

## **Executive Advisory Board Meeting**

Wednesday, February 1, 2023 9:00 AM

Mid-Valley Special Education Cooperative, 1304 Ronzheimer Avenue, St.  
Charles, IL 60174

1. **Call to Order**

2. **Approval of the Agenda**

3. **Public Comment**

4. **Consent Agenda**

4.1. Approval of the Minutes, Executive Board  
Meeting, January 4, 2023



## ***Mid-Valley Special Education Cooperative***

1304 Ronzheimer Avenue

St. Charles, IL 60174

Phone: 331-228-4873

Fax: 331-228-4874

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### **Executive Advisory Board Meeting**

**January 4, 2023**

**9:00 AM**

The Mid-Valley Special Education Cooperative Board met in Regular Session on Wednesday, January 4, 2023 at the Mid-Valley Special Education Cooperative, 1304 Ronzheimer Avenue, St. Charles, IL 60174 via Zoom.

#### **Call to Order**

Dr. Gordon, Superintendent D303, Board Chairman called the meeting to order at 9:02 a.m.

#### **Roll Call**

Upon roll call the following members were also present: Dr. Hichens, Superintendent D101; Dr. Stirn, Superintendent D301; and Dr. Mutchler, Superintendent D304. Absent was Dr. Leden, Superintendent D302.

Also present: Special Education Administrative Liaisons/Designees from the member districts; Mrs. Lisa Palese, Mid-Valley Executive Director; Mrs. Nancy Sporer, Mid-Valley Director of Business and Human Resources; and Mrs. Brandi Pedersen, Recording Secretary.

#### **Approval of the Agenda**

Dr. Gordon called for the Approval of the Agenda. Dr. Mutchler moved and Dr. Hichens seconded the motion. Approval of the Agenda was confirmed by unanimous vote. 4-0.

#### **Public Comment**

None

#### **Consent Agenda**

- 4.1 Approval of Minutes, Executive Board Meeting, December 7, 2022
- 4.2 Approval of Bills, December 2022
- 4.3 Approval of Payroll, December 2022
- 4.4 Approval of Financial Report, December 2022
- 4.5 Approval of the Treasurer's Report, December 2022

Dr. Gordon called for Approval of the Consent Agenda. Dr. Mutchler moved and Dr. Stirn seconded the motion. Approval of the Consent Agenda was confirmed by unanimous vote. 4-0.

#### **Information**

##### **5.1 Student and Staff Enrollment, December, 2022**

Mrs. Palese reported the student/staff enrollment details for December 2022 and December 2021 to see the comparisons.

##### **5.2 FY22 Audit Report**

Mrs. Sporer went over the FY22 Audit Report with the Board.

##### **5.3 Freedom of Information Act Request**

Documentation was provided for a Freedom of Information Act request.

## **For Action**

### **6.1 Approval of the Mades-Johnstone Roofing Contract**

Dr. Mutchler motioned, seconded by Dr. Stirn for Approval of the Mades-Johnstone Roofing Contract. Both alternate contracts were approved. Base bid plus #1 and #2. Motion carried by unanimous roll call vote. 4-0.

### **6.2 Approval of the Personnel Report, December 2022**

Dr. Stirn motioned, seconded by Dr. Hichens for Approval of the Personnel Report. Motion carried by unanimous roll call vote. 4-0.

## **New Business**

None

## **Adjournment**

Motion made by Dr. Hichens and seconded by Dr. Stirn. By consensus the motion carried 4-0 Ayes.

**The meeting adjourned at 9:09 AM**

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Chair of the Mid-Valley Board

***The next Regular Mid-Valley Executive Advisory Board Meeting will be Wednesday, February 1, 2023 at 9:00 AM at the Mid-Valley Administration Offices, 1304 Ronzheimer Avenue. St. Charles, IL 60174***

#### 4.2. Approval of Bills, January, 2023

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 01/01/2023 - 01/31/2023

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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Bank Name: HARRIS BANK

Bank Account: 3445079

14020	01/23/2023	1133	A-D BACKGROUND RESOURCES 9048 LLC		14.0000.1250.310.000.010	PROFESSIONAL SERVICES	\$65.00	
							Check Total:	\$65.00
14021	01/23/2023	1133	ADERMAN, ANN	FRONT DECORATIONS	20.0000.2540.410.000.000	SUPPLIES/MATERIALS	\$196.32	
							Check Total:	\$196.32
14022	01/23/2023	1133	AKERS, BETHANY	DEC MILEAGE	10.0000.2210.332.000.120	STAFF TRAVEL	\$47.69	
							Check Total:	\$47.69
14023	01/23/2023	1133	ALBER, KARIN	9/6/22-1/5/23 MILEAG	10.0000.2520.332.000.140	STAFF TRAVEL	\$23.14	
							Check Total:	\$23.14
14024	01/23/2023	1133	ANCONA, JESLYNN	DECEMBER MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$225.63	
							Check Total:	\$225.63
14025	01/23/2023	1133	Antoniou, Jessica	ASHA CCC DUES 2023	10.0000.2520.640.000.140	BANK FEES/DUES/MEMBERSHIPS	\$225.00	
							Check Total:	\$225.00
NCB	01/30/2023	1141	AXA EQUITABLE	V203255	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$250.00	
NCB	01/30/2023	1141	AXA EQUITABLE	V203255	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$100.00	
NCB	01/13/2023	1131	AXA EQUITABLE	V474342	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$250.00	
NCB	01/13/2023	1131	AXA EQUITABLE	V474342	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$100.00	
							Check Total:	\$700.00
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.314.000.131	CONSULTANTS	\$92.25	
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.331.000.011	FIELD TRIPS/STUDENT TRAVEL	\$1,234.50	
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.331.000.014	FIELD TRIPS/STUDENT TRAVEL	\$181.50	
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.331.000.028	FIELD TRIPS/STUDENT TRAVEL	\$327.00	

## MID VALLEY SPECIAL EDUCATION COOP

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Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.400.000.080	INCENTIVES	\$177.55
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.400.000.080	INCENTIVES	\$41.82
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.400.000.080	INCENTIVES	\$150.00
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.400.000.080	INCENTIVES	\$62.94
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.400.000.080	INCENTIVES	\$332.46
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$114.00
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$110.13
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$114.16
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$200.08
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.414.000.079	FOOD/COOKING SUPPLIES	\$134.27
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$309.03
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$116.97
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$30.34
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.415.000.115	INSTRUCTIONAL SUPPLIES	\$768.76
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.417.000.011	ASSESSMENTS	\$87.65
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.417.000.014	ASSESSMENTS	\$219.14
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.1200.417.000.080	ASSESSMENTS	\$43.83
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2139.410.000.130	SUPPLIES/MATERIALS	\$278.93
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2150.415.000.113	INSTRUCTIONAL SUPPLIES	\$12.95

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names    
  Exclude Voided Checks    
  Exclude Manual Checks    
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2150.640.000.113	DUES/FEES/MEMBERSHIPS	\$225.00
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2190.310.000.114	PROFESSIONAL SERVICES	\$26.79
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2190.410.000.114	SUPPLIES/MATERIALS	\$133.06
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2190.470.000.114	SOFTWARE/SUBSCRIPTIONS	\$408.93
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$125.28
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$46.52
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$134.82
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2320.414.000.140	FOOD/COOKING SUPPLIES	\$12.05
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2320.414.000.140	FOOD/COOKING SUPPLIES	\$143.47
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2560.315.000.080	FOOD SERVICE	\$66.95
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2640.410.000.140	SUPPLIES/MATERIALS	\$139.90
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	10.0000.2640.410.000.140	SUPPLIES/MATERIALS	\$291.60
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.1200.410.000.223	ESSER SUPPLIES/MATERIALS	\$176.39
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.1200.700.000.223	ESSER NON CAPITAL EQUIPMENT	\$1,422.79
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$21.18
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$124.71
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$81.00
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$403.83
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$49.83

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$35.57
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$215.73
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.1250.418.000.010	EQUIPMENT <\$500	\$417.78
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.1250.700.000.010	NON CAPITAL EQUIPMENT	\$494.73
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.2210.312.002.323	STAFF DEV BUS MANAGER	\$299.00
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.2210.312.004.323	STAFF DEV RELATED SERVICES	\$99.00
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.2210.312.140.323	STAFF DEV EXECUTIVE DIRECTOR	\$68.06
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.2210.314.000.323	STAFF DEV COOPERATIVE WIDE	\$111.00
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	14.0000.2210.314.000.323	STAFF DEV COOPERATIVE WIDE	\$569.80
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$461.63
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	20.0000.2540.410.000.078	SUPPLIES/MATERIALS-SHEL	\$78.58
14026	01/23/2023	1133	BMO C/O HARRIS TRUST AND SAVINGS BANK	STMT ENDING 1/05/23	20.0000.2540.530.000.000	CAPITAL IMPROVEMENTS	\$649.00
Check Total:							\$12,674.24
14005	01/06/2023	1121	BRIGHTSTAR KANE COUNTY	7329540	10.0000.1200.314.000.028	CONSULTANTS	\$3,336.25
14005	01/06/2023	1121	BRIGHTSTAR KANE COUNTY	7341039	10.0000.1200.314.000.028	CONSULTANTS	\$3,315.00
14005	01/06/2023	1121	BRIGHTSTAR KANE COUNTY	7360883	10.0000.1200.314.000.028	CONSULTANTS	\$3,315.00
14005	01/06/2023	1121	BRIGHTSTAR KANE COUNTY	7372388	10.0000.1200.314.000.028	CONSULTANTS	\$1,912.50
Check Total:							\$11,878.75
14027	01/23/2023	1133	BRUNI, LONDON M	OCT MILEAGE	10.0000.1200.332.000.078	STAFF TRAVEL	\$28.06
Check Total:							\$28.06
14028	01/23/2023	1133	CENTRAL COMMUNITY DIST #301	ROOM RENT JANUARY	10.0000.1200.325.000.011	FACILITY RENTAL	\$6,183.00

## MID VALLEY SPECIAL EDUCATION COOP

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Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names

Exclude Voided Checks

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Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
14028	01/23/2023	1133	CENTRAL COMMUNITY DIST #301	ROOM RENT JANUARY	10.0000.1200.325.000.014	FACILITY RENTAL	\$2,436.00
Check Total:							\$8,619.00
14029	01/23/2023	1133	CENTRAL COMMUNITY DIST #301	MEDICAID FFS2294F409	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$9,972.00
14029	01/23/2023	1133	CENTRAL COMMUNITY DIST #301	MEDICAID FFS2322E365	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$2,644.99
Check Total:							\$12,616.99
14030	01/23/2023	1133	CHALUS, TIANA T	OCT-DEC MILEAGE	10.0000.1200.332.000.078	STAFF TRAVEL	\$43.69
Check Total:							\$43.69
14006	01/06/2023	1121	CITY OF ST CHARLES	11/07-12/05 22424101	20.0000.2540.370.000.000	WATER/SEWER	\$124.30
14006	01/06/2023	1121	CITY OF ST CHARLES	11/07-12/05 22424101	20.0000.2540.466.000.000	ELECTRICITY	\$3,594.35
14006	01/06/2023	1121	CITY OF ST CHARLES	11/17-12/16 81081857	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$88.53
14006	01/06/2023	1121	CITY OF ST CHARLES	11/17-12/16 81082189	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$87.11
14006	01/06/2023	1121	CITY OF ST CHARLES	11/7-12/5 2249120480	20.0000.2540.370.000.000	WATER/SEWER	\$76.26
Check Total:							\$3,970.55
14031	01/23/2023	1133	CITY OF ST CHARLES	12/5-1/5 22424101808	20.0000.2540.370.000.000	WATER/SEWER	\$112.29
14031	01/23/2023	1133	CITY OF ST CHARLES	12/5-1/5 22424101808	20.0000.2540.466.000.000	ELECTRICITY	\$3,259.47
14031	01/23/2023	1133	CITY OF ST CHARLES	12/5-1/5 22491204800	20.0000.2540.370.000.000	WATER/SEWER	\$76.26
Check Total:							\$3,448.02
14032	01/23/2023	1133	CLAESON, NICOLE	DEC MILEAGE	10.0000.1200.332.000.109	STAFF TRAVEL	\$62.50
Check Total:							\$62.50
14007	01/06/2023	1121	COMMUNITY THERAPY SERVICES	1820	10.0000.2139.314.000.130	CONSULTANTS	\$7,258.00
14007	01/06/2023	1121	COMMUNITY THERAPY SERVICES	1820	10.0000.2150.314.000.113	CONSULTANTS	\$8,587.50
Check Total:							\$15,845.50
14033	01/23/2023	1133	CRISIS PREVENTION INSTITUTE INC	CUS0321428	14.0000.2210.314.000.323	STAFF DEV COOPERATIVE WIDE	\$854.70
14033	01/23/2023	1133	CRISIS PREVENTION INSTITUTE INC	CUS0321428	14.0000.2210.314.000.323	STAFF DEV COOPERATIVE WIDE	\$1,334.70
14033	01/23/2023	1133	CRISIS PREVENTION INSTITUTE INC	IUS0243124	14.0000.2210.314.000.323	STAFF DEV COOPERATIVE WIDE	\$200.00

## MID VALLEY SPECIAL EDUCATION COOP

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
							Check Total:	\$2,389.40
14034	01/23/2023	1133	CUSD #101	ROOM RENT JANUARY	10.0000.1200.325.000.028	FACILITY RENTAL	\$2,886.00	
							Check Total:	\$2,886.00
14035	01/23/2023	1133	CUSD #101	MEDICAID FFS2294F409	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$2,060.31	
14035	01/23/2023	1133	CUSD #101	MEDICAID FFS2322E365	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$1,242.56	
							Check Total:	\$3,302.87
14036	01/23/2023	1133	CUSD #131	MEDICAID FFS2294F409	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$1,145.38	
							Check Total:	\$1,145.38
14037	01/23/2023	1133	CUSD #303	JANUARY ROWE INSUR	10.0000.2310.225.000.144	INSURANCE STIPEND	\$843.64	
							Check Total:	\$843.64
14038	01/23/2023	1133	CUSD #303	MEDICAID FFS	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$1,248.70	
14038	01/23/2023	1133	CUSD #303	MEDICAID FFS 2	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$2,183.74	
							Check Total:	\$3,432.44
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V273399	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$581.27	
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V273399	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$208.34	
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V28679	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$176.40	
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V28679	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$8.40	
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V304610	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,505.02	
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V314264	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,090.30	
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V376984	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$63.15	
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V376984	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.95	
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V376984	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.47	

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V389295	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,755.86
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V425363	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,421.84
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V44541	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,200.81
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V455835	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$325.32
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V455835	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$9.86
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V455835	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.86
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V480552	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$11,437.77
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V480552	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$733.97
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V480552	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$61.16
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V569339	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,242.37
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V569339	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$135.43
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V594362	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,340.48
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V604031	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,204.51
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V604031	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$51.48
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V640183	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$438.75
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V640183	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$11.63
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V640183	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.36
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V818648	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$9,019.32
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V830335	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$17,084.11
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V830335	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,054.58
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V899008	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,423.70

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V899008	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$91.56
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V899008	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$2.86
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V905126	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,753.74
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V932906	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$4,849.48
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V944157	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$15,185.79
14014	01/13/2023	1124	CUSD #303 EMP HEALTH FUND	V944157	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$759.29
Check Total:							\$86,231.19
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V13482	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,090.30
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V136323	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,340.48
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V181509	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,753.74
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V185346	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$17,084.11
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V185346	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,054.58
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V217370	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$327.10
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V217370	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$9.71
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V217370	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.86
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V301299	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$4,849.48
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V353997	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$176.40
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V353997	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$8.40
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V38825	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$11,437.77
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V38825	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$733.97
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V38825	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$61.16

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names    
  Exclude Voided Checks    
  Exclude Manual Checks    
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V475797	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,755.86
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V49025	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$9,019.32
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V493130	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,183.92
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V493130	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$51.48
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V522388	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$15,185.79
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V522388	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$759.29
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V537067	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,127.78
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V537067	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$135.43
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V606812	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$63.15
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V606812	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.95
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V606812	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.47
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V652810	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,421.84
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V704117	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$438.75
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V704117	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$11.63
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V704117	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.36
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V785177	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,423.70
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V785177	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$91.56
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V785177	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$2.86
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V80940	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$581.27
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V80940	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$208.34

