

Macon-Piatt Special Education District
Superintendents' Meeting
Tuesday, November 18, 2025 7:30am
Regional Office of Education #39
3343 Rupp Parkway; Decatur, IL 62526
Agenda

I. Call to Order

II. Roll Call

III. Public Participation

IV. Approval of Minutes

Motion: To approve the Executive Board minutes from the October 16, 2025 meeting as presented. **Voice Vote**

V. Call to Closed Session: to discuss possible litigation, appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body. **Roll Call Vote** **Return to Open Session:** **Voice Vote**

VI. Roll Call Action Items

A. Personnel Appointments

Motion: To recommend that the Executive Board advise Decatur Public Schools, as administrative district for the Macon-Piatt Special Education District, that the employees presented be recommended as listed. *Discussion.* **Roll Call Vote**

B. Director of Special Education Recommendation for 2026-2027

Motion: To recommend that the Executive Board advise Decatur Public Schools, as administrative district for the Macon-Piatt Special Education District, that ___ be recommended as the next Director of Macon-Piatt Special Education District starting July 1, 2026 for a three-year contract with a base salary of no less than ___. *Discussion.* **Roll Call Vote**

VII. Director's Report

- A. Financial Update
- B. Vacancy Update
- C. Program Update
- D. Due Process/ISBE Complaint Update
- E. First Read – Amendment to the Joint Agreement

VIII. Adjournment

Motion: to adjourn this meeting of the Macon-Piatt Special Education District Executive Board. **Voice Vote**

****Next Meeting of the MPSED Executive Board is Thursday, December 18, 2025, 7:30am at the Regional Office of Education 3433 Rupp Parkway, Decatur.**

Handouts: *Draft October 16, 2025 Minutes*
 Personnel Appointments
 Contract for Director of Special Education
 Treasurer's Report (October)
 Vendor Checks (electronically sent)
 Vacancy List
 Amendment to the Joint Agreement - DRAFT

MACON PIATT SPECIAL EDUCATION DISTRICT (MPSED)
BOARD MEETING MINUTES – Thursday, October 16, 2025
Regional Office of Education #39
3433 Rupp Parkway; Decatur, IL 62526

Damian Jones called the meeting to order with roll call at 7:30am

Members Present: Damian Jones, Mary Vogt, Sacha Young, Emily Weidner, Michael Tresnak,
(10 in person + 2-late) Adam Ibbotson, Shane Gordon, Adam Clapp, Travis Roundcount, Cheryl Warner, Rochelle Clark (arrived 7:32), Jonathan Field (arrived 7:33)

Members Absent: None

Also Present: Kathy Horath, Liz Lang, Travis Friedrich, Ellyn Lord, Bret Hitchings, Jill Reedy, Zakry Standerfer, Nancy Brodbeck

Public Participation: None

Hearing no questions or concerns regarding the minutes presented, Chairman Jones entertained a **motion** by Supt Ibbotson to approve the Executive Board minutes from the September 18, 2025, meeting as presented, seconded by Supt Tresnak. Voice Vote: All in favor. None opposed.

Call to **CLOSED Session** at 7:31 by Supt Ibbotson motion to discuss possible litigation, appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, seconded by Supt Vogt. Chairman Jones calls for a Roll Call Vote. The motion carries with (10) Ayes: Jones, Vogt, Young, Weidner, Tresnak, Ibbotson, Gordon, Clapp, Roundcount, Warner (2) Absent (late arrival): Clark, Field

Return to **OPEN Session** at 7:59am by Supt Tresnak, seconded by Supt Roundcount Voice Vote: all in favor, none opposed.

Roll Call Action Items

- A. Personnel Appointments** Motion by Supt Clapp to recommend the Executive Board advise Decatur Public Schools, as administrative district for Macon-Piatt Special Education District, that the employees presented be recommended as listed, seconded by Supt Young. Chairman Jones calls for a Roll Call Vote. The motion carries with (12) Ayes: Jones, Vogt, Young, Weidner, Tresnak, Ibbotson, Gordon, Clapp, Roundcount, Field, Warner, Clark

Director's Report

- A. Financial Update-** First bills have been sent out. This will slowly increase our fund balance, as revenue comes in. Finance Committee meetings will resume on the second Monday of the month. All members are welcome to come; no decisions will be made at the meetings. Kathy will send out invites. Kathy noted that she is following the Government shut down regarding IDEA funds potentially being held. No concerns at this time that IDEA funds will be held.
- B. Vacancy Update-** Many Psychologist vacancies. A new job description was approved for a virtual Psychologist hoping to draw more interest to the position.
- C. Program Update-** Pershing is still short 1 teacher. That affects the students who are turning three this year. Play groups are offered as compensatory service.
- D. Due Process/ISBE Complaint Update-** Several upset parents but no formal complaints. Possibly one coming from Warrensburg-Latham District and one from Decatur District.

Hearing no further questions or topics to discuss, Chairman Jones entertained a motion to adjourn.

Motion by Supt Ibbotson to adjourn this meeting of the Macon-Piatt Special Education District Executive Board, seconded by Supt Clapp. Voice Vote: All in favor – Meeting adjourned at 8:05am.

Handouts: *Draft September 18, 2025 Minutes*
 Personnel Appointments
 Treasurer's Report (September)
 Vendor Checks (electronically sent)
 Vacancy List

*****Next Meeting of the MPSED Executive Board is Tuesday, November 18, 2025, at 7:30 am at the Regional Office of Education 3433 Rupp Parkway, Decatur.***

MPSED Cooperative Board Chairperson

Date Approved

MPSED Cooperative Board Secretary

Date Approved

DRAFT

MPSED Personnel and Administrative Appointments

Name	Position	Effective Date
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New Hires:

Administration

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Administration Support

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Certified

1 Jennifer Jensen	School Psychologist	January 6, 2026

Non-Certified

1 Janet Clark	Life Skills TA at Baum (6 hours)	ASAP

Transfers:

Certified

Non-certified

Resignations:

1 Aimee Coverstone	Life Skills Teacher at Baum	11/7/2025
2 Shayla Hawkins	Cross-Cat TA at Dansby (transfer to Decatur)	11/10/2025

Request for Extended Leave of Absence

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Request for Retirement

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DIRECTOR'S CONTRACT

Fiscal Year 2026-27, 2027-28, and 2028-29

This Contract made and entered into this day of December 16, 2025 by and between the Macon Piatt Executive Board (hereinafter "the Board"), by and through the Board of Education of Decatur School District No. 61, Decatur, Illinois (hereinafter "Administrative District") and Elizabeth Lang, (hereinafter "the Director"), as approved at the meeting of the Board held on November 18, 2025 as found in the minutes of that meeting and as ratified by Administrative District at the meeting of its Board of Education held on December 16, 2025 as found in the minutes of that meeting.

