

Regular Meeting

Monday, December 16, 2013 6:30 PM

Unit #10 Administrative Annex, 123 W. Clay, Collinsville, IL 62234

1. **Call to Order - President Peccola**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Public Forum**

4.1. Written Correspondence

4.2. Audience Input

5. **Reports/Requests**

5.1. Superintendent's Report - Dr. Robert Green

5.2. Financial Report - Mrs. Uta Robison

5.3. Curriculum & Instruction Report - Mrs. Vicki
Reulecke

COLLINSVILLE COMMUNITY UNIT DISTRICT #10

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Curriculum and Assessment Report

December 16, 2013

Prepared by: Vicki M. Reulecke, Assistant Superintendent for Curriculum and Assessment

Supplementary Educational Services

Over the past several years, the district has been required to offer Supplementary Educational Services to students at Caseyville and Kreitner Schools. Due to the current AYP status of Renfro School, Webster School and Twin Echo School, Supplementary Educational Services are also being offered to low income students in those buildings effective with the 2013-2014 school year.

The following chart details eligible and participating students at each attendance center.

School	Number of students currently eligible for SES	Number of students currently enrolled in SES	First year eligible for SES
Caseyville	259	57*	2012-2013
Kreitner	351	36*	2010-2011
Renfro	315	31*	2013-2014
Twin Echo	133	23*	2013-2014
Webster	207	36*	2013-2014
Total	1255	183	

* As of 11/25/13

The district is currently finalizing contracts with 19 providers. There will be a second enrollment period in February, 2014. The maximum amount expended per student for SES services is \$1032.98. All costs for these services are paid through the Title 1 grant.

As a comparison, 21 students participated in SES in 2011-2012 and 45 participated in 2012-2013.

January District Institute

On January 17, 2014, our annual district institute will be held at CHS. The keynote will focused on Professional Learning Communities, specifically common formative assessments. The remainder of the day will be spent on building shared knowledge regarding technology, assessment and curriculum.

Unit 10 2013-2014 Assessment Schedule

Illinois will be implementing the new PARCC (Partnership for Assessment of Readiness for College and Careers) Assessment effective with the 2014-2015 school year. In an effort to gather data and trouble shoot implementation, PARCC has selected districts nationwide to pilot the new assessment during 2013-2014. Unit 10 has been selected to pilot at multiple sites.

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There are two PARCC pilot assessments each year. The first is the Performance Based Assessment that takes place after approximately 70% of instruction and the second is the End of Year Assessment that occurs after approximately 90% of instruction. These scores will not count toward our AYP calculation, nor will we receive a report of the scores. In addition, ISBE has requested that Unit 10 pilot an online ISAT at CMS. The pilot is about the process of online assessment, not about the content of the assessment. This online version would replace our paper pencil version at the 8th grade level and scores will count toward the AYP calculation for CMS. A full outline of all assessments to be administered to Unit 10 students during 2013-2014 follows.

2013-2014 Unit # 10 Assessment Schedule

Date	Assessment	Grades/Subject	School	Format
Jan 13- Feb 14, 2014	ACCESS for ELL's	Grades K-12	All	Print
March 3-14, 2014	ISAT	Grades 3-8	All K-8	Print
March 3-14, 2014	ISAT online pilot	Grade 8	CMS	Online
March 31- April 4, 2014	PARCC PBA pilot	See following chart	See following chart	See following chart
April 23-24, 2014	PSAE (including writing assessment)	Grade 11	CHS	Print
May 5- May 9, 2014	PARCC EOY pilot	See following chart	See following chart	See following chart

PARCC pilot specifics

School Name	Grade/Course	Subject Area	Number of Classes	Mode of Admin.	Component	Number of Sessions ¹
C H S	Algebra I	Mathematics	2	Paper	PBA	2
C H S	Geometry	Mathematics	3	Paper	EOY	2
C H S	Algebra II	Mathematics	3	Paper	PBA	2
C M S	7	ELA	2	Paper	PBA	3
Kreitner	4	Mathematics	2	Online	PBA	2
Jefferson	3	Mathematics	1	Paper	EOY	2
Renfro	4	ELA	2	Paper	PBA & EOY	5
Maryville	3	ELA	2	Online	PBA	3
D I S	5	Mathematics	2	Paper	PBA	2
D I S	6	Mathematics	2	Paper	PBA	2

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Pre-K Program

As of November 25, 2013 there are 159 students enrolled in the pre-kindergarten classrooms at Kreitner (1 classroom) and Webster (3 classrooms). One additional student is awaiting placement pending completion of the enrollment process. The program can accommodate 160 children. A waiting list has been developed for children waiting to be admitted into the program. Seventeen students are currently on this waiting list. As openings occur, parents are contacted regarding placement.

There are four remaining screenings scheduled for the 2013-2014 school year- February 28, March 28, April 25, and May 9. One hundred fifteen students have been found eligible for the program via the screening so far this school year.

Prekindergarten program staff and Early Childhood Special Education staff have been meeting each week during the PLC time focusing on assessment strategies and lesson planning.

Two full time parent educators and one half time translator provide services to families of 23 children in the Starting Points- Birth to Three Component of the program. Program staff members have made a combined total of 200 home visits to program families since July 1, 2013. Staff members visit families on a weekly or biweekly basis providing parent education, developmental screenings and case management. Two of the families are primarily Spanish speaking.

All pre-k services are grant funded.

DELL Technical Assistance Collaborative Project

The Department of English Language Learners at ISBE has targeted Unit 10 for participation in a two year technical support project for delivery of services to ELLs (English Language Learners). Participation is not optional. Demographic data, as well as a completed needs assessment were submitted to the Illinois Resource Center in compliance with an October 15, 2013 deadline. A Unit 10 district team has been established to work with ISBE and the IRC throughout the duration of this project. Our technical assistance manager from IRC has met with the team. Meeting dates for the remainder of the year have been established. Based upon our needs assessment, two focus areas were determined. These areas are professional development and curriculum. The team hopes to capitalize on this project as we work through the restructuring plan for Kreitner School.

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Illinois School Report Card

The traditional Illinois School Report Cards were released to the public on October 31, 2013. As is the annual practice in Unit 10, the 2013 report cards for each school and the district have been posted on the Unit 10 web-site. In addition to the traditional report card, ISBE has launched a new site called Illinois Report Card at <http://www.illinoisreportcard.com/>. The public can search this site to find all report card information for any Illinois school or district.

There are two changes to the information contained in this year's report card that are worth noting. During the 2012-2013 school year, all Illinois teachers, as well as students in grades 6-12, were asked to complete the 5Essentials Survey. This survey provided an opportunity for voluntary participants to share their perspectives regarding essential conditions for learning. These five conditions were effective leadership, collaborative teachers, supportive environment, ambitious instruction and parent involvement. Raw data from this survey can be found at the new Illinois Report Card web-site.

The second change is the new academic growth table for grades 3-8. Unlike test scores, which only show a one-time snapshot of students' achievement, Student Academic Growth compares students' achievement from one year to the next to measure improvements over time.

A bar graph is used to show the average academic growth in Reading and Mathematics by students in a school, a district, and the state. The measure is computed for all students based on their performance on the ISAT and represents the average growth that students are making each year. This growth measure is expressed as a number between 0 and 200 where a value above 100 represents positive growth and/or consistently high achievement, and a value below 100 represents negative growth and/or consistently low achievement. The actual growth value table appears in the traditional school report card posted on the district web-site. A copy of the district table appears below. School specific tables have also been released for all schools that tested 30 or more students per grade level.

For additional information, a webinar outlining specific features and capabilities of the new growth table can be found archived on the ISBE web-site at http://www.isbe.net/asx/2013/Growth_Model_090513.asx.

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41-057-0100-26-0000

Collinsville CUSD 10

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2013 STUDENT ACADEMIC GROWTH

Average Growth Value		
	Reading	Math
District	99.2	103.4
State	102.1	101.4

Illinois has chosen to use a value table methodology to determine the school and district growth metric based on student performance on large-scale assessments (the ISAT). The numbers contained in the value table represent the number of students in each cell. The average of all students' academic growth over two year's performance will be used to determine the growth metric.

Reading

			Performance Level in Year 2							
			Academic Warning		Below Standards		Meets Standards		Exceeds Standards	
			1A	1B	2A	2B	3A	3B	4A	4B
Performance Level in Year 1	Academic Warning	1A	5	13	5					
		1B	20	49	60	15	1			
	Below Standards	2A	7	51	118	100	20	4	1	
		2B	3	11	106	279	123	23	2	
	Meets Standards	3A		1	24	150	268	127	24	1
		3B		3	4	36	112	146	63	14
	Exceeds Standards	4A				4	24	63	64	23
		4B					6	26	28	23

Math

			Performance Level in Year 2							
			Academic Warning		Below Standards		Meets Standards		Exceeds Standards	
			1A	1B	2A	2B	3A	3B	4A	4B
Performance Level in Year 1	Academic Warning	1A		11	4	2				
		1B	6	45	50	15				
	Below Standards	2A	4	33	129	108	18			
		2B	1	8	107	168	124	13		
	Meets Standards	3A		3	20	104	360	145	13	1
		3B			1	10	145	258	96	18
	Exceeds Standards	4A				1	8	61	82	27
		4B						5	26	19

6. **Approval of Minutes**

6.1. Approval of November 18, 2013 Board Minutes

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, November 18, 2013

SUMMARY

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence
5. Audience Input
6. Superintendent's Report
7. Financial Report
8. Student Services Report
9. Budget Committee Update
10. Report on One to One Google Chromebook Project (CMS)
11. Edulog Report
12. Freedom of Information Requests
13. Approval of Minutes of Regular Meeting of 10/21/13 and Special Meeting of 10/30/13
14. Approval of Board Bills
15. Approval of Financial Statements
16. Approval of Board Policy Updates
17. Approval of School Improvement Plans
18. Approval of Tax Levy
19. Presentation of Board Policy Changes
20. Closed Session
21. Return to Open Session
22. Report on Closed Session Discussion
23. Acceptance of Resignation of Non-Certified Employee
24. Approval to Post Position
25. Approval of Contract with Consultant
26. Approval of Coach
27. Approval of Expulsion of Student
28. Approval of Expulsion of Student
29. Discussion of Upcoming Meeting Dates
30. Adjournment

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, November 18, 2013
6:30 p.m.

- Call to Order** 1. The Regular Meeting of the Board of Education of Collinsville Community Unit School District No. 10 was held on the evening of Monday, November 18, 2013, at 6:30 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.
- Roll Call** 2. Those members present were: Gary Clark; Jane Soehlke; Theresa Billy, Vice President; Gary Peccola, President; Gary Kusmierczak; and Ron Throm, Treasurer. Absent was Wayne White, Secretary.
- Pledge of Allegiance** 3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance.
- Correspondence** 4. Mr. Clark said that no correspondence had been received by the board since the last regular meeting.
- Audience Input** 5. Mr. Peccola provided an opportunity for public input and the following person was recognized:
- (a) Mr. Rob Dorman shared report card results for his son with the board and questioned how the district plans to continue to challenge him in the classroom. Mr. Dorman believes the Chromebooks idea is a good one, but he urged the board to approach it appropriately.

Reports

- Superintendent's Report** 6. Dr. Green reported that Chestnut Health Systems approached him about applying for a grant that would provide after school tutoring resources for district students. Dr. Green would like to give consent for them to move forward, and it was the consensus of the board that he do so. He also reported that students in Mrs. Ellington's art class at CMS are having their work showcased at an exhibit at SIUE. The high school received 12th place in a Nutrition Challenge and will be receiving \$1,000. Dr. Green also thanked Mr. Starkey at the Metro Independent for spotlighting Webster students and staff who recently raised more than \$4,000 for Cardinal Glennon Hospital.

Dr. Green also provided information with respect to long term building plans for the district. Of the eight elementary schools,

four are already at or exceed their maximum capacity, and a total of 379 students are being bused out of their home school. Dr. Green mentioned some options the board could consider such as redrawing the individual school boundaries, adding a wing to the Middle School to house sixth grade students and move fourth grade to DIS, and/or add on to the buildings at Caseyville, Kreitner, Twin Echo and Summit. The board will be looking into this matter at future meetings.

**Financial
Report**

7. Mrs. Robison reported on the four main operating funds for the month ending October 31. The Education Fund has received 43% of budgeted revenue and 30% of the budgeted expenditures have been made. In the O&M Fund, 65% of budgeted revenue has been received and 19% of expenditures have been made. The Transportation Fund revenue is at 42% of the budgeted amount and expenditures are at 22%. The Working Cash Fund received 63% of the budgeted revenue and no expenditures have been made. Mrs. Robison also reported on fund balances in each of those funds.

**Student Services
Report**

8. Mr. John Griffith submitted his written report to the board. He specifically pointed out the large number of transfer students that has impacted transportation, but they are continuing to work with First Student to address the issues.

**Budget
Committee
Update**

9. Mr. Throm reported the budget committee met November 12 and discussed the following items:
- (a) Mrs. Reulecke summarized a restructuring plan for Kreitner that is required because the school has not met AYP for five consecutive years.
 - (b) Mrs. Robison presented information with respect to the tax levy, focusing on the IMRF/Social Security and Tort Funds. Mr. Throm said the Tort Fund levy will have a slight increase in order to maintain a target fund balance.
 - (c) A request for a driver education replacement car was discussed, but the committee did not see a need to get a new car at this time.
 - (d) Mr. Hollingshead updated the committee regarding roof projects throughout the district.
 - (e) Mrs. Carpenter reported that all kindergarten classes in the district are currently full.

- (f) The next budget committee meeting will be Tuesday, January 7, 2014 at 4:30 p.m.

Report on One to One Google Chromebook Project (CMS)

10. Ms. Kim Jackson reported on a Google Chromebook project currently being piloted by 100 students at the Middle School. Some positive features of the Chromebooks are its low cost and availability of many apps. Ms. Jackson discussed formulation of user expectations and responsibilities and shared examples of how the devices are being used in the classrooms. Mr. Kunz discussed how apps are chosen and then shared with all of the individual devices. Ms. Jackson shared information about the 5E approach to instruction, noting there is a trend towards less lecturing and more student-led instruction in the classrooms. Some early outcomes indicate increased student engagement, decreased discipline referrals, and improvement in the amount of work completed. She thanked Scott Credit Union who generously donated bags to help protect each of the Chromebooks. Mrs. Jackson said it is yet to be seen if the program will increase student scores or grades, but they will continue to monitor data. Her early impression is that she believes without any doubt that this is the right way to go, but they are still looking at whether the Chromebook is the right device to use. Currently students do not take the units home, but that is a goal going forward. It will require more research into insurance and what students might be charged for a deposit.

Edulog Report

11. Mr. John Griffith led a report to the board on the findings of a committee charged with looking into the possibility of changes to the bell schedule and school boundaries. He thanked the members of the team, together with the administrators and staff who cooperated on the project for their help. The committee presented multiple options for the board to consider, and discussed some of the benefits and drawbacks of each. They are looking to the board for guidance going forward. Mr. Kevin Pysz, a teacher at CMS, discussed current bell schedules and how they compare with neighboring schools. Benefits of changes include possible improved attendance, more time for after school activities, options for more efficient bus routes, and possible benefits to parents of elementary students. Some concerns are that morning child care might be difficult, high school students may be driving in the dark, they would have more unstructured time after school, students may possibly get less sleep, and a change for staff bargaining units may be involved. Ms. Sylvia

Strackeljahn discussed the committee's review of out of date school boundaries. Currently 379 students are transferred from their home schools, and 237 of those are not by choice. The cost of the transfer buses is \$97,000 per year. Mr. Darrin Houck, assistant principal at CMS, discussed some of the concerns about the transfers, including the most important one of student safety. In addition, students are on buses for long periods of time resulting in a loss of approximately 13 days of instruction time. There are also challenges with the supervision of students, and confusion is a major concern. Dr. Trish Blackard, director of the AVC, said there are some short-term options the board can look at including adjusting current boundaries and staff, or perhaps a center-based approach using current buildings. Mr. Griffith said for the long term, the board may need to look at building additions onto existing schools or constructing a new school building. In conclusion, Mr. Griffith asked for the board to provide direction to address the concerns raised by the committee. They remain willing to support the board and help develop possible solutions to these issues. Dr. Green thanked the committee for doing a great job of defining the problem and offering solutions. This is a starting point, and the board needs to start discussions on what the district wants its schools to look like in the future. Parents need to be involved right away and be part of the solution. There was a general discussion among the board including a suggestion to look at impact fees and building larger attendance centers. The main concern was the loss of class time to the transfer students. The board agreed that it would need to hold meetings to discuss these issues and also get the input of the community and parents. Dr. Green said if the administration is given some direction by January, it would be possible to implement the changes in time for the next school year. Mr. Peccola said the board would be scheduling meetings to continue the discussion. He thanked Mr. Griffith and the committee for their work and said the board will be looking forward to more information from them in the future.

**Freedom of
Information
Requests**

12. Mr. Peccola reported that the following Freedom of Information Requests were received:
 - (a) 10/29/13 Request from Ron Jedda. Request for TIF Agreement between the City of Collinsville and Unit #10. Complied 10/31/13.
 - (b) 10/30/13 Request from Mark Achenbach. Request for TIF

Agreement (and any modifications) between City of Collinsville and Unit #10. Complied 10/31/13.

- (c) 11/5/13 Request from Maria Fitzpatrick (Cornell University). Request for agreements with CEA from 2000 to current. Complied 11/6/13.

**Approval of
Minutes of
Regular Meeting
of 10/21/13 and
Special Meeting
of 10/30/13
(Motion Passed)**

13. A motion was made by Clark and seconded by Soehlke that the minutes listed below be approved. Motion passed unanimously on voice vote.
- Regular Meeting – October 21, 2013
 - Closed Session – Regular Meeting – October 21, 2013
 - Special Meeting – October 30, 2013
 - Closed Session – Special Meeting – October 30, 2013

**Approval of
Board Bills
(Motion Passed)**

14. A motion was made by Clark and seconded by Soehlke that the Board bills for the Area Vocational Center Budget and the Unit 10 General Budget presented for payment on November 18, 2013, and attached to these minutes as Exhibit E-7 be approved and that the Treasurer be authorized to sign checks for same. Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, absent; Peccola, yes; Kusmierczak, yes; Throm, yes.

**Approval of
Monthly
Financial
Statements
(Motion Passed)**

15. A motion was made by Clark and seconded by Throm that the monthly financial statements for Collinsville Community Unit School District No. 10 and the Collinsville Area Vocational Center for October 2013, be approved and attached to these minutes as Exhibit E-8. Motion passed unanimously on voice vote.

**Approval of
Board Policy
Updates
(Motion Passed)**

16. A motion was made by Clark and seconded by Soehlke to approve the Board Policy Updates as presented in Exhibit E-9.1. These policy changes were presented to the board last month. Mr. Kusmierczak said he wanted to remind everyone that when election petitions become available, employees are not allowed to circulate petitions for candidates on work time. Motion passed unanimously on voice vote.

**Approval of
School
Improvement
Plans
(Motion Passed)**

17. A motion was made by Clark and seconded by Soehlke to approve the School Improvement Plans as presented in Exhibit E-10.1. Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, absent; Peccola, yes; Kusmierczak, yes; Throm, yes.

- Approval of Tax Levy (Motion Passed)** 18. A motion was made by Clark and seconded by Soehlke that the Certificate of Tax Levy (2013) for Collinsville Unit #10, as presented in Exhibit E-10.2 be approved. Mrs. Robison said the levy is based on an projected increase in EAV of 2.84%, but that more than likely the EAV will remain flat. The projected increase is a measure to protect the district from losing any funds should there be an unexpected increase in the EAV. Mr. Throm said while the levy results in an increase of the overall tax rate, it is a reflection of the flat EAV and increased expenses in the Tort Fund. The increased expenses stem from an increase in the district's liability insurance premium and the addition of a safety officer and other safety measures. Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, absent; Peccola, yes; Kusmierczak, yes; Throm, yes.
- Presentation of Board Policy Changes** 19. Dr. Green presented information with respect to proposed policy changes for the board's review. The changes affect policies on staff development, drug and alcohol free workplace, reporting of abused and neglected children, curriculum, and a new policy with respect to teen dating violence. Mr. Kusmierczak said he has concerns with respect to the changes regarding medical marijuana under the drug and alcohol free workplace policy. Dr. Green said the proposed change was recommended by the state school board association. Mr. Peccola asked board members to contact the administration if they have questions prior to the policies being voted on at the next regular meeting.
- Closed Session (Motion Passed)** 20. A motion was made by Clark and seconded by Billy that the Board adjourn to Closed Session to discuss appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel of the public body, pursuant to 5 ILCS 120/2(c)(1); collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2); student disciplinary cases pursuant to 5 ILCS 120/2(c)(9); and pending or probable litigation against, affecting or on behalf of the public body, pursuant to 5 ILCS 120/2(c)(11). Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, absent; Peccola, yes; Kusmierczak, yes; Throm, yes. (7:58 p.m.)
- Return to Open Session** 21. The Regular Meeting returned to Open Session at 9:05 p.m. Those members present on roll call were: Clark, Soehlke, Billy,

Peccola, Kusmierczak and Throm. Absent was White.

**Report on
Closed Session
Discussion**

22. Mr. Clark reported that during Closed Session the Board discussed the following:

1. Appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel of the public body, pursuant to 5 ILCS 120/2(c)(1);
2. Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2);
3. Student disciplinary cases pursuant to 5 ILCS 120/2(c)(9);
4. Pending or probable litigation against, affecting or on behalf of the public body, pursuant to 5 ILCS 120/2(c)(11).

**Acceptance of
Resignation of
Non-Certified
Employee
(Motion Passed)**

23. A motion was made by Clark and seconded by Soehlke that the resignation of Roma Kline, ABA Therapist for the District, be accepted effective November 15, 2013. Motion passed unanimously on voice vote.

**Approval to
Post Position
(Motion Passed)**

24. A motion was made by Clark and seconded by Throm to approve posting one Title 1 instructional aide position. Motion passed unanimously on voice vote.

**Approval of
Contract with
Consultant
(Motion Passed)**

25. A motion was made by Clark and seconded by Billy to contract with Leslie Ramirez as a Behavior Therapist Consultant for the District for the 2013-2014 school year, pending employment requirements. Motion passed unanimously on voice vote.

**Approval
of Coach
(Motion Passed)**

26. A motion was made by Clark and seconded by Soehlke that Brad Peach be approved as Assistant Wrestling Coach, with stipend on Step 2, for Collinsville Middle School for the 2013-2014 school year, pending employment requirements. Motion passed unanimously on voice vote.

**Approval of
Expulsion
of Student
(Motion Passed)**

27. A motion was made by Clark and seconded by Soehlke that the student named in Exhibit E-13.1 (13-14/12) be expelled for the remainder of the 2013-2014 school year and the entire 2014-2015 school year. Further that this student be considered for placement at an alternative school (pending space availability) whereby goals would have to be met in order to return to Collinsville High School for the 2015-2016 school year under probation as prescribed by the administration. Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, absent;

Peccola, yes; Kusmierczak, yes; Throm, yes.

**Approval of
Expulsion
of Student
(Motion Passed)**

28. A motion was made by Clark and seconded by Throm that the student named in Exhibit E-13.2 (13-14/13) be expelled for the remainder of the 2013-2014 school year and the entire 2014-2015 school year. Further that this student be considered for placement at an alternative school (pending space availability) whereby goals would have to be met in order to return to Collinsville High School for the 2015-2016 school year under probation as prescribed by the administration. Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, absent; Peccola, yes; Kusmierczak, yes; Throm, yes.

**Discussion of
Upcoming
Meeting Dates**

29. Mr. Peccola said Mr. White would not be able to make the scheduled January or February regular meetings. He asked Mr. Peccola to see if the Board would be interested in changing the dates of the meetings. If the dates are changed, it will be necessary that notice be published in the newspaper. After general discussion, Mr. Peccola asked the Board members to get back with him with their availability and a decision will be made at a later date to possibly reschedule one of the meetings.

Adjournment

30. There being no further business, Mr. Peccola declared the meeting adjourned at 9:13 p.m.

**COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
CLOSED SESSION
November 18, 2013
8:04 p.m.**

November 18, 2013, Regular Meeting, 8:04 p.m.

A motion was made by Clark and seconded by Billy that the Board adjourn to Closed Session to discuss appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel for the public body, pursuant to 5 ILCS 120/2(c)(1); collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2); student disciplinary cases; pursuant to 5 ILCS 120/2(c)(9); and pending or probable litigation against, affecting or on behalf of the public body, pursuant to 5 ILCS 120/2(c)(11). Motion passed on roll call as follows: Peccola, yes; Throm, yes; Soehlke, yes; Clark, yes; Billy, yes; and Kusmierczak, yes. Absent was White.

Those present in Closed Session were Board Members Peccola, Throm, Soehlke, Clark, Billy, and Kusmierczak; Administrator Green and Flohr (discipline only); Attorney Shawn McLain; Hearing Officer Schiller; and Recording Secretary Debbie Peccola.

Discussions were held as follows:

- a. Mrs. Schiller presented student discipline information and the Board discussed the recommendations.
- b. Reviewed personnel recommendations for items 12.1 through 12.4.
- c. Mr. Peccola updated the Board on negotiations with the secretaries and discussed custodians' negotiations.
- d. Dr. Green gave an update on performance of an administrator.
- e. Discussed administrative salary recommendations.
- f. Reviewed a letter regarding allegations against a coach and possible discrimination.
- g. Update from Mr. McLain regarding status of pending litigation

Closed Session adjourned at 9:00 p.m.

Respectfully submitted,

Debbie Peccola, Recording Secretary

6.2. Approval of December 10, 2013 Minutes

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Special Meeting, Tuesday, December 10, 2013

SUMMARY

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Audience Input
5. Approval of Agreement with Local 316 Office Employees
6. Closed Session
7. Return to Open Session
8. Report on Closed Session Discussion
9. Acceptance of Resignation of Non-Certified Employee
10. Approval of Employment of Non-Certified Employees
11. Approval of Volunteer Coaches
12. Discussion of School Boundaries and Bell Schedules
13. Adjournment

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Special Meeting, Tuesday, December 10, 2013
6:30 p.m.

