

***Mid-Valley Special Education Cooperative***  
**Executive Advisory Board Meeting**  
**Wednesday, May 2, 2012**  
1304 Ronzheimer Avenue  
St. Charles, IL 60174

The Mid-Valley Special Education Cooperative Board met in Regular Open Session on Wednesday, May 2, 2012 at the Mid-Valley Special Education Cooperative Administrative Office.

**1. Call to Order**

Dr. Schlomann, Board Chairman called the meeting to order at 9:10 a.m.

**Roll Call**

Upon roll call the following members were present: Dr. Barshinger, Superintendent D101; Dr. Stirn, Superintendent D301; Dr. Schuler, Superintendent D302; Dr. Schlomann, Superintendent D303, and Dr. Mutchler, Superintendent D304.

Also present: Dr. Carla Cumblad, Mid-Valley Executive Director; Sue Caddy, Mid-Valley Director of Business and Human Resource Services; Jessica Nicholson, Director of Student Services D101; Sarah Nolan, Director of Special Education D301; Fran Eggleston, Special Education Director D302; John Knewitz, Asst. Superintendent D303; Jerel Waide, Elementary Special Education Coordinator D304; and Patti Lopuszanski, Recording Secretary.

**2. Approval of Agenda**

Dr. Schlomann called for the approval of the Amended Agenda to include the following in Closed Session: *(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5ILCS120/2(c)(5).* Dr. Stirn moved and Dr. Mutchler seconded the motion. Approval of the Amended Agenda was confirmed by unanimous roll call vote.

**3. Public Comments**

None

**4. Consent Agenda**

4.1 Approval of Minutes, Executive Board Meeting, April 4, 2012

4.2 Approval of Bills, April, 2012

4.3 Financial Report, April, 2012

4.4 Memorandum of Understanding: MVSEC/MVSEA Holiday Pay

4.5 Board Policies

4. 5. 1. 6:20 Calendar and Day

4. 5. 2. 6:30 Organization of Instruction and Curriculum Development

4. 5. 3. 6:62 Physical Education

4. 5. 4. 6:65 Student Social and Emotional Development

4. 5. 5. 6:70 Teaching About Religions

4. 5. 6. 6:80 Teaching About Controversial Issues

4. 5. 7. 6:100 Using Animals in the Educational Program

4. 5. 8. 6:110 Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
4. 5. 9. 6:120 Education of Children with Disabilities
4. 5. 10. 6:120-AP1,E Exhibit - Special Education Required Notice and Consent Forms
4. 5. 11. 6:120-AP1,E1 Exhibit - Notice to Parents/Guardians Regarding Section 504 Rights
4. 5. 12. 6:120-AP2 Administrative Procedure - Access to Classrooms and Personnel
4. 5. 13. 6:120-AP2, E1 Exhibit - Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes
4. 5. 14. 6:120-AP3 Administrative Procedure - Service Animal Access Requests
4. 5. 15. 6:120-AP3,E1 Exhibit- Request for a Service Animal to Accompany a Student in School Facilities
4. 5. 16. 6:140 Education of Homeless Children
4. 5. 17. 6:150 Home and Hospital Instruction
4. 5. 18. 6:190 Extracurricular and Co-Curricular Activities
4. 5. 19. 6:210 Instructional Materials
4. 5. 20. 6:235 Access to Electronic Networks
4. 5. 21. 6:240 Field Trips
4. 5. 22. 6:250 Community Resource Persons and Volunteers
4. 5. 23. 6:255 Assemblies and Ceremonies
4. 5. 24. 6:260 Complaints About Curriculum, Instructional Materials, and Programs
4. 5. 25. 6:280 Grading and Promotion
4. 5. 26. 6:290 Homework
4. 5. 27. 6:300 Graduation Requirements
4. 5. 28. 6:320 High School Credit for Proficiency
4. 5. 29. 6:340 Student Testing and Assessment Program
4. 5. 30. 7:10 Equal Educational Opportunities
4. 5. 31. 7:15 Student and Family Privacy Rights
4. 5. 32. 7:20 Harassment of Students Prohibited
4. 5. 33. 7:50 School Admissions and Eligibility for Services
4. 5. 34. 7:60 Residence
4. 5. 35. 7:70 Attendance and Truancy
4. 5. 36. 7:80 Release Time for Religious Instruction/Observance
4. 5. 37. 7:90 Release During School Hours
4. 5. 38. 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

