



Mid-Valley Special Education Cooperative

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MEMORANDUM

March 5, 2014

TO: Members of the Mid-Valley Executive Advisory Board

FROM: Carla Cumblad, Executive Director
Nancy Sporer, Director of Business and Human Resources

RE: Transition Plan for the Administrative Assistant for Business

As requested, the following is a recommended three-week transition plan for the Administrative Assistant for the Business office.

Weeks	Tasks
Week of May 5-9	<ul style="list-style-type: none">• IVisions, Payables• IEPoint Data Entry• P-Cards• IWAS Expenditure Reports• Update Class/Student Lists
Week of May 12-18	Substitute while Sandy is on vacation
Week of May 19-23	<ul style="list-style-type: none">• Fairbanks Time Study, Admin Outreach, Roster• Personnel Claims• Child Count• FFS Rates and Rosters• Professional Development Tracking
Week of May 27 (excluding Memorial Day)	<ul style="list-style-type: none">• District Billing, Transportation• Purchasing• Close Payables• Student Roll-Over, Class Lists, FMP, IEPoint, Netchemia• IEPoint Final Transmissions