IT IS AGREED:

1. Employment. Elizabeth Lang is hereby hired and retained from July 1, 2026 through June 30, 2029, as Director of the Macon-Piatt Special Education District.

2. Duties. The duties and responsibilities of the Director shall be all those duties incident to the office of the Director as set forth in the job description, a copy of which is attached as Exhibit B; those obligations imposed by the law of the State of Illinois upon a Director of a Special Education District; and all other such duties normally performed by a Director as from time to time may be assigned to the Director by the Board of Macon Piatt or the Administrative District, at the Board's directive. The work day, work year, contract year, holidays and holiday pay for the Director shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (October 14, 2025).

3. Salary. The Board shall set the Director's salary. For the 2026-27, 2027-28 and 2028-29 years, the amount of the Director's salary shall not be less than \$157,751.00, and shall be determined by the Board annually.

The Director hereby agrees to devote such time, skill, labor and attention to her employment, during the term of this Contract and to perform faithfully the duties of the position of Director for the Macon-Piatt Special Education District, as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved written amendment and shall become part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with the Director, nor that the termination date of this Contract has been in any way extended unless so stated in the Board motion. Director shall waive any tenure earned in the employment of either Macon-Piatt or Administrative District during the life of this multi-year contract as provided in 105 ILCS 5/10-23.8a and/or 105 ILCS 5/20-22.31(c).

4. Pension. In addition to the salary of the Director as set forth hereinabove in paragraph 3, the Board shall pick up and pay on behalf the Director the full amount of an employer paid pension contribution to the Teacher's Retirement System. Such payments shall be consideration for this contract and shall be considered creditable earnings for purposes of Teacher Retirement System pension calculations. The Director did not have the option of choosing to receive such amount directly instead of having such contribution paid by the employer to the Teacher Retirement System of the State of Illinois.

5. T.H.I.S. From and out of the salary and pension payments of the Director as set forth hereinabove in paragraphs 3 and 4, the Board shall withhold any such amount as may be required by law, on behalf of the Director, to the Teacher Health Insurance Security Fund.

6. Evaluation. The Board agrees that prior to February 28 of each year during the term of this Contract, the Board shall evaluate the Director's performance in conformance with established Board policy. During the life of this Contract, and all extensions thereof, it shall be the duty of the Director to cause to be placed on the agenda for the Board's meeting in February the annual review of her performance, if such review has not already been conducted by the Board, and her failure to comply with this provision shall constitute a material breach of this Contract.

7. License. The Director shall furnish to the Board during the term of this Contract, a valid and appropriate license to act as Director in accordance with the laws of the State of Illinois and as directed by the Board.

8. Academic Improvement and Student Performance Goals. This contract is a performance-based contract linked to student performance, academic improvement, and other district performance-based goals which are attached hereto as Exhibit A.

9. Other Work. The Director may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of her duties as Director. The Director shall have the responsibility to inform the Board of such outside activity in a timely fashion.

10. Discharge for Cause. Throughout the term of this Contract, the Director shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that the Director shall have the right to service of written charges, notice of hearing, and a closed session hearing before the Board. If the Director chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by the Director. Failure to comply with the terms and conditions of this Contract after notification and a reasonable opportunity to correct, where appropriate, shall also be sufficient cause for purposes of discharge as provided in this Contract.

11. Termination: This employment contract may be terminated by:

- a) Mutual agreement;
- b) Permanent disability;
- c) Discharge for good cause;
- d) Resignation; or
- e) Death.

12. Termination by Contract. During the term of this Contract, the Board and Director may mutually agree, in writing, to terminate this Contract. Alternatively, the Director may unilaterally elect to terminate this Contract at any time upon ninety (90) days' written notice to the Board. In the event the Board determines to initiate negotiations with the Director with respect to a discharge for irreconcilable differences between it and the Director and for termination of this Contract, the Director agrees to negotiate with the Board and settle any and all claims and demands which may arise from or be connected with such discharge. If no settlement can be mutually agreed upon after a reasonable period of negotiations, the Director hereby agrees to accept as liquidated damages a monetary amount not to exceed the compensation and monetary equivalent of said benefits herein due and owing under the remaining term of this Contract in full release of any and all claims, rights, causes of action, proceedings or privileges she might have pursuant to this Contract or any federal or state constitutional, statutory or administrative provision, with the exception of any workers compensation claim she might have and tenure rights under the School Code attained prior to the commencement of this Contract. Notwithstanding the provisions of this subparagraph, nothing herein shall preclude the Board of Education from terminating this Contract pursuant to paragraphs 10 or 11 a. b. c. d. or, e. without payment of the liquidated damages.

13. Reappointment. Prior to March 1, 2029, the Board shall take action to extend or not extend the terms of this Contract and shall notify the Director in writing of such action. It shall be the Director's responsibility to notify the Board in writing of this contractual obligation on or before February 1, 2029. The failure to notify the Board of this obligation in writing shall be deemed material breach of contract. Otherwise, failure of the Board to notify the Director in writing of her termination prior to March 1, 2029 shall extend this Contract for one (1) additional year.

14. Contract Extension. At the end of any year of this Contract, the Board and Director may mutually agree to extend the employment of the Director for a multi-year period of up to five (5) years provided the goals provided for herein have been met. In such event, the Board shall take specific action to discontinue this Contract and enter into a new multi-year Contract of Employment as allowed by law.

15. Referrals to Director. The Board collectively and individually shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to the Director for study and recommendation.

16. Professional Activities. The Director shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, such costs of attendance shall be paid by the Board upon receipt of a full, itemized account of such costs.

17. Reimbursement for Use of Personal Car. The Board shall pay the Internal Revenue Service rate to the Director for vouchered reimbursable mileage expenses incurred by the Director while using the Director's personal vehicle for the conduct of approved business of the Joint Agreement. Reimbursement shall be pursuant to the Administrative District's policies, rules and regulations.

18. Membership Dues. The Board shall pay the cost of Director's annual membership dues as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (October 14, 2025).

19. Medical Insurance. Director shall be provided with medical insurance and medical insurance options as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (October 14, 2025).

