

Public Hearing and Regular Meeting

Monday, January 27, 2020 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. Student and Staff Recognition

5.2. Presentation of Checks by Collinsville Shrine
Club

5.3. Superintendent's Report - Dr. Mark B. Skertich



Collinsville Community Unit School District 10

201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • fax 618-343-3673

Superintendent's Report

January 27, 2020

Board Members,

The calendar for the 20-21 school year is being proposed to the Board of Education for approval. Important dates to make note of include:

Institute Day: August 17th

1st Day of Student Attendance: August 18th

½ Day Inservice: September 18th (Italian Festival)

Parent Teacher Conferences: October 29th and 30th

Thanksgiving Break: November 25th until November 29th

Winter Break: December 23rd until January 3rd

Institute Day: January 15th

Spring Break: April 1st until April 5th

Last Day of Student Attendance: May 20th

Institute Day: May 21st

***Subject to change if all five snow days are utilized**

Mr. Hyre has also prepared tentative dates for Kindergarten Enrollment at the Administration Annex Building for the coming school year. Please make note of the dates below that will coincide with the approval of the district calendar.

Maryville...Monday, March 30 8:15 A.M. - 4:00 P.M.

Caseyville...Tuesday, March 31 8:15 A.M. - 4:00 P.M.

Jefferson & Summit...Wednesday, April 1 8:15 A.M. - 4:00 P.M.

Kreitner...Thursday, April 2 8:15 A.M. - 4:00 P.M.

Twin Echo...Friday, April 3 8:15 A.M. - 4:00 P.M.

Renfro...Monday, April 6 8:15 A.M. - 4:00 P.M.

Webster...Tuesday, April 7 8:15 A.M. - 4:00 P.M.

All Schools...April 13 - August (Mon – Fri) 8:15 A.M. – 4:00 P.M

Dan Porter, District Security Manager conducted the district's quarterly Safety Meeting, his first taking the position. Present at the meeting were district administrators and representatives from our local police and fire departments respectively. Topics covered included Crisis Go, classroom identification, door emergency exit sensors, security monitors, radio replacement and most importantly scenario and incident command training. While we have a lot of work to do, we are fortunate to have a team working together to update, improve and advance our safety protocols now and in the future.

The district kicked off it's short- and long-term planning meeting on January 15th. In total we had over 40 people in attendance and our next meeting will be held on February 12th. It was a healthy evening that provided a lot of feedback from our stakeholders regarding areas of focus for the district over the next 3 to 5 years. At our next meeting the planning group will finalize areas of focus for the district and begin to write the goals that will be implemented into the districts final plan that should be completed after the 3rd and final meeting in March.

Mr. Dewitte is finalizing a plan for building renovations over the next 3 years that will include a focus on door replacement, bathroom renovations, painting, ceiling grid replacement, blacktop resurfacing, tile abatement and replacement, HVAC units and LED lighting upgrades. He has done a very thorough job evaluating our facilities and their needs. I am excited to see these projects get started. As noted in previous conversations, 3 million dollars of this work will be funded by a transfer of Tort Funds to the Operations and Maintenance Fund which is allowed by statute if the resources are to be used for facility improvements.

The Evidence-Based Funding Proposal prepared for Monday's meeting is based on State Funding increasing another 1.3 million dollars for fiscal year 20-21. Based on a belief the district use some of the money for additional programs, staff or resources, some to meet the minimum wage requirements and some placed in our savings, we have the following positions to recommend for the 20-21 school year: Certified Interventionist (Maryville), K-2 Instructional Coach, Bilingual Educational Assistant, CMS Spanish Elective, Certified Interventionist (DIS), 3/5 Social Worker, Kahok Academy Educational Assistant, math curriculum, and social studies curriculum. This recommendation doesn't include the possible addition of more Bilingual staff or special needs if students would move in to the district.

The activity buses the district purchased last year are being utilized by both extra-curricular activity groups and the high school life skills class. Mrs. Underwood took part in the inaugural field trip that took place now that the district has located a driver for field trips. Coaches can drive to and from athletic events.

The district received its official financial profile from the Illinois State Board of Education. The district received a rating of 3.9 out of 4 for "recognition."

Brad

Go Kahoks

5.4. Financial Report - Mrs. Uta Robison



Collinsville CUSD #10
Board Meeting 1/27/2020

Financial Summary for December 2019



Cut of Date:	31-Dec-19							
Months:	6		50%			50%		
FY19-20	FY20 Budget Revenue	YTD Revenue	As Percentage	FY20 Budget Expenditures	YTD Expenditures	As Percentage	Fund Balance Beginning of Year	31-Dec-19
Education (10)	\$ 55,704,126	\$ 34,667,094	62%	\$ 56,514,070	\$ 26,612,775	47%	\$ 8,184,177	\$ 16,238,496
Operations & Maintenance (20)	\$ 4,331,774	\$ 3,654,063	84%	\$ 3,755,548	\$ 1,382,701	37%	\$ 2,148,665	\$ 3,140,027
--transfer to Fund 30 and 60		\$ -		\$ 1,280,000	\$ 1,280,000			
Bond & Interest (30)	\$ 2,533,842	\$ 2,217,103	87%	\$ 2,530,180	\$ 65,800	3%	\$ 227,917	\$ 2,379,220
Transportation (40)	\$ 4,181,955	\$ 2,608,709	62%	\$ 4,862,140	\$ 1,978,358	41%	\$ (788,772)	\$ (158,422)
IMRF / Soc.Sec.(50)	\$ 2,066,774	\$ 1,858,681	90%	\$ 2,173,619	\$ 895,448	41%	\$ 1,769,150	\$ 2,732,383
Site & Construction (60)	\$ 1,004,000	\$ 1,001,476	100%	\$ 1,038,994	\$ 893,495	86%	\$ 74,095	\$ 182,077
Working Cash (70)	\$ 457,479	\$ 367,602	80%	\$ -	\$ -		\$ 7,117,086	\$ 7,484,688
Tort (80)	\$ 2,522,682	\$ 2,170,597	86%	\$ 2,666,885	\$ 1,471,684	55%	\$ 4,238,498	\$ 4,937,411
Fire & Safety (90)	\$ 397,879	\$ 335,617	84%	\$ 577,705	\$ 359,729	62%	\$ 2,063,646	\$ 2,039,534
Total:	\$ 73,200,511	\$ 48,880,942		\$ 75,399,141	\$ 34,939,990		\$ 25,034,462	\$ 38,975,414
4 Operating Funds:	\$ 64,675,334	\$ 41,297,468		\$ 65,131,758	\$ 29,973,834		\$ 16,661,155	\$ 19,220,101

Grant Name	SPED Private Facility	SPED Orphan/ Individual	Transportation Regular	Transportation SPED	Early Childhood Block Grant	Total
Grant Number	3100	3120	3500	3510	3705-00	
FY20 Paid	\$ 135,628	\$ 12,730	\$ 353,900	\$ 316,785	\$ 101,460	\$ 920,504
Payments	1	1	1	1	3	
Voucher date	12/20/2019	12/20/2019	12/19/2019	12/19/2019	12/31/2019	
No paid yet	\$ 135,526	\$ 12,730	\$ 349,621	\$ 301,668	\$ 126,691	\$ 926,236



Questions ?

5.5. Curriculum & Instruction Report - Ms. LaToya
Berry-Coleman



Collinsville Community Unit School District 10

201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • fax 618-343-3673

Curriculum and Assessment Report

Prepared by: LaToya Berry-Coleman, Director of Curriculum and Assessment
January 2020

K-6 Curriculum Updates

PATHS Social Emotional Curriculum material has been purchased for all elementary schools through the Title 1 and Title 4 grants. This material will help support the IL Social Emotional Learning Standards. The *PATHS*[®] curriculum is a comprehensive program for promoting emotional and social competencies and reducing aggression and behavior problems in elementary school-aged children while simultaneously enhancing the educational process in the classroom. This innovative curriculum is designed to be used by educators and counselors in a multi-year, universal prevention model. The *PATHS*[®] program can be used as a Tier 1 (universal) intervention within a Positive Behavioral Interventions and Supports (PBIS) framework, helping to build and reinforce a positive school climate.

LLI reading intervention material has been purchased for all K-4 elementary schools through Title 1. This program has been piloted as an intervention in several of our schools over the past 2 years and we have now begun to implement the program district wide. *Leveled Literacy Intervention* provides effective small-group instruction for students who find reading and writing difficult. With engaging leveled books, fast-paced systematically designed lessons, and a high level of built-in professional development, *LLI* empowers both teachers and students as together they work toward attaining reading and writing proficiency. All title 1 teachers will receive LLI training this summer.

The Elementary Curriculum Council met with Highland Principal, Cindy Tolbert, in November to review standards aligned common formative assessments. The council is working to create common assessments in math to assess for student mastery of skills. Council leaders provided PD to their grade level teams in December. Topics for PD included technology, SEL, STREAM, and Writing.

Instructional Coaching- In grades K-2, the instructional coach Christine Pavlinek worked with teachers who were interested in learning new practices to fluidly integrate writing into their school day. She completed a professional book study and coached into several K-2 classrooms to improve writing instruction, align centers to standards, and provide guidance on optimizing instructional time. In grades 3-6, she began working with grade level teams to create an awareness of the IAR Writing Tasks. She generated slideshow presentations to inform principals and teachers about the different writing assessments: Narrative Task, Research Simulation Task, and Literary Analysis Task. Knowing that all students would take the Research Simulation Task, she began the work on providing professional development on the demands of the task, the related standards, and the scoring rubric.

Collinsville Middle School Curriculum Updates

Read 180- The middle school has implemented a new reading intervention program, Read 180. This program will provide high risk students additional reading support. This program will be used in the Reading Intervention class.

About Read 180

With its blended learning approach, *READ 180* gives everyone in the classroom the unique tools they need to thrive anytime, anywhere. Students and teachers can customize the learning experience using informative assessments and a flexible rotation model that combines traditional and online instruction.

Whole-Group Learning

Students and teachers engage as a class and reinforce daily lessons together.

Student Application

Students work independently, following a personalized path that accelerates their learning.

Small-Group Learning

Students receive targeted, data-driven instruction while building meaningful relationships with teachers.

Independent Reading

Students engage with their choice of content and apply newly acquired vocabulary and comprehension skills.

Guided Math Initiative- All middle school math teachers attended a training on Jan. 7th on guided math. The teachers are excited to use this strategy in their classrooms. Angela Bauer, the trainer, will be supporting the teachers through the implementation process.

About Guided Math

Guided Math is a structure for teaching whereby a teacher supports each child's development of mathematical proficiency at increasing levels of difficulty, within the context of a small group. It is premised on the idea that working with children in small groups, provides powerful possibilities for reaching all children where they enter and taking them to the next level. In Guided Math groups, students engage in standards-based, rigorous, engaging meaning making learning opportunities where the teacher focuses on a particular concept, strategy or skill. Teachers facilitate this learning through hands-on, scaffolded conversations and intensive questioning.

Mosa Mack Science Supplemental- Mosa Mack Science is an award-winning 4-8th grade science resource built around the 3 Dimensions of Learning in the Next Generation Science Standards. Each inquiry-based unit contains three lessons that progress upwards on Blooms Taxonomy and the Depth of Knowledge (DOK) chart. The units include:

- Lesson 1 *The Solve*: A phenomena-based mystery where students become a science detective, giving you options to use a LIVE video mystery and/or our Animated Series with Mosa Mack and her team
- Lesson 2 *The Make*: Challenged-based collaborative labs that dive student deeper into tactile experiences

- Lesson 3 *The Engineer*: An engineering challenge that allows students to apply what they've learned to solve real-world problems and make real-world connections

After School Tutoring Program- The middle school is working to implement an after-school program that will focus on skill building in reading and math. This program will run from Feb.- May and will be funded through Title 4.

Pre-Kindergarten

Our proposal to add a second full-day classroom was funded and grant monies became available in November 2019. We are happy to report that our newest full-day classroom opened in January 2020, and students began attending on January 7th. The class currently has 8 students enrolled, with 3 more students in-process. We intend to enroll at least 15 students during the second half of this school year.

Our Pre-Kindergarten Program includes the following classrooms:

- Co-taught half-day PreK classroom serving 40 students at Kreitner Elementary
- Preschool for All/Expansion full-day classroom serving 20 students at Kreitner Elementary
- Blended half-day PreK classroom serving 32 students at Renfro Elementary
- Co-taught half-day PreK classroom serving 40 students at Webster Elementary
- Blended half-day PreK classroom serving 32 students at Webster Elementary
- Blended half-day PreK classroom serving up to 32 students at Webster Elementary
- Preschool for All/Expansion full-day classroom serving 20 students at Maryville Elementary

Co-taught classrooms are provided in collaboration with the Special Education department. Co-taught, Blended and the Expansion classrooms utilize an inclusion model, serving students with and without disabilities.

Screening dates for FY 20 were expanded due to the number of students waiting for an appointment. Dates this year include September 13, October 11, November 15, January 24, February 14 and March 20.

Our program is now able to serve 216 students in half-day and full-day PreK programs. As an inclusive program, we are able to serve 66 students with identified special needs and 150 students without. The District's two Early Childhood Special Education classrooms can serve up to 40 students with identified special needs. This brings our District's capacity to 256 students between the ages of 3 and 5 within the spectrum of preschool services offered.

Title Department Updates-FY20

AimswebPlus

In August of 2019, the Title 1 staff received training and implemented our new assessment program, aimswebPlus. All students in grades K-6 were assessed in reading and math. Assessment data was utilized during data days in each building to determine Tier groups. In our Title 1 schools, there are currently 440 students receiving Tier 3 reading services and 274 students receiving Tier 3 math services. There are an additional 71 students receiving Tier 3 reading services and 76 students receiving Tier 3 math services at Maryville Elementary and DIS, our non-Title schools.

The Title 1 staff provided aimswebPlus TestNav administration training for our classroom teachers at the district institute in September. Classroom teachers in grades 2-6 administered the online portion of the winter benchmark to their students, significantly reducing the amount of time the Title staff was pulled from their Tier 3 students.

Funding Projects

Title 1 funds are being used to purchase the remaining LLI intervention sets needed to complete the entire K-4 system at every Title school. Title 1 funds are also being used to replace approximately 300 chrome books that are not automatically updating and to purchase social emotional curriculum material. Title 1 funds will continue to provide the Extended Day and Summer School programs to K-4 students in need of additional support.

Future Goals

Consider the purchase of Tier 3 math interventions for grades 3-6.

Inventory Tier 2 reading and math interventions, available for classroom teacher use, at each school.

Consider the purchase of additional Tier 2 reading and math interventions to address academic areas of concern in the general education classrooms.

Provide professional development opportunities/training to support the implementation of newly acquired interventions.

Early Intervention Services

ELL Department Updates

In the Collinsville School District, we provide two programs: Dual Language and Transitional Bilingual Education. This is the first year that a kindergarten Dual Language classroom was added to Caseyville. At the beginning of the school year these bilingual students received all of their instruction in Spanish. During the school year, English instruction will gradually increase to 20% and Spanish will reduce to 80%. This one-way dual language approach helps bridge student's Spanish knowledge to help improve their understanding of fundamental concepts and skills which will increase the students' English vocabulary. Dual Language differs from Transitional Bilingual Education by maintaining the heritage language and using the home language as a springboard to development. The approach of Dual Language is not that the student has a deficit but is adding to the students' knowledge. One of our district's goal is to nurture our bilingual students' skills so that when they graduate from high

school they will receive the Seal of Biliteracy as a bilingual student. It is our goal to continually add bilingual classrooms so that there will be continuous Spanish language support from Kindergarten throughout their elementary school experience.

At Collinsville High School, we will offer a learning strategies class for English Learners in lieu of study hall. By participating in this course, students will learn: how to study, take notes, keep an agenda, time management and advocate for themselves.

The Illinois Resource Center provided their 43rd annual professional development for teachers serving linguistically and culturally diverse students in Chicago. The Multilingual Conference is well attended by approximately 450 administrators, teachers and support staff. Every year at least 6 English Learner teachers from Collinsville School District attend the 3-day conference.

Enrollment Trends

School	Grade	SY 2013	SY 2014	SY 2015	SY 2016	SY 2017	SY 2018	SY 2019	SY 2020	SY 2021
Kreitner	PK-4	201	194	222	198	196	224	229	221	230
Caseyville	K-4	79	86	95	109	126	137	135	133	140
Webster	PK-4	31	24	21	24	28	17	18	21	25
Summit	K-4	5	8	10	13	11	12	8	14	15
Renfro	K-4	9	19	15	10	22	27	27	23	26
Twin Echo	K-4	10	2	1	0	9	7	7	8	6
Maryville	K-4	4	7	2	3	5	8	8	3	4
Jefferson	K-4	6	7	8	6	6	2	2	0	0
DIS	5-6	45	34	43	47	58	90	123	122	125
CMS	7-8	30	44	36	40	46	58	63	83	92
CHS	9-12	45	44	43	51	56	84	108	122	125
EL Total		465	469	496	501	564	666	758	773	788
EL population %		6%	7%	7%	8%	9%	9.1%	9.5%	10.6%	10.8%

Assessment Updates

AIMS Growth Data- The following link will take you to Fall/Winter growth data for grades K-6.

https://drive.google.com/drive/folders/1zCANjVkdZvY4r0bAYevsgJAsTS0XU_U

The ACCESS English Proficiency Assessment is given annually. Students were assessed Jan. 15-22 at all school. In 2017 the test was amended to align with common core standards. As

a result, less students are scoring proficient to test out and more English Learners will remain in the program longer increasing our EL population. Prior to the assessment change, 12% of students tested out of the program. In 2017 1.1% scored proficient, 2018 4.7% scored proficient, 2019 4.4% (32 out of 693 students). The English Learner Department's goal is to better prepare the students for the assessment throughout the year and for the English Learner Curriculum Committee to continue to align to state standards and create a challenging yet accessible curriculum.

IL State Seal of Biliteracy

For the 4th year, students at CHS will be assessed for the IL Seal of Biliteracy. The assessment is scheduled for March 23rd for all eligible seniors.

Illinois Assessment of Readiness (IAR) Students in grades 3-8 will be assessed beginning March 26th. The assessment has not changed from previous year's assessment.

Illinois Science Assessment- We will now assess all 11th grade students in Science. This is a change from past year's when students were only assessed if they were currently in a biology class. The assessment will be comprehensive and include 2 additional sessions.

NWEA/MAP – Students in grades 7-10 continue to take NWEA/MAP 3 times a year. I will share this data at a later date.

January Institute Day

Our January Institute theme this year was Teaching the Whole Child. The Keynote presenter, Dr. John Hodge, delivered an amazing presentation entitled "Be The One".

"BE THE ONE" keynote overview

The education of America's youth is a challenging prospect when one considers the many burdens faced by impoverished children and their families. Research indicates that poverty not need be a barrier to academic excellence. As co-author of the book Standing in the Gap, Dr. Hodge states, "Across the nation, schools are demonstrating that it can be done: That students can reach high standards, that all children can succeed, that the gap between white and minority students, poor and affluent, can be closed. "More often than not, one caring adult can make all the difference in the world. Today's presentation will encourage all of you to BE THE ONE

Breakout sessions included topics such as Culturally Responsive Teaching, Restorative Practices, Calm Classroom, Social Emotional Learning, STREAM, Verbal De-Escalation, Poverty Simulation, Body Composition, Power of Praise, and student engagement.

5.6. Budget Committee Update - Dr. Dennis Craft

5.7. Facilities Committee Update - Mr. Gary Peccola

5.8. Library Presentation - Mrs. Tracey Schmidt and
Mr. Mike Hayman

Vision & Mission Statement

Our vision of a school library/media center is not a warehouse of artifacts but a cognitive playground for the community we empower. Aligned with instructional and student performance objectives, our mission is to be facilitators of knowledge creation. Through easy access to virtual and physical activities, resources, individuals and spaces provided, the library/media center will empower its community the ability to shape the world that surrounds them. ~Tracey Schmidt & Michael Hayman (2005)

We wrote this. We love this. It is who we are. We are Librarians.

Library Stats:

[Board presentation Library Stats.xlsx](#)

Videos:

- WeVideo: Thanks to your support and that of Derek and the tech dept. We continue to have access to wevideo. Although it is really fun to work with it, it also helps us to address some of the ELA speaking and listening standards by making use of digital media to present and demonstrate knowledge. We have created a variety of videos including US History newscasts from WWII, English book trailers Exploring Careers documentaries and German and Spanish projects.
- Mr. Hayman has created a [Tik Tok account \(@MrHayman\)](#) for library promotions and intros for [Hay-Man I Need Help](#) videos. Tik Tok videos are typically 15 seconds long but can last up to a minute. Condensing the message to 15 seconds is challenging, but desirable for quickness and hopefully an increase in production. Website: <https://kahoksread.org/>

Dorris Intermediate:

Dorris Renovation: New lighting, new circulation desk, new physical design conducive for small groups, classes, and overall feeling of space and openness. Thank you to Latoya Berry-Coleman, Mike Hollingshead, Josh Dewitt, budget committee, school board, custodial staff at DIS(especially Donna), and maintenance. It looks amazing and functions better than ever.

Starting 2019 and for the next five years DIS Library will purchase 5 copies of each of the Rebecca Caudill nominees. These books will be housed in the novel cubby. Once the new years books come in, the prior year will be moved into a Rebecca Caudill Section.

This will:

1. Continue to build the collection with high quality materials.
2. Build a collection that is conducive to literature circles and RTI materials.

3. Serve as a testing ground for future novel set purchases.
4. Allows further classification of publisher defined YA books. All Caudill books are 3-8 interest.

New Novel sets purchased (hardback copies):

60 Findle
30 Hunger Games
30 Boy in Striped Pajamas
30 Hatchet
30 Hoot
30 Rain Reign
30 Where the Red Fern Grows

Continue Junior Library Guild subscription:

DIS receives 3/4 newly released books each month for each category.

Graphic Novels

Books written in Spanish. (Newly added this year. Begins in January 2020)

New for 2020:

Guiding questions:

#1 How does the Dorris Library create space for future growth without losing access to materials?

#2 How does the library facilitate discovery of new novel sets.

#3 How does the library support teacher, team, and grade level goals?

- Unused novel sets are moved to a currently non-existent book within the building or to CMS for interlibrary loan.
- All Scholastic dollars earned from book fairs will be given randomly to teams in \$500 increments. The library will **no longer take books from the books fair**. The more sales, the more money teams will earn. These books will be owned, housed, and shared by teams.
- Library will allott \$500-\$1000 each year for grade levels to decide what new novel sets are to be purchased. All books purchased with district funds will be processed and must be housed in the library. Once space capacity is reached, which novel set(s) are moved to CMS for interlibrary loan? Requests must be communicated to the librarian via the principal by January 1st of each year. Any money not used will be used to purchase books for the general collection.

COLLINSVILLE MIDDLE SCHOOL:

Books:

- Absorbed weeded general collection and novel sets from Dorris in 2018 & 2019

- Procured a collection from a closed K-8 school library for \$0. (Value \$20,000)
- Continue to collect book donations.
- Purchase of a ZEBRA ZT230 labeling printer in order to print original spine/barcode labels. Goal is to re-label every book in the CMS library by the end of 2021.
- In addition to the labeling, each MARC record will be checked and verified for accuracy.
- Continue with Junior Library Guild subscription.
- Continue purchasing/investing in age appropriate graphic novels/manga.

Library during Lunches:

- The library during lunches has become a place where students come to play chess, play Spot It! (card game), read (electronic/physical), practice/experiment with guitar, look for books, or just sit in a corner with friends.
- There are many days during the year where students are unable to go outside, and the library has become a place (during lunches) in which students can unwind/check-out.
- The new addition of Tik Tok Tuesdays has become very popular. Many middle school students want to become famous with their friends, sometimes they just need a little help and space to do it in.
- The above is an evolution and response to student and building trends.

COLLINSVILLE HIGH SCHOOL:

Genrefication of the Fiction Books:

- Read, Researched and Reached out to other librarians
- Requested a Follett/Titlewave analysis of current collection
- Determined Genres:

New Call Number	Genre
Adventure	Action/Adventure/Survival
Humor	Humorous Fiction
Spanish	Books in Spanish
Fantasy	Supernatural/Paranormal/Magic/ Vampires/Fairies/Dragons/Mythology/ Superheroes
GN	Graphic Novel
Historical	Historical Fiction

Literary	Classics/Retellings/Modern Classics
Mystery	Mystery/Horror/Suspense
Real	Realistic Fiction
Romance	Romance
SciFi	Science Fiction/Dystopian
Sport	Sports

- In the process of reviewing, recataloging and relabeling each book in the fiction section.
- Purchase items to address weakness in the collection
- Continue with JLG subscriptions, Read for a Lifetime and Abe Lincoln Reader's Choice Award books
- Will create new signage, displays and rearrange shelving.
- Completion goal: Aug 2021

More info on genrefication:

<https://www.scisdata.com/connections/issue-102/genrefying-the-fiction-collection/>

<http://www.ala.org/yalsa/sites/ala.org.yalsa/files/content/yalsarchives/Summer2013.vol11.num4.pdf>

SILT Project:

- Southern Illinois Librarians Together (SILT) is a group of school librarians who work together to address matters relevant to K-12 school libraries. We are a standards-based, future-ready organization that provides professional development opportunities, collaboration, and support across districts. Our goal is to advance student literacy and to prepare students for post-secondary education and participation in the workforce. We provide support to faculty and staff with whom we work and advocate for all students to have a certified librarian accessible to them daily.
- Working to develop a ToolKit for Information Literacy Standards that addresses both College and Career Competencies as well as provides exemplar tools for educators

Kahok Community Reads:

- Ashley Stewart, director of the Caseyville Library, opened the meeting at 4:05 p.m. November 14, 2019 with introductions of the group. Thirteen people were present from Collinsville, Maryville, and Caseyville.

- This group is dedicated to resource sharing within our district. The following goals were discussed:
- Megan Holmes from Renfro Elementary will be setting up a Facebook and Instagram page.
- The name of this group will now be **Kahok Community Reads**.
- Ashley Stewart also presented at our institute day *Learning through Lending: "When school and public library staff collaborate to meet the needs of the community, they build a seamless bridge for lifelong learning and can work together to help the young people and families in their communities achieve their life goals."*
- **We believe in these goals as well and will continue to support/participate in this collaboration.**

FOLLETT CHALLENGE SUBMISSION

(Something we've been wanting to do for a while. We plan on organizing and producing submissions for Collinsville High School and Dorris Intermediate School in the near future)

- With a total prize value of \$200,000 USD in products and services from Follett – a global education solutions leader – the overall winner will earn a \$30,000 USD prize. Each of the other eight Semi-Finalists will earn \$15,000 USD prizes. The 10 People's Choice awards are worth \$5,000 each in products and services. This year's Follett Challenge will honor a total of nine Semi-Finalist winners, three winners in each of the following categories: elementary, middle and high school.
- The judges will be seeking applications that illustrate critical thinking, communication, creativity and collaboration between students and among teachers and other members of the school staff. The winners of the 2020 Follett Challenge, including the Grand-Prize winner will be announced March 23, 2020.
- Link to official rules: https://www.follettchallenge.com/contest_info/official_rules.cfm
- Link to video submitted: <https://www.youtube.com/watch?v=SZaLCKzos9Y>
- Below is our written submission:

1. Provide a high-level description of the current program and its overall impact on preparing students for the demands of the 21 st century. (limit 500 words)

The 21st century digital environment is an explosion of access to information and digital tools, exponentially increasing our ability to connect, find, and create information on a global scale. Collinsville Community Unit School District has been at the forefront of investment in technology (1:1), informational access, and digital tools. Collinsville students and staff circulate over 110,00 physical and electronic books and access district subscribed databases over 136,000 each year for instructional, academic, professional, and personal needs.