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V865464	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,200.81
14090	01/30/2023	1134	CUSD #303 EMP HEALTH FUND	V899	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,505.02
Check Total:							\$86,097.64
14039	01/23/2023	1133	CUSD #304	ROOM RENT JANUARY	10.0000.1200.325.000.011	FACILITY RENTAL	\$13,443.00
14039	01/23/2023	1133	CUSD #304	ROOM RENT JANUARY	10.0000.1200.325.000.014	FACILITY RENTAL	\$1,848.00
Check Total:							\$15,291.00
14040	01/23/2023	1133	CUSD #304	MEDICAID FFS2294F409	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$1,935.94
14040	01/23/2023	1133	CUSD #304	MEDICAID FFS2322E365	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$288.64
Check Total:							\$2,224.58
14041	01/23/2023	1133	CUSD #304	101	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$1,000.00
Check Total:							\$1,000.00
14042	01/23/2023	1133	CUSD #304	102 B	10.0000.1200.314.000.115	CONSULTANTS	\$3,986.53
14042	01/23/2023	1133	CUSD #304	103 B	10.0000.1200.314.000.115	CONSULTANTS	\$6,619.17
Check Total:							\$10,605.70
14043	01/23/2023	1133	DANOS, JEANNE	REIM HEART MANUAL	14.0000.2210.314.000.323	STAFF DEV COOPERATIVE WIDE	\$95.00
Check Total:							\$95.00
14044	01/23/2023	1133	DeKalb CUSD #428	MEDICAID FFS2294F409	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$800.33
14044	01/23/2023	1133	DeKalb CUSD #428	MEDICAID FFS2322E365	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$206.60
Check Total:							\$1,006.93
14045	01/23/2023	1133	DOMARACKI, MARY ANN	10/6-12/21/22 MILEAG	10.0000.2110.332.000.110	STAFF TRAVEL	\$163.25
Check Total:							\$163.25
14046	01/23/2023	1133	ELEVATOR INSPECTION SERVICE COMPANY, INC	112716	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$175.00
Check Total:							\$175.00
14047	01/23/2023	1133	FRANTZEN, ALICIA C	DEC MILEAGE	10.0000.2110.332.000.110	STAFF TRAVEL	\$85.63
Check Total:							\$85.63
14048	01/23/2023	1133	GAYALDO, SAVANAH D	10/17-12/16/22 MILEA	10.0000.2150.332.000.113	STAFF TRAVEL	\$30.69
Check Total:							\$30.69

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
14049	01/23/2023	1133	GERDAU, SAMANTHA S	11/14-12/21/22 MILEA	10.0000.2139.332.000.130	STAFF TRAVEL	\$138.38	
							Check Total:	\$138.38
14050	01/23/2023	1133	GSF USA, Inc.	INR067288	20.0000.2540.322.000.000	CUSTODIAL SERVICES	\$4,827.43	
							Check Total:	\$4,827.43
14051	01/23/2023	1133	HAMMACK-COTE MANDY	NOV&DEC MILEAGE	10.0000.2138.332.000.129	STAFF TRAVEL	\$95.25	
14051	01/23/2023	1133	HAMMACK-COTE MANDY	NOV&DEC MILEAGE	10.0000.2138.332.000.129	STAFF TRAVEL	\$178.94	
							Check Total:	\$274.19
14052	01/23/2023	1133	HAWTHORN ASSOCIATES OF LAKE COUNTY, LLC	2023_17	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$2,263.01	
							Check Total:	\$2,263.01
14053	01/23/2023	1133	HEARTLAND ALLIANCE HEALTH CCIS	21889	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$150.00	
14053	01/23/2023	1133	HEARTLAND ALLIANCE HEALTH CCIS	21978	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$345.00	
							Check Total:	\$495.00
14054	01/23/2023	1133	HENNE, RONA	DEC MILEAGE	10.0000.2190.332.000.114	STAFF TRAVEL	\$121.56	
14054	01/23/2023	1133	HENNE, RONA	REIM CLOSING GAP	14.0000.2210.312.114.323	STAFF DEV ASST	\$1,879.24	
							Check Total:	\$2,000.80
14055	01/23/2023	1133	HIGHLANDS ELITE ATHLETIC TRAINING	1042	14.0000.1250.325.000.010	FACILITY/COPIER RENTAL	\$750.00	
							Check Total:	\$750.00
14056	01/23/2023	1133	ILLINOIS CENTRAL SCHOOL BUS	572-05068	10.0000.1200.331.000.078	COMMUNITY TRIPS/STUDENT TRAVEL	\$8,400.00	
							Check Total:	\$8,400.00
14057	01/23/2023	1133	ILLINOIS COMMUNICATIONS SALES, INC	101021310-1	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$90.00	
							Check Total:	\$90.00
NCB	01/13/2023	1126	ILLINOIS DEPT OF REVENUE	V72226	10.0487.0000.000.000.000	SIT	\$14,096.45	
NCB	01/13/2023	1126	ILLINOIS DEPT OF REVENUE	V72226	14.0487.0000.000.000.000	SIT	\$649.29	
NCB	01/13/2023	1126	ILLINOIS DEPT OF REVENUE	V72226	17.0487.0000.000.000.000	SIT	\$15.29	
NCB	01/30/2023	1136	ILLINOIS DEPT OF REVENUE	V758063	10.0487.0000.000.000.000	SIT	\$13,188.95	
NCB	01/30/2023	1136	ILLINOIS DEPT OF REVENUE	V758063	14.0487.0000.000.000.000	SIT	\$692.06	
NCB	01/30/2023	1136	ILLINOIS DEPT OF REVENUE	V758063	17.0487.0000.000.000.000	SIT	\$15.29	

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
NCB	01/13/2023	1130	IMRF	V50470	10.0485.0000.000.000.000	IMRF	\$13,624.07	
NCB	01/13/2023	1130	IMRF	V50470	17.0485.0000.000.000.000	IMRF	\$12.81	
NCB	01/30/2023	1140	IMRF	V646984	10.0485.0000.000.000.000	IMRF	\$875.25	
NCB	01/30/2023	1140	IMRF	V646984	17.0485.0000.000.000.000	IMRF	\$9.54	
NCB	01/30/2023	1140	IMRF	V671061	10.0485.0000.000.000.000	IMRF	\$13,344.93	
NCB	01/30/2023	1140	IMRF	V671061	17.0485.0000.000.000.000	IMRF	\$12.81	
NCB	01/13/2023	1130	IMRF	V731121	10.0485.0000.000.000.000	IMRF	\$871.85	
NCB	01/13/2023	1130	IMRF	V731121	17.0485.0000.000.000.000	IMRF	\$9.54	
NCB	01/13/2023	1131	ING	V230028	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$50.00	
NCB	01/30/2023	1141	ING	V430712	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$50.00	
NCB	01/13/2023	1127	Internal Revenue Service	V379844	10.0482.0000.000.000.000	FICA SS	\$11,868.74	
NCB	01/13/2023	1127	Internal Revenue Service	V379844	17.0482.0000.000.000.000	FICA SS	\$11.82	
NCB	01/30/2023	1137	Internal Revenue Service	V691779	10.0482.0000.000.000.000	FICA SS	\$11,638.04	
NCB	01/30/2023	1137	Internal Revenue Service	V691779	14.0482.0000.000.000.000	FICA SS	\$16.74	
NCB	01/30/2023	1137	Internal Revenue Service	V691779	17.0482.0000.000.000.000	FICA SS	\$11.82	
NCB	01/13/2023	1127	Internal Revenue Service	V734142	10.0481.0000.000.000.000	FIT	\$29,967.43	
NCB	01/13/2023	1127	Internal Revenue Service	V734142	14.0481.0000.000.000.000	FIT	\$1,286.64	
NCB	01/13/2023	1127	Internal Revenue Service	V734142	17.0481.0000.000.000.000	FIT	\$30.86	
NCB	01/13/2023	1127	Internal Revenue Service	V782750	10.0483.0000.000.000.000	MEDICARE	\$9,317.10	
NCB	01/13/2023	1127	Internal Revenue Service	V782750	14.0483.0000.000.000.000	MEDICARE	\$436.32	
NCB	01/13/2023	1127	Internal Revenue Service	V782750	17.0483.0000.000.000.000	MEDICARE	\$10.00	
NCB	01/30/2023	1137	Internal Revenue Service	V796483	10.0483.0000.000.000.000	MEDICARE	\$8,714.18	
NCB	01/30/2023	1137	Internal Revenue Service	V796483	14.0483.0000.000.000.000	MEDICARE	\$465.32	
NCB	01/30/2023	1137	Internal Revenue Service	V796483	17.0483.0000.000.000.000	MEDICARE	\$10.00	
NCB	01/30/2023	1137	Internal Revenue Service	V839885	10.0481.0000.000.000.000	FIT	\$26,919.08	
NCB	01/30/2023	1137	Internal Revenue Service	V839885	14.0481.0000.000.000.000	FIT	\$1,389.23	
NCB	01/30/2023	1137	Internal Revenue Service	V839885	17.0481.0000.000.000.000	FIT	\$30.83	
							Check Total:	\$159,642.28
14058	01/23/2023	1133	JENKINS, SHARON M	DEC MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$110.00	
							Check Total:	\$110.00
14059	01/23/2023	1133	JORNS, LINDSAY	OCT-DEC MILEAGE	10.0000.2138.332.000.129	STAFF TRAVEL	\$335.38	

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
							Check Total:	\$335.38
14060	01/23/2023	1133	KANE COUNTY ROE #31	8002300121	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$40.00	
							Check Total:	\$40.00
14061	01/23/2023	1133	KANELAND C U S D #302	ROOM RENT JANUARY	10.0000.1200.325.000.011	FACILITY RENTAL	\$4,524.00	
14061	01/23/2023	1133	KANELAND C U S D #302	ROOM RENT JANUARY	10.0000.1200.325.000.014	FACILITY RENTAL	\$5,916.00	
14061	01/23/2023	1133	KANELAND C U S D #302	ROOM RENT JANUARY	10.0000.1200.325.000.028	FACILITY RENTAL	\$2,478.00	
14061	01/23/2023	1133	KANELAND C U S D #302	ROOM RENT JANUARY	10.0000.1225.325.000.012	FACILITY RENTAL	\$2,958.00	
14061	01/23/2023	1133	KANELAND C U S D #302	ROOM RENT JANUARY	20.0000.2540.325.000.000	FACILITY RENTAL	\$2,175.00	
							Check Total:	\$18,051.00
14062	01/23/2023	1133	KANELAND C U S D #302	MEDICAID FFS2294F409	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$8,562.50	
14062	01/23/2023	1133	KANELAND C U S D #302	MEDICAID FFS2322E365	10.4992.0000.000.000.923	MEDICAID FEE FOR SERVICE FY23	\$3,162.16	
							Check Total:	\$11,724.66
14063	01/23/2023	1133	KANELAND TRANSPORTATION DEPARTMENT	2206	10.0000.1225.331.000.012	FIELD TRIPS/STUDENT TRAVEL	\$70.60	
							Check Total:	\$70.60
14064	01/23/2023	1133	KAPLAN, MINDY	NOV MILEAGE	10.0000.2150.332.000.113	STAFF TRAVEL	\$207.00	
							Check Total:	\$207.00
14065	01/23/2023	1133	KIZIOR, REESA	9/14-12/14/22 MILEAG	10.0000.1200.332.000.078	STAFF TRAVEL	\$60.94	
							Check Total:	\$60.94
14066	01/23/2023	1133	LEACH, VALERIE C	ASHA DUES	10.0000.2150.640.000.113	DUES/FEES/MEMBERSHIPS	\$225.00	
							Check Total:	\$225.00
14017	01/13/2023	1132	LIVING ART AQUATICS, INC	14712	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$85.00	
							Check Total:	\$85.00
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E7953460366	10.0000.1200.314.000.011	CONSULTANTS	\$1,593.00	
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E7953460366	10.0000.1200.314.000.011	CONSULTANTS	\$1,575.00	
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E7953460366	10.0000.1200.314.000.011	CONSULTANTS	\$1,473.75	
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E7953460366	10.0000.1200.314.000.011	CONSULTANTS	\$1,612.50	
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E7953460366	10.0000.1200.314.000.011	CONSULTANTS	\$1,327.50	
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E7953460366	10.0000.1200.314.000.014	CONSULTANTS	\$1,665.00	
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E7953460366	10.0000.1200.314.000.014	CONSULTANTS	\$1,620.00	

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names    
  Exclude Voided Checks    
  Exclude Manual Checks    
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E8015340366	10.0000.1200.314.000.011	CONSULTANTS	\$926.10
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E8015340366	10.0000.1200.314.000.011	CONSULTANTS	\$1,400.00
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E8015340366	10.0000.1200.314.000.014	CONSULTANTS	\$952.65
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E8076280366	10.0000.1200.314.000.011	CONSULTANTS	\$945.00
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E8076280366	10.0000.1200.314.000.011	CONSULTANTS	\$1,215.00
14008	01/06/2023	1121	MAXIM HEALTHCARE SERVICES	E8076280366	10.0000.1200.314.000.011	CONSULTANTS	\$708.75
Check Total:							\$17,014.25
14067	01/23/2023	1133	MAXIM HEALTHCARE SERVICES	E8239930366	10.0000.1200.314.000.011	CONSULTANTS	\$3,186.00
14067	01/23/2023	1133	MAXIM HEALTHCARE SERVICES	E8239930366	10.0000.1200.314.000.011	CONSULTANTS	\$1,575.00
14067	01/23/2023	1133	MAXIM HEALTHCARE SERVICES	E8239930366	10.0000.1200.314.000.011	CONSULTANTS	\$1,451.25
14067	01/23/2023	1133	MAXIM HEALTHCARE SERVICES	E8239930366	10.0000.1200.314.000.011	CONSULTANTS	\$1,575.00
14067	01/23/2023	1133	MAXIM HEALTHCARE SERVICES	E8239930366	10.0000.1200.314.000.011	CONSULTANTS	\$1,631.25
14067	01/23/2023	1133	MAXIM HEALTHCARE SERVICES	E8239930366	10.0000.1200.314.000.014	CONSULTANTS	\$2,625.00
14067	01/23/2023	1133	MAXIM HEALTHCARE SERVICES	E8239930366	10.0000.1200.314.000.014	CONSULTANTS	\$1,631.25
Check Total:							\$13,674.75
14068	01/23/2023	1133	MCCLOUGHLIN ARBORICULTURAL SERVICES	1570	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$3,120.00
Check Total:							\$3,120.00
14069	01/23/2023	1133	MENARDS - WEST CHICAGO	65641	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$30.74
14069	01/23/2023	1133	MENARDS - WEST CHICAGO	65725	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$36.50
Check Total:							\$67.24
NCB	01/30/2023	1141	MG TRUST COMPANY	V187383	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,144.18
NCB	01/30/2023	1141	MG TRUST COMPANY	V187383	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$15.00
NCB	01/30/2023	1141	MG TRUST COMPANY	V187383	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$7.50
NCB	01/30/2023	1141	MG TRUST COMPANY	V387292	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$475.00
NCB	01/13/2023	1131	MG TRUST COMPANY	V442159	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,144.18
NCB	01/13/2023	1131	MG TRUST COMPANY	V442159	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$15.00

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
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Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2022-2023

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
NCB	01/13/2023	1131	MG TRUST COMPANY	V442159	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$7.50	
NCB	01/13/2023	1131	MG TRUST COMPANY	V563989	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$475.00	
							Check Total:	\$5,283.36
14070	01/23/2023	1133	MHS, INC.	ORD-264514-P9M7W4	10.0000.2140.417.000.112	ASSESSMENTS	\$67.50	
							Check Total:	\$67.50
14015	01/13/2023	1124	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V864140	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,574.10	
14015	01/13/2023	1124	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V864140	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$207.25	
14015	01/13/2023	1124	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V977809	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$797.37	
14015	01/13/2023	1124	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V977809	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$1.77	
							Check Total:	\$3,580.49
14091	01/30/2023	1134	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V655370	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,615.55	
14091	01/30/2023	1134	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V655370	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$207.25	
14091	01/30/2023	1134	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V99864	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$777.66	
14091	01/30/2023	1134	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V99864	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$0.45	
							Check Total:	\$3,600.91
14071	01/23/2023	1133	MILLS, MELISSA	11/2-12/22/22 MILEAG	10.0000.2320.332.001.140	STAFF TRAVEL	\$180.69	
							Check Total:	\$180.69
NCB	01/30/2023	1135	MVSE - DIRECT DEPOSIT	V188762	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$210,990.95	
NCB	01/30/2023	1135	MVSE - DIRECT DEPOSIT	V188762	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$9,868.03	
NCB	01/30/2023	1135	MVSE - DIRECT DEPOSIT	V188762	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$241.86	
NCB	01/13/2023	1125	MVSE - DIRECT DEPOSIT	V260596	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$510.00	
NCB	01/30/2023	1135	MVSE - DIRECT DEPOSIT	V386008	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,116.20	