- 4. 5. 39. 7:130 Student Rights and Responsibilities
- 4. 5. 40. 7:140 Search and Seizure
- 4. 5. 41. 7:150 Agency and Police Interviews
- 4. 5. 42. 7:160 Student Appearance
- 4. 5. 43. 7:170 Vandalism
- 4. 5. 44. 7:180 Preventing bullying, Intimidation, and Harassment
- 4. 5. 45. 7:190 Student Discipline
- 4. 5. 46. 7:200 Suspension Procedures
- 4. 5. 47. 7:210 Expulsion Procedures
- 4. 5. 48. 7:220 Bus Conduct
- 4. 5. 49. 7:230 Misconduct by Students with Disabilities
- 4. 5. 50. 7:240 Conduct Code for Participants in Extracurricular Activities
- 4. 5. 51. 7:250 Student Support Services
- 4. 5. 52. 7:270 Administering Medicines to Students
- 4. 5. 53. 7:275 Orders to Forgo Life-Sustaining Treatment
- 4. 5. 54. 7:280 Communicable and Chronic Infectious Disease
- 4. 5. 55. 7:285 Food Allergy Management Program
- 4. 5. 56. 7:300 Extracurricular Athletics
- 4. 5. 57. 7:305 Student Athlete Concussions and Head Injuries
- 4. 5. 58. 7:310 Restrictions on Publications
- 4. 5. 59. 7:325 Student Fund-Raising Activities
- 4. 5. 60. 7:330 Student Use of Buildings - Equal Access
- 4. 5. 61. 7:340 Student Records
- 4. 5. 62. 8:10 Cooperative-Community Relation Goals
- 4. 5. 63. 8:20 Community Use of School Facilities
- 4. 5. 64. 8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
- 4. 5. 65. 8:30 Visitors to and Conduct on School Property
- 4. 5. 66. 8:70 Accommodating Individuals with Disabilities
- 4. 5. 67. 8:80 Gifts to the Cooperative
- 4. 5. 68. 8:90 Parent Organizations and Booster Clubs
- 4. 5. 69. 8:95 Parental Involvement
- 4. 5. 70. 8:100 Relations with Other Organizations and Agencies
- 4. 5. 71. 8:110 Public Suggestions and Concerns

Dr. Schlomann called for the approval of the Consent Agenda. Dr. Barshinger moved and Dr. Stirn seconded the motion. Approval of the Consent Agenda was confirmed by unanimous roll call vote.

## 5. Information

5.1 S.A.I.L Microbusiness Presentation – Nicole Claeson, Judy Donner, Terri Edwards, Amy Rogers, and S.A.I.L student Amanda Mate, presented the Board with items currently being made by students in the start-up of S.A.I.L Productions. The microbusiness develops work related skills and authentic learning. Students plan, organize and shop for their supplies and are currently making coasters, greeting cards and dog treats. This year the S.A.I.L program started a catering business providing trays of cookies, breads and other items for meetings held at Mid-Valley.

5.2 Student and Staff Enrollment, April, 2012 – Dr. Cumblad reported on enrollment being stable within the Mid-Valley programs, and staffing remaining consistent with no changes. Safe Schools enrollment is currently at 16 with an increase of 4 expected. A review of related service referrals late in the year will be discussed with the administrative liaisons.

5.3 Administrative Liaison Meeting, April 23, 2012 – The minutes of the Administrative Liaison Meeting were shared. High school representatives were in attendance to discuss graduation requirements and certificate/diploma practices. Each cooperative member's school board dictates what districts do through their own policies. Dr. Cumblad reported that course sequence for high school programs will be reviewed during the summer with high school coordinators. Professional development dates have been set for the upcoming school year.

5.4 Freedom of Information Requests - Mid Valley has responded to four (4) Freedom of Information requests.

1. On March 12, 2012, Ms. Wendy Murtha from Invo Healthcare Associates, Inc. requested the following:
  - *A copy of the current contract and rates your district has with its providers of related services (Occupational Therapy, Physical Therapy, Speech and Language Pathology, School Psychology, and Social Work) for your students.*

Response to request No. 1: Information was provided as requested. Approximate time to research and respond: 15 minutes.

2. On April 5, 2012, Mr. Jim Lopuszanski, South Elgin, Illinois, requested the following regarding employees/administrators attending the April 2012 CEC Conference in Denver:
  - *Name of employee/administrator/job title/union position currently held and total dollar amount for each employee that is being spent broken down. Documentation if a family member will be traveling with them and staying in their hotel room and will be included in any of expenses being charged to Mid-Valley.*
  - *Dates traveling will begin and dates employee will be returning. Dates and times of conference. Purpose of each employee/administrator to attend the 2012 CEC Conference in Denver.*

- *Names of support staff employees within Mid Valley that have traveled out of state at the request of Mid Valley administrators/coordinators within the last two school years for conferences/training/meetings paid for by Mid Valley grant funds or any budget in item or account paid for by Mid Valley Special Education Cooperative. Note dates, breakdown of travel expenses and purpose.*
- *Documentation on the administrator that approved the attendance to the above-mentioned conference and the reason. Breakdown of all expenses being paid for by Mid Valley or any other entity affiliated with Mid Valley Special Education Cooperative.*
- *Documentation from ISBE approving out of state travel and explanation on purpose that was given for each employee attending the April 2012 CEC Conference in Denver.*
- *Names of nominating team for Yes, I Can Award being presented at the April 2012 CEC Conference in Denver, who completed the application packet. Names of staff members/job title/union position currently held that were asked to attend the April 2012 CEC Conference in Denver and for what purpose and by whom.*