However, “technologies in social life has created inconveniences and problems that remain difficult to understand..., such as cyber bullying, sexting and grooming”(Manzuoli 1).

“The growing level of Internet access and student use, both in and out of school, raises the question, ‘Who will own this challenge of guiding students toward a productive and safe technological society?’. That society will be defined by effective attitudes and practices in digital decision making, ethical and legal issues, online safety, consumer security, and technology related health issues” (Hollandsworth 37).

Collaborations between the director of technology, library/media specialists, and building principals have resulted in creating a framework to address needs and curate resources that are needed to explore and engage the Collinsville community into the realm of Digital Citizenship. Beginning in September and ending in April, district technology administrators identified 8 areas of need to address for the program: *Intro to Digital Citizenship, Social Media, Information Literacy, Secure your Secrets, Internet Research, Cyber-bullying, Navigating Cyberspace, Spam and Scams*. Once the areas of exploration were defined, library/media specialists sought to curate resources in a variety of media formats (audio, video, electronic books, electronic databases, websites, etc.) utilizing *Destiny Collections* for presentation and organization of all materials, including original concept and comprehension checks, video challenge to show concept mastery, and Google Classroom for teachers, parents, and students to ask questions and share creations. By emboldening our community to inquire, explore, and create, the school librarians are following the National School Library Standards released by the American Association of School Librarians, because students need to explore challenging ideas (National School Library Standards).

(Phase 2)

Building awareness of the program through face-to-face conversations, video, social media, school email, newspaper, building meetings, and seeking feedback from teachers, principals, students, and parents is where we currently reside. “The ultimate goals by local school administrations, information technology directors, media specialists, teachers, parents, and students must be aligned to realize the potential for developing good global and digital citizens”(Hollandsworth 38).

Works Cited

Hollandsworth, R., Dowdy, L. & Donovan, J. TECHTRENDS TECH TRENDS (2011) 55: 37.

<https://doi.org/10.1007/s11528-011-0510-z>

Manzuoli, Cristina Hennig, et al. "Digital Citizenship: A Theoretical Review of the Concept and Trends." Turkish Online Journal of Educational Technology - TOJET, vol. 18, no. 2, Apr. 2019, pp. 10–18. EBSCOhost, search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1211194.

National School Library Standards. American Association of School Librarians, 2018. American Association of School Librarians, standards.aasl.org/wp-content/uploads/2018/08/180828-aasl-standards-crosswalk-future-ready.pdf. Accessed 2 Dec. 2019.

2. Explain how the program objectives and outcomes specifically address the following Challenge criteria: (limit 800 words) a. Critical thinking b. Communication c. Creativity d. Collaboration i. Between students ii. Among educators iii. In real-life engagement with the industry or your community iv. Changing dynamics between student and educator

Remembering basic facts and concepts is an important first step in the learning process and is easily added into a gradebook for a grade or extra credit. However, "Digital citizenship instruction is more than simply providing prepackaged lesson plans, handouts, and worksheets about digital etiquette, Internet safety, and cyberbullying. Instruction in digital citizenship involves education--for educators and their students--about the new literacies that are in action when engaging online" (Phillips 12). Students, staff, and families are challenged to apply, analyze, and create an original work to share via Google Classroom, WeVideo, YouTube, or TikTok. This can be done individually, with a partner, in a group, as a class, with a teacher, with a parent, etc. Creating a video epitomizes the 4C's of 21st century skills (Critical Thinking, Creativity, Collaboration, Communication). Memes are a perfect example of this and TikTok styled fifteen second videos are the video equivalent of a meme. Participants who accept this challenge will critically think in order to synthesize the basic concepts through communication and collaboration between students, educators, and family members, within a real life setting. The tools needed to communicate their creations are easily accessible via the TikTok app or through requesting a WeVideo license from library/media specialists.

Works Cited

Phillips, Abigail L., and Victor R. Lee. "Whose Responsibility Is It? A Statewide Survey of School Librarians on Responsibilities and Resources for Teaching Digital Citizenship." School Library Research, vol. 22, Jan. 2019. EBSCOhost, search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1218561.

3. Provide specific details on the methods/strategies that were used to implement the program. List the steps that were necessary for the program's ultimate success. (limit 1,000 words)

Administrative Support:

“In order to know of both negative and positive sides of using technology extensively in our daily life, to benefit from its advantages at a maximum level and to avoid its dangers, all individuals in the society need, at least, a basic level of digital citizenship instruction. Therefore, being a digital citizen requires having certain affective behaviors. In general, a digital citizenship instruction comprises of“(Hava 391) eight heading needs that our technology department has specifically identified for our community was the first step in development. Presentations of the program have already taken place at the administrative and school board level. Without the initiative of our director of technology, this program would not exist.

Library/Media Center:

Our vision of a school library/media center is not a warehouse of artifacts but a cognitive playground for the community we empower. Aligned with instructional and student performance objectives, our mission is to be facilitators of knowledge creation. Through easy access to physical and virtual activities, resources, individuals and spaces provided, the library/media center will empower its community the ability to shape the world that surrounds them. Curation of resources in a variety of media formats within the scope and sequence of what our technology department has identified was the library/media specialist's role and next step.

Utilization of 21st Century Tools and Resources:

Access and organization is the third and most critical. Kahoksread.org is the established access point for everything library resource related and the emergence of *Destiny Collections* of our online public access catalog is what enables further universal access. *Destiny Collections* is the virtual equivalent to librarians putting physical resources on a cart for a classroom project. Thanks to Follett, we now have an easily accessible virtual platform to curate electronic books, documents, videos, and websites personalized for specific curricular needs. Library/media specialists hope, as a side goal, that this program will model effective use of organizing, utilizing, and accessing virtual information in aligning the district's future curricular and vertical articulation ambitions.

Video creation has been in existence in Collinsville libraries since 2007. The tools needed are easily accessible. The difference in 2019, is that patrons no longer have to physically go to the library to learn how to use the resources needed to make a video. The WeVideo editor is cloud based and requests can be made for the professional version through library/media specialists. Librarians have also already made an original instructional video on how to use WeVideo as well as physically teaching classes for classroom projects. It is important to note that funds for WeVideo licenses are paid by the district's technology director.

Awareness Campaign:

Library media specialists, the director of technology, and the director of public relations have been developing awareness of the program through face-to-face conversations, department and

team meetings, original videos, social media posts, school email, local newspaper, and building meetings. Just like promoting character education, reading, and everything else good schools advocate. Discussions of community involvement through our public libraries and local businesses have begun. This is not a one off program that will end. Technology continues to change at a rapid pace and each change brings with it new opportunities, pitfalls, and way of life. The framework developed is adaptable, easily accessed, engaging, collaborative, inclusive, inquisitive, and curated to empower our community to explore the realm of digital citizenship today and every tomorrow.

Works Cited

Hava, Kevser, and Mehmet Fikret Gelibolu. "The Impact of Digital Citizenship Instruction through Flipped Classroom Model on Various Variables." *Contemporary Educational Technology*, vol. 9, no. 4, Jan. 2018, pp. 390–404. EBSCOhost, search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1194262.

4. Explain how your previous approach to teaching similar content and processes informed and/or was adapted to include 21st century skills. (limit 300 words)

Previous attempts to reach students with the safety resources they needed were time intensive and unorganized. Internet safety education in the district required teachers to set aside class time and sometimes even required the teacher to use personal time for gathering resources and developing lesson plans. Without a district-wide curriculum and consolidation of resources, information dissemination was random and inconsistent between schools and between classrooms within the same building.

The need for more modern approach was growing more apparent. Through *Destiny Collections* we were able to collect and curate resources in a variety of different formats. This allowed us to expose our students to ebooks, audiobooks, websites, videos and databases in an easily shareable, adaptable format exposing students to a variety of different topics in different/preferable formats. This gives our program the fluidity/flexibility needed in order for our teachers and students to incorporate digital citizenship into their busy school schedules. In this way, student learning is self-paced and independent of the teacher, enabling students to utilize the fragmented portions of free time that occur throughout the day for study.

With this approach, teacher involvement can be as simple as mentioning that students can use time at the end of a test to work on Digital Citizenship or as involved as actually integrating the lessons into their curriculum and assigning the work for a grade.

5. Provide a statement from your school's / district's administration in support of the program and its outcomes, and explaining, from a leadership perspective, how this program has had a positive impact on your school / district and how you are measuring impact. (limit 500 words)

The library/media center programs of Collinsville CUSD 10 offer our students, staff, and administrators a multitude of resources that assist in content creation and exploration. Our district's 1:1 technology initiative puts those resources directly in the hands of our students. The numbers speak for themselves. Students, staff and families over the past five years, have consistently circulated over 110,000 physical and electronic books. They have accessed subscribed databases over 136,000 times a year, up from 86,000 five years ago.

When you walk into one of our libraries, you will see many doing stereotypical library activities, but you will also see students in front of a big green screen making a video, checking out an iPad to make a digital collage for an assignment, or lounging during a break listening to an audiobook that they checked out on their phone. The awareness of our students and staff that a library is a place to search, find, and discover is evident and a necessary life long asset.

There are many social and health issues that school districts promote and attempt to integrate into the classroom. More often than not, these are links buried in a district's website, utilization unknown. According to our librarians, "we can keep track of how many times an electronic book is accessed throughout the year for monitoring and by utilizing *Destiny Collections* make it available for parents to easily find and help/prompt their students access to discuss at home."

Technology changes quickly. YouTube was born a short fifteen years ago and Facebook is apparently for old people. There are a multitude of apps, devices, and new norms emerging every year. By the time we identify issues that are happening, the trend is already over and another has begun. How does a district quickly adapt to the speed of change in the 21st century? By investing in our libraries for curated resources that empowers our community to shape the world that surrounds them.

-Dr. Mark B. Skertich, Superintendent

Focus for 2020:

- Continue marketing and outreach to students, staff, families through person to person conversations, Twitter, Tik Tok, Facebook, and YouTube videos.
- Continue collaboration with Derek Turner in Digital Citizenship program.
- Continue to make informational videos that are shareable with a focus on Digital Citizenship.
- Continue to implement and improve 21st century information skills needed for our known and future informational needs.
- Develop a systematic program to help students and staff identify and evaluate reliable sources.

5-year Focus:

Future Ready Libraries

Learning space design/making and building (4Cs-Creativity, Collaboration, Critical Thinking, Communications)

6. **Approval of Minutes**

6.1. Approval of December 16, 2019 Board Minutes

**COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Public Hearing, Monday, December 16, 2019
2019 Tax Levy**

SUMMARY

- 1. Call to Order**
- 2. Roll Call**
- 3. Purpose of Hearing**
- 4. Comments by Mrs. Robison and Dr. Craft**
- 5. Opportunity for Public Input**
- 6. Adjournment**

**COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, December 16, 2019**

SUMMARY

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Correspondence**
- 5. Audience Input**
- 6. Student Recognition**
- 7. Superintendent's Report**
- 8. Financial Report**
- 9. Special Education Report**
- 10. Curriculum Committee Update**
- 11. Presentation of Student Achievement Data Report**
- 12. Freedom of Information Requests**
- 13. Approval of Minutes of Regular Meeting of 11/18/19**
- 14. Approval of Minutes of Special Meeting of 12/04/19**
- 15. Approval of Board Bills**
- 16. Approval of Monthly Financial Statements**
- 17. Approval of 2019 Tax Levy**
- 18. Approval of School Improvement Plans for Collinsville Middle School and Renfro Elementary School**
- 19. Approval of Risk Management Plan Revisions**
- 20. Authorization to Seek Food Service Management Bids**
- 21. Approval of Intergovernmental Cooperation Agreement Between Collinsville Community Unit School District No. 10 and City of Collinsville**
- 22. Presentation of Board Policy Updates**
- 23. Closed Session**
- 24. Return to Open Session**
- 25. Report on Closed Session Discussion**
- 26. Acceptance of Resignation of Non-Certified Employee**
- 27. Acceptance of Resignation of Non-Certified Employee**

- 28. Approval of Employment of Non-Certified Employee**
- 29. Adjournment**

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Public Hearing, 2019 Tax Levy
Monday, December 16, 2019
6:30 p.m.

- Call to Order** 1. A public hearing was held by the Board of Education of Collinsville Community Unit School District No. 10 on the evening of Monday, December 16, 2019, 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 Kusmierczak, Vice President (present after 6:32 p.m.); Dennis Craft, Treasurer; Tim Hasamear; Vicki Reulecke; Michele Stutts; and Gary Peccola, President. Absent was Jane Soehlke, Secretary.
- Purpose of Hearing** 3. Mr. Peccola said the purpose of the hearing was to provide an opportunity for public input with respect to the proposed 2019 Tax Levy for the Collinsville Community Unit School District No. 10. Notice of the hearing was published in the local newspaper according to the Illinois Truth in Taxation law.
- Comments by Mrs. Robison and Dr. Craft** 4. Mrs. Robison said notice of the hearing was published in the Troy newspaper. The levy is on equalized assessed value (EAV) as of December 31, 2019 and represents revenue for the 2020-2021 school year. The assessor's office reports that EAV was up approximately 3.6% as of the end of October, and Mrs. Robison anticipates the final increase will be closer to 4%. In order to insure the district does not lose any revenue to which it is entitled, Mrs. Robison said an estimated EAV increase of 10% is included in the levy calculations. She provided additional information with respect to the amounts levied for IMRF, Social Security and Tort purposes. The district's overall tax rate is expected to be slightly lower than last year's.
- Dr. Craft said the budget committee reviewed the information and is comfortable with the proposed levy. The district does not want to lose out on any revenue that might come from future development, so he feels it is worthwhile to use the 10% estimated EAV increase for levy purposes.
- Opportunity for Public Input** 5. Mr. Peccola provided an opportunity for public input and no one sought to be recognized.
- Adjournment** 6. There being no further comments, Mr. Peccola declared the hearing adjourned at 6:39 p.m.

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, December 16, 2019
6:40 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, December 16, 2019, at 6:40 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.
- Roll Call** 2. Those members present were: Gary Kusmierczak, Vice President; Dennis Craft, Treasurer; Tim Hasamear; Vicki Reulecke; Michele Stutts; and Gary Peccola, President. Absent was Jane Soehlke, Secretary.
- Pledge of Allegiance** 3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance.
- Correspondence** 4. Mr. Peccola said no written correspondence had been received by the Board since the last regular meeting.
- Audience Input** 5. Mr. Peccola provided an opportunity for public input and no one sought to be recognized.
- Student Recognition** 6. Dr. Skertich introduced CHS senior, Max Meseke, who recently placed 7th among all seniors in the large school division at the Excellence in Mathematics competition at St. Louis Community College. Mr. Gottschalk, Math Team Coach, detailed some of Max's accomplishments and joined in presenting him with a certificate of recognition.
- Reports**
- Superintendent's Report** 7. Dr. Skertich said the administrative team has been working on proposed revisions to the district's Risk Management Plan that will shift some expenses from the Education Fund, O&M Fund and Transportation Fund into the Tort Fund. The transfer will free up some resources to be used for educational programs, facility improvements and to lessen the burden on the Transportation Fund. The joint review meeting for TIF's 1, 2, 3 and 4 was held recently and minutes were provided to the board showing fund balances and proposed infrastructure projects. Dr. Skertich commended Mr. Hayman for applying for the Follette Challenge grant that could result in \$5,000 in funds coming to the

district. Mr. DeWitte is also working to apply for matching maintenance grants being offered by the State. Dr. Skertich expressed gratitude to the Unit 10 students and staff for the many programs and projects that spread holiday cheer, showcased the talents of district students, and focused on helping others and taking care of those in need.

**Financial
Report**

8. Mrs. Robison reported on the four main operating funds as of November 30. She noted the district operates on the cash basis and the figures are unaudited. The Education Fund received 50% of budgeted revenue and 40% of the budgeted expenditures have been made. In the O&M Fund, 70% of budgeted revenue has been received and 28% of expenditures have been made. The Transportation Fund received 41% of budgeted revenue and 32% of budgeted expenditures have been made. The Working Cash Fund received 68% of the budgeted revenue and no expenditures have been made. Mrs. Robison also reported on the ending fund balances for each of those funds, noting that the Transportation Fund currently has a negative fund balance. The district did receive a payment of \$42,230 under the Early Childhood block grant on November 14, 2019. Dr. Skertich said they are hopeful that the first categorical payment from the State will be received after the first of the year.

**Special
Education
Report**

9. Mrs. Underwood was not present at the meeting, but Dr. Skertich highlighted some of the items contained in her written report to the Board. The Special Education Department is currently serving the needs of 1,163 students, an increase of 17 students over this time last year. Her report contained a detailed breakdown of the services being provided to these students. The My Math series that is being piloted is receiving positive comments from participating staff members and is showing growth in student scores. Two mobile food markets have been held so far in the district with a third one scheduled before the holiday break. The markets provide fresh food items such as vegetables, fruits and dairy products to students and families in need, and participation numbers have been high. Mrs. Underwood's report contained an update on the Positive Behavioral Interventions & Supports (PBIS) program and the professional development that has taken place.

**Curriculum
Committee
Update**

10. Mrs. Reulecke reported that the Curriculum Committee met on December 4, 2019. They reviewed the assessment data contained in the Academic Achievement Data Report that was shared on BoardBook. Dr. Skertich said Webster was named an Exemplary

School, CMS was designated as an Underperforming School, and the remaining district schools were in the Commendable School category. He explained how the indicators are scored and explained some of the changes they have seen. The staff will continue to dig deeper to find ways to improve the chronic absenteeism rate, the graduation rate and overall student growth. Positive growth has been shown in ELA scores and math scores.

Mrs. Reulecke said the committee also discussed the cursive handwriting mandate and how it is being implemented in the district. The committee and administration will also be looking further into the possibility of offering formal Spanish instruction prior to the high school level. At this time it has not been determined what the program will look like or how it will work into existing schedules.

- | | |
|---|--|
| Presentation of Student Achievement Data Report | 11. Ms. Berry-Coleman was not present at the meeting, but her written report had been provided to the Board through BoardBook. Dr. Skertich reviewed some of the highlights under the Curriculum Committee Update above. |
| Freedom of Information Requests | 12. Mr. Peccola reported that the following Freedom of Information Requests had been received: <ul style="list-style-type: none"> (a) 11/15/19 Request from Dr. Robert Kramer for pay, curriculum and physical fitness information. Complied 11/21/19. (b) 12/5/19 Request from Jeff Krause for information pertaining to Sodexo contracts and billing. Complied 12/6/19. (c) 12/11/19 Request from Tom Romano (elior NA) for Food Service Contract. Complied 12/12/19. |
| Approval of Minutes of Regular Meeting of 11/18/19 (Motion Passed) | 13. A motion was made by Craft and seconded by Reulecke that the minutes listed below be approved. Motion passed unanimously on voice vote. <ul style="list-style-type: none"> • Regular Meeting – November 18, 2019 • Closed Session – Regular Meeting – November 18, 2019 |
| Approval of Minutes of Special Meeting of 12/04/19 (Motion Passed) | 14. A motion was made by Craft and seconded by Hasamear that the minutes listed below be approved. Motion passed on roll call vote as follows: Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes; Soehlke, absent; Peccola, yes. <ul style="list-style-type: none"> • Special Meeting – December 4, 2019 • Closed Session – Special Meeting – December 4, 2019 |

- Approval of Board Bills (Motion Passed)** 15. A motion was made by Craft and seconded by Kusmierczak that the Board bills for the Area Vocational Center Budget and the Unit 10 General Budget presented for payment on December 16, 2019, 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: Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes; Soehlke, absent; Peccola, yes.
- Approval of Monthly Financial Statements (Motion Passed)** 16. A motion was made by Craft and seconded by Reulecke that the monthly financial statements for Collinsville Community Unit School District No. 10 and the Collinsville Area Vocational Center for November 2019, be approved and attached to these minutes as Exhibit E-8. Motion passed unanimously on voice vote.
- Approval of 2019 Tax Levy (Motion Passed)** 17. A motion was made by Craft and seconded by Kusmierczak that the Certificate of Tax Levy (2019) for Collinsville Community Unit School District No. 10, as presented in Exhibit E-9.1, be approved. Motion passed on roll call vote as follows: Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes; Soehlke, absent; Peccola, yes.
- Approval of School Improvement Plans for Collinsville Middle School and Renfro Elementary School (Motion Passed)** 18. A motion was made by Craft and seconded by Hasamear to approve the School Improvement Plans for Collinsville Middle School and Renfro Elementary School, as presented in Exhibit E-10.1 Motion passed unanimously on voice vote.
- Approval of Risk Management Plan Revisions (Motion Passed)** 19. A motion was made by Craft and seconded by Reulecke to authorize the revisions to the district's Risk Management Plan, as presented in Exhibit E-10.2. Dr. Craft thanked Dr. Skertich and the administration for coming up with the positive recommendations contained in the revisions. Motion passed on roll call vote as follows: Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes; Soehlke, absent; Peccola, yes.
- Authorization** 20. A motion was made by Craft and seconded by Kusmierczak to

**to Seek
Food Service
Management
Bids
(Motion Passed)**

authorize the administration to begin the formal bid process to seek a food service management company. Mrs. Robison said the bid process is micro-managed by the State, which sets out a very detailed process for bidding these contracts. She plans to attend a class that is being offered to help as the process moves forward. Motion passed unanimously on voice vote.

**Approval of
Intergovernmental
Cooperation
Agreement
Between
Collinsville
Community Unit
School District
No. 10 and City
of Collinsville
(Motion Passed)**

21. A motion was made by Craft and seconded by Stutts to approve the Intergovernmental Cooperation Agreement Between Collinsville Community Unit School District No. 10 and City of Collinsville regarding City of Collinsville TIF 4 Revenues, as presented in Exhibit E-10.4. Dr. Skertich reviewed the timeline of conversations with the City since he came on board with the district in July. The 25% figure the district will receive is about average for what other districts are receiving, with some districts getting less or nothing at all. He thanked Mr. Peccola for pushing him to advance the dialogue with the City and said there is no doubt the agreement will benefit the district in the coming years. Dr. Craft commended Dr. Skertich for his handling of the negotiations with the City. The board briefly discussed the boundaries of TIF 4 and some of the development projects that are anticipated in the area. Motion passed on roll call vote as follows: Kusmierczak, abstain; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes; Soehlke, absent; Peccola, yes.

**Presentation of
Board Policy
Updates**

22. Dr. Skertich said a number of policy changes are being presented to the board for the first reading. The changes include revisions to multiple policies that are being recommended by PressPlus. Policies resulting from the legalization of cannabis and conflicts in state and federal laws are being reviewed by the district's legal counsel. They will have recommendations for the board to consider when the policy revisions are brought back for a vote at the January regular meeting.

**Closed Session
(Motion Passed)**

23. A motion was made by Craft and seconded by Stutts 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); and purchase or lease of real property by the public body, pursuant to 5 ILCS 120/2(c)(5). Motion passed on roll call vote as follows: Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes; Soehlke, absent; Peccola, yes. (7:24 p.m.)

- Return to Open Session** 24. The Regular Meeting returned to Open Session at 8:16 p.m. Those members present on roll call were: Kusmierczak, Craft, Hasamear, Reulecke, Stutts and Peccola. Absent was Soehlke.
- Report on Closed Session Discussion** 25. Dr. Craft 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 for the public body, pursuant to 5 ILCS 120/2(c)(1); and
 2. Purchase or lease of real property by the public body, pursuant to 5 ILCS 120/2(c)(5).
- Acceptance of Resignation of Non-Certified Employee (Motion Passed)** 26. A motion was made by Craft and seconded by Kusmierczak that the resignation of Alexis Shrum, Educational Assistant for Twin Echo Elementary School, be accepted effective December 20, 2019. Motion passed unanimously on voice vote.
- Acceptance of Resignation of Non-Certified Employee (Motion Passed)** 27. A motion was made by Craft and seconded by Reulecke that the resignation of Mary Walker, Health Care Attendant for the District, be accepted effective Monday, December 1, 2019. Motion passed unanimously on voice vote.
- Approval of Employment of Non-Certified Employee (Motion Passed)** 28. A motion was made by Craft and seconded by Hasamear that Sara Gillis be approved as an Educational Assistant for Webster Elementary School, effective December 18, 2019 pending employment requirements. Motion passed unanimously on voice vote.
- Adjournment** 29. There being no further business, Mr. Peccola declared the meeting adjourned at 8:18 p.m.