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
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Date Range: 01/01/2023 - 01/31/2023  
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 Dollar Limit: \$0.00

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Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	01/30/2023	1139	MVSE - DIRECT DEPOSIT	V55876	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,785.44
NCB	01/13/2023	1129	MVSE - DIRECT DEPOSIT	V560469	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$12,285.44
NCB	01/13/2023	1125	MVSE - DIRECT DEPOSIT	V795111	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,163.80
NCB	01/30/2023	1135	MVSE - DIRECT DEPOSIT	V851493	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$510.00
NCB	01/13/2023	1125	MVSE - DIRECT DEPOSIT	V995205	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$226,990.21
NCB	01/13/2023	1125	MVSE - DIRECT DEPOSIT	V995205	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$9,044.00
NCB	01/13/2023	1125	MVSE - DIRECT DEPOSIT	V995205	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$241.83
Check Total:							\$474,747.76
14016	01/13/2023	1124	NCPERS - IL IMRF	V152024	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$16.00
Check Total:							\$16.00
14092	01/30/2023	1134	NCPERS - IL IMRF	V834931	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$16.00
Check Total:							\$16.00
14009	01/06/2023	1121	NICOR GAS.	10/23-12/22 27081931	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$198.92
14009	01/06/2023	1121	NICOR GAS.	10/23-12/22 27081931	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$106.92
14009	01/06/2023	1121	NICOR GAS.	11/22-12/21 44405110	20.0000.2540.465.000.000	NATURAL GAS	\$4,362.84
14009	01/06/2023	1121	NICOR GAS.	11/23-12/22 19359095	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$220.53
Check Total:							\$4,889.21
14072	01/23/2023	1133	NORTHWESTERN IL ASSOC	230180	10.0000.1200.314.000.131	CONSULTANTS	\$681.50
14072	01/23/2023	1133	NORTHWESTERN IL ASSOC	230180	10.0000.1200.314.000.132	CONSULTANTS	\$3,321.25
14072	01/23/2023	1133	NORTHWESTERN IL ASSOC	230180	10.0000.2138.314.000.129	CONSULTANTS	\$88.75
14072	01/23/2023	1133	NORTHWESTERN IL ASSOC	230180	10.0000.2139.314.000.130	CONSULTANTS	\$88.75
14072	01/23/2023	1133	NORTHWESTERN IL ASSOC	230180	10.0000.2150.314.000.113	CONSULTANTS	\$177.50
Check Total:							\$4,357.75
14073	01/23/2023	1133	OPTIMA PLUMBING SUPPLY LLC 271		20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$75.76
14073	01/23/2023	1133	OPTIMA PLUMBING SUPPLY LLC 277		20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$18.64
Check Total:							\$94.40
14074	01/23/2023	1133	PALESE, LISA M	9/22-12/5/22 MILEAGE	10.0000.2320.332.000.140	STAFF TRAVEL (DIRECTOR)	\$208.94
14074	01/23/2023	1133	PALESE, LISA M	PROM MV STUDENTS	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$101.27
14074	01/23/2023	1133	PALESE, LISA M	PROM MV STUDENTS	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$101.27
Check Total:							\$411.48

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
14075	01/23/2023	1133	PERSONNEL PLANNERS, INC.	155298	10.0000.2310.381.000.143	UNEMPLOYMENT COMP	\$250.00
Check Total:							\$250.00
14076	01/23/2023	1133	QUEST FOOD MANAGEMENT SERVICES	IN116284	10.0000.2560.315.000.080	FOOD SERVICE	\$6,161.00
Check Total:							\$6,161.00
14010	01/06/2023	1121	RICOH USA, INC	41505759	10.0000.2320.325.000.140	COPIER/POSTAGE LEASE	\$874.62
14010	01/06/2023	1121	RICOH USA, INC	41505759	10.0000.2410.325.000.140	COPIER LEASE	\$166.60
14010	01/06/2023	1121	RICOH USA, INC	41505759	10.0000.2520.640.000.140	BANK FEES/DUES/MEMBERSHIPS	\$52.05
Check Total:							\$1,093.27
14077	01/23/2023	1133	ROBBINS SCHWARTZ NICHOLAS LIFTON TAYLOR	933235, 933236	10.0000.2310.318.000.143	LEGAL FEES	\$427.50
14077	01/23/2023	1133	ROBBINS SCHWARTZ NICHOLAS LIFTON TAYLOR	933235, 933236	10.0000.2310.318.000.143	LEGAL FEES	\$71.25
14077	01/23/2023	1133	ROBBINS SCHWARTZ NICHOLAS LIFTON TAYLOR	936946	10.0000.2310.318.000.143	LEGAL FEES	\$71.25
14077	01/23/2023	1133	ROBBINS SCHWARTZ NICHOLAS LIFTON TAYLOR	939499, 939500	10.0000.2310.318.000.143	LEGAL FEES	\$71.25
14077	01/23/2023	1133	ROBBINS SCHWARTZ NICHOLAS LIFTON TAYLOR	939499, 939500	10.0000.2310.318.000.143	LEGAL FEES	\$142.50
Check Total:							\$783.75
14018	01/13/2023	1132	ROBERTO MARTINEZ	6	10.0000.1200.325.000.079	FACILITY RENTAL	\$700.00
Check Total:							\$700.00
14078	01/23/2023	1133	SCANLAN, PAUL	REIMB SUPPLIES	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$36.23
Check Total:							\$36.23
14079	01/23/2023	1133	SCHOOL SPECIALITY, INC.	208131327448	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$879.47
Check Total:							\$879.47
14080	01/23/2023	1133	SCHUMACHER, JAMIE K	REIMB STOCK STUFFER	10.0000.1200.400.000.080	INCENTIVES	\$42.50
Check Total:							\$42.50
NCB	01/13/2023	1131	SECURITY BENEFITS	V155488	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$950.00
NCB	01/30/2023	1141	SECURITY BENEFITS	V618821	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$950.00
Check Total:							\$1,900.00
14081	01/23/2023	1133	SELL, JODI M	AUG-DEC MILEAGE	10.0000.2150.332.000.113	STAFF TRAVEL	\$83.44
Check Total:							\$83.44

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 01/01/2023 - 01/31/2023  
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Sort By: Vendor  
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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
14082	01/23/2023	1133	SOFT SKILLS AHA	QS7005	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$140.00
Check Total:							\$140.00
14083	01/23/2023	1133	SPARE WHEELS TRANSP	26616	10.0000.1200.331.000.078	COMMUNITY TRIPS/STUDENT TRAVEL	\$6,034.00
14083	01/23/2023	1133	SPARE WHEELS TRANSP	26617	10.0000.1200.331.000.078	COMMUNITY TRIPS/STUDENT TRAVEL	\$4,200.00
Check Total:							\$10,234.00
14011	01/06/2023	1121	STERICYCLE INC	4011443636	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$42.00
Check Total:							\$42.00
14084	01/23/2023	1133	STROMEK, RAVEN	DECEMBER MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$87.50
Check Total:							\$87.50
NCB	01/30/2023	1138	TRS	V110507	10.0484.0000.000.000.000	TRS	\$39.85
NCB	01/30/2023	1138	TRS	V164624	10.0484.0000.000.000.000	TRS	\$618.35
NCB	01/30/2023	1138	TRS	V191755	10.0484.0000.000.000.000	TRS	\$18,332.20
NCB	01/30/2023	1138	TRS	V191755	14.0484.0000.000.000.000	TRS	\$1,506.59
NCB	01/30/2023	1138	TRS	V191755	17.0484.0000.000.000.000	TRS	\$22.49
NCB	01/30/2023	1138	TRS	V314852	10.0484.0000.000.000.000	TRS	\$107.87
NCB	01/13/2023	1128	TRS	V599831	10.0484.0000.000.000.000	TRS	\$1,311.28
NCB	01/13/2023	1128	TRS	V599831	14.0484.0000.000.000.000	TRS	\$91.58
NCB	01/13/2023	1128	TRS	V599831	17.0484.0000.000.000.000	TRS	\$1.45
NCB	01/30/2023	1138	TRS	V63164	10.0484.0000.000.000.000	TRS	\$1,201.18
NCB	01/30/2023	1138	TRS	V63164	14.0484.0000.000.000.000	TRS	\$97.08
NCB	01/30/2023	1138	TRS	V63164	17.0484.0000.000.000.000	TRS	\$1.45
NCB	01/13/2023	1128	TRS	V696659	10.0484.0000.000.000.000	TRS	\$39.85
NCB	01/30/2023	1138	TRS	V712342	10.0484.0000.000.000.000	TRS	\$3,251.64
NCB	01/30/2023	1138	TRS	V712342	14.0484.0000.000.000.000	TRS	\$262.82
NCB	01/30/2023	1138	TRS	V712342	17.0484.0000.000.000.000	TRS	\$3.92
NCB	01/13/2023	1128	TRS	V731534	10.0484.0000.000.000.000	TRS	\$618.35
NCB	01/13/2023	1128	TRS	V822375	10.0484.0000.000.000.000	TRS	\$107.87
NCB	01/13/2023	1128	TRS	V850126	10.0484.0000.000.000.000	TRS	\$20,196.78
NCB	01/13/2023	1128	TRS	V850126	14.0484.0000.000.000.000	TRS	\$1,421.07

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

**Bank Name:** HARRIS BANK  
**Bank Account:** 3445079

**Date Range:** 01/01/2023 - 01/31/2023  
**Voucher Range:** -

**Sort By:** Vendor  
**Dollar Limit:** \$0.00

**Fiscal Year:** 2022-2023

**Print Employee Vendor Names**     **Exclude Voided Checks**     **Exclude Manual Checks**     **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
NCB	01/13/2023	1128	TRS	V850126	17.0484.0000.000.000.000	TRS	\$22.49	
NCB	01/13/2023	1128	TRS	V901871	10.0484.0000.000.000.000	TRS	\$3,549.84	
NCB	01/13/2023	1128	TRS	V901871	14.0484.0000.000.000.000	TRS	\$247.89	
NCB	01/13/2023	1128	TRS	V901871	17.0484.0000.000.000.000	TRS	\$3.92	
							Check Total:	\$53,057.81
14085	01/23/2023	1133	UNIQUE PRODUCTS	444196	20.0000.2540.410.000.000	SUPPLIES/MATERIALS	\$457.04	
14085	01/23/2023	1133	UNIQUE PRODUCTS	OP13719	20.0000.2540.410.000.000	SUPPLIES/MATERIALS	(\$332.24)	
							Check Total:	\$124.80
14012	01/06/2023	1121	VERIZON WIRELESS	9923891513	10.0000.2320.341.000.140	TELEPHONE	\$1,196.89	
							Check Total:	\$1,196.89
14019	01/13/2023	1132	WASTE MANAGEMENT	4187776-2011-7	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$570.08	
							Check Total:	\$570.08
14086	01/23/2023	1133	WESTBERG, SARAH E	8/31-12/14/22 MILEAG	10.0000.2210.332.000.121	STAFF TRAVEL	\$101.69	
							Check Total:	\$101.69
14013	01/06/2023	1121	WEX BANK	86074241	14.0000.1250.464.000.010	GASOLINE	\$204.32	
							Check Total:	\$204.32
14087	01/23/2023	1133	WILDER, JILL	NOV-DEC MILEAGE	10.0000.1200.332.000.109	STAFF TRAVEL	\$184.01	
14087	01/23/2023	1133	WILDER, JILL	REIMB PIZZA,CUPS ETC	10.0000.1200.415.000.109	INSTRUCTIONAL SUPPLIES	\$137.48	
							Check Total:	\$321.49
14088	01/23/2023	1133	WIPFLI LLP	2165879	10.0000.2310.317.000.143	AUDIT SERVICES	\$5,250.00	
							Check Total:	\$5,250.00
14089	01/23/2023	1133	WOLD ARCHITECTS AND ENGIN	83634	20.0000.2540.310.000.000	PURCHASED SERVICES	\$7,341.25	
							Check Total:	\$7,341.25
							Bank Total:	\$1,119,190.37

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

**Bank Name:** HARRIS BANK

**Date Range:** 01/01/2023 - 01/31/2023

**Sort By:** Vendor

**Bank Account:** 3445079

**Voucher Range:** -

**Dollar Limit:** \$0.00

**Fiscal Year:** 2022-2023

**Print Employee Vendor Names**

**Exclude Voided Checks**

**Exclude Manual Checks**

**Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
<u>Fund</u>			<u>Amount</u>				
10			\$1,040,758.38				
14			\$45,335.04				
17			\$866.44				
20			\$32,230.51				
<b>Fund Totals:</b>			\$1,119,190.37				

**End of Report**

**Disbursements Grand Total: \$1,119,190.37**

#### 4.3. Approval of Payroll, January, 2023

## MID VALLEY SPECIAL EDUCATION COOP

### Payroll Journal Totals

Fiscal Year: 2022-2023

Pay Cycle: Pay Period: Start Date: End Date: Pay Date:

SEMI MONTHLY PP 13 12/16/2022 12/31/2022 01/13/2023  
 SEMI MONTHLY PP 14 01/01/2023 01/15/2023 01/30/2023

Item Amount Match-Amount Wage Basis Payee

**Bank Account: 3445079 HARRIS BANK**

GROSS PAY:	648,538.81			
OVERTIME:	0.00			
American Funds	4,253.26	80.10	44,910.08	MG TRUST COMPANY
American Funds - Roth 403b	950.00	0.00	2,043.76	MG TRUST COMPANY
Axa Equitable	593.92	106.08	16,085.18	AXA EQUITABLE
BCBS CDHP Employee	155.10	4,025.50	16,290.76	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Child(ren)	172.52	2,837.52	9,798.28	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Spouse	266.72	3,245.00	7,779.41	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Spouse + Child(ren)	755.70	8,943.26	20,568.04	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee	1,100.00	5,580.96	24,591.02	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Child(ren)	3,203.28	14,835.36	57,586.46	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Spouse	350.98	3,156.50	12,443.66	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Spouse + Child(ren)	638.88	4,204.80	13,805.96	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee	3,785.72	32,491.66	167,970.74	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Child(ren)	3,732.40	28,157.76	111,509.60	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse	1,788.78	10,612.84	16,982.90	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse + Child(ren)	3,235.82	21,229.98	46,101.92	CUSD #303 EMP HEALTH FUND
Dental Family	4,013.02	1,023.22	234,515.95	CUSD #303 EMP HEALTH FUND
Dental Single	2,131.39	360.00	226,598.85	CUSD #303 EMP HEALTH FUND
Direct Deposit Net Pay	457,376.88	0.00	0.00	MVSE - DIRECT DEPOSIT
Direct Deposit Other Checking	1,020.00	0.00	20,755.58	MVSE - DIRECT DEPOSIT
Direct Deposit Other Savings	2,280.00	0.00	19,746.90	MVSE - DIRECT DEPOSIT
FED TAX W/H	59,624.07	0.00	590,441.00	Internal Revenue Service
FICA - SOC SEC	11,773.58	11,773.58	189,897.43	Internal Revenue Service
Flex Spending Dependent Care	1,579.22	0.00	48,108.46	CUSD #303 EMP HEALTH FUND
Flex Spending Medical	2,641.01	0.00	137,076.94	CUSD #303 EMP HEALTH FUND
Health Savings Account	3,570.88	10,500.00	55,919.43	MVSE - DIRECT DEPOSIT
ILLINOIS STATE TAX W/H	28,657.33	0.00	590,441.00	ILLINOIS DEPT OF REVENUE
IMRF	9,038.37	17,956.25	200,852.35	IMRF
IMRF Additional	1,766.18	0.00	18,657.05	IMRF
Ing	100.00	0.00	7,886.66	ING
Life Insurance	0.00	673.71	603,054.22	CUSD #303 EMP HEALTH FUND
Life Insurance Over \$50K	206.10	0.00	56,408.42	CUSD #303 EMP HEALTH FUND
Long Term Disability	0.00	129.14	64,325.08	CUSD #303 EMP HEALTH FUND
MEDICARE	9,476.46	9,476.46	653,544.49	Internal Revenue Service
MVSEA CERTIFIED UNION DUES	5,604.15	0.00	373,648.69	MID VALLEY SPECIAL EDUCATION ASSOCIATION
MVSEA NON-CERT UNION DUES	1,577.25	0.00	78,728.87	MID VALLEY SPECIAL EDUCATION ASSOCIATION
Security Benefits	1,900.00	0.00	11,421.02	SECURITY BENEFITS
THIS (24 Pays)	4,196.18	3,123.85	466,243.80	TRS
THIS (24 Pays) 100% Board Paid	0.00	215.74	13,741.12	TRS

Item	Amount	Match-Amount	Wage Basis	Payee
TRS (24 Pays ) 9% Board Paid	0.00	1,236.70	13,741.12	TRS
TRS (24 Pays)	4,611.22	36,890.40	466,243.80	TRS
TRS Employer (24 Pays)	0.00	2,704.02	466,243.80	TRS
TRS Employer Ex Dir (24 Pays)	0.00	79.70	13,741.12	TRS
TRS NON CONTRIBUTORY	0.00	0.00	54,157.07	TRS
Vision Family	0.00	901.48	296,576.23	CUSD #303 EMP HEALTH FUND
Vision Single	0.00	369.60	206,742.14	CUSD #303 EMP HEALTH FUND
Voluntary Life Insurance	32.00	0.00	10,733.70	NCPERS - IL IMRF
Deductions Total:	638,158.37	236,921.17		
Employee Net:	10,380.44			
Bank Acct Total:	885,459.98			

Grand Total: 885,459.98

**End of Report**

#### 4.4. Approval of the Financial Report, January, 2023



***Mid-Valley Special Education Cooperative***

Lisa Palese, Executive Director  
1304 Ronzheimer Avenue  
St. Charles, IL 60174  
Phone: 331-228-4873  
Fax: 331-228-4874

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MEMO TO: Executive Advisory Board

FROM: Nancy Sporer  
Director of Business & Human Resources

DATE: February 1, 2023

RE: **MONTHLY FINANCIAL REPORT – January 2023**

Attached for your review is the financial report for the month ending January 31, 2023.

