

**MID VALLEY SPECIAL EDUCATION COOPERATIVE
FREEDOM OF INFORMATION REQUESTS**

**REPORT TO THE EXECUTIVE ADVISORY BOARD
December 4, 2013**

Mid Valley has responded to one (1) Freedom of Information request.

On November 6, 2013, Ms. Patti Lopuszanski requested the following:

1. All Procurement Card Monthly statements and receipts for all purchases for Mid-Valley Special Education Cooperative from September 1, 2013 to today's date.
Response: Provided monthly statements and receipts.
2. All Procurement Card receipts for purchases made in July and August 2013.
Response: Provided receipts.
3. Budgets for each Mid-Valley Program and accounting of expenses spent with total funds remaining in each itemized program budget as of today's date.
Response: Documents were provided.
4. Line item accounting of all ALOP funds Mid-Valley has received to date; receipts for any and all purchases made using ALOP funds and list of disbursements made using ALOP funds.
Response: Documents were provided.
5. List of all Administrators/Principal and the current programs, school location, student attendance hours, number of staff, number of students supervised. Number of current students physically enrolled by a district in each individual program classroom. Start of day and end of day work hours for every Mid-Valley employee. Total hours per week each administrator is paid and contracted to work.
Response: Documents were provided. There were no records responsive to the request for the "total hours per week each administrator is paid and contracted to work".
6. Breakdown of instructional minutes per day and current curriculum for all subject areas for all New Directions classrooms, Safe Schools and Transition.
Response: Documents were provided.
7. Copy of letter sent to parents informing them that Mid-Valley staff members will be driving students in Mid-Valley owned vehicles to fieldtrips, job locations etc. Mid-Valley Board Policy and procedures approved by the Advisory Board identifying steps to insure that driving record background checks are in place to confirm that all staff members are properly licensed with a clean driving record. Copy of emergency procedures for drivers. List liability insurance carrier and medical coverage per student if vehicle is involved in an accident and student is injured.
Response: Copies of the Board policies regarding Transportation and Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers were provided. The applicable insurance policy was also provided. There were no other records responsive to the request.

8. Copies of emails sent from Carla Cumblad to Mid-Valley administrators related to reporting absences for 2012-2013 and 2013-2014. Identify administrators that did not report sick days in AESOP for approval by their supervisor. List total number of unreported sick days for each administrator for 2012-2013. List number of non-comp days each administrator received for 2012-2013.

Response: A list of the non-comp days for each administrator as provided. There were no other records responsive to the request.

There were a total of 328 pages of responsive records.

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| Personnel time to respond: | Approximately 13.75 Hours |
| Personnel cost to respond: | Approximately \$659 |
| Attorney Cost: | Will be reported once invoice is received |

Updated cost information from prior reports:

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| Attorney costs for FOIA requests reported to Board in July: | \$1481.25 |
| Attorney costs for FOIA requests reported to Board in August: | <u>\$1680.00</u> |
| Total attorney costs for July and August: | \$3161.25 |

Respectfully Submitted,



Nancy Sporer
FOIA Officer