7. **Approval of Board Bills for January 2020**

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
A & H MECHANICAL								
051557	26082540323G	REP/MAINT SVC HS		150		625.00	1/1/20	20-2540-323-08-22
						<u>625.00</u>		
AAA SWING CITY MUSIC								
448176	26012549324U	CHS Audio Visual Support Serve		150		90.00	1/1/20	20-2549-324-01-10
						<u>90.00</u>		
ABSOPURE WATER COMPANY								
947807	16212330410U	IDEA FLO THRU SUPPLIES		150		69.55	1/1/20	10-2330-410-21-462000-10
						<u>69.55</u>		
ACE HARDWARE/RENTAL								
146903	26082540410U	MAINT SUPPLIES UNIT		150		18.00	1/1/20	20-2540-410-08-10
						<u>18.00</u>		
ALBERS FIRE PROTECTION								
27018	16242562323U	LUNCH PROG REP MAINT SERV		150		1,775.00	1/1/20	10-2562-323-24-10
						<u>1,775.00</u>		
AMERI-CAN PORTABLES								
A-39713	26082540323N	REP/MAINT SVC MS		150		90.00	1/1/20	20-2540-323-08-27
A-39725	26082540324G	REP/MAINT HS ATHL		150		90.00	1/1/20	20-2540-324-08-22
						<u>180.00</u>		
AMERICAN WATER TREATMENT								
2019-3163	26082540323U	BLDGS/GRDS MAINT SVC		150		432.18	1/1/20	20-2540-323-08-10
2019-3765	26082540323U	BLDGS/GRDS MAINT SVC		150		432.18	1/1/20	20-2540-323-08-10
						<u>864.36</u>		
APPLE INC.								
ab22955174	161411107004	ELEM MUSIC/BAND EQUI		150		119.00	1/1/20	10-1110-700-14-04
ab22355189	161411107004	ELEM MUSIC/BAND EQUI		150		949.00	1/1/20	10-1110-700-14-04
ab27243441	161411107004	ELEM MUSIC/BAND EQUI		150		55.00	1/1/20	10-1110-700-14-04
ab15008688	16211220314U	19-20 IDEA FLO THRU		150	1920201	5,500.00	1/1/20	10-1220-314-21-462000-10
						<u>6,623.00</u>		
ASCD								
2319709	160226406401	Dir of CURR, DUES & FEES		150		169.00	1/1/20	10-2640-640-02-01
						<u>169.00</u>		
ASHBY, RYAN								
REIMBURSE	46472550333G	HS ATH TRAVEL OTHER		150		55.58	1/1/20	40-2550-333-47-22

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
						55.58		
B & H								
166794453	16721110410U	PERKINS GRANT SUPPLIES		150	99001723	2,191.06	1/1/20	10-1110-410-72-10
166823729	16721110540U	PERKINS GRANT EQUIPMENT		150	99001723	3,695.00	1/1/20	10-1110-540-72-10
						<u>5,886.06</u>		
BARNES & NOBLE, INC.								
3951025	16491130415G	HS STUDENT (EBF)		150	8819201158	130.18	1/1/20	10-1130-415-49-22
						<u>130.18</u>		
BAUER EDUCATIONAL ENTERPRISES								
202017CO	16762210314U	19-20 TITLE II CONSULT (4932)		150		4,500.00	1/1/20	10-2210-314-76-493200-10
						<u>4,500.00</u>		
BAUGHER, AMANDA								
MILEAGE	16471500332G	BOYS/GIRLS ATH TRAVEL food		150		31.32	1/1/20	10-1500-332-47-22
						<u>31.32</u>		
BELLEVILLE NEWS DEMOCRAT								
BLV-8215946	160223204401	SUPERINTENDENT OFF PERIODICALS		150		639.60	1/1/20	10-2320-440-02-01
						<u>639.60</u>		
BENSON, JULIE								
MILEAGE	16122140332U	PSYCHOLOGIST TRAVEL		150		57.01	1/1/20	10-2140-332-12-10
						<u>57.01</u>		
BIONDI, STEPHANIE								
REIMBURSE	16282220323G	HS MEDIA PURCHASED SVCS		150		75.00	1/1/20	10-2220-323-28-22
						<u>75.00</u>		
BLACKARD, SCOTT								
MILEAGE	16012110332U	TRUANT OFF TRAVEL (2)		150		61.48	1/1/20	10-2110-332-01-10
						<u>61.48</u>		
BLUMBERG, LORI								
REIMBURSE	16671250410U	LIPLEP SUPPLIES		150		20.00	1/1/20	10-1250-410-67-490900-10
						<u>20.00</u>		
BOZEMAN, PATTI								
MILEAGE	16032410332G	HS PRIN OFF TRAVEL (6*300)		150		25.40	1/1/20	10-2410-332-03-22
						<u>25.40</u>		
BREWSTER ALEXANDER								

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name							ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #	
IP1629	66012540540U	District Wide Security		150		905.00	1/1/20	60-2540-540-01-10	
IP1626	66012540540U	District Wide Security		150		1,470.00	1/1/20	60-2540-540-01-10	
						<u>2,375.00</u>			
BSN SPORTS									
906649225	16451500412G	HS BOYS FB SUPPLIES		150		126.00	1/1/20	10-1500-412-45-22	
						<u>126.00</u>			
BULK OFFICE SUPPLY									
389255	16091120410N	MS ART SUPPLIES		150	8819201106	122.56	1/1/20	10-1120-410-09-27	
						<u>122.56</u>			
CENTRAL INSTITUTE FOR THE DEAF									
MORSS12-19	16924220680U	ELEM MEDICAID TUITION		150		2,600.00	1/1/20	10-4220-680-92-10	
						<u>2,600.00</u>			
CHAMPION WATERPROOFING INC.									
201919719	10011710013B	VOC HOUSE 310 South Seminary		150		1,259.50	1/1/20	10-171-01	
						<u>1,259.50</u>			
CIFCO									
27865	26082540410G	MAINT SUPPLIES HS		150		208.00	1/1/20	20-2540-410-08-22	
						<u>208.00</u>			
CK POWER									
SV1080149	26082540410G	MAINT SUPPLIES HS		150		250.00	1/1/20	20-2540-410-08-22	
						<u>250.00</u>			
CLARK, CHELSEA									
REIMBURSE	16032410332C	CASEYVILLE PRIN OFF TRAVEL		150		53.36	1/1/20	10-2410-332-03-21	
						<u>53.36</u>			
CLEVELAND, LISA									
REIMBURSE	161411314101	HS CHOIR SUPPLIES		150		215.25	1/1/20	10-1131-410-14-01	
						<u>215.25</u>			
COLEMAN, CHRISTINE									
REIMBURSE	16552210310U	17-18 Preschool Expan. Dev.		150		299.80	1/1/20	10-2210-310-55-490200-10	
						<u>299.80</u>			
COLLINSVILLE MARYVILLE EVENING LIONS CLUB									
J MCGINNIS	16032410640U	DUES & FEES		150		80.00	1/1/20	10-2410-640-03-10	
						<u>80.00</u>			

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
COLLINSVILLE UNIT 10 TRUST & AGENCY								
TURF #2375	160725401301	CUSTODIAL OT SAL		150		150.00	1/1/20	10-2540-130-07-01
						<u>150.00</u>		
COMPUTYPE COMPUTER SERVICE								
446233	86012310390U	MISC TORT		150		3,204.50	1/1/20	80-2365-390-01-10
445681	86012310390U	MISC TORT		150		268.00	1/1/20	80-2365-390-01-10
448371	86932367390U	TECH: Security Camera Mainte & Repair		150		3,204.50	1/1/20	80-2367-390-93-10
						<u>6,677.00</u>		
CONNER, SHELLEY								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		150		28.07	1/1/20	10-2660-332-93-10
						<u>28.07</u>		
CONNOR CO.								
S8918843.001	260825404101	MAINT SUPPLIES ADMIN BLDG		150		83.69	1/1/20	20-2540-410-08-01
S8877064.003	26082540410U	MAINT SUPPLIES UNIT		150		664.57	1/1/20	20-2540-410-08-10
S8877064.002	26082540410U	MAINT SUPPLIES UNIT		150		1,838.29	1/1/20	20-2540-410-08-10
S8920757.001	26082540410G	MAINT SUPPLIES HS		150		106.78	1/1/20	20-2540-410-08-22
						<u>2,693.33</u>		
CONTEMPORARY LIFE SAVING TRAINING								
01019070	86012310390U	MISC TORT		150		76.00	1/1/20	80-2365-390-01-10
						<u>76.00</u>		
COORDINATED YOUTH AND HUMAN SERVICES								
STMT	16924220680U	HS MEDICAID TUITION		150		5,375.06	1/1/20	10-4220-680-92-10
STMT	16924220680U	HS MEDICAID TUITION		150		6,166.51	1/1/20	10-4220-680-92-10
						<u>11,541.57</u>		
CRESCENT PARTS & EQUIPMENT								
3813320-00	260825404101	MAINT SUPPLIES CIS		150		458.14	1/1/20	20-2540-410-08-33
						<u>458.14</u>		
CRUISE, CARLA								
MILEAGE	16651800332U	Bilingual travel(Local)		150		11.14	1/1/20	10-1800-332-65-10
REIMBURSE	16672210332U	LIPLEP (4909) services		150		469.39	1/1/20	10-2210-332-67-490900-10
						<u>480.53</u>		
CSI								
0000234090	16242562323U	LUNCH PROG REP MAINT SERV		150		1,642.54	1/1/20	10-2562-323-24-10
0000234095	16242562323U	LUNCH PROG REP MAINT SERV		150		376.62	1/1/20	10-2562-323-24-10
0000233042	16242562323U	LUNCH PROG REP MAINT SERV		150		630.50	1/1/20	10-2562-323-24-10

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
0000233008	16242562323U	LUNCH PROG REP MAINT SERV		150		146.00	1/1/20	10-2562-323-24-10
0000234072	16242562323U	LUNCH PROG REP MAINT SERV		150		273.28	1/1/20	10-2562-323-24-10
						<u>3,068.94</u>		
DAUGHERTY, KARI								
REIMBURSE	16392210332U	19-20 Title IV SSAE PD TRAVEL		150		29.62	1/1/20	10-2210-332-39-440000-10
REIMBURSE	16032410332K	KREITNER PRIN OFF TRAVEL		150		199.00	1/1/20	10-2410-332-03-25
						<u>228.62</u>		
DELKUS LAWN CARE								
11862	26082540323X	REP/MAINT SVC WEB ELEM		150		375.00	1/1/20	20-2540-323-08-31
11862	26082540324G	REP/MAINT HS ATHL		150		325.00	1/1/20	20-2540-324-08-22
						<u>700.00</u>		
DELL MARKETING L.P.								
10361404431	16932660541U	TECHNOLOGY PLAN EQUIPMEN		150		3,160.25	1/1/20	10-2660-541-93-10
						<u>3,160.25</u>		
DEMCO								
6733816	16051250410U	19-20 TITLE I INST MATLS		150	05207017	364.87	1/1/20	10-1250-410-05-430000-10
6732334	16282220430G	HS MEDIA CENTER MATLS		150	8819201137	157.43	1/1/20	10-2220-430-28-22
						<u>522.30</u>		
DISCOUNT SCHOOL SUPPLY								
078005190102	16211220410U	19-20 IDEA FLO THRU SUPPLIES		150	1920198	84.52	1/1/20	10-1220-410-21-462000-10
P39134750101	16211220410U	19-20 IDEA FLO THRU SUPPLIES		150	1920198	25.88	1/1/20	10-1220-410-21-462000-10
						<u>110.40</u>		
DUTCH HOLLOW SUPPLIES								
241097	26072540410U	CUSTODIAL SUPPLIES UNIT		150		839.50	1/1/20	20-2540-410-07-10
						<u>839.50</u>		
EBERHART SIGN & LIGHTING CO								
24359	26082540323M	REP/MAINT SVC MARYVILLE		150		6,463.41	1/1/20	20-2540-323-08-26
24391	66012540540H	Hollywood, Misc		150		2,781.31	1/1/20	60-2540-540-01-23
						<u>9,244.72</u>		
EDUCATION LOGISTICS								
107616	46012510339U	Transp Cost Reduction Consulting		150		4,671.00	1/1/20	40-2510-339-01-10
						<u>4,671.00</u>		
ELLINGTON, PATRICIA								
REIMBURSE	16091120410N	MS ART SUPPLIES		150		85.00	1/1/20	10-1120-410-09-27

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
						85.00		
ENVIRONMENTAL CONSULTANTS								
10436	26082540323K	REP/MAINT SVC KREITNER		150		908.00	1/1/20	20-2540-323-08-25
						908.00		
ETA HAND2MIND								
60204681	16762210410U	19-20 TITLE II SUPPLIES (4932)		150	0320028	50.90	1/1/20	10-2210-410-76-493200-10
						50.90		
FGM, INC.								
19-2769.01-2	26012533311U	ARCH/ENG SVCS		150		195.00	1/1/20	20-2533-311-01-10
08-0737.01-12	26012533311U	ARCH/ENG SVCS		150		682.50	1/1/20	20-2533-311-01-10
20-2823.01-1	26012533311U	ARCH/ENG SVCS		150		1,571.48	1/1/20	20-2533-311-01-10
17-2276.01-7	960225353231	H/L/S District wide		150		8,010.21	1/1/20	90-2535-323-02-01
						10,459.19		
FIRST STUDENT INC								
11650083	16491130333G	HS CONTEST TRAVEL		150		1,332.64	1/1/20	10-1130-333-49-22
11650083	46122550330B	SPEC ED TRASP Bus monitor		150		30,653.29	1/1/20	40-2550-330-12-20
11650083	460125503321	REG TRANSP Bus Monitor First Student		150		7,276.00	1/1/20	40-2550-332-01-01
11650083	46012550332U	FIELD TRIPS FS (\$9 @ student)		150		4,730.57	1/1/20	40-2550-332-01-10
11650083	46012550332B	REG TRANSP FIRST STUDENT 6.25% increase		150		200,462.60	1/1/20	40-2550-332-01-20
11650083	46122550332B	SPEC ED TRANSP FIRST STUDENT 6.25% FY20		150		118,732.70	1/1/20	40-2550-332-12-20
11650083	46142550332G	HS BAND TRAVEL		150		627.12	1/1/20	40-2550-332-14-22
11650083	46142550332N	CMS Band,Choir Travel performa		150		884.76	1/1/20	40-2550-332-14-27
11650083	46142550332N	CMS Band,Choir Travel performa		150		292.13	1/1/20	40-2550-332-14-27
11650083	46452550332G	HS BOYS ATH TRAVEL FIRST STU		150		5,204.06	1/1/20	40-2550-332-45-22
11650083	46452550332N	MS BOYS ATH TRAVEL FIRST STU		150		1,581.36	1/1/20	40-2550-332-45-27
11650083	46462550332G	HS GIRLS ATH TRAVL FIRST STU		150		1,080.22	1/1/20	40-2550-332-46-22
11650083	46462550332N	MS GIRLS ATH TRVL FIRST STU		150		766.14	1/1/20	40-2550-332-46-27
11650083	46472550332G	HS ATH TRAVEL FIRST STUDENT		150		1,341.52	1/1/20	40-2550-332-47-22
11650083	46022550464B	GASOLINE FIRST STUDENT		150		2,286.10	1/1/20	40-2550-464-02-20
11650083	46462551332G	HS CHEERLEADER TRAVEL		150		1,623.72	1/1/20	40-2551-332-46-22
						378,874.93		
FOLLETT SCHOOL SOLUTIONS INC								
604089F	162822204304	ELEM MEDIA CENTER MATLS		150		5,213.06	1/1/20	10-2220-430-28-04
						5,213.06		
FORDS PAINTING								
20-009	26082540325U	MISC PAINTING WORK		150		2,425.00	1/1/20	20-2540-325-08-10

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
20-010	26082540325U	MISC PAINTING WORK		150		2,450.00	1/1/20	20-2540-325-08-10
20-011	26082540325U	MISC PAINTING WORK		150		870.00	1/1/20	20-2540-325-08-10
20-012	26082540325U	MISC PAINTING WORK		150		175.00	1/1/20	20-2540-325-08-10
20-013	26082540325U	MISC PAINTING WORK		150		100.00	1/1/20	20-2540-325-08-10
20-014	26082540325U	MISC PAINTING WORK		150		100.00	1/1/20	20-2540-325-08-10
						6,120.00		
FRANCE MECHANICAL CORPORATION								
15693	26082540323G	REP/MAINT SVC HS		150		1,282.52	1/1/20	20-2540-323-08-22
15664	26082540323N	REP/MAINT SVC MS		150		900.27	1/1/20	20-2540-323-08-27
						2,182.79		
FRANCOTYP-POSTALIA								
RI104311023	16492410340G	HS OFFICE POSTAGE/RENTAL		150		252.00	1/1/20	10-2410-340-49-22
RI104311022	16022524340I	POSTAGE & POSTAGE MACH Rental		150		252.00	1/1/20	10-2524-340-02-01
						504.00		
FRANKLIN, FRANK								
MILEAGE	16012110332U	TRUANT OFF TRAVEL (2)		150		166.92	1/1/20	10-2110-332-01-10
MILEAGE	16012110332U	TRUANT OFF TRAVEL (2)		150		261.52	1/1/20	10-2110-332-01-10
						428.44		
FRISBIE, ELIZABETH B.								
STATEMENT	16552130310U	17-18 Preschool Expan. Dev.		150		437.50	1/1/20	10-2130-310-55-490200-10
						437.50		
FROST ELECTRIC SUPPLY CO.								
S4108723.001	16932660410U	TECHNOLOGY GENERAL SUPPLIES		150		70.91	1/1/20	10-2660-410-93-10
S4120894.001	26082540410G	MAINT SUPPLIES HS		150		35.26	1/1/20	20-2540-410-08-22
S4122336.002	26082540410G	MAINT SUPPLIES HS		150		(671.55)	1/1/20	20-2540-410-08-22
S4122336.001	26082540410G	MAINT SUPPLIES HS		150		769.20	1/1/20	20-2540-410-08-22
						203.82		
GIANT STEPS OF ST. LOUIS, INC.								
2306	16924220680U	ELEM MEDICAID TUITION		150		3,333.85	1/1/20	10-4220-680-92-10
						3,333.85		
GONZALEZ, JEANTIELLE								
REIMBURSE	16212210332U	19-20 IDEA FLO THRU TRAVEL		150		87.74	1/1/20	10-2210-332-21-462000-10
						87.74		
GREAT CIRCLE								
COLL11.19.137	16924220680U	ELEM MEDICAID TUITION		150		7,004.00	1/1/20	10-4220-680-92-10

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name							ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #	
COLL11.19.137	16924220680U	HS MEDICAID TUITION		150		20,237.30	1/1/20	10-4220-680-92-10	
COLL12.19.14	16924220680U	ELEM MEDICAID TUITION		150		5,356.00	1/1/20	10-4220-680-92-10	
COLL12.19.14	16924220680U	HS MEDICAID TUITION		150		18,431.66	1/1/20	10-4220-680-92-10	
						<u>51,028.96</u>			
GRESH, CARA D.									
REIMBURSE	16151700322G	HS DR ED CAR WASH		150		50.00	1/1/20	10-1700-322-15-22	
						<u>50.00</u>			
GUIN MUNDORF LLC									
44282	16012310317B	PERSONNEL		150		1,408.75	1/1/20	10-2310-317-01-20	
44280	16022319318B	BOARD GOVERNANCE		150		4,900.00	1/1/20	10-2319-318-02-20	
44282	16022319318B	PTAB		150		2,817.50	1/1/20	10-2319-318-02-20	
44284	16022319318B	RETAINER		150		450.00	1/1/20	10-2319-318-02-20	
44285	16022319318B	STUDENTS		150		367.50	1/1/20	10-2319-318-02-20	
						<u>9,943.75</u>			
GUNTHER SALT CO.									
403338	26492540540U	CONTINGENCY		150		2,380.50	1/1/20	20-2540-540-49-10	
404008	26492540540U	CONTINGENCY		150		2,556.68	1/1/20	20-2540-540-49-10	
						<u>4,937.18</u>			
HANSEL, DOUG									
MILEAGE	160411103304	ELEM IN DIST TRAVL		150		32.48	1/1/20	10-1110-330-04-04	
						<u>32.48</u>			
HARDY, MELISSA									
MILEAGE	16121210332U	SLP CORR IN DIST TRAVEL		150		14.62	1/1/20	10-1210-332-12-10	
						<u>14.62</u>			
HERNANDEZ LLC, DR. JENNIFER									
STMT	16392210314U	19-20 Title IV SSAE CONSULTANTS		150		350.00	1/1/20	10-2210-314-39-440000-10	
						<u>350.00</u>			
HOUBERG, KIMBERLY									
MILEAGE	16553000332U	17-18 Preschool Expan. Dev.		150		41.12	1/1/20	10-3000-332-55-490200-10	
MILEAGE	16553000332U	17-18 Preschool Expan. Dev.		150		36.90	1/1/20	10-3000-332-55-490200-10	
MILEAGE	16833000332U	19-20 Preschool Expan PE		150		53.30	1/1/20	10-3000-332-83-370500-10	
						<u>131.32</u>			
HOUGHTON MIFFLIN HARCOURT									
710178872	160211204101	MS MISC SUPPLIES Contingency		150	0320027	1,200.00	1/1/20	10-1120-410-02-01	
710178960	160211204101	MS MISC SUPPLIES Contingency		150	0320027	3,489.39	1/1/20	10-1120-410-02-01	

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
710178960	16321250410U	FY20 Title I School improvement Material		150	0320027	15,000.00	1/1/20	10-1250-410-32-10
710178871	16762210314U	19-20 TITLE II CONSULT (4932)		150	0320027	12,400.00	1/1/20	10-2210-314-76-493200-10
						<u>32,089.39</u>		
HUGHES, CATHLEEN								
MILEAGE	160411103304	ELEM IN DIST TRAVL		150		11.60	1/1/20	10-1110-330-04-04
						<u>11.60</u>		
IDN-H.HOFFMAN INC								
5093418-00	26492540541U	UNIT Wide Security		150		39.13	1/1/20	20-2540-541-49-10
						<u>39.13</u>		
ILLINOIS CENTER FOR AUTISM								
STMT	16124220687U	HS ILLINOIS CENTER FOR AUTISM		150		10,998.00	1/1/20	10-4220-680-12-10
STMT	16124220687U	ELEM ILLINOIS CENTER FOR AUTISM		150		16,497.00	1/1/20	10-4220-680-12-10
						<u>27,495.00</u>		
ILLINOIS SCHOOL FOR THE VISUALLY IMPAIRED								
STMT	46122550333B	HS SPEC ED TRANS NON FIRST STU		150		309.00	1/1/20	40-2550-333-12-20
						<u>309.00</u>		
IMEL PEST CONTROL								
68947	26072540321U	TRASH REMOVAL & PEST CONTROL		150		65.00	1/1/20	20-2540-321-07-10
68959	26072540321U	TRASH REMOVAL & PEST CONTROL		150		65.00	1/1/20	20-2540-321-07-10
68983	26072540321U	TRASH REMOVAL & PEST CONTROL		150		75.00	1/1/20	20-2540-321-07-10
68971	26072540321U	TRASH REMOVAL & PEST CONTROL		150		100.00	1/1/20	20-2540-321-07-10
69329	26072540321U	TRASH REMOVAL & PEST CONTROL		150		250.00	1/1/20	20-2540-321-07-10
69952	26072540321U	TRASH REMOVAL & PEST CONTROL		150		250.00	1/1/20	20-2540-321-07-10
						<u>805.00</u>		
INDUSTRIAL SOAP COMPANY								
1253738	26082540323U	BLDGS/GRDS MAINT SVC		150		128.97	1/1/20	20-2540-323-08-10
1252922	26082540323T	REP/MAINT SVC TWIN ECHO		150		174.99	1/1/20	20-2540-323-08-30
1252820	26072540410U	CUSTODIAL SUPPLIES UNIT		150		13,403.66	1/1/20	20-2540-410-07-10
1257495	26072540410U	CUSTODIAL SUPPLIES UNIT		150		6,308.78	1/1/20	20-2540-410-07-10
1254043	26072540410U	CUSTODIAL SUPPLIES UNIT		150		762.72	1/1/20	20-2540-410-07-10
1254064	26072540410U	CUSTODIAL SUPPLIES UNIT		150		1,845.18	1/1/20	20-2540-410-07-10
						<u>22,624.30</u>		
ITSAVVY								
01157503	16932660411U	TECHNOLOGY SOFTWARE		150		510.98	1/1/20	10-2660-411-93-10
						<u>510.98</u>		

Open Accounts Payable List

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COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
JAMES, JOSEPH								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		150		10.56	1/1/20	10-2660-332-93-10
						<u>10.56</u>		
JOHNSTONE SUPPLY								
3105899	26082540410R	MAINT SUPPLIES RENFRO		150		609.80	1/1/20	20-2540-410-08-28
						<u>609.80</u>		
JOSTENS								
23879725	16012310690B	GRADUATION EXPENSES		150		12.10	1/1/20	10-2310-690-01-20
						<u>12.10</u>		
JW PEPPER & SONS, INC.								
235883299	161411104104	ELEM MUSIC/BAND SUPPLIES		150		66.99	1/1/20	10-1110-410-14-04
227940342	161411104104	ELEM MUSIC/BAND SUPPLIES		150		70.99	1/1/20	10-1110-410-14-04
228282976	16141120410N	MS BAND/MUSIC SUPPLIES		150		63.99	1/1/20	10-1120-410-14-27
227356527	16141120410N	MS BAND/MUSIC SUPPLIES		150		133.40	1/1/20	10-1120-410-14-27
250298912	16141120410N	MS BAND/MUSIC SUPPLIES		150		229.00	1/1/20	10-1120-410-14-27
1588219	16141130410G	HS BAND/MUSIC SUPPLIES		150		7.99	1/1/20	10-1130-410-14-22
255869918	16141120411N	MS VOCAL MUSIC SUPPLIES		150	8819201172	510.74	1/1/20	10-1120-411-14-12-27
						<u>1,083.10</u>		
KAHOK BOWLING								
REIMBURSE	46472550333G	HS ATH TRAVEL OTHER		150		50.13	1/1/20	40-2550-333-47-22
						<u>50.13</u>		
KELL, STACIA								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		10.15	1/1/20	10-2130-332-12-10
						<u>10.15</u>		
KURKEY, CORY								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		150		11.66	1/1/20	10-2660-332-93-10
						<u>11.66</u>		
KUTA SOFTWARE LLC								
21134	16211220314U	19-20 IDEA FLO THRU		150	1920200	343.00	1/1/20	10-1220-314-21-462000-10
						<u>343.00</u>		
LAKESHORE								
4817601219	16551110410U	17-18 Preschool Ex.DevSUPPLIES		150	8819201143	681.92	1/1/20	10-1110-410-55-490200-10
7857741219	16831110410U	19-20 Preschool Expan PE		150	8819201145	19,491.15	1/1/20	10-1110-410-83-370500-10
1903460120	16831110410U	19-20 Preschool Expan PE		150	8819201173	372.90	1/1/20	10-1110-410-83-370500-10
4822131219	16271125410U	19-20 PRE-K AT RISK SUPPLIES		150	8819201144	104.94	1/1/20	10-1125-410-27-370500-10

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
4817331219	16271125410U	19-20 PRE-K AT RISK SUPPLIES		150	8819201142	303.92	1/1/20	10-1125-410-27-370500-10
						<u>20,954.83</u>		
LAMMERT, LORI								
REIMBURSE	16672210332U	LIPLEP (4909) services		150		132.59	1/1/20	10-2210-332-67-490900-10
						<u>132.59</u>		
LIFETOUCH NSS INC.								
21452	16491130410G	HS MISC SUPPLIES		150		70.00	1/1/20	10-1130-410-49-22
						<u>70.00</u>		
LINCOLN PRAIRIE BHC								
2175851180	16924220680U	SPED CMS MEDICAID TUITION		150		200.00	1/1/20	10-4220-680-92-10
						<u>200.00</u>		
LINNEMANN, TERE A								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		8.93	1/1/20	10-2130-332-12-10
						<u>8.93</u>		
LUGGE, ROBERT								
MILEAGE	161226203321	SPEC ED DIR TRAVEL		150		15.60	1/1/20	10-2620-332-12-01
						<u>15.60</u>		
MADISON COUNTY ROE #41								
11-2020-10	16124220688U	HS TUITION TO EDUC THERAPY CTR		150		1,857.24	1/1/20	10-4220-680-12-10
OCT-NOV 2019	16124220688U	TUITION TO EDUC THERAPY CTR		150		95.31	1/1/20	10-4220-680-12-10
01-2020-10	16124220688U	TUITION TO EDUC THERAPY CTR		150		4,095.00	1/1/20	10-4220-680-12-10
						<u>6,047.55</u>		
MADISON COUNTY ROE #41								
FPDEC19	160226423101	HR BACKGROUND INVESTIGAT		150		210.00	1/1/20	10-2642-310-02-01
						<u>210.00</u>		
MADURA, JUDY								
REIMBURSE	16372210332U	IDEA PRESCHOOL TRAVEL		150		40.94	1/1/20	10-2210-332-37-460000-10
						<u>40.94</u>		
MARYVILLE WATER DEPARTMENT								
SERVICE FEE	26072540370M	WATER/SEWER MARYVILLE		150		300.00	1/1/20	20-2540-370-07-26
						<u>300.00</u>		
MAXIM, HEATHER								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		46.86	1/1/20	10-2130-332-12-10