Revenue received to date is 63.66% of the budget which is less than the 67.87% of budget received during this same time period last year. Actual expenditures to date are 39.87% of budget, compared to 49.05% at this time last year. We are slightly behind in both revenue and expenditures this year compared to this time last year, however, there are no areas of concern within the revenue and expenditure budgets.

Current cash balances as of January 31, 2023 are \$3,964,956.

Please feel free to call me at 331.228.4928 should you have questions or concerns.

**Mid-Valley Special Education  
Financial Summary  
January 31, 2023**

	PRIOR YEAR				CURRENT YEAR			
	Adopted	Month	Received	% of	Adopted	Month	Received	% of
	Budgeted Amount	to Date	to Date	Actual Received	Budgeted Amount	to Date	to Date	Budget Received
<b>Revenues</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2022-23</b>
Tuition (including ESY)	9,447,474	0	6,693,500	70.85%	11,503,492	650,590	7,773,269	67.57%
Earnings on Investments (Prior Month)	10,000	505	2,757	27.57%	7,500	2,409	9,040	120.53%
Other local/Refund of Prior Year	22,000	0	23,668	107.58%	42,000	0	462	1.10%
State Sources	1,049,670	161,757	589,876	56.20%	1,043,670	132,159	562,550	53.90%
ALOP	500,000	90,378	225,943	45.19%	498,000	0	286,134	57.46%
Professional Development (IDEA FT)	100,000	0	100,000	100.00%	100,000	23,600	122,741	122.74%
Fed Grant (DORS, Medicaid & ESSER)	380,041	0	124,987	32.89%	227,615	-36,692	272,734	119.82%
O&M Fund	285,593	0	244,468	85.60%	992,029	25,655	149,090	15.03%
<b>Total</b>	<b>11,794,778</b>	<b>252,640</b>	<b>8,005,199</b>	<b>67.87%</b>	<b>14,414,306</b>	<b>797,722</b>	<b>9,176,020</b>	<b>63.66%</b>

	PRIOR YEAR				CURRENT YEAR							
	Adopted	Expended	Expended	% of	Adopted	Expended	Expended	% of	Expended &	Budget	% of Budget	
	Budget	Month to	Year	Actual	Budgeted	Month to	Year to	Budget	Encumbered	Balance	Expended &	
<b>Expenditures</b>	<b>Amount</b>	<b>Date</b>	<b>to Date</b>	<b>Expended</b>	<b>Amount</b>	<b>Date</b>	<b>Date</b>	<b>Expended</b>	<b>Year to Date</b>	<b>2022-23</b>	<b>2022-23</b>	
Programs (including ESY, Safe Schools, & MV PD)	6,511,370	513,907	2,954,508	45.37%	7,920,401	673,494	3,337,010	42.13%	6,670,757	1,249,644	84.22%	
Payments to Districts (EBF & Tuition Refunds)	1,044,170	0	633,502	60.67%	969,170	0	0	0.00%	0	969,170	0.00%	
ALOP	595,513	42,417	253,705	42.60%	508,640	35,071	219,168	43.09%	421,235	87,405	82.82%	
Student Support	1,635,137	140,496	777,131	47.53%	2,068,259	171,999	938,547	45.38%	1,901,626	166,633	91.94%	
Instructional Support	445,157	37,843	247,947	55.70%	506,918	57,546	271,950	53.65%	465,175	41,743	91.77%	
Executive & General Administration	1,219,673	94,109	625,977	51.32%	1,330,427	96,290	742,280	55.79%	1,252,125	78,302	94.11%	
Board of Ed Services	153,678	13,715	131,392	85.50%	136,906	7,127	112,822	82.41%	112,822	24,084	82.41%	
O&M Fund	285,593	22,665	207,675	72.72%	992,029	32,231	132,898	13.40%	134,181	857,848	13.53%	
<b>Total</b>	<b>11,890,291</b>	<b>865,152</b>	<b>5,831,837</b>	<b>49.05%</b>	<b>14,432,750</b>	<b>1,073,758</b>	<b>5,754,676</b>	<b>39.87%</b>	<b>10,957,920</b>	<b>3,474,830</b>	<b>75.92%</b>	
Excess (deficiency) of rev. over exp.	(95,513)		2,173,362		(18,444)		3,421,344					
Beginning Fund Balance			1,053,374				338,327					
Current liabilities			(43,265)				205,284					
Ending Fund Balance			3,183,471				3,964,956					
Cash Balance @ End of Month			3,183,471				3,964,956					

4.5. Approval of the Treasurer's Report, January,  
2023

**MID VALLEY SPECIAL EDUCATION COOPERATIVE**  
**Treasurer's Report Summary**  
**January 31, 2023**

<b>Education Fund (10, 11, 14, 17)</b>	
Beginning Fund Balance:	4,075,387.22
Prior Period Adjustments:	117,850.75
Current Revenues:	769,657.10
Current Expenditures:	1,041,527.14
Ending Fund Balance:	3,921,367.93

<b>Operation and Maintenance Fund (20)</b>	
Beginning Fund Balance:	397,757.35
Prior Period Adjustments:	-254.39
Current Revenues:	25,655.04
Current Expenditures:	32,230.51
Ending Fund Balance:	390,927.49

Respectfully submitted *Nancy Sporer*, Director of Business & Human Resources/CSBO

Note: All deposits are being recorded in the month they are posted by the bank regardless of when the Cooperative receives notice of the revenue. If the Board report has been submitted to the Board then the revenue is reported as a "Prior Period Adjustments" on the Treasurer's report

#### 4.6. Approval of Board Policy Updates



**Mid-Valley Special Education Cooperative**

Lisa Palese, Executive Director  
1304 Ronzheimer Avenue  
St. Charles, IL 60174  
Phone: 331-228-4873  
Fax: 331-228-4874

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Lisa Palese, Executive Director

DATE: February 1, 2023

RE: Board Policy Updates

The Mid-Valley Policy Committee has carefully reviewed each of the board policy updates listed on today's agenda. The majority of these policy changes were minor adjustments. Missing information and links were added to the MVSE website. Staff refreshers will be shared remotely via the weekly staff newsletter. We ask for your approval of these policy updates as recommended by PRESSPlus Issue 110:

- |   |   |
|---|---|
| 2:100 Board Member Conflict of Interest                                       | 6:20 Calendar and Day   |
| 2:105 Ethics and Gift Ban   | 6:65 Student Social and Emotional Development                                       |
| 2:150 Committees  | 6:250 Community Resource Persons and Volunteers                                     |
| 2:250 Access to Cooperative Public Records                                    | 6:255 Assemblies and Ceremonies   |
| 2:265 Title IX Sexual Harassment Grievance Procedure                          | 6:260 Complaints About Curriculum, Instructional Materials, and Programs            |
| 4:10 Fiscal and Business Management   | 6:340 Student Testing and Assessment Program  |
| 4:55 Use of Credit and Procurement Cards                                      | 7:50 School Admissions and Eligibility for Services                                 |
| 4:140 Waiver of Student Fees  | 7:70 Attendance and Truancy   |
| 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors   | 7:100 Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students |
| 5:20 Workplace Harassment Prohibited  | 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment          |
| 5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest | 7:250 Student Support Services  |
| 5:170 Copyright   | 7:285 Anaphylaxis Prevention, Response and Management Program                       |
| 5:190 Professional Licensed Staff Qualifications                              | 7:290 Suicide and Depression Awareness and Prevention                               |
| 5:220 Substitute Teachers   | 7:340 Student Records   |
| 5:250 Leaves of Absence   |   |
| 5:260 Student Teachers  |   |
| 5:280 Duties and Qualifications   |   |
| 5:320 Evaluation  |   |
| 5:330 Sick Days, Vacation, Holidays and Leaves                                |   |

## Document Status: Draft Update

### 2:100 Board Member Conflict of Interest

No Advisory Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the Cooperative unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the Cooperative. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the Cooperative's main office is located by May 1.

#### Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) ([30 ILCS 708/](#)) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in or a tangible benefit from [PRESSPlus1](#) the entity selected for the contract:

1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a A member of the Board member's immediate family or household;
2. The Board member's business partner; [PRESSPlus2](#) or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

#### LEGAL REF.:

105 ILCS 5/10-9.

5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107, Ill. Governmental Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 105/3, Public Officer Prohibited Activities Act.

105 ILCS 5/10-9.

2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

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#### PRESSPlus Comments

PRESSPlus 1. Updated in response to PRESS Advisory Board (PAB) member feedback regarding alignment of the conflict of interest language to 2 C.F.R. §200.318. **Issue 110, October 2022**

PRESSPlus 2. The law does not define *partner*; consult the board attorney about whether this term includes domestic partners, business partners, or both. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **2:105 Ethics and Gift Ban**

#### Prohibited Political Activity

The following precepts govern political activities being conducted by Cooperative employees and Advisory Board members:

1. No employee shall intentionally perform any *political activity* during any *compensated time*, as those terms are defined herein.
2. No Board member or employee shall intentionally use any Cooperative property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

#### Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee shall intentionally solicit or accept any *gift* from any *prohibited source*, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece,

husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under [26 U.S.C. §501\(c\)\(3\)](#).

### Enforcement

The Board Chairperson and Executive Director shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws.

Written complaints alleging a violation of this policy shall be filed with the Executive Director or Board Chairperson. If attempts to correct any misunderstanding or problem do not resolve the matter, the Executive Director or Board Chairperson shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint,

shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

### Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, [5 ILCS 430/1-5](#).

*Political activity* means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, *compensated time* includes any period of time when the employee is on premises under the control of the Cooperative and any other time when the employee is executing his or her official duties, regardless of location.

*Prohibited source* means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;

2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

*Gift* means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

#### Complaints of Sexual Harassment Made Against Board Members by Elected Officials

Pursuant to the State Officials and Employees Ethics Act ([5 ILCS 430/70-5](#)), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board Chairperson or Executive Director. If the report is made to the Executive Director, the Executive Director shall promptly notify the Chairperson, or if the Chairperson is the subject of the complaint, the Vice Chairperson. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board Chairperson shall appoint a qualified outside investigator who is not a Cooperative employee or Board member to conduct an independent review of the allegations. If the allegations concern the Chairperson, or the Chairperson is a witness or otherwise conflicted, the Vice Chairperson shall make the appointment. If the allegations concern both the Chairperson and Vice Chairperson, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Executive Director will post this policy on the Cooperative website and/or make this policy available in the Cooperative's administrative office.

#### LEGAL REF.:

105 ILCS 5/22-930 (final citation pending). [PRESSPlus1](#)

[5 ILCS 430/](#), State Officials and Employees Ethics Act.

[10 ILCS 5/9-25.1](#), Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

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## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated with the final citation for 105 ILCS 5/22-93, added by P.A. 102-327 and renumbered by P.A. 102-813, establishing a gift ban for school guidance counselors. **Issue 110, October 2022**

## *Document Status: Review and Monitoring*

### **2:150 Committees**

The Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board Chairperson or designee makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board - it may only make recommendations to the Board. [PRESSPlus1](#)

#### Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

#### Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the Cooperative and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
2. Behavioral Interventions Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*, and provides information and recommendations to the Board. At the Board Chairperson's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

Nothing in this policy limits the authority of the Executive Director or designee to create and use committees that report to him or her or to other staff members.

**Please also refer to the following current Agreement:**

**Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and Mid-Valley Special Education Association-IEA/NEA.**

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[105 ILCS 5/10-20.14](#) and [5/14-8.05](#).

CROSS REF.: 2:110 (Board Officers), 2:200 (Types of Board Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

~~ADOPTED: February 3, 2016~~

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 110, October 2022**

# *Document Status: Review and Monitoring*

## **2:250 Access to Cooperative Public Records**

Full access to the Cooperative's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Executive Director or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the Cooperative's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the Cooperative's response. [PRESSPlus1](#)

### Freedom of Information Officer

The Executive Director shall appoint an employee, who may be himself or herself, to serve as the Cooperative's Freedom of Information Executive Officer and assumes all the duties and powers of that office as provided in FOIA and this policy.

### Definition

The Cooperative's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School Cooperative.

### Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the Cooperative's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Director or designee shall instruct Cooperative employees to immediately forward any request for inspection and copying of a public record to the Cooperative's Freedom of Information Officer or designee.

### Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the

extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

### Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the Cooperative's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the Cooperative's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the Cooperative's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA. After 50 pages, \$.15 per page may be charged to the requester.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

### Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the Cooperative's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the Cooperative's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the Cooperative's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the Cooperative shall make the requested record available for inspection and copying as otherwise provided in this policy.

### Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the Cooperative's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), Cooperative

auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.:

[5 ILCS 140/](#), Illinois Freedom of Information Act.

[105 ILCS 5/10-16](#) and [5/24A-7.1](#).

[820 ILCS 40/11](#).

[820 ILCS 130/5](#).

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: November 4, 2015

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 110, October 2022**

## Document Status: Draft Update

### 2:265 Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important Cooperative District goal. The Cooperative District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)) concerning everyone in the Cooperative District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

#### Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a Cooperative District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A Cooperative District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Cooperative District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11~~9~~), *domestic violence* as defined in 34 U.S.C. §12291(a)(12~~8~~), or *stalking* as defined in 34 U.S.C. §12291(a)(36~~9~~). [PRESSPlus1](#)

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

#### Definitions from [34 C.F.R. §106.30](#)

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the Cooperative District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the Cooperative District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

### Title IX Sexual Harassment Prevention and Response

The Executive DirectorSuperintendent or designee will ensure that the CooperativeDistrict prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the CooperativeDistrict's comprehensive health education program in Board policy 6:60, Curriculum Content, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the CooperativeDistrict's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Executive DirectorSuperintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the CooperativeDistrict's website, if any, and in each handbook made available to such persons.

### Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

CooperativeSchool employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Executive DirectorSuperintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

### **Title IX Coordinator:**

Nancy Sporer

1304 Ronzheimer Ave., St. Charles,  
IL 60174

[nancy.sporer@d303org](mailto:nancy.sporer@d303org)

331-228-4928

### Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's*

wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the *Cooperative District's* duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

### Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The *Executive Director Superintendent* or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with [34 C.F.R. §106.45](#). The *Cooperative District's* grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with [34 C.F.R. §106.45](#) before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the *Cooperative District* as a Title IX Coordinator, investigator, decision-maker, or any person designated by the *Cooperative District* to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of sexual harassment, the scope of the *Cooperative District's* education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the *Cooperative District* as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the *Cooperative District* as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and

evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.

6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the Cooperative District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### Enforcement

Any Cooperative District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the Cooperative District, e.g., vendor, parent, invitee, etc. Any Cooperative District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the Cooperative District or the parties to exercise any other rights under existing law.

### Retaliation Prohibited

The Cooperative District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), ~~6:60 (Curriculum Content)~~, 6:65 (Student Social and Emotional

Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to changed citations to the definitions of *dating violence*, *domestic violence*, and *stalking* from the 2022 reauthorization of the Violence Against Women Act (VAWA). The policy uses the updated VAWA citations, although the Title IX regulations at 34 C.F.R. §106.30, which contain pinpoint citations to VAWA, have not been updated. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **4:10 Fiscal and Business Management**

The Executive Director is responsible for the Cooperative's fiscal and business management. This responsibility includes annually preparing and presenting the Cooperative's statement of affairs to the Board and publishing it before December 1 as required by State law.