20. Life Insurance. Director shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (October 14, 2025).

21. Vacation. Director shall be provided with vacation days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (October 14, 2025).

22. Sick Leave and Personal Leave. Director shall be provided with sick leave and personal leave days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (October 14, 2025).

23. Disability. Should the Director be unable to perform the duties and obligations of this Contract, by reason of illness, accident or other cause beyond the Director's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable or of such nature as to make the performance of the Director's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. The Director shall provide medical evidence of illness to the Board President upon request.

24. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or

attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

25. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered or certified mail, postage prepaid, addressed:

To the Director: Elizabeth Lang Address on File	To the Administrative District President, Board of Education Decatur School District No. 61 Keil Administrative Center 101 W. Cerro Gordo Street Decatur, Illinois 62523
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26. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

27. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

28. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

29. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

30. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

31. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23:8a and/or 105 ILCS 5/10-22.31(C).

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names, and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Director

Macon-Piatt Board of Directors

By: _____
Board Chairperson

ATTEST:

Secretary

**Board of Education
Decatur Public School Dist. No. 61**

By: _____
President

ATTEST:

Secretary

EXHIBIT A

Performance Goals:

1. Growth Area: Least Restrictive Environment (Indicator 5A)
 - a. Increase the number of students educated in the least restrictive environment to current Illinois Targets in all Districts (currently 53.70%)
2. Growth Area: Academic Growth in Reading and Math
 - a. Increase the number of students making appropriately rigorous progress as shown by increased rigor on annual goals and objectives
3. Growth Area: Fiscal Management
 - a. Continue sound fiscal and management practices
4. Growth Area: Management
 - a. Continue to explore alternative means to deliver special education services to the member Districts based on the needs of the individual Districts while keeping the integrity of the Cooperative intact.

EXHIBIT B – JOB DESCRIPTION

TITLE: Director of Macon-Piatt Special Education (MPSED)

PURPOSE:

To provide sound educational programs for P-12 students with disabilities. This includes, but is not limited to, placement, staffing, supervising, and evaluating staff.

QUALIFICATIONS:

1. Master's degree in special education or a related field.
2. Type 75 Administrative Certificate and Director of Special Education Endorsement.
3. Minimum of three years of supervision and/or administration of special education services.
4. Minimum of five years successful work experience in the field of special education.
5. Knowledge of special education law and special education finance.
6. Excellent interpersonal and leadership skills, with strength in written and oral communication.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Macon-Piatt Special Education Executive Board

SUPERVISES:

- Assistant Director of Macon-Piatt Special Education
- Special Education Administrators
- Staff when appropriate

MAINTAINS LIAISON WITH:

- All Administrators
- Local and State Agencies dealing with special education services

ESSENTIAL FUNCTIONS:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Makes recommendations of change to cooperative and/or member district board policies.
2. Administers Board Policies, Administrative Regulations, and Board-Employee Agreements as are applicable to the operations of the Special Education District.
3. Attends all Macon-Piatt Special Education District Board meetings and present information when requested.
4. Administers and supervises special education programs and services in compliance with State and Federal regulations.

5. Makes recommendations for the employment and dismissal of Certified and Non-Certified Special Education Staff.
 6. Prepares and manages the Macon-Piatt Special Education District budget.
 7. Prepares and submits all State Special Education Claims.
 8. Monitors the implementation of the Medicaid Administrative Outreach Program and Fee-For-Service Program for the Macon-Piatt Special Education District.
 9. Writes and monitors the implementation of all special education grants as requested by member Districts.
 10. Provides leadership, evaluation, and technical assistance for all special education programs in member districts as well as the MPSED programs to meet the needs of students with a wide range of disabilities.
 11. Develops a collaborative working relationship with all stakeholders related to providing educational programs for students with disabilities.
 12. Arranges for pupil attendance at private schools when the Macon-Piatt Special Education District does not have an appropriate program.
 13. Regularly attends seminars and workshops providing current information on legal liability avoidance and other risk management topics pertinent to the responsibilities of this position and/or professional development designed to strengthen his/her pedagogy.
 14. Participates in specific IEP meetings, discussions, mediations, and due process hearings to resolve issues regarding special education.
 15. Shares knowledge of various special education learning modalities.
 16. Regularly evaluates the effectiveness of the special education programs and the day-to-day operation.
 17. Helps to ensure there are collaborative opportunities in place to keep families and stakeholders abreast of the progress of the programs and academic progress of students that attend.
 18. Employee must be able to present information through multiple means (i.e., in-person workshops or virtual platforms).
 19. Performs such other tasks and assume such other responsibilities as may be assigned.
- Note:** Reliable transportation is needed.

TERMS OF EMPLOYMENT:

Salary to be established by the Board. Twelve-month position (260 days).

GRADE LEVEL: 18

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Cooperative Board Policy on Evaluation of Professional Personnel. Evaluation completed by the Macon-Piatt Special Education Executive Board.

PHYSICAL DEMANDS

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift.

Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

MENTAL DEMANDS

Administrator must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Administrator must be prepared to handle accidents and emergencies at any time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Administrator will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Administrator will have to supervise, or make sure students are supervised at all times.

TREASURERS REPORT - OCTOBER, 2025

Beginning FUND Balance	3,383,981.99
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REVENUE

1342 - Tuition	3,199,436.96
1510 - Int of invest.	
1950 - PRIOR YEAR REFUND	
1993 - TMH-SUPPLY	
1999 - OTHER MISC. REV	
3001 - EBF	127,492.00
4625 - ROOM AND BOARD	
4951 - VOC REHAB	
4991 - ADMIN OUT	
4992 - MEDICAID	114,592.97
ADJUSTMENT	
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	3,441,521.93

Expenditures

Payroll - 100	1,609,755.35
Benefits - 200	426,671.77
Purchased Services - 300	81,677.18
Supplies - 400	34,802.52
Other - 500-700	281,836.02
ADJUSTMENT	
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	2,434,742.84