- | | |
|--|--|
| Call to Order | 1. The Special Meeting of the Board of Education of Collinsville Community Unit School District No. 10 was held on Tuesday, December 10, 2013, at 6:30 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois. |
| Roll Call | 2. Those members present were: Jane Soehlke; Theresa Billy, Vice President; Wayne White, Secretary; Gary Peccola, President; Gary Kusmierczak; Ron Throm, Treasurer (after 6:50 p.m.); and Gary Clark. |
| Pledge of Allegiance | 3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance. |
| Audience Input | 4. Mr. Peccola provided an opportunity for public input and no one sought to be recognized. |
| Approval of Agreement with Local 316 Office Employees (Motion Passed) | 5. A motion was made by White and seconded by Clark to approve the agreement between the Board of Education and the Service Employees, Local 316, Office Employees, as presented in Exhibit E-5.2. Mr. Kusmierczak said he believes the board needs to start looking at all the time off that employees are granted, and he does not feel granting 14 sick days and 16 paid holidays is a prudent use of taxpayers' money. Motion passed on roll call vote as follows: Soehlke, yes; Billy, yes; White, yes; Peccola, yes; Kusmierczak, no; Throm, absent; Clark, yes. |
| Closed Session (Motion Passed) | 6. A motion was made by White and seconded by Clark that the Board adjourn to Closed Session to discuss appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel of the public body, pursuant to 5 ILCS 120/2(c)(1); collective negotiating matters or deliberations concerning salary schedules for one or more classes of employee, pursuant to 5 ILCS 120/2(c)(2); and student disciplinary cases pursuant to 5 ILCS 120/2(c)(9). Motion passed on roll call vote as follows: Soehlke, yes; Billy, yes; White, yes; Peccola, yes; Kusmierczak, yes; Throm, absent; Clark, yes. (6:34 p.m.) |
| Return to Open Session | 7. The Special Meeting returned to Open Session at 7:23 p.m. Those members present on roll call were: Soehlke, Billy, White, Peccola, Kusmierczak, Throm and Clark. |
| Report on | 8. Mr. White reported that during Closed Session the Board |

**Closed Session
Discussion**

discussed the following:

(continued)

1. Appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel of the public body, pursuant to 5 ILCS 120/2(c)(1);
2. Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employee, pursuant to 5 ILCS 120/2(c)(2); and
3. Student disciplinary cases pursuant to 5 ILCS 120/2(c)(9).

**Acceptance of
Resignation of
Non-Certified
Employee
(Motion Passed)**

9. A motion was made by White and seconded by Clark that the resignation, due to retirement, of Vicki Cocker, Secretary for Collinsville High School, be accepted effective June 30, 2014. Motion passed unanimously on voice vote.

**Approval of
Employment of
Non-Certified
Employees
(Motion Passed)**

10. A motion was made by White and seconded by Clark that John Parciak be approved as an at-will Title I Instructional Aide for Kreitner Elementary School, and Lindsay Karban be approved as an at-will Elementary Instructional Aide for Renfro Elementary School, effective December 9, 2013, pending employment requirements. Motion passed unanimously on voice vote.

**Approval of
Volunteer
Coaches
(Motion Passed)**

11. A motion was made by White and seconded by Soehlke that Ryan Robinson be approved as Volunteer Wrestling Coach and Madalan O’Leary be approved as Volunteer Girls’ Soccer Coach for Collinsville High School for the 2013-2014 school year, pending employment requirements. Motion passed unanimously on voice vote.

**Discussion
of School
Boundaries and
Bell Schedules**

12. Mr. Griffith presented information to the board with respect to options for addressing the issue of transfer students at the elementary level. There are approximately 379 students currently being transported at a cost of about \$97,000. The loss of instruction time for those students is about 13 days per year. Mr. Griffith said there are three ways the board could look at solutions including: changing the boundaries for neighborhood schools; a center-based education approach; and a long-term plan for building additions to existing schools and/or constructing a new school. Mr. Griffith distributed handouts showing one option for proposed school boundaries based on the Edulog study done last year. He recognized Ms. Karen Muller for the great deal of effort she put into preparing this information. Using the current enrollment numbers, the boundary changes shown would

reduce the number of transfer students by about half. Mrs. Carpenter outlined the number of students being transported due to School Choice, special education, students starting in one schools whose families then move, special requests, and moves required because grade levels in home schools are full. She discussed the process involved in moving teachers between buildings and grade levels, including bumping rights and the RIF procedure, and how the homeless population impacts the numbers. Mrs. Reulecke defined School Choice and discussed how it impacts the number of transfer students. Mr. Griffith also provided a handout showing information on one possible center based scenario, and there was discussion about the advantages and disadvantages of this option. There was also a general discussion about how the board wants to proceed with determining a course of action. The need for public hearings and involving the public in the decision was discussed, as well as time frames, short term and long term visions, and the impact of changes to the bell times. The general consensus of the board was to direct the administration to gather additional information, including a time frame that would need to be followed in order to implement changes for the next school year. The board also requested additional information as to what the effect on the transportation costs would be if a center based approach was considered. The matter will be put on the agenda for next week's regular meeting for continued discussion.

Adjournment 13. There being no further business, Mr. Peccola declared the meeting adjourned at 8:23 p.m.

Collinsville Community Unit School District #10

201 West Clay • Collinsville, Illinois 62234
618-346-6350 • Fax: 618-346-6357

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
CLOSED SESSION
December 10, 2013
6:33 p.m.

December 10, 2013, Special Meeting, 6:33 p.m.

A motion was made by White and seconded by Clark that the Board adjourn to Closed Session to discuss appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel for the public body, pursuant to 5 ILCS 120/2(c)(1); collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2); and student disciplinary cases; pursuant to 5 ILCS 120/2/(c)(9). Motion passed on roll call as follows: Peccola, yes; White, yes; Billy, yes; Soehlke, yes; Clark, yes; Kusmierczak, yes.

Those present in Closed Session were Board Members Peccola, White, Billy, Soehlke, Clark, Kusmierczak and Throm (6:50 p.m.); and Administrator Green.

Discussions were held as follows:

- a. There were several personnel items discussed and the administrations recommendations were considered.
- b. Mr. Peccola gave an update on the contract negotiations with the custodians union.
- c. Dr. Green gave information on a proposed contract language change from the CEA regarding grades needing to be submitted prior to the end of the quarter.
- d. Dr. Green gave information on salary schedules for administrators and possible increases.
- e. Dr. Green gave information on three students who were involved in an incident at the Edwardsville Basketball game.
- f. Mr. Peccola handed out the evaluation form for the Superintendent for all members to complete and submit to him.

Closed Session adjourned at 7:21 p.m.

Respectfully submitted,

Wayne White, Secretary

sf

7. **Approval of Board Bills for December 2013**

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COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Chk Date	Check #	Amount	State	Account #
256013091	26072540466M	AMEREN ENERGY MARKETING	ELECTRICITY MARYVILLE	1104		11/4/13	85833	3,672.73	20-2540-466-07-26	
256013091	26072540466X		ELECTRICITY WEBSTER	1104		11/4/13	85833	8,244.14	20-2540-466-07-31	
256013091	26072540466K		ELECTRICITY KREITNER	1104		11/4/13	85833	4,194.02	20-2540-466-07-25	
256013091	26072540466R		ELECTRICITY RENFRO	1104		11/4/13	85833	5,774.77	20-2540-466-07-28	
256013091	26072540466C		ELECTRICITY CASEYVILLE	1104		11/4/13	85833	3,378.67	20-2540-466-07-21	
256013091	26072540466S		ELECTRICITY SUMMIT	1104		11/4/13	85833	1,670.96	20-2540-466-07-29	
256013091	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1104		11/4/13	85833	959.64	20-2540-466-07-01	
256013091	26072540466N		ELECTRICITY MS	1104		11/4/13	85833	11,371.35	20-2540-466-07-27	
256013091	26072540466G		ELECTRICITY HS	1104		11/4/13	85833	7,427.22	20-2540-466-07-22	
256013091	26072540466G		ELECTRICITY HS	1104		11/4/13	85833	15,634.58	20-2540-466-07-22	
256013091	26072540466I		ELECTRICITY DORRIS	1104		11/4/13	85833	9,093.14	20-2540-466-07-33	
256013091	26072540466I		ELECTRICITY DORRIS	1104		11/4/13	85833	1,400.62	20-2540-466-07-33	
256013091	26072540466T		ELECTRICITY TWIN ECHO	1104		11/4/13	85833	2,873.43	20-2540-466-07-30	
Total								75,695.27		
3864012173	260725404661	AMEREN ILLINOIS	ELECTRICITY ADMIN BLDG & ANNEX	1104		11/4/13	85834	68.06	20-2540-466-07-01	
3864012173	260725404651		NATURAL GAS ADMIN BLDG	1104		11/4/13	85834	74.22	20-2540-465-07-01	
4866317008	26072540465C		NATURAL GAS CASEYVILLE	1104		11/4/13	85834	106.43	20-2540-465-07-21	
2479934005	26072540465X		NATURAL GAS WEBSTER	1104		11/4/13	85834	288.92	20-2540-465-07-31	
7416548493	26072540466H		ELECTRICITY HOLLY HGTS	1104		11/4/13	85834	777.34	20-2540-466-07-23	
7416548493	26072540465H		NATURAL GAS HOLLYWOOD HEIGHTS	1104		11/4/13	85834	74.95	20-2540-465-07-23	
2756232005	26072540465K		NATURAL GAS KREITNER	1104		11/4/13	85834	125.08	20-2540-465-07-25	
3448510573	26072540466K		ELECTRICITY KREITNER	1104		11/4/13	85834	87.69	20-2540-466-07-25	
6621334004	260725404651		NATURAL GAS ADMIN BLDG	1104		11/4/13	85834	77.15	20-2540-465-07-01	
9567041000	26072540465T		NATURAL GAS TWIN ECHO	1104		11/4/13	85834	74.22	20-2540-465-07-30	
8808982000	26072540465J		NATURAL GAS JEFFERSON	1104		11/4/13	85834	83.29	20-2540-465-07-24	
5252357001	26072540465S		NATURAL GAS SUMMIT	1104		11/4/13	85834	106.96	20-2540-465-07-29	
6830294009	26072540465N		NATURAL GAS MS	1104		11/4/13	85834	486.11	20-2540-465-07-27	
6860139005	26072540465G		NATURAL GAS HIGH SCHOOL	1104		11/4/13	85834	637.17	20-2540-465-07-22	
Total								3,067.59		
057012	16951448410G	ARBOR SCIENTIFIC	LIGHT BULB DEMO	1104	99001130	11/4/13	85835	91.59	10-1448-410-95-22	

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Chk Date	Check #	Amount	State	Account #
Total								91.59		
618R262676	26072540340U	AT&T	TELEPHONE CHARGES	1104		11/4/13	85836	284.24	20-2540-340-07-10	
618R263159	26072540340U		TELEPHONE CHARGES	1104		11/4/13	85836	3,117.70	20-2540-340-07-10	
Total								3,401.94		
B BETHEL	16212210332U	BUREAU OF EDUC & RESEARCH	SCHOOL BASED OT CONF REG	1104		11/4/13	85837	229.00	10-2210-332-21-10	
Total								229.00		
83457868000003	26012549323U	CHARTER COMMUNICATIONS	FIBER WAN NETWORK	1104		11/4/13	85838	5,246.31	20-2549-323-01-10	
Total								5,246.31		
MILEAGE	161226203321	CHURCH, CYNTHIA	TRANSLATOR MILEAGE	1104		11/4/13	85839	175.00	10-2620-332-12-01	
Total								175.00		
14372691	26012549325U	DACOM CORPORATION	RISO DUPLICATORS	1104		11/4/13	85840	396.00	20-2549-325-01-10	
14376026	26012549325U		LANIER COPIERS	1104		11/4/13	85840	564.00	20-2549-325-01-10	
14379348	26012549325U		PRINTER SYSTEMS	1104		11/4/13	85840	2,635.00	20-2549-325-01-10	
Total								3,595.00		
S3302549.1	26082540410K	FROST ELECTRIC SUPPLY CO.	COOPER RECEPTACLE	1104		11/4/13	85841	64.32	20-2540-410-08-25	
S3304489.1	26082540410N		SYLVANIA 400 WATT CLEAR	1104		11/4/13	85841	54.46	20-2540-410-08-27	
Total								118.78		
016651021727	16211220410U	GEGRB/AMAZON	PILOT RETRACTABLE	1104	214288	11/4/13	85842	26.55	10-1220-410-21-10	
013546371608	16371220410U		TRANSDISCIPLINARY PLAY BASED	1104	214290	11/4/13	85842	218.45	10-1220-410-37-10	
220955096189	16211220410U		COTEACHING THAT WORKS	1104	214296	11/4/13	85842	90.04	10-1220-410-21-10	
Total								335.04		
REQUEST	46142550332G	NATIONAL SECURITY	TRIP SECURITY	1104		11/4/13	85843	456.00	40-2550-332-14-22	
Total								456.00		
REQUEST	16053300410U	PIZZA HUT	FAMILY READING NIGHT FOR SUMMIT	1104		11/4/13	85844	196.50	10-3300-410-05-10	
Total								196.50		
L BAUER	16052210332U	SCHOOL IMPROVEMENT SEVICES	COMMON CORE WORKSHOP	1104		11/4/13	85845	100.00	10-2210-332-05-10	
T PETTIT	16052210332U		COMMON CORE WORKSHOP	1104		11/4/13	85845	100.00	10-2210-332-05-10	
E FLOHR	16032410332G		COMMON CORE WORKSHOP	1104		11/4/13	85845	100.00	10-2410-332-03-22	
Total								300.00		
T PLAGEMAN	16722210332U	SDE	FORMATIVE ASSESSMENT CONF	1104		11/4/13	85846	209.00	10-2210-332-72-10	
Total								209.00		

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T051582	26082540410G	SEARS COMMERCIAL ONE	KILZ PRIMER	1104		11/4/13	85847	25.99	20-2540-410-08-22	
T296037	26082540410U		PRO TAPE	1104		11/4/13	85847	9.99	20-2540-410-08-10	
T402587	26072540410J		MISC SALE	1104		11/4/13	85847	9.78	20-2540-410-07-24	
Total								45.76		
065310583310	16151700464G	SHELL OIL COMPANY	HS DR ED GASOLINE	1104		11/4/13	85848	503.24	10-1700-464-15-22	
065310583310	26082540464U		MAINTENANCE GASOLINE	1104		11/4/13	85848	935.44	20-2540-464-08-10	
065310583310	260725404641		DISTRIB TRK GASOLINE	1104		11/4/13	85848	66.43	20-2540-464-07-01	
065310583310	16242563464U		LUNCH PROG DIST GASOLINE	1104		11/4/13	85848	731.36	10-2563-464-24-10	
Total								2,236.47		
B JUELFS	16762210332U	STAFF DEVELOPMENT FOR EDUCATORS	FORMATIVE ASSESS,EMT CPMF	1104		11/4/13	85849	209.00	10-2210-332-76-10	
Total								209.00		
1022603	26082540410S	THE HOME DEPOT	MAINT SUPPLIES SUMMIT	1104		11/4/13	85850	8.97	20-2540-410-08-29	
1022603	26072540410U		CUSTODIAL SUPPLIES UNIT	1104		11/4/13	85850	14.16	20-2540-410-07-10	
8014796	260825404101		MAINT SUPPLIES ADMIN BLDG	1104		11/4/13	85850	56.76	20-2540-410-08-01	
7173576	26082540410U		MAINT SUPPLIES UNIT	1104		11/4/13	85850	15.93	20-2540-410-08-10	
7015038	260725404101		CUSTODIAL SUPPLIES ADMIN BLDG	1104		11/4/13	85850	29.40	20-2540-410-07-01	
2175619	260825404101		MAINT SUPPLIES ADMIN BLDG	1104		11/4/13	85850	6.98	20-2540-410-08-01	
5013034	26082540410R		MAINT SUPPLIES RENFRO	1104		11/4/13	85850	2.16	20-2540-410-08-28	
5012973	26082540410J		MAINT SUPPLIES JEFFERSON	1104		11/4/13	85850	3.95	20-2540-410-08-24	
5012973	26082540410U		MAINT SUPPLIES UNIT	1104		11/4/13	85850	12.60	20-2540-410-08-10	
4013261	26082540410G		MAINT SUPPLIES HS	1104		11/4/13	85850	11.32	20-2540-410-08-22	
Total								162.23		
S ENBAR	16672210332U	UNIVERSITY OF MISSOURI	ELL CONF REG	1104		11/4/13	85851	350.00	10-2210-332-67-10	
Total								350.00		
9713387514	16932660340U	VERIZON WIRELESS	TECHNOLOGY TELEPHONE	1104		11/4/13	85852	1,723.21	10-2660-340-93-10	
9713387514	16212330340U		13-14 IDEA FLO THRU TELEPHONE	1104		11/4/13	85852	247.64	10-2330-340-21-10	
Total								1,970.85		
817117658	26072540340U	AT&T LONG DISTANCE	TELEPHONE CHARGES	1106		11/6/13	85855	768.61	20-2540-340-07-10	
857476594	26072540340U		TELEPHONE CHARGES	1106		11/6/13	85855	7.47	20-2540-340-07-10	
Total								776.08		
J MURPHY	16212210332U	BLACKHAWK AREA SPECIAL EDUCATION I	IEP DISCUSSIONS CONF	1106		11/6/13	85856	100.00	10-2210-332-21-10	

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Chk Date	Check #	Amount	State	Account #
							Total	100.00		
AD #1300	14451711000G	COLLINSVILLE UNIT 10 TRUST & AGENCY	BOYS SOCCER SUPERSECT PROFIT	1106		11/6/13	85857	59.90	10-1711-45-00	
SOCCER#2175	14451711000G		BOYS SOCCER SUPERSECT PROFIT	1106		11/6/13	85857	29.95	10-1711-45-00	
							Total	89.85		
MILEAGE	46122550333B	COOPER, KIM	PARENT TRANSPORTATION COSTS	1106		11/6/13	85858	214.70	40-2550-333-12-20	
							Total	214.70		
S3304616.1	26082540410N	FROST ELECTRIC SUPPLY CO.	BALLAST KIT	1106		11/6/13	85859	163.34	20-2540-410-08-27	
S3304974.1	26082540410N		BASE LAMP	1106		11/6/13	85859	13.61	20-2540-410-08-27	
							Total	176.95		
J MURPHY	16212210332U	IAASE	WINTER CONFERENCE REG	1106		11/6/13	85860	175.00	10-2210-332-21-10	
							Total	175.00		
SOCCER	14451711000G	IHSA	BOYS SOCCER SUPERSECTIONAL	1106		11/6/13	85861	479.20	10-1711-45-00	
							Total	479.20		
J GRIFFITH	160226413321	ILLINOIS PRINCIPALS ASSN	LEGAL ROUNDTABLE	1106		11/6/13	85862	25.00	10-2641-332-02-01	
							Total	25.00		
SOCCER	16451500131G	KETTLER, CHRIS	CHS BOYS SOCCER SUPERSECT WORK	1106		11/6/13	85863	20.00	10-1500-131-45-22	
							Total	20.00		
1913340913	16371220410U	LAKESHORE	ACTIVITY TABLE	1106	214248	11/6/13	85864	343.85	10-1220-410-37-10	
							Total	343.85		
REIMBURSE	16471500332G	MUNOZ, DANIEL	BOYS GOLF MEAL MONEY	1106		11/6/13	85865	1,803.22	10-1500-332-47-22	
							Total	1,803.22		
REQUEST	16053300410U	PIZZA HUT	FAMILY READING NIGHT PIZZAS	1106		11/6/13	85866	131.00	10-3300-410-05-10	
							Total	131.00		
M LOWE	16212210332U	SCHOOL IMPROVEMENT SEVICES	LIBRARY OF CONGRESS WORKSHOP	1106		11/6/13	85867	30.00	10-2210-332-21-10	
							Total	30.00		
J MCGINNIS	16212210332U	SDE	FORMATIVE ASSESSMENT WORKSHOP	1106		11/6/13	85868	203.00	10-2210-332-21-10	
C WEEKS	16212210332U		FORMATIVE ASSESSMENT WORKSHOP	1106		11/6/13	85868	203.00	10-2210-332-21-10	
							Total	406.00		
6015430	26082540410K	THE HOME DEPOT	MAINT SUPPLIES KREITNER	1106		11/6/13	85869	19.93	20-2540-410-08-25	
							Total	19.93		
436128	16012310311B	WATTS COPY SYSTEMS, INC.	CHS LIBRARY COPIER MAINT	1106		11/6/13	85870	215.35	10-2310-311-01-20	

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Chk Date	Check #	Amount	State	Account #
							Total	215.35		
K RITCHIE	16212210332U	BLACKHAWK AREA SPECIAL EDUCATION [IEP DISCUSSIONS CONF	1107		11/7/13	85872	100.00	10-2210-332-21-10	
							Total	100.00		
AD #1300	14451711000G	COLLINSVILLE UNIT 10 TRUST & AGENCY	VOLLEYBALL REGIONAL PROFITS	1107		11/7/13	85873	49.00	10-1711-45-00	
VB #2400	14451711000G		VOLLEYBALL REGIONAL PROFITS	1107		11/7/13	85873	24.50	10-1711-45-00	
							Total	73.50		
VOLLEYBALL	16461500121G	GRAY, LINDSAY	CHS VOLLEYBALL WORKER	1107		11/7/13	85874	28.00	10-1500-121-46-22	
							Total	28.00		
VOLLEYBALL	14451711000G	IHSA	CLASS 41 REGIONAL VOLLEYBALL	1107		11/7/13	85875	392.00	10-1711-45-00	
							Total	392.00		
BOYS SOCCER	16451500131G	KETTLER, CHRIS	CHS BOYS SOCCER WORKER	1107		11/7/13	85876	210.00	10-1500-131-45-22	
FOOTBALL	16451500131G		CHS FOOTBALL OFFICIAL	1107		11/7/13	85876	105.00	10-1500-131-45-22	
FOOTBALL	16451500131G		CHS FOOTBALL WORKER	1107		11/7/13	85876	120.00	10-1500-131-45-22	
							Total	435.00		
1	16211220310U	KLINE, ROMA	BEHAVIOR THERAPY SERVICES	1107		11/7/13	85877	666.65	10-1220-310-21-10	
							Total	666.65		
FOOTBALL	16451500131G	LAUTZ, TINA	CHS FOOTBALL WORKER	1107		11/7/13	85878	86.00	10-1500-131-45-22	
FOOTBALL	16451500131G		CHS FOOTBALL WORKER	1107		11/7/13	85878	120.00	10-1500-131-45-22	
							Total	206.00		
BOYS SOCCER	16451500131G	MARTINEZ, PAT	CHS BOYS SOCCER WORKER	1107		11/7/13	85879	79.00	10-1500-131-45-22	
FOOTBALL	16451500131G		CHS FOOTBALL WORKER	1107		11/7/13	85879	52.00	10-1500-131-45-22	
							Total	131.00		
0624740001	26072540370M	MARYVILLE WATER DEPARTMENT	WATER/SEWER MARYVILLE	1107		11/7/13	85880	451.34	20-2540-370-07-26	
0624740002	26072540370M		WATER/SEWER MARYVILLE	1107		11/7/13	85880	154.41	20-2540-370-07-26	
							Total	605.75		
1103	26072540370K	MOUNDS PUBLIC WATER DIST.	WATER & SEWER KREITNER	1107		11/7/13	85881	70.49	20-2540-370-07-25	
1101	26072540370K		WATER & SEWER KREITNER	1107		11/7/13	85881	108.49	20-2540-370-07-25	
1102	26072540370K		WATER & SEWER KREITNER	1107		11/7/13	85881	18.22	20-2540-370-07-25	
							Total	197.20		
BOYS SOCCER	16451500131G	MULLINS, PAULA	CHS BOYS SOCCER OFFICIAL	1107		11/7/13	85882	170.00	10-1500-131-45-22	

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FOOTBALL	16451500131G	MULLINS, PAULA	CHS FOOTBALL WORKER	1107		11/7/13	85882	56.00	10-1500-131-45-22	
FOOTBALL	16451500131G		CHS FOOTBALL WORKER	1107		11/7/13	85882	120.00	10-1500-131-45-22	
								Total	346.00	
3-0006	16212130310U	REA, SHERRY	OCCUP THERAPY SERV	1107		11/7/13	85883	1,242.00	10-2130-310-21-10	
								Total	1,242.00	
T PETTIT	16052210332U	REGIONAL OFFICE OF EDUCATION #45	DIFFERENTIAL INSTRUCTION CONF	1107		11/7/13	85884	159.00	10-2210-332-05-10	
N BASARICH	16052210332U		DIFFERENTIAL INSTRUCTION CONF	1107		11/7/13	85884	159.00	10-2210-332-05-10	
P MEYER	16052210332U		DIFFERENTIAL INSTRUCTION CONF	1107		11/7/13	85884	159.00	10-2210-332-05-10	
BAUMGARTNER	16052210332U		DIFFERENTIAL INSTRUCTION CONF	1107		11/7/13	85884	159.00	10-2210-332-05-10	
								Total	636.00	
BOYS SOCCER	16451500131G	SCHUBER, SUSAN	CHS BOYS SOCCER OFFICIAL	1107		11/7/13	85885	27.00	10-1500-131-45-22	
FOOTBALL	16451500131G		CHS FOOTBALL WORKER	1107		11/7/13	85885	25.00	10-1500-131-45-22	
								Total	52.00	
03687001N	16371220410U	TOYS FOR SPECIAL CHILDREN INC	HANGING NET CHAIR	1107	214287	11/7/13	85886	108.95	10-1220-410-37-10	
								Total	108.95	
C MOORE	16212210332U	UNIVERSITY OF MISSOURI	LANGUAGE LEARNING CONF	1107		11/7/13	85887	425.00	10-2210-332-21-10	
								Total	425.00	
B BASKETBALL	16451501311N	BRENDEL, BOB	CMS BOYS BB OFFICIAL	1112		11/12/13	85888	70.00	10-1501-311-45-27	
								Total	70.00	
MILEAGE	46122550333B	COOPER, KIM	PARENT TRANSPORTATION COSTS	1112		11/12/13	85889	214.70	40-2550-333-12-20	
								Total	214.70	
B BASKETBALL	16451501311N	DAIBER, ROBERT	CMS BOYS BB OFFICIAL	1112		11/12/13	85890	70.00	10-1501-311-45-27	
								Total	70.00	
G BASKETBALL	16461501311N	GEORGE, LOUIE	CMS GIRLS BASKETBALL OFFICIAL	1112		11/12/13	85891	70.00	10-1501-311-46-27	
								Total	70.00	
G BASKETBALL	16461501311N	KAISER, JOE	CMS G BASKETBALL OFFICIAL	1112		11/12/13	85892	70.00	10-1501-311-46-27	
								Total	70.00	
CHURCHILL	16052210332U	LINDAMOOD-BELL LEARNING PROCESSES	SEEING STARS WORKSHOP	1112	5001747	11/12/13	85893	645.05	10-2210-332-05-10	
A FREY	16052210332U		SEEING STARS WORKSHOP	1112	5001747	11/12/13	85893	645.05	10-2210-332-05-10	
J KEENE	16052210332U		SEEING STARS WORKSHOP	1112	5001747	11/12/13	85893	645.05	10-2210-332-05-10	