Open Accounts Payable List

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COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
						46.86		
MAYHEW, ROBERT								
REIMBURSE	16393700332U	19-20 Title IV NON PUB TRAVEL		150		68.96	1/1/20	10-3700-332-39-440000-10
REIMBURSE	16763700332U	19-20TITLE II NON PUB TRAVEL		150		162.92	1/1/20	10-3700-332-76-493200-10
						231.88		
MCCARTY, JACQUELYN								
REIMBURSE	16372210332U	IDEA PRESCHOOL TRAVEL		150		43.94	1/1/20	10-2210-332-37-460000-10
						43.94		
MCGRAW HILL SCHOOL EDUCATION HOLDINGS								
110793915001	160411104114	ELEM INSTR SUPPLIES/Mat TEXTS		150	0320022	622.68	1/1/20	10-1110-411-04-04
110974285001	16671250410U	LIPLEP SUPPLIES		150	8819201153	195.84	1/1/20	10-1250-410-67-490900-10
						818.52		
MCNAMARA, RACHEL								
REIMBURSE	16671250410U	LIPLEP SUPPLIES		150		66.37	1/1/20	10-1250-410-67-490900-10
REIMBURSE	16672210332U	LIPLEP (4909) services		150		134.85	1/1/20	10-2210-332-67-490900-10
						201.22		
MEDCO SUPPLY COMPANY								
IN92160581	16471500417G	ATHLETIC TRAINER SUPPLIES		150	8819201148	95.25	1/1/20	10-1500-417-47-22
						95.25		
MISSOURI COMMUNITY ACTION NETWORK								
3416	16052330410U	19-20 TITLE I SUPPLIES		150	05207033	20.00	1/1/20	10-2330-410-05-430000-10
						20.00		
MOW PRINTING CO.								
82017	16012310412U	DISTRICT Paper supply (for allocation)		150		579.08	1/1/20	10-2310-412-01-10
82024	16012310412U	DISTRICT Paper supply (for allocation)		150		200.77	1/1/20	10-2310-412-01-10
						779.85		
MUSIC & ARTS								
INV020356823	161411104104	ELEM MUSIC/BAND SUPPLIES	2	150		79.30	1/1/20	10-1110-410-14-04
INV020369733	161411104104	ELEM MUSIC/BAND SUPPLIES	2	150		33.08	1/1/20	10-1110-410-14-04
INV019662941	16141120323N	MS BAND/MUSIC REPAIRS	3	150		76.56	1/1/20	10-1120-323-14-27
INV020432330	16141120323N	MS BAND/MUSIC REPAIRS	3	150		225.00	1/1/20	10-1120-323-14-27
INV018609672	16141120700N	MS BAND/MUSIC EQUIP.	3	150		249.50	1/1/20	10-1120-700-14-27
INV020648006	16141130410G	HS BAND/MUSIC SUPPLIES	1	150		67.60	1/1/20	10-1130-410-14-22
INV020592380	16141130410G	HS BAND/MUSIC SUPPLIES	1	150		61.75	1/1/20	10-1130-410-14-22
INV020711880	16141130410G	HS BAND/MUSIC SUPPLIES	1	150		255.22	1/1/20	10-1130-410-14-22

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name							ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #	
INV020757701	16141130410G	HS BAND/MUSIC SUPPLIES	1	150		32.50	1/1/20	10-1130-410-14-22	
INV020559887	161411103234	ELEM MUSIC/BAND REPAIRS	2	150		60.00	1/1/20	10-1110-323-14-04	
INV020296961	16141130410G	HS BAND/MUSIC SUPPLIES	1	150		27.00	1/1/20	10-1130-410-14-22	
INV020335111	16141130410G	HS BAND/MUSIC SUPPLIES	1	150		9.57	1/1/20	10-1130-410-14-22	
						1,177.08			
N2Y									
INV1015036	16212210332U	19-20 IDEA FLO THRU TRAVEL		150	1920207	6,850.00	1/1/20	10-2210-332-21-462000-10	
						6,850.00			
NOODLETOOLS, INC.									
205-905-R4	16282220323G	HS MEDIA PURCHASED SVCS		150		60.00	1/1/20	10-2220-323-28-22	
						60.00			
NOONAN, CANDACE									
MILEAGE	16121210332U	SLP CORR IN DIST TRAVEL		150		9.05	1/1/20	10-1210-332-12-10	
MILEAGE	16121210332U	SLP CORR IN DIST TRAVEL		150		13.57	1/1/20	10-1210-332-12-10	
REIMBURSE	16212210332U	19-20 IDEA FLO THRU TRAVEL		150		90.42	1/1/20	10-2210-332-21-462000-10	
						113.04			
NORAM, MELISSA									
REIMBURSE	16762210332U	19-20 TITLE II PROF D, TRAVEL		150		133.79	1/1/20	10-2210-332-76-493200-10	
						133.79			
NOTTELMANN MUSIC COMPANY									
587343	16141120323N	MS BAND/MUSIC REPAIRS		150		86.00	1/1/20	10-1120-323-14-27	
600560	16141120323N	MS BAND/MUSIC REPAIRS		150		74.00	1/1/20	10-1120-323-14-27	
600632	16141120323N	MS BAND/MUSIC REPAIRS		150		84.00	1/1/20	10-1120-323-14-27	
588136	16141120323N	MS BAND/MUSIC REPAIRS		150		57.50	1/1/20	10-1120-323-14-27	
588330	16141120323N	MS BAND/MUSIC REPAIRS		150		67.50	1/1/20	10-1120-323-14-27	
588338	16141120323N	MS BAND/MUSIC REPAIRS		150		20.00	1/1/20	10-1120-323-14-27	
596050	16141120323N	MS BAND/MUSIC REPAIRS		150		65.00	1/1/20	10-1120-323-14-27	
						454.00			
OHARA, LAURA									
MILEAGE	16121210332U	SLP CORR IN DIST TRAVEL		150		10.44	1/1/20	10-1210-332-12-10	
						10.44			
PALEN MUSIC									
3611393	16141130323G	HS BAND/MUSIC MAINT SVC		150		63.00	1/1/20	10-1130-323-14-22	
3617199	16141130323G	HS BAND/MUSIC MAINT SVC		150		108.00	1/1/20	10-1130-323-14-22	
3651366	16141130323G	HS BAND/MUSIC MAINT SVC		150		153.00	1/1/20	10-1130-323-14-22	

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
						324.00		
PARTHASARATHY, DR. T.K.								
STMT	16922523540U	Medicaid equipment		150		5,830.00	1/1/20	10-2523-540-92-10
						5,830.00		
PAVLINEK, CHRISTINE								
MILEAGE	16051250332U	19-20 TITLE I TRAVEL		150		42.17	1/1/20	10-1250-332-05-430000-10
MILEAGE	16051250332U	19-20 TITLE I TRAVEL		150		9.57	1/1/20	10-1250-332-05-430000-10
MILEAGE	16051250332U	19-20 TITLE I TRAVEL		150		41.01	1/1/20	10-1250-332-05-430000-10
						92.75		
PENDLETON, CHRIS								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		150		23.03	1/1/20	10-2660-332-93-10
						23.03		
PERICLES GROUP								
1122	16491130414G	HS WORKBOOKS		150	8819201108	349.86	1/1/20	10-1130-414-49-22
						349.86		
PETTY, AMELIA								
MILEAGE	16651800332U	Bilingual travel(Local)		150		15.66	1/1/20	10-1800-332-65-10
REIMBURSE	16672210332U	LIPLEP (4909) services		150		390.59	1/1/20	10-2210-332-67-490900-10
						406.25		
PONCE, KELLI								
MILEAGE	16501400332G	COOP TRAVEL		150		99.64	1/1/20	10-1400-332-50-22
						99.64		
PORTABLE COMMUNICATIONS								
1908	86012310390U	MISC TORT		150		425.00	1/1/20	80-2365-390-01-10
						425.00		
PORTER, DAN								
MILEAGE	16012110332U	TRUANT OFF TRAVEL (2)		150		36.13	1/1/20	10-2110-332-01-10
						36.13		
PRO-ALARM								
134218	26082540323C	REP/MAINT SVC CASEYVILLE		150		793.80	1/1/20	20-2540-323-08-21
134010	86012310390U	MISC TORT		150		425.00	1/1/20	80-2365-390-01-10
						1,218.80		
PURITAN SPRINGS BOTTLED WATER								
1715002	16041110410K	KREITNER TEACHER SUPPLIES		150		50.15	1/1/20	10-1110-410-04-25

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name							ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #	
1064823	16012310410B	BOARD SUPPLIES		150		115.14	1/1/20	10-2310-410-01-20	
1064823	16012310410B	BOARD SUPPLIES		150		121.24	1/1/20	10-2310-410-01-20	
						<u>286.53</u>			
PYSZ, JEANNE									
REIMBURSE	16392210332U	19-20 Title IV SSAE PD TRAVEL		150		13.25	1/1/20	10-2210-332-39-440000-10	
						<u>13.25</u>			
R & M SEWER SERVICE									
2201	26082540323H	REP/MAINT SVC HOLLY HGTS		150		495.00	1/1/20	20-2540-323-08-23	
2195	26082540323N	REP/MAINT SVC MS		150		450.00	1/1/20	20-2540-323-08-27	
2190	26082540323T	REP/MAINT SVC TWIN ECHO		150		395.00	1/1/20	20-2540-323-08-30	
						<u>1,340.00</u>			
R. CANN ELECTRIC INC									
2415	26082540323G	REP/MAINT SVC HS		150		2,150.00	1/1/20	20-2540-323-08-22	
						<u>2,150.00</u>			
REALLY GOOD STUFF									
7160126	16051250410U	19-20 TITLE I INST MATLS		150	05207024	149.88	1/1/20	10-1250-410-05-430000-10	
						<u>149.88</u>			
REDEMIX									
832504	10011710013B	VOC HOUSE 310 South Seminary		150		496.00	1/1/20	10-171-01	
						<u>496.00</u>			
RIDGEWAY PORTRAIT DESIGN									
14187	160223204101	SUPERINTENDENT OFF SUPPLIES		150		268.00	1/1/20	10-2320-410-02-01	
						<u>268.00</u>			
ROMANO, RACHEL									
MILEAGE	16122140332U	PSYCHOLOGIST TRAVEL		150		37.93	1/1/20	10-2140-332-12-10	
						<u>37.93</u>			
ROYAL CAMERA SERVICE INC									
00110658	16932660323U	TECHNOLOGY REPAIRS/MAINTENANCE		150	19500036	396.00	1/1/20	10-2660-323-93-10	
						<u>396.00</u>			
ROYAL PAPER INC									
LS909.19-12	26082540323N	REP/MAINT SVC MS		150		63.00	1/1/20	20-2540-323-08-27	
						<u>63.00</u>			
SABATINO, LISA									
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		5.39	1/1/20	10-2130-332-12-10	

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
						5.39		
SABO, GWEN								
MILEAGE	16121210332U	SLP CORR IN DIST TRAVEL		150		11.37	1/1/20	10-1210-332-12-10
REIMBURSES	16212210332U	19-20 IDEA FLO THRU TRAVEL		150		82.90	1/1/20	10-2210-332-21-462000-10
						94.27		
SCANTRON CORPORATION								
6421094	16032120410G	HS SCANTRON SUPPLIES		150	8819201138	2,126.89	1/1/20	10-2120-410-03-22
						2,126.89		
SCHALLER HARDWOOD LUMBER								
PB00086123-0	16721110410U	PERKINS GRANT SUPPLIES		150		14.12	1/1/20	10-1110-410-72-10
						14.12		
SCHINDLER ELEVATOR CORPORATION								
7153079697	26082540323G	REP/MAINT SVC HS		150		1,648.79	1/1/20	20-2540-323-08-22
						1,648.79		
SCHMIDT, TRACEY								
REIMBURSE	16282220430G	HS MEDIA CENTER MATLS		150		61.59	1/1/20	10-2220-430-28-22
REIMBURSE	16282220430G	HS MEDIA CENTER MATLS		150		55.96	1/1/20	10-2220-430-28-22
						117.55		
SCHOOL SPECIALTY/CLASSROOM DIRECT								
208124359436	16221120410N	MS MATH SUPPLIES		150	8819201147	59.42	1/1/20	10-1120-410-22-27
						59.42		
SCHWANDER, EVA								
MILEAGE	161226203321	SPEC ED DIR TRAVEL		150		42.11	1/1/20	10-2620-332-12-01
						42.11		
SCHWIERJOHN, BRENT								
MILEAGE	16122140332U	PSYCHOLOGIST TRAVEL		150		20.30	1/1/20	10-2140-332-12-10
						20.30		
SHERWIN-WILLIAMS								
3437-0	26082540325U	MISC PAINTING WORK		150		96.28	1/1/20	20-2540-325-08-10
3390-1	26082540325U	MISC PAINTING WORK		150		136.34	1/1/20	20-2540-325-08-10
3349-7	26082540325U	MISC PAINTING WORK		150		76.92	1/1/20	20-2540-325-08-10
1104-7	26082540325U	MISC PAINTING WORK		150		223.24	1/1/20	20-2540-325-08-10
1391-0	26082540325U	MISC PAINTING WORK		150		17.98	1/1/20	20-2540-325-08-10
1382-9	26082540325U	MISC PAINTING WORK		150		118.00	1/1/20	20-2540-325-08-10

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
1423-1	26082540325U	MISC PAINTING WORK		150		69.33	1/1/20	20-2540-325-08-10
						<u>738.09</u>		
SHRED-IT								
8128831867	16012310311U	Shredding District (No SP ED)		150		929.78	1/1/20	10-2310-311-01-10
						<u>929.78</u>		
SIEMENS INDUSTRY, INC.								
5445810777	26082540323C	REP/MAINT SVC CASEYVILLE		150		2,658.70	1/1/20	20-2540-323-08-21
						<u>2,658.70</u>		
SKYWARD INC.								
0000201647	16932660323U	TECHNOLOGY REPAIRS/MAINTENANCE		150		238.00	1/1/20	10-2660-323-93-10
						<u>238.00</u>		
SLY, MICHAEL								
REIMBURSE	16212210332U	19-20 IDEA FLO THRU TRAVEL		150		89.10	1/1/20	10-2210-332-21-462000-10
						<u>89.10</u>		
SMITH, CLAYTON								
MILEAGE	16451500332G	HS ATH TRAVEL (FOOD & LODGE)		150		99.76	1/1/20	10-1500-332-45-22
MILEAGE	16451501332G	HS ATH DIR IN DIST TRAV Miles		150		34.80	1/1/20	10-1501-332-45-22
						<u>134.56</u>		
SOCCER MASTER TEAM DEPT								
010825154	16461500413G	HS GIRLS SOCCER SUPPLIES		150		1,350.00	1/1/20	10-1500-413-46-22
						<u>1,350.00</u>		
SODEXO INC. & AFFILIATES								
1001609201	16242560310U	LUNCH PROG CONT FOOD SVC CHGS		150		136,174.32	1/1/20	10-2560-310-24-10
						<u>136,174.32</u>		
SPECIAL NEEDS ESSENTIALS								
1920053	16212130410U	IDEA FLO THRU SUPPLIES		150	1920053	182.17	1/1/20	10-2130-410-21-462000-10
						<u>182.17</u>		
SPECIALIZED DATA SYSTEMS								
48059	160225104101	CSBO SUPPLIES		150		385.00	1/1/20	10-2510-410-02-01
						<u>385.00</u>		
ST. LOUIS POST DISPATCH								
60995153	16491130414G	HS WORKBOOKS		150	8819201167	2,153.25	1/1/20	10-1130-414-49-22
						<u>2,153.25</u>		

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
ST. LOUIS POST DISPATCH								
22060001337	16212330360U	IDEA FLO THRU PRINTING		150		152.38	1/1/20	10-2330-360-21-462000-10
						<u>152.38</u>		
STATE FIRE MARSHAL								
9624894	96022535323U	H/L/S PROJECTS CONTIGENCY		150		70.00	1/1/20	90-2535-323-02-10
						<u>70.00</u>		
STUMPF WELDING SUPPLIES								
47768	16951400540U	NA CTE Equipment		150	99001726	4,547.34	1/1/20	10-1400-540-95-10
						<u>4,547.34</u>		
SUMNERONE								
2384602	16041110410X	WEBSTER ELEM TEACHER SUPPLIES		150		106.00	1/1/20	10-1110-410-04-31
2382558	16211220470U	19-20 IDEA Flow Thru Supplies Ink		150		808.00	1/1/20	10-1220-470-21-462000-10
2380552	16211220470U	19-20 IDEA Flow Thru Supplies Ink		150		630.11	1/1/20	10-1220-470-21-462000-10
2382193	16492410411G	HS MAIN OFF STUDENT SUPPLIES		150		99.10	1/1/20	10-2410-411-49-22
						<u>1,643.21</u>		
SUPERIOR TEXT								
SI011056	16491130415G	HS STUDENT (EBF)		150	8819201151	30.00	1/1/20	10-1130-415-49-22
						<u>30.00</u>		
SWANK MOVIE LICENSING USA								
2806507	16932660323U	TECHNOLOGY REPAIRS/MAINTENANCE		150		4,638.00	1/1/20	10-2660-323-93-10
						<u>4,638.00</u>		
TEACHER SYNERGY								
106825876	16211220410U	19-20 IDEA FLO THRU SUPPLIES		150	1920209	37.19	1/1/20	10-1220-410-21-462000-10
106826006	16211220410U	19-20 IDEA FLO THRU SUPPLIES		150	1920206	38.00	1/1/20	10-1220-410-21-462000-10
107175535	16211220410U	19-20 IDEA FLO THRU SUPPLIES		150	1920213	164.34	1/1/20	10-1220-410-21-462000-10
						<u>239.53</u>		
TEACHTOWN, INC.								
8164	16211220314U	19-20 IDEA FLO THRU		150	1920199	449.00	1/1/20	10-1220-314-21-462000-10
						<u>449.00</u>		
TECH ELECTRONICS INC								
N000002035	26082540323G	REP/MAINT SVC HS		150		2,018.63	1/1/20	20-2540-323-08-22
N000002814	26082540323R	REP/MAINT SVC RENFRO		150		81.00	1/1/20	20-2540-323-08-28
N000002037	96022535323U	H/L/S PROJECTS CONTIGENCY		150		2,527.55	1/1/20	90-2535-323-02-10
N000002036	96022535323U	H/L/S PROJECTS CONTIGENCY		150		533.32	1/1/20	90-2535-323-02-10

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
						5,160.50		
THYSSENKRUPP ELEVATOR CORPORATION								
3005012651	26082540323I	REPAIRS/MAINT DORRIS		150		924.68	1/1/20	20-2540-323-08-33
						924.68		
TIERNEY								
814281	16932660411U	TECHNOLOGY SOFTWARE		150		399.00	1/1/20	10-2660-411-93-10
						399.00		
TROY TIMES TRIBUNE								
85333	160225103501	CSBO ADVERTISING		150		8.40	1/1/20	10-2510-350-02-01
						8.40		
UNDERWOOD, ALISON								
REIMBURSE	16392210332U	19-20 Title IV SSAE PD TRAVEL		150		13.60	1/1/20	10-2210-332-39-440000-10
						13.60		
UNITED REFRIGERATION INC								
71841284-00	260825404101	MAINT SUPPLIES ADMIN BLDG		150		31.09	1/1/20	20-2540-410-08-01
71841923-00	260825404101	MAINT SUPPLIES ADMIN BLDG		150		8.71	1/1/20	20-2540-410-08-01
71594303-00	26082540410G	MAINT SUPPLIES HS		150		11.66	1/1/20	20-2540-410-08-22
71701799-00	26082540410N	MAINT SUPPLIES CMS		150		5.38	1/1/20	20-2540-410-08-27
						56.84		
VILLAGRAN, PRISCILLA								
MILEAGE	16651800332U	Bilingual travel(Local)		150		24.36	1/1/20	10-1800-332-65-10
						24.36		
VOCABULARY SPELLING CITY								
1470522	16051250410U	19-20 TITLE I INST MATLS		150	05207020	69.95	1/1/20	10-1250-410-05-430000-10
						69.95		
WARDS NATURAL SCIENCE								
8087869343	16181130410G	HS SCIENCE SUPPLIES		150	8819201107	285.88	1/1/20	10-1130-410-18-22
8087869344	16181130410G	HS SCIENCE SUPPLIES		150	8819201107	124.88	1/1/20	10-1130-410-18-22
8088357408	16181130410G	HS SCIENCE SUPPLIES		150	8819201107	78.12	1/1/20	10-1130-410-18-22
8088480001	16181130410G	HS SCIENCE SUPPLIES		150	8819201130	1,249.31	1/1/20	10-1130-410-18-22
8088494674	16181130410G	HS SCIENCE SUPPLIES		150	8819201130	25.27	1/1/20	10-1130-410-18-22
8088491612	16181130410G	HS SCIENCE SUPPLIES		150	8819201130	400.78	1/1/20	10-1130-410-18-22
8088535992	16181130410G	HS SCIENCE SUPPLIES		150	8819201130	93.10	1/1/20	10-1130-410-18-22
						2,257.34		

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
WATTS COPY SYSTEMS, INC.								
956071	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		186.00	1/1/20	10-2310-311-01-20
954708	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		10,477.50	1/1/20	10-2310-311-01-20
951755	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		124.00	1/1/20	10-2310-311-01-20
950698	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		256.11	1/1/20	10-2310-311-01-20
954999	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		62.32	1/1/20	10-2310-311-01-20
955000	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		144.68	1/1/20	10-2310-311-01-20
956406	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		372.00	1/1/20	10-2310-311-01-20
957003	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		342.02	1/1/20	10-2310-311-01-20
						<u>11,964.63</u>		
WAY, CHRISTY								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		17.17	1/1/20	10-2130-332-12-10
						<u>17.17</u>		
WEISS, ERIC								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		150		12.47	1/1/20	10-2660-332-93-10
						<u>12.47</u>		
WILLIAM BEDELL ACHIEVEMENT & RESOURCE CTR								
STMT	16124220681U	ELEM TUITION WILLIAM BEDELL		150		11,648.91	1/1/20	10-4220-680-12-10
STMT	16124220681U	HS TUITION WILLIAM BEDELL		150		9,984.78	1/1/20	10-4220-680-12-10
						<u>21,633.69</u>		
WILLIAMS OFFICE PRODUCTS								
46264-1	16041110410J	JEFFERSON TEACHER SUPPLIES		150		175.83	1/1/20	10-1110-410-04-24
46290-1	16041110410J	JEFFERSON TEACHER SUPPLIES		150		15.99	1/1/20	10-1110-410-04-24
46315-1	16041110410J	JEFFERSON TEACHER SUPPLIES		150		34.04	1/1/20	10-1110-410-04-24
46272-1	16041110410K	KREITNER TEACHER SUPPLIES		150		212.71	1/1/20	10-1110-410-04-25
46783-1	16041110410K	KREITNER TEACHER SUPPLIES		150		579.90	1/1/20	10-1110-410-04-25
45180	16041110410K	KREITNER TEACHER SUPPLIES		150		43.40	1/1/20	10-1110-410-04-25
46351-1	16041110410M	MARYVILLE TEACHER SUPPLIES		150		48.93	1/1/20	10-1110-410-04-26
46404-1	16041110410M	MARYVILLE TEACHER SUPPLIES		150		8.22	1/1/20	10-1110-410-04-26
46792-0	16041110410M	MARYVILLE TEACHER SUPPLIES		150		133.31	1/1/20	10-1110-410-04-26
46724-1	16041110410R	RENFRO TEACHER SUPPLIES		150		180.25	1/1/20	10-1110-410-04-28
46307-1	16041110410R	RENFRO TEACHER SUPPLIES		150		122.26	1/1/20	10-1110-410-04-28
46421-0	16041110410R	RENFRO TEACHER SUPPLIES		150		148.29	1/1/20	10-1110-410-04-28
46696-1	16041110410S	SUMMIT TEACHER SUPPLIES		150		58.92	1/1/20	10-1110-410-04-29
46716-1	16041110410T	TWIN ECHO TEACHER SUPPLIES		150		534.68	1/1/20	10-1110-410-04-30
46835-1	16041110410T	TWIN ECHO TEACHER SUPPLIES		150		180.38	1/1/20	10-1110-410-04-30
46248-0	16041110410X	WEBSTER ELEM TEACHER SUPPLIES		150		194.00	1/1/20	10-1110-410-04-31

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name							ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #	
46761-1	16041110410X	WEBSTER ELEM TEACHER SUPPLIES		150		94.33	1/1/20	10-1110-410-04-31	
46643-1	16041110410I	DORRIS TEACHER SUPPLIES		150		115.81	1/1/20	10-1110-410-04-33	
46675-1	16041110410I	DORRIS TEACHER SUPPLIES		150		6.99	1/1/20	10-1110-410-04-33	
46698-1	16041110410I	DORRIS TEACHER SUPPLIES		150		68.53	1/1/20	10-1110-410-04-33	
46718-1	16041110410I	DORRIS TEACHER SUPPLIES		150		56.46	1/1/20	10-1110-410-04-33	
46318-1	16041110410I	DORRIS TEACHER SUPPLIES		150		116.78	1/1/20	10-1110-410-04-33	
46362-1	16041110410I	DORRIS TEACHER SUPPLIES		150		64.12	1/1/20	10-1110-410-04-33	
46419-1	16041110410I	DORRIS TEACHER SUPPLIES		150		68.30	1/1/20	10-1110-410-04-33	
46372-1	16041110410I	DORRIS TEACHER SUPPLIES		150		36.84	1/1/20	10-1110-410-04-33	
45184	16041110410I	DORRIS TEACHER SUPPLIES		150		21.70	1/1/20	10-1110-410-04-33	
46349-1	16721110410U	PERKINS GRANT SUPPLIES		150		214.19	1/1/20	10-1110-410-72-10	
46768-1	16721110410U	PERKINS GRANT SUPPLIES		150		78.87	1/1/20	10-1110-410-72-10	
46489-0	16491130412G	HS WAREHOUSE SUPPLIES (paper)		150		565.98	1/1/20	10-1130-412-49-22	
46273-1	16051250410U	19-20 TITLE I INST MATLS		150		26.64	1/1/20	10-1250-410-05-430000-10	
46377-1	16282220430G	HS MEDIA CENTER MATLS		150		106.99	1/1/20	10-2220-430-28-22	
46301-1	16552300410U	17-18 Preschool Expan. Dev.		150		106.37	1/1/20	10-2300-410-55-490200-10	
46301-1	16832300410U	19-20 Preschool Expan PE		150		106.36	1/1/20	10-2300-410-83-370500-10	
46699-1	16022320410I	SUPERINTENDENT OFF SUPPLIES		150		60.89	1/1/20	10-2320-410-02-01	
46640-1	16022320410I	SUPERINTENDENT OFF SUPPLIES		150		188.97	1/1/20	10-2320-410-02-01	
46446-1	16022320410I	SUPERINTENDENT OFF SUPPLIES		150		22.58	1/1/20	10-2320-410-02-01	
46327-1	16022320410I	SUPERINTENDENT OFF SUPPLIES		150		57.63	1/1/20	10-2320-410-02-01	
46058-0	16052330410U	19-20 TITLE I SUPPLIES		150		48.06	1/1/20	10-2330-410-05-430000-10	
46705-1	16052330410U	19-20 TITLE I SUPPLIES		150		95.92	1/1/20	10-2330-410-05-430000-10	
46341-1	16212330410U	IDEA FLO THRU SUPPLIES		150	1920208	118.39	1/1/20	10-2330-410-21-462000-10	
46580-1	16212330410U	IDEA FLO THRU SUPPLIES		150	1920215	185.81	1/1/20	10-2330-410-21-462000-10	
46648-1	16022510410I	CSBO SUPPLIES		150		14.99	1/1/20	10-2510-410-02-01	
46824-1	16022510410I	CSBO SUPPLIES		150		24.15	1/1/20	10-2510-410-02-01	
46823-1	16022524410I	PAYROLL OFF SUPPLIES		150		15.98	1/1/20	10-2524-410-02-01	
46662-1	16242562411U	LUNCH PROG NON FOOD		150		198.35	1/1/20	10-2562-411-24-10	
46472-1	16022570410I	SWITCHBOARD OFF SUPPLIES		150		11.13	1/1/20	10-2570-410-02-01	
46663-1	26082540410I	MAINT SUPPLIES ADMIN BLDG		150		478.82	1/1/20	20-2540-410-08-01	
						<u>6,048.04</u>			
WOHLRAB, JANA									
MILEAGE	161226203321	SPEC ED DIR TRAVEL		150		22.04	1/1/20	10-2620-332-12-01	
						<u>22.04</u>			
WORXTIME									
2019-1447	160226604102	ACC SOFTWARE, SDS Worxtime		150		13,356.00	1/1/20	10-2660-410-02-02	
						<u>13,356.00</u>			