CHANGE/INTEREST

BALANCE
AS OF
10/31/2025

4,390,761.08

Balance Last Year

\$7,545,204.74

MPSED Vacancies

Building	Position	Hours/ Day	Posted On	Closes On
Hope	Life Skills Teacher (2 positions)		3/21/2025	when filled
MPSED	Private & Parochial Teacher (part time)		3/21/2025	when filled
Stephen Decatur	SED Teacher		3/21/2025	when filled
Pershing	Early Childhood Sped Teacher		7/11/2025	when filled
MPSED	School Psychologist (6 positions)		2/3/2025	when filled
Pershing	Social Worker		2/3/2025	when filled
SELA	Social Worker		7/30/2025	when filled
Hope	Speech Pathologist		2/3/2025	when filled
SDMS/MHS	Speech Pathologist		2/3/2025	when filled
MPSED	Speech Pathologist (part time)		7/25/2025	when filled
Hope	Essential Skills TA (5 positions)	6.25	5/30/2025	when filled
MacArthur	Essential Skills TA	6.5	6/18/2025	when filled
SELA	SED TA	6	5/30/2025	when filled
Montessori	Educational Interpreter	6	5/30/2025	when filled
Hope	Life Skills TA	6	5/30/2025	when filled
SDMS	LPN TA	7	5/30/2025	when filled
MPSED	Behavior TA (2 positions)	6.25	5/30/2025	when filled

**SPECIAL EDUCATION JOINT AGREEMENT FOR THE
MACON-PIATT SPECIAL EDUCATION DISTRICT**

This Agreement is entered into this 22 day of March, 2010, and amended this ____ day of _____, 2025 by and between the Board of Education of the Argenta-Oreana Community Unit School District No. 1, ~~the Board of Education of the Atwood-Hammond Community Unit School District No. 39~~, the Board of Education of the Bement Community Unit School District No. 5, the Board of Education of the Central A & M Community Unit School District No. 21, the Board of Education of the Cerro Gordo Community Unit School District No. 100, the Board of Education of the Decatur Public Schools No. 61, the Board of Education of the DeLand-Weldon Community Unit School District No. 57, the Board of Education of the Maroa-Forsyth Community Unit School District No. 2, the Board of Education of the Meridian Community Unit School District No. 15, the Board of Education of the Monticello Community Unit School District No. 25, the Board of Education of the Mt. Zion Community Unit School District No. 3, the Board of Education of the Sangamon Valley Community Unit School District No. 9, and the Board of Education of the Warrensburg-Latham Community Unit School District No. 11 (collectively referred to as “Member Districts” or “Boards of Education”).

RECITALS

WHEREAS, the Member Districts are school districts organized and operating under the *Illinois School Code*, as amended; and

WHEREAS, Section 10 of the Constitution of the State of Illinois and the *Intergovernmental Cooperation Act* authorize units of local government and school districts to contract and otherwise associate among themselves to obtain or share services and to exercise, combine or transfer any power or function in any manner not prohibited by law; and

WHEREAS, Section 10-22.31 of *The School Code* authorizes Boards of Education to enter into Joint Agreements with other school boards to meet each Member District's obligations to provide the special education programs and facilities as required under Article 14 of *The School Code*; and

WHEREAS, the Macon-Piatt Special Education District (hereinafter "MPSED" or "Joint Agreement") is a special education joint agreement organized and existing pursuant to Section 10-22.31 of *The School Code*; and

WHEREAS, annually, an administrative district shall be designated to serve as the legal and fiscal agent of the Joint Agreement; and

WHEREAS, under the terms of the *Intergovernmental Cooperation Act*, an agreement is necessary to establish the obligations of the Member Districts to the Macon-Piatt Special Education District and the obligations of the Macon-Piatt Special Education District to the Member Districts.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual covenants herein contained, and other good and valuable consideration (the adequacy, sufficiency, and delivery of which are acknowledged by the parties by their execution hereof), the parties agree as follows:

ARTICLE I

ORGANIZATIONAL STRUCTURE

Section 1.1 The name of this Joint Agreement shall be the Macon-Piatt Special Education District (hereinafter "MPSED" or "Joint Agreement").

Section 1.2 This Joint Agreement is established as a Joint Agreement pursuant to the authority of the *Intergovernmental Cooperation Act* and Section 10-22.31 of *The School Code*.

ARTICLE II

ADMINISTRATIVE DISTRICT

Section 2.1 As provided for by Section 10-22.31 of *The School Code*, the administrative district shall serve as the administrative district on behalf of the Joint Agreement.

Section 2.2 The administrative district's term shall coincide with the fiscal year of the Joint Agreement with such appointment continuing until the occurrence of one of the events contained in *Section 2.3*, below.

Section 2.3 The administrative district will serve in its capacity as administrative district on behalf of the Joint Agreement until one of the following events occur:

Section 2.3.a The designated administrative district provides notice to the Chairperson of the Executive Board and the Director of Special Education no later than July 1 of its intent to no longer serve as the administrative district for the following fiscal year. By way of illustration of the preceding sentence, if the administrative district determines that it will no longer serve as the administrative district commencing July 1, 2010, notice to the Executive Board Chairperson and Director of Special Education must be provided by July 1, 2009.

Section 2.3.b The Executive Board, by majority vote of the entire Executive Board, names a successor administrative district. In such event, at least one year's notice (on or before July 1) prior to the effective change in administrative district shall be provided to the both the current and successor administrative districts. Any such transition of administrative districts shall occur at Midnight on July 1.

Section 2.4 The administrative district shall have no power to levy taxes, nor to incur any indebtedness, except within the annual budget for the Joint Agreement or as may be provided by and consistent with any existing law, regulation or rule.

Section 2.5 The administrative district shall exercise those powers required under the *Illinois School Code*, including but not limited to, the following:

Section 2.5.a Hold an annual budget hearing and approve the final budget, which shall be by a majority vote of the entire administrative district board of education.

Section 2.5.b Ratify the employment and appointment of employees, including a Special Education Director. The Administrative District shall only ratify the employment and appointment of the Special Education Director upon approval of eighty (80%) percent of the Executive Board voting on such recommended employment and appointment. The Administrative District Board shall also adopt appropriate resolutions to ratify the dismissal or suspension of employees as provided by law. Such authority to hire and/or dismiss employees shall only be exercised with the advice and consent of the Executive Board.

Section 2.5.c Enter into other agreements as necessary for the efficient and effective provision of special education services to students residing in the Joint Agreement territory. Such action shall be taken only upon the advice and consent of the Executive Board.

Section 2.5.d Take any action which by law may only be taken by the Administrative District Board of Education.

Section 2.5.e Comply with the requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Special Education Director or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

Section 2.5.f Authorize the incurring of indebtedness within the annual budget for the Joint Agreement. Indebtedness shall only be authorized by the Administrative District upon eighty (80%) approval of the Executive Board voting on such recommended incurring of indebtedness.