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Total								1,935.15		
4113114000	26072540465R	AMEREN ILLINOIS	NATURAL GAS RENFRO	1113		11/13/13	85894	1,288.03	20-2540-465-07-28	
2916793131	26072540466I		ELECTRICITY DORRIS	1113		11/13/13	85894	33.24	20-2540-466-07-33	
6180031212	26072540466I		ELECTRICITY ADMIN BLDG & ANNEX	1113		11/13/13	85894	780.12	20-2540-466-07-01	
6180031212	26072540465I		NATURAL GAS ADMIN BLDG	1113		11/13/13	85894	86.60	20-2540-465-07-01	
5584603214	26072540466K		ELECTRICITY KREITNER	1113		11/13/13	85894	46.42	20-2540-466-07-25	
0424293295	26072540466T		ELECTRICITY TWIN ECHO	1113		11/13/13	85894	67.75	20-2540-466-07-30	
7944225617	26072540466I		ELECTRICITY DORRIS	1113		11/13/13	85894	17.39	20-2540-466-07-33	
7944225617	26072540465I		NATURAL GAS DORRIS	1113		11/13/13	85894	372.82	20-2540-465-07-33	
0483929006	26072540465M		NATURAL GAS MARYVILLE	1113		11/13/13	85894	74.22	20-2540-465-07-26	
5468217450	26072540466M		ELECTRICITY MARYVILLE	1113		11/13/13	85894	48.10	20-2540-466-07-26	
Total								2,814.69		
6183454723	26072540340U	AT&T	TELEPHONE CHARGES	1113		11/13/13	85895	29.34	20-2540-340-07-10	
6183453422	26072540340U		TELEPHONE CHARGES	1113		11/13/13	85895	62.19	20-2540-340-07-10	
6183451491	26072540340U		TELEPHONE CHARGES	1113		11/13/13	85895	29.20	20-2540-340-07-10	
Total								120.73		
7372100000	26072540370K	CITY OF COLLINSVILLE	WATER & SEWER KREITNER	1113		11/13/13	85896	175.87	20-2540-370-07-25	
7372000000	26072540370K		WATER & SEWER KREITNER	1113		11/13/13	85896	342.98	20-2540-370-07-25	
Total								518.85		
14389879	26012549325U	DA-COM CORP	LANIER COPIER	1113		11/13/13	85897	179.00	20-2549-325-01-10	
14389880	26012549325U		LANIER COPIER	1113		11/13/13	85897	175.00	20-2549-325-01-10	
14414179	26012549325U		TOSHIBA COPIER	1113		11/13/13	85897	240.00	20-2549-325-01-10	
Total								594.00		
902420	260825404101	LOWES BUSINESS ACCOUNT	CEILING BRACKET	1113		11/13/13	85898	20.11	20-2540-410-08-01	
Total								20.11		
KAHOKI	14471720000G	COLLINSVILLE UNIT 10 TRUST & AGENCY	KAHOKI STUDENT FEES	1114		11/14/13	85899	1,304.85	10-1720-47-00	
Total								1,304.85		
30913	16471500418G	GATEWAY OCCUPATIONAL HEALTH SERVI	ATHLETIC DRUG TESTING	1114		11/14/13	85900	912.00	10-1500-418-47-22	
31454	16471500418G		ATHLETIC DRUG TESTING	1114		11/14/13	85900	202.50	10-1500-418-47-22	
Total								1,114.50		
GIRLS BB	16461501311N	KREIG, KARL	CMS GIRLS BB OFFICIAL	1114		11/14/13	85901	70.00	10-1501-311-46-27	

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							Total	70.00		
EXPENSE ADV	16012310332B	KUSMIERCZAK, GARY	IASB CHICAGO CONF	1114		11/14/13	85902	600.00	10-2310-332-01-20	
							Total	600.00		
87373	26082540323U	MASTER AUTO REPAIR	DISMOUNT AND MOUNT TIRE	1114		11/14/13	85903	35.78	20-2540-323-08-10	
87257	26082540323U		DISMOUNT AND MOUNT TIRE	1114		11/14/13	85903	40.00	20-2540-323-08-10	
							Total	75.78		
BOYS BB	16451501311N	MAUSCHBAUGH, ANDREW	CMS BOYS BB OFFICIAL	1114		11/14/13	85904	70.00	10-1501-311-45-27	
							Total	70.00		
GIRLS BB	16461501311N	RUSSELL, DAMION	CMS GIRLS BB OFFICIAL	1114		11/14/13	85905	70.00	10-1501-311-46-27	
							Total	70.00		
SCHOMBER	16052210332U	BUREAU OF EDUC & RESEARCH	IPAD CONF	1118		11/18/13	85932	235.00	10-2210-332-05-10	
SCHOMBER	16052210332U		IPAD CONF	1118		11/18/13	85932	235.00	10-2210-332-05-10	
GRABER	16052210332U		IPAD CONF	1118		11/18/13	85932	235.00	10-2210-332-05-10	
EBERHART	16052210332U		IPAD CONF	1118		11/18/13	85932	235.00	10-2210-332-05-10	
							Total	940.00		
13-489	16012310412U	CREATIVE BUSINESS FORMS	HEALTH PASSES	1118		11/18/13	85933	207.00	10-2310-412-01-10	
							Total	207.00		
VOLLEYBALL	16461500121G	GAINES, JASMINE	CHS VOLLEYBALL IHSA WORKER	1118		11/18/13	85934	40.00	10-1500-121-46-22	
							Total	40.00		
GIRLS BB	16461501311N	GEORGE, LOUIE	CMS GIRLS BB OFFICIAL	1118		11/18/13	85935	70.00	10-1501-311-46-27	
							Total	70.00		
EXP ADV	16471500332G	HAY, SEAN	MEAL MONEY	1118		11/18/13	85936	142.00	10-1500-332-47-22	
							Total	142.00		
11/9/2013	86012310385B	IL DEPARTMENT OF EMPLOYMENT SECUR UNEMPLOYMENT COMP		1118		11/18/13	85937	31,295.33	80-2363-385-01-20	
							Total	31,295.33		
C FISHER	16491130332G	ILLINOIS PRINCIPALS ASSN	CONVERSATIONS CONF	1118		11/18/13	85938	179.00	10-1130-332-49-22	
							Total	179.00		
K DETERING	16212210332U	ILLINOIS READING COUNCIL	IRC CONFERENCE	1118		11/18/13	85939	240.00	10-2210-332-21-10	
C KULUPKA	16212210332U		IRC CONFERENCE	1118		11/18/13	85939	240.00	10-2210-332-21-10	
S BIONDI	16212210332U		IRC CONF	1118		11/18/13	85939	240.00	10-2210-332-21-10	

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							Total	720.00		
GIRLS BB	16461501311N	KAISER, JOE	CMS GIRLS BB OFFICIAL	1118		11/18/13	85940	70.00	10-1501-311-46-27	
							Total	70.00		
REIMBURSE	16763700332U	LOCHMANN, NANCY	LEA CONF LODGING	1118		11/18/13	85941	680.00	10-3700-332-76-10	
							Total	680.00		
GIRLS BB	16461501311N	MATTHEWS, MIKE	CMS GIRLS BB OFFICIAL	1118		11/18/13	85942	70.00	10-1501-311-46-27	
							Total	70.00		
GIRLS BB	16461501311N	MATTHEWS, MIKE	CMS GIRLS BB OFFICIAL	1118		11/18/13	85943	70.00	10-1501-311-46-27	
							Total	70.00		
GIRLS BB	16461501311N	MAUSCHBAUGH, ANDREW	CMS GIRLS BB OFFICIAL	1118		11/18/13	85944	70.00	10-1501-311-46-27	
							Total	70.00		
STMT	160225243401	PAK MAIL	POSTAGE & POSTAGE MACH Rental	1118		11/18/13	85945	26.93	10-2524-340-02-01	
							Total	26.93		
2140085	16212150410U	PRO-ED INC.	SPELT3	1118	214028	11/18/13	85946	445.50	10-2150-410-21-10	
							Total	445.50		
VOLLEYBALL	16461500121G	PROFIT, PAUL	CHS VOLLEYBALL IHSA WORKER	1118		11/18/13	85947	20.00	10-1500-121-46-22	
							Total	20.00		
VOLLEYBALL	16461500121G	PRUETT, BROOKE	CHS VOLLEYBALL IHSA WORKER	1118		11/18/13	85948	60.00	10-1500-121-46-22	
							Total	60.00		
GIRLS BB	16461501311N	RATHER, CHARLES	CMS GIRLS BB OFFICIAL	1118		11/18/13	85949	70.00	10-1501-311-46-27	
							Total	70.00		
S RALSTON	16052210332U	REGIONAL OFFICE OF EDUCATION #45	COMMON CORE WORKSHOP	1118		11/18/13	85950	159.00	10-2210-332-05-10	
							Total	159.00		
GIRLS BB	16461501311N	RUSSELL, DAMION	CMS GIRLS BB OFFICIAL	1118		11/18/13	85951	70.00	10-1501-311-46-27	
							Total	70.00		
YORK	16672210332U	THE CENTER IRC	BILINGUAL CONF	1118		11/18/13	85952	285.00	10-2210-332-67-10	
M RICHARDSON	16672210332U		13-14 LIPLP (4909) services	1118		11/18/13	85952	285.00	10-2210-332-67-10	
K COOK	16672210332U		BILINGUAL CONF	1118		11/18/13	85952	285.00	10-2210-332-67-10	
C CRUISE	16672210332U		BILINGUAL CONF	1118		11/18/13	85952	285.00	10-2210-332-67-10	
							Total	1,140.00		
5825328233567	26082540410U	ADVANCE AUTO PARTS	ANTIFREEZE	1120		11/20/13	86172	36.47	20-2540-410-08-10	

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5825330434907	26082540410U	ADVANCE AUTO PARTS	BATTERY	1120		11/20/13	86172	95.99	20-2540-410-08-10	
Total								132.46		
9540416335	26072540466X	AMEREN ILLINOIS	ELECTRICITY WEBSTER	1120		11/20/13	86173	50.61	20-2540-466-07-31	
Total								50.61		
683430982	26072540340U	AT&T	TELEPHONE CHARGES	1120		11/20/13	86174	38.84	20-2540-340-07-10	
6183432679	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	83.82	20-2540-340-07-10	
6183432755	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	116.85	20-2540-340-07-10	
6183432747	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	136.66	20-2540-340-07-10	
6183432748	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	310.79	20-2540-340-07-10	
6183432743	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	230.48	20-2540-340-07-10	
6183432750	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	238.60	20-2540-340-07-10	
6183466265	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	283.93	20-2540-340-07-10	
6183432760	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	249.00	20-2540-340-07-10	
6183432599	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	260.62	20-2540-340-07-10	
6183432769	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	476.34	20-2540-340-07-10	
6183432556	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	1,712.72	20-2540-340-07-10	
6183460879	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	55.87	20-2540-340-07-10	
6183466301	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	682.94	20-2540-340-07-10	
6183466650	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	649.00	20-2540-340-07-10	
6183466208	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	228.18	20-2540-340-07-10	
6183466377	26072540340U		TELEPHONE CHARGES	1120		11/20/13	86174	55.74	20-2540-340-07-10	
Total								5,810.38		
3022005000	26072540370C	CASEYVILLE WATER DEPT	WATER & SEWER CASEYVILLE	1120		11/20/13	86175	70.78	20-2540-370-07-21	
3022007500	26072540370C		WATER & SEWER CASEYVILLE	1120		11/20/13	86175	70.78	20-2540-370-07-21	
4016572100	26072540370H		WATER/SEWER HOLLY HGTS	1120		11/20/13	86175	31.88	20-2540-370-07-23	
Total								173.44		
7601000000	26072540370N	CITY OF COLLINSVILLE	WATER/SEWER MS	1120		11/20/13	86176	3,887.70	20-2540-370-07-27	
7601010000	26072540370N		WATER/SEWER MS	1120		11/20/13	86176	22.00	20-2540-370-07-27	
8421000000	26072540370J		WATER & SEWER JEFFERSON	1120		11/20/13	86176	188.38	20-2540-370-07-24	
Total								4,098.08		
14449693	26012549325U	DA-COM CORP	COPIER/PRINTER COMP Oper LEASE	1120		11/20/13	86177	179.00	20-2549-325-01-10	

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14449694	26012549325U		COPIER/PRINTER COMP Oper LEASE	1120		11/20/13	86177	179.00	20-2549-325-01-10	
14454975	26012549325U		COPIER/PRINTER COMP Oper LEASE	1120		11/20/13	86177	144.73	20-2549-325-01-10	
14467055	26012549325U		COPIER/PRINTER COMP Oper LEASE	1120		11/20/13	86177	193.00	20-2549-325-01-10	
							Total	695.73		
15765	16242569400U	FARMERS MARKET	FED Fresh Fruit & Veg Grant	1120		11/20/13	86178	180.00	10-2569-400-24-10	
							Total	180.00		
K CARPENTER	160226423321	ILLINOIS PRINCIPALS ASSN	IPA LEGAL UPDATE	1120		11/20/13	86179	25.00	10-2642-332-02-01	
							Total	25.00		
663262	16932660541U	ITSAVVY	EPSON POWERLITE	1120	87000119	11/20/13	86180	5,033.88	10-2660-541-93-10	
663262	16932660410U		EPSON POWERLITE	1120	87000119	11/20/13	86180	1,010.96	10-2660-410-93-10	
							Total	6,044.84		
2	16211220310U	KLINE, ROMA	BEHAVIOR THERAPY SERV	1120		11/20/13	86181	3,083.40	10-1220-310-21-10	
							Total	3,083.40		
9220075000	26072540370C	METRO EAST SANITARY DIST	WATER & SEWER CASEYVILLE	1120		11/20/13	86182	8.00	20-2540-370-07-21	
9220050000	26072540370C		WATER & SEWER CASEYVILLE	1120		11/20/13	86182	8.00	20-2540-370-07-21	
							Total	16.00		
3-007	16212130310U	REA, SHERRY	OCCUP THERAPY ASSIST SERVICES	1120		11/20/13	86183	1,288.00	10-2130-310-21-10	
							Total	1,288.00		
MILEAGE	16121220332B	WHITE, NIKKI	HOMEBOUND MILEAGE	1120		11/20/13	86184	123.57	10-1220-332-12-20	
							Total	123.57		
REQUEST	160225243401	A & H MECHANICAL	1ST CLASS MAILING	1122		11/22/13	86186	447.11	10-2524-340-02-01	
							Total	447.11		
5825329034073	26082540410U	ADVANCE AUTO PARTS	BATTERY	1122		11/22/13	86187	100.00	20-2540-410-08-10	
							Total	100.00		
EXP ADV	16461500332G	BILLY, LORI	GIRLS BB MEAL MONEY	1122		11/22/13	86188	100.00	10-1500-332-46-22	
							Total	100.00		
S HARTLE	16212210332U	BUREAU OF EDUC & RESEARCH	PRAC STRATEGIES CONF	1122		11/22/13	86189	229.00	10-2210-332-21-10	
GRANDIDER	16212210332U		PRAC STRATEGIES	1122		11/22/13	86189	229.00	10-2210-332-21-10	
							Total	458.00		
MILEAGE	46122550333B	COOPER, KIM	SPEC ED PARENT MILEAGE	1122		11/22/13	86190	132.21	40-2550-333-12-20	

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Chk Date	Check #	Amount	State	Account #
Total								132.21		
XJPXXW87	16932660541U	DELL COMPUTER CORPORATION	DELL LATITUDE	1122	87000126	11/22/13	86191	2,267.85	10-2660-541-93-10	
XJPXXW87	16211220540U		DELL LATITUDE	1122	87000126	11/22/13	86191	34,017.75	10-1220-540-21-10	
Total								36,285.60		
A BERG	16212210332U	IAASE	WINTER CONF	1122		11/22/13	86192	175.00	10-2210-332-21-10	
B BETHEL	16212210332U		WINTER CONF	1122		11/22/13	86192	175.00	10-2210-332-21-10	
Total								350.00		
T PETTIT	16052210332U	ILLINOIS PRINCIPALS ASSN	IPA LEGAL UPDATES CONF	1122		11/22/13	86193	25.00	10-2210-332-05-10	
Total								25.00		
BROWN SABATINC	16212210332U	ILLINOIS PUBLIC HEALTH ASSOCIATION	SCHOOL HEALTH DAYS CONF	1122		11/22/13	86194	65.00	10-2210-332-21-10	
J WILKE	16212210332U		SCHOOL HEALTH DAYS CONF	1122		11/22/13	86194	65.00	10-2210-332-21-10	
Total								130.00		
EXP ADV	16451500332G	LEE, DARIN	BOYS BB MEAL MONEY	1122		11/22/13	86195	192.00	10-1500-332-45-22	
Total								192.00		
7525519200	160411104114	MCGRAW HILL BOOK CO	READING WONDERS MATERIALS	1122	301722	11/22/13	86196	715.93	10-1110-411-04-04	
752799910001	160411104114		READING WONDERS MATERIALS	1122	301722	11/22/13	86196	2,789.95	10-1110-411-04-04	
75685115001	16211220410U		CORR READING DECODING	1122	214165	11/22/13	86196	285.05	10-1220-410-21-10	
76028296001	16211220410U		SRA MATH MATERIALS	1122	214215	11/22/13	86196	308.04	10-1220-410-21-10	
76070925001	16211220410U		SRA MATH MATERIALS	1122	214215	11/22/13	86196	793.98	10-1220-410-21-10	
76071750001	160411104114		WONDERS COMP SUBSCRIPTION	1122	301725	11/22/13	86196	283.38	10-1110-411-04-04	
76104363001	160411104114		WONDERS COMP	1122	301725	11/22/13	86196	1,311.00	10-1110-411-04-04	
75181626001	16211220410U		SKILLS LINK	1122	214082	11/22/13	86196	41.09	10-1220-410-21-10	
75186660001	16211220410U		CORRECTIVE READING DECODING	1122	214088	11/22/13	86196	53.41	10-1220-410-21-10	
75361201001	16211220410U		READING WONDERS	1122	214211	11/22/13	86196	40,819.48	10-1220-410-21-10	
75396716001	16211220410U		READING WONDERS	1122	214211	11/22/13	86196	15,988.98	10-1220-410-21-10	
75441131001	16211220410U		READING WONDERS	1122	214211	11/22/13	86196	335.88	10-1220-410-21-10	
75474541001	16211220410U		READING WONDERS	1122	214211	11/22/13	86196	2,501.28	10-1220-410-21-10	
796104310001	16211220410U		READING WONDERS	1122	214211	11/22/13	86196	274.05	10-1220-410-21-10	
7615417001	16211220410U		READING WONDERS	1122	214211	11/22/13	86196	2,531.40	10-1220-410-21-10	
85402869001	16211220410U		READING WONDERS	1122	214211	11/22/13	86196	836.01	10-1220-410-21-10	
Total								69,868.91		

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COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Chk Date	Check #	Amount	State	Account #
BERRY COLEMAN	16022210332U	RAISING STUDENT ACHIEVEMENT	STUDENT ACHIEVEMENT CONF	1122		11/22/13	86197	300.00	10-2210-332-02-10	
							Total	300.00		
062087	16211220540U	TERRYS APPLIANCE CENTER	WASHER AND DRYER	1122		11/22/13	86198	1,735.95	10-1220-540-21-10	
							Total	1,735.95		
REQUEST	160225243401	POSTMASTER	1ST CLASS MAILING	1123		11/22/13	86199	447.11	10-2524-340-02-01	
							Total	447.11		
31805	26492540540U	CROWN GYM MATS, INC.	WRESTLING STORAGE COVER	1125		11/25/13	86214	403.00	20-2540-540-49-10	
							Total	403.00		
WRESTLING	16451501311G	KRISTOFF, MARK	CHS V WRESTLING OFFICIAL	1125		11/25/13	86215	135.00	10-1501-311-45-22	
							Total	135.00		
WRESTLING	16451501311G	NIGHOHOSSIAN, HAIG	CHS V WRESTLING OFFICIAL	1125		11/25/13	86216	135.00	10-1501-311-45-22	
							Total	135.00		
256013101	26072540466M	AMEREN ENERGY MARKETING	ELECTRICITY MARYVILLE	1126		11/26/13	86217	2,578.11	20-2540-466-07-26	
256013101	26072540466X		ELECTRICITY WEBSTER	1126		11/26/13	86217	6,068.42	20-2540-466-07-31	
256013101	26072540466K		ELECTRICITY KREITNER	1126		11/26/13	86217	3,106.56	20-2540-466-07-25	
256013101	26072540466R		ELECTRICITY RENFRO	1126		11/26/13	86217	4,329.52	20-2540-466-07-28	
256013101	26072540466C		ELECTRICITY CASEYVILLE	1126		11/26/13	86217	1,890.81	20-2540-466-07-21	
256013101	26072540466S		ELECTRICITY SUMMIT	1126		11/26/13	86217	899.58	20-2540-466-07-29	
256013101	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1126		11/26/13	86217	560.53	20-2540-466-07-01	
256013101	26072540466N		ELECTRICITY MS	1126		11/26/13	86217	9,250.18	20-2540-466-07-27	
256013101	26072540466G		ELECTRICITY HS	1126		11/26/13	86217	9,359.58	20-2540-466-07-22	
256013101	26072540466G		ELECTRICITY HS	1126		11/26/13	86217	20,640.87	20-2540-466-07-22	
256013101	26072540466I		ELECTRICITY DORRIS	1126		11/26/13	86217	6,518.22	20-2540-466-07-33	
256013101	26072540466J		ELECTRICITY JEFFERSON	1126		11/26/13	86217	786.16	20-2540-466-07-24	
256013101	26072540466T		ELECTRICITY TWIN ECHO	1126		11/26/13	86217	1,465.50	20-2540-466-07-30	
							Total	67,454.04		
618R262676	26072540340U	AT&T	TELEPHONE CHARGES	1126		11/26/13	86218	293.74	20-2540-340-07-10	
618R263159	26072540340U		TELEPHONE CHARGES	1126		11/26/13	86218	3,123.43	20-2540-340-07-10	
							Total	3,417.17		
REQUEST	161411103234	BOEHNKE, VIRGIL	TUNE AND REPAIR PIANO	1126		11/26/13	86219	116.00	10-1110-323-14-04	

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Chk Date	Check #	Amount	State	Account #
Total								116.00		
JACKSTADT	16762210332U	BUREAU OF EDUC & RESEARCH	CCSS FOR ENGLISH CONF	1126		11/26/13	86220	229.00	10-2210-332-76-10	
ESCHMANN	16212210332U		INCREASE STUDENT SUCCESS CONF	1126		11/26/13	86220	225.00	10-2210-332-21-10	
WAFLE	16212210332U		INCREASE STUDENT SUCCESS CONF	1126		11/26/13	86220	225.00	10-2210-332-21-10	
Total								679.00		
7973	260825404101	CARDMEMBER SERVICES	LOWES	1126		11/26/13	86221	139.60	20-2540-410-08-01	
5644	26082540410U		ALLPARTITIONS	1126		11/26/13	86221	41.00	20-2540-410-08-10	
0120	16012310332B		ILL ASSN OF SCHOOL BRD	1126		11/26/13	86221	80.00	10-2310-332-01-20	
0191	16012310410B		FRIDAYS	1126		11/26/13	86221	77.70	10-2310-410-01-20	
0129	16901130410U		RADIOSHACK	1126	88131411	11/26/13	86221	(2.84)	10-1130-410-90-10	
8348	160225104401		WALL ST JOURNAL	1126		11/26/13	86221	26.99	10-2510-440-02-01	
6283	160225104101		OFFICE MAX	1126		11/26/13	86221	174.93	10-2510-410-02-01	
2653	16901130410U		RADIOSHACK	1126	88131411	11/26/13	86221	48.21	10-1130-410-90-10	
2157	16932660410U		AMAZON	1126		11/26/13	86221	103.98	10-2660-410-93-10	
1996	16932660410U		AMAZON	1126		11/26/13	86221	48.67	10-2660-410-93-10	
7932	16932660410U		AMAZON	1126		11/26/13	86221	109.00	10-2660-410-93-10	
0349	160225103321		APPLEBEES	1126		11/26/13	86221	25.82	10-2510-332-02-01	
9404	16932660410U		VESSEL EXPRESS MED	1126		11/26/13	86221	51.24	10-2660-410-93-10	
5057	160225104101		OFFICE MAX	1126		11/26/13	86221	59.98	10-2510-410-02-01	
4266	46142550332G		HERBS LICENSE SERVICE	1126		11/26/13	86221	130.00	40-2550-332-14-22	
2611	16012310332U		COLL CHAMBER OF COMMERCE	1126		11/26/13	86221	280.00	10-2310-332-01-10	
6469	160226423321		IPA	1126		11/26/13	86221	170.05	10-2642-332-02-01	
4960	16471500332G		HAMPTON INN	1126		11/26/13	86221	433.44	10-1500-332-47-22	
Total								1,997.77		
9353000000	26072540370T	CITY OF COLLINSVILLE	WATER & SEWER TWIN ECHO	1126		11/26/13	86222	895.52	20-2540-370-07-30	
346001000	26072540371G		WATER HS ATHL FIELD	1126		11/26/13	86222	172.45	20-2540-371-07-22	
913000000	26072540370G		WATER /SEWER HS	1126		11/26/13	86222	73.79	20-2540-370-07-22	
9346100000	26072540370G		WATER /SEWER HS	1126		11/26/13	86222	160.12	20-2540-370-07-22	
9346000000	26072540370G		WATER /SEWER HS	1126		11/26/13	86222	6,357.29	20-2540-370-07-22	
Total								7,659.17		
GIRLS BB	16461501311G	CLEARK, ALDRICH	CHS F GIRLS BB OFFICIAL	1126		11/26/13	86223	50.00	10-1501-311-46-22	

