

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

**REPORT TO THE EXECUTIVE ADVISORY BOARD  
August 7, 2013**

Mid Valley has responded to three (3) Freedom of Information requests.

On June 24, 2013, Ms. Patti Lopuszanski requested the following:

1. Copies of BMO Harris P-Card monthly statements reflecting all charges made for 2011-2012 and 2012-2013 by Mid Valley Special Education employees, or representatives on behalf, who was issued a Mid Valley Special Education Cooperative BMO Harris Bank P-Card.

***Response: Copies of monthly statements were sent.***

2. List of all employees that were issued a Mid-Valley Special Education Cooperative BMO Harris Bank P-Card for each of the above noted school years and their spending limit for each school year. Please include the policy of use of a P-Card by a Mid Valley Special Education Cooperative Employee.

***Response: List of cardholders, credit limits, P-Card procedure manual, and board policy # 4:55 were sent.***

3. Has Mid-Valley Special Education Cooperative, or St. Charles CUSD 303 as the Administrative District, earned any reward points for spending, a percentage of funds bank at the end of each fiscal year from BMO Harris Bank, or any gifts from the representative from BMO Harris Bank based on the establishment of these accounts and continuation of business with BMO? If so, please note any reward points received, redeemed (and for what purpose), the dollar amount of funds received for % of spending with the use of all P-Cards and any gifts given by BMO representatives in any form, whether monetary, entertainment, sports tickets, etc.

***Response: Copy of rebate check was sent.***

Personnel time to respond: Approximately 3 hours

Personnel cost to respond: Approximately \$88

No attorney required for this request.

On July 1, 2013, Ms. Patti Lopuszanski requested the following:

1. Copy of all Embassy Suites Lodging Receipts paid on BMO Harris P-Card Statement dated July 5, 2012 under Susan Caddy's name and posted as \$1,455.44 Co-op wide staff development under monthly disbursements to the Advisory Board. Copy of receipts from the following BMO P-Card statements: September 5, 2012; October 5, 2012; November 5, 2012 statement charge of \$20 to Kaneland CUSD 302; December 5, 2012; January 5, 2013; February 5, 2013; March 5, 2013; June 5, 2013

***Response: Documents responsive to this request were sent.***

2. Copy of receipts for all charges posted on Carla Cumblad's BMO Harris P-Card Statements dated July 5, 2012; August 5, 2012; September 5, 2012; October 5, 2012; November 5, 2012; January 5, 2013; February 5, 2013; March 5, 2013; April 5, 2013; May 5, 2013; June 5, 2013

***Response: Documents responsive to this request were sent.***

3. Copy of receipts for Mades Department paid on BMO Harris P-Card Statement dated July 5, 2012; October 5, 2012; February 5, 2013; March 5, 2013; April 5, 2013; May 5, 2013; June 5, 2013

***Response: Documents responsive to this request were sent.***

4. Copy of receipts for all charges posted on Paige McNulty's BMO Harris P-Card statement dated July 5, 2012; August 5, 2012; September 5, 2012; October 5, 2012; February 5, 2013; March 5, 2013; April 5, 2013; May 5, 2013; June 5, 2013

***Response: Documents responsive to this request were sent.***

5. Copy of receipts for charges posted under CLASP Department BMO Harris P-Card statement dated September 5, 2012; October 5, 2012; April 5, 2013; May 5, 2013; June 5, 2013

***Response: Documents responsive to this request were sent.***

6. Copy of receipts for charges posted under New Pathways Department BMO Harris P-Card statement dated April 5, 2013 from Best Buy South Elgin;

***Response: Documents responsive to this request were sent.***

7. Copy of receipts for charges posted on Natalie Assell's BMO Harris P-Card statement dated October 5, 2012; November 5, 2012; January 5, 2012; February 5, 2012; March 5, 2013; May 5, 2013;

***Response: Documents responsive to this request were sent.***

8. Copy of receipts for charges posted on Linda Koch's BMO Harris P-Card statement dated October 5, 2012 for lodging at Eagle Ridge Resort, Galena; Receipts for November 5, 2012 BMO P-Card statement; May 5, 2013 Receipt; June 5, 2013

***Response: Documents responsive to this request were sent.***

9. Copy of receipts for charges posted on Melissa Jackson's BMO Harris P-Card statement dated November 5, 2012 for lodging at Eagle Ridge Resort, Galena; Receipts for May 5, 2013 BMO P-Card statement;