Section 2.6 The Joint Agreement and its member districts assume full and complete responsibility for the proper and lawful operation of the Joint Agreement, its financial responsibilities, programming, personnel and services, to the maximum extent permitted by law, and for advising, recommending or approving such actions to the Administrative District as are needed or required for the Joint Agreement to properly and lawfully function. The relationship of the Administrative District to the Joint Agreement shall be solely as the agent of the Joint Agreement, to complete or ratify such legal, financial or operational actions, recommendations

or decisions as may be made by the Joint Agreement and required of the Administrative District for the proper, lawful operation of the Joint Agreement. The Joint Agreement and its member districts hereby assume joint liability for any actions or omissions by, consequences to or claims or actions against the Administrative District while the Administrative District is serving in its role as agent and administrative district for the Joint Agreement. The Joint Agreement and its member districts further agree to hold the Administrative District, its board of education, administrators, employees and agents, harmless from any and all claims, actions, or liabilities, including the costs and fees related to the defense thereof, resulting from the Administrative District serving in the capacity of administrative district and agent for the Joint Agreement, and in the implementation of the responsibilities of the Administrative District under this Agreement.

Notwithstanding the above protections afforded the Administrative District while serving as Administrative District and agent of the Joint Agreement, the Administrative District shall remain equally responsible for the above indemnification and representation in its capacity as a member district of the Joint Agreement.

The above protections are not intended to cover or apply to disputes which may arise solely between the Joint Agreement and/or its member districts or any single member district, and the Administrative District, in relation to the operation of the Joint Agreement or the proper implementation of this Agreement.

Section 2.7 MPSED shall maintain on its behalf normal and customary policy(ies) of insurance. Such policy(ies) shall protect MPSED for any errors and omissions of its Executive Board and its administrative district (for those actions taken on behalf of MPSED by the administrative district), liability for property and/or personal injury, and insurance protecting

against worker's compensation claims. All insurance policies shall name the Member Districts as an additional insured, insuring them against all actions by and on behalf of MPSED.

ARTICLE III

ORGANIZATIONAL STRUCTURE – EXECUTIVE BOARD

Section 3.1 The Executive Board shall have the authority to direct the ongoing operations of the Joint Agreement in accordance with the terms of this Agreement.

Section 3.2 The Executive Board shall consist of the appointed Superintendents of Member Districts (or his/her authorized designee). The Regional Superintendent of Schools of the Counties of Macon and Piatt shall be an *ex officio* member of the Executive Board, and, therefore, be non-voting, advisory member. Further, the Regional Superintendent's presence or absence from such a meeting shall not be determinative of whether or not a quorum exists.

Section 3.3 The Executive Board shall meet regularly, and at least monthly, and shall elect its own officers and establish procedures for the conduct of its meeting and business. A quorum shall consist of a majority of the Executive Board. Unless otherwise stated herein, measures shall be deemed passed when approved by a majority of those Executive Board members present who vote on an issue. Each member shall have one vote. An abstention shall not be considered a vote. The Executive Board is subject to *The Open Meetings Act* and shall operate in accordance with such Act. Further, its meetings shall be held in accordance with the policies adopted by MPSED.

Section 3.4 Annually, the Executive Board shall appoint, by a majority vote of those attending a duly called meeting, a Chairperson, a Vice-Chairperson and a Secretary. The Secretary may, but is not required to be, a member of the Executive Board.

Section 3.5 The Executive Board shall exercise such powers and duties consistent with this Agreement and in the best interest of the MPSED. Such duties shall include, but not be limited to the following:

Section 3.5.a Employ a Special Education Director upon approval by eighty (80%) percent of the Executive Board voting on such recommended employment and appointment and subject to ratification by the Administrative District.

Section 3.5.b Employ other professional employees of the Joint Agreement subject to ratification by the Administrative District.

Section 3.5.c Provide for administration, staff, programs, financing, housing, and transportation for the benefit of the student served by the Joint Agreement.

Section 3.5.d Operate the Joint Agreement in accordance with the approved budget.

Section 3.5.e Negotiate, or direct the Administrative District on behalf of the Joint Agreement to enter into collective bargaining agreements with sole and exclusive bargaining agents, as certified by the Illinois Educational Labor Relations Board in respect to persons employed by the Joint Agreement.

ARTICLE IV

ADMINISTRATION

Section 4.1 The Administrative District, with the advice and consent of the Executive Board, shall appoint a Special Education Director. The Special Education Director shall be the head of the Joint Agreement and shall, as such, be the chief administrative officer of the program. (S)he shall be employed, as provided in Section 10-22.31(c) of *The School Code*. The Special Education Director shall be evaluated by and report to the Executive Board.

Section 4.2 The Executive Board shall define and provide for the scope and limit of the duties, responsibilities and authority of the Director.

Section 4.3 The Joint Agreement shall provide such professional services, other services and technical support to Member Districts from time to time as is established by the Executive Board, from such locations as it may determine is in the best interests of the Joint Agreement.

Section 4.4 The Joint Agreement shall exercise all such duties and obligations for the safe and efficient administration of the MPSED's program. Such duties and obligations shall include, but not be limited to, the employment, appointment and dismissal of MPSED employees. Such approval is, however, subject to ratification by the administrative district.

ARTICLE V

FINANCIAL OBLIGATIONS OF MPSED AND THE RESPECTIVE MEMBER DISTRICTS

Section 5.1 Annually, the Administrative District, with the advice and consent of the Executive Board, shall approve a Budget for the Joint Agreement programs. Such Budget shall be approved in accordance with the following:

Section 5.1.a The Director shall present a tentative budget to the Executive Board at its regular meeting on or before the Executive Board's July regular meeting of the applicable fiscal year in order that the Executive Board may make recommendations for a final budget. Such final recommended budget shall be approved by eighty (80%) percent of the Executive Board attending and voting on the recommended final budget. Upon such required approval, the recommended final budget shall be provided to the Administrative District Board of Education for approval no later than September 30th of the then current fiscal year.

Section 5.1.b Within five (5) days after adoption the Secretary shall serve by United States mail, a copy thereof, as finally adopted by the Administrative District Board of Education, upon the Secretary of the Board of Education of each Member District and the County Clerk of each County encompassed by the Joint Agreement.

Section 5.1.c After adoption of the budget for any fiscal year, the Administrative District Board of Education may amend the same, or any items, thereof, at any time after considering the recommendations of the Executive

Board. Such proposed budget amendment(s) shall first be approved by eighty (80%) percent of the Executive Committee attending and voting on the proposed amendment(s). Such change(s) shall be made only upon the advice and consent of the Executive Board. Budgetary increases and amendments shall conform with *The School Code*.