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Chk Date	Check #	Amount	State	Account #
							Total	50.00		
WRESTLING	16451501311G	CRAIN, DANIEL	CHS WRESTLING OFFICIAL	1126		11/26/13	86224	135.00	10-1501-311-45-22	
							Total	135.00		
012425882109	16762210410U	GECRB/AMAZON	COMMON CORE COMPANION	1126	301735	11/26/13	86225	149.10	10-2210-410-76-10	
180250697279	16051250410U		VOCAB FOR COMMON CORE	1126	5001743	11/26/13	86225	54.04	10-1250-410-05-10	
020907325282	16762210410U		COMMON CORE MATERIALS	1126	301738	11/26/13	86225	55.56	10-2210-410-76-10	
							Total	258.70		
GIRLS BB	16461501311G	HARRIS, JOHNNIE	CHS GIRLS BB OFFICIAL	1126		11/26/13	86226	105.00	10-1501-311-46-22	
							Total	105.00		
A KIMBRELL	16212210332U	ILLINOIS PUBLIC HEALTH ASSOCIATION	SCHOOL HEALTH DAYS	1126		11/26/13	86227	65.00	10-2210-332-21-10	
R PRIOR	16212210332U		SCHOOL HEALTH DAYS	1126		11/26/13	86227	65.00	10-2210-332-21-10	
							Total	130.00		
J72252	26082540410U	JOHN DEERE FINANCIAL	OIL GREASE	1126		11/26/13	86228	43.76	20-2540-410-08-10	
							Total	43.76		
GIRLS BB	16461501311G	KRATSCHEMER, BO	CHS GIRLS BB OFFICIAL	1126		11/26/13	86229	105.00	10-1501-311-46-22	
							Total	105.00		
GIRLS BB	16461501311G	MALONE, COREY	CHS GIRLS F BB OFFICIAL	1126		11/26/13	86230	50.00	10-1501-311-46-22	
							Total	50.00		
GIRLS BB	16461501311N	MATHEWS, MIKE	CMS GIRLS BB OFFICIAL	1126		11/26/13	86231	70.00	10-1501-311-46-27	
							Total	70.00		
S LAMBERT	16212210332U	PESI	OPPOSITIONAL KIDS CONF	1126		11/26/13	86232	189.99	10-2210-332-21-10	
							Total	189.99		
1064823	16012310410B	PURITAN SPRINGS BOTTLED WATER	WATER BOARD ROOM	1126		11/26/13	86233	46.13	10-2310-410-01-20	
							Total	46.13		
GIRLS BB	16461501311N	ROUNDTREE, SHAUN	CMS GIRLS BB OFFICIAL	1126		11/26/13	86234	70.00	10-1501-311-46-27	
							Total	70.00		
64342	16461500411G	TEMPLES SPORTING GOODS	BASKETBALLS	1126		11/26/13	86235	581.12	10-1500-411-46-22	
							Total	581.12		
GIRLS BB	16461501311G	TOENNIES, KEVIN	CHS GIRLS BB OFFICIAL	1126		11/26/13	86236	105.00	10-1501-311-46-22	
							Total	105.00		
D10092	46122550333B	TROPIANO TRANSPORTATION	SPEC ED TRANS NON FIRST STU	1126		11/26/13	86237	10,340.00	40-2550-333-12-20	

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Chk Date	Check #	Amount	State	Account #
D10093H	46012550333U		Regular/Homeless Non FS	1126		11/26/13	86237	4,794.00	40-2550-333-01-10	
							Total	15,134.00		
MILEAGE	161226203321	CHURCH, CYNTHIA	IN DISTRICT MILEAGE BILINGUAL	1127		11/27/13	86238	175.00	10-2620-332-12-01	
							Total	175.00		
MILEAGE	46122550333B	COOPER, KIM	PARENT TRANSPORTATION COSTS	1127		11/27/13	86239	214.70	40-2550-333-12-20	
							Total	214.70		
E FLOHR	16032410332G	ILLINOIS PRINCIPALS ASSN	COMMON CORE CONF REG	1127		11/27/13	86240	179.00	10-2410-332-03-22	
E FLOHR	16032410332G		DATA BASED DECISION MAKING	1127		11/27/13	86240	179.00	10-2410-332-03-22	
E FLOHR	16032410332G		CHANGING SCHOOL CULTURE	1127		11/27/13	86240	179.00	10-2410-332-03-22	
							Total	537.00		
							Report Total	<u><u>\$387,380.58</u></u>		

Paid Accounts Payable (Fund Summary)

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Fund Code	Description	Batch #	Amount
10	Education Fund	1,120	151,099.68
20	Oper, Build, & Maint Fund	1,104	188,489.26
40	Transportation Fund	1,126	16,496.31
80	Tort Fund	1,118	31,295.33
Report Total			<u><u>\$387,380.58</u></u>

8. Monthly Financial Statements for November 2013

BOARD AGENDA
December 16, 2013

TO: Dr. Robert E. Green, Superintendent of Schools
FROM: Uta Robison, Director of Business Affairs
DATE: December 12, 2013 *RL*
RE: Approval of Monthly Financial Statements

A separate agenda item is needed for Board approval of the monthly financial statements.

I recommend approval of the following suggested motion:

“I move that the monthly financial statements of Collinsville Community Unit School District No.10 and the Collinsville Area Vocational Center for November 2013, be approved and attached to these minutes as Exhibit E-8.”

SS

Attachments

Collinsville Area Vocational Center
Statement of Changes in Fund Balance
For the Month Ending November 30, 2013

	Fund 10	Fund 20	Fund 40	Total
Fund Balance October 31, 2013	\$ (58,639.05)	\$ 6,596.71	\$ 4,194.59	\$ (47,847.75)
Income	\$ 28,289.71	\$ 2,599.00	\$ 364.40	\$ 31,253.11
Expenditures	(124,051.32)	(2,473.52)	(2,845.32)	(129,370.16)
Net change	\$ (95,761.61)	\$ 125.48	\$ (2,480.92)	\$ (98,117.05)
Fund Balance November 30, 2013	\$ (154,400.66)	6,722.19	\$ 1,713.67	\$ (145,964.80)

November 30, 2013			November 30, 2013	
Income	\$ 31,253.11		Expenditures	\$ (129,370.16)
Cash Receipts	\$ 32,398.93		AP Check Register	\$ (266,720.53)
to Expense Account	(1,148.93)		Net PR 11/01/13	(20,368.74)
to Asset			Net PR 11/15/13	(20,625.96)
From AP Report coded to revenue	-		Net PR 11/26/13	(22,803.86)
JE's	\$ -		Ajs	\$ 200,000.00
AJ's	\$ 3.11		From AP Rep. coded to Assets	
			From Cash receipts to Exp	\$ 1,148.93
Total	\$ 31,253.11		Total	\$ (129,370.16)

Fund Balance Report

VOC

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NOV 30 2013

COLLINSVILLE 10

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	124,051.32	28,289.71	526,664.37	372,263.71	(154,400.66)	0.00	(154,400.66)
20	Oper, Build, & Maint Fund	2,473.52	2,599.00	27,480.64	34,202.83	6,722.19	0.00	6,722.19
40	Transportation Fund	2,845.32	364.40	3,081.84	4,795.51	1,713.67	0.00	1,713.67
		<u>\$129,370.16</u>	<u>\$31,253.11</u>	<u>\$557,226.85</u>	<u>\$411,262.05</u>	<u>(\$145,964.80)</u>	<u>\$0.00</u>	<u>(\$145,964.80)</u>

Balance Sheet

VOC

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COLLINSVILLE 10

NOV 30 2013

Education Fund 10						
Function						
Account	Description	Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number	
AP-Accrual-10	AP-Accrual for Fund 10	0.00	0.00	0.00	10-0	
100001010000	CASH UMB 1ST NATL BANK	0.00	0.00	0.00	10-100	
Instruction						
10-101	PAYROLL CASH	0.00	0.00	0.00	10-101	
100001010001	CASH US BANK	511,084.66	(233,372.75)	277,711.92	10-101-1	
1000010100TA	ACTIVITY (TRUST & AGENCY) CASH	19,229.44	2,296.01	21,525.45	10-102	
10951020000A	PETTY CASH	0.00	0.00	0.00	10-102-95	
10011200000A	RECEIVABLE MISC	4,284.00	0.00	4,284.00	10-120-01	
10951400000A	EDUC TUITION REC FM PART DIST	0.00	0.00	0.00	10-140-95	
10951400001A	IMRF TUITION REC PART DIST	0.00	0.00	0.00	10-140-95	
10011520000B	INTERFUND LOAN TO O&M FUND	0.00	0.00	0.00	10-152-01	
10951520000A	LOAN TO O&M FUND	0.00	0.00	0.00	10-152-95	
10951800000A	INVESTMENTS	(418,082.82)	137,611.14	(280,471.68)	10-180-95	
1000	Instruction	\$116,515.28	(93,465.60)	23,049.69	* Function	
Community Services						
10-400	ACTIVITY (TRUST & AGENCY)	(19,229.44)	(2,296.01)	(21,525.45)	10-400	
3000	Community Services	(\$19,229.44)	(2,296.01)	(21,525.45)	* Function	
Nonprogrammed Charges						
10-402	A/P LIABILITY	0.00	0.00	0.00	10-402	
10-403- 1	WAGE GAR. (4595)	0.00	0.00	0.00	10-403	
10-403	WAGE GARNISH	0.00	0.00	0.00	10-403-00	
12954200000A	ED FUND PAYABLE TO PARTICIPATI	(156,024.89)	0.00	(156,024.89)	10-420-95	
12004310000B	INTERFUND LOAN FROM EDUCATION	0.00	0.00	0.00	10-431-00	
120045190000	E.I.C.	0.00	0.00	0.00	10-451	
120045090000	T.H.I.S.	0.00	0.00	0.00	10-451-017	
120045110000	TRS TAX SHLT BP	0.00	0.00	0.00	10-451-018	
120045150000	TRS FEDERAL	0.00	0.00	0.00	10-451-019	
120045T20000	TRS 2.2	0.00	0.00	0.00	10-451-020	
120045TR0000	TRS PAYBACK	0.00	0.00	0.00	10-451-021	
10-451-022	T.H.I.S. BP	0.00	0.00	0.00	10-451-022	
10-451-023	2.2 TRS BENEFIT UPGRADE BP	0.00	0.00	0.00	10-451-023	
120045200000	FEDERAL TAX	0.00	0.00	0.00	10-452	
120045300000	STATE TAX	0.00	0.00	0.00	10-453	
120045340000	STATE WH TAX	0.00	0.00	0.00	10-453	
10-454	IMRF (Ded/Ben)	0.00	0.00	0.00	10-454	
1200455A0000	TAX SHELTERED ANNUITIES	0.00	0.00	0.00	10-455	
120045350000	EMP HEALTH INS PAY	0.00	0.00	0.00	10-456	

Balance Sheet

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COLLINSVILLE 10

Education Fund 10						
Function	4000	Nonprogrammed Charges				
Account	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number	
120045360000	SUMMER INSURANCE EAR	0.00	0.00	0.00	10-456	
120045390000	GHP INS. ADJUSTMENT	0.00	0.00	0.00	10-456	
120045600000	SEC 125-ADM-FEE	0.00	0.00	0.00	10-456-003	
120045610000	SEC 125 TERM LIFE	0.00	0.00	0.00	10-456-004	
120045620000	SEC 125 DEP CARE	0.00	0.00	0.00	10-456-005	
120045630000	SEC 125 MED REIMB	100.00	0.00	100.00	10-456-006	
120045330000	DISTRICT HEALTH INSURNCE	0.00	0.00	0.00	10-456-012	
120045380000	GHP HEALTH INSURANCE	0.00	0.00	0.00	10-456-013	
120045370000	PRU CARE HEALTH INSURANCE	0.00	0.00	0.00	10-456-014	
120045640000	DISTRICT LIFE INSURANCE	0.00	0.00	0.00	10-456-015	
120045820000	HOSPITAL INDEMNITY INSURANCE	0.00	0.00	0.00	10-456-016	
10-457	FICA	0.00	0.00	0.00	10-457	
10-458	MEDICARE	0.00	0.00	0.00	10-458	
10-459	LIAB. DED 459	0.00	0.00	0.00	10-459	
4000 Nonprogrammed Charges		<u>(\$155,924.89)</u>	<u>0.00</u>	<u>(155,924.89)</u>	* Function	
Provision For Contingencs						
10-703	FUND NET CHANGE	58,639.05	95,761.61	154,400.66	10-703	
120007040000	FUND BALANCE	0.00	0.00	0.00	10-704	
6000 Provision For Contingencs		<u>\$58,639.05</u>	<u>95,761.61</u>	<u>154,400.66</u>	* Function	
10 Education Fund		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund	

Balance Sheet

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COLLINSVILLE 10

Oper, Build, & Maint Fund 20					
Function					
Account	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
AP-Accrual-20	AP-Accrual for Fund 20	0.00	0.00	0.00	20-0
200001010000	CASH UMB 1ST NATL BANK	0.00	0.00	0.00	20-100
Instruction					
200001010001	CASH US BANK (FIRSTAR)	(45,567.03)	125.48	(45,441.55)	20-101
20951400000A	REC FM PART DIST S BLDG FD	26,547.00	0.00	26,547.00	20-140-95
20951800000A	O&M FUND AVC INVESTMENTS	366,931.63	0.00	366,931.63	20-180-95
1000	Instruction	\$347,911.60	125.48	348,037.08	* Function
Nonprogrammed Charges					
20-402	A/P LIABILITY	0.00	0.00	0.00	20-402
22954200000A	OBM FUND DUE TO PART DIST	(341,314.89)	0.00	(341,314.89)	20-420-95
22954310000A	LOAN FROM EDUCATION FUND	0.00	0.00	0.00	20-431-95
20-451-017	T.H.I.S.	0.00	0.00	0.00	20-451-017
20-451-018	TRS TAX SHLT	0.00	0.00	0.00	20-451-018
20-451-022	T.H.I.S. BP	0.00	0.00	0.00	20-451-022
20-451-023	2.2 TRS BENEFIT UPGRADE BP	0.00	0.00	0.00	20-451-023
20-452	Federal Tax	0.00	0.00	0.00	20-452
20-453	IL State Tax	0.00	0.00	0.00	20-453
2200455A0000	TAX SHELTERED ANNUITIES	0.00	0.00	0.00	20-455-00
20-458	MEDICARE EME	0.00	0.00	0.00	20-458
4000	Nonprogrammed Charges	(\$341,314.89)	0.00	(341,314.89)	* Function
Provision For Contingences					
20-703	FUND NET CHANGE	(6,596.71)	(125.48)	(6,722.19)	20-703
220007040000	FUND BALANCE	0.00	0.00	0.00	20-704
6000	Provision For Contingences	(\$6,596.71)	(125.48)	(6,722.19)	* Function
20	Oper, Build, & Maint Fund	0.00	0.00	0.00	Fund

Balance Sheet

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COLLINSVILLE 10

Transportation Fund 40						
Function						
Account	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number	
AP-Accrual-40	AP-Accrual for Fund 40	0.00	0.00	0.00	40-0	
400001010000	CASH UMB 1ST NATL BANK	0.00	0.00	0.00	40-100	
Instruction						
400001010001	CASH US BANK (FIRSTAR)	6,814.62	(2,480.92)	4,333.70	40-101	
40951400000A	REC FROM PART DISTRICT TRANSP	0.00	0.00	0.00	40-140-95	
40951800000A	TRANSPORTATION FUND AVC INVEST	162,047.83	0.00	162,047.83	40-180-95	
1000	Instruction	\$168,862.45	(2,480.92)	166,381.53	* Function	
Nonprogrammed Charges						
40-402	A/P LIABILITY	0.00	0.00	0.00	40-402	
42954200000A	DUE TO PART DISTS TRANSP FD	(164,667.86)	0.00	(164,667.86)	40-420-95	
4000	Nonprogrammed Charges	(\$164,667.86)	0.00	(164,667.86)	* Function	
Provision For Contingences						
40-703	FUND NET CHANGE	(4,194.59)	2,480.92	(1,713.67)	40-703	
420007040000	FUND BALANCE	0.00	0.00	0.00	40-704	
6000	Provision For Contingences	(\$4,194.59)	2,480.92	(1,713.67)	* Function	
40	Transportation Fund	0.00	0.00	0.00	Fund	
Report Total:		\$0.00	\$0.00	\$0.00		

**Collinsville Community Unit School District No. 10
Statement of Changes in Fund Balance
For the Month Ending November 30, 2013**

	Fund 10	Fund 20	Fund 30	Fund 40	Fund 50	Fund 60	Fund 70	Fund 80	Fund 90	Total
Fund Balance October 31, 2013	\$ 11,153,398.27	\$ 6,038,363.06	\$ 2,408,558.83	\$ 1,905,803.47	\$ 1,818,797.37	\$ (793,095.12)	\$ 4,935,847.87	\$ 320,486.84	\$ 555,011.48	\$ 28,343,172.06
Revenue	2,849,362.70	187,923.70	163,479.44	68,292.90	70,552.23	2.10	17,168.18	61,083.14	17,086.51	3,434,950.90
Expenditures	(5,334,422.85)	(280,477.90)	-	(412,713.67)	(208,818.55)	(33,650.00)	-	(39,598.13)	(3,082.69)	(6,312,763.79)
Net Change	(2,485,060.15)	(92,554.20)	163,479.44	(344,420.77)	(138,266.32)	(33,647.90)	17,168.18	21,485.02	14,003.82	(2,877,812.89)
Fund Balance November 30, 2013	\$ 8,668,338.12	\$ 5,945,808.86	\$ 2,572,038.27	\$ 1,561,382.70	\$ 1,680,531.05	\$ (826,743.02)	\$ 4,953,016.05	\$ 341,971.86	\$ 569,015.30	\$ 25,465,359.18

11/30/13	
Revenue	\$ 3,434,950.90
Cash Receipts Total	\$ 4,898,690.74
CR to Expense Account	(17,061.21)
CR Asset	(1,407,473.49)
CR to Liab	(38,198.10)
JEs	1,332.36
AJs	-
From AP Report coded to Revenue	(2,339.40)
Total	\$ 3,434,950.90

11/30/13	
Expenditures	\$ (6,312,763.79)
AP Total by account report	(3,531,197.07)
Net PR 11/01/13	(930,738.01)
Net PR 11/04/13	(79.29)
Net PR 11/15/13	(930,606.94)
Net PR 11/26/13	(966,853.05)
Net PR 11/27/13	(51.43)
Void PR 11/26/13	48.65
From Cash Receipts	17,061.21
From AP Rep. coded to Assets	-
From AP Rep. coded to Liab. other than PR Liab.	26,774.02
From AP Rep. coded to Rev.	2,339.40
JEs	-
Ajs	538.72
Total	\$ (6,312,763.79)

PR Liability 11/01/13	(725,497.17)
PR Liability 11/04/13	(36.99)
PR Liability 11/15/13	(729,428.01)
PR Liability 11/26/13	(475,114.57)
PR Liability 11/27/13	(8.52)
Voided PR Liability 11/26/13	11.30
	\$ (1,930,073.96)
Asbestos	\$ -
Health Insur	\$ (26,774.02)
Total:	\$ (1,956,847.98)
From AP Rep. Coded to Liab.	(1,956,847.98)
AP voids	-
Total:	\$ (1,956,847.98)

Collinsville Community Unit School District No. 10
Statement of Changes in Fund Balance
Operating Funds
For the Month Ending November 30, 2013

	Education Fund (10)	Oper, Build, & Maint Fund (20)	Transportation Fund (40)	Working Cash Fund (70)	Total
Fund Balance October 31, 2013	\$ 11,153,398.27	\$ 6,038,363.06	\$ 1,905,803.47	\$ 4,935,847.87	\$ 24,033,412.66
Revenue	2,849,362.70	187,923.70	68,292.90	17,168.18	3,122,747.48
Expenditures	(5,334,422.85)	(280,477.90)	(412,713.67)	-	(6,027,614.42)
Net Change	(2,485,060.15)	(92,554.20)	(344,420.77)	17,168.18	(2,904,866.94)
Fund Balance November 30, 2013	<u>\$ 8,668,338.12</u>	<u>\$ 5,945,808.86</u>	<u>\$ 1,561,382.70</u>	<u>\$ 4,953,016.05</u>	<u>\$ 21,128,545.72</u>

Fund Balance Report

UNIT

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COLLINSVILLE 10

NOV 30 2013

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	5,334,422.85	2,849,362.70	20,742,650.39	24,741,473.53	3,998,823.15	4,669,514.97	8,668,338.12
20	Oper, Build, & Maint Fund	280,477.90	187,923.70	1,248,231.16	2,860,918.97	1,612,687.81	4,333,121.05	5,945,808.86
30	Debt Service Fund	0.00	163,479.44	574,724.72	2,455,264.27	1,880,539.55	691,498.72	2,572,038.27
40	Transportation Fund	412,713.67	68,292.90	1,241,881.16	1,578,298.36	336,417.20	1,224,965.50	1,561,382.70
50	I.M.R.F./Soc. Sec. Fund	208,818.55	70,552.23	759,096.70	1,082,449.85	323,353.15	1,357,177.90	1,680,531.05
60	Capital Projects	33,650.00	2.10	920,103.09	18.30	(920,084.79)	93,341.77	(826,743.02)
70	Working Cash Fund	0.00	17,168.18	0.00	259,537.35	259,537.35	4,693,478.70	4,953,016.05
80	Tort Fund	39,598.13	61,083.14	1,245,828.15	918,151.98	(327,676.17)	669,648.03	341,971.86
90	Fire Prevention and Safety Fund	3,082.69	17,086.51	25,100.96	255,264.81	230,163.85	338,851.45	569,015.30
		<u>\$6,312,763.79</u>	<u>\$3,434,950.90</u>	<u>\$26,757,616.33</u>	<u>\$34,151,377.42</u>	<u>\$7,393,761.10</u>	<u>\$18,071,598.09</u>	<u>\$25,465,359.19</u>

Balance Sheet

UNIT

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COLLINSVILLE 10

NOV 30 2013

Education Fund 10						
Function	1000	Local				
Account	Description	Y.T.D. Bal Fwd	M.T.D. Activity	Y.T.D. Activity	State Account Number	
Local						
100001010000	EDUC FD CASH - US BANK FIRSTAR	0.00	0.00	0.00	10-101	
100001010002	EDUC FUND CASH, BANK OF EDWARD	1,847,697.36	(2,472,439.31)	(624,741.96)	10-101	
100001010003	CASH (PMA 10887-102, HARRIS)	61,694.86	0.00	61,694.86	10-101	
100001010001	ACTIVITY (TRUST & AGENCY) CASH	362,924.22	22,447.65	385,371.87	10-101-00-01	
10-101-1	PAYROLL CASH	0.00	0.00	0.00	10-101-1	
100210200001	ADMIN PETTY CASH	600.00	0.00	600.00	10-102-02	
100310200001	SPEC PETTY CASH	325.00	0.00	325.00	10-102-03	
10031020000G	HS PETTY CASH	125.00	0.00	125.00	10-102-03	
10031020000N	CMS PETTY CASH	125.00	0.00	125.00	10-102-03	
100101030000	CASH CLEARING ACCOUNT	0.00	0.00	0.00	10-103-01	
100112000000	RECEIVABLE ST JOHN NEUMANN	0.00	0.00	0.00	10-120-01	
100112000004	REC FROM LEARNING TREE	0.00	0.00	0.00	10-120-01	
100112000005	REC UNIT 10 FED CREDIT UNION	0.00	0.00	0.00	10-120-01	
100112000007	REC FROM GOOD SHEPHERD	0.00	0.00	0.00	10-120-01	
100112000008	REC HOLY CROSS	0.00	0.00	0.00	10-120-01	
100112000009	REC ST PETER/PAUL	(738.74)	0.00	(738.74)	10-120-01	
10011200000B	RECEIVABLE BRENDA WASSER	0.00	0.00	0.00	10-120-01	
10011200000M	REC MISC (TRS related)	0.00	0.00	0.00	10-120-01	
10011200000U	REC UNIT (Start up money)	2,946.00	0.00	2,946.00	10-120-01	
100114000000	REC ST JOHN NEUMANN	837.20	0.00	837.20	10-140-01	
100114000001	RECEIVABLE FROM CITY OF COLL	639.27	0.00	639.27	10-140-01	
100114000002	RECEIVABLE FROM VILLAGE OF CAS	(172.77)	0.00	(172.77)	10-140-01	
100114000003	RECEIVABLE FROM VOC SCH	856.02	141.58	997.60	10-140-01	
100114000004	RECEIVABLE FROM LEARNING TREE	0.00	0.00	0.00	10-140-01	
100114000005	REC Madison County CTE System	805.00	0.00	805.00	10-140-01	
100114000006	REC COLLINSVILLE RECREATION DI	0.00	0.00	0.00	10-140-01	
100114000007	REC GOOD SHEPHERD	(461.65)	0.00	(461.65)	10-140-01	
100114000008	REC HOLY CROSS	0.00	0.00	0.00	10-140-01	
100114000009	REC ST PETER & PAUL	738.74	0.00	738.74	10-140-01	
10011400000M	REC MISC (warehouse related)	1,033.60	0.00	1,033.60	10-140-01	
10011400000P	REC ST PARK FIRE DEPT	0.00	0.00	0.00	10-140-01	
100115200000	EDUC LOAN TO O/M FUND	0.00	0.00	0.00	10-152-01	
10000153000B	INTERFUND LOAN TO TRANSPORTATI	0.00	0.00	0.00	10-153	
100217000011	INVENTORY GEN SUPPLIES	0.00	0.00	0.00	10-170-02	
	1000 Local	\$2,279,974.11	(2,449,850.08)	(169,875.98)	* Function	