The Executive Director shall ensure the efficient and cost-effective operation of the Cooperative's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the Cooperative's electronic network shall complete an *Authorization for Access to the District's Electronic Network*.

#### Budget Planning

The Cooperative's fiscal year is from July 1 until June 30. The Executive Director shall present to the Administrative Agent Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the Cooperative's educational program. The Cooperative's budget shall be entered upon the Ill. State Board of Education's (ISBE) *Joint Agreement Budget Form*.

#### Preliminary Adoption Procedures

After receiving the Executive Director's proposed budget, the Administrative Agent Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Administrative Agent Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, including the cash reserve balance of all funds held by the Cooperative related to its operational levy and, if applicable, any obligations secured by those funds. [PRESSPlus1](#) and the public shall be invited to comment, question, or advise the Board.

#### Final Adoption Procedures

The Administrative Agent Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define.

The Administrative Agent Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.

The Executive Director or designee shall perform each of the following:

1. Post the Cooperative's final annual budget, itemized by receipts and expenditures, on the Cooperative's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the Cooperative's Director of Business and Human Resources, with the County Clerk within 30 days of the budget's adoption.
3. Submit the annual budget and other financial information to ISBE according to its requirements.

### Budget Amendments

The Administrative Agent Board may amend the budget by the same procedure as provided for in the original adoption.

### Implementation

The Executive Director or designee shall implement the Cooperative's budget and provide the Advisory and Administrative Agent Boards with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Advisory and Administrative Agent Boards.

The Advisory and Administrative Agent Boards shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund if one exists.

### LEGAL REF.:

105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.

35 ILCS 200/18-55 et seq., Truth in Taxation Law.

[23 Ill.Admin.Code Part 100](#).

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks)

ADOPTED: February 1, 2012

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/17-1.3, added by P.A. 102-895, requiring districts to disclose this cash reserve balance information “at the public hearing at which the district certifies its budget and levy for the taxable year.” The statute does not specify the manner in which the disclosure must be made; for ease of administration, the added text manages disclosure at the budget hearing by including it in the budget review. To provide evidence of compliance, consider as a best practice recording this disclosure in the board meeting minutes and/or presenting it in writing. The term *operational levy* is not defined in the statute, but it may refer to a district’s *operating funds*, which Ill. State Board of Education rules define as the Educational, Operations and Maintenance, Transportation, and Working Cash funds. 23 Ill. Admin.Code §100.20. Consult the board attorney for guidance. **Issue 110, October 2022**



## *Document Status: Review and Monitoring*

### **4:55 Use of Credit and Procurement Cards**

The Executive Director and employees designated by the Executive Director are authorized to use Cooperative credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the Cooperative's behalf. Credit and procurement cards shall only be used for those expenses that are for the Cooperative's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the Cooperative's best interests. [PRESSPlus1](#)

The Executive Director or designee shall manage the use of Cooperative credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether Cooperative credit and procurement card use by the Executive Director is appropriate.

In addition to the other limitations contained in this and other Board policies, Cooperative credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or Cooperative or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Executive Director or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder may charge no more than the monthly limit established and reviewed annually by the Advisory Board, without prior authorization from the Executive Director.
4. The Executive Director or designee must approve the use of a Cooperative credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the Cooperative for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Executive Director shall implement a process whereby all purchases using a Cooperative credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a Cooperative credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in [105 ILCS 5/10-20.21](#), or any Board policy.
10. The Executive Director or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the Cooperative credit or procurement card and shall ensure that it is used for the Cooperative's benefit.

LEGAL REF.:

[105 ILCS 5/10-20.21.](#)

[23 Ill.Admin.Code §100.70\(d\).](#)

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

ADOPTED: February 1, 2012

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 110, October 2022**

## Document Status: Draft Update

### 4:140 Waiver of Student Fees

The Executive Director will recommend to the Advisory Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay  fines  for the loss of or damage to school books or other school-owned materials. [PRESSPlus1](#)

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property [PRESSPlus2](#) are waived for students who meet the eligibility criteria for a  fee  waiver as described in this policy.

#### Eligibility Criteria

A student shall be eligible for a  fee and fine  waiver when:

1.  The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2.  The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line;  [PRESSPlus3](#)  or
3.  The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a);  [PRESSPlus4](#)

The Executive Director or designee will give additional consideration when  ne  one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

#### LEGAL REF.:

42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.

[23 Ill.Admin.Code §1.245](#) [may contain unenforceable provisions].

CROSS REF.: ~~4:130 (Free and Reduced-Price Food Services)~~, 6:140 (Education of Homeless Children), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

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#### PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample, available by logging in at [www.iasb.com](http://www.iasb.com), to determine whether further changes are necessary. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-20.13, amended by P.A. 102-805, eff. 1-1-23, requiring districts to waive fees and fines, including fines for the loss of school property, for all eligible students. While districts are only required to waive fines for the *loss* of school property and not the *damage* of school property, this policy extends fine waivers to both for ease of implementation and to encourage students to return school property even if damaged (instead of claiming property is lost to avoid a fine). **Issue 110, October 2022**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.13, amended by P.A. 102-1032. 105 ILCS 5/10-20.13(b), as amended by P.A. 102-1032, does not specify whether the *income* at or below 200% of the federal poverty line is the household income or solely the income of the veteran/active-duty military parent/guardian. Consult the board attorney for guidance. **Issue 110, October 2022**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-20.13(b), amended by P.A. 102-805, eff. 1-1-23, adding homeless children and youth as students eligible for fee and fine waivers. See also non-regulatory guidance at [www.isbe.net/Documents/guidance\\_reg.pdf](http://www.isbe.net/Documents/guidance_reg.pdf), which states that students who are homeless, migrant, in foster care, runaway, or participating in Head Start are categorically eligible for school fee waivers. **Issue 110, October 2022**

## Document Status: Draft Update

### 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the Cooperative District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between Cooperative District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Executive Director Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
  - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities. through policy 6:60, Curriculum Content;
  - b. Information in policy 7:250, *Student Support Services*, about: (i) Cooperative District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the Cooperative District.
2. Train Cooperative District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
  - a. A definition of prohibited grooming behaviors and employee-student PRESSPlus1 boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
  - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and
  - c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:
  - a. Assistance, referral, or resource information, including how to recognize grooming

behaviors, appropriate relationships between Cooperative District employees and students based upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
  - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

#### LEGAL REF.:

105 ILCS 5/10-23.13, 5/22-85.5, 5/27-9.1a, and 5/27-13.2.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), ~~6:60 (Curriculum Content)~~, 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated throughout to align with changes made to 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, in response to *Faith's Law*, 105 ILCS 5/22-85.5, added by P.A. 102-676. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **5:20 Workplace Harassment Prohibited**

The Cooperative expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. Cooperative employees shall not engage in harassment or abusive conduct on the basis of an individual's race, [PRESSPlus1](#) religion, national origin, sex, sexual orientation, age, citizenship status, work authorization status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The Cooperative will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Sexual Harassment Prohibited

The Cooperative shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The Cooperative provides annual sexual harassment prevention training in accordance with State law.

Cooperative employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

#### Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the Cooperative pursuant to a contract with the Cooperative, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

#### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. **Any** employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Executive Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the Cooperative's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the Cooperative's Title IX Coordinator.

**Nondiscrimination Coordinator:**

Name:

Nancy Sporer

Address:

1304 Ronzheimer Ave., St. Charles, IL 60174

Email:

[nancy.sporer@d303org](mailto:nancy.sporer@d303org)

Telephone:

331-228-4928

**Complaint Managers:**

Name:

Nancy Sporer

Address:

1304 Ronzheimer Ave., St. Charles, IL 60174

Email:

[nancy.sporer@d303.org](mailto:nancy.sporer@d303.org)

Telephone:

331-228-4928

Name:

Timothy Stoudt

Address:

1304 Ronzheimer Ave., St. Charles, IL 60174

Email:

[Timothy.Stoudt@d303.org](mailto:Timothy.Stoudt@d303.org)

Telephone:

331-228-6034

Investigation Process

Any Cooperative employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the Cooperative's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

#### Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

#### Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the Cooperative, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

#### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)). An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

#### Recourse to State and Federal Fair Employment Practice Agencies

The Cooperative encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Executive Director shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the Cooperative website and/or making this policy available in the Cooperative's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.:

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[5 ILCS 430/70-5\(a\)](#), State Officials and Employees Ethics Act.

[775 ILCS 5/2-101](#)(E) and (E-1), [5/2-102](#)(A), (A-10), (D-5), [5/2-102](#)(E-5), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#), Ill. Human Rights Act.

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998); [Vance v. Ball State Univ.](#), 570 U.S. 421 (2013). [PRESSPlus2](#)

[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).

[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).

[Porter v. Erie Foods Int, Inc.](#), 576 F.3d 629 (7th Cir. 2009).

[Williams v. Waste Mgmt.](#), 361 F.3d 1021 (7th Cir. 2004).

[Berry v. Delta Airlines](#), 260 F.3d 803 (7th Cir. 2001).

[Crawford v. Metro. Gov't of Nashville & Davidson Cty.](#), 555 U.S. 271 (2009).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).

[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).

Porter v. Eric Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).

Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

Vance v. Ball State Univ., 133 S. Ct. 2434 (2013).

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004). Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

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## **PRESSPlus Comments**

PRESSPlus 1. The Ill. Human Rights Act defines race to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, eff. 1-1-23. The law allows employers to implement dress codes or adopt grooming policies that include restrictions on attire, clothing, or facial hair to maintain workplace safety or food sanitation. 775 ILCS 5/2-102(E-5). Title VII does not have a definition of race, but U.S. Equal Employment Opportunity Commission (EEOC) guidance provides that “[r]ace discrimination includes discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features.” See the EEOC’s *Questions and Answers about Race and Color Discrimination in Employment*, at: [www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment](http://www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment). **Issue 110, October 2022**

PRESSPlus 2. The Legal References are updated. **Issue 110, October 2022**

## *Document Status: Draft Update - Rewritten*

### **5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest**

*Title has been updated. Original Title: Employee Ethics; Conduct; and Conflict of Interest*

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others. [PRESSPlus1](#)

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any. [PRESSPlus2](#)

#### Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct. [PRESSPlus3](#)

The Superintendent or designee shall identify employee conduct standards [PRESSPlus4](#) that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy. [PRESSPlus5](#)
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*. [PRESSPlus6](#)
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
  - a. Transporting a student;

- b. Taking or possessing a photo or video of a student; and
  - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*. [PRESSPlus7](#)
  5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following: [PRESSPlus8](#)
    - a. Violates expectations and guidelines for employee-student boundaries. [PRESSPlus9](#)
    - b. Sexually harasses a student.
    - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), or the Elementary and Secondary Education Act (20 U.S.C. § 7926). [PRESSPlus10](#)
    - d. Engages in *grooming* as defined in 720 ILCS 5/11-25. [PRESSPlus11](#)
    - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* [PRESSPlus12](#) is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
      - i. A sexual or romantic invitation.
      - ii. Dating or soliciting a date.
      - iii. Engaging in sexualized or romantic dialog.
      - iv. Making sexually suggestive comments that are directed toward or with a student.
      - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
      - vi. A sexual, indecent, romantic, or erotic contact with the student.

### Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

### Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

## Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee’s immediate family;
2. An employee’s partner; [PRESSPlus13](#) or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

### Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
  - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
  - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
  - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.

5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

### Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

**Please also refer to the applicable collective bargaining agreement(s).**

Incorporated

by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 7:20 (Harassment of Students Prohibited)

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### **PRESSPlus Comments**

PRESSPlus 1. This policy is renamed in response to Faith's Law, 105 ILCS 5/22-85.5, added by P.A. 102-676, so its title explicitly references an employee code of professional conduct. It is rewritten to set forth expectations more clearly for employee behavior, including maintaining appropriate boundaries with students.

This policy largely cites 105 ILCS 5/22-85.5, a small portion of the *Faith's Law* package. *Faith's Law* is the entirety of Public Act 102-676, which closed significant legal loopholes related to combating grooming by: (1) broadening the definition of grooming prohibited by the Criminal Code of 2012 (720 ILCS 5/11-25); (2) authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act (325 ILCS 5/3); and (3) requiring the Ill. State Board of Education (ISBE) to, by 7-1-23, develop and maintain a resource guide for students, parents/guardians, and teachers about sexual abuse response and prevention resources available in their community (105 ILCS 5/2-3.188). A *Faith's Law* trailer bill, P.A. 102-702, eff. 7-1-23, further combats grooming by amending School Code provisions related to district and third-party contractor hiring practices, suspension and revocation of employee licenses, and criminal history records checks for prospective and current employees. **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/22-85.5(e), added by P.A. 102-676. See sample exhibits 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and 7:190-E2, *Student Handbook Checklist*. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/msh](http://www.ilprincipals.org/msh). The sample exhibits are available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 110, October 2022**

PRESSPlus 3. See 105 ILCS 5/22-85.5(b), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 4. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 110, October 2022**

PRESSPlus 5. 105 ILCS 5/22-85.5(d)(1), added by P.A. 102-676; 23 Ill.Admin.Code Part 22. 105 ILCS 5/22-85.5(d)(1) requires boards to incorporate ISBE's *Code of Ethics for Illinois Educators* in their policies. Prior to this law requiring boards to incorporate the *Code* by reference, this policy incorporated it to demonstrate a board's commitment to the *Code*'s principles, potentially allowing a board to enforce the *Code* independently from any action taken by the State Superintendent. **Issue 110, October 2022**

PRESSPlus 6. 105 ILCS 5/22-85.5(d)(5), added by P.A. 102-676, requires districts to reference required employee training related to child abuse and educator ethics in its employee professional conduct policy. **Issue 110, October 2022**

PRESSPlus 7. Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. See also 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 110, October 2022**

PRESSPlus 8. Required by 105 ILCS 5/22-85.5(f), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 9. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 110, October 2022**

PRESSPlus 10. Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 11. 720 ILCS 5/11-25(a), amended by P.A. 102-676, defines *grooming* as follows: “A person commits grooming when he or she knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, a child's guardian, or another person believed by the person to be a child or a child's guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, ‘child’ means a person under 17 years of age.” **Issue 110, October 2022**

PRESSPlus 12. Required by 105 ILCS 5/22-85.5(d)(2), added by P.A. 102-676. This definition of *sexual misconduct* is adapted from 105 ILCS 5/22-85.5(c), added by P.A. 102-676. It results from collaboration to implement some recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See [www.sesamenet.org/](http://www.sesamenet.org/) for further information. **Issue 110, October 2022**

PRESSPlus 13. The law does not define *partner*; consult the board attorney about whether this term includes domestic partners, business partners, or both. **Issue 110, October 2022**

## *Document Status: Review and Monitoring*

### **5:170 Copyright**

#### Works Made for Hire

The Executive Director shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the Cooperative shall be the owner of the copyright. [PRESSPlus1](#)

#### Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the Cooperative's copyright compliance procedures and to obey the copyright laws. The Cooperative is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Executive Director or designee whenever the staff member is uncertain about whether using or copying material complies with the Cooperative's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Executive Director or designee, install or download any program on a Cooperative-owned computer. At no time shall it be necessary for a Cooperative staff member to violate copyright laws in order to properly perform his or her duties.

#### Copyright Infringement; Designation of Cooperative's Digital Millennium Copyright Act (DMCA) Agent

The employee listed below receives complaints about copyright infringement within the use of the Cooperative's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

#### **Cooperative DMCA Agent:**

Nancy Sporer  
Name

1304 Ronzheimer Ave., St. Charles, IL 60174  
Address

[Nancy.sporer@d303.org](mailto:Nancy.sporer@d303.org)  
Email

331-228-4873  
Telephone

#### LEGAL REF.:

Federal Copyright Law of 1976, [17 U.S.C. §101](#) *et seq.*

CROSS REF.: 5:125 (Personal Technology and Social Media; Usage and Conduct), 6:235 (Access to Electronic Networks)

~~ADOPTED: December 2, 2015~~

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 110, October 2022**

## *Document Status: Review and Monitoring*

### **5:190 Professional Licensed Staff Qualifications**

A professional licensed staff member, as the term is used in this policy, refers to a Cooperative employee who is required to be licensed under State law. [PRESSPlus1](#)

Each professional licensed staff member must:

1. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
2. Provide the Cooperative Office with a complete official transcript of credits earned in institutions of higher education.
3. On or before November 15 and March 15 of each year, provide the Cooperative Office with an official transcript of any credits earned since the date the last transcript was filed, if requesting salary adjustments.