Section 5.1.d Within five (5) days after such revision in the budget, the Secretary shall serve by United States mail a copy of the revised budget upon the Secretary of the Board of Education of each Member District and the County Clerk of each County encompassed by the Joint Agreement

Section 5.1.e To the extent required by any law, a copy of such budget shall be provided to any agency or department of the State of Illinois and/or United States of America.

Section 5.2 Each Member District shall, and hereby agrees to pay to the Joint Agreement, its pro rata share of the operational costs as provided for in this Article.

Section 5.2.a Annually, the Special Education Director shall submit to the Executive Board a recommended formula for determining each Member District's proportionate share of the operating expenses of MPSED. Such recommendation shall be approved by eighty (80%) percent of the Executive Board attending and voting on such formula. Such approval is required prior to the Administrative District Board of Education's adoption of the annual budget.

Section 5.2.b Following the adoption of the annual budget, the Special Education Director shall submit a tentative schedule to each Member District regarding their respective obligations for the upcoming year. Each Member District shall be responsible to timely remit all assessments.

Section 5.2.c The Special Education Director, after receiving the advice and consent of the Executive Board, shall periodically bill the Member Districts for their respective proportionate share of the operating expenses of the MPSED.

Section 5.2.d In the event the Executive Board determines that the final pro rata share of any Member District for any fiscal year is less than its payment made under the provisions of Section 5.2.c, the Executive Board may (a) refund any excess proportionate share to such Member District; or (b) carry-over such proportionate share to the following fiscal year with such Member District receiving a credit for such carry-over.

Section 5.2.e In the event the Executive Board determines that the final pro rata share of any Member District for any fiscal year is greater than its payment made under the provisions of Section 5.2.c, the Member District shall,

within thirty (30) days after the Executive Board makes such determination and provides notice to the Member District(s), pay all amounts due and owing to the Joint Agreement.

Section 5.3 Each Member District shall bear full fiscal responsibility for providing transportation for the students of that district who attend special education classes or related services programs, whether provided by MPSED or a Member District.

Section 5.4 Annually, the Special Education Director or their designee will present to the Executive Board on the Joint Agreement's fiscal year budget and the calculation of each Member District's member and usage fees.

ARTICLE VI

TEACHERS AND OTHER PERSONNEL

Section 6.1 The Special Education Director shall annually establish the work assignment for MPSED teachers and other certified personnel. Such assignment shall be consistent with any collective bargaining agreement in effect. Further, the Special Education Director shall assign a Member District administrator and/or MPSED administrator to provide direct or co-supervision of MPSED teachers and other certified personnel. Such supervision shall be in accordance with any collective bargaining agreement in effect. No Member District administrator shall be assigned supervisory responsibilities without the consent of the Member District superintendent of schools. Any full-time professional employee who spends greater than fifty (50%) percent of the his/her assigned duties during the school year in one Member District shall adhere to and follow the teaching schedule of that Member District.

Section 6.2 The Joint Agreement Director is responsible for the certification and special education approval of the Joint Agreement teachers assigned to the Member District.

Section 6.3 Employment of certificated staff by the Joint Agreement is subject to the provisions of Sections 24-11 and 24-12 of *The School Code*.

Section 6.4 The Special Education Director shall annually establish the work assignment of MPSED educational support personnel. Such assignment shall be consistent with any collective bargaining agreement in effect. Further, the Special Education Director shall assign a Member District administrator and/or MPSED administrator to provide direct or co-supervision of MPSED educational support personnel. Such supervision shall be in accordance with any collective bargaining agreement in effect. No Member District administrator shall be assigned supervisory responsibilities without the consent of the Member District superintendent of schools.

Section 6.5 Dismissal procedures under *The School Code* or any other applicable law, statute or regulation shall be carried out by the Administrative District Board of Education upon the advice and consent of the Executive Board.

ARTICLE VII

TITLE IN PROPERTY

Section 7.1 Title in all property shall be held in the name of the administrative district, in its capacity as the legal and fiscal agent on behalf of the Joint Agreement.

ARTICLE VIII

INVOLUNTARY REMOVAL OF A MEMBER DISTRICT

Section 8.1 Membership in the Joint Agreement is conditional upon compliance with obligations assumed by Member Districts upon joining the Joint Agreement. Hence, involuntary removal is not equivalent to a voluntary withdrawal and is not subject to voluntary removal procedures.

Section 8.2 The Administrative District Board of Education may remove a member school district upon two-thirds vote of the entire Administrative District Board of Education, if the Administrative District Board of Education finds that a member school district has failed to comply with the requirements of the Agreement. Such finding shall be made only upon the approval of eighty (80%) percent of the entire Executive Board.

ARTICLE IX

WITHDRAWAL FROM THE JOINT AGREEMENT

Section 9.1 A school district wishing to withdraw from the Macon-Piatt Special Education District must provide written notice of its intent to withdraw to the Executive Board Chairperson, ~~and the Special Education Director, and each Member District~~ at least ~~one calendar year~~ eighteen (18) months prior to the effective date of withdrawal. Such notice shall be sent via the United States Postal Service, certified mail, return receipt requested, and at least ten (10) days prior to any public hearing on the matter, consistent with Section 10-22.31(j) of The School Code. ~~The Special Education Director shall provide such notice to the Superintendent of the appropriate Regional Office(s) of Education.~~

Section 9.2 Any Withdrawing Member District (hereinafter referred to as “Withdrawing District”) ~~may, upon formal adoption of a written Resolution, petition each MPSED Member District to allow the voluntary withdrawal of the Withdrawing District as a MPSED Member District. Such Resolution must be adopted and delivered to the President of each Member District Board of Education and the Chairperson of the Executive Board, via certified mail, return receipt requested at least one calendar year prior to the effective date of the withdrawal. Each Member District Board of Education must act upon such Resolution no later than six (6) months prior to the proposed withdrawal effective date and deliver a copy of such~~

~~Resolution to the Withdrawing District to the attention of the Board President of the Withdrawing District and the Chairperson of the Executive Committee via certified mail, return receipt requested. If all Member Districts approve such a resolution authorizing voluntary withdrawal, such withdrawal shall become effective on the next July 1 or any subsequent July 1, as may be agreed upon by all parties to the Joint Agreement. Shall follow the steps required by Section 10-22.31(j) of *The School Code*. Final approval of any withdrawal shall be by the regional superintendent of schools. A Member District meeting all the requirements for withdrawal under subsection (j) of Section 10-22.31 shall be withdrawn from the Joint Agreement on the date the school district specified in its original notice, provided proper notice was given at least eighteen (18) months in advance.~~