Drivers ED

Balance Sheet

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COLLINSVILLE 10

Education Fund - 10						
Function	1700	Drivers ED				
Account	Description	Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number	
10011710011B	VOC H PROJ #19 166 Helen P	0.00	0.00	0.00	10-171-01	
10011710012B	VOC H PROJ #20 Lot for 222 K	514.00	0.00	514.00	10-171-01	
10011710013B	VOC HOUSE 222 Keeneland C	0.00	0.00	0.00	10-171-01	
10011710015B	VOC HOUSE PROJECT NO 15	0.00	0.00	0.00	10-171-01	
10011710016B	VOC HOUSE PROJECT NO 16	0.00	0.00	0.00	10-171-01	
10011710017B	VOC H PROJ 17 LOTfor Proj 19	0.00	0.00	0.00	10-171-01	
10011710018B	VOC HOUSE PROJ 18 LOT	0.00	0.00	0.00	10-171-01	
10011800000B	EDUCATION FUND INVESTMENTS	9,291,157.88	473.88	9,291,631.76	10-180-01	
	1700 Drivers ED	\$9,291,671.88	473.88	9,292,145.76		* Function
State						
10-400	ACTIVITY (TRUST & AGENCY)	(362,924.22)	(22,447.65)	(385,371.87)	10-400	
	3000 State	(\$362,924.22)	(22,447.65)	(385,371.87)		* Function
Federal						
10-402	A/P LIABILITY	0.00	2.78	2.78	10-402	
10-403	WAGE GARNISHMENT	(2,365.62)	0.00	(2,365.62)	10-403	
10403001	WAGE GAR (4588) IL DISBURSEMEN	0.00	0.00	0.00	10-403-001	
120040700000	EDUC FUND ANT WARRANT	0.00	0.00	0.00	10-407	
120143200001	LOAN FROM O&M FUND	0.00	0.00	0.00	10-432-000	
120143300008	INTERFUND LOAN FROM TRANSP FU	0.00	0.00	0.00	10-433	
120043400000	EDUC LOAN FROM W/CASH	0.00	0.00	0.00	10-434	
120045100017	T.H.I.S.	131.44	0.00	131.44	10-451-017	
120045100018	TAX SHLT BP TRS	1,470.19	0.00	1,470.19	10-451-018	
120045TR0000	TRS PAYBACK	0.00	0.00	0.00	10-451-021	
120045100022	THIS BP	98.59	0.00	98.59	10-451-022	
120045100020	TRS BENEFIT UPGRADE BP 2.2	90.72	0.00	90.72	10-451-023	
120045200000	FED W/H TAX	0.00	0.00	0.00	10-452	
120045300000	STATE W/H TAX	0.00	0.00	0.00	10-453	
120045510000	IMRF VOLUNTARY	0.00	0.00	0.00	10-454	
120045400000	IMRF DEDUCTION	80.49	0.00	80.49	10-454-007	
120045410000	IMRF PAYBACK	0.00	0.00	0.00	10-454-008	
1200455A0000	TAX SHELTERED ANNUITIES	0.00	0.00	0.00	10-455	
120045350000	EMP HEALTH INS PAY	(54,001.29)	(13,239.08)	(67,240.37)	10-456	
120045390000	ADDITIONAL LIFE INS SUP	0.00	0.00	0.00	10-456	
120045450000	LEGAL INSURANCE	0.00	0.00	0.00	10-456-002	
120045600000	SEC 125 ADM FEE	0.00	0.00	0.00	10-456-003	
120045610000	SEC 125 TERM LIFE	215.20	0.00	215.20	10-456-004	
120045620000	SEC 125 DEP CARE	0.00	0.00	0.00	10-456-005	

Balance Sheet

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COLLINSVILLE 10

Education Fund 10						
Function	4000	Federal				
Account	Description	Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number	
120045630000	SEC 125 MED REIMB	0.00	0.00	0.00	10-456-006	
120045330000	DISTRICT HEALTH INSURANCE	(1,078.75)	0.00	(1,078.75)	10-456-012	
120045640000	DISTRICT LIFE INSURANCE	38.71	0.00	38.71	10-456-015	
120045700000	FICA DEDUCTION	0.00	0.00	0.00	10-457	
120045800000	MEDICARE DEDUCTION	2.32	0.00	2.32	10-458	
120045900000	UNION DUES UNITEDWAY CPI FEES	(5.50)	0.00	(5.50)	10-459	
	4000 Federal	(55,323.50)	(13,236.30)	(68,559.80)	* Function	
Transfer						
10-703	FUND CHANGE	(6,498,285.64)	2,485,060.15	(4,013,225.49)	10-703	
120007040000	ED FUND BALANCE	(4,655,112.63)	0.00	(4,655,112.63)	10-704	
12017110000B	PERM TRF FM WKG CASH ABOLISH	0.00	0.00	0.00	10-711-01	
12017310000B	SALE OF EQUIPMENT	0.00	0.00	0.00	10-731-01	
	7000 Transfer	\$11,153,398.27	2,485,060.15	(8,668,338.12)	* Function	
	10 Education Fund	0.00	0.00	0.00	Fund	

Balance Sheet

Printed: 12/12/2013 10:47 AM
COLLINSVILLE 10

Opn. Bldg. & Maint Fund 20						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
200001010000	O&M FUND CASH - US BANK		0.00	0.00	0.00	20-101
200001010001	O&M FUND CASH - UMB		0.00	0.00	0.00	20-101
200001010002	O&M FUND CASH,BANK OF EDWARDSV		900,260.29	(93,276.37)	806,983.92	20-101-1
200101030000	BLDG FUND CASH CLEARING ACCOUN		0.00	0.00	0.00	20-103-01
200112000008	REC HOLY CROSS		0.00	0.00	0.00	20-120-01
20011200000M	MISCELLANEOUS RECEIVABLES		0.00	0.00	0.00	20-120-01
200114000001	RECEIVABLE FROM CITY OF COLL		102.23	0.00	102.23	20-140-01
200114000002	RECEIVABLE VILLAGE OF CASEYVIL		0.00	0.00	0.00	20-140-01
200114000003	RECEIVABLE VOC SCH		3,468.36	397.14	3,865.50	20-140-01
200114000004	RECEIVABLE LEARNING TREE		0.00	0.00	0.00	20-140-01
200114000005	REC VILLAGE OF CASEYVILLE		0.00	0.00	0.00	20-140-01
200114000006	RECEIVABLE COLLINSVILLE AREA R		0.00	0.00	0.00	20-140-01
200114000007	REC GOOD SHEPHERD		0.00	0.00	0.00	20-140-01
200114000008	REC HOLY CROSS		0.00	0.00	0.00	20-140-01
200114000009	REC ST PETER & PAUL		0.00	0.00	0.00	20-140-01
20011400000M	RECEIVABLE MISC.		911.38	0.00	911.38	20-140-01
20011400000P	REC ST PARK FIRE DEPT		0.00	0.00	0.00	20-140-01
200115100001	O&M LOAN TO EDUCATION FUND		0.00	0.00	0.00	20-151-01
20011530000B	O&M LOAN TO TRANSP FUND		0.00	0.00	0.00	20-153-01
200117000001	O&M INVENTORY		0.00	0.00	0.00	20-170-01
	1000 Local		\$904,742.26	(92,879.23)	811,863.03	* Function
Drivers ED						
20011710011B	VOC HOUSE PROJ NO 12 LOT		0.00	0.00	0.00	20-171-01
20011710013B	VOC HOUSE PROJ 13 LOT		0.00	0.00	0.00	20-171-01
20011710015B	VOC HOUSE PROJ 14 LOT		0.00	0.00	0.00	20-171-01
20011800000B	O&M FUND INVESTMENTS		5,133,613.32	325.03	5,133,938.35	20-180-01
	1700 Drivers ED		\$5,133,613.32	325.03	5,133,938.35	* Function
Federal						
220040200000	A/P LIABILITY		0.00	0.00	0.00	20-402
220045960000	WAGE GARNISHMENT		0.00	0.00	0.00	20-403-001
22004310000B	O&M LOAN FROM EDUC FUND		0.00	0.00	0.00	20-431
22000433000B	O&M LOAN FROM TRANSP FUND		0.00	0.00	0.00	20-433
220045200000	FED W/H TAX		0.00	0.00	0.00	20-452
220045310000	ILL TAX		0.00	0.00	0.00	20-453
220045400000	IMRF DEDUCTION		0.00	0.00	0.00	20-454-007
220045410000	IMRF PAYBACK		0.00	0.00	0.00	20-454-008

Balance Sheet

Printed: 12/12/2013 10:47 AM
COLLINSVILLE 10

Oper, Build, & Maint Fund 20						
Function	4000	Federal				
Account	Description		Y.T.D. Bal.Fwd	M.T.D. Activity	Y.T.D. Activity	State Account Number
2200455A0000	TAX SHELTERED ANNUITIES		0.00	0.00	0.00	20-455
220045450000	LEGAL INSURANCE		0.00	0.00	0.00	20-456
220045600000	SEC 125 ADM FEE		0.00	0.00	0.00	20-456-003
220045610000	SEC 125 TERM LIFE		0.00	0.00	0.00	20-456-004
220045620000	SEC 125 DEP CARE		0.00	0.00	0.00	20-456-005
220045630000	SEC 125 MED REIMB		0.00	0.00	0.00	20-456-006
220045330000	DISTRICT HEALTH INSURANCE		0.00	0.00	0.00	20-456-012
220045640000	DISTRICT LIFE INSURANCE		7.48	0.00	7.48	20-456-015
220045700000	FICA DEDUCTION		0.00	0.00	0.00	20-457
220045430000	MEDICARE DEDUCTION		0.00	0.00	0.00	20-458
20-459	UNION DUES CPI FEE		0.00	0.00	0.00	20-459
	4000 Federal		\$7.48	0.00	7.48	* Function
Debt Services						
22035990000G	FED ASBESTOS LOAN FOR HS		1,333.78	0.00	1,333.78	20-599-03
22035990001G	FED ASBESTOS LOAN 2 FOR HS		(1,333.78)	0.00	(1,333.78)	20-599-03
	5000 Debt Services		\$0.00	0.00	0.00	* Function
Transfer						
20-703	FUND CHANGE		(1,680,302.78)	92,554.20	(1,587,748.58)	20-703
220007040000	O&M FUND BALANCE		(4,358,060.28)	0.00	(4,358,060.28)	20-704
22017320000B	SALE OF VOC HOUSE PROJ LOT 11		0.00	0.00	0.00	20-732-01
	7000 Transfer		(\$6,038,363.06)	92,554.20	(5,945,808.86)	* Function
	20 Oper, Build, & Maint Fund		0.00	0.00	0.00	Fund

Balance Sheet

Printed: 12/12/2013 10:47 AM
COLLINSVILLE 10

Debt Service Fund - 30						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
300001010000		B&I FUND CASH - US BANK	0.00	0.00	0.00	30-101
300001010002		B&I CASH BK EDWARDSVILLE	1,326,954.92	163,338.84	1,490,293.76	30-101
300101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	30-103-01
	1000	Local	\$1,326,954.92	163,338.84	1,490,293.76	* Function
Drivers ED						
30011800000B		BOND & INT INVESTMENTS	1,081,603.91	140.60	1,081,744.51	30-180-01
	1700	Drivers ED	\$1,081,603.91	140.60	1,081,744.51	* Function
Federal						
30-402		A/P LIABILITY	0.00	0.00	0.00	30-402
	4000	Federal	\$0.00	0.00	0.00	* Function
Transfer						
30-703		FUND CHANGE	(1,717,060.11)	(163,479.44)	(1,880,539.55)	30-703
320007040000		B&I FUND BALANCE	(691,498.72)	0.00	(691,498.72)	30-704
	7000	Transfer	(\$2,408,558.83)	(163,479.44)	(2,572,038.27)	* Function
	30	Debt Service Fund	0.00	0.00	0.00	Fund

Balance Sheet

Printed: 12/12/2013 10:47 AM
COLLINSVILLE 10

Transportation Fund 40						
Function	1000	Local				
Account	Description		Y.T.D. Bal. Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
400001010000		TRANSP FD CASH - US BANK	0.00	0.00	0.00	40-101
400001010001		TRANSP FD CASH - UMB	0.00	0.00	0.00	40-101
400001010002		TRANSP FUND CASH,BANK OF EDWAR	879,554.68	(344,506.12)	535,048.56	40-101
400101030000		TRANSP FD CASH CLEAR ACCT	0.00	0.00	0.00	40-103-01
40011510000B		TRANSP LOAN TO EDUC	0.00	0.00	0.00	40-151-01
40000152000B		TRANSP LOAN TO O&M FUND	0.00	0.00	0.00	40-152
	1000	Local	\$879,554.68	(344,506.12)	535,048.56	* Function
Drivers ED						
40011800000B		TRANSP FUND INVESTMENTS	1,026,248.79	85.35	1,026,334.14	40-180-01
	1700	Drivers ED	\$1,026,248.79	85.35	1,026,334.14	* Function
Federal						
40-402		A/P LIABILITY	0.00	0.00	0.00	40-402
42014320000B		TRANSP LOAN FROM O&M FUND	0.00	0.00	0.00	40-432-01
420043400000		TRANSP LOAN FROM W/CASH FUND	0.00	0.00	0.00	40-434-00
	4000	Federal	\$0.00	0.00	0.00	* Function
Transfer						
40-703		FUND CHANGE	(680,837.88)	344,420.77	(336,417.11)	40-703
420007040000		TRANS FUND BALANCE	(1,224,965.59)	0.00	(1,224,965.59)	40-704
	7000	Transfer	(\$1,905,803.47)	344,420.77	(1,561,382.70)	* Function
	40	Transportation Fund	0.00	0.00	0.00	Fund

Balance Sheet

Printed: 12/12/2013 10:47 AM
COLLINSVILLE 10

I.M.R.F./Soc. Sec. Fund 60						
Function	1000	Local				
Account	Description		Y.T.D. Bal Fwd	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
500001010000		IMRF CASH - US BANK (FIRSTAR)	0.00	0.00	0.00	50-101
500001010001		IMRF CASH - UMB	0.00	0.00	0.00	50-101
500001010002		IMRF FUND CASH,BANK OF EDWARDS	515,267.37	(138,358.19)	376,909.18	50-101
500101030000		IMRF CASH CLEAR ACCT	0.00	0.00	0.00	50-103-01
	1000	Local	5515,267.37	(138,358.19)	376,909.18	* Function
Drivers ED						
50011800000B		IMRF INVESTMENTS	1,303,490.21	91.87	1,303,582.08	50-180-01
	1700	Drivers ED	\$1,303,490.21	91.87	1,303,582.08	* Function
Federal						
50-402		A/P LIABILITY	0.00	0.00	0.00	50-402
500043400000		IMRF LOAN FROM W/CASH	0.00	0.00	0.00	50-434
520045400000		IMRF BP	37.47	0.00	37.47	50-454-009
520045700000		FICA BP	0.00	0.00	0.00	50-457-010
50-458		MEDICARE BP	2.32	0.00	2.32	50-458-011
	4000	Federal	\$39.79	0.00	39.79	* Function
Transfer						
50-703		FUND CHANGE	(461,619.47)	138,266.32	(323,353.15)	50-703
520007040000		IMRF FUND BALANCE	(1,357,177.90)	0.00	(1,357,177.90)	50-704
	7000	Transfer	(\$1,818,797.37)	138,266.32	(1,680,531.05)	* Function
	50	I.M.R.F./Soc. Sec. Fund	0.00	0.00	0.00	Fund

Balance Sheet

Printed: 12/12/2013 10:47 AM
COLLINSVILLE 10

Capital Projects 60						
Function	1000	Local				
Account	Description		Y.T.D. Bal Frwd	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
600001010002		CASH BK EDWARDSVILLE	(881,933.13)	(33,650.00)	(915,583.13)	60-101
	1000	Local	(\$881,933.13)	(33,650.00)	(915,583.13)	* Function
Drivers ED						
60011800000B		INVESTMENTS	41,101.95	0.60	41,102.55	60-180-01
60011800001B		INVESTMENTS (CDB GRANT)	47,736.06	1.50	47,737.56	60-180-01
	1700	Drivers ED	\$88,838.01	2.10	88,840.11	* Function
Federal						
60-402		A/P LIABILITY	0.00	0.00	0.00	60-402
	4000	Federal	\$0.00	0.00	0.00	* Function
Transfer						
60-703		FUND CHANGE	886,436.89	33,647.90	920,084.79	60-703
620007040000		SITE/CONST. FUND BALANCE	(93,341.77)	0.00	(93,341.77)	60-704
	7000	Transfer	\$793,095.12	33,647.90	826,743.02	* Function
	60	Capital Projects	0.00	0.00	0.00	Fund

Balance Sheet

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COLLINSVILLE 10

Working Cash Fund 70						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
700001010000		WORKING CASH FUND US BANK	0.00	0.00	0.00	70-101
700001010002		WORKING CASH FUND BANK OF EDW	368,386.23	16,940.50	385,326.73	70-101
700101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	70-103-01
700115100000		WCASH LOAN TO EDUC FUND	0.00	0.00	0.00	70-151-01
700115300000		WCASH LOAN TO TRANSPORTATI	0.00	0.00	0.00	70-153-01
700115500000		WCASH LOAN TO IMRF	0.00	0.00	0.00	70-155-01
	1000	Local	\$368,386.23	16,940.50	385,326.73	* Function
Drivers ED						
70011800000B		WORKING CASH INVESTMENTS	4,567,461.64	227.68	4,567,689.32	70-180-01
	1700	Drivers ED	\$4,567,461.64	227.68	4,567,689.32	* Function
Federal						
70-402		A/P LIABILITY	0.00	0.00	0.00	70-402
	4000	Federal	\$0.00	0.00	0.00	* Function
Transfer						
70-703		FUND CHANGE	(242,369.17)	(17,168.18)	(259,537.35)	70-703
720007040000		WKG CASH FUND BALANCE	(4,693,478.70)	0.00	(4,693,478.70)	70-704
	7000	Transfer	(\$4,935,847.87)	(17,168.18)	(4,953,016.05)	* Function
Other Financing Uses						
72018110710B		PERM TRF WKG CASH- ABOLISH TO	0.00	0.00	0.00	70-811-01
	8000	Other Financing Uses	\$0.00	0.00	0.00	* Function
	70	Working Cash Fund	0.00	0.00	0.00	Fund

Balance Sheet

Printed: 12/12/2013 10:47 AM
COLLINSVILLE 10

Tort Fund 80						
Function	1000	Local				
Account	Description		Y.T.D. Bal Frwd	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
800001010002		Cash Tort Edwardsville	(325,326.18)	21,466.33	(303,859.85)	80-101
	1000	Local	(\$325,326.18)	21,466.33	(303,859.85)	* Function
Drivers ED						
80011800000B		TORT INVESTMENTS	645,813.02	18.69	645,831.71	80-180-01
	1700	Drivers ED	\$645,813.02	18.69	645,831.71	* Function
Federal						
80-402		A/P LIABILITY	0.00	0.00	0.00	80-402
820045100017		T.H.I.S.	0.00	0.00	0.00	80-451-017
820045100018		TAX SHLT TRS	0.00	0.00	0.00	80-451-018
820045100022		THIS BP	0.00	0.00	0.00	80-451-020
820045100023		TRS 2.2	0.00	0.00	0.00	80-451-023
820045200000		FED W/H TAX	0.00	0.00	0.00	80-452
820045300000		STATE W/H TAX	0.00	0.00	0.00	80-453
820045400000		IMRF DEDUCTION	0.00	0.00	0.00	80-454-007
820045600012		DISTRICT HEALTH INSURANCE	0.00	0.00	0.00	80-456-012
820045600015		DISTRICT LIFE INSURANCE	0.00	0.00	0.00	80-456-015
820045700000		FICA DEDUCTION	0.00	0.00	0.00	80-457
820045800000		MEDICARE DEDUCTION	0.00	0.00	0.00	80-458
	4000	Federal	\$0.00	0.00	0.00	* Function
Transfer						
80-703		FUND CHANGE	349,161.19	(21,485.02)	327,676.17	80-703
820007040000		TORT FUND BALANCE	(669,648.03)	0.00	(669,648.03)	80-704
	7000	Transfer	(\$320,486.85)	(21,485.02)	(341,971.86)	* Function
	80	Tort Fund	0.00	0.00	0.00	Fund

Balance Sheet

Printed: 12/12/2013 10:47 AM
COLLINSVILLE 10

Fire Prevention and Safety Fund 90						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
900001010000	FP&S CASH - US BANK (FIRSTAR)		0.00	0.00	0.00	90-101
900001010002	FP&S FUND CASH,BANK OF EDWARDS		272,514.13	13,972.72	286,486.85	90-101
900101030000	CASH CLEARING ACCOUNT		0.00	0.00	0.00	90-103-01
1000	Local		\$272,514.13	13,972.72	286,486.85	* Function
Drivers ED						
90011800000B	FP&S INVESTMENTS		282,497.35	31.10	282,528.45	90-180-01
1700	Drivers ED		\$282,497.35	31.10	282,528.45	* Function
Federal						
90-402	A/P LIABILITY		0.00	0.00	0.00	90-402
4000	Federal		\$0.00	0.00	0.00	* Function
Transfer						
90-703	FUND CHANGE		(216,160.03)	(14,003.82)	(230,163.85)	90-703
920007040000	FP&S FUND BALANCE		(338,851.45)	0.00	(338,851.45)	90-704
92017210000B	1996 H/L/S BOND SALE PROCEEDS		0.00	0.00	0.00	90-721-01
7000	Transfer		(\$555,011.48)	(14,003.82)	(569,015.30)	* Function
90	Fire Prevention and Safety Fund		0.00	0.00	0.00	Fund
Report Total:			\$0.00	\$0.00	\$0.00	

9. **Unfinished Business**

9.1. Approval of Board Policy Updates

DRAFT UPDATE

Collinsville Community Unit School District #10

3:60

General School Administration

Administrative Responsibility of the Building Principal

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, ~~and may employ Assistant Principals.~~ The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in the School Code State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

Comment [AKL1]:

Update 1. The policy's first sentence is amended to recognize that assistant principals may be employed. NOTE - Delete "Assistant Principal" throughout if the district does not employ Assistant Principals. Issue 83, October 2013

~~The Superintendent or designee shall develop and maintain a principal and assistant principal evaluation plan that complies with Section 24A-15 of the School Code. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.~~

Comment [AKL2]:

Update 2. All districts should now have an evaluation plan for principals and assistant principals in place. The language was updated to remove the "shall develop" language. We also deleted the optional provision containing an evaluation plan's mandatory components as they are not required to be in policy. Issue 83, October 2013

~~The plan shall provide that the evaluation of a Building Principal and Assistant Principal:~~

- ~~1. Be performed by the Superintendent or designee, an individual appointed by the Board who holds a registered Type 75 State administrative certificate, or the Building Principal for an Assistant Principal;~~
- ~~2. Be in writing;~~
- ~~3. Take place by March 1 of each year for a Building Principal and Assistant Principal on a single-year contract and by March 1 of the final year of a contract for a Building Principal and Assistant Principal on a multi-year contract;~~
- ~~4. Include a description of the Building Principal's and Assistant Principal's duties and responsibilities and the standards to which the Building Principal and Assistant Principal is expected to conform;~~
- ~~5. Consider the Building Principal's and Assistant Principal's specific duties, responsibilities, management, and competence as a Building Principal and Assistant Principal;~~
- ~~6. Specify the Building Principal's and Assistant Principal's strengths and weaknesses, with supporting reasons;~~
- ~~7. Align with research-based standards established by administrative rule;~~
- ~~8. On and after September 1, 2012 provide for the use of data and indicators on student growth as a significant factor in rating performance; and~~
- ~~9. Provide that one copy of the evaluation must be included in the Building Principal's and Assistant Principal's personnel file and one copy of the evaluation must be given to the Building Principal and Assistant Principal.~~

The Board and each Building Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

~~Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.~~

Comment [AKL3]:

Update 3. Restates State law (105 ILCS 5/24A-3; 23 Ill. Admin. Code Part 50, Subpart E, Training for Evaluators). 105 ILCS 5/24A-5 permits a first-year principal to evaluate a teacher, however, a new 2-year evaluation plan must be established for any tenured teacher who is evaluated by a first-year principal (105 ILCS 5/24A-5, amended by P.A. 98-470).

Issue 83, October 2013

~~The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.~~

Comment [AKL4]: Required by state law. OPTION - Add this option if appropriate after "or designee":

"or, in the absence of the Superintendent or his or her designee, an individual appointed by the Board who holds a registered Type 75 State administrative certificate."

Issue 83, October 2013

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 10-23.8a, 10-23.8b, and 5/24A-15.
105 ILCS 127/.
23 Ill.Admin.Code ~~Part Parts~~ 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leaves of Absence)

ADOPTED: ~~July 16, 2012~~

DRAFT UPDATE

Collinsville Community Unit School District #10

5:50

General Personnel

Drug- and Alcohol-Free Workplace; Tobacco Prohibition

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing, distribution, possession, ~~or use, or being under the influence of~~ a controlled substance.
2. Distribution, consumption, use, possession, or being under the influence of ~~alcohol, an alcoholic beverage,~~
3. Possession or use of medical ~~cannabis.~~

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and

Comment [AKL1]:
UPDATE 1. Prohibiting *being under the influence* is not required by the State and federal Drug-Free Workplace Acts.
Issue 83, October 2013

Comment [AKL2]:
UPDATE 2. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Pilot Program (Medical Cannabis Act) (410 ILCS 130/, added by P.A. 98-122, eff. 1-1-14). There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including in a school bus or on the grounds of any preschool, or primary or secondary school (410 ILCS 130/30(a)(2) & (3)).
Issue 83, October 2013

Comment [AKL3]:
UPDATE 3. This optional paragraph is not addressed in State or federal drug-free workplace acts. An employer should generally not ask an employee about his or her use of medication. See rules implementing the Americans with Disabilities Act, 29 C.F.R. §1630.14. Consult the board attorney if an employee is suspected of working while impaired.
Issue 83, October 2013

c. The penalties that the District may impose upon employees for violations of this policy.

Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in section 10-20.5b of the School Code.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/
105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May-20, 2013

REWRITTEN

The language in this policy is amended to reflect new public acts and is reorganized for easier use. See the Update Memo for a more detailed explanation of the changes. Footnotes will be removed when the update is processed.

General Personnel

Abused and Neglected Child Reporting ¹

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability², shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. ³ The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. ⁴

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. The Abused and Neglected Child Reporting Act (ANCRA) requires school personnel to make an immediate report or cause a report to be made to DCFS; it states that they "may also notify the person in charge of [the] school," (325 ILCS 5/4). If the report involves a *disabled adult student*, employees should expect DCFS to instruct them to call the Ill. Dept. of Human Services Office (DHS) office of the Inspector General's statewide 24 hour toll-free telephone number at 1-800-843-6154 (325 ILCS 5/4.4a and 20 ILCS 1305/1-17(b)). Reports involving a disabled adult student may be made directly to DHS; however, for simplicity, and to preserve a superintendent's duty to disclose certain reports involving an employee or former district employee (see discussion in f/n 10 below) and the immunity for such disclosures, the sample policy directs the initial phone call involving a disabled adult student to DCFS.

Abuse and neglect are defined in 325 ILCS 5/3 and, for disabled adult students in 20 ILCS 1305/1-17(b) and 20 ILCS 2435/15. Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or disabled adult student other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the child's or disabled adult student's welfare. Neglect may be generally understood as abandoning a child or disabled adult student or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or disabled adult student's welfare.

Any person required by law to report abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. A teaching certificate may be suspended for willful failure to report suspected child abuse or neglect as required by law (105 ILCS 5/21B-75 and 20 ILCS 1305/1-17(k)(1)).

District employees who make a report in good faith receive immunity, except in cases of willful or wanton misconduct. See 325 ILCS 5/4 and 9. Further, for the purpose of any proceedings, civil or criminal, good faith of the person making the report is presumed. Id.

² State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect a disabled adult student, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The Ill. Dept. of Human Services Act, 20 ILCS 1305/1-17(b) defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. This statutory definition is the basis for this sample policy's language. For purposes of the discussions in f/ns 1 & 10, the term "adult student with a disability" is shortened to *disabled adult student*.

For elementary districts, delete the following phrase from the first sentence: "~~or, for a student aged 18 through 21, an abused or neglected individual with a disability,~~."

³ 325 ILCS 5/7. For a board that wants to include what a DCFS report should contain, an optional sentence follows:

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

⁴ The sample policy makes the report to the superintendent or building principal mandatory to keep the administration informed. The administration may not force the staff member to change or modify his or her report.

Option A. –
For
elementary
districts.

Option B. – Add
items to include
in a DCFS report.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made. ⁵

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. ⁶

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect. ⁷

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every 5 years after that date. ⁸

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ The Reporting Act requires an electronic and information technology equipment worker or the worker's employer to report a discovery of child pornography depicted on an item of electronic and information technology equipment (325 ILCS 5/4.5). Consult the board attorney to determine whether any district employees fit the definition of an *electronic and information technology worker*, i.e., are "persons who in the scope and course of their employment or business install, repair, or otherwise service electronic and information technology equipment for a fee."

The paragraph exceeds the newly added requirements by requiring *all* district employees to report a discovery of child pornography on electronic and information technology equipment. This furthers the National Center for Missing and Exploited Children's public policy goal of "empowering the public to take immediate and direct action to enforce a zero tolerance policy regarding child sexual exploitation."

Similar to school personnel who are mandated reporters, electronic and information technology equipment workers and their employers have broad immunities from criminal, civil, or administrative liabilities when they report a discovery of child pornography as required under 325 ILCS 5/4.5, except for willful or wanton misconduct (e.g. knowingly filing a false report). Failure to report a discovery of child pornography is a business offense subject to a fine of \$1001.

⁶ 720 ILCS 5/12C-50.1(b), added by P.A. 98-393, creates a duty for *school officials* to report hazing. The term *school official* includes all school employees and volunteer coaches (*Id.*). The duty to report hazing is triggered only when the district employee was fulfilling his or her responsibilities as a school official and observed hazing which results in bodily harm (*Id.*). A report must be made to *supervising educational authorities*, which is not defined in the Act (*Id.*). Common sense, however, would require the individual witnessing hazing to report it to the building principal or superintendent. Failure to report hazing is a Class B misdemeanor. Failure to report hazing that resulted in death or great bodily harm is a Class A misdemeanor (*Id.*). 7:190-AP1, *Student Handbook - Hazing Prohibited*, uses the same definition of *hazing*; this definition is based on 720 ILCS 5/12C-50.

⁷ While it is unclear whether this is a duty or power, 105 ILCS 5/10-23.12 authorizes boards "[t]o provide staff development for local school site personnel who work with pupils in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect."

The drill during such training should be: "If in question, report."

⁸ The Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4, amended by P.A. 98-408, also requires staff members, within one year of employment, to complete training from a provider or agency with expertise in recognizing and reporting child abuse. This training must be completed again at least every 5 years. This ANCRA training requirement addresses only new employees to a district. It is silent about how to manage individuals who were employed by a district before 7-1-2014.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting. ⁹

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS. ¹⁰

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. ¹¹ The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder. ¹²

Special School Board Member Responsibilities

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 reduce liability and align with best practices, ANCRA training for existing district employees appears prudent; however, consult the board attorney about:

1. Whether mandating existing employees to participate in ANCRA training is an item on which collective bargaining may be required. Any policy that impacts upon wages hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.
2. How to comply with both the new ANCRA training requirements and whether compliance with them would also satisfy the School Code's more limited district-provided training requirement discussed in f/n 7 above.

⁹ *Erin's Law Taskforce Final Report*, authorized by 105 ILCS 5/22-65, repealed upon submission of the Report at: www.isbe.state.il.us/reports/erins-law-final0512.pdf.

¹⁰ The Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4, requires a superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. When a report involves a disabled adult student, DCFS must instruct mandated reporters making these reports to call the Ill. Dept. Human Services' Office of the Inspector General's statewide 24 hour toll-free telephone number: 1-800-368-1463 (325 ILCS 5/4.4a) to make a report under the Ill. Dept. of Human Services (DHS) Act (20 ILCS 1305/).

The DHS Act, 20 ILCS 1305/1-17, then requires a determination of whether a report involving a disabled adult student should be investigated under it or the Abuse of Adults with Disabilities Intervention Act, 20 ILCS 2435. Neither the DHS Act nor the Abuse of Adults with Disabilities Intervention Act outlines a duty for the superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DHS involving an adult student with a disability.

Given the public policy behind the recent amendments to 325 ILCS 5/4, a reasonable interpretation of the law is that the superintendent's duty to disclose now involves DHS reports concerning adult students with disabilities. However, with no mechanism requiring DHS to report back to the superintendent a *non-substantiated report* (DHS version of a DCFS *unfounded report*), a superintendent's duty to disclose cannot end. Consult the board attorney about managing the duty to disclose reports that involve disabled adult students when DCFS redirects the reporter to DHS. For more information, see policy 5:150, *Personnel Records*.

¹¹ Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Educational Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

¹² 105 ILCS 5/10-21.9(c-5) requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute.

OPTION C. –
Cook County
districts

to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse. ¹³

LEGAL REF.: 105 ILCS 5/10-21.9.
20 ILCS 1305/1-1 et seq.
20 ILCS 2435/.
325 ILCS 5/.
720 ILCS 5/12C-50.1.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED:

Compare to current District policy 5:90 or consider adding the policy to your manual if it is not now included.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹³ 325 ILCS 5/4. This statute makes board members mandatory child abuse reporters "to the extent required in accordance with other provisions of this section expressly concerning the duty of school board members to report suspected child abuse." Thus, a board member's duty is "to direct the superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse" whenever an "allegation is raised to a school board member during the course of an open or closed school board meeting that a child who is enrolled in the school district of which he or she is a board member is an abused child." Of course, any board member with reason to doubt that a report was or will be made should directly contact DCFS.

REWRITTEN

October 2013

5:100

General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every 2 years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every 2 years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for school personnel who work with students in grades 7 through 12 to identify the warning signs of mental illness and suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within one year of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every 5 years (see policy 5:90, *Abused and Neglected Child Reporting*).
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.

Comment [AKL1]: Policy is rewritten to provide a more accessible list of in-service and trainings that the School Code requires districts to provide, and to add new training requirements. (See numbers 4, 5, and 6.)

Issue 83, October 2013

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

LEGAL REF.: 105 ILCS 5/2-3.60, 5/10-22.39, 5/10-23.12, 5/24-5, and 110/3.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:160 (English Language Learners), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:285 (Food Allergy Management Program), 7:290 (Suicide Awareness and Prevention Program), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED:

Compare to current District policy 5:90 or consider adding the policy to your manual if it is not now included.

DRAFT UPDATE

Collinsville Community Unit School District #10

5:120

General Personnel

Ethics and Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. The Superintendent or designee shall identify appropriate employee conduct standards and provide them to staff members. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, 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

School 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.

Outside Employment and Conflict of Interest

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the School 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.

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.

Comment [AKL1]: Boards are not required to include ISBE's *Code of Ethics for Illinois Educators* in a board policy. Incorporating it by reference into a policy demonstrates a board's commitment to the *Code's* principles and may allow a board to enforce the *Code* independently from any action taken by the State Superintendent.
Issue 83, October 2013

Incorporated
by reference: 5:120-E (Exhibit - Code of Ethics for Illinois Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
5 ILCS 420/4A-101 and 430/
50 ILCS 135/
105 ILCS 5/10-22.39, 5/22-5, and 5/24-22.
775 ILCS 5/5A-102.
23 Ill.Admin.Code Part 22, Code of Ethics for Illinois 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), 5:100 (Staff Development Program)

ADOPTED: July 16, 2012

Comment [AKL2]: NOTE: The designation "Incorporated by Reference" is added to a policy when a statute includes mandatory procedural requirements. The district should either access PRESS Online for IASB's sample procedure, or develop its own.

Issue 83, October 2013

DRAFT UPDATE

Collinsville Community Unit School District #10

5:200

Professional Personnel

Terms and Conditions of Employment and Dismissal

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year and Day, Duty-Free Lunch, Salary, Assignments and Transfers, Dismissal, Evaluation

Please refer to the following current agreement:

Agreement between Collinsville Community Unit District No. 10 and Collinsville Education Association

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

Teachers' General Responsibilities

- A. Teachers should consider parent conferences, where necessary, and convenient to teachers and parents, as a part of their teaching responsibility. These conferences are in addition to the regular parent/teacher conferences at the end of the appropriate grading periods.
- B. Professional teaching is an obligation to perform and assume a total commitment to the instructional and supervisory responsibility of the District and the school.
- C. Teachers are expected to employ good teaching techniques as well as contribute to District curriculum meetings as set forth in the Teacher-Board Agreement.
- D. Teachers shall not leave classroom and/or students unattended except in emergencies, at which time all efforts will be made to arrange for another supervisor.

Compensation

- A. Teachers entering the system will receive credit for experience outside of Unit 10 up to a maximum of eight (8) years.
- B. Salary credit for graduate hours earned beyond the Master's Degree must be earned after the awarding of the Master's Degree by the college or university. Graduate hours earned prior to the awarding of the Master's Degree will not count as Master's plus hours for salary advancement.
- C. Hours past a Master's Degree must be on a graduate level and the course must be pre-approved by the Superintendent or his/her designee.

- D. Annual increases may be withheld by the Board on the recommendation of the Superintendent for unsatisfactory work or failure to comply with Board policy, rules, and regulations.
- E. The Board and/or Superintendent may suspend any employee of the District for good cause shown. Such suspension will result in a loss of pay for the length of the suspension.
- F. Teachers may not use summer school experience, or substitute teaching as accumulated experience to be counted on the regular salary schedule effective at the end of the 1976-77 school year.
- G. The Board may require a statement by a doctor or hospital emergency room personnel to verify the illness reported in the event of any questionable sick leave request. In the event of a strike, work stoppage, or other disruption of school operation, any teacher calling in ill must present evidence of illness supported by a statement by a doctor at the employee's expense. Each day's deduction will be based upon a 1/180 salary amount.
- H. Homebound teachers will receive the same hourly rate of pay as night school teachers.

Vocational Teachers' Salary

- A. Teachers without degrees but who meet the qualifications for experience in the trade being taught, will be placed on the teachers salary schedule at the B.A. level of training and at the experience level commensurate with their experience in the trade as evaluated by the administration, but not to exceed eight (8) years credit on the schedule for prior experience.
- B. Non-degree teachers: Place applicant on B.A. schedule of the teachers' salary schedule. Take four (4) year apprenticeship program as a basis for placement on the teachers' schedule. Allow one (1) step on the salary schedule for each two (2) years of work experience. Limit credit for work experience to eight (8) steps on the salary schedule.
- C. Degreed teachers: Vocational teachers with degrees will be considered on the regular Unit 10 salary schedule. Work experience would be considered on the same basis as teaching experience with a maximum of eight (8) steps on the salary schedule.
- D. Extra period: Area vocational teachers will be paid at the rate of 9% of their base pay in the event it will be necessary for them to work an extra period for one semester or more.

Fringe Benefits to Administrators

Fringe benefits to administrators shall be no less than those granted to teaching personnel.

LEGAL REF.: 105 ILCS 5/10-19, 5/18-8, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
 820 ILCS 260/1 et seq.
 23 Ill.Admin.Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers),
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: July 16, 2012

Comment [AKL1]: Legal references are updated.
 Issue 83, October 2013

DRAFT UPDATE

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-

related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs, and Course Substitution*, and 7:260, *Exemption from Physical Activity*.

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.

Comment [AKL1]: Policy is updated with a reference to child sexual abuse and assault prevention education (*Erin's Law* 105 ILCS 5/22-65, added by P.A. 96-1524 and 105 ILCS 110/3, amended by P.A. 97-1147). P.A. 97-1147 requires age-appropriate education for all grades (formerly only secondary schools) about child sexual abuse and assault prevention. *Erin's Law* requires school boards to have a policy that addresses education about and prevention of child sexual abuse. See 7:185, *Teen Dating Violence Prohibited* for the required "teen dating violence policy."
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17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
 20 ILCS 2605/2605-480.
 105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-24.2, 435/, and 110/3.
 625 ILCS 5/6-408.5.
 23 Ill.Admin.Code §§1.420, 1.430, and 1.440.
 Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
 Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
 47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline); 7:260 (Exemption from Physical Activity)

ADOPTED: December 17, 2012

DRAFT UPDATE

Collinsville Community Unit School District #10

6:250

Instruction

Community Resource Persons and Volunteers

The School 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. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
5. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall 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 Child Murderer and Violent Offender Against Youth Registration Act, 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*.

Comment [AKL1]: Required by 720 ILCS 5/12C-50.1, added by P.A. 98-393. See policy 5:90 for more information.
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LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
720 ILCS 5/12C-50.1.
730 ILCS 152/101 et seq. and 154/75-105.

CROSS REF.: 4:170 (Safety), 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)

ADOPTED: July 16, 2012

DRAFT UPDATE

Collinsville Community Unit School District #10

6:310

Instruction

Credit for Alternative Courses and Programs, and Course Substitutions

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The Building Principal approves the course in advance.

A maximum of 1 units of credit may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The Building Principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The District may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the Building Principal.

College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the High School Principal; and
4. The student assumes responsibility for all fees.

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The Building Principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Military Service

The Board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

Youth Apprenticeship Vocational Education Program (Tech Prep)

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

Substitutions for Physical Education, Adapted Physical Education and Other Required Courses

A student requiring adapted physical education must receive that service in accordance with the student's Individualized Educational Program/Plan (IEP).

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if when:

- ~~1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or~~
- ~~2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.~~
1. He or she is in grades 3-12, and his or her IEP requires that special education support and services be provided during physical education time, and the student's parent/guardian agrees or the IEP team makes the determination;

3.2. He or she has an IEP and is participating in an adaptive athletic program outside of the school setting, and the parent/guardian documents the student's participation as required by the Superintendent or designee.

~~The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.~~

Comment [AKL1]: The policy is updated in response to 105 ILCS 5/27-6, amended by P.A. 98-116.
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LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.
23 Ill.Admin.Code §§1.420(p), 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:320 (High School Credit for Proficiency), 7:260 (Exemption from Physical Activity)

ADOPTED: July 16, 2012

NEW

All boards with students enrolled in grades 7 through 12 must have a policy on teen dating violence (105 ILCS 110/3.10, added by P.A. 98-190). This sample policy is designed to align with a district's already-existing procedures for reporting bullying and school violence. See f/n 7. Footnotes will be removed when the update is processed.

October 2013

7:185

Students

Teen Dating Violence Prohibited ¹

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. ² For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. ³

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that: ⁴

1. Fully implements and enforces each of the following Board policies: ⁵
 - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ All school boards with students enrolled in grades 7 through 12 must have a policy on teen dating violence (105 ILCS 110/3.10, added by P.A. 98-190). This sample policy is designed to align with a district's already-existing procedures for reporting bullying and school violence. See f/n 7. The curriculum components for teen dating violence education are listed in administrative procedure 6:60-AP, *Comprehensive Health Education Program*.

² 105 ILCS 110/3.10(b), added by P.A. 98-190. School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus conduct is much more limited than incidents that occur on school grounds. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations.

³ 105 ILCS 110/3.10(a), added by P.A. 98-190. For districts that wish to broaden the ages (e.g., perhaps include 11-12 year olds in a middle school setting), delete the following phrase from the first sentence: "~~who is 13 to 19 years of age~~". The law defines *dating* or *dating relationship* as an "ongoing social relationship of a romantic or intimate nature between two persons." The terms do not include "a casual relationship or ordinary fraternization between two persons in a business or social context."

⁴ Required by 105 ILCS 110/3.10(b)(3), added by P.A. 98-190.

⁵ Be sure the referenced board policies, as adopted locally, contain the language paraphrased in this policy. If not, either substitute similar language from the locally adopted board policies on the same topics, or just insert the titles from relevant locally adopted policies.

The statutory content requirements for a teen dating policy include "establish[ing] procedures for the manner in which employees of a school are to respond to incidents of teen dating violence." This policy fulfills this requirement by incorporating by reference the following administrative procedure: 7:180-API, *Prevention, Identification, Investigation, and Response to Bullying and School Violence*. This means that 7:180-API should be considered to be part of this policy.

OPTION

7:185

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and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals: ⁶
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence. ⁷
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*. ⁸
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*. ⁹
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. ¹⁰
5. Notifies students and parents/guardians of this policy. ¹¹

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁶ 105 ILCS 110/3.10(b)(4), added by P.A. 98-190, requires the policy to identify by job title which school officials are responsible for receiving reports related to teen dating violence.

⁷ *Id.* at ¶ns 5 & 6. Sexual violence is one listed component of teen dating violence (105 ILCS 110/3.10 (a), added by P.A. 98-190). Sexual violence has also been found by the Ill. Gen. Assembly to be a component of bullying and school violence (105 ILCS 5/27-23.7). Thus, identifying *any school staff member* is consistent with 7:180-API, *Prevention, Identification, Investigation, and Response to Bullying and School Violence*, which uses the student-friendly reporting system outlined in 7:180-API, E2, *Be a Hero by Reporting Bullying and School Violence*.

⁸ *Id.* Under any reporting system, a report involving bullying and school violence that is based upon a protected status (often teen dating violence will involve conduct based upon the target's sex) must be referred to the district's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager (7:20, *Harassment of Students Prohibited*). Customize this list to reflect local conditions. These individuals may also take reports directly from students.

⁹ Required by 105 ILCS 110/3.10(b)(2). The curriculum-specific components for teen dating violence education are listed in administrative procedure 6:60-AP, *Comprehensive Health Education Program*.

¹⁰ *Id.* For boards that add the optional paragraphs in policy 5:100, *Staff Development*, add the phrase "and policy 5:100, *Staff Development*."

¹¹ Required by 105 ILCS 110/3.10(b)(5). Boards must communicate this policy to students and their parents/guardians. This may be accomplished, in part, by (1) sending 7:185-E, *Memo to Parents/Guardians Regarding Teen Dating Violence*, and (2) amending the district's anti-bullying campaign statement(s), such as the following, in the student handbook and school website:

Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment.

NOTE: The designation “Incorporated by Reference” is added to a policy when a statute includes mandatory procedural requirements. The district should either access PRESS Online for IASB’s sample procedure, or develop its own.

Incorporated
by Reference:

7:180-API, (Prevention, Identification, Investigation, and Response to Bullying and School Violence)

LEGAL REF.:

105 ILCS 110/3.10.

CROSS REF.:

2:240 (Board Policy Development), 5:100 (Staff Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED:

DRAFT UPDATE

Collinsville Community Unit School District #10

7:300

Students

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the School Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
6. The student and his or her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.

The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

Extracurricular Athletic Drug and Alcohol Testing Program

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular athletic activity. Failure to sign a Random Drug and Alcohol Testing Consent Form will result in non-participation.

If a test is positive, the student will not participate in extracurricular athletic activities until after follow-up test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the policies, practices, or rights of the District to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

LEGAL REF.: 105 ILCS 5/10-20.30, and 25/2.
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records)

ADOPTED: July 16, 2012

Comment [AKL1]: Cross Reference is updated. 105 ILCS 5/22-15, amended by P.A. 98-166, requires (with limited exceptions) each school district having grades 9-12 to maintain catastrophic insurance coverage for student athletes who sustain an accidental injury while participating in interscholastic athletic events sanctioned by IHSA that results in medical expenses in excess of \$50,000. A district maintaining grades K-8 may, but is not required to, provide accident and/or health insurance on a group or individual basis for students injured while participating in any school-sponsored athletic activity. For more information, see 4:100, *Insurance Management*.
NOTE: Cross Reference change does not apply to elementary districts that did not adopt Option A in policy 4:100.
Issue 83, October 2013

DRAFT UPDATE

Collinsville Community Unit School District #10

8:30

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - ~~District and~~ school buildings and grounds, ~~all District buildings and grounds;~~ parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unprofessional manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of an alcoholic beverages beverage or illegal drugs; drug.
- 8-9. Use or possess medical cannabis.

Comment [AKL1]: UPDATE 1. Definition of "school property" is updated to include parking areas.
Issue 83, October 2013

Comment [AKL2]: UPDATE 2. With one exception, a license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and or parking area under the control of an elementary or secondary school, or any bus paid for in whole or part with public funds. That exception is contained in the following optional provision:
OPTION. Replace #3 with the following: "Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon or any dangerous device; however, an individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area."
Issue 83, October 2013

Comment [AKL3]: UPDATE 3. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Pilot Program (Medical Cannabis Act) (410 ILCS 130/, added by P.A. 98-122 (eff. 1-1-14). There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age.
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8:30

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- ~~9-10~~ Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
- ~~10-11~~ Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
- ~~11-12~~ Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
- ~~12-13~~ Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
- ~~13-14~~ Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
- ~~14-15~~ Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Also, please refer to the following current agreement:

Agreement between Collinsville Community Unit District No. 10 and Collinsville Education Association

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).
Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
430 ILCS 66/, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities)

ADOPTED: July 16, 2012

9.2. Discussion of School Boundaries and Bell Schedules

10. **New Business**

10.1. Approval of Hazardous Area Bus Routes

December 16, 2013

Approval of Hazardous Area Bus Routes

Motion:

I recommend the approval of the following Hazardous Bus Routes.

John Griffith, Director of Student Services

TO: Dr. Robert Green, Superintendent of School

FROM: John Griffith, Director of Student Services

DATE: December 16, 2013

RE: Hazardous Area Bus Routes

Pursuant to Public Act 94-0439, the school board must annually review serious safety hazards with regard to student travel to school.

I recommend approval of the following suggested motion:

“I move that Collinsville Community Unit School district #10 approve the same hazardous area bus routes for the 2013-2014 school year that were originally approved at the November 17, 1980 regular Board meeting; the two hazardous area bus routes that were added October, 1995 by Board approval; and the hazardous area bus routes that were added July 21, 1997 and September 23, 2002 with Board approval and that this information be forwarded to the Illinois Department of Transportation for their recommendation.”

Attachments

HAZARDOUS AREAS BUS ROUTES

1. **EMERY AND WAGON WHEEL AREA – RENFRO SCHOOL**

Condition: Access from Emery Addition and Wagon Wheel to Renfro School is approximately one mile. Students must walk along the shoulder of Route 159 from West Country Lane to Camelot Drive; or walk down Golfview Drive, which is a narrow, winding road, to Camelot.

2. **STATE PARK AREA (BLACK LANE, MOUNDS, AND GOLDEN ACRE SUBDIVISIONS) - KREITNER SCHOOL**

Condition: The streets in this area are narrow with no walking area other than the roadway. During inclement weather, the ditches are full of water covering the roadway. The students have to cross Route 40 at a manual controlled blinker stoplight.

This stoplight was declared obsolete by the State Highway Department.

3. **HILL ROAD AREA - CASEYVILLE SCHOOL**

Condition: Hill Road is a narrow, blacktop road used rather extensively for a short cut from Caseyville, Route 157, to Bunkum Road to Fairview Heights and is heavily traveled during the morning hours.

4. **STERLING, HADFIELD, BOTANICAL, PARKDALE, AND ROUTE 157 - CASEYVILLE SCHOOL**

Condition: Students must walk along Route 157 to school. Route 157 between Forrest Drive (Lincoln Avenue) and Bunkum Road is an extensively traveled, two lane blacktop road. There is a narrow strip for a walking area on only one side which, at times, is blocked by parked cars; forcing the students to walk on the highway.