Response to request No. 2: Information provided as requested if available and allowed by law. Approximate time to research and respond: 30 minutes

3. On April 5, 2012, Mr. Jim Lopuszanski, South Elgin, Illinois, requested the following regarding Mid Valley Employees/Administrators:
  - *Name of employee/administrator*
  - *Start of day/end of day work hours for each Mid Valley employee. Note amount of time each individual employee is given in their contract for a duty-free lunch period.*
  - *Total hours paid per day for each Mid Valley employee.*
  - *Please note any employee that gets a paid lunch period and/or allowed to take their 30 minute duty free lunch at the end of their work day, and allowed to leave before the end of scheduled work day hours.*
  - *All Mid Valley employee salaries (breakdown of longevity pay/stipends/benefits).*
  - *Attendance report for current Mades-Johnstone Principal from start date of contract to current date including copy of contract documenting total work hours per day, and minutes allocated for a lunch period.*

Response to request No. 3: Information provided as requested if available and allowed by law. Approximate time to research and respond: 7 hours

4. On April 5, 2012, Mr. Jim Lopuszanski, South Elgin, Illinois, requested the following information regarding Mid Valley teacher Carissa Mingo:
  - *Any and all records, transcripts, certificates, and other documents relating to and/or supporting Carissa Mingo's certification to teach at a high school level and/or in a special education capacity with high school students grade 9-12, including Ms. Mingo's educational transcripts as well as past employment work experience and grade level taught. Please not any reasons for short-term emergency certification after beginning.*

*employment with Mid Valley Special Education Cooperative as recorded with the ISBE on*

*February 14, 2012.*

- *Please note how many candidates interviewed for this teaching position in this alternative high school classroom setting and how many had the proper certification to teach at the high school level, with an LBSI at the time of interview.*

Response to request No. 3: Information provided as requested if available and allowed by law, with the following exceptions:

- *Request for copies of Ms. Mingo's educational transcripts denied pursuant to FOIA Section 7(1)(c) – the Illinois Attorney General's Public Access Counselor (PAC) has previously approved application of this FOIA Section to an employee's transcripts as they have no bearing on job performance (2010 PAC 6398 and 2011 PAC 14379)*
- *Request for number of candidates interviewed for this position. Responded that 11 were interviewed; No records responsive to the remainder of the request. Additionally, the PAC has previously approved application of FOIA Section 7(1)(c) to information submitted by candidates not selected for employment with a public body (2010 PAC 5196).*

Approximate time to respond: 60 minutes

5.5 MVSEC Job Descriptions – A list of job descriptions were presented to the Board and upon approval will be posted on the Mid-Valley web-site. Each staff member will be provided a copy of their job description when they are given their new assignment for the upcoming school year. A paper copy will also be available for review in the Administrative Office.

5.6 Sequestration of Federal Funding – Dr. Cumblad provided the Board information on potential cuts to federal spending (including IDEA grants) effective January 2, 2013. The anticipated cut of 9.1% could result in a reduction in services to students and educational positions. An appeal to State Representatives conveying the importance of this funding was noted.

5.7 Summer Hours – The Mid-Valley Administrative Offices will follow summer hours beginning June 18, 2012 through August 2, 2012 from 7:00 a.m. – 4:00 p.m., Monday through Thursday.

## **6. For Discussion**

6.1 Executive Director Job Description – Dr. Cumblad provided the Board with a draft of her job description. It was requested that the Board be provided with the sources for each descriptor. Individual Board members will provide feedback, if any, prior to the next Board meeting. The Board advised Dr. Cumblad to follow the policy manual language for the general description and to remove references to specific numbers of students or staff.

6.2 Board Elections – The Mid-Valley Advisory Board agreed to keep the current Advisory Board positions: Dr. Schlomann – Chairman; Dr. Schuler – Vice Chairman; Dr. Mutchler – Secretary.

## **7. For Action**

7.1 Personnel Report, April, 2012 - Dr. Schuler motioned, seconded by Dr. Barshinger to approve the April, 2012 Personnel Report. Motion was passed by unanimous roll call vote.

## **8. Adjourn to Closed Session to hear information regarding:**

*“(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5ILCS120/2(c) (1).”*

*(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5ILCS120/2(c)(5).”*

Motion to move to Closed Session: Motion made by Dr. Mutchler and seconded by Dr. Stirn at 9:47 a.m.

**9. Closed Session:** Dr. Schlomann called for a motion to return to Open Session. Dr. Mutchler moved and Dr. Stirn seconded the motion. Motion approved by unanimous roll call vote at 10:11 a.m.

## **10. Adjournment**

A motion was made by Dr. Mutchler and seconded by Dr. Barshinger to adjourn and approved by unanimous roll call at 10:11 a.m.

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Chairman of the Mid-Valley Board

*Next Mid-Valley Board Meeting June 6, 2012 at 9:00 a.m.  
Mid-Valley Conference Room*