



**Mid-Valley Special Education Cooperative**

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Confirmation of Extended Hours IEP Meetings

During the regular school year, IEP meetings are, under normal circumstances, to be completed within the hours of the certified staff work day. When such meetings *cannot* be completed within these hours because of the unavailability of required staff members or the parent, certified staff members may be entitled to payment. In the event an IEP meeting lasts more than one hour beyond the routine expectation of at least 20 minutes before the published starting time and 20 minutes after the published ending time of the assigned school, the educator shall be paid at the operational rate for each one-half (1/2) hour segment.

All forms should be signed by the Mid-Valley Principal or Program Supervisor, AND the District Representative. The administrator's signature confirms the hours of the meeting and the participation of the certified staff members during that time period. Any individual staff member who does not attend the entire meeting will have any payment adjusted accordingly or will not receive payment if s/he did not participate for more than one hour outside normal work hours. Completed forms should be sent to Bonnie Carlson at the Mid-Valley Administrative Offices.

Student's Name: \_\_\_\_\_ Home District \_\_\_\_\_

Program \_\_\_\_\_ School: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Start time of meeting: \_\_\_\_\_ End time of meeting \_\_\_\_\_

| Staff Member | Minutes participated more than 1-hour<br>outside normal work day | Last 4 digits of SS# |
|--------------|--|----------------------|
| _____        | _____  | _____                |
| _____        | _____  | _____                |
| _____        | _____  | _____                |

Signature of Principal or Program Supervisor: \_\_\_\_\_

Member District Representative: \_\_\_\_\_

Date: \_\_\_\_\_