5. **HOLLYWOOD HEIGHTS ROAD FROM GUY TO OAKLAND - CASEYVILLE SCHOOL**

Condition: Hollywood Heights Road extending from Highway 159 west to Highway 157 is a winding, two lane road with no sidewalks or accessible areas for children to walk to and from school. The winding roads impair the drivers' vision for children walking along the side of the road. This particular location is located west of Hollywood Heights School on Hollywood Heights Road.

6. HOLLYWOOD HEIGHTS ROAD FROM DOERGE DR. TO OAKLAND - CASEYVILLE SCHOOL

Condition: Hollywood Heights Road extending from Highway 159 west to Highway 157 is a winding, two lane road with no sidewalks or accessible areas for children to walk to and from school. The winding roads impair the drivers' vision for children walking along the side of the road. This particular location is located east of Hollywood Heights School on Hollywood Heights Road.

7. FORMER DORRIS SCHOOL DISTRICT ALONG BELT LINE AND GOLFVIEW ROADS – RENFRO SCHOOL

Condition: Because of the closing of the former Dorris School (closed in 1977), these students would be forced to cross hazardous locations along Belt Line and Golfview Roads. Belt Line and Golfview have a high volume of traffic, 40 mph speed limit, and no sidewalks or accessible areas for children to walk to and from school.

8. CRESTMOOR AND HIGHWAY 159 – RENFRO SCHOOL

Condition: K – 6 students must cross Highway 159 at a crosswalk with signal. There is a 45 mph speed limit, no sidewalks and high volume of traffic.

NOTE: Areas 1 through 4 were originally designated hazardous area bus routes and approved as such during the November 17, 1980, Regular Board Meeting and reapproved annually thereafter. Areas 5 and 6 were added during October 1995 and approved by the Board.

Area 7 was added during July, 1997, and approved by the Board at the July 21, 1997 meeting. Area 8 was added July 16, 2002 and approved by the Board at the September 23, 2002 meeting.

10.2. Approval of Memorandum of Agreement with
Collinsville Education Association

Memorandum of Agreement

The current collective bargaining agreement between the Board of Education of Collinsville CUSD 10 (“District” and the Collinsville Education Association, IEA/NEA, (“Association”) states in Article IV, Section 13 Grading, as follows:

- 13.1 There shall be five (5) working days from the end of the quarter to the date that grades are required to be submitted (Fourth quarter grades will be due prior to the end of the quarter).
- 13.2 During the last 7 days of school, there shall be no formal held. Informal observations will not penalize a teacher for his/her use of instructional time to complete the end-of-year grading requirements.
- 13.3 K-2 teachers shall be given an extra day to convert the beginning, developing and secure report card marks to State-acceptable marks for the State report.
- 13.4 If there is any problem with technology (hardware or software), then the date that grades are due shall be extended to allow teachers adequate time to complete grades after the problem is fixed. The time will be mutually agreed upon by the Association leadership and the Administration.

Regarding the above contract language, **the Association and District agree** to a deviation for the remainder of the 2013-2014 School Year for Collinsville High School teachers and staff only reading, “CEA and District agree to deviate from this contract language for the **remainder of the** 2013-2014 School Year only, changing 13.1 to read as follows:

For the remainder of the 2013-2014 School Year only, there shall be five (5) two (2) working days for High School teachers/staff from the end of the quarter to the date that grades are required to be submitted (Fourth quarter grades will be due prior to the end of the quarter).

This Memorandum of Agreement is signed this _____ day of December, 2013.

For the Collinsville Education Association,
IEA-NEA:

For the Board of Education of
Collinsville Community Unit
School District #10:

CEA Co-President

President, Board of Education

CEA Co-President

Secretary, Board of Education

CEA Secretary

10.3. Approval of Agreement with Local 316
Custodial and Maintenance Personnel

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS

AGREEMENT BETWEEN THE BOARD OF EDUCATION AND
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 316
CUSTODIAL AND MAINTENANCE PERSONNEL

Fiscal Year
2013-14

December, 2013

Side Agreement

NEW MAINTENANCE POSITION AND GRASS MOWING

The new contract will be ratified by Custodian and Maintenance Personnel of Local 316 prior to the agreement being submitted to the Board of Education for approval. At the meeting of the Board of Education where the new contract is approved by the Board of Education, a position for an additional full-time maintenance person will be approved for posting.

With the approval of the new maintenance position, Local 316 agrees that maintenance personnel will no longer be used to mow grass. Unit 10 will create two seasonal custodial-level positions with employment extending from April through September. Anyone may bid into the seasonal mowing jobs with the highest wage rate being that of the regular custodian. This position will be paid at the light maintenance pay during the grass cutting season. This position will not be a step advancement. Those bidding into mowing positions shall have the right of first refusal for the mowing positions in subsequent years. Those bidding into the mowing jobs will return to their regularly assigned jobs when the mowing season is over. Unit 10 will employ substitute custodians, at substitute custodian pay plus 20%, to replace the regular custodians who take the mowing jobs. At times during the mowing season when the frequency of mowing is reduced due to slower growth of the grass, the regular custodian shall assist other custodians in the district as assigned by the Director of Building and Grounds. If no regularly employed custodian bids into the mowing job(s), then Unit 10 shall have the authority to employ a substitute custodian, at substitute custodian pay, to fill the mowing position(s).

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COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
AGREEMENT BETWEEN THE BOARD OF EDUCATION AND
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 316
CUSTODIAL AND MAINTENANCE PERSONNEL

July 1, 2013 through June 30, 2014

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AGREEMENT FOR CUSTODIAN AND MAINTENANCE EMPLOYEES

The Board of Education of Unit District No.10, Collinsville, Illinois, hereinafter referred to as the "Employer," hereby recognizes Service Employees International Union, Local 316, hereinafter referred to as the "Union," as the bargaining representative for wages, hours and other conditions of employment for all custodial and maintenance employees of the Unit District. The Board of Education is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, age, sex, handicap, impairment, veteran or marital status.

ARTICLE I: SENIORITY

Section 1. Seniority shall date from the first day of work as a regular employee. In case more than one employee covered by this Agreement was hired at the same Board meeting, seniority for the purpose of bidding the open jobs will be established by the "drawing of straws" or other chance method. Seniority will then be established by the "first day of work" for which the open job description, that was bid, indicates. In the event the "first day of work" is the same for more than one open job that was bid, seniority will have been established by the "drawing of straws" or other chance method indicated above.

Section 2. In any case of any reduction in force in any classification covered by this Agreement, the following procedure will be followed. The youngest employee in point of seniority will be laid off first. Any employee whose job has been eliminated by a "cut back" in any classification covered by this Agreement will have the right to take up employment in any other classification which his/her seniority and qualifications permit. When "laid off" employees are called back to work, the oldest employee in point of seniority will be called back first, the second oldest next, etc. Seniority will cease to accumulate at the time of a layoff and will resume at the time of re-employment. Loss of seniority in its entirety will occur for any employee who, by their own desire, leave the service of the District, except those employees granted a leave of absence by the Board of Education.

Section 3. No new employee will be hired while any employee covered by this Agreement is on layoff, unless all laid-off, qualified employees have been offered, in writing at their last known address by certified mail, the opportunity to work the hours and at the rate of pay for which the new employee would be hired. Refusal to return to work for an equal rate of pay and hours of work in effect in the classification at the time the former employee was laid off will relieve the employer of any responsibility of further contacting that employee.

ARTICLE II: VACANCIES

Article II: Vacancies

Section 1. New employees to be hired to fill vacancies will be filled within 35 days following the regular monthly board meeting. Vacancy notices will be sent to President, Vice President, and Secretary of the bargaining union. When the Administration identifies a vacant position, the Administration agrees to interview any existing, qualified bargaining unit member(s) who apply. The Administration shall take into consideration the following factors when evaluating an applicant for a vacant position, in no order of priority:

- Needs of the District;
- Work performance and/or evaluations;
- Work experience/qualifications;
- Disciplinary record; and
- Seniority

Every effort will be made to advance present employees to any vacant position that becomes available, giving them preference over applicants not currently employed by the District, when all other criteria are equal. Nothing in this provision shall preclude the Administration from soliciting and accepting applications from outside applicants and considering outside applicants while it considers current bargaining unit members for a vacant position.

Section 2. There will be a probationary period of 6 months for new hires and 3 months for transfers.

ARTICLE III: HOURS OF WORK

Section 1. The work shift shall consist of eight (8) consecutive hours. Each employee's schedule shall consist of five (5) consecutive days, except as otherwise agreed to by the Union and Superintendent or Superintendent's Designee. The work week shall begin at 12:01 a.m. on Monday and end at 11:59 p.m. on Sunday.

Section 2. Each afternoon or evening shift starting on or after 2:00 p.m. shall consist of eight (8) hours including a thirty (30) minute paid lunch period, and each day shift shall consist of eight (8) hours, not including a lunch period of thirty (30) minutes.

Section 3. When school is not in session, second and third shift employees may be granted permission to work a day shift schedule. This permission is subject to the approval of their Supervising Principal or Administrator.

Section 4. Any employee who works for three (3) or more hours past their regular scheduled shift shall be allowed a thirty (30) minute paid lunch break and an additional thirty (30) minute period for each ensuing four (4) hour period.

Section 5. All time worked on any sixth (6) consecutive day shall be paid at the rate of one and one-half times the regular rate of pay, and all time worked on any seventh (7) consecutive day shall be paid at the rate of two (2) times the regular rate of pay. Any time worked on Sunday that is not regularly scheduled will be paid at two (2) times the regular rate of pay.

Section 6. Time charged to sick leave, vacation, funeral leave, etc., shall count as time worked for the purpose of computing overtime.

Section 7. All overtime worked must have the prior approval of the Supervisor. All time worked in excess of the regular workday or work week shall be overtime and paid at the rate of one and one-half times the employee's regular rate of pay. All overtime shall be paid at the highest rate of pay applicable to that employee.

Section 8. When employees report to work as scheduled, they shall be allowed a minimum of fifty percent (50%) of their regularly scheduled hours of work or equivalent pay, unless otherwise notified no less than one (1) hour prior to the beginning of their shift. School closing emergency plans shall be posted in each building.

Section 9. When an employee is called back to work, such work not being a continuation of their shift, they shall be paid a minimum of one (1) hour of work at one and one-half times their regular rate of pay.

Section 10. The Board of Education recognizes the interest of the Union in regard to any changes which affect the working conditions of those covered by this Agreement and represented by the Union and shall inform the President of the Union prior to any such changes. This notification to be made by the Superintendent or Superintendent's Designee.

While school is in session, the following reasons shall be considered as “disturbing” the employee’s job and shall permit that employee the right to “bump” any employee covered by this Agreement with lesser seniority:

1. Any change in the starting or ending time of the employee’s shift of more than a total of four (4) hours per day for a period of more than one week’s duration. (Time of shift to be interpreted as that time in existence at the date of the employee’s assignment to that job.)
2. Any change in the employee's building assignment; "building" to mean a separate detached structure on the same or different sites, i.e., High School academic gym, Area Vocational Center.

At any time during the year, the following shall be considered as disturbing the employee's job and shall permit that employee the right to "bump" any employee covered by this Agreement with lesser seniority:

1. Employee affected by reduction in pay.
2. Employee affected by reduction in hours of work.
3. Employee affected by reduction in months of work.
4. Employee affected by reduction in staff.
5. Employee affected by return of disqualified employee.
6. Employee affected by bump of higher senior employee.

A written notice of an "intent to bump" must be filed with the Office of the Superintendent or Superintendent’s Designee within five (5) working days of the effective date of the change that created the "job disturbance." This notice must be dated, must include the Article of the Agreement, the Section of the Agreement and paragraph authorizing the right to "bump." It must be signed by the individual "bumping" and indicate to which position the "bump" is directed. A copy of this must be filed with the President of the Union, Local 316, Custodial and Maintenance Employees.

Qualifications for a "bump" will be as per bidding, Article 11, Section 2, paragraph four (4), including probationary period if "bump" is into a different classification.

ARTICLE IV: GRIEVANCE PROCEDURE

Section 1. The grievance procedure shall apply to the provisions of this Agreement and to administrative practices and policies of the District directly affecting the employees covered by this Agreement.

Section 2. No employee shall be discharged without just cause. The Superintendent of Schools shall provide a written statement of cause of dismissal. Violation of this Agreement by an employee may be regarded as cause for discharge.

Section 3. In the event an employee is dissatisfied with a ruling submitted to him by his immediate supervisor, or if there is any difference of opinion or dispute between the employer and the employee regarding the interpretation or operation of this Agreement, the following procedure will be followed:

- a. A written grievance must be filed with the employee grievance committee and a copy sent to his immediate supervisor within seven (7) days after knowledge of the occurrence of the act which resulted in the grievance. Failure to file a grievance, as provided, will relieve the employer of all financial obligation and responsibility concerning the complaint.
- b. Should a grievance arise, an attempt will be made to settle such dispute, between the authorized representative of the Union and the Superintendent or Superintendent's Designee. If a satisfactory solution is not reached by these parties within five (5) working days, then the representative of the Union and the Superintendent of Schools will attempt to adjust the grievance. They shall have five (5) working days to reach an agreement unless, by mutual consent, a longer period is agreed upon.
- c. In the event the representatives of the Union and the Superintendent of Schools cannot adjust the grievance within the time provided, the matter shall be referred to the Board of Education for review. The employee, accompanied by two (2) people of his choice, the involved personnel, and the Board will meet in committee session to hear the grievance. If no settlement is reached within ten (10) working days, the service of an arbitrator from the Illinois Education Relations Labor Board facilities shall be used to bring about a settlement. The arbitrator's ruling will be binding.

ARTICLE V: HOLIDAYS

Section 1. The following holidays, with pay, will be observed for all members of the custodial and maintenance personnel: Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Martin Luther King's Birthday, President's Day, Casimir Pulaski Day, Good Friday, Easter Monday (if school is in session, Thursday preceding Good Friday), Memorial Day, and Independence Day (if this day falls on a Saturday or Sunday and summer school is in session the preceding Friday and/or the following Monday, the holiday will be the first day after the end of summer school.)

When any of the above holidays fall on a Saturday and/or Sunday, the proceeding Friday and/or the following Monday will be observed as a holiday provided school is not in session. If school is in session, such Friday and/or Monday will be considered a regular working day and, as such, will be compensated for at the regular rate of pay.

If any of the above holidays occur when school is in session, compensatory days off will be according to the following schedule:

1. The first compensating day will be the normal workday following Christmas Day.
2. The second compensating day will be the County Institute Day.
3. If a third compensating day is needed, it will be the Wednesday proceeding Easter. (If school is in session the week proceeding Easter, the third compensating day will be the Tuesday following Easter.)

4. If a fourth, fifth, etc. day is needed, the compensating day or days will be made by extending vacation time; arrangements being made through the Superintendent or Superintendent's Designee.

In the event that unforeseen circumstances would prevent these days to be taken as scheduled; compensating days will be determined by the Board.

Section 2. Should any employee be required to work on an authorized holiday as stated in the paragraph above, all time so worked will be at one and one-half times the regular rate of pay in addition to the holiday pay.

ARTICLE VI: VACATIONS

Vacations shall accrue at the following rates for the effective period of this Agreement:

Employees who have been employed for a period of one (1) year will be granted a two (2) week vacation with pay.

Employees who have completed eight (8) or more years of service will be granted three (3) weeks vacation with pay.

Employees who have completed fifteen (15) or more years of service will be granted four (4) weeks vacation with pay.

An additional day of vacation shall be granted to an employee in the event a holiday falls during the vacation period of said employee.

Any first year employee whose anniversary date of employment is between January 1 and June 30, inclusive, shall be entitled to vacation as of July 1 at the rate of one-half day of vacation for each full month of service prior to July 1.

Any employee whose anniversary date of employment is between July 1 and December 31 shall be entitled to any vacation benefits accruing on his/her anniversary during the summer of that year.

Vacation time may be used at any time during the year, but any vacation time requested outside the normal summer schedule must be submitted to the Superintendent or Superintendent's Designee no later than ten (10) working days in advance. His decision as to approval or disapproval of the request shall be final.

Upon leaving the service of the District, the payment of any earned but unused vacation days shall be limited in an amount to ensure the District is not subject to any IMRF 6% penalty. Any vacation pay that would cause the employee to exceed the 6% limit shall be paid to the employee post employment as non-IMRF creditable earnings. The post employment payment, if any, will be paid to the employee on the 65th day after the employee's last day of work.

ARTICLE VII: SICK LEAVE

Section 1. Sick leave benefits will be determined in accordance with the following schedule:

<u>No. Months Worked</u>	<u>No. Days Granted Per Year</u>
12	13

Maximum accumulation allowed: unlimited.
Does not include summer school, night school, or substitute employment.

Any employee starting work after school is in session shall receive sick leave benefits on a pro-rated basis for the time worked that school year; i.e., one day per month for every employee starting after the school year begins.

Section 2. In the event any employee experiences a continual illness or a serious injury within any given school term which would prevent him from performing his regular duties in the District, salary payments would continue for the current fiscal year and other benefits, such as vacation, holidays, insurance payments, and seniority would be maintained, provided the employee has been in the District for fifteen (15) years and has forty-five (45) days accumulated sick leave. Said paid absence will be counted against the accumulated sick leave.

Section 3. Written notice of any absence shall be presented to the building principal upon return to work. Such notice shall include the date and/or dates of absence of the employee. The Principal shall submit written notices of absence to the Office of the Superintendent each week. The School District shall provide a proper form to be submitted by the employee, which shall include a carbon copy to be retained by the employee.

Section 4. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness *or* death in the immediate family. The immediate family, for the purposes of this Section, shall include: parents, spouse, brother, sister, children, grandparents, grandchildren, parents-in-law, brother-in-law, sister-in-law, legal guardians, corresponding in-law relations, and any relative living in the same household. All sick leave requests must be made to the Switchboard Operator both during the regular school year and during the summer months. When possible, the employee should notify the Building Principal of the intended absence. All employees who are absent because of illness or injury for an extended time should, upon return, have a written release from their physician.

Section 5. Reasonable time at full pay shall be granted for funeral leave for members of the immediate family. Such leave will not be deducted from sick leave. Prior arrangements with the Superintendent or Superintendent's Designee are required for determination of the number of days to be granted. Immediate family, for the purpose of this Section, shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents- in-law, brothers-in-law, sisters-in-law, legal guardians, corresponding in-law relations, and any relative living in the same household.

Funeral leave for other than a member of the immediate family must be requested in advance, in writing, and approved by the Superintendent of Schools and shall be deducted from accumulated sick leave.

Section 6. In the event of an absence related to a duty-connected injury, the District shall provide only workmen's compensation as determined by the insurance carrier, effective with the August 15, 1986 payroll. In the event said employee was enrolled for family insurance at least three full months prior to being on workmen's compensation, the District shall provide said coverage to the employee at no cost to the employee for a period not to exceed one year.

Section 7. Upon leaving the service of the Unit #10 School District, each employee who has accumulated 630 or more hours of unused earned absence shall receive a benefit equal of 50% of the employee's normal daily rate for each day of unused earned absence but not to exceed \$3,500. In the event the employee has hours accumulated in excess of the number needed to receive the \$3,500 benefit, those excess hours shall be used to provide a benefit of 25% of the salary rate for those additional hours for an additional payment not to exceed \$2,500. These payments will be added to the employee's final paycheck. However, an employee's receipt of compensation for unused sick leave shall be limited in an amount to ensure the District is not subject to any IMRF 6% penalty. Any sick leave monies that are not paid to the employee in his/her final paycheck because of the 6% penalty limit, will be considered a retirement severance benefit and will be paid to the employee on the 65th day after the employee's last day of work. This severance payment will not be treated as creditable earning under IMRF.

Upon the death of any employee qualified under this Section, the monies due for the time so accumulated will be paid to the estate of the employee.

ARTICLE VIII: SUBSTITUTES

Section 1. Substitutes will be provided for regular employees who are absent from work. It will be the responsibility of the employee to notify the Superintendent or Superintendent's Designee or his appointed representative at least two (2) hours prior to the starting of his shift, if possible.

Section 2. The rate of pay for a substitute employed on a regular or irregular basis shall be established by the Board of Education. Such employee shall be used only to assist or supplement the regular employees and shall not be permitted to perform the regular duties assigned regular employees except in the case of serving for a regular in his absence.

Any employee, in classifications covered by this Agreement, who leaves the employment of the District in good standing because of a reduction in staff as determined by the Board of Education, shall be paid at the rate of seventy percent (70%) of the regular custodian rate for all time worked as a substitute, extra, or temporary employee.

ARTICLE IX: GENERAL PROVISIONS

Section 1. An employee working in a higher paid classification on a temporary basis shall be paid the higher rate of pay for all time so worked, after receiving approval from the Superintendent or Superintendent's Designee.

Section 2. Leaves of absence, without pay, may be granted by the Board of Education to employees for legitimate reasons. Such leave shall not be for more than one (1) year, but may be extended upon review and approval by the Board. Seniority will not accrue during leave of absence.

Section 3. Seniority lists will be provided by the Board of Education at the beginning of the fiscal year.

Section 4. Any employee in any other classification in the Unit District shall do no work normally done by employees covered by the Agreement.

Section 5. All regular employees covered by the contract shall be provided with six (6) new uniforms consisting of six (6) shirts/tops and six (6) pants/slacks by the Collinsville School District. Any new employee covered by the contract shall be provided six (6) new uniforms following employment. In November of every other year thereafter, the School District shall furnish five (5) new uniforms to each employee covered by this Agreement, except for those employees who have not been a regular employee for twelve (12) months by November 1. Partial year employees shall receive a pro-rated number based upon the number of months employed by November 1 as compared to twelve (12) months. Employees shall wear said uniforms while on duty. The employee is responsible at his or her cost for the appropriate care, maintenance and replacement of said uniforms.

Section 6. Insurance: The Board of Education shall provide a hospitalization, medical, and major medical insurance program for full-time non-certificated personnel who enroll. The Board of Education shall pay the individual coverage premium in full and shall provide payroll deductions of the remaining premiums for full family coverage of any personnel desiring such additional coverage. The Board of Education shall pay \$75.00 per month in addition to the individual plan rate for those full-time non-certificated personnel enrolled in the family plan. The insurance carrier will be selected by the Board of Education, after consultation with the C.E.A. and S.E.I.U. The Board provided insurance shall be for twelve (12) consecutive months.

For employees whose term of employment is twelve (12) months per year, insurance shall continue for so long as the individual remains an employee of the District. For employees whose term of employment is nine (9) months per year or more but less than twelve (12) months per year, coverage shall be on a twelve (12) month per year basis for so long as the individual remains an employee of the District.

Employees whose work week is twenty-five (25) hours or more shall receive the full individual premium payment as noted above. Those whose regular work week is at least seventeen and one-half (17-1/2) hours but less than twenty-five (25) shall receive one-half of the individual premium payment if enrolled in the individual plan. If the seventeen and one-half (17-1/2) but less than twenty-five (25) hour employee enrolls in the family plan, the Board of Education shall pay an additional \$27.50 per month for dependent coverage.

Section 7. Any employee who is a member of any group recognized by the Board of Education, or who has applied for membership in any such group, shall be granted a payroll deduction of dues upon written request. Executed dues deduction request forms shall be furnished to the Director of Business Affairs prior to the first of the month is responsible for any make-up deductions. Such authorization for dues deductions shall continue in effect from year to year unless revoked in writing prior to June 15.

Section 8. When an employee in classifications covered by this Agreement is required to attend a meeting, they shall be paid for all time so spent.

Section 9. A job description of all classifications covered by this Agreement will be established through a program of meetings and discussions, the results reduced to writing and made a part of this Agreement. Said descriptions to be informational only and will not exclude any duties required to perform the requirements of the Unit #10 School District.

Section 10. The Board shall grant up to two (2) days personal leave per year at full pay subject to the following conditions:

1. Such leave shall be accumulative up to a maximum of four (4) days but cannot be taken the day before or after a school holiday or vacation.
2. Once an employee has accumulated the maximum of four (4) unused personal leave days, any additional personal leave days granted to the employee pursuant to this Section will accumulate as sick leave.
3. Any request for personal leave shall be made at least three (3) calendar days prior to the date requested (except in emergencies) to the Superintendent's or Superintendent's Designee stating the reason for the request.
4. It should be understood that permission would be granted only if this request is for important business reasons which cannot be transacted outside of school hours.

If the personal leave day is denied, written reasons for the denial will be given within three (3) days.

Section 11. Payday shall be every other Friday as established by Board Policy.

Section 12. The mileage reimbursement rate shall be the current IRS rate.

Section 13. Employees covered by this Agreement will be guaranteed no loss in pay while serving jury duty or appearing as a subpoenaed witness in any court action. The difference in pay above that paid for jury duty will be paid the employee.

Section 14. An extra man will be assigned to gymnasium, auditorium, and cafeteria activities for community organizations using school facilities. This does not apply to extracurricular activities. Said man must be on duty in the complex only and does not necessarily have to be restricted to duties in the place of activity.

Section 15. In the absence of the Director of Building and Grounds, custodial personnel of the respective buildings shall be responsible in preventing all unsupervised or unauthorized groups or individuals from using school building facilities with the understanding that they shall call the Principal, Assistant Superintendent, or police if unable to handle the problem without help.

Section 16. All new employees are required to pass a medical examination at School District expense; such examination to be designed by the School District and administered by a physician named by the School District. If the employee does not pass the medical examination, his/her employment will be terminated immediately. If an employee is required to have subsequent medical examinations as a condition of continued employment or for payment of sick leave benefits, the cost of the examinations shall be at the expense of the employer. In the event of a strike, work stoppage, or any other disruption of school operation, any 316 Service Employee, International Union, calling in ill must present a doctor's excuse at the employee's expense.

Section 17. Due to the fact that the school buildings are used by many organizations not directly connected with school activities, which adds extra work on to the normal schedule of an employee both at night and/or Saturday and Sunday, it is often necessary for employees to work overtime. Such overtime will be authorized only by the Superintendent or Superintendent's designee, but it shall be the responsibility of the Lead Man to schedule such overtime subject to approval by the Superintendent or Superintendent's designee.