Open Accounts Payable List

Printed: 1/23/2020 9:52 AM

COLLINSVILLE 10

Vendor Name							ExOn	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
WUEBBELS, ANGIE								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		30.33	1/1/20	10-2130-332-12-10
						<u>30.33</u>		
XEROX CORPORATION								
098942299	160225743231	CENT DUPL REPAIR/MAINT()		150		1,300.71	1/1/20	10-2574-323-02-01
099202060	160225743231	CENT DUPL REPAIR/MAINT()		150		1,300.71	1/1/20	10-2574-323-02-01
						<u>2,601.42</u>		
YORK INTERNATIONAL CORPORATION								
9416064-00	26072540410J	CUSTODIAL SUPPLIES JEFFERSON		150		178.91	1/1/20	20-2540-410-07-24
9414106-00	26082540410C	MAINT SUPPLIES CASEYVILLE		150		193.74	1/1/20	20-2540-410-08-21
9434261-00	26082540410C	MAINT SUPPLIES CASEYVILLE		150		383.00	1/1/20	20-2540-410-08-21
9414491-00	26082540410G	MAINT SUPPLIES HS		150		848.53	1/1/20	20-2540-410-08-22
9414459-00	26082540410G	MAINT SUPPLIES HS		150		88.80	1/1/20	20-2540-410-08-22
9406475-00	26082540410H	MAINT SUPPLIES HOLLY HGHTS		150		5.00	1/1/20	20-2540-410-08-23
9428239-00	26082540410M	MAINT SUPPLIES MARYVILLE		150		99.60	1/1/20	20-2540-410-08-26
9437721-00	26082540410M	MAINT SUPPLIES MARYVILLE		150		230.00	1/1/20	20-2540-410-08-26
						<u>2,027.58</u>		
YORK, KYLE								
MILEAGE	16651800332U	Bilingual travel(Local)		150		20.42	1/1/20	10-1800-332-65-10
						<u>20.42</u>		
						<u><u>\$916,129.90</u></u>	Report Total	

Open Accounts Payable Fund Totals

Printed: 1/23/2020 9:53 AM
COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	150	440,123.75
20	Oper, Build, & Maint Fund	150	69,477.76
40	Transportation Fund	150	382,628.00
60	Capital Projects	150	5,156.31
80	Tort Fund	150	7,603.00
90	Fire Prevention and Safety Fund	150	11,141.08
Report Total			\$916,129.90

Open Accounts Payable List

Printed: 1/23/2020 9:47 AM

COLLINSVILLE 10

Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
ALS AUTOMOTIVE									
05OK0443	16762210413A	AVC-CTE Grant Supplies		150		0.00	196.02	1/21/20	10-2210-413-76
05OJ8063	16762210413A	AVC-CTE Grant Supplies		150		0.00	246.00	1/21/20	10-2210-413-76
05OJ7751	16762210413A	AVC-CTE Grant Supplies		150		0.00	47.82	1/21/20	10-2210-413-76
05OG3162	16762210413A	AVC-CTE Grant Supplies		150		0.00	97.20	1/21/20	10-2210-413-76
05OF6319	16762210413A	AVC-CTE Grant Supplies		150		0.00	9.38	1/21/20	10-2210-413-76
						<u>0.00</u>	<u>596.42</u>		
BLACK LANE AUTO PARTS									
298671	16762210413A	AVC-CTE Grant Supplies		150		0.00	40.00	1/21/20	10-2210-413-76
						<u>0.00</u>	<u>40.00</u>		
BLACKARD, TRICIA									
REIMBURSE	16951400332A	VOC GENL TRAVL		150		0.00	180.96	1/21/20	10-1400-332-95
REIMBURSE	16951400332A	VOC GENL TRAVL		150		0.00	13.22	1/21/20	10-1400-332-95
						<u>0.00</u>	<u>194.18</u>		
FINISHMASTER									
85178353	16762210413A	AVC-CTE Grant Supplies		150		0.00	75.04	1/21/20	10-2210-413-76
						<u>0.00</u>	<u>75.04</u>		
FIRST STUDENT									
STMT	46952550332A	AVC REG TRANSP First Student		150		0.00	308.86	1/21/20	40-2550-332-95
STMT	46952550332A	AVC REG TRANSP First Student		150		0.00	1,358.75	1/21/20	40-2550-332-95
						<u>0.00</u>	<u>1,667.61</u>		
FROST ELECTRIC SUPPLY CO.									
S4048554.1	26952540411A	MAINTANCE SUPPLIES		150		0.00	41.30	1/21/20	20-2540-411-95
S4047274.0	26952540411A	MAINTANCE SUPPLIES		150		0.00	50.09	1/21/20	20-2540-411-95
S4047274.2	26952540411A	MAINTANCE SUPPLIES		150		0.00	(50.09)	1/21/20	20-2540-411-95
s4122336.3	26952540411A	MAINTANCE SUPPLIES		150		0.00	432.60	1/21/20	20-2540-411-95
s4026523.2	26952540411A	MAINTANCE SUPPLIES		150		0.00	(46.67)	1/21/20	20-2540-411-95
						<u>0.00</u>	<u>427.23</u>		
LICKENBROCK & SONS									
046393	16762210413A	AVC-CTE Grant Supplies		150		0.00	84.00	1/21/20	10-2210-413-76
						<u>0.00</u>	<u>84.00</u>		
NAPA AUTO PARTS									
400006104	16762210413A	AVC-CTE Grant Supplies		150		0.00	41.99	1/21/20	10-2210-413-76
						<u>0.00</u>	<u>41.99</u>		

OREILLY AUTOMOTIVE

Open Accounts Payable List

Printed: 1/23/2020 9:47 AM

COLLINSVILLE 10

Vendor Name										Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #		
1068470303	16762210413A	AVC-CTE Grant Supplies		150		0.00	7.67	1/21/20	10-2210-413-76		
1068465024	16762210413A	AVC-CTE Grant Supplies		150		0.00	99.99	1/21/20	10-2210-413-76		
1068465642	16762210413A	AVC-CTE Grant Supplies		150		0.00	39.86	1/21/20	10-2210-413-76		
1068469878	16762210413A	AVC-CTE Grant Supplies		150		0.00	2.07	1/21/20	10-2210-413-76		
1068469430	16762210413A	AVC-CTE Grant Supplies		150		0.00	33.92	1/21/20	10-2210-413-76		
1068469906	16762210413A	AVC-CTE Grant Supplies		150		0.00	103.96	1/21/20	10-2210-413-76		
1068466675	16762210413A	AVC-CTE Grant Supplies		150		0.00	103.31	1/21/20	10-2210-413-76		
1068470291	16762210413A	AVC-CTE Grant Supplies		150		0.00	15.35	1/21/20	10-2210-413-76		
1068471599	16762210413A	AVC-CTE Grant Supplies		150		0.00	9.28	1/23/20	10-2210-413-76		
1068470628	16762210413A	AVC-CTE Grant Supplies		150		0.00	20.58	1/23/20	10-2210-413-76		
						0.00	435.99				
PRECISION POINT SCHOOL OF COSMETOLOGY											
TUITION 2N	16954140640A	Tuition for Cosmetology		150		0.00	11,250.00	1/21/20	10-4140-640-95		
						0.00	11,250.00				
UNITED REFRIGERATION											
71484218-0	26952540323A	REPAIRS AND MAINT SVCS		150		0.00	2.99	1/21/20	20-2540-323-95		
71478724-0	26952540323A	REPAIRS AND MAINT SVCS		150		0.00	42.62	1/21/20	20-2540-323-95		
						0.00	45.61				
WILLIAMS OFFICE PRODUCTS											
46278-1	16952410410A	VOC OFFICE SUPPLIES		150		0.00	136.88	1/21/20	10-2410-410-95		
						0.00	136.88				
						<u>0.00</u>	<u>\$14,994.95</u>	Report Total			

Open Accounts Payable Fund Totals

Printed: 1/23/2020 9:47 AM
COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	150	12,854.50
20	Oper, Build, & Maint Fund	150	472.84
40	Transportation Fund	150	1,667.61
Report Total			<u><u>\$14,994.95</u></u>

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
FR GIRLS BB	16461501311G	BOONE, BRADLEY	CHS FR GIRLS BB OFFICIAL	1202		12/2/19	12/1/19	115283	50.00	10-1501-311-46-22
								Total	50.00	
HODAPP	16764190332U	ILLINOIS STATE UNIVERSITY	19-20 TITLE II PAY OTH GOVT	1202		12/2/19	12/1/19	115284	279.00	10-4190-332-76-493200-10
DOIRON	16764190332U		19-20 TITLE II PAY OTH GOVT	1202		12/2/19	12/1/19	115284	279.00	10-4190-332-76-493200-10
								Total	558.00	
FR GIRLS BB	16461501311G	LAWRENCE, DAVID	CHS FR GIRLS BB OFFICIAL	1202		12/2/19	12/1/19	115285	50.00	10-1501-311-46-22
								Total	50.00	
3007703670	260725404661	AEP ENERGY	ELECTRICITY ADMIN BLDG & ANNEX	1203		12/3/19	12/1/19	115286	43.90	20-2540-466-07-01
3007703614	26072540466G		ELECTRICITY HS	1203		12/3/19	12/1/19	115286	12,802.08	20-2540-466-07-22
3007703636	26072540466I		ELECTRICITY DORRIS	1203		12/3/19	12/1/19	115286	8,337.51	20-2540-466-07-33
3007703579	26072540466C		ELECTRICITY CASEYVILLE	1203		12/3/19	12/1/19	115286	3,227.21	20-2540-466-07-21
3007703546	26072540466X		ELECTRICITY WEBSTER	1203		12/3/19	12/1/19	115286	8,275.61	20-2540-466-07-31
3007703625	26072540466G		ELECTRICITY HS	1203		12/3/19	12/1/19	115286	773.36	20-2540-466-07-22
3007703625	26072540466G		ELECTRICITY HS	1203		12/3/19	12/1/19	115286	19,494.53	20-2540-466-07-22
3007703636	26072540466I		ELECTRICITY DORRIS	1203		12/3/19	12/1/19	115286	6,642.20	20-2540-466-07-33
3007703692	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1203		12/3/19	12/1/19	115286	1,112.09	20-2540-466-07-01
3007703603	26072540466N		ELECTRICITY MS	1203		12/3/19	12/1/19	115286	11,548.92	20-2540-466-07-27
3007703614	26072540466G		ELECTRICITY HS	1203		12/3/19	12/1/19	115286	12,837.86	20-2540-466-07-22
3007703681	26072540466K		ELECTRICITY KREITNER	1203		12/3/19	12/1/19	115286	60.27	20-2540-466-07-25
3007703692	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1203		12/3/19	12/1/19	115286	1,029.49	20-2540-466-07-01
3007703670	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1203		12/3/19	12/1/19	115286	42.75	20-2540-466-07-01
3007703568	26072540466R		ELECTRICITY RENFRO	1203		12/3/19	12/1/19	115286	3,793.50	20-2540-466-07-28
3007703546	26072540466X		ELECTRICITY WEBSTER	1203		12/3/19	12/1/19	115286	8,451.96	20-2540-466-07-31
3007703669	26072540466K		ELECTRICITY KREITNER	1203		12/3/19	12/1/19	115286	41.23	20-2540-466-07-25
3007703704	26072540466H		ELECTRICITY HOLLY HGTS	1203		12/3/19	12/1/19	115286	948.02	20-2540-466-07-23
3007703647	26072540466J		ELECTRICITY JEFFERSON	1203		12/3/19	12/1/19	115286	940.18	20-2540-466-07-24
3007703546	26072540466X		ELECTRICITY WEBSTER	1203		12/3/19	12/1/19	115286	8,562.21	20-2540-466-07-31
3007703579	26072540466C		ELECTRICITY CASEYVILLE	1203		12/3/19	12/1/19	115286	3,269.61	20-2540-466-07-21
3007703580	26072540466S		ELECTRICITY SUMMIT	1203		12/3/19	12/1/19	115286	611.39	20-2540-466-07-29
3007703603	26072540466N		ELECTRICITY MS	1203		12/3/19	12/1/19	115286	11,588.01	20-2540-466-07-27

Specialized Data Systems, Inc.

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Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
3007703647	26072540466J		ELECTRICITY JEFFERSON	1203		12/3/19	12/1/19	115286	896.33	20-2540-466-07-24
3007703591	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1203		12/3/19	12/1/19	115286	851.79	20-2540-466-07-01
3007703591	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1203		12/3/19	12/1/19	115286	739.12	20-2540-466-07-01
3007703669	26072540466K		ELECTRICITY KREITNER	1203		12/3/19	12/1/19	115286	42.94	20-2540-466-07-25
3007703557	26072540466K		ELECTRICITY KREITNER	1203		12/3/19	12/1/19	115286	3,632.14	20-2540-466-07-25
3007703580	26072540466S		ELECTRICITY SUMMIT	1203		12/3/19	12/1/19	115286	1,093.80	20-2540-466-07-29
3007703681	26072540466K		ELECTRICITY KREITNER	1203		12/3/19	12/1/19	115286	53.14	20-2540-466-07-25
3007703557	26072540466K		ELECTRICITY KREITNER	1203		12/3/19	12/1/19	115286	3,845.28	20-2540-466-07-25
3007703568	26072540466R		ELECTRICITY RENFRO	1203		12/3/19	12/1/19	115286	4,078.14	20-2540-466-07-28
3007703704	26072540466H		ELECTRICITY HOLLY HGTS	1203		12/3/19	12/1/19	115286	937.90	20-2540-466-07-23
								Total	140,604.47	
DANCE ENTR\	16461500640G	ALTHOFF HIGH SCHOOL	HS GIRLS TOURNEY ENTRY FEES	1203		12/3/19	12/1/19	115288	85.00	10-1500-640-46-22
								Total	85.00	
8064511000	26072540466G	AMEREN ILLINOIS	ELECTRICITY HS	1203		12/3/19	12/1/19	115289	36.35	20-2540-466-07-22
6504989082	26072540466G		ELECTRICITY HS	1203		12/3/19	12/1/19	115289	82.56	20-2540-466-07-22
								Total	118.91	
0000230146	16242562323U	CSI	LUNCH PROG REP MAINT SERV	1203		12/3/19	12/1/19	115290	3,284.00	10-2562-323-24-10
								Total	3,284.00	
BOWLING	16471500640U	HARLEM HIGH SCHOOL	CHS BOWLLING ENTRY FEE	1203		12/3/19	12/1/19	115291	300.00	10-1500-640-47-10
								Total	300.00	
D SNIDER	16032410332G	ILLINOIS PRINCIPALS ASSN	HS PRIN OFF TRAVEL (6*300)	1203		12/3/19	12/1/19	115292	10.00	10-2410-332-03-22
								Total	10.00	
0624740002	26072540370M	MARYVILLE WATER DEPARTMEI	WATER/SEWER MARYVILLE	1203		12/3/19	12/1/19	115293	114.50	20-2540-370-07-26
0624740001	26072540370M		WATER/SEWER MARYVILLE	1203		12/3/19	12/1/19	115293	481.92	20-2540-370-07-26
								Total	596.42	
FR BOYS BB	16451501311G	MAUE, JOHN	CHS FR BOYS BB OFFICIAL	1203		12/3/19	12/1/19	115294	50.00	10-1501-311-45-22
								Total	50.00	
REFUND	14011811000G	MERKEL, JENNIFER	BOOK RENTAL & MATL FEES HS	1203		12/3/19	12/1/19	115295	10.00	10-1811-01-00
								Total	10.00	
0110100000	26072540370K	MOUND PUBLIC WATER	WATER & SEWER KREITNER	1203		12/3/19	12/1/19	115296	19.91	20-2540-370-07-25

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
011020000	26072540370K		WATER & SEWER KREITNER	1203		12/3/19	12/1/19	115296	19.91	20-2540-370-07-25
0110300000	26072540370K		WATER & SEWER KREITNER	1203		12/3/19	12/1/19	115296	44.52	20-2540-370-07-25
Total									84.34	
9-06	16212130310U	REA, SHERRY	IDEA FLO TH Health Servi	1203		12/3/19	12/1/19	115297	1,820.00	10-2130-310-21-462000-10
9-07	16212130310U		IDEA FLO TH Health Servi	1203		12/3/19	12/1/19	115297	1,456.00	10-2130-310-21-462000-10
9-08	16212130310U		IDEA FLO TH Health Servi	1203		12/3/19	12/1/19	115297	1,274.00	10-2130-310-21-462000-10
Total									4,550.00	
63500	46142550332G	VANDALIA BUS LINES	HS BAND TRAVEL	1203		12/3/19	12/1/19	115298	2,270.00	40-2550-332-14-22
63501	46142550332G		HS BAND TRAVEL	1203		12/3/19	12/1/19	115298	2,270.00	40-2550-332-14-22
63502	46142550332G		HS BAND TRAVEL	1203		12/3/19	12/1/19	115298	2,320.00	40-2550-332-14-22
Total									6,860.00	
BOYS BB	16451501311N	WALTERS, TRAVIS	CMS BOYS BB OFFICIAL	1203		12/3/19	12/1/19	115299	70.00	10-1501-311-45-27
Total									70.00	
RI104208864	160225243401	FRANCOTYP-POSTALIA	POSTAGE & POSTAGE MACH Rental	1204		12/4/19	12/1/19	115300	252.00	10-2524-340-02-01
RI104208865	16492410340G		HS OFFICE POSTAGE/RENTAL	1204		12/4/19	12/1/19	115300	252.00	10-2410-340-49-22
Total									504.00	
43564	16022319318B	GUIN MUNDORF LLC	BOARD GOVERNANCE	1204		12/4/19	12/1/19	115301	5,941.25	10-2319-318-02-20
43566	16012310317B		PERSONNEL	1204		12/4/19	12/1/19	115301	3,123.75	10-2310-317-01-20
43567	16022319318B		PTAB	1204		12/4/19	12/1/19	115301	367.50	10-2319-318-02-20
43568	16022319318B		RETAINER	1204		12/4/19	12/1/19	115301	450.00	10-2319-318-02-20
43569	16022319318B		STUDENTS	1204		12/4/19	12/1/19	115301	673.75	10-2319-318-02-20
Total									10,556.25	
488	660125405401	THROM CONSTRUCTION COMP.	CHS, Auditorium curtain, waterproof, asf	1204		12/4/19	12/1/19	115302	23,177.00	60-2540-540-01-01
Total									23,177.00	
007040	16553000410U	WALMART COMMUNITY BRC	17-18 Preschool Expan. Dev.	1204		12/4/19	12/1/19	115303	15.84	10-3000-410-55-490200-10
008324	16553000410U		17-18 Preschool Expan. Dev.	1204		12/4/19	12/1/19	115303	20.61	10-3000-410-55-490200-10
008324	16273300410U		NA PRE-K AT RISK SUP (commu	1204		12/4/19	12/1/19	115303	36.45	10-3300-410-27-370500-10
007070	16841220410G		Grant DORS/STEP Store Supplies	1204		12/4/19	12/1/19	115303	132.72	10-1220-410-84-22
006398	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1204		12/4/19	12/1/19	115303	146.15	10-1220-410-21-462000-10
009473	16271125410U		19-20 PRE-K AT RISK SUPPLIES	1204		12/4/19	12/1/19	115303	5.96	10-1125-410-27-370500-10

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
006605	16052330410U		19-20 TITLE I SUPPLIES	1204		12/4/19	12/1/19	115303	353.20	10-2330-410-05-430000-10
								Total	710.93	
FR BOYS BB	16451501311G	BRUHN, BRADY	CHS FR BOYS BB OFFICIAL	1205		12/5/19	12/1/19	115325	50.00	10-1501-311-45-22
								Total	50.00	
J GONZALEZ	16212210332U	BUREAU OF EDUC & RESEARCH	19-20 IDEA FLO THRU TRAVEL	1205		12/5/19	12/1/19	115326	479.00	10-2210-332-21-462000-10
								Total	479.00	
BOWLING	16052210332U	BUREAU OF EDUC & RESEARCH	19-20 TITLE I PROF TRAVEL	1205		12/5/19	12/1/19	115327	279.00	10-2210-332-05-430000-10
SCHMITT	16052210332U		19-20 TITLE I PROF TRAVEL	1205		12/5/19	12/1/19	115327	279.00	10-2210-332-05-430000-10
								Total	558.00	
RENNIE	16672210332U	BUREAU OF EDUC & RESEARCH	LIPLEP (4909) services	1205		12/5/19	12/1/19	115328	259.00	10-2210-332-67-490900-10
shepard	16672210332U		LIPLEP (4909) services	1205		12/5/19	12/1/19	115328	259.00	10-2210-332-67-490900-10
POTWORA	16672210332U		LIPLEP (4909) services	1205		12/5/19	12/1/19	115328	259.00	10-2210-332-67-490900-10
								Total	777.00	
3695535	26082540323U	CHEMSEARCHFE	BLDGS/GRDS MAINT SVC	1205		12/5/19	12/1/19	115329	625.00	20-2540-323-08-10
								Total	625.00	
INV73637	16932660411U	KNOWBE4 INC.	TECHNOLOGY SOFTWARE	1205		12/5/19	12/1/19	115330	2,792.00	10-2660-411-93-10
								Total	2,792.00	
GIRLS BB	16461501311G	TETER, JIM	CHS GIRLS BB OFFICIAL	1205		12/5/19	12/1/19	115331	130.00	10-1501-311-46-22
								Total	130.00	
9180522	26082540410U	THE HOME DEPOT	MAINT SUPPLIES UNIT	1205		12/5/19	12/1/19	115332	(7.91)	20-2540-410-08-10
9021487	26082540410G		MAINT SUPPLIES HS	1205		12/5/19	12/1/19	115332	137.88	20-2540-410-08-22
9016581	26082540410U		MAINT SUPPLIES UNIT	1205		12/5/19	12/1/19	115332	94.82	20-2540-410-08-10
8016718	16721110410U		PERKINS GRANT SUPPLIES	1205		12/5/19	12/1/19	115332	240.84	10-1110-410-72-10
8625979	26082540410C		MAINT SUPPLIES CASEYVILLE	1205		12/5/19	12/1/19	115332	14.43	20-2540-410-08-21
7016888	26082540410G		MAINT SUPPLIES HS	1205		12/5/19	12/1/19	115332	71.97	20-2540-410-08-22
5017137	26082540410J		MAINT SUPPLIES JEFFERSON	1205		12/5/19	12/1/19	115332	229.97	20-2540-410-08-24
1017644	26072540410G		CUSTODIAL SUPPLIES HS	1205		12/5/19	12/1/19	115332	5.94	20-2540-410-07-22
17771	26082540410G		MAINT SUPPLIES HS	1205		12/5/19	12/1/19	115332	26.99	20-2540-410-08-22
9010040	26082540410I		MAINT SUPPLIES CIS	1205		12/5/19	12/1/19	115332	6.58	20-2540-410-08-33

Specialized Data Systems, Inc.

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Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #	
5010490	26082540410U	THE HOME DEPOT	MAINT SUPPLIES UNIT	1205		12/5/19	12/1/19	115332	117.20	20-2540-410-08-10	
4180366	26082540410G		MAINT SUPPLIES HS	1205		12/5/19	12/1/19	115332	297.00	20-2540-410-08-22	
4010643	26082540410M		MAINT SUPPLIES MARYVILLE	1205		12/5/19	12/1/19	115332	9.97	20-2540-410-08-26	
4010635	26082540410M		MAINT SUPPLIES MARYVILLE	1205		12/5/19	12/1/19	115332	7.30	20-2540-410-08-26	
4010628	26082540410M		MAINT SUPPLIES MARYVILLE	1205		12/5/19	12/1/19	115332	239.00	20-2540-410-08-26	
4030453	26082540410I		MAINT SUPPLIES CIS	1205		12/5/19	12/1/19	115332	10.05	20-2540-410-08-33	
3010840	16721110410U		PERKINS GRANT SUPPLIES	1205		12/5/19	12/1/19	115332	37.99	10-1110-410-72-10	
3010820	26082540410U		MAINT SUPPLIES UNIT	1205		12/5/19	12/1/19	115332	41.55	20-2540-410-08-10	
3010798	26082540410G		MAINT SUPPLIES HS	1205		12/5/19	12/1/19	115332	7.98	20-2540-410-08-22	
3010751	26082540410C		MAINT SUPPLIES CASEYVILLE	1205		12/5/19	12/1/19	115332	38.12	20-2540-410-08-21	
3010751	26082540410I		MAINT SUPPLIES ADMIN BLDG	1205		12/5/19	12/1/19	115332	131.00	20-2540-410-08-01	
3174318	26072540410G		CUSTODIAL SUPPLIES HS	1205		12/5/19	12/1/19	115332	173.55	20-2540-410-07-22	
2621175	26082540410G		MAINT SUPPLIES HS	1205		12/5/19	12/1/19	115332	36.32	20-2540-410-08-22	
1011020	26082540410U		MAINT SUPPLIES UNIT	1205		12/5/19	12/1/19	115332	41.74	20-2540-410-08-10	
1011008	26082540410U		MAINT SUPPLIES UNIT	1205		12/5/19	12/1/19	115332	63.88	20-2540-410-08-10	
1011050	26082540410G		MAINT SUPPLIES HS	1205		12/5/19	12/1/19	115332	17.88	20-2540-410-08-22	
6022341	26082540410G		MAINT SUPPLIES HS	1205		12/5/19	12/1/19	115332	10.74	20-2540-410-08-22	
5011790	26082540410N		MAINT SUPPLIES CMS	1205		12/5/19	12/1/19	115332	61.28	20-2540-410-08-27	
12458	10011710013B		VOC HOUSE 310 South Seminary	1205		12/5/19	12/1/19	115332	44.89	10-171-01	
									Total	2,208.95	
0195112067	26072540466G	AMEREN ILLINOIS	ELECTRICITY HS	1209		12/9/19	12/1/19	115334	34.95	20-2540-466-07-22	
									Total	34.95	
WRESTLING	16451501311G	CHURCHILL, JOHN	CHS WRSTLING OFFICIAL	1209		12/9/19	12/1/19	115335	115.00	10-1501-311-45-22	
									Total	115.00	
WRESTLING	16451501311N	CRAIN, DAN	CMS WRESTLING OFFICIAL	1209		12/9/19	12/1/19	115336	125.00	10-1501-311-45-27	
									Total	125.00	
BOYS V BB	16451501311G	DENT, JARON	Void CHS BOYS V BB OFFICIAL	1209		12/9/19	12/1/19	115337	80.00	10-1501-311-45-22	
									Total	80.00	
BOYS V BB	16451501311G	FRANKLIN, BOB	CHS BOYS V BB OFFICIAL	1209		12/9/19	12/1/19	115338	80.00	10-1501-311-45-22	

Specialized Data Systems, Inc.