***Response: Documents responsive to this request were sent.***

10. Copy of receipt for charges posted on Tim Stoudt's BMO Harris P-Card statement dated November 5, 2012 for Eagle Ridge Resort, Galena

***Response: Documents responsive to this request were sent.***

11. Copy of receipt for Paypal charge posted on Bonnie Carlson's BMO Harris P-Card statement dated November 5, 2012; Copy of receipts for the following BMO P-Card statements: February 5, 2013; March 5, 2012; April 5, 2013; May 5, 2013; June 5, 2013

***Response: Documents responsive to this request were sent.***

12. Copy of receipts for Phaedra McLaughlin BMO Harris P-Card statement for May 5, 2013; June 5, 2013

***Response: Documents responsive to this request were sent.***

13. Total amount charged to PALS Department BMO Harris P-Card for 2012-2013 school year.

***Response: Documents responsive to this request were sent.***

14. A copy of the rebate check from BMO received for 2012-2013 and what account those funds were posted in. Please identify if that check was cashed, when, by whom and if used for what purpose as per Item 10 of Board Policy 4.55.

***Response: Documents responsive to this request were sent.***

Personnel time to respond: Approximately 7 hours

Personnel cost to respond: Approximately \$218

Attorney Cost: Will be reported once invoice is received

On July 23, 2013, Ms. Patti Lopuszanski requested the following:

1. Per Mid-Valley Special Education Cooperative Board Policy 4:55 Use of Credit and Procurement Cards Item 8 states: "Cardholders must submit the original, itemized receipt to document all purchases." I would appreciate full compliance to my FOIA request and ask that you provide the itemized receipts for all purchases. Restaurant receipts are required to be itemized and not the "total/tip" merchant copy. What is the policy for card holders purchasing alcohol on a P-Card? Who approves the reconciliation of the many P-Card expenses that did not have a receipt to back up the charges.

***Response: On July 16, 2013, the Cooperative fully complied with your prior FOIA request for P-card purchase receipts by providing you with copies of the receipts submitted by each cardholder which corresponded to a specific P-card statement date. The Cooperative notes that you were previously provided with certain P-card statements, pursuant to another FOIA request. While there are no other "receipt" records responsive to your prior or current requests, in response to your current request, the Cooperative is enclosing redacted copies of the Procurement Card Expense Reports (the "Reports") which correspond with the statements and receipts previously provided to you. You will note that the Reports list the name of the cardholder, statement date, date of charge, expenditure account number, vendor, and justification for the charge. The Reports are also signed by the cardholder and then by an administrator, as approval of the expense. Once a month, the Cooperative's Board then reviews the P-card statement, which contains the cardholder's name and total expenses, and approves the expenses, if appropriate. Please be advised that the Cooperative has redacted the expenditure account numbers from the Reports as this constitutes "private information" (unique identifier) which is exempt from disclosure under FOIA Section 7(1)(b).***

***There is no record responsive to your request for the policy for card holders purchasing alcohol on a P-card. However, generally, please see Board Policy 4:55 entitled "Use of Credit and Procurement Cards" which you reference in your request.***

2. Please provide supporting documentation for the purpose of the following expenses: Eagle Ridge Resort and Spa on October 24-26, 2012 and Penske Rental Agreement for a truck in the name of Keith Cumblad to pick up a couch, 2 chairs and table for New Directions September 8-9, 2012. Were these items donations, and if so from whom and where were they picked up from?

***Response: With regard to Eagle Ridge Resort and Spa, please see the P-card statements and P-card receipts previously provided to you, and the Reports enclosed with this response. In addition, the Cooperative is providing you with a copy of the flyer for the conference held at Eagle Ridge Resort and Spa on these dates: "Meeting the Challenge: Measuring the Growth of Students with Significant Disabilities."***

***With regard to the Penske Rental Agreement, please see the P-card statements, and P-card receipts previously provided to you, and the Reports enclosed with this response. There are no further records responsive to your request. That said, the Cooperative voluntarily explains that Dr. Cumblad purchased these items from personal funds for use at New Directions. The items were located in Chicago. Dr. Cumblad, her husband and son rented a truck to retrieve the items and deliver them to New Directions.***

Personnel time to respond: Approximately 3.5 hours

Personnel cost to respond: Approximately \$131

Attorney Cost: Will be reported once invoice is received

Respectfully submitted,

Nancy Sporer  
FOIA Officer