Section 9.3 ~~If authorized by law, Member District(s) may submit a petition to the Regional Board(s) of School Trustees in the form and manner consistent with Article VII and Section 22.31 of *The School Code*. It is hereby agreed between the parties to this Joint Agreement that at least one year's notice must be provided to the Chairperson of the Executive Committee before any such Petition can be filed with the Regional Board(s) of School Trustees. If such withdrawal is approved by the Regional Board(s) of School Trustees, such withdrawal shall take effect on July 1 following approval by the Regional Board(s) of School Trustees.~~

Section 9.4 ~~In the event of a Member District's withdrawal from the Joint Agreement, either by Agreement of all Member Districts or approval by the appropriate Regional Board(s) of School Trustees, the withdrawing school district shall remain responsible for that District's Member assessments for the period prior to the date the withdrawal is effective, although such payment may occur after the effective date of the withdrawal. Within twelve (12) months of its withdrawal, a Member District shall remit payment to the Joint Agreement for its proportional~~

share of any debt or liabilities incurred by the joint agreement prior to the Member District's notice of withdrawal. Further, the withdrawing ~~school~~ Member District's District's share of the equipment and assets of the Joint Agreement shall be forfeited. The former Member District shall have no interest of any nature in the assets of the Joint Agreement.

ARTICLE X

AMENDMENTS

Section 10.1 Proposed amendments to these Articles may be submitted at any time by a Member District through the Executive Board or by the Executive Board. The Executive Board must approve such proposed amendment by a favorable vote of eighty (80%) percent of the entire membership of the Executive Board. Upon approval by the required eighty (80%) percent vote, such amendment shall be forwarded to all Member Districts for approval. Within thirty days following Member District action, the Member District superintendent shall notify the Special Education Director, in writing, of the action taken by the Member District Board of Education. Any amendment to the Articles of this Joint Agreement must be approved by an eighty (80%) percent vote of the Member Districts.

Section 10.2 Any proposed amendment which receives the favorable vote of eighty (80%) percent of the Member Districts shall become effective on the date that an eighty (80%) percent favorable approval is achieved or such subsequent effective date as specified in the proposed amendment.

ARTICLE XI

JOINT AGREEMENT WITH OTHER SPECIAL EDUCATION PROGRAMS AND COOPERATIVES

Section 11.1 The Joint Agreement may enter into a joint agreement with other special education districts, programs, or cooperatives, on a majority vote of the entire membership of the Administrative District Board. Such approval shall only occur upon the advice and consent of the Executive Board.

ARTICLE XII

SPECIAL AGREEMENTS

Section 12.1 The Joint Agreement may accept students from other than Member Districts. The Director will plan for placement and may negotiate necessary financial arrangements for the cost of such services. The decision whether to accept such student(s) shall lie with the Executive Board.

ARTICLE XIII

CONTRACTS

Section 13.1 The Macon-Piatt Special Education District shall receive all the assets and assume all the liabilities and obligations of MPSED, including MPSED's liabilities and obligations under any contracts with its employees and any contracts with its suppliers.

ARTICLE XIV

DISSOLUTION

Section 14.1 Voluntary dissolution of the Joint Agreement may be authorized by the affirmative vote of eighty (80%) percent of the Member District's Board of Education. Such voluntary dissolution shall occur in the following manner:

Section 14.1.a Any Member District Board of Education may file a Resolution, in writing, with the Executive Board Chairperson proposing that the Joint Agreement be dissolved voluntarily, and that a question of such dissolution be submitted to a vote of each Member District.

Section 14.1.b Such written Resolution shall be filed at least twelve (12) months prior to the requested effective date of the dissolution with such dissolution occurring at 11:59 p.m. on the next June 30 after the twelve (12) months notice has been provided. Upon receipt of such written resolution by the Chair, the Chair shall provide a copy of the written resolution to the President of each Member District. Such Notice shall establish a date by which each Member District shall be required to act. Such Notice shall afford each Member District at least ninety (90) days to act on the proposed Resolution. Each Member District hereby acknowledges that it must act within the time specified in the Notice provided by the Chair. The failure of the Member District to act shall be considered as approval of the proposed Resolution.

Section 14.1.c Each Member District, after it has acted on the Resolution, shall, within 15 business days following action, notify the Executive Board Chairperson of the action taken by it. A certified copy of the Resolution adopted by the Member District shall be included.

Section 14.2 Dissolution of the Joint Agreement terminates its existence and upon dissolution, the Joint Agreement shall not thereafter carry on any business except that necessary to conclude and liquidate its business and affairs, including:

Section 14.2.a. Collecting its assets.

Section 14.2.b Liquidating and/or disposing of its assets.

Section 14.2.c Discharging or making provision for discharging its liabilities.

Section 14.2.d Distributing its remaining assets in the same proportion to the total assets for the final fiscal year of MPSED as the Member District's student enrollment for such final fiscal year bears to the student enrollment of all Member Districts for such final fiscal year.

Section 14.2.e Causing the honorable dismissal of or otherwise termination the Joint Agreement's employees.

Section 14.2.f Doing such other acts as are necessary to wind up and liquidate its business and affairs.

ARTICLE XV

EFFECT OF AGREEMENT

Section 15.1 In the event of conflict between this Agreement, or any other Intergovernmental Agreements, this Agreement shall prevail and supersede the other agreement(s).

Section 15.2 In the event that any section or part of any section of this Joint Agreement violates any applicable statute or other binding rule and regulation, such section or part thereof shall be invalid and therefore shall not be binding on the parties. Such partial invalidation shall not in any way affect the validity of the remainder of the Agreement, which shall remain in full force and effect.

Section 15.3 This Agreement may be executed in counterparts, and shall be effective when at least one such counterpart shall have been executed by every Member District.