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Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								Total	80.00	
WRESTLING	16451501311G	GRAHAM, BERNARD R SR	WRESTLING TOURN OFFICIAL	1209		12/9/19	12/1/19	115339	200.00	10-1501-311-45-22
								Total	200.00	
WRESTLING	16451501311G	HANUSEK, CHRIS	WRSETLING TOURN OFFICIAL	1209		12/9/19	12/1/19	115340	200.00	10-1501-311-45-22
								Total	200.00	
WRESTLING	16451501311G	HARRIS, NATHAN	WRESTLNIG TOURN OFFICIAL	1209		12/9/19	12/1/19	115341	200.00	10-1501-311-45-22
								Total	200.00	
01141221	16932660410U	ITSAVVY	TECHNOLOGY GENERAL SUPPLIES	1209		12/9/19	12/1/19	115342	60.00	10-2660-410-93-10
								Total	60.00	
BOYS JV BB	16451501311G	KERN, MIKE	CHS BOYS JV BB OFFICIAL	1209		12/9/19	12/1/19	115343	55.00	10-1501-311-45-22
								Total	55.00	
WRESTLING	16451501311G	KRISTOFF, MARK	CHS WRESTLING OFFICIAL	1209		12/9/19	12/1/19	115344	105.00	10-1501-311-45-22
								Total	105.00	
WRESTLING	16451501311G	LAWSON, MARK	CHS V WRESTLING OFFICIAL	1209		12/9/19	12/1/19	115345	105.00	10-1501-311-45-22
								Total	105.00	
INV120190248	16952210410U	MEADOWS MEDICAL SUPPLY	CTE PROG IMPROV SUPPLIES	1209	990016!	12/9/19	12/1/19	115346	156.84	10-2210-410-95-10
								Total	156.84	
BOYS JV BB	16451501311G	NICKLIN, COREY	CHS BOYS JV BB OFFICIAL	1209		12/9/19	12/1/19	115347	55.00	10-1501-311-45-22
								Total	55.00	
WRESTLING	16451501311G	OHREN, BLAKE	CHS WRESTLING OFFICIAL	1209		12/9/19	12/1/19	115348	115.00	10-1501-311-45-22
								Total	115.00	
BOYS V BB	16451501311G	RHODES, JASON	CHS V BOYS BB OFFICIAL	1209		12/9/19	12/1/19	115349	80.00	10-1501-311-45-22
								Total	80.00	
WRESTLING	16451501311G	SAWYERS SEAN	WRSTLING TOURN OFFICIAL	1209		12/9/19	12/1/19	115350	200.00	10-1501-311-45-22
								Total	200.00	
1001523337	16242560310U	SODEXO INC. & AFFILIATES	LUNCH PROG CONT FOOD SVC CHG:	1209		12/9/19	12/1/19	115351	2,918.60	10-2560-310-24-10
								Total	2,918.60	
WRESTLING	16451501311N	STAHLHUT, WARREN	CMS WRESTLING OFFICIAL	1209		12/9/19	12/1/19	115352	125.00	10-1501-311-45-27
								Total	125.00	
455894433373	16212110410U	SYNCHRONY BANK/AMAZON	NA IDEA FLO THRU SUPPLIES	1209	192017!	12/9/19	12/1/19	115353	58.04	10-2110-410-21-462000-10

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
549366659585	16212150410U	SYNCHRONY BANK/AMAZON	IDEA FLO THRU SUPPLIES	1209	192018	12/9/19	12/1/19	115353	29.95	10-2150-410-21-462000-10
455576753355	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209	192018	12/9/19	12/1/19	115353	166.66	10-1220-410-21-462000-10
434746468865	16212150410U		IDEA FLO THRU SUPPLIES	1209	192018	12/9/19	12/1/19	115353	57.72	10-2150-410-21-462000-10
446786875464	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209	192018	12/9/19	12/1/19	115353	49.96	10-1220-410-21-462000-10
467595538893	16212330410U		IDEA FLO THRU SUPPLIES	1209	192018	12/9/19	12/1/19	115353	19.64	10-2330-410-21-462000-10
465758684837	16212330410U		IDEA FLO THRU SUPPLIES	1209	192018	12/9/19	12/1/19	115353	18.24	10-2330-410-21-462000-10
534387786467	16212150410U		IDEA FLO THRU SUPPLIES	1209	192018	12/9/19	12/1/19	115353	301.87	10-2150-410-21-462000-10
579759737389	16212150410U		IDEA FLO THRU SUPPLIES	1209	192018	12/9/19	12/1/19	115353	58.97	10-2150-410-21-462000-10
944477994658	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209	192018	12/9/19	12/1/19	115353	37.44	10-1220-410-21-462000-10
575845543555	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209		12/9/19	12/1/19	115353	(11.28)	10-1220-410-21-462000-10
483748847698	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209		12/9/19	12/1/19	115353	11.28	10-1220-410-21-462000-10
433353846966	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209	192019	12/9/19	12/1/19	115353	44.99	10-1220-410-21-462000-10
758667775833	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209	192019	12/9/19	12/1/19	115353	35.27	10-1220-410-21-462000-10
484753593566	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209	192019	12/9/19	12/1/19	115353	39.99	10-1220-410-21-462000-10
457683754387	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209	192019	12/9/19	12/1/19	115353	38.97	10-1220-410-21-462000-10
455837747936	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209	192019	12/9/19	12/1/19	115353	31.84	10-1220-410-21-462000-10
666436988778	16212150410U		IDEA FLO THRU SUPPLIES	1209	192019	12/9/19	12/1/19	115353	110.72	10-2150-410-21-462000-10
793963394678	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209	192019	12/9/19	12/1/19	115353	95.33	10-1220-410-21-462000-10
454544973947	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209	192019	12/9/19	12/1/19	115353	12.81	10-1220-410-21-462000-10
965668447647	16211220410U		19-20 IDEA FLO THRU SUPPLIES	1209	192019	12/9/19	12/1/19	115353	76.59	10-1220-410-21-462000-10
								Total	1,285.00	
002126	16211220410U	WALMART COMMUNITY BRC	19-20 IDEA FLO THRU SUPPLIES	1209		12/9/19	12/1/19	115354	98.03	10-1220-410-21-462000-10
								Total	98.03	
BOYS JV BB	16451501311G	ZAMARIONE, TODD	CHS BOYS JV BB OFFICIAL	1209		12/9/19	12/1/19	115355	55.00	10-1501-311-45-22
								Total	55.00	
BOYS BB	16451501311N	WALTERS, TRAVIS	CMS BOYS BB OFFICIAL	1208		12/9/19	12/1/19	115356	70.00	10-1501-311-45-27
								Total	70.00	
V BOYS BB	16451501311G	WHITE, ARNOLD	CHS V BOYS BB OFFICIAL	1208		12/9/19	12/1/19	115357	80.00	10-1501-311-45-22
								Total	80.00	
582593084029	26082540410U	ADVANCE AUTO PARTS	MAINT SUPPLIES UNIT	1212		12/12/19	12/1/19	115358	48.75	20-2540-410-08-10

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #	
582593173727	16242562323U		LUNCH PROG REP MAINT SERV	1212		12/12/19	12/1/19	115358	10.39	10-2562-323-24-10	
582593174070	26082540410U		MAINT SUPPLIES UNIT	1212		12/12/19	12/1/19	115358	44.11	20-2540-410-08-10	
582593183732	26082540410U		MAINT SUPPLIES UNIT	1212		12/12/19	12/1/19	115358	27.42	20-2540-410-08-10	
582593194079	26082540410U		MAINT SUPPLIES UNIT	1212		12/12/19	12/1/19	115358	7.38	20-2540-410-08-10	
582593253768	16242562323U		LUNCH PROG REP MAINT SERV	1212		12/12/19	12/1/19	115358	5.24	10-2562-323-24-10	
									Total	143.29	
3007703603	26072540466N	AEP ENERGY	ELECTRICITY MS	1212		12/12/19	12/1/19	115359	10,496.56	20-2540-466-07-27	
3007703670	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1212		12/12/19	12/1/19	115359	41.50	20-2540-466-07-01	
3007703614	26072540466G		ELECTRICITY HS	1212		12/12/19	12/1/19	115359	12,201.30	20-2540-466-07-22	
3007703647	26072540466J		ELECTRICITY JEFFERSON	1212		12/12/19	12/1/19	115359	286.76	20-2540-466-07-24	
3007703546	26072540466X		ELECTRICITY WEBSTER	1212		12/12/19	12/1/19	115359	7,790.25	20-2540-466-07-31	
3007703579	26072540466C		ELECTRICITY CASEYVILLE	1212		12/12/19	12/1/19	115359	2,572.21	20-2540-466-07-21	
3007703568	26072540466R		ELECTRICITY RENFRO	1212		12/12/19	12/1/19	115359	3,624.55	20-2540-466-07-28	
3007703557	26072540466K		ELECTRICITY KREITNER	1212		12/12/19	12/1/19	115359	1,746.73	20-2540-466-07-25	
3007703591	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1212		12/12/19	12/1/19	115359	380.44	20-2540-466-07-01	
3007703692	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1212		12/12/19	12/1/19	115359	480.39	20-2540-466-07-01	
3007703580	26072540466S		ELECTRICITY SUMMIT	1212		12/12/19	12/1/19	115359	428.11	20-2540-466-07-29	
3007703704	26072540466H		ELECTRICITY HOLLY HGTS	1212		12/12/19	12/1/19	115359	562.75	20-2540-466-07-23	
3007703625	26072540466G		ELECTRICITY HS	1212		12/12/19	12/1/19	115359	20,593.88	20-2540-466-07-22	
3007703658	26072540466T		ELECTRICITY TWIN ECHO	1212		12/12/19	12/1/19	115359	984.58	20-2540-466-07-30	
									Total	62,190.01	
0424293295	26072540466T	AMEREN ILLINOIS	ELECTRICITY TWIN ECHO	1212		12/12/19	12/1/19	115360	76.96	20-2540-466-07-30	
2916793131	26072540466I		ELECTRICITY DORRIS	1212		12/12/19	12/1/19	115360	37.20	20-2540-466-07-33	
									Total	114.16	
618345472347	26072540340U	AT&T	TELEPHONE CHARGES	1212		12/12/19	12/1/19	115361	275.17	20-2540-340-07-10	
831000854831	26072540340U		TELEPHONE CHARGES	1212		12/12/19	12/1/19	115361	662.12	20-2540-340-07-10	
831000854833	26072540340U		TELEPHONE CHARGES	1212		12/12/19	12/1/19	115361	487.57	20-2540-340-07-10	
									Total	1,424.86	
BOWLING	16471500640U	BELLEVILLE EAST HIGH SCHOC	BOWLING ENTRY FEE	1212		12/12/19	12/1/19	115362	300.00	10-1500-640-47-10	

Specialized Data Systems, Inc.

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Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
									Total	300.00
DANCING	16461500640G	BTHS DANCE TEAM	CHS DANCING ENTRY FEE	1212		12/12/19	12/1/19	115363	100.00	10-1500-640-46-22
									Total	100.00
AVILA	16052210332U	BUREAU OF EDUC & RESEARCH	19-20 TITLE I PROF TRAVEL	1212		12/12/19	12/1/19	115364	545.00	10-2210-332-05-430000-10
BATHON	16052210332U		19-20 TITLE I PROF TRAVEL	1212		12/12/19	12/1/19	115364	545.00	10-2210-332-05-430000-10
MODROVSKY	16052210332U		19-20 TITLE I PROF TRAVEL	1212		12/12/19	12/1/19	115364	545.00	10-2210-332-05-430000-10
									Total	1,635.00
GIRLS FR BB	16461501311G	BURSEY, TERRY B	Void CHS GIRLS FR BB OFFICIAL	1212		12/12/19	12/1/19	115365	50.00	10-1501-311-46-22
									Total	50.00
4016572100	26072540370H	CASEYVILLE WATER DEPT	WATER/SEWER HOLLY HGTS	1212		12/12/19	12/1/19	115366	506.52	20-2540-370-07-23
3022005000	26072540370C		WATER & SEWER CASEYVILLE	1212		12/12/19	12/1/19	115366	184.88	20-2540-370-07-21
3022007500	26072540370C		WATER & SEWER CASEYVILLE	1212		12/12/19	12/1/19	115366	164.48	20-2540-370-07-21
									Total	855.88
016782111241	26012549323U	CHARTER COMMUNICATIONS	FIBER WAN NETWORK	1212		12/12/19	12/1/19	115367	64.96	20-2549-323-01-10
									Total	64.96
BOYS FR BB	16451501311G	CHERRY, DARRYL	CHS BOYS FR BB OFFICIAL	1212		12/12/19	12/1/19	115368	100.00	10-1501-311-45-22
									Total	100.00
1918000000	26072540370X	CITY OF COLLINSVILLE	WATER & SEWER WEBSTER	1212		12/12/19	12/1/19	115369	3,218.98	20-2540-370-07-31
1294000000	26072540370S		WATER & SEWER SUMMIT	1212		12/12/19	12/1/19	115369	300.23	20-2540-370-07-29
									Total	3,519.21
BOYS V BB	16451501311G	COLE, BOBBY	CHS BOYS V BB OFFICIAL	1212		12/12/19	12/1/19	115370	80.00	10-1501-311-45-22
									Total	80.00
WRESTLING	16451501311G	DIETZ, DIRK	CHS WRESTLING OFFICIAL	1212		12/12/19	12/1/19	115371	105.00	10-1501-311-45-22
									Total	105.00
DANCE COMP	16461500640G	EDWARDSVILLE HIGH SCHOOL	HS GIRLS TOURNEY ENTRY FEES	1212		12/12/19	12/1/19	115372	75.00	10-1500-640-46-22
									Total	75.00
GG0014339-RI	16051250410U	GENERATION GENIUS INC.	19-20 TITLE I INST MATLS	1212	520701	12/12/19	12/1/19	115373	95.00	10-1250-410-05-430000-10
									Total	95.00
WRESTLING	16451501311G	HARRIS, NATHAN	CHS WRESTLING OFFICIAL	1212		12/12/19	12/1/19	115374	105.00	10-1501-311-45-22
									Total	105.00

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
BOYS JV BB	16451501311G	HAUSER, JEFFREY A	Void CHS BOYS JV BB OFFICIAL	1212		12/12/19	12/1/19	115375	55.00	10-1501-311-45-22
								Total	55.00	
DANCE COMP	16461500640G	HIGHLAND HIGH SCHOOL DANC	HS GIRLS TOURNEY ENTRY FEES	1212		12/12/19	12/1/19	115376	70.00	10-1500-640-46-22
								Total	70.00	
REQUEST	16461500640G	ILLINOIS DRILL TEAM ASSOCIAT	HS GIRLS TOURNEY ENTRY FEES	1212		12/12/19	12/1/19	115377	110.00	10-1500-640-46-22
								Total	110.00	
41-057-0100-24	14273705000U	ILLINOIS STATE BOARD OF EDU	19-20 EARLY CHILDHOOD (-00)	1212		12/12/19	12/1/19	115378	487.00	10-3705-27-00
								Total	487.00	
PAY APP #2	96022535323G	IRWIN SEATING COMPANY	H/L/S CHS bleachers with survey appro	1212		12/12/19	12/1/19	115379	60,790.71	90-2535-323-02-22
								Total	60,790.71	
BOYS JV BB	16451501311G	JONES, BRADLEY	CHS BOYS JV BB OFFICIAL	1212		12/12/19	12/1/19	115380	55.00	10-1501-311-45-22
								Total	55.00	
FR BOYS BB	16451501311G	LEE JR, JAMES	CHS FR BOYS BB OFFICIAL	1212		12/12/19	12/1/19	115381	50.00	10-1501-311-45-22
								Total	50.00	
FR BOYS BB	16451501311G	MAY, CURTIS	Void CHS BOYS FR BB OFFICIAL	1212		12/12/19	12/1/19	115382	50.00	10-1501-311-45-22
								Total	50.00	
BOYS JV BB	16451501311G	MAY, CURTIS	CHS BOYS JV BB OFFICIAL	1212		12/12/19	12/1/19	115383	55.00	10-1501-311-45-22
								Total	55.00	
GIRLS FR BB	16461501311G	RAKERS, MIKE	Void CHS GIRLS FR BB OFFICIAL	1212		12/12/19	12/1/19	115384	50.00	10-1501-311-46-22
								Total	50.00	
0350-00397727	26072540321U	REPUBLIC SERVICES #350	TRASH REMOVAL & PEST CONTROL	1212		12/12/19	12/1/19	115385	10,376.63	20-2540-321-07-10
								Total	10,376.63	
BOYS FR BB	16451501311G	SOUCHEK, STEVEN	CHS FR BOYS BB OFFICIAL	1212		12/12/19	12/1/19	115386	100.00	10-1501-311-45-22
								Total	100.00	
BOYS V BB	16451501311G	SPECIALE, ANDREW C	CHS V BOYS BB OFFICIAL	1212		12/12/19	12/1/19	115387	80.00	10-1501-311-45-22
								Total	80.00	
1632997	16242563323U	ST. CLAIR COUNTY HEALTH DEI	LUNCH PROG DIST REP MAINT SERV	1212		12/12/19	12/1/19	115388	550.00	10-2563-323-24-10
								Total	550.00	
1632996	16242563323U	ST. CLAIR COUNTY HEALTH DEI	LUNCH PROG DIST REP MAINT SERV	1212		12/12/19	12/1/19	115389	550.00	10-2563-323-24-10

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Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								Total	550.00	
1633026	16242563323U	ST. CLAIR COUNTY HEALTH DEI	LUNCH PROG DIST REP MAINT SERV	1212		12/12/19	12/1/19	115390	550.00	10-2563-323-24-10
								Total	550.00	
1632995	16242563323U	ST. CLAIR COUNTY HEALTH DEI	LUNCH PROG DIST REP MAINT SERV	1212		12/12/19	12/1/19	115391	175.00	10-2563-323-24-10
								Total	175.00	
BOYS BB	16451501311N	WALTERS, TRAVIS	CMS BOYS BB OFFICIAL	1212		12/12/19	12/1/19	115392	70.00	10-1501-311-45-27
								Total	70.00	
BOYS V BB	16451501311G	WOOTEN, EDDIE	CHS BOYS V BB OFFICIAL	1212		12/12/19	12/1/19	115393	80.00	10-1501-311-45-22
								Total	80.00	
5468217450	26072540466M	AMEREN ILLINOIS	ELECTRICITY MARYVILLE	1216		12/16/19	12/1/19	115394	57.25	20-2540-466-07-26
								Total	57.25	
NIEDBALSKI	16763700332U	BUREAU OF EDUC & RESEARCH	19-20TITLE II NON PUB TRAVEL	1216		12/16/19	12/1/19	115395	279.00	10-3700-332-76-493200-10
								Total	279.00	
WRESTLING	16451501311G	CHURCHILL, JOHN	CHS WRESTLING OFFICIAL	1216		12/16/19	12/1/19	115396	35.00	10-1501-311-45-22
								Total	35.00	
2694000000	260725403701	CITY OF COLLINSVILLE	WATER & SEWER ADMIN	1216		12/16/19	12/1/19	115397	437.87	20-2540-370-07-01
2729000000	260725403701		WATER & SEWER ADMIN	1216		12/16/19	12/1/19	115397	112.96	20-2540-370-07-01
3635030100	260725403701		WATER & SEWER ADMIN	1216		12/16/19	12/1/19	115397	131.95	20-2540-370-07-01
								Total	682.78	
FR BOYS BB	16451501311G	HARVEY, JASON D	CHS FR BOYS BB OFFICIAL	1216		12/16/19	12/1/19	115398	50.00	10-1501-311-45-22
								Total	50.00	
WRESTLING	16451501311G	OHREN, BLAKE	CHS WRESTLNG OFFICIAL	1216		12/16/19	12/1/19	115399	35.00	10-1501-311-45-22
								Total	35.00	
REQUEST	16053300410U	SODEXO-CHS	19-20 TITLE I SUPPLIES	1216		12/16/19	12/1/19	115400	62.50	10-3300-410-05-430000-10
								Total	62.50	
FR GIRLS BB	16461500640G	BELLEVILLE WEST HIGH SCHO	CHS FR GIRLS BB ENTRY FEE	1218		12/18/19	12/1/19	115606	160.00	10-1500-640-46-22
								Total	160.00	
5204090000	26072540371G	CITY OF COLLINSVILLE	WATER HS ATHL FIELD	1218		12/18/19	12/1/19	115607	22.00	20-2540-371-07-22
4894000000	260725403701		WATER & SEWER CIS	1218		12/18/19	12/1/19	115607	2,154.69	20-2540-370-07-33
4869010000	26072540370R		WATER & SEWER RENFRO	1218		12/18/19	12/1/19	115607	1,359.85	20-2540-370-07-28

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								Total	3,536.54	
SRO2019-20 0	86012310390U	CITY OF COLLINSVILLE	MISC TORT	1218		12/18/19	12/1/19	115608	75,606.00	80-2365-390-01-10
								Total	75,606.00	
652	10011710013B	CONCRETE VISIONS	VOC HOUSE 310 South Seminary	1218		12/18/19	12/1/19	115609	6,022.00	10-171-01
								Total	6,022.00	
WRESTLING	16451500641G	GRANITE CITY HIGH SCHOOL	CHS WRESTLING ENTRY FEE	1218		12/18/19	12/1/19	115610	150.00	10-1500-641-45-22
								Total	150.00	
WRESTLING	16471500640U	LINCOLN MIDDLE SCHOOL	CMS WRESTLING ENTRY FEE	1218		12/18/19	12/1/19	115611	150.00	10-1500-640-47-10
								Total	150.00	
3220050000	26072540370C	METRO EAST SANITARY DIST	WATER & SEWER CASEYVILLE	1218		12/18/19	12/1/19	115612	104.33	20-2540-370-07-21
3220075000	26072540370C		WATER & SEWER CASEYVILLE	1218		12/18/19	12/1/19	115612	88.33	20-2540-370-07-21
								Total	192.66	
WRESTLING	16451500641G	OFALLON HIGH SCHOOL	CHS WRESTLING ENTRY FEE	1218		12/18/19	12/1/19	115613	400.00	10-1500-641-45-22
								Total	400.00	
WRESTLING	16451500641G	OFALLON HIGH SCHOOL	HS BOYS TOURNEY ENTRY FEES	1218		12/18/19	12/1/19	115614	350.00	10-1500-641-45-22
								Total	350.00	
J HAAKE	16052210332U	PESI	19-20 TITLE I PROF TRAVEL	1218		12/18/19	12/1/19	115615	219.99	10-2210-332-05-430000-10
								Total	219.99	
REIMBURSE	16012310332B	STUTTS, MICHELLE	BOARD TRAVEL	1218		12/18/19	12/1/19	115616	326.03	10-2310-332-01-20
								Total	326.03	
3007703535	26072540466M	AEP ENERGY	ELECTRICITY MARYVILLE	1219		12/19/19	12/1/19	115622	3,353.16	20-2540-466-07-26
3007703535	26072540466M		ELECTRICITY MARYVILLE	1219		12/19/19	12/1/19	115622	1,554.77	20-2540-466-07-26
3007703636	26072540466I		ELECTRICITY DORRIS	1219		12/19/19	12/1/19	115622	4,410.76	20-2540-466-07-33
3007703535	26072540466M		ELECTRICITY MARYVILLE	1219		12/19/19	12/1/19	115622	3,275.55	20-2540-466-07-26
								Total	12,594.24	
GUARANTEE	16451500339G	ALTHOFF HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115623	1,600.00	10-1500-339-45-22
								Total	1,600.00	
6504989082	26072540466G	AMEREN ILLINOIS	ELECTRICITY HS	1219		12/19/19	12/1/19	115624	41.88	20-2540-466-07-22
8064511000	26072540466G		ELECTRICITY HS	1219		12/19/19	12/1/19	115624	36.32	20-2540-466-07-22
0483929006	26072540465M		NATURAL GAS MARYVILLE	1219		12/19/19	12/1/19	115624	182.18	20-2540-465-07-26

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
2756232005	26072540465K		NATURAL GAS KREITNER	1219		12/19/19	12/1/19	115624	173.43	20-2540-465-07-25
7944225617	26072540466I		ELECTRICITY DORRIS	1219		12/19/19	12/1/19	115624	20.79	20-2540-466-07-33
7944225617	26072540465I		NATURAL GAS DORRIS	1219		12/19/19	12/1/19	115624	730.70	20-2540-465-07-33
6860139005	26072540465G		NATURAL GAS HIGH SCHOOL	1219		12/19/19	12/1/19	115624	1,210.27	20-2540-465-07-22
2479934005	26072540465X		NATURAL GAS WEBSTER	1219		12/19/19	12/1/19	115624	847.14	20-2540-465-07-31
6830294009	26072540465N		NATURAL GAS MS	1219		12/19/19	12/1/19	115624	1,141.78	20-2540-465-07-27
5252357001	26072540465S		NATURAL GAS SUMMIT	1219		12/19/19	12/1/19	115624	108.70	20-2540-465-07-29
4113114000	26072540465R		NATURAL GAS RENFRO	1219		12/19/19	12/1/19	115624	276.70	20-2540-465-07-28
6180031212	260725404651		NATURAL GAS ADMIN BLDG	1219		12/19/19	12/1/19	115624	63.02	20-2540-465-07-01
7416548493	26072540465H		NATURAL GAS HOLLYWOOD HEIGHTS	1219		12/19/19	12/1/19	115624	115.07	20-2540-465-07-23
9567041000	26072540465T		NATURAL GAS TWIN ECHO	1219		12/19/19	12/1/19	115624	131.27	20-2540-465-07-30
4866317008	26072540465C		NATURAL GAS CASEYVILLE	1219		12/19/19	12/1/19	115624	194.34	20-2540-465-07-21
6621334004	260725404651		NATURAL GAS ADMIN BLDG	1219		12/19/19	12/1/19	115624	131.82	20-2540-465-07-01
8808982000	26072540465J		NATURAL GAS JEFFERSON	1219		12/19/19	12/1/19	115624	140.71	20-2540-465-07-24
3864012173	260725404651		NATURAL GAS ADMIN BLDG	1219		12/19/19	12/1/19	115624	60.10	20-2540-465-07-01
Total									5,606.22	
618346636492	26072540340U	AT&T	TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	53.81	20-2540-340-07-10
618346626547	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	242.73	20-2540-340-07-10
618346622114	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	58.63	20-2540-340-07-10
618346203590	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	208.51	20-2540-340-07-10
618346165641	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	58.63	20-2540-340-07-10
618346112425	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	83.61	20-2540-340-07-10
618346094216	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	53.26	20-2540-340-07-10
618343198473	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	104.88	20-2540-340-07-10
618343103706	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	161.40	20-2540-340-07-10
618343693087	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	160.68	20-2540-340-07-10
618343275312	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	102.18	20-2540-340-07-10
618343274745	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	140.45	20-2540-340-07-10
618343259941	26072540340U		TELEPHONE CHARGES	1219		12/19/19	12/1/19	115625	303.47	20-2540-340-07-10

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								Total	1,732.24	
GUARANTEE	16451500339G	BELLEVILLE EAST HIGH SCHOC	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115626	1,000.00	10-1500-339-45-22
								Total	1,000.00	
GUARANTEE	16451500339G	DECATUR EISENHOWER	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115627	1,600.00	10-1500-339-45-22
								Total	1,600.00	
GUARANTEE	16451500339G	DECATUR MACARTHUR HIGH Si	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115628	1,600.00	10-1500-339-45-22
								Total	1,600.00	
GUARANTEE	16451500339G	EDWARDSVILLE HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115629	1,000.00	10-1500-339-45-22
								Total	1,000.00	
GUARANTEE	16451500339G	GRANITE CITY HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115630	1,000.00	10-1500-339-45-22
								Total	1,000.00	
GUARANTEE	16451500339G	LINCOLN HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115631	3,000.00	10-1500-339-45-22
								Total	3,000.00	
BOYS BB	16451501311G	MATESA, JOE	CHS BOYS BB OFFICIAL	1219		12/19/19	12/1/19	115632	55.00	10-1501-311-45-22
								Total	55.00	
GUARANTEE	16451500339G	MUNDELEIN HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115633	1,300.00	10-1500-339-45-22
								Total	1,300.00	
GUARANTEE	16451500339G	OAKVILLE HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115634	500.00	10-1500-339-45-22
								Total	500.00	
GUARANTEE	16451500339G	OFALLON HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115635	1,000.00	10-1500-339-45-22
								Total	1,000.00	
GUARANTEE	16451500339G	QUINCY HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115636	1,600.00	10-1500-339-45-22
								Total	1,600.00	
GUARANTEE	16451500339G	ROCKFORD EAST HIGH SCHOO	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115637	1,300.00	10-1500-339-45-22
								Total	1,300.00	
GUARANTEE	16451500339G	SPRINGFIELD SOUTHEAST HIGI	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115638	1,600.00	10-1500-339-45-22
								Total	1,600.00	
GUARANTEE	16451500339G	TRIAD HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1219		12/19/19	12/1/19	115639	1,000.00	10-1500-339-45-22
								Total	1,000.00	
817117658	26072540340U	AT&T LONG DISTANCE	TELEPHONE CHARGES	1220		12/20/19	12/1/19	115644	1.22	20-2540-340-07-10

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								Total	1.22	
1264	16041110410S	CARDMEMBER SERVICES	AMAZON.COM	1220		12/20/19	12/1/19	115645	(8.16)	10-1110-410-04-29
3275	16041110410S		AMAZON.COM	1220	881920	12/20/19	12/1/19	115645	70.71	10-1110-410-04-29
4692	16041110410S		AMZN MKTP	1220	881920	12/20/19	12/1/19	115645	138.59	10-1110-410-04-29
4471	16051250314U		STARFALL EDUCATION	1220		12/20/19	12/1/19	115645	270.00	10-1250-314-05-430000-10
3959	16051250314U		STARFALL EDUCATION	1220		12/20/19	12/1/19	115645	270.00	10-1250-314-05-430000-10
8575	16012310332B		SHERATON GRAND	1220		12/20/19	12/1/19	115645	660.92	10-2310-332-01-20
4159	16932660310U		GOOGLE CLOUD	1220		12/20/19	12/1/19	115645	257.73	10-2660-310-93-10
6446	16451500414G		EVS SPORTS	1220	881920	12/20/19	12/1/19	115645	114.37	10-1500-414-45-22
6003	16932660410U		CUSTOMINK LLC	1220		12/20/19	12/1/19	115645	(595.66)	10-2660-410-93-10
9135	16932660410U		AMZN MKTP	1220		12/20/19	12/1/19	115645	159.97	10-2660-410-93-10
8674	16932660410U		AMZN MKTP	1220		12/20/19	12/1/19	115645	77.95	10-2660-410-93-10
4879	16932660410U		THE HOME DEPOT	1220		12/20/19	12/1/19	115645	17.96	10-2660-410-93-10
6405	16932660410U		BSN SPORTS	1220		12/20/19	12/1/19	115645	518.86	10-2660-410-93-10
6191	16932660410U		PAYPAL EBAY	1220		12/20/19	12/1/19	115645	15.99	10-2660-410-93-10
2567	16932660410U		TECHNOLOGY GENERAL SUPPLIES	1220		12/20/19	12/1/19	115645	79.56	10-2660-410-93-10
4640	16932660411U		ADOBE ACROPRO	1220		12/20/19	12/1/19	115645	15.93	10-2660-411-93-10
3236	16932660410U		AMZN MKTP	1220		12/20/19	12/1/19	115645	109.47	10-2660-410-93-10
2941	16932660410U		AMAZON.COM	1220		12/20/19	12/1/19	115645	82.55	10-2660-410-93-10
4351	16932660410U		AMZN MKTP	1220		12/20/19	12/1/19	115645	16.77	10-2660-410-93-10
4181	16932660410U		AMZN MKTP	1220		12/20/19	12/1/19	115645	32.07	10-2660-410-93-10
0466	16932660410U		AMZN MKTP	1220		12/20/19	12/1/19	115645	248.97	10-2660-410-93-10
8674	46452550333G		BP EL PASO IL	1220		12/20/19	12/1/19	115645	74.46	40-2550-333-45-22
3690	46452550333G		BUCKYS STORE	1220		12/20/19	12/1/19	115645	47.01	40-2550-333-45-22
6337	46452550333G		CIRCLE K	1220		12/20/19	12/1/19	115645	62.83	40-2550-333-45-22
2097	16212140410U		PEARSON EDUCATION	1220		12/20/19	12/1/19	115645	130.00	10-2140-410-21-462000-10
9370	16762210410U		PAYPAL FIRSTEDU	1220		12/20/19	12/1/19	115645	25.00	10-2210-410-76-493200-10
4699	16932660411U		ADOBE ACROPRO	1220		12/20/19	12/1/19	115645	15.93	10-2660-411-93-10
2564	26082540700U		WENGERS	1220		12/20/19	12/1/19	115645	528.26	20-2540-700-08-10
0416	26082540410N		GV PRO	1220		12/20/19	12/1/19	115645	31.00	20-2540-410-08-27

Specialized Data Systems, Inc.

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 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
3558	16012310332B	CARDMEMBER SERVICES	LABRIOLA CAFE	1220		12/20/19	12/1/19	115645	237.89	10-2310-332-01-20
4839	160223203321		OFFICEMAX	1220		12/20/19	12/1/19	115645	127.09	10-2320-332-02-01
5580	16721110410U		WALMART GROCERY	1220		12/20/19	12/1/19	115645	(1.92)	10-1110-410-72-10
2372	16721110410U		WALMART GROCERY	1220		12/20/19	12/1/19	115645	108.64	10-1110-410-72-10
9004	16721110410U		WALMART GROCERY	1220		12/20/19	12/1/19	115645	33.98	10-1110-410-72-10
6325	16721110410U		WALMART GROCERY	1220		12/20/19	12/1/19	115645	30.65	10-1110-410-72-10
3581	10011710013B		GPI MADISON COUNTY	1220		12/20/19	12/1/19	115645	51.18	10-171-01
3355	16721110410U		WALMART GROCERY	1220		12/20/19	12/1/19	115645	116.95	10-1110-410-72-10
1510	10011710013B		CARTER WATERS	1220		12/20/19	12/1/19	115645	655.75	10-171-01
2477	16721110410U		WALMART GROCERY	1220		12/20/19	12/1/19	115645	79.39	10-1110-410-72-10
8062	16721110410U		WALMART GROCERY	1220		12/20/19	12/1/19	115645	174.71	10-1110-410-72-10
9967	16721110410U		WALMART GROCERY	1220		12/20/19	12/1/19	115645	35.52	10-1110-410-72-10
9626	16721110410U		WALMART GROCERY	1220		12/20/19	12/1/19	115645	31.59	10-1110-410-72-10
6828	16721110410U		WALMART GROCERY	1220		12/20/19	12/1/19	115645	91.83	10-1110-410-72-10
4100	16721110410U		DXE MEDICAL	1220		12/20/19	12/1/19	115645	26.61	10-1110-410-72-10
1478	46452550333G		ORCHARD SHELL	1220		12/20/19	12/1/19	115645	224.90	40-2550-333-45-22
1478	16242563464U		LUNCH PROG DIST GASOLINE	1220		12/20/19	12/1/19	115645	490.96	10-2563-464-24-10
1478	260725404641		DISTRIB TRK GASOLINE	1220		12/20/19	12/1/19	115645	157.00	20-2540-464-07-01
1478	26082540464U		MAINTENANCE GASOLINE	1220		12/20/19	12/1/19	115645	643.35	20-2540-464-08-10
1478	16151700464G		HS DR ED GASOLINE	1220		12/20/19	12/1/19	115645	385.39	10-1700-464-15-22
1478	16151700323G		HS DR ED CAR REPAIRS	1220		12/20/19	12/1/19	115645	177.25	10-1700-323-15-22
Total									7,347.75	
4002643	26072540465M	CENTERPOINT ENERGY SERVIC	NATURAL GAS MARYVILLE	1220		12/20/19	12/1/19	115647	638.26	20-2540-465-07-26
4002643	26072540465X		NATURAL GAS WEBSTER	1220		12/20/19	12/1/19	115647	1,895.04	20-2540-465-07-31
4002643	26072540465K		NATURAL GAS KREITNER	1220		12/20/19	12/1/19	115647	532.98	20-2540-465-07-25
4002643	260725404651		NATURAL GAS ADMIN BLDG	1220		12/20/19	12/1/19	115647	26.32	20-2540-465-07-01
4002643	26072540465R		NATURAL GAS RENFRO	1220		12/20/19	12/1/19	115647	707.35	20-2540-465-07-28
4002643	26072540465C		NATURAL GAS CASEYVILLE	1220		12/20/19	12/1/19	115647	727.09	20-2540-465-07-21
4002643	26072540465S		NATURAL GAS SUMMIT	1220		12/20/19	12/1/19	115647	282.94	20-2540-465-07-29
4002643	260725404651		NATURAL GAS ADMIN BLDG	1220		12/20/19	12/1/19	115647	194.11	20-2540-465-07-01

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:15 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
4002643	260725404651		NATURAL GAS ADMIN BLDG	1220		12/20/19	12/1/19	115647	361.90	20-2540-465-07-01
4002643	26072540465N		NATURAL GAS MS	1220		12/20/19	12/1/19	115647	1,842.40	20-2540-465-07-27
4002643	26072540465G		NATURAL GAS HIGH SCHOOL	1220		12/20/19	12/1/19	115647	3,016.93	20-2540-465-07-22
4002643	26072540465H		NATURAL GAS HOLLYWOOD HEIGHTS	1220		12/20/19	12/1/19	115647	227.01	20-2540-465-07-23
4002643	26072540465I		NATURAL GAS DORRIS	1220		12/20/19	12/1/19	115647	1,404.83	20-2540-465-07-33
4002643	26072540465J		NATURAL GAS JEFFERSON	1220		12/20/19	12/1/19	115647	312.55	20-2540-465-07-24
4002643	26072540465T		NATURAL GAS TWIN ECHO	1220		12/20/19	12/1/19	115647	368.48	20-2540-465-07-30
Total									12,538.19	
51957	26072540240U	CLEAN THE UNIFORM COMPAN	CUSTODIAL UNIFORMS	1220		12/20/19	12/1/19	115648	252.50	20-2540-240-07-10
52333	26072540240U		CUSTODIAL UNIFORMS	1220		12/20/19	12/1/19	115648	58.75	20-2540-240-07-10
Total									311.25	
H HARTMAN	16052210332U	INSTITUTE FOR MULTI-SENSOR	19-20 TITLE I PROF TRAVEL	1220		12/20/19	12/1/19	115649	1,175.00	10-2210-332-05-430000-10
Total									1,175.00	
D90474	26072540410U	JOHN DEERE FINANCIAL	CUSTODIAL SUPPLIES UNIT	1220		12/20/19	12/1/19	115650	(4.99)	20-2540-410-07-10
D90474	26072540410U		CUSTODIAL SUPPLIES UNIT	1220		12/20/19	12/1/19	115650	4.99	20-2540-410-07-10
D98479	26082540410G		MAINT SUPPLIES HS	1220		12/20/19	12/1/19	115650	32.99	20-2540-410-08-22
E18016	26082540410N		MAINT SUPPLIES CMS	1220		12/20/19	12/1/19	115650	4.29	20-2540-410-08-27
E18668	26072540700U		CUSTODIAL EQUIPMENT	1220		12/20/19	12/1/19	115650	79.98	20-2540-700-07-10
Total									117.26	
C CLARK	16052210332U	PESI	19-20 TITLE I PROF TRAVEL	1220		12/20/19	12/1/19	115651	219.99	10-2210-332-05-430000-10
Total									219.99	
773498553679	16181120410N	SYNCHRONY BANK/AMAZON	MS SCIENCE SUPPLIES	1220	881920	12/20/19	12/1/19	115652	19.95	10-1120-410-18-27
679389578544	16181120410N		MS SCIENCE SUPPLIES	1220	881920	12/20/19	12/1/19	115652	115.91	10-1120-410-18-27
489864959469	16181120410N		MS SCIENCE SUPPLIES	1220	881920	12/20/19	12/1/19	115652	516.52	10-1120-410-18-27
654746459653	16181120410N		MS SCIENCE SUPPLIES	1220	881920	12/20/19	12/1/19	115652	28.02	10-1120-410-18-27
63763868359	160225234101		AP ACT FD OFF SUPPLIES	1220		12/20/19	12/1/19	115652	14.86	10-2523-410-02-01
433684755374	16181120410N		MS SCIENCE SUPPLIES	1220		12/20/19	12/1/19	115652	(1.65)	10-1120-410-18-27
653863685464	16181120410N		MS SCIENCE SUPPLIES	1220		12/20/19	12/1/19	115652	(1.10)	10-1120-410-18-27
498374966674	16181120410N		MS SCIENCE SUPPLIES	1220		12/20/19	12/1/19	115652	(4.44)	10-1120-410-18-27
778565799478	16052330410U		19-20 TITLE I SUPPLIES	1220	5207011	12/20/19	12/1/19	115652	127.49	10-2330-410-05-430000-10

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Printed: 1/17/2020 12:15 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
754876444365	16181120410N		MS SCIENCE SUPPLIES	1220		12/20/19	12/1/19	115652	(5.40)	10-1120-410-18-27
455998934653	160225234101		AP ACT FD OFF SUPPLIES	1220		12/20/19	12/1/19	115652	(0.87)	10-2523-410-02-01
457633943574	16671250410U		LIPLEP SUPPLIES	1220	881920	12/20/19	12/1/19	115652	113.32	10-1250-410-67-490900-10
437388999373	16052330410U		19-20 TITLE I SUPPLIES	1220		12/20/19	12/1/19	115652	(7.50)	10-2330-410-05-430000-10
663588977853	160225234101		AP ACT FD OFF SUPPLIES	1220		12/20/19	12/1/19	115652	15.11	10-2523-410-02-01
558379763355	160225234101		AP ACT FD OFF SUPPLIES	1220		12/20/19	12/1/19	115652	(1.12)	10-2523-410-02-01
438987473536	161411107004		ELEM MUSIC/BAND EQUI	1220	881920	12/20/19	12/1/19	115652	815.95	10-1110-700-14-04
									Total	<u>1,745.05</u>
									Report Total	<u><u>\$502,567.56</u></u>

Paid Accounts Payable (Fund Summary)

Printed: 1/17/2020 12:15 PM
COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	1,208	74,372.50
20	Oper, Build, & Maint Fund	1,219	261,352.15
40	Transportation Fund	1,203	7,269.20
60	Capital Projects	1,204	23,177.00
80	Tort Fund	1,218	75,606.00
90	Fire Prevention and Safety Fund	1,212	60,790.71
Report Total			<u><u>\$502,567.56</u></u>

Paid Accounts Payable by Check Number

Printed: 1/17/2020 12:31 PM
 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
REQUEST	100001010002	COLLINSVILLE AREA VOCATION	CASH Bank of Edwardsville Prime	1202		12/3/19	12/1/19	14846	60,000.00	10-101
								Total	<u>60,000.00</u>	
1068462088	16762210413A	OREILLY AUTOMOTIVE	AVC-CTE Grant Supplies	1202		12/3/19	12/1/19	14847	169.99	10-2210-413-76
1068459204	16762210413A		AVC-CTE Grant Supplies	1202		12/3/19	12/1/19	14847	54.88	10-2210-413-76
1068459093	16762210413A		AVC-CTE Grant Supplies	1202		12/3/19	12/1/19	14847	329.93	10-2210-413-76
1068459208	16762210413A		AVC-CTE Grant Supplies	1202		12/3/19	12/1/19	14847	129.99	10-2210-413-76
1068459594	16762210413A		AVC-CTE Grant Supplies	1202		12/3/19	12/1/19	14847	25.18	10-2210-413-76
1068461850	16762210413A		AVC-CTE Grant Supplies	1202		12/3/19	12/1/19	14847	8.99	10-2210-413-76
1068462023	16762210413A		AVC-CTE Grant Supplies	1202		12/3/19	12/1/19	14847	164.33	10-2210-413-76
1068458468	16762210413A		AVC-CTE Grant Supplies	1202		12/3/19	12/1/19	14847	43.76	10-2210-413-76
1068459042	16762210413A		AVC-CTE Grant Supplies	1202		12/3/19	12/1/19	14847	26.77	10-2210-413-76
1068462072	16762210413A		AVC-CTE Grant Supplies	1202		12/3/19	12/1/19	14847	63.53	10-2210-413-76
1068458467	16762210413A		AVC-CTE Grant Supplies	1202		12/3/19	12/1/19	14847	33.42	10-2210-413-76
								Total	<u>1,050.77</u>	
350-977273	26952540321A	REPUBLIC SERVICES #350	TRASH REMOVAL	1216		12/16/19	12/1/19	14857	1,152.96	20-2540-321-95
								Total	<u>1,152.96</u>	
2019INTUSA	16761400410A	ELECTUDE USA	GRANT CTE SOFTWARE	1218	990170	12/18/19	12/1/19	14880	2,877.00	10-1400-410-76
								Total	<u>2,877.00</u>	
								Report Total	<u><u>\$65,080.73</u></u>	

Paid Accounts Payable (Fund Summary)

Printed: 1/17/2020 12:32 PM
COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	1,218	63,927.77
20	Oper, Build, & Maint Fund	1,216	1,152.96
Report Total			<u><u>\$65,080.73</u></u>

8. Monthly Financial Statements for December 2019

BOARD AGENDA
January 27, 2020

TO: Dr. Brad Skertich, Superintendent of Schools

FROM: Uta Robison, Chief School Business Official 

DATE: January 27, 2020

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 December 2019, be approved and attached to these minutes as Exhibit E-8.”

ss

Attachments

Fund Balance Report

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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	4,261,857.81	7,014,037.70	26,612,775.10	34,667,093.60	8,054,318.50	8,184,177.17	16,238,495.67
20	Oper, Build, & Maint Fund	346,793.54	603,121.83	2,662,700.80	3,654,062.85	991,362.05	2,148,664.63	3,140,026.68
30	Debt Service Fund	0.00	323,347.08	65,800.00	2,217,102.52	2,151,302.52	227,917.31	2,379,219.83
40	Transportation Fund	399,747.46	889,801.88	1,978,358.49	2,608,708.99	630,350.50	(788,772.11)	(158,421.61)
50	I.M.R.F./Soc. Sec. Fund	151,746.08	291,869.68	895,447.98	1,858,681.17	963,233.19	1,769,150.14	2,732,383.33
60	Capital Projects	28,859.75	91.14	893,494.85	1,001,476.28	107,981.43	74,095.33	182,076.76
70	Working Cash Fund	0.00	57,632.99	0.00	367,602.48	367,602.48	7,117,085.69	7,484,688.17
80	Tort Fund	121,421.19	360,550.14	1,471,683.70	2,170,596.82	698,913.12	4,238,498.30	4,937,411.42
90	Fire Prevention and Safety Fund	65,467.68	54,893.69	359,729.07	335,616.85	(24,112.22)	2,063,645.84	2,039,533.62
		<u>\$5,375,893.52</u>	<u>\$9,595,346.13</u>	<u>\$34,939,989.99</u>	<u>\$48,880,941.56</u>	<u>\$13,940,951.57</u>	<u>\$25,034,462.31</u>	<u>\$38,975,413.87</u>

Collinsville Community Unit School District No. 10
Statement of Changes in Fund Balance
Operating Funds
For the Month Ending December 31, 2019

	Education Fund (10)	Oper, Build, & Maint Fund (20)	Transportation Fund (40)	Working Cash Fund (70)	Total
Fund Balance November 30, 2019	\$ 13,486,326.81	\$ 2,883,698.40	\$ (648,476.03)	\$ 7,427,055.18	\$ 23,148,604.35
Revenue	7,014,037.70	603,121.83	889,801.88	57,632.99	8,564,594.40
Expenditures	(4,261,857.81)	(346,793.54)	(399,747.46)	-	(5,008,398.82)
Net Change	2,752,179.89	256,328.29	490,054.42	57,632.99	3,556,195.58
	(11.02)				
Fund Balance December 31, 2019	<u>\$ 16,238,495.68</u>	<u>\$ 3,140,026.68</u>	<u>\$ (158,421.61)</u>	<u>\$ 7,484,688.17</u>	<u>\$ 26,704,788.92</u>

Collinsville Community Unit School District No. 10
Statement of Changes in Fund Balance
For the Month Ending December 31, 2019

	Fund 10	Fund 20	Fund 30	Fund 40	Fund 50	Fund 60	Fund 70	Fund 80	Fund 90	Total
Fund Balance November 30, 2019	\$ 13,486,326.81	\$ 2,883,698.40	\$ 2,055,872.75	\$ (648,476.03)	\$ 2,592,259.73	\$ 210,845.37	\$ 7,427,055.18	\$ 4,698,282.48	\$ 2,050,107.61	\$ 34,755,972.29
Revenue	7,014,037.70	603,121.83	323,347.08	889,801.88	291,869.68	91.14	57,632.99	360,550.14	54,893.69	9,595,346.13
Expenditures	(4,261,857.81)	(346,793.54)	-	(399,747.46)	(151,746.08)	(28,859.75)	-	(121,421.19)	(65,467.68)	(5,375,893.52)
Net Change	2,752,179.89	256,328.29	323,347.08	490,054.42	140,123.60	(28,768.61)	57,632.99	239,128.95	(10,573.99)	4,219,452.61
	(11.02)									
Fund Balance December 31, 2019	<u>\$ 16,238,495.68</u>	<u>\$ 3,140,026.68</u>	<u>\$ 2,379,219.83</u>	<u>\$ (158,421.61)</u>	<u>\$ 2,732,383.33</u>	<u>\$ 182,076.76</u>	<u>\$ 7,484,688.17</u>	<u>\$ 4,937,411.42</u>	<u>\$ 2,039,533.62</u>	<u>\$ 38,975,413.88</u>
	0.00	-	-	-	-	-	-	0.00	-	11.02

12/31/20	
Revenue	\$ 9,595,346.13
Cash Receipts Total	10,645,480.47
CR to Expense Account	(1,904.35)
CR Asset	(1,030,644.57)
CR to Liab	(40,462.18)
JEs	14,576.61
AJs	8,797.15
From AP Report coded to Revenue	(497.00)
Total	\$ 9,595,346.13

12/31/20	
Expenditures	\$ (5,375,893.52)
AP Total by account report	(3,137,549.91)
Net PR 12/02/19	\$ (17,650.64)
Net PR 12/04/20	(582.38)
Net PR 12/05/20	(2,378.73)
Net PR 12/06/20	(1,077,207.19)
Net PR 12/09/20	(17,224.43)
Net PR 12/10/20	(37,926.72)
Net PR 12/16&12/19	(13,416.30)
Net PR 12/20&12/21	(1,080,827.46)
From Cash Receipts	1,904.35
From AP Rep. coded to Assets	17,776.82
From AP Rep. coded to Liab. other than PR Liab.	-
From AP Rep. coded to Rev.	497.00
JEs	-
Ajs	(11,307.93)
Total	\$ (5,375,893.52)

PR Liabilities	
12/02/19	(8,400.36)
12/04/20	(261.99)
12/05/20	(2,083.30)
12/06/20	(811,621.67)
12/9-12/21	(844,839.86)
Health ins adj for term em'ees	\$ (1,667,207.18)
Health Insur	\$ -
Total:	\$ (1,667,207.18)
From AP Rep. Coded to Liab.	(1,667,207.18)
Total:	\$ (1,667,207.18)

a/c 120045350000

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
COLLINSVILLE 10

Education Fund 10						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
100001010000	EDUC FD CASH - B of E VOC reserved		44,962.47	0.00	44,962.47	10-101
100001010002	EDUC FUND CASH, BUSEY		25,737.25	2,754,684.46	2,780,421.71	10-101
100001010003	CASH (PMA 10887-102, HARRIS)		0.00	0.00	0.00	10-101
100001010001	ACTIVITY (TRUST & AGENCY) CASH		517,292.70	93,101.60	610,394.30	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		0.00	0.00	0.00	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 from Registration		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		0.00	0.00	0.00	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)		2,000.00	0.00	2,000.00	10-120-01
100114000000	REC ST JOHN NEUMANN		0.00	0.00	0.00	10-140-01
100114000001	RECEIVABLE from OLB		2,000.00	0.00	2,000.00	10-140-01
100114000002	RECEIVABLE FROM VILLAGE OF CAS		0.00	0.00	0.00	10-140-01
100114000003	RECEIVABLE FROM VOC SCH		(0.47)	0.00	(0.47)	10-140-01
100114000004	RECEIVABLE FROM LEARNING TREE		0.00	0.00	0.00	10-140-01
100114000005	REC Madison County CTE System		0.00	0.00	0.00	10-140-01
100114000006	REC COLLINSVILLE RECREATION DI		0.00	0.00	0.00	10-140-01
100114000007	REC GOOD SHEPHERD		0.00	0.00	0.00	10-140-01
100114000008	SWIC Running Start (Clearing Acct)		0.00	0.00	0.00	10-140-01
100114000009	REC ST PETER & PAUL		0.00	0.00	0.00	10-140-01
10011400000M	REC MISC (warehouse related)		0.00	0.00	0.00	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		592,841.95	2,847,786.06	3,440,628.01	* Function
Drivers ED						
10011710011B	VOC H PROJ N/A		0.00	0.00	0.00	10-171-01

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
COLLINSVILLE 10

Education Fund 10						
Function	1700	Drivers ED				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
10011710012B	VOC H PROJ #20 Lot for 222 K		621.12	0.00	621.12	10-171-01
10011710013B	VOC HOUSE 310 South Seminary		7,860.00	17,776.82	25,636.82	10-171-01
10011710015B	VOC HOUSE PROJECT,400 E.Church sold Oct 2017		0.00	0.00	0.00	10-171-01
10011710016B	VOC HOUSE, 115 Courtland, current proj		1,143.09	0.00	1,143.09	10-171-01
10011710017B	VOC House, "Gale" donated lot 13--2-21-2		550.82	0.00	550.82	10-171-01
10011710018B	VOC House, Collinsville Rd, Donated lot.		789.00	0.00	789.00	10-171-01
10011800000B	EDUCATION FUND INVESTMENTS		13,404,615.37	6,073.71	13,410,689.08	10-180-01
	1700 Drivers ED		<u>13,415,579.40</u>	<u>23,850.53</u>	<u>13,439,429.93</u>	* Function
State						
10-400	ACTIVITY (TRUST & AGENCY)		(517,292.70)	(93,101.60)	(610,394.30)	10-400
10-401	SWIC CLEARING		(5.50)	0.00	(5.50)	10-400
	3000 State		<u>(517,298.20)</u>	<u>(93,101.60)</u>	<u>(610,399.80)</u>	* Function
Federal						
10-402	A/P LIABILITY		0.00	800.00	800.00	10-402
10-403	WAGE GARNISHMENT		0.00	0.00	0.00	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
12014330000B	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.		0.00	0.00	0.00	10-451-017
120045100018	TAX SHLT BP TRS		0.00	0.00	0.00	10-451-018
120045TR0000	TRS PAYBACK		0.00	0.00	0.00	10-451-021
120045100022	THIS BP		0.00	0.00	0.00	10-451-022
120045100020	TRS BENEFIT UPGRADE BP 2.2		0.00	0.00	0.00	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		0.00	0.00	0.00	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		(4,807.36)	(27,155.10)	(31,962.46)	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		0.00	0.00	0.00	10-456-004

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
COLLINSVILLE 10

Education Fund 10						
Function	4000	Federal				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
12004562000		SEC 125 DEP CARE	0.00	0.00	0.00	10-456-005
12004563000		SEC 125 MED REIMB	0.00	0.00	0.00	10-456-006
12004533000		DISTRICT HEALTH INSURANCE	0.00	0.00	0.00	10-456-012
12004564000		DISTRICT LIFE INSURANCE	(0.01)	0.00	(0.01)	10-456-015
12004570000		FICA DEDUCTION	0.00	0.00	0.00	10-457
12004580000		MEDICARE DEDUCTION	0.00	0.00	0.00	10-458
12004590000		UNION DUES UNITEDWAY CPI FEES	0.00	0.00	0.00	10-459
12004610000		TRS .4% Difference	0.00	0.00	0.00	10-461-000
	4000	Federal	<u>(4,807.37)</u>	<u>(26,355.10)</u>	<u>(31,162.47)</u>	* Function
Transfer						
10-703		FUND CHANGE	(5,302,138.61)	(2,752,179.89)	(8,054,318.50)	10-703
12000704000		ED FUND BALANCE	(8,184,177.17)	0.00	(8,184,177.17)	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	<u>(13,486,315.79)</u>	<u>(2,752,179.89)</u>	<u>(16,238,495.67)</u>	* Function
	10	Education Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
COLLINSVILLE 10

Oper, Build, & Maint Fund 20

Function	1000	Local	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Account	Description					
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, BUSEY		1,781,693.00	254,950.82	2,036,643.81	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		0.00	0.00	0.00	20-140-01
200114000002	RECEIVABLE VILLAGE OF CASEYVIL		0.00	0.00	0.00	20-140-01
200114000003	RECEIVABLE VOC SCH		1,401.90	203.20	1,605.10	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.		0.00	0.00	0.00	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		1,783,094.90	255,154.02	2,038,248.91	* 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		1,100,596.02	1,174.27	1,101,770.29	20-180-01
	1700 Drivers ED		1,100,596.02	1,174.27	1,101,770.29	* 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
220004330000B	O&M LOAN FROM TRANSP FUND		0.00	0.00	0.00	20-433
20451017	THIS Administrator		0.00	0.00	0.00	20-451-017
20451018	TRS TAX SHLT		0.00	0.00	0.00	20-451-018
20451022	THIS BP Administrator		0.00	0.00	0.00	20-451-022
20451023	TRS BENEFIT UPGRADE BP 2.2		0.00	0.00	0.00	20-451-023

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
COLLINSVILLE 10

Oper, Build, & Maint Fund 20						
Function	4000	Federal				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
22004520000		FED W/H TAX	0.00	0.00	0.00	20-452
220045310000		ILL TAX	0.00	0.00	0.00	20-453
20454		IMRF VOLUNTARY	0.00	0.00	0.00	20-454
220045400000		IMRF DEDUCTION	0.00	0.00	0.00	20-454-007
220045410000		IMRF PAYBACK	0.00	0.00	0.00	20-454-008
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	<u>7.48</u>	<u>0.00</u>	<u>7.48</u>	* 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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
20-703		FUND CHANGE	(735,033.76)	(256,328.29)	(991,362.05)	20-703
220007040000		O&M FUND BALANCE	(2,148,664.63)	0.00	(2,148,664.63)	20-704
22017320000B		SALE OF VOC HOUSE PROJ LOT 11	0.00	0.00	0.00	20-732-01
	7000	Transfer	<u>(2,883,698.40)</u>	<u>(256,328.29)</u>	<u>(3,140,026.68)</u>	* Function
	20	Oper, Build, & Maint Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
COLLINSVILLE 10

Debt Service Fund 30						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	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 BUSEY	1,762,030.34	322,457.33	2,084,487.67	30-101
300101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	30-103-01
	1000	Local	<u>1,762,030.34</u>	<u>322,457.33</u>	<u>2,084,487.67</u>	* Function
Drivers ED						
30011800000B		BOND & INT INVESTMENTS	293,842.41	889.75	294,732.16	30-180-01
320019500000		Escrow Account for Bond Refina	0.00	0.00	0.00	30-195
	1700	Drivers ED	<u>293,842.41</u>	<u>889.75</u>	<u>294,732.16</u>	* Function
Federal						
30-402		A/P LIABILITY	0.00	0.00	0.00	30-402
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
30-703		FUND CHANGE	(1,827,955.44)	(323,347.08)	(2,151,302.52)	30-703
320007040000		B&I FUND BALANCE	(227,917.31)	0.00	(227,917.31)	30-704
	7000	Transfer	<u>(2,055,872.75)</u>	<u>(323,347.08)</u>	<u>(2,379,219.83)</u>	* Function
	30	Debt Service Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
COLLINSVILLE 10

Transportation Fund 40						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	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		TRANS FD CASH - UMB	0.00	0.00	0.00	40-101
400001010002		TRANSP FUND CASH, BUSEY	(651,207.14)	490,054.42	(161,152.72)	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		TRANS LOAN TO O&M FUND	0.00	0.00	0.00	40-152
	1000	Local	<u>(651,207.14)</u>	<u>490,054.42</u>	<u>(161,152.72)</u>	* Function
Drivers ED						
40011800000B		TRANSP FUND INVESTMENTS	2,731.11	0.00	2,731.11	40-180-01
	1700	Drivers ED	<u>2,731.11</u>	<u>0.00</u>	<u>2,731.11</u>	* 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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
40-703		FUND CHANGE	(140,296.08)	(490,054.42)	(630,350.50)	40-703
420007040000		TRANS FUND BALANCE	788,772.11	0.00	788,772.11	40-704
	7000	Transfer	<u>648,476.03</u>	<u>(490,054.42)</u>	<u>158,421.61</u>	* Function
	40	Transportation Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
COLLINSVILLE 10

I.M.R.F./Soc. Sec. Fund 50						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	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, BUSEY	1,226,862.63	139,101.78	1,365,964.41	50-101
500101030000		IMRF CASH CLEAR ACCT	0.00	0.00	0.00	50-103-01
	1000	Local	<u>1,226,862.63</u>	<u>139,101.78</u>	<u>1,365,964.41</u>	* Function
Drivers ED						
50011800000B		IMRF INVESTMENTS	1,365,357.31	1,021.82	1,366,379.13	50-180-01
	1700	Drivers ED	<u>1,365,357.31</u>	<u>1,021.82</u>	<u>1,366,379.13</u>	* 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	<u>39.79</u>	<u>0.00</u>	<u>39.79</u>	* Function
Transfer						
50-703		FUND CHANGE	(823,109.59)	(140,123.60)	(963,233.19)	50-703
520007040000		IMRF FUND BALANCE	(1,769,150.14)	0.00	(1,769,150.14)	50-704
	7000	Transfer	<u>(2,592,259.73)</u>	<u>(140,123.60)</u>	<u>(2,732,383.33)</u>	* Function
	50	I.M.R.F./Soc. Sec. Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
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 BUSEY	151,331.07	(28,841.39)	122,489.68	60-101
	1000	Local	<u>151,331.07</u>	<u>(28,841.39)</u>	<u>122,489.68</u>	* Function
Drivers ED						
60011800000B		INVESTMENTS	10,818.76	72.78	10,891.54	60-180-01
60011800001B		INVESTMENTS (CDB GRANT)	48,695.54	0.00	48,695.54	60-180-01
	1700	Drivers ED	<u>59,514.30</u>	<u>72.78</u>	<u>59,587.08</u>	* Function
Federal						
60-402		A/P LIABILITY	0.00	0.00	0.00	60-402
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
60-703		FUND CHANGE	(136,750.04)	28,768.61	(107,981.43)	60-703
620007040000		SITE/CONST. FUND BALANCE	(74,095.33)	0.00	(74,095.33)	60-704
	7000	Transfer	<u>(210,845.37)</u>	<u>28,768.61</u>	<u>(182,076.76)</u>	* Function
	60	Capital Projects	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
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 BUSEY	813,083.11	54,897.89	867,981.00	70-101
700101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	70-103-01
700115100000		W/CASH LOAN TO EDUC FUND	0.00	0.00	0.00	70-151-01
700115300000		W/CASH LOAN TO TRANSPORTATI	0.00	0.00	0.00	70-153-01
700115500000		W/CASH LOAN TO IMRF	0.00	0.00	0.00	70-155-01
	1000	Local	<u>813,083.11</u>	<u>54,897.89</u>	<u>867,981.00</u>	* Function
Drivers ED						
70011800000B		WORKING CASH INVESTMENTS	6,613,972.07	2,735.10	6,616,707.17	70-180-01
	1700	Drivers ED	<u>6,613,972.07</u>	<u>2,735.10</u>	<u>6,616,707.17</u>	* Function
Federal						
70-402		A/P LIABILITY	0.00	0.00	0.00	70-402
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
70-703		FUND CHANGE	(309,969.49)	(57,632.99)	(367,602.48)	70-703
720007040000		WKG CASH FUND BALANCE	(7,117,085.69)	0.00	(7,117,085.69)	70-704
	7000	Transfer	<u>(7,427,055.18)</u>	<u>(57,632.99)</u>	<u>(7,484,688.17)</u>	* Function
Other Financing Uses						
72018110710B		PERM TRF WKG CASH- ABOLISH TO	0.00	0.00	0.00	70-811-01
	8000	Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
	70	Working Cash Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
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 BUSEY	1,426,961.40	237,282.51	1,664,243.91	80-101
	1000	Local	<u>1,426,961.40</u>	<u>237,282.51</u>	<u>1,664,243.91</u>	* Function
Drivers ED						
80011800000B		TORT INVESTMENTS	3,271,321.07	1,846.44	3,273,167.51	80-180-01
	1700	Drivers ED	<u>3,271,321.07</u>	<u>1,846.44</u>	<u>3,273,167.51</u>	* 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
80451022		THIS BP Administrator	0.00	0.00	0.00	80-451-022
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
8200455A0000		TSA AXA EQUITALBE ROTH (455ELR	0.00	0.00	0.00	80-455
80456		ADDITIONAL LIFE INS	0.00	0.00	0.00	80-456
820045600000		SEC 125 ADM FEE (\$15)	0.00	0.00	0.00	80-456-003
82004560000		SEC 125 TERM LIFE	0.00	0.00	0.00	80-456-004
80456005		SEC 125 DEP CARE	0.00	0.00	0.00	80-456-005
820045630000		SEC 125 MED REIMB	0.00	0.00	0.00	80-456-006
8245630000		SEC 125 MED REIMB	0.00	0.00	0.00	80-456-006
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
80-703		FUND CHANGE	(459,784.17)	(239,128.95)	(698,913.12)	80-703
820007040000		TORT FUND BALANCE	(4,238,498.30)	0.00	(4,238,498.30)	80-704
	7000	Transfer	<u>(4,698,282.47)</u>	<u>(239,128.95)</u>	<u>(4,937,411.42)</u>	* Function
	80	Tort Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund

Collinsville CUSD 10 Balance Sheet

Printed: 01/16/2020 10:22:55AM
COLLINSVILLE 10

Fire Prevention and Safety Fund 90						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	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, BUSEY	54,702.67	(11,336.73)	43,365.94	90-101
900101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	90-103-01
	1000	Local	<u>54,702.67</u>	<u>(11,336.73)</u>	<u>43,365.94</u>	* Function
Drivers ED						
90011800000B		FP&S INVESTMENTS	1,995,404.94	762.74	1,996,167.68	90-180-01
	1700	Drivers ED	<u>1,995,404.94</u>	<u>762.74</u>	<u>1,996,167.68</u>	* Function
Federal						
90-402		A/P LIABILITY	0.00	0.00	0.00	90-402
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
90-703		FUND CHANGE	13,538.23	10,573.99	24,112.22	90-703
920007040000		FP&S FUND BALANCE	(2,063,645.84)	0.00	(2,063,645.84)	90-704
92017210000B		1996 H/L/S BOND SALE PROCEEDS	0.00	0.00	0.00	90-721-01
	7000	Transfer	<u>(2,050,107.61)</u>	<u>10,573.99</u>	<u>(2,039,533.62)</u>	* Function
	90	Fire Prevention and Safety Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
		Report Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

Fund Balance Report

Printed: 01/16/2020 3:24:53PM

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	77,209.70	0.00	445,756.72	384,687.62	(61,069.10)	613,601.05	552,531.95
20	Oper, Build, & Maint Fund	1,604.66	0.00	8,014.35	16,464.40	8,450.05	0.00	8,450.05
40	Transportation Fund	2,047.02	0.00	6,514.75	12,537.98	6,023.23	0.00	6,023.23
		<u>\$80,861.38</u>	<u>\$0.00</u>	<u>\$460,285.82</u>	<u>\$413,690.00</u>	<u>(\$46,595.82)</u>	<u>\$613,601.05</u>	<u>\$567,005.23</u>

Collinsville Area Vocational Center
Statement of Changes in Fund Balance
For the Month Ending December 31, 2019

	Fund 10	Fund 20	Fund 40	Total
Fund Balance November 30, 2019	\$ 629,741.65	\$ 10,054.71	\$ 8,070.25	\$ 647,866.61
Income				\$ -
Expenditures	(77,209.70)	(1,604.66)	(2,047.02)	(80,861.38)
Net change	\$ (77,209.70)	\$ (1,604.66)	\$ (2,047.02)	\$ (80,861.38)
Fund Balance December 31, 2019	<u>\$ 552,531.95</u>	<u>\$ 8,450.05</u>	<u>\$ 6,023.23</u>	<u>\$ 567,005.23</u>

12/31/20	
Income	\$ -
Cash Receipts to Expense Account to Asset	
From AP Report coded to revenue	
JE's AJ's	
Total	\$ -

12/31/20	
Expenditures	\$ (80,861.38)
AP Check Register	(96,181.67)
Net PR 12/06/19	(20,781.12)
Net PR 12/09/19	(479.37)
Net PR 12/10/19	(2,290.56)
Net PR 12/20/19	(21,128.66)
AJ's	
From AP Report coded to revenue	
From AP Rep. coded to Assets	60,000.00
From Cash Receipts coded to exp acct	-
From AP Rep. coded to Liab. other than PR	
Total	\$ (80,861.38)

CAVC Balance Sheet

Printed: 01/16/2020 3:12:32PM
COLLINSVILLE 10

Education Fund 10					
Function					
Account	Description	Y.T.D. Bal.Frwd.	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 (NA)	0.00	0.00	0.00	10-100
Instruction					
100001010002	CASH Bank of Edwardsville Prime	60,361.27	16,371.53	76,732.80	10-101
10-101	PAYROLL CASH	0.00	0.00	0.00	10-101
100001010001	CASH US BANK	569,379.91	(101,681.19)	467,698.72	10-101-1
1000010100TA	ACTIVITY (TRUST & AGENCY) CASH	65,413.66	(294.14)	65,119.52	10-102
10951020000A	PETTY CASH	0.00	0.00	0.00	10-102-95
10011200000A	RECEIVABLE MISC	0.00	0.00	0.00	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 PMA -103	0.00	0.00	0.00	10-180-95
1000	Instruction	695,154.84	(85,603.80)	609,551.04	* Function
Community Services					
10-400	ACTIVITY (TRUST & AGENCY)	(65,413.66)	294.14	(65,119.52)	10-400
10-404	DUE TO UNIT	0.47	0.00	0.47	10-400
3000	Community Services	(65,413.19)	294.14	(65,119.05)	* Function
Nonprogrammed Charges					
10-402	A/P LIABILITY	0.00	8,099.96	8,099.96	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	0.00	0.00	0.00	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 W/H TAX	0.00	0.00	0.00	10-453
10-454	IMRF (Ded/Ben)	0.00	0.00	0.00	10-454

CAVC Balance Sheet

Printed: 01/16/2020 3:12:32PM
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
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
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	0.00	0.00	0.00	10-456-006
120045330000		DISTRICT HEALTH INSURANCE	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>0.00</u>	<u>8,099.96</u>	<u>8,099.96</u>	* Function
Provision For Contingencies						
10-703		FUND NET CHANGE	(16,140.60)	77,209.70	61,069.10	10-703
120007040000		FUND BALANCE	(613,601.05)	0.00	(613,601.05)	10-704
	6000	Provision For Contingencies	<u>(629,741.65)</u>	<u>77,209.70</u>	<u>(552,531.95)</u>	* Function
	10	Education Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

CAVC Balance Sheet

Printed: 01/16/2020 3:12:32PM
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 (NA)	0.00	0.00	0.00	20-100
Instruction					
200001010001	CASH US BANK	10,054.71	(1,604.66)	8,450.05	20-101
200001010002	CASH Bank of Edwardsville Prime	0.00	0.00	0.00	20-101
20951400000A	REC FM PART DISTB BLDG FD	0.00	0.00	0.00	20-140-95
20951800000A	INVESTMENTS PMA-103	0.00	0.00	0.00	20-180-95
1000	Instruction	<u>10,054.71</u>	<u>(1,604.66)</u>	<u>8,450.05</u>	* Function
Community Services					
20-404	DUE TO UNIT	0.00	0.00	0.00	20-400
3000	Community Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Nonprogrammed Charges					
20-402	A/P LIABILITY	0.00	0.00	0.00	20-402
22954200000A	OBM FUND DUE TO PART DIST	0.00	0.00	0.00	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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Provision For Contingences					
20-703	FUND NET CHANGE	(10,054.71)	1,604.66	(8,450.05)	20-703
220007040000	FUND BALANCE	0.00	0.00	0.00	20-704
6000	Provision For Contingences	<u>(10,054.71)</u>	<u>1,604.66</u>	<u>(8,450.05)</u>	* Function
20	Oper, Build, & Maint Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

CAVC Balance Sheet

Printed: 01/16/2020 3:12:32PM
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 (NA)	0.00	0.00	0.00	40-100	
Instruction						
400001010001	CASH US BANK	8,070.25	(2,047.02)	6,023.23	40-101	
400001010002	CASH Bank of Edwardsville Prime	0.00	0.00	0.00	40-101	
40951400000A	REC FROM PART DISTRICT TRANSP	0.00	0.00	0.00	40-140-95	
40951800000A	INVESTMENT PMA -103	0.00	0.00	0.00	40-180-95	
1000	Instruction	<u>8,070.25</u>	<u>(2,047.02)</u>	<u>6,023.23</u>	* Function	
Nonprogrammed Charges						
40-402	A/P LIABILITY	0.00	0.00	0.00	40-402	
42954200000A	DUE TO PART DISTS TRANSP FD	0.00	0.00	0.00	40-420-95	
4000	Nonprogrammed Charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function	
Provision For Contingencs						
40-703	FUND NET CHANGE	(8,070.25)	2,047.02	(6,023.23)	40-703	
420007040000	FUND BALANCE	0.00	0.00	0.00	40-704	
6000	Provision For Contingencs	<u>(8,070.25)</u>	<u>2,047.02</u>	<u>(6,023.23)</u>	* Function	
40	Transportation Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund	
	Report Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		

9. **Unfinished Business**

9.1. Approval of Board Policy Updates

Board Policy Updates
PRESS Update 102

Notes from Dr. Skertich:

- 2:20 – Powers and Duties of the School Board; Indemnification
Child abuse reporting
- 2:70 - Vacancies on the School Board – Filling Vacancies
Legal reference
- 2:100 - Board Member Conflict of Interest
Conflict of interest
- 2:105 - Ethics and Gift Ban
Sexual harassment by Board Member – Appointed by Superintendent
- 2:110 - Qualifications, Term, and Duties of Board Officers
Appoint sexual harassment investigator
- 2:200 - Types of School Board Meetings
Closed session expansion
- 2:220 - School Board Meeting Procedure
Consent agenda change
- 2:260 - Uniform Grievance Procedure
Harassment now includes Board of Education
- 2:70-E Exhibit – Checklist for Filling Board Vacancies by Appointment
Vacancy
- 2:140-E Exhibit – Guidance for Board Member Communications, Including Email Use
Open Meetings Act Adjustment
- 2:220-E2 – Exhibit – Motion to Adjourn to Closed Meeting
Closed Session documentation
- 4:15 - Identify Protection
Identity Protection Responsibilities
- 4:30 - Revenue and Investments
Investment Guidelines
- 4:60 - Purchases and Contracts
Contractor requirements

- 4:80 - Accounting and Audits
Inventory threshold \$5,000
- 4:150 - Facility Management and Building Programs
Legal reference
- 5:10 - Equal Employment Opportunity and Minority Recruitment
Equal opportunity
- 5:20 - Workplace Harassment Prohibited
Expanded definition of unlawful harassment and training
- 5:30 - Hiring Process and Criteria
Child neglect and salaries
- 5:50 - Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
On call/work place
- 5:90 - Abused and Neglected Child Reporting
Child abuse reporting
- 5:100 - Staff Development Program
Harassment Training
- 5:120 - Employee Ethics; Conduct; and Conflict of Interest
Reporting abuse and conflict of interest
- 5:200 - Terms and Conditions of Employment and Dismissal
Legal reference
- 5:220 - Substitute Teachers
Legal reference
- 5:250 - Leaves of Absence
Allowable for LOA updated
- 5:290 - Employment Termination and Suspensions
Child abuse
- 5:330 - Sick Days, Vacation, Holidays, and Leaves
Legal reference
- 6:20 - School Year Calendar and Day
Legal reference
- 6:60 - Curriculum Content
Civics, Bullying and Harassment Behaviors, and LGBT requirements

- 6:150 - Home and Hospital Instruction
Written statement
- 6:300 - Graduation Requirements
FAFSA and Diploma
- 7:20 - Harassment of Students Prohibited
Complaint and Abuse
- 7:150 - Agency and Police Interviews
Guidelines for agency and police interviews
- 7:270 - Administering Medicines to Students
Cannabis

Document Status: Draft Update

SCHOOL BOARD

2:20 Powers and Duties of the School Board; Idemnification

The major powers and duties of the School Board include, but are not limited to:

1. Annually organizing the Board by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with Board policy and State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/[PRESSPlus1](#) and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Indemnifying, protecting, and insuring against any loss or liability of the School District, Board members, employees, and agents as provided or authorized by State law.
8. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
9. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
10. Approving the curriculum, textbooks, and educational services.
11. Evaluating the educational program and approving School Improvement and District Improvement Plans.
12. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
13. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
14. Establishing attendance units within the District and assigning students to the schools.
15. Establishing the school year.
16. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
17. Providing student transportation services pursuant to State law.
18. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
19. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act ANCRA's requirements concerning the reporting of child abuse.
20. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Idemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to [105 ILCS 5/10-22.34](#), [10-22.34a](#) and [10-22.34b](#)), mentors of certified staff (pursuant to [105 ILCS 5/2-3.53a](#), [2-3.53b](#), and [105 ILCS 5/21A-5 et seq.](#)), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.:

[105 ILCS 5/10](#), [5/17-1](#), and [5/27-1](#).

[115 ILCS 5/](#), Ill. Educational Labor Relations Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

Adopted: April 15, 2019

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531 and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. **Note:** While 105 ILCS 5/10-23.12(c) permits boards to *immediately* dismiss certain employees upon the determination that he or she has willfully or negligently failed to report, this does not negate a board's responsibility to provide employees with due process required by the law and district policies and procedures. Consult the board attorney for further guidance. **Issue 102, October 2019**

Document Status: Draft Update

SCHOOL BOARD

2:70 Vacancies on the School Board - Filling Vacancies

Vacancy

Elective office of a School Board member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 60⁴⁵PRESSPlus1 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.:

[105 ILCS 5/10-10](#) and [5/10-11](#).

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

ADOPTED: December 19, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20. Questions arise when fewer individuals run for seats on the board than are up for election. For more information, see f/n 8 of sample policy 2:70, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

Document Status: Draft Update

Vacancies on the School Board - Filling Vacancies

2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment

The School Board fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see [Vacancies on the Board of Education](#), published by a committee of the Ill. Council of School Attorneys, and available at: www.iasb.com/law/vacancies.cfm.

Confirm that the Board must fill the vacancy by appointment.

Guidelines	Explanation
Review Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i> , to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment.	Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10.
<u>In the event a seat on the board goes unfilled at an election, consult the Board Attorney to determine (1) how long the seat can be held over by the incumbent member, and (2) the process by which the Board will fill the seat.</u>	<u>The School Code partially addresses the concept of a <i>holdover seat</i>; it states “no elective office...becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified.” 105 ILCS 5/10-11.</u> PRESSPlus1

Notify the Regional Superintendent of the vacancy within **five** days of its occurrence (105 ILCS 5/10-10).

Develop a list of qualifications for appointment of a person to fill the vacancy.

Guidelines	Explanation
<p>At a minimum, a candidate must meet the following qualifications:</p> <ul style="list-style-type: none"> • Be a United States citizen • Be at least 18 years of age • Be a resident of Illinois and the <p>District for at least one year immediately preceding the appointment</p> <ul style="list-style-type: none"> • Be a registered voter • Not be a child sex offender • Not hold another incompatible public office • Not have a prohibited interest in any contract with the District. • Not be a school trustee • Not hold certain types of prohibited State or federal 	<p>While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10.</p> <p>For guidance discussing other qualifications that the Board may want to consider, see IASB's <i>Recruiting School Board Candidates</i>, available at: www.iasb.com/training/recruiting.cfm</p> <p>For guidance regarding conflict of interest and incompatible offices, see Conflict of Interest and Incompatible Offices FAQ (ICSA