The Executive Director or designee shall:

1. Monitor compliance with State and federal law requirements that licensed staff members be appropriately licensed for their assignments; and
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers.

LEGAL REF.:

[20 U.S.C. §6312\(e\)\(1\)\(A\)](#).

[105 ILCS 5/10-20.15](#), [5/21-11.4](#), [5/21B-15](#), [5/21B-20](#), [5/21B-25](#), and [5/24-23](#).

[23 Ill.Admin.Code §1.610 et seq.](#), [§1.705 et seq.](#), and [Part 25](#).

**ADOPTED: November 2, 2016**

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### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary

- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 110, October 2022**

## Document Status: Draft Update

### 5:220 Substitute Teachers

The Executive Director may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license ~~or short-term substitute license~~ and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the Cooperative District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the Cooperative District only for a period not to exceed 120 days beginning with the 2021-2022 through the 2022-2023 school year. PRESSPlus1 otherwise 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the Cooperative District only for a period not to exceed 120 paid school days.
3. ~~A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the Cooperative only for a period not to exceed five consecutive school days.~~

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

#### Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the Cooperative's short-term substitute teacher training program. Unless otherwise permitted by law. PRESSPlus2 ~~s~~ Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

#### Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the Cooperative has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Executive Director shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.:

[105 ILCS 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

[40 ILCS 5/16-118, III. Pension Code.](#)

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/21B-20(3), amended by P.A. 102-717. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/21B-20(4), amended by P.A. 102-712, permitting short-term substitute teachers to substitute for a licensed teacher for up to 15 (rather than five) consecutive school days, if the Governor has declared a disaster due to a public health emergency, through 6-30-23. **Issue 110, October 2022**

## Document Status: Draft Update

### 5:250 Leaves of Absence

#### Sick and Bereavement Leave [PRESSPlus1](#)

**Please refer to the applicable collective bargaining agreement.**

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Executive Director may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Executive Director may require that the employee provide evidence that the formal adoption or foster care process is underway.

#### FamilyChild Bereavement Leave [PRESSPlus2](#)

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take familychild bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the FamilyChild Bereavement Leave Act. Eligible employees may use familyChild bereavement leave, without any adverse employment action, allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child a covered family member, which includes an employee's child, stepchild, domestic partner, [PRESSPlus3](#) sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the staff member's child covered family member, or (3) grieving the death of the staff member's child covered family member, without any adverse employment action or (4) absence from work due to a Significant Event, [PRESSPlus4](#) which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one child covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of

leave may be substituted for the leave provided in the FamilyChild Bereavement Leave Act. This policy does not create any right for an employee to take familychild bereavement leave that is inconsistent with the FamilyChild Bereavement Leave Act.

### Paid Sick Leave for Adoption

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Executive Director may require that the employee provide evidence that the formal adoption process is underway.

### Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

### Personal Leave

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

The Executive Director or designee will determine personal leave with the approval of the Board.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Coordinator three days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Executive Director or designee grants prior approval,
3. Personal leave may not be used in increments of less than one-half day, and
4. Personal leave days are subject to a substitute's availability.

### Parental Leaves/Child-Rearing Leave

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

The Advisory Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A staff member should request, if possible, a child-rearing leave by notifying the Executive Director or designee in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the staff member may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the staff member is qualified, subject to scheduling efficiency and instruction continuity.

### Other Leaves of Absence/Leave of Absence Without Pay

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

The Advisory Board may grant a leave of absence without pay to tenured staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

### Association Release Time, Professional Improvement Leave, Job-Sharing Leave

**Please refer to the applicable collective bargaining agreement.**

### Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

### General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

### School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Executive Director shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

### Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the Cooperative employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 ([29 U.S.C. §2601](#) *et seq.*).

## Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Advisory Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the Cooperative, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

## Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the Cooperative, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the Cooperative's employees may be absent to serve as election judges on the same Election Day.

## COVID-19 Paid Administrative Leave [PRESSPlus5](#)

During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, paid administrative leave is available to eligible employees if the Cooperative, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee from being on Cooperative property for a reason outlined in State law.

For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 [PRESSPlus6](#) as defined in 105 ILCS 5/10-20.83 (final citation pending).  
[Q1](#)

The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.

As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee's eligibility for the leave, as requested by the Executive Director or designee. [PRESSPlus7](#) An employee who is on COVID-19 paid administrative leave will receive the employee's regular rate of pay; the leave will not diminish any other leave or benefits of the employee. Employees may not accrue COVID-19 paid administrative leave.

## LEGAL REF.:

105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

10 ILCS 5/13-2.5.

105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

10 ILCS 5/13-2.5, Election Code.

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

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### Questions and Answers:

\*\*\*Required Question 1. Does the board require fully vaccinated employees to participate in a district COVID-19 testing program?

No. (Default)

Yes. (IASB will add "and participate in the District's COVID-19 testing program" to the end of this sentence.)

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### PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-697, requires districts to return sick leave used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the teacher was "fully vaccinated against COVID-19" by 5-10-22. The law prohibits districts from rescinding the returned sick leave in the event the definition of "fully vaccinated against COVID-19" is later updated by the Centers for Disease Control and Prevention (CDC) or the Ill. Dept. of Public Health (IDPH) to include recommended booster doses. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to the ~~Family~~ Child Bereavement Act, 820 ILCS 154/, amended by P.A. 102-1050, eff. 1-1-23, expanding the entitlement to unpaid bereavement leave to *covered family members*, and to include absences related to unsuccessful pregnancies and adoptions. The employer may require reasonable documentation as specified in 105 ILCS 154/10(d), amended by P.A. 102-1050, eff. 1-1-23, but may not require that an employee identify which specific category under item (4) in the first paragraph of this subhead pertains to the leave. **Issue 110, October 2022**

PRESSPlus 3. *Domestic partner*, when used to refer to an unmarried employee, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state, or (2) an unmarried adult who is in a committed, personal relationship with the employee, who is not a domestic partner as described in item (1) and who the employee designates as that employee's domestic partner. 820 ILCS 154/5, amended by P.A. 102-1050, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 4. Note the term *Significant Event* does not appear in the statute; it is included in this policy text as a shorthand term to refer to those events listed in 820 ILCS 154/10(a)(4). **Issue 110, October 2022**

PRESSPlus 5. Required by 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697. Whether some or all of the COVID-19 related reasons listed in 105 ILCS 5/10-20.83(b) and (c)

(final citation pending) apply will depend upon current health guidance and/or rules. The law requires that this leave also be provided retroactively to an employee for a qualifying reason *prior* to 4-5-22 if the employee was fully vaccinated by 5-10-22. The law prohibits districts from rescinding the paid leave if the definition of “fully vaccinated against COVID-19” is later updated by the CDC or IDPH to include recommended booster doses.

Consult the board attorney for guidance about whether the board must accommodate an employee’s religion or disability by exempting the employee from the COVID-19 vaccination prerequisite in 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, and/or if the board and union may agree that this leave will extend to all unvaccinated employees. Title VII of the Civil Rights Act of 1964 requires employers to accommodate an employee’s sincere religious objection to an employer vaccination requirement unless doing so would be an “undue hardship” on the employer. 42 U.S.C §2000e(j). Similarly, the Americans with Disabilities Act requires an employer to exempt an employee with a disability (including pregnancy-related disability) from a safety-related standard, such as a vaccination requirement, unless the employee poses a *direct threat* to the health or safety of the employee or others while on the job. 29 C.F.R. §1630.2(r). See also the U.S. Equal Employment Opportunity Commission guidance document, *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws*, at: [www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws](http://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws). **Issue 110, October 2022**

PRESSPlus 6. “Fully vaccinated against COVID-19” means: (1) two weeks after receiving the second dose in a two-dose series of a COVID-19 authorized for emergency use, licensed, or otherwise approved by the U.S. Food and Drug Administration (FDA), or (2) two weeks after receiving a single dose of a COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the FDA. If the Centers for Disease Control and Prevention (CDC) later revises the definition of “fully vaccinated against COVID-19” to include booster doses, and the Ill. Dept. of Public Health (IDPH) adopts the CDC’s revised definition, then employees will have five weeks after IDPH’s action to receive a booster (if eligible) to remain eligible for COVID-19 paid administrative leave. 105 ILCS 5/10-20.83(g) (final citation pending), added by P.A. 102-697. **Issue 110, October 2022**

PRESSPlus 7. This sentence is optional. 105 ILCS 5/10-20.83(d) (final citation pending), added by P.A. 102-697. It is a best practice for boards to require appropriate documentation to verify employee eligibility for the leave benefit. **Issue 110, October 2022**

## *Document Status: Review and Monitoring*

### **5:260 Student Teachers**

The Executive Director is authorized to accept students from university-approved teacher-training programs to do student teaching in the Cooperative. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to [Section 5/21B-80 of the School Code](#) or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach. [PRESSPlus1](#)

Before permitting an individual to student teach or begin a required internship in the Cooperative, the Executive Director or designee shall ensure that:

1. The Cooperative performed a [105 ILCS 5/10-21.9\(g\) Check](#) as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to [105 ILCS 5/24-5](#).

A [105 ILCS 5/10-21.9\(g\) Check](#) shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act ([20 ILCS 2635/1](#)), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act ([P.L. 109-248](#));
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law ([730 ILCS 152/101 et seq.](#)); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law ([730 ILCS 154/75-105](#)).

The School Code requires each individual student teaching or beginning a required internship to provide the Cooperative with written authorization for, and pay the costs of, his or her [105 ILCS 5/10-21.9\(g\) check](#) (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Executive Director or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. The Executive Director or designee will provide each student teacher with a copy of his or her report.

### Assignment

The Executive Director or designee shall be responsible for coordinating placements of all student teachers within the Cooperative. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the Cooperative and the students' respective colleges or universities.

### LEGAL REF.:

Adam Walsh Child Protection and Safety Act, [P.L. 109-248](#).

Uniform Conviction Information Act, [20 ILCS 2635/1](#).

[105 ILCS 5/10-21.9](#), [5/10-22.34](#), and [5/24-5](#).

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

ADOPTED: February 1, 2017

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 110, October 2022**

## *Document Status: Draft Update*

### **5:280 Duties and Qualifications**

Support staff include: secretaries, administrative assistants, occupational therapists, physical therapists, certified occupational therapy assistants, physical therapy assistants, registered nurses, and teaching assistants. [PRESSPlus1](#)

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time to time at the Advisory Board's sole discretion.

#### Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Ill.[inois](#) State Board of Education (ISBE).

LEGAL REF.: [PRESSPlus2](#)

[34 C.F.R. §200.58.](#)

[105 ILCS 5/10-22.34](#), [5/10-22.34a](#), and [5/10-22.34b](#).

[625 ILCS 5/6-104](#) and [5/6-106.1](#), [Ill. Vehicle Code](#).

[23 Ill.Admin.Code §§1.280](#), [1.630](#), and [25.510](#).

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 6:250 (Community Resource Persons and Volunteers)

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### **PRESSPlus Comments**

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample, available by logging in at [www.iasb.com](http://www.iasb.com), to determine whether further changes are necessary. **Issue 110, October 2022**

PRESSPlus 2. The Legal References are updated. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **5:320 Evaluation**

~~Please refer to the applicable collective bargaining agreement.~~

~~For employees not covered by a current applicable bargaining agreement:~~

The Executive Director is responsible for designing and implementing a program for evaluating the job performance of each staff member according to standards contained in Advisory Board policies as well as in compliance with State law and any applicable employee handbook [PRESSPlus1](#) ~~collective bargaining agreement~~.

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually for the first two years of employment, every 2-3 years thereafter.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable employee handbook ~~collective bargaining agreement~~.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

~~ADOPTED: November 2, 2016~~

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a Policy Reference Manual (PRM) five-year review. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **5:330 Sick Days, Vacation, Holidays, and Leaves**

Sick and Bereavement Leave [PRESSPlus1](#) /IMRF Service Credit Plan

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

Full or part-time educational support personnel who work at least 600 hours per year receive 13 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. This policy is the Cooperative's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon retirement under IMRF.

Sick leave is defined in State law as personal illness, [mental or behavioral complications](#), [PRESSPlus2](#) quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Executive Director [and](#) or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Advisory Board or Executive Director deem necessary in other cases, the Advisory Board or Executive Director may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) [a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member](#), (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or [Executive Director Superintendent](#) requires a certificate during a leave of less than three days for personal illness, the [Cooperative District](#) shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Executive Director may require medical certification.

#### Paid Sick Leave for Adoption

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Executive Director may require that the employee provide evidence that the formal adoption or foster

care process is underway.

#### Vacation

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

Vacation days will be determined by the Executive Director and approved by the Board.

#### Holidays

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

Holidays will be determined by the Executive Director or designee and approved by the Board.

#### Personal Leave

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

Personal leave will be determined by the Executive Director or designee and approved by the Board.

#### Parental Leave and Other Leaves of Absence, Accident or Injury Leave

**Please refer to the applicable collective bargaining agreement.**

#### Non-Paid Leaves of Absence

**Please refer to the applicable collective bargaining agreement.**

#### Association Release Time

**Please refer to the applicable collective bargaining agreement.**

#### Leave to Serve as a Trustee of the Ill Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with ~~105 ILCS 5/24-6.3~~ [State law](#).

#### Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Advisory Board policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. [FamilyChild](#) Bereavement Leave. [PRESSPlus3](#)

6. Leave to serve as an election judge.
7. [COVID-19 Paid Administrative Leave](#). [PRESSPlus4](#)

LEGAL REF.:

105 ILCS 5/10-20.7b, [5/10-20.83 \(final citation pending\)](#), 5/24-2, ~~and 5/24-6~~, [and 5/24-6.3](#).

[10 ILCS 5/13-2.5, Election Code](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

*School Dist. 151 v. ISBE*, 154 Ill.App.3d 375 (1st Dist.1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist.1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 6:20 (Calendar and Day)

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## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-697, requires districts to return sick leave used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the teacher was "fully vaccinated against COVID-19" by 5-10-22. The law prohibits districts from rescinding the returned sick leave in the event the definition of "fully vaccinated against COVID-19" is later updated by the Centers for Disease Control and Prevention (CDC) or the Ill. Dept. of Public Health (IDPH) to include recommended booster doses. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/24-6, amended by P.A. 102-866. **Issue 110, October 2022**

PRESSPlus 3. Updated in response to the [Family Child Bereavement Act](#), 820 ILCS 154/, amended by P.A. 102-1050, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 4. Required by 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **6:20 Calendar and Day**

The Cooperative follows as closely as possible the calendars established by member districts. Staff working in classrooms housed in member districts shall follow that district's established calendar.

Students attending Mades-Johnstone Center follow the District 303 calendar.

#### Commemorative Holidays

In the school operated by the Cooperative, the teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion.

#### School Day

For the school operated by the Cooperative, the Advisory Board establishes the length of the student's school days with the recommendation of the Executive Director and subject to State law requirements.

#### LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-20.4.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, and 5/27-20.2, and 20/1. [PRESSPlus1](#)

10 ILCS 5/11-4.1, [Election Code](#).

5 ILCS 490/, State Commemorative Dates Act.

23 Ill.Admin.Code §1.420(f).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

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### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **6:65 Student Social and Emotional Development**

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Executive Director shall incorporate SEL into the Cooperative's curriculum and other educational programs consistent with the Cooperative's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the Cooperative's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, Cooperative-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

## LEGAL REF.:

Children's Mental Health Act of 2003, 405 ILCS 49/. [PRESSPlus1](#)

CROSS REF.: 1:30 (School Cooperative Philosophy), ~~6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program)~~, 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

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## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **6:250 Community Resource Persons and Volunteers**

The Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. To assist with academic programs under a ~~certificated~~ licensed [PRESSPlus1](#) teacher's immediate supervision;
3. To assist in times of violence or other traumatic incidents within the Cooperative by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
4. As a guest lecturer or resource person under a ~~certificated~~ licensed teacher's direction and with the administration's approval; or
5. As supervisors, chaperones, or sponsors for non-academic school activities, extracurricular activities, or field trips.

The Executive Director shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, or has otherwise been convicted of a felony, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

Prior to classroom assignments, volunteers must sign the Volunteer Confidentiality Agreement.

LEGAL REF.:

[105 ILCS 5/10-22.34](#), [5/10-22.34a](#), and [5/10-22.34b](#).

[720 ILCS 5/12C-50.1](#), Failure to Report Hazing.

[730 ILCS 150/1](#) *et seq.*, Sex Offender Registration Act.

[730 ILCS 152/101](#) *et seq.*, Sex Offender Community Notification Law.

