledging this is an important part of making the right decision for both the students and myself.

After much consideration, I have determined that this is the right step for me personally and professionally. While I am confident in my decision, I know that leaving the students and people who have meant so much to me will be bittersweet.

I am sincerely grateful for the experiences, lessons, and memories I will carry with me from my time at NPT. This experience has contributed greatly to my personal and professional growth, and I will always appreciate the time I have spent here. I am committed to doing everything I can during my remaining time to help ensure a smooth transition. Thank you again for the opportunity to be part of NPT and for everything I have learned along the way.

Sincerely,



Ashley Walton