



# Memorandum

**Mid-Valley  
Special Education  
Cooperative**

1304 Ronzheimer Avenue  
Saint Charles, IL 60174  
630-513-4400

**To:** MV Executive Advisory Board  
**From:** Sue Caddy, Director of Business & Human Resources  
**Date:** November 1, 2012  
**Re:** **PAYROLL APPROVAL**

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The attached payroll report reflects Mid Valley's payroll totals for the month of October. The St. Charles District 303 Board of Education approves the payroll on their monthly consent agenda, but in an effort to be consistent, I am recommending the Advisory Board also approval the payroll on a monthly basis, similar to approving the monthly list of bills. This is a change to past practice, but one I believe to be necessary.

Please call me if you have any questions.