[730 ILCS 154/75](#) *et seq.*, Murderer and Violent Offender Against Youth Community Notification Law.

[730 ILCS 154/101](#) *et seq.*, Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90

(Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated throughout in response to 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, amended by P.A. 102-894. **Issue 110, October 2022**

## Document Status: Draft Update

### 6:255 Assemblies and Ceremonies

Assemblies must be approved by the Executive Director or designee and be consistent with the Cooperative's educational objectives.

While the Cooperative respects an individual's brief, quiet, personal religious observance(s), [PRESSPlus1](#) it shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.:

[Lee v. Weisman](#), 505 U.S. 577 (1992).

[Santa Fe Independent Sch. Dist. v. Doe](#), 530 U.S. 290 (2000).

[Kennedy v. Bremerton Sch. Dist.](#), 142 S.Ct. 2407 (2022).

*Jones v. Clear Creek Independent Sch. Dist.*, 930 F.2d 416 (5th Cir. 1991), *cert. granted, judgement vacated*, 505 U.S. 1215 (1992), *remand*, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir. 1992), and *cert. denied*, 508 U.S. 967 (1993).

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

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### PRESSPlus Comments

PRESSPlus 1. Updated in response to [Kennedy v. Bremerton Sch. Dist.](#), 142 S.Ct. 2407 (2022), where the Supreme Court held that a football coach had a right to pray on the 50-yard line after games, even though still on duty, because he was engaged in a "brief, quiet, personal religious observance doubly protected by the Free Exercise and Free Speech Clauses of the First Amendment." Consult the board attorney if considering a policy or practice of prohibiting employees from engaging in private prayer in the presence of students. **Issue 110, October 2022**

## Document Status: Draft Update

### 6:260 Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to School Board policy 7:15, *Student and Family Privacy Rights*.

Persons Parents/guardians, employees, and community members [PRESSPlus1](#) who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy ~~should~~ may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

Persons Parents/guardians, employees, and community members with ~~all~~ other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection Form*. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection Form*. The Executive Director or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of the Cooperative's decision. [PRESSPlus2](#)

LEGAL REF.:

[20 U.S.C. §1232h](#), Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

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### PRESSPlus Comments

PRESSPlus 1. Updated to limit the scope of complainants in this policy to parents/guardians, employees, and community members in alignment with sample **PRESS** policy 2:260, *Uniform Grievance Procedure*. **Issue 110, October 2022**

PRESSPlus 2. Optional sentence; updated in response to **PRESS** Advisory Board (PAB) member feedback regarding the need for districts to have processes in place to address an increasing number of curriculum objections. It strengthens the policy's connection to IASB's *Foundational Principles of Effective Governance*. See [www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance](http://www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance). For criteria that can be used in reviewing curriculum objections, see sample administrative procedure, 6:260-AP, *Responding to Complaints About Curriculum, Instructional Materials, and Programs*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

## *Document Status: Draft Update*

### **6:340 Student Testing and Assessment Program**

The MVSEC student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against student learning objectives and statewide norms.

The Executive Director or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Be uniformly applied to all students who are required to be tested, including: (a) students in a State approved transitional bilingual education or transitional program, and (b) students who have an Individualized Education Plan (IEP), subject to any modifications that may be required by an individual student's IEP.
4. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
5. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the Member Cooperative and reported, along with other information, on the Member Cooperative's annual report card. All reliable assessments administered by the Cooperative and scored by entities outside of the Cooperative must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, [5/2-3.64a-15](#), 5/2-3.107, 5/2-3.153, 5/10-17a, 5/22-82, and 5/27-1. [PRESSPlus1](#)

23 Ill. Admin. Code §§1.30(b) and §375.10.

CROSS REF.: 6:280 (Grading and Promotion), 7:340 (Student Records)

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### **PRESSPlus Comments**



## Document Status: Draft Update

### 7:50 School Admissions and Eligibility for Services

Special education services shall be available to eligible children with disabilities from the age of three (3) through the age of twenty-one (21) who are enrolled in the Member Districts, or non-member districts by permission. [PRESSPlus1](#)

Unless otherwise determined by a student's IEP team, the student who has successfully completed a secondary program shall be granted a diploma by the student's resident school district and all eligibility for public school education is terminated, including special education and related services. The parent and the student shall participate in the decision to terminate public school responsibility prior to age twenty-two (22).

LEGAL REF.: [PRESSPlus2](#)

McKinney Homeless Assistance Act, [42 U.S.C. § 11431](#) *et seq.*

Family Educational Rights and Privacy Act, [20 U.S.C. § 1232g](#).

Illegal Immigrant and Immigrant Responsibility Act of 1996, [8 U.S.C. § 1101](#).

[20 U.S.C. § 1400](#) *et seq.*

[42 U.S.C. § 12101](#) *et seq.*

[105 ILCS 5/2-3.13a](#), [5/10-20.12](#), [5/10-20.59](#), [5/10-22.5a](#), [5/14-1.02](#), [5/14-1.03a](#), [5/14-16](#), [5/26-1](#), [5/26-2](#), [5/27-8.1](#), and [10/8.1](#).

[325 ILCS 55/1](#) *et seq.* and [50/1](#) *et seq.*

[23 Ill.Admin.Code Part 226](#), Special Education.

[23 Ill. Admin. Code § 375](#) *et seq.*

CROSS REF.: 6:30 (Organization of Instruction and Curriculum Development), [6:135 \(Accelerated Placement Program\)](#), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:340 (Student Records)

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### PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample, available by logging in at [www.iasb.com](http://www.iasb.com), to determine whether further changes are necessary. **Issue 110, October 2022**

PRESSPlus 2. The Legal References are updated. **Issue 110, October 2022**



## *Document Status: Draft Update*

### **7:70 Attendance and Truancy**

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, [PRESSPlus1](#) family emergency, other situations beyond the control of the student as determined by the Advisory Board, voting pursuant to policy 7:90, *Release During School Hours* ([10 ILCS 5/7-42](#) and [5/17-15](#)), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Executive Director or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

#### Absenteeism and Truancy Program

The Executive Director or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Executive Director or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).

6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-Cooperative agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Executive Director believes qualifies.

#### Monitoring [PRESSPlus2](#)

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Executive Director or designee shall assist the Board with its update.

#### LEGAL REF.:

[105 ILCS 5/22-92](#) and [5/26-1 through 18](#).

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242](#) and [1.290](#).

CROSS REF.: 5:100 (Staff Development Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Eligibility for Services), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1 and 5/26-2a, amended by P.A. 102-891, eff.

1-1-23, requiring that, subject to Ill. State Board of Education (ISBE) guidelines, middle and high school students be permitted one school day-long excused absence per school year to engage in a *civic event*, defined as “an event sponsored by a non-profit organization or governmental entity that is open to the public. *Civic event* includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. Schools may require students to provide an appropriate administrator with reasonable advance notice of the intended absence and documentation of participation. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813; 23 Ill.Admin.Code §207.30(a), requiring that every two years a board update its absenteeism and truancy policy and file it with the Ill. State Board of Education and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate].

The policy must contain all requirements of 105 ILCS 5/22-92, indicate the date of adoption (by month, day, and year) and any revision dates, and be filed electronically by September 30 each review year through ISBE’s Web Application Security (IWAS) system. 23 Ill.Admin.Code §§207.20(a), 207.30(a). If, after review and re-evaluation of the policy, the district determines that no updates are necessary, either a copy of board minutes clearly indicating the policy was re-evaluated and no changes were deemed necessary or a signed statement from the board president indicating the policy was re-evaluated and no changes were deemed necessary must be submitted to IWAS. 23 Ill.Admin.Code §207.30(a)(3). ISBE has stated that for districts that update the adoption date listed on a policy whenever the policy is updated, the date of adoption is sufficient to also indicate the revision date. See ISBE's *Absenteeism and Truancy Policy FAQ*, at: [www.isbe.net/Documents/Absenteeism-Truancy-Policy-FAQ.pdf](http://www.isbe.net/Documents/Absenteeism-Truancy-Policy-FAQ.pdf).

ISBE rules implementing this requirement were published in the Ill. Register in October 2022 but provide that “[n]o later than September 30, 2022, or no later than September 30 of the first full school year a school becomes subject to this Part, each school or district must file the policy through the State Board of Education’s Web Application Security (IWAS), and must submit an updated policy every two years thereafter by no later than September 30 of the year due.” 23 Ill.Admin.Code §207.30(a). ISBE informed the **PRESS** Editors that due to the late publication date, the submission deadline for the 2022-2023 school year is extended to 1-13-23, and the September 30 submission deadline is not operative until the 2023-2024 school year. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**

#### Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the Cooperative. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and

a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

Until June 30, 2015, a student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Executive Director or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.

3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

#### LEGAL REF.:

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/27-8.1 and 45/1-20.

410 ILCS 45/7.1, Lead Poisoning Prevention Act. [PRESSPlus1](#)

410 ILCS and 315/2e, Communicable Disease Prevention Act.

23 Ill.Admin.Code §1.530.

77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.

77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.

77 Ill.Admin.Code Part 690, Control of Communicable Diseases.

CROSS REF.: 6:30 (Organization of Instruction and Curriculum Development), 6:140 (Education of Homeless Children), ~~6:180 (Extended Instructional Programs)~~, 7:50 (School Admissions and Eligibility for Services), 7:280 (Communicable and Chronic Infectious Disease)

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### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important Cooperative goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school Cooperative or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a Cooperative or school to staff or monitor any non-school related activity, function, or program.

#### Definitions from [105 ILCS 5/27-23.7](#)

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

*School personnel* means persons employed by, on contract with, or who volunteer in a **school** Cooperative, including without limitation school and **school** Cooperative administrators, teachers, **school counselors**, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Executive Director or designee shall develop and maintain a bullying prevention and response plan that advances the Cooperative's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this Cooperative. However, nothing in the Cooperative's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Cooperative named officials or any staff member. The Cooperative named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

## **Nondiscrimination Coordinator:**

Nancy Sporer

1304 Ronzheimer Ave., St. Charles, IL 60174

[nancy.sporer@d303.org](mailto:nancy.sporer@d303.org)

331-228-4928

## **Complaint Manager:**

Nancy Sporer

1304 Ronzheimer Ave., St. Charles, IL 60174

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331-228-4928

4. Consistent with federal and State laws and rules governing student privacy rights, the Executive Director or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Executive Director or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Executive Director or designee shall investigate whether a reported act of bullying is within the permissible scope of the Cooperative's jurisdiction and shall require that the Cooperative

provide the victim with information regarding services that are available within the Cooperative and community, such as counseling, support services, and other programs.

6. The Executive Director or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the Cooperative's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The Cooperative's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Executive Director or designee shall post this policy on the Cooperative's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Executive Director or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the Cooperative already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, ~~or a signed statement from the board~~; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Executive Director or designee must post the information developed as a result of the

policy re-evaluation on the Cooperative's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Executive Director or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the Cooperative's educational program as required by State law.
  - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the Cooperative's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Executive Director or designee shall fully inform staff members of the Cooperative's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the Cooperative's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.

- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6](#)(b-20), [5/24-24](#), and [5/27-23.7](#).

[405 ILCS 49/](#), Children's Mental Health Act.

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

23 Ill.Admin.Code §§1.240, ~~and §1.280~~, and 1.295. [PRESSPlus1](#)

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline); ~~6:60 (Curriculum Content)~~, 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (~~Food Allergy~~ [Anaphylaxis Prevention, Response, and Management Program](#)), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

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## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **7:250 Student Support Services**

The Cooperative provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools. [PRESSPlus1](#)

The following student support services may be provided by the Cooperative:

1. Health services supervised by a qualified school nurse. The Executive Director or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker as indicated on the student's IEP.
4. ~~A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.~~

The Executive Director or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The Cooperative, however, assumes no liability for preventing, identifying, or treating such needs.

#### Erin's Law Counseling Options, Assistance, and Intervention

The Executive Director or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, [PRESSPlus2](#) along with Cooperative and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the Cooperative, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

#### LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, and 5/21B-25(G).

405 ILCS 49/, Children's Mental Health Act ~~of 2003~~.

[740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), ~~6:270 (Guidance and Counseling Program)~~, 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

## **PRESSPlus Comments**

PRESSPlus 1. Required by 105 ILCS 5/10-20.59, amended by P.A. 102-199. **Issue 110, October 2022**

PRESSPlus 2. Updated to align with *Erin's Law*, 105 ILCS 10-23.13, amended by P.A. 102-610. **Issue 110, October 2022**

## Document Status: Draft Update

### 7:285 Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the Cooperative District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the Cooperative District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Executive Director Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with [105 ILCS 5/22-30](#) and [23 Ill.Admin.Code §1.540](#).
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in [105 ILCS 5/22-30](#) and [23 Ill.Admin.Code §1.540](#).
3. Follows and references the applicable best practices specific to the Cooperative District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
4. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
5. Complies with State and federal law and is in alignment with Board policies.

#### Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors reviews and makes any necessary updates to this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. The Executive Director Superintendent or designee shall assist the Board with its reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate

revisions. review and any necessary updates. [PRESSPlus1](#)

LEGAL REF.:

105 ILCS 5/2-3.19082, 5/10-22.39(e), and 5/22-30.

[23 Ill.Admin.Code §1.540.](#)

*Anaphylaxis Response Policy for Illinois Schools*, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

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**PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **7:290 Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

#### Suicide and Depression Awareness and Prevention Program

The Director or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the [School Code Section 5/2-3.166\(c\)\(2\)-\(7\)](#). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate ~~Board policy 6:60, Curriculum Content, which implements~~ [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by [105 ILCS 5/10-22.39](#) for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
  - a. 6:65, *Student Social and Emotional Development*, implementing the goals and

benchmarks of the Ill. Learning Standards and [405 ILCS 49/15\(b\)](#) (requiring student social and emotional development in the District's educational program);

- b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
  - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
  - d. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - e. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
  - f. 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, [405 ILCS 49/](#) (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - g. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the Cooperative's Suicide and Depression Awareness and Prevention Program.

#### Illinois Suicide Prevention Strategic Planning Committee

The Executive Director or designee shall attempt to develop a relationship between the Cooperative and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the Cooperative's Suicide Prevention and Depression Awareness Program.

#### Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

#### Information to Staff, Parents/Guardians, and Students

The Executive Director shall inform each Cooperative employee about this policy and ensure its posting on the Cooperative's website. The Executive Director or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the Cooperative. Student identification (ID) cards, the Cooperative's website, and student handbooks and planners will contain the support information as required by State law.

#### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the

Student Confidential Reporting Act, 5 ILCS 860/, Children’s Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The Cooperative, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the Cooperative, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

42 U.S.C. § 1201 et seq. Individuals with Disabilities Education Act.

105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.763 (final citation pending), 5/10-20.81, 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/10-20.75 (final citation pending), 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7. PRESSPlus1

5 ILCS 860/, Student Confidential Reporting Act.

405 ILCS 49/, Children’s Mental Health Act of 2003.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

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## PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

## *Document Status: Draft Update*

### **7:340 Student Records**

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, ~~and~~ parents/guardians, ~~and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services,~~ [PRESSPlus1](#) certain rights, including the right to inspect, copy, and/or challenge school student records. A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The Cooperative may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The Cooperative will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the Cooperative discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Executive Director shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

#### LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act, ~~implemented by~~ 34 C.F.R. Part 99.

[50 ILCS 205/7](#), Local Records Act.

[105 ILCS 5/10-20.12b](#), [5/10-20.40](#), and [5/14-1.01](#) *et seq.*

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[325 ILCS 17/](#), Children's Privacy Protection and Parental Empowerment Act.

[750 ILCS 5/602.11](#), Ill. Marriage and Dissolution of Marriage Act.

[23 Ill.Admin.Code Parts 226](#) and [375](#).

[Owasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

*Chicago Tribune Co. v. Chicago Bd. of Ed.*, 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

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## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 10/5(a), amended by P.A. 102-199. The Ill. School Student Records Act does not give Ill. Dept. of Children and Family Services representatives the right to challenge student records. 105 ILCS 10/7. **Issue 110, October 2022**



## 5. **Information**

### 5.1. Student and Staff Enrollment, January, 2023



**STAFF PROFILE**  
**January 31, 2023**

ADMINISTRATION	FTE	CERTIFIED STAFF	FTE		LICENSED STAFF	FTE	FTE UNFILLED AT THIS TIME	SUPPORT STAFF	FTE	FTE UNFILLED AT THIS TIME
Executive Director	1.00	Adapted PE/D304 .40	2.40		OT	3.80	0.20	1:1 Assistants/1:1 CNAs	12.00	1.00
Director of Bus/HR	1.00	HI Teachers	4.00		PT	2.00		Teaching Assistants/Certified Nursing Assistants	56.60	3.00
Principal	1.00	Instructional/Behavioral Facilitators	2.60		Certified School Nurse	1.00		Job Coaches	5.80	1.00
Program Supervisors	3.00	Psychologist	0.80		Nurses	4.00		MJC Assistant	1.00	
Dir. of Prof Learning (D303)	1.00	Speech Pathologists	6.60		LPN/RNs 1:1	3.00		MV Assistants	2.00	
		Teachers/Permanent Subs	39.80	1.00	Asst.Tech Specialist	1.00		HR-Payroll/PD Assistant	0.80	
		Vocational Specialists	4.00							
		Social Workers	7.00							
		Elective Teacher	1.00							
<b>Total</b>	<b>7.00</b>	<b>Total</b>	<b>68.20</b>	<b>1.00</b>	<b>Total / Unfilled</b>	<b>14.80</b>	<b>0.20</b>	<b>Total / Unfilled</b>	<b>78.20</b>	<b>5.00</b>
<b>TOTAL FTE UNFILLED POSITIONS AT THIS TIME</b>										<b>6.20</b>
<b>TOTAL MID-VALLEY STAFF/TOTAL FTE FILLED POSITIONS</b>									<b>168.20</b>	<b>163.00</b>

**January 31, 2022**

ADMINISTRATION	FTE	CERTIFIED STAFF	FTE	FTE UNFILLED AT THIS TIME	LICENSED STAFF	FTE	FTE UNFILLED AT THIS TIME	SUPPORT STAFF	FTE	FTE UNFILLED AT THIS TIME
Executive Director	1.00	Adapted PE	2.00		OT	3.05		1:1 Assistants/1:1 CNAs	10.00	
Director of Bus/HR	1.00	HI Teachers	4.00		PT	1.80		Teaching Assistants	44.00	5.00
Principal	1.00	Instructional/Behavioral Facilitator	2.00		Certified School Nurse	1.00		Certified Nursing Assistants	5.00	1.00
Program Supervisors	2.45	Psychologist	0.60		Nurses	5.00		Job Coaches	5.00	0.85
Dir. of Prof Learning (D303)	1.00	Speech Pathologist	5.60		LPN/RN 1:1	3.00		MJC Assistant	1.00	
		Teachers	30.80		Asst.Tech Specialist	0.75		MV Assistants	2.00	
		Vocational Specialists	4.00					HR-Payroll/PD Assistant	0.80	
		Social Workers	6.00							
		Elective Teacher	1.00							
<b>Total</b>	<b>6.45</b>	<b>Total</b>	<b>56.00</b>	<b>1.00</b>	<b>Total / Unfilled</b>	<b>14.60</b>	<b>0.00</b>	<b>Total / Unfilled</b>	<b>67.80</b>	<b>6.85</b>
<b>TOTAL FTE UNFILLED POSITIONS AT THIS TIME</b>										<b>6.85</b>
<b>TOTAL MID-VALLEY STAFF/TOTAL FTE FILLED POSITIONS</b>									<b>144.85</b>	<b>138.00</b>

Mid-Valley Enrollment-Staffing Profile

January 2023

PROGRAM	LOCATION	STUDENTS	101	301	302	303	304	25	131	427	428	NET CHANG	REFERRALS	TEACHER	ASSIST	1-1 Asst	DISTRICT	RN/CSN
Bright Beginnings Preschool	Blackberry Creek	2			2									1	1	1	D302 1	
New Pathways	Fabyan K-2 (O'Brien)	7	1	5			1					D101 +1		1	3			
New Pathways	Fabyan 1-4 (Brandl)	7		5			2							1	2	1	D301 1	
New Pathways	Fabyan 4-5 (Bendikas)	6				2	4							1	2			
New Pathways	McDole K-3 (McCafferty)	6			6									1	3			
New Pathways	McDole 3-5 (Walsh)	3			3									1	2			
New Pathways	GMS-S 6-8 (Asencio)	6			1	2	3							1	2			
New Pathways	GMS-S 6-8 (Giese)	6			1	2	3							1	2	1	D304 1	
New Pathways	CMS 6-8 (McDowell)	7		7										1	2			
New Pathways	GHS 9-12 (Clanton)	8				5	3							1	3	1	D303 1	
New Pathways	CHS 9-12 (Malkowski)	7		7										1	2	1	D301 1	
ELS	John Stewart K-2	5		2	2	1						D303 +1 D304 -1		1	2	1	D304 1	
ELS	John Stewart 3-5	4		1	1		2							1	2			
ELS	Central MS 6-8	5		5										1	2	1	D301 1	
ELS	GHS 9-12	7	1	3			3							1	2	1	D301 1	1
ABLE	John Stewart K-6	5		1	1	1	2					D101 -1		1	1	2	D101 1 D302 1 D302 1	1
ABLE	BHS 7-12	6	2		1	1	2							1	2			1
New Directions	MJC K-1	4		1	2	1						D302 +2		1	1			
New Directions	MJC 2	5		1	3	1						D303 +1		1	1			
New Directions	MJC 3	7	1	1	1	2	2							1	2.6			
New Directions	MJC 4-5	5		1	2	1		1						1	1			
New Directions	MJC 6-8 (Wesley)	4			2	1	1							1	2	1	D302 1	
New Directions	MJC 6-8 (Wilder)	5	1	1	1	1	1							1	2			
New Directions	MJC 6-8 (Rickerl)	3	1		1	1								1				
New Directions	MJC 6-8 (Holzkopf)	4	1	1		1					1	D428 +1		1				
New Directions	MJC 9-12 (Arlington)	6	1		1	1	2			1		D304 +1		1	1			
New Directions	MJC 9-12 (Barry)	7	1			5	1							1	2			
New Directions	MJC 9-12 (Denslow)	5		1	2		1				1			1	1			1
Safe Schools	MJC 9-12	4	1			3						D303 +1 D428 -1		1				
Transition	SEA	19	6	1	7		5					D301 -1		1.8				
Transition	Shelby	20	11	3	2	2	2							3	6	2	D101 3	
Transition	North	7		4		1	2							1	1			
Transition	South	23	10	1	7		5							2	3			
Permanent Subs														2				
CSN																		1
<b>Totals</b>		<b>225</b>	<b>38</b>	<b>52</b>	<b>49</b>	<b>35</b>	<b>47</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>4</b>		<b>38.8</b>	<b>58.6</b>	<b>13</b>		<b>5</b>

Mid-Valley Enrollment-Staffing Profile

January 2022

PROGRAM	LOCATION	STUDENTS	101	301	302	303	304	25	131	427	428	NET CHANGE	REFERRALS	TEACHER	ASSIST	1-1 Asst	DISTRICT	RN/CSN
Little Hands & Voices	Fox Ridge	5				2			3					1	1			
New Pathways	Fabyan K-2	6	1	4			1							1	2	1	D301 1	
New Pathways	Fabyan 3-5	8		2		2	4							1	3			
New Pathways	McDole K-3	5			5									1	2			
New Pathways	McDole 3-5	7			7									1	3			
New Pathways	GMS-S 6-8 (Gliese)	7		2		3	2							1	3	1	D304 1	
New Pathways	GMS-S 6-8 (Asencio)	8		3		2	3							1	3			
New Pathways	GHS 9-12	6				4	2					D303 -1		1	2	1	D303 1	
New Pathways	CHS 9-12	4		4										1	1	1	D304 1	
ELS	Blackberry Creek K-3	4		2	2									1	1			
ELS	Blackberry Creek 4-5	6		3	1		2					D304 +1		1	2			
ELS	Prarie Knolls 6-8	6		5			1							1	2			1
ELS	GHS 9-12	6	2	3			1							1	1	2	D101 1 D301 1	
ADLE	John Stewart K-6	8	2	1	2	1	2							1	1			4
ADLE	BHS 7-12	6	3	1	1		1							1	1	1	D302 1	1
New Directions	MJC K-2	6	1		2	2	1					D101 -1 D302 +1		1	1			
New Directions	MJC K-3	8	1		3	3	1							1	2			
New Directions	MJC 4-5	6		1	1	3		1				D25 +1		1	1			
New Directions	MJC 6-7	6	1	3	1		1					D302 +1		1	1			
New Directions	MJC 7-8	6	1	1	2	2						D302 +1		1	1			
New Directions (Denslow)	MJC 9-12	6			1		3			1	1	D303 -1		1	1			
New Directions (Barry)	MJC 9-12	9	1	1	1	3	2			1		D301 +1		1	2			
New Directions (Arlington)	MJC 9-12	7			4	1	1				1	D302 +1		1	2			1
Safe Schools	MJC 9-12	2				2								1				
Transition	Shelby	20	8	3	4	2	3							2	3	3	D101 2 D302 1	
Transition	12+	20	3	3	6	1	7							1.8				
Transition	ECC	9		6		3								1	1			
Transition	WCC	21	7		8		6							2	3		D304 1	1
CSN																		1
<b>Totals</b>		<b>218</b>	<b>31</b>	<b>48</b>	<b>51</b>	<b>36</b>	<b>44</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>4</b>		<b>30.8</b>	<b>46</b>	<b>10</b>		<b>9</b>

5.2. Administrative Liaison Meeting Minutes, January  
20, 2023



## Mid-Valley Liaison Meeting January 20, 2023

### Updates From our Teams:

- Mid-Valley & District teams are already busy planning for the 2023-24 school year- focus on how to best meet the needs of our increasingly complex students, while also being fiscally responsible

### Projections

- As of 1/20/23, our total enrollment is 224, which is only one more than this time last year due to a large number of moves and December grads. Details....
- D101: Up 6 students compared to last year
- D301: Up 4 students compared to last year
- D302: Same as last year
- D304: Down 1 student compared to last year
- Other Districts: Down 4 students (since we stopped taking outside referrals)
- Big Difference: By this time last year, we were unable to take additional students in 90% of our programs
- 7 Pending referrals that will likely start in the next month

### Ask the Experts

- Post-it Activity to gather expert opinions on different aspects of the IEP process
- Goal is always to build consistency throughout the Cooperative and learn from each other

### ESY

- Tanner, Melissa, Tressa & Mike will be working collaboratively to support ESY this year
- Location of Mades Johnstone School & Munhall
- Working collaboratively with the Munhall team to ensure that we are being gracious guests in their school
- Dividing and conquering to review each referral and IEP closely in order to ensure compliance and take some of the burden off of the Liaisons
- Will collect information from 504 Coordinators in one place to ensure that all Hearing & Vision students are accounted for- minimal issues noted, but a great way to ensure that we have these students all listed in one place- just like our students with IEPs.

### Staffing Discussion

- Liaison team gave some great suggestions about ensuring that our staffing plan is data-focused and based on what we NEED to ensure our students can be successful in our programs.
- Our 2 areas of concern are Coaching & Mades Johnstone School
- We will be working as a leadership team to prepare a comprehensive staffing plan to the board in March

### CPI Training

- Our Mid-Valley coaches have trained 547 staff members this year
- 25 Trainings
- 2 coaches per training
- Feedback from districts on "CPI Flex" vs. "CPI in-person" options
- Will include this data in our staffing plan

5.3. Room Use Deadline, March 1, 2023



**Mid-Valley Special Education Cooperative**

Lisa Palese, Executive Director  
1304 Ronzheimer Avenue  
St. Charles, IL 60174  
Phone: 331-228-4873  
Fax: 331-228-4874

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Lisa Palese, Executive Director

DATE: February 1, 2023

RE: Room Usage Notice

The purpose of this memorandum is to announce that the Room Usage deadline is March 1, 2023. As a Special Education Cooperative, we are so thankful to our member districts for working together to ensure that all of our students have the opportunity to be educated in the least restrictive environment possible with access to typical peers. We are grateful to the building principals and staff at each of our satellite sites for helping us achieve this goal. Our hope is to continue our programming at our current sites for the 2023-24 school year. We ask that our Superintendents notify us by March 1, 2023 if space is no longer available so that we can plan accordingly.

## 6. **For Discussion**

### 6.1. Administrative Assistant Roles and Schedules



**Mid-Valley Special Education Cooperative**

Lisa Palese, Executive Director  
1304 Ronzheimer Avenue  
St. Charles, IL 60174  
Phone: 331-228-4873  
Fax: 331-228-4874

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Lisa Palese, Executive Director

DATE: February 1, 2023

RE: Administrative Assistants

The purpose of this discussion item is to share with the Executive Advisory Board some preliminary information about our plans for our Administrative Assistants as Nancy Sporer retires. Currently the Administrative Assistant that takes the lead with payroll and benefits is a 10-month employee. With the majority of our hiring and intakes completed during the summer and with payroll needs throughout the year, this has not been effective. Our goal is to ensure that our new Director of Human Resources/Chief School Business Officer has the support necessary to be successful and that all of our staff members have consistent guidance and support with benefits and payroll questions. Our first step in this process will be to reorganize roles and responsibilities based on our needs and the skills of our current team. We ask that the board support our plan to change this position to 12-months so that we can begin this process.

7. **For Action**

7.1. ESY Staff Hourly Rates



**Mid-Valley Special Education Cooperative**

Lisa Palese, Executive Director  
1304 Ronzheimer Avenue  
St. Charles, IL 60174  
Phone: 331-228-4873  
Fax: 331-228-4874

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Lisa Palese, Executive Director

DATE: February 1, 2023

RE: Extended School Year(ESY) Hourly Rates

The purpose of this memorandum is to request an increase in the hourly rate for Mid-Valley and District staff members who support our students during Extended School Year (ESY). In researching the hourly wages for ESY, we discovered that the pay rate for ESY for both Certified and Support staff, has not been increased in over 12 years. MVSE provides ESY to just under 300 students each summer. It has been increasingly difficult to staff the program due to the pay rate. As a leadership team, we recommend the following increases to the hourly rate for staff members who support ESY beginning this summer.

Staff	Current Hourly Rate	Recommended Hourly Rate
Support Staff	\$17.20	\$20.20
Certified Staff	\$42.00	\$47.00

Over the past 10 years, the per student cost for ESY has remained at approximately \$1,100.00. This hourly rate increase would increase the cost per student by approximately \$71.00.

7.2. Approval of the Personnel Report, January, 2023

● **Mid-Valley Special Education Cooperative**  
 Regular Meeting Wednesday, February 1, 2023

**SUBJECT: Personnel Report**

**Classified Staff**

<b>A. Classified Staff Resignations, Retirements and/or Terminations for School Year 2022-2023.</b>				
<i>Name</i>	<i>Position</i>	<i>Location/Program</i>	<i>Reason</i>	<i>Effective Date</i>
Leonard-Hampton, Camilla	Certified Nursing Assistant – Maxim	Fabyan/New Pathways	Resignation	01/20/2023

<b>B. Classified Staff Recommended for Employment for School Year 2022-2023.</b>				
<i>Name</i>	<i>Position</i>	<i>Location/Program</i>	<i>Salary</i>	<i>Effective Date</i>
Terry, Sheree	Certified Nursing Assistant – Bright Star	Geneva Middle School South/New Pathways	Contracted -\$42/Hour	01/17/2023

<b>C. Classified Staff Transfer/Increase in Assignment for School Year 2022-2023.</b>				
<i>Name</i>	<i>Position</i>	<i>From</i>	<i>To</i>	<i>Effective Date</i>

<b>D. Classified Request for Personal or Parental Leave of Absence for School Year 2022-2023.</b>				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Effective Dates</i>	

**Licensed Staff**

<b>E. Licensed Staff Resignations, Retirements and/or Terminations for School Year 2022-2023.</b>				
<i>Name</i>	<i>Position</i>	<i>Location/Program</i>	<i>Reason</i>	<i>Effective Date</i>

<b>F. Licensed Educator Professional Growth Salary Increases Effective for 1<sup>st</sup> Semester 2022-2023 School Year.</b>				
<i>Name</i>	<i>Position</i>	<i>From (Lane)</i>	<i>To (Lane)</i>	<i>Amount (With TRS)</i>
Ancona, Jesslyn	Hearing Teacher	MA +8	MA +24	\$4,202

<b>G. Licensed Educator Request for Personal or Parental Leave of Absence for School Year 2022-2023.</b>				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Effective Dates</i>	

<b>H. Licensed Educators Recommended for Employment for School Year 2022-2023.</b>	
<i>Name</i>	<i>Position/Program/Location</i>

<b>I. Background Data on Educators Recommended for Employment for School Year 2022-2023.</b>	
Name	
License Endorsements	
Education	
Relevant Experience	

**RECOMMENDATION:**      **Approval.**

8. **New Business**

9. **Adjournment**