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**BOARD OF EDUCATION OF THE
ARGENTA-OREANA COMMUNITY UNIT
DISTRICT No. 1**

By: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

~~**BOARD OF EDUCATION OF THE
ATWOOD-HAMMOND COMMUNITY UNIT
SCHOOL DISTRICT No. 39**~~

~~**By:** _____
ITS PRESIDENT~~

~~**ATTEST:** _____
ITS SECRETARY~~

~~**DATE:** _____~~

**BOARD OF EDUCATION OF THE
BEMENT COMMUNITY UNIT
DISTRICT No. 5**

By: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

**BOARD OF EDUCATION OF THE
CENTRAL A&M COMMUNITY UNIT
SCHOOL DISTRICT No. 21**

By: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

**BOARD OF EDUCATION OF THE
CERRO GORDO COMMUNITY UNIT
SCHOOL DISTRICT No. 100**

BY: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

**BOARD OF EDUCATION OF THE
DELAND-WELDON COMMUNITY UNIT
SCHOOL DISTRICT No. 57**

BY: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

**BOARD OF EDUCATION OF THE
DECATUR PUBLIC SCHOOLS No. 61**

BY: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

**BOARD OF EDUCATION OF THE
MAROA-FORSYTH COMMUNITY UNIT
SCHOOL DISTRICT No. 2**

BY: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

**BOARD OF EDUCATION OF THE
MERIDIAN COMMUNITY UNIT
SCHOOL DISTRICT No. 15**

By: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

**BOARD OF EDUCATION OF THE
MT. ZION COMMUNITY UNIT
SCHOOL DISTRICT No. 3**

By: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

**BOARD OF EDUCATION OF THE
MONTICELLO COMMUNITY UNIT
SCHOOL DISTRICT No. 25**

By: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

**BOARD OF EDUCATION OF THE
SANGAMON VALLEY COMMUNITY UNIT
SCHOOL DISTRICT No. 9**

By: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

**BOARD OF EDUCATION OF THE
WARRENSBURG-LATHAM COMMUNITY UNIT
SCHOOL DISTRICT No. 11**

By: _____
ITS PRESIDENT

ATTEST: _____
ITS SECRETARY

DATE: _____

ANNUAL DELEGATION OF DUTIES TO THE EXECUTIVE BOARD

The Executive Board of the Joint Agreement is hereby authorized to:

1. Prepare all necessary legal documents and take all legal action that is in the best interest of the Joint Agreement.
2. Expend funds within limits as provided in the adopted budget for the fiscal year.
3. Authorize the maintenance of an accounting system which shall be of such a nature that the costs of each activity can be accurately prorated among the member districts.
4. Derive formula and information necessary to establish costs for membership fees and services.
5. Derive formula and information necessary to establish pro rata share of the operating expenses of the Joint Agreement.
6. Contract for services of attorneys and auditors.
7. Certify to the Administrative District all payments to be made, and the Administrative District shall be entitled to rely fully thereon in making the payments specified and the treasurer shall make such payments.
8. Bill each member school district for its share of the costs of the programs and of administration.
9. Insure that all reports and claims necessary to meet statutory or other requirements are properly prepared and filed.
10. Employ all staff subject to ratification of the Administrative District.
11. Discipline and discharge employees, and delegate such authority to the Joint Agreement administrators, except for those employees requiring specific procedural treatment under the provisions of Section 24-11 and 24-12 of *The School Code*, *subject to ratification of the Administrative District*.
12. Establish an imprest fund in accordance with the provisions of Section 10-20.9 of *The School Code*.
13. Provide advice and consent to the Administrative District regarding the hiring and/or dismissal of the Director of Special Education for other staff of the Joint Agreement.

14. Provide advice and consent to the Administrative District the annual budget.
15. Contract for the purchase or lease of supplies and equipment.
16. Contract for the purchase of insurance or other risk management services as deemed in the best interest of the Joint Agreement.
17. Advertise and seek bids for materials, supplies and services.
18. Arrange for purchase or lease of space.
19. Contract for telephone, utilities, fuel, maintenance and repair of building sites and facilities as may be necessary.
20. Make such applications for state or federal aid and cooperate with the Member Districts in making such applications, as are necessary.
21. Enter into agreements with any agency deemed appropriate.
22. Meeting and agenda
 - 22.1.1. Meetings shall be held monthly with the times and dates thereof to be established annually.
 - 22.1.2. Notice shall be given at least ten days in advance of any change in the regular meeting date, place or time.
 - 22.1.3. Place matters on its agenda which shall be timely, brought to its attention by a Member District or the Superintendent of a Member District.
 - 22.1.3.1.1. Items to be placed on the agenda should reach the Special Education Director one week before the meeting.
 - 22.1.3.1.2. Visitors can be heard after the Board has approved the Minutes of the previous meeting. Time allowed will be at the discretion of the Board chairperson. In the event Board action is requested, the Board will decide or notify if and when action is to be taken.
23. Take all other action as needed to continue with the efficient operation of the Joint Agreement, except as to those actions which are deemed non-delegable.

ANNUAL DELEGATION OF DUTIES TO THE DIRECTOR OF SPECIAL EDUCATION

The Director of Special Education shall be the Chief Administrative Officer of the organization and as such the Director is authorized to perform the following duties and functions on behalf of the Joint Agreement:

1. Serve as the Chief Administrative Officer of the Macon-Piatt Special Education District under direct supervision of the Executive Board.
2. Administer, coordinate and supervise Special Education Programs of the Macon-Piatt Special Education District to assure regulatory compliance with local, state and federal rules and regulations that govern the operation of special education programs and services.
3. Develop, implement and administer policies and procedures designed to maintain the highest level programmatic integrity and compliance.
4. Develop and implement public information and child identification programs.
5. Serve as the representative of the Macon-Piatt Special Education District to the Illinois State Board of Education and other organizations and meetings as deemed appropriate.
6. Administer, supervise and coordinate all business related functions of the Joint Agreement, including but not limited to, the following:
 - a. Prepare and file applications and reports for programs, projects, services, and claims for reimbursement for governmental services.
 - b. Keep or cause to be kept records requested by the Illinois State Board of Education.
 - c. Develop and maintain cost accounting procedures to assure compliance with the Illinois State Board of Education Cost Accounting System.

- d. Develop a formula for determining the pro rata share for each Member District's proportionate share of the Joint Agreement's operating costs for the submission to and approval of the Executive Board.
 - e. Develop and maintain all payroll and benefit policies and procedures.
 - f. Prepare and submit all budgets and budget amendments to the Executive Board for recommendation to the Administrative District.
- 7. Recommend the employment of all personnel.
 - 8. Assign duties and responsibilities to all Macon-Piatt Special Education staff.
 - 9. Supervise and evaluate or cause to be evaluated all staff of the Macon-Piatt Special Education District.
 - 10. Implement and supervise all other related activities as assigned by the Executive Board of the Macon-Piatt Special Education District.