Section 18. Should any Article, Section, or Clause of this Agreement be declared illegal by court of competent jurisdiction, by State or said Article, Section, or Clause, as the case may be, shall automatically be terminated from this Agreement.

Section 19. The Board of Education and S.E.I.U., Local 316, agrees not to discriminate against any employee because of sex, race, color, or creed.

Section 20. The interpretation of this contract for S.E.I.U., Local 316, shall be made by the Chairman of the Negotiating Committee for this present contract, the Business Representative, and the present officers; for the Board of Education, interpretation shall be made by the Chairman of the Board Negotiating Committee, Superintendent, Assistant Superintendents, and the Director of Business Affairs.

Section 21. This agreement shall remain in full force and effect from July 1, 2013 through June 30, 2014. If a new Agreement has not been reached prior to the expiration date, this agreement shall remain in full force and effect until a new agreement is reached.

Section 22. Telephone facilities shall be made available to personnel for their reasonable use for school related business. Efforts will be made to provide public pay phone facilities. Personal calls on school phones, except in emergencies, is discouraged. If a personal long distance toll call is made, this charge must be billed to the employee's home.

Section 23. Employees covered by this Agreement shall not engage in a strike except under the conditions as shown in Section 13 of the Illinois Educational Labor Relations Act (H.B. 1530).

Section 24. Maintenance employees will be required to take a maintenance test. Employees will be given three opportunities to pass the test within a six month period. All maintenance staff must stay proficient in all areas of maintenance. If these requirements are not met, employee will be placed in a custodial position by the Director of Building and Grounds.

All building light maintenance personnel will be required to successfully pass a building maintenance test.

The subject areas covered on the tests, will be mutually agreed upon by the Administration and Union Executive Board Members.

Section 25. All custodial/maintenance personnel will be evaluated annually by the Director of Building and Grounds.

Section 26. The Director of Building and Grounds will give written notification to any lead-custodial/maintenance personnel that are not fulfilling their job responsibilities. If said individual does not correct the items indicated in written notice within 15 working days, the Director of Building and Grounds will place said individual in a non-lead custodial/maintenance position. The vacant lead-custodial/maintenance position will be posted. Individuals interested in the position must apply in writing. Following the interview process, the individual being removed from the lead position will take the position of the individual chosen for the lead-custodial/maintenance position.

Section 27. Employees who are required to file a Statement of Economic Interests must file the form and provide the school Business Office with a copy of the employee's receipt of filing not later than the required filing date. Notification of the need to provide a copy of receipt to the Board Office shall be given 30 days in advance of any withholding of salary payments. In the event such evidence is not provided to the Business Office, the District shall withhold salary payments to the employee until compliance is provided.

Section 28. Fair Share. The following provision shall apply to members of the bargaining unit who were members of S.E.I.U., Local 316 on or after November 6, 1991, and to all members of the bargaining unit hired after November 6, 1991:

1. Each bargaining unit member, as a condition of his /her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Union or pay a fair share fee to the Union equivalent to the amount of dues uniformly required of members of the Union, including local, state, and national dues.
2. In the event that the bargaining unit member does not pay his/her fair share fee directly to the Union by a certain date as established by the Union, the employer shall deduct the fair share fee from the wages of the non-member.
3. The employer shall pay such fee to the Union no later than ten (10) days following deduction.
4. In the event of any legal action against the employer brought in a court of administrative agency because of its compliance with this Article, the Union agrees to defend such action at its own expense and through its own counsel provided:
 1. The employer gives immediate notice of such action in writing to the Union, and permits the Union intervention as a party if it so desires; and

- 2. The employer gives full and complete cooperation to the Union and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and all appellate levels.

Section 29. The District shall not use volunteers to avoid hiring additional employees. Volunteers may not be used where there are certification requirements, violations of IDPH regulations, confidentiality concerns, or in situations where special training or knowledge is required to do the job. Volunteers may not be in restricted areas, such as in food service kitchens, behind office counters, or in custodial closets, without the express approval of an employee who regularly works in that area.

If an employee objects to the District's use of a volunteer in a specific situation, the employee shall have the right to submit a written objection to the use of the volunteer with his/her supervisor. The objection must state what the volunteer is doing that the employee finds objectionable and why he/she finds it objectionable. The employee's supervisor and the employee shall attempt to reach an agreement regarding the situation. Failing to reach an agreement, the grievance procedure shall be followed.

Volunteers must meet acceptable standards of dress and conduct.

ARTICLE X: CUSTODIAL AND MAINTENANCE SALARY RATES

Classification Before July 2003		FY13 (Old Hire)
Regular Custodian	3.4	23.80
Lead Custodian, Light Maint.	4.1	24.80
Groundskeeper	4.2	25.26
Regular Maintenance	4.3	26.09

Classification After July 2003	Years Experience	FY13 (New Hire)	
Regular Custodian (Steps)	1.01	1	11.84
	1.02	2	12.34
	1.03	3	12.85
	1.04	4	13.36
	1.05	5	13.89
	1.06	6	14.44
	1.07	7	15.01
	1.08	8	15.61
	1.09	9	16.23
	1.1	10	16.87

Lead Custodian, Light Maint.	2.1	Rate of reg. custodian pay plus addtl. \$1.00/hr.
Groundskeeper	2.2	Rate of reg. custodian pay plus addtl. \$1.46/hr.
Regular Maintenance	2.3	Rate of reg. custodian pay plus addtl. \$2.29/hr.
HVAC Maintenance		\$67,001.67

A RIF (reduction in force) substitute in good standing rate is determined by multiplying the regular custodian, Step 1 rate by 75%.

When a person is initially employed, that person is considered as having one year experience. A person obtains additional years of experience only at the beginning of a school year and must have earned a complete year of experience, i.e., a person must be employed on the first day of a school year to obtain a year of experience.

Persons, who were regularly employed by the Collinsville School District as of June 30, 1989, shall qualify as a Step 4 regular custodian regardless of years of experience. Persons who are hired as regular custodial employees during the period of July 1, 1989, through June 30, 1990, shall be considered as having 3 years experience for 1991-92, 4 years in 1992-93, etc. Persons who were hired as regular custodians during the period of July 1, 1990, through November 6, 1991, shall be considered as having 2 years of experience for 1991-92, 3 years in 1992-93, etc. Persons who are hired as regular custodians effective November 7, 1991, or thereafter, shall begin on Step 1, Year 1.

- NOTES:
1. Effective March 1, 1983, deductions from employees for IMRF shall be placed in a tax sheltered status.
 2. Effective with payrolls beginning April 1, 1985, (May, 1985, coverage) payroll deductions shall be made for family plan insurance. Service Employees Local 316, Custodial and Maintenance Personnel, may elect to have the hourly rate reduced for family plan insurance participants in accordance with the following procedure:

$$\text{Annual Cost of Family Plan}-\text{Annual Cost of Individual Plan} = \frac{\text{Annual Allowance under Article IX. Section 7}}{2080 \text{ hours.}}$$

In the event Service Employees Local 316, Custodial and Maintenance Personnel, wishes to change from one method to the other as described above, notice must be given to the Superintendent no later than May 1 to be effective July 1. A change can only be made effective July 1.

IN WITNESS WHEREOF, this Agreement is entered into this 16th day of December, 2013, by the Board of Education of Collinsville Community Unit School District No. 10, through its President and Secretary, and by the Service Employees International Union, Local 316, through its duly authorized representatives.

BOARD OF EDUCATION, COLLINSVILLE
COMMUNITY UNIT SCHOOL DISTRICT NO. 10

By _____
President

By _____
Secretary

SERVICE EMPLOYEES INTERNATIONAL
UNION, LOCAL 316

By _____
President

By _____
Secretary

By _____
Business Representative

10.4. Approval of Intervention in Property Tax
Appeals Before the Property Tax Appeal Board
(General Chemical LLC)

**RESOLUTION AUTHORIZING INTERVENTION IN PROCEEDINGS
BEFORE ILLINOIS PROPERTY TAX APPEAL BOARD
RE APPEALS BY GENERAL CHEMICAL LLC**

WHEREAS, the Board of Education of Collinsville Community Unit School District No. 10, Madison and St. Clair Counties, Illinois (“Board of Education”), has a tax revenue interest in the decision of the Illinois Property Tax Appeal Board (“PTAB”) with respect to an Industrial Appeal with PTAB Docket Numbers 11-05607.001 and 11-05607.002 filed by General Chemical LLC (“Owner”) regarding the **2011** assessment of certain real property within St. Clair County, Illinois, with Parcel Identification Numbers 02-10.0-100-001 and 02-03.0-314-005 and street address of 2500 Kingshighway, Fairmont City, Illinois (collectively referred to hereinafter as “the Property”) and seeking a reduction in the assessed valuation of the Property; and

WHEREAS, the Board of Education of Collinsville Community Unit School District No. 10 received correspondence from the St. Clair County Board of Review dated 11/25/2013 and purporting to provide notice pursuant to 35 ILCS 200/16-180 regarding the Owners request for a change of \$100,000 or more in assessed valuation of the Property; and

WHEREAS, the Board of Education of Collinsville Community Unit School District No. 10 believes, and hereby declares, that it is in the best interest of Collinsville Community Unit School District No. 10 to file a “Request to Intervene in Appeal Proceeding” for proceedings before the PTAB to contest the Owner’s claim for reduction in said assessment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Collinsville Community Unit School District No. 10 as follows:

Section 1. The preamble recitals of this Resolution are adopted and incorporated herein by this reference and found to be true and accurate statements.

Section 2. The Board of Education hereby employs the services of the law firm of Guin Martin Mundorf, LLC (“Attorneys”), for the purpose of representing Collinsville Community Unit School District No. 10 in the aforementioned proceedings before the Madison County Board of Review with respect to the **2011** assessment of the Property.

Section 3. The Board of Education hereby authorizes its Attorneys to file with the PTAB a “Request to Intervene in Appeal Proceeding” relating to the aforementioned PTAB appeals regarding the 2011 assessment of the Property.

Section 4. The Board of Education hereby authorizes the Superintendent to expend up to five thousand dollars (\$5,000.00) to procure an appraisal of the Property, of sufficient detail to serve as

evidence in PTAB proceedings as recommended by the Board of Education's attorneys. The Superintendent is authorized and directed to confer with the Attorneys as appropriate, and to coordinate this effort with other taxing bodies which choose to intervene in these matters, to achieve mutual cost savings where feasible.

Section 5. This resolution shall take effect immediately upon its passage.

AYES:

NAYS:

ABSENT:

The President declared the motion carried and the Resolution duly adopted.

Dated: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

STATE OF ILLINOIS)
) SS.
COUNTY OF MADISON)

SECRETARY'S CERTIFICATE

I, Wayne White, the duly qualified and acting Secretary of the Board of Education of Collinsville Community Unit School District No. 10, in the Counties of Madison and St. Clair and the State of Illinois, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

**RESOLUTION AUTHORIZING INTERVENTION IN PROCEEDINGS
BEFORE ILLINOIS PROPERTY TAX APPEAL BOARD
RE APPEALS BY GENERAL CHEMICAL LLC**

which Resolution was duly adopted by said Board of Education at a meeting held on December ____, 2013.

I do further certify that a quorum of said Board of Education was present at said meeting, and that all requirements of the Illinois Open Meetings Act were complied with.

IN WITNESS WHEREOF, I have hereunto set my hand on December ____, 2013.

Wayne White
Secretary, Board of Education

10.5. Approval of Intervention in Property Tax
Appeals Before the Property Tax Appeal Board
(First Collinsville Bank)

**RESOLUTION AUTHORIZING APPEAL PROCEEDINGS
BEFORE ILLINOIS PROPERTY TAX APPEAL BOARD
RE DECISION OF THE MADISON COUNTY BOARD OF REVIEW
RE DOCKET # 2013-001397**

WHEREAS, the Board of Education of Collinsville Community Unit School District No. 10, Madison and St. Clair Counties, Illinois (“Board of Education”), has a tax revenue interest in the decision of the Madison County Board of Review (“Board of Review”) with respect to a petition for review filed with said Board of Review by First Collinsville Bank (“Owner”), with said petition identified as Docket # 2013-001397, regarding the **2013** assessment of certain real property within Madison County, Illinois with Parcel Identification Number 13-1-21-29-19-401-011.001 and street address 208 N. Bluff Rd., Collinsville, Illinois (“the Property”), pursuant to which the Board of Review granted a reduction in the assessed valuation of the Property; and

WHEREAS, the Board of Education of Collinsville Community Unit School District No. 10 received correspondence from the Madison Board of Review dated 12/03/2013 and purporting to provide notice pursuant to 35 ILCS 200/16-180 regarding the granting a reduction in the assessed valuation of the Property; and

WHEREAS, the Board of Education of Collinsville Community Unit School District No. 10 believes, and hereby declares, that it is in the best interest of Collinsville Community Unit School District No. 10 to file an appeal of the Board of Review’s determination on the assessed value of the Property before the the Illinois Property Tax Appeal Board (“PTAB”).

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Collinsville Community Unit School District No. 10 as follows:

Section 1. The preamble recitals of this Resolution are adopted and incorporated herein by this reference and found to be true and accurate statements.

Section 2. The Board of Education hereby employs the services of the law firm of Guin Martin Mundorf, LLC (“Attorneys”), for the purpose of representing Collinsville Community Unit School District No. 10 in the aforementioned proceedings before the Madison County Board of Review with respect to the 2013 assessment of the Property.

Section 3. The Board of Education hereby authorizes its Attorneys to file and prosecute an Appeal with the PTAB of the aforementioned Board of Review decision regarding the 2013 assessment of the Property.

Section 4. The Board of Education hereby authorizes the Superintendent to expend up to

three thousand dollars (\$3,000.00) to procure an appraisal of the Property, of sufficient detail to serve as evidence in PTAB proceedings as recommended by the Board of Education's attorneys. The Superintendent is authorized and directed to confer with the Attorneys as appropriate, and to coordinate this effort with other taxing bodies which choose to intervene in these matters, to achieve mutual cost savings where feasible.

Section 5. This resolution shall take effect immediately upon its passage.

AYES:

NAYS:

ABSENT:

The President declared the motion carried and the Resolution duly adopted.

Dated: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

STATE OF ILLINOIS)
) SS.
COUNTY OF MADISON)

SECRETARY'S CERTIFICATE

I, Wayne White, the duly qualified and acting Secretary of the Board of Education of Collinsville Community Unit School District No. 10, in the Counties of Madison and St. Clair and the State of Illinois, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

**RESOLUTION AUTHORIZING APPEAL PROCEEDINGS
BEFORE ILLINOIS PROPERTY TAX APPEAL BOARD
RE DECISION OF THE MADISON COUNTY BOARD OF REVIEW
RE DOCKET # 2013-001397**

which Resolution was duly adopted by said Board of Education at a meeting held on December ____, 2013.

I do further certify that a quorum of said Board of Education was present at said meeting, and that all requirements of the Illinois Open Meetings Act were complied with.

IN WITNESS WHEREOF, I have hereunto set my hand on December ____, 2013.

Wayne White
Secretary, Board of Education

10.6. Approval to Grant a Temporary Easement
near Maryville School

MARYVILLE ELEMENTARY



PROPOSED SIDEWALK

PROPOSED SIDEWALK

PROPOSED SIDEWALK

WEST MAIN STREET

PROPOSED SIGNALIZED CROSSING

PROPOSED SIDEWALK

RENEE STREET

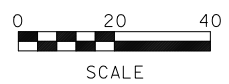
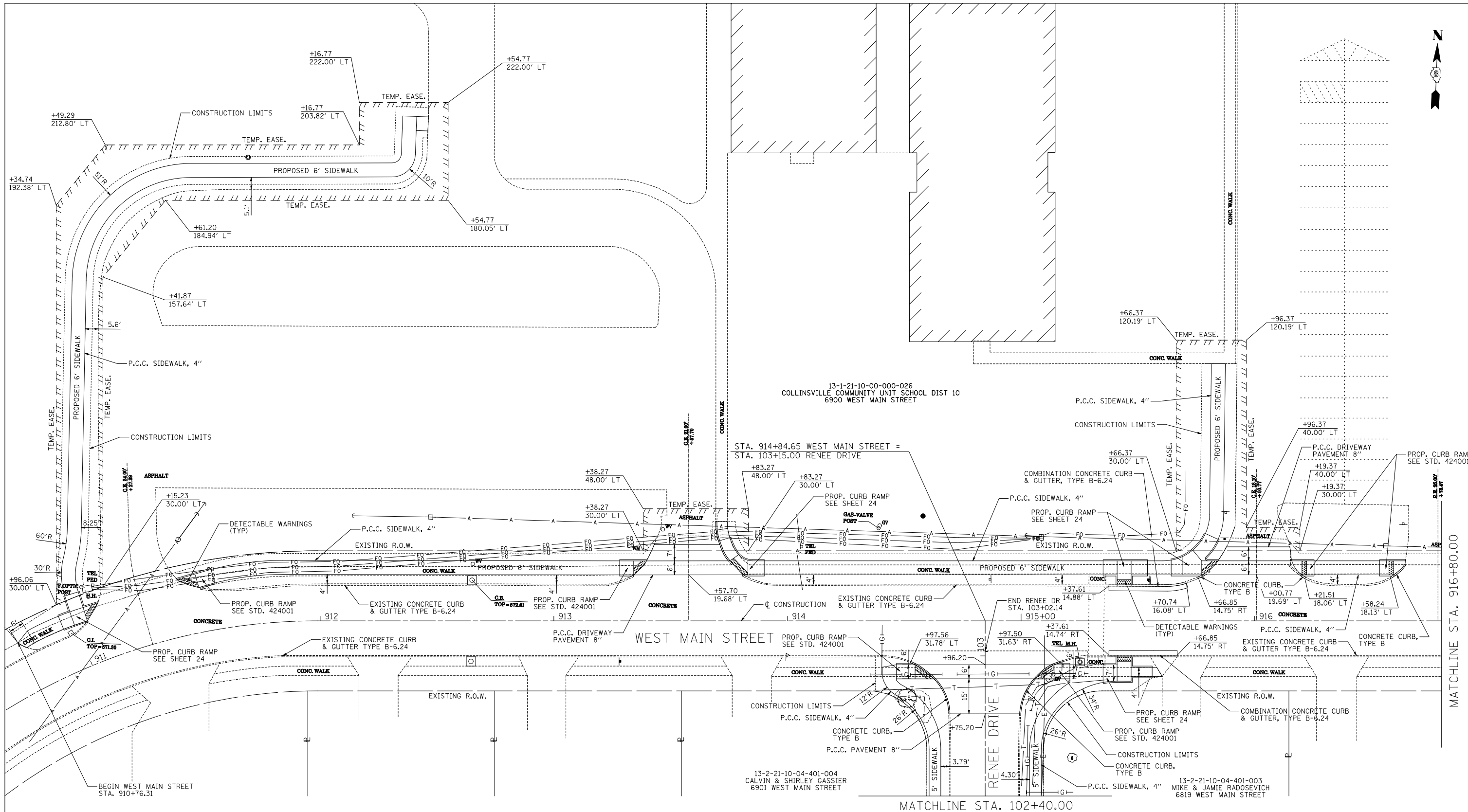
ANDRA DRIVE

FILE NAME = Plan01.dgn	USER NAME = brian	DESIGNED - BFK	REVISED -
		DRAWN - JJB	REVISED -
	PLOT SCALE = #SCALE#	CHECKED - BFK	REVISED -
	PLOT DATE = 12/10/2013	DATE - 08/15/2013	REVISED -

**VILLAGE OF MARYVILLE
SAFE ROUTES TO SCHOOL PROGRAM**

PLAN SHEET

F.A. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
	08-00014-00-SW	MADISON		
ILLINOIS FED. AID PROJECT				



FILE NAME = Plan01.dgn	USER NAME = brian	DESIGNED - BFK	REVISED -
		DRAWN - JJB	REVISED -
	PLOT SCALE = *SCALE*	CHECKED - BFK	REVISED -
	PLOT DATE = 12/12/2013	DATE - 08/15/2013	REVISED -

**VILLAGE OF MARYVILLE
SAFE ROUTES TO SCHOOL PROGRAM**

PLAN SHEET

SCALE: 1"=20' SHEET NO. 1 OF 2 SHEETS STA. 910+60.00 TO STA. 916+80.00

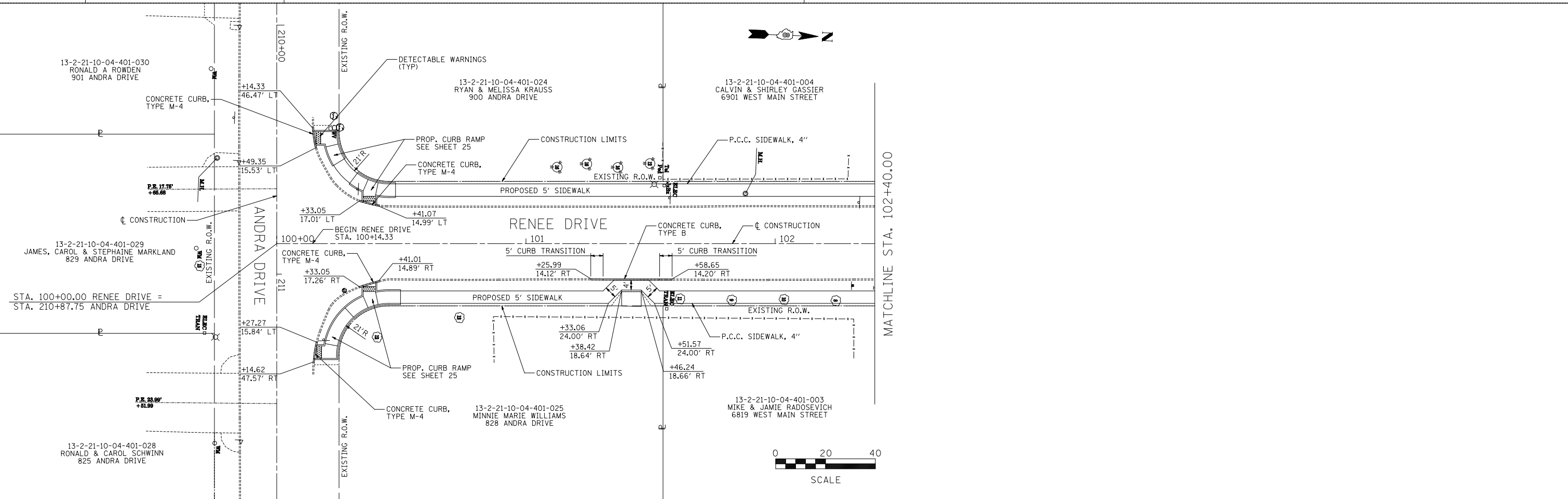
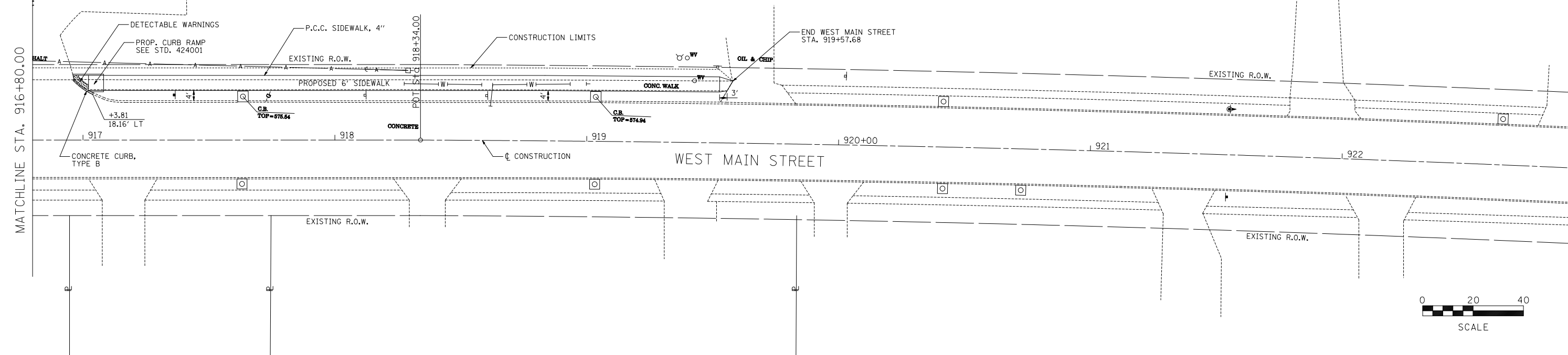
F.A. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
	08-0014-00-SW	MADISON	30	11
			CONTRACT NO. 97546	
ILLINOIS FED. AID PROJECT				

MATCHLINE STA. 916+80.00

MATCHLINE STA. 102+40.00



13-1-21-10-00-000-026
COLLINSVILLE COMMUNITY UNIT SCHOOL DIST 10
6900 WEST MAIN STREET



FILE NAME = Plan02.dgn	USER NAME = brian	DESIGNED - BFK	REVISED -	VILLAGE OF MARYVILLE SAFE ROUTES TO SCHOOL PROGRAM	PLAN SHEET		F.A. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.	
		DRAWN - JJB	REVISED -		SCALE: 1"=20'	SHEET NO. 2 OF 2 SHEETS	STA. 916+80.00 TO STA. 922+80.00	08-0014-00-SW	MADISON	30	12	
		CHECKED - BFK	REVISED -									CONTRACT NO. 97546
		DATE - 08/15/2013	REVISED -					ILLINOIS FED. AID PROJECT				

11. **Closed Session**

12. **Personnel**

12.1. Consider Issuing a Resolution Authorizing
a Notice to Remedy to a Certified Employee

12.2. Certified Employee Resignations
(administrative retirements)

12.3. Non-Certified Employee Resignation
(Educational Assistant)

12.4. Termination of Employment of a Non-
Certified Employee

12.5. Recommendation of Educational Support
Personnel Salaries for 2013-14

12.6. Recommendation of Administrative Salaries
for 2013-14

13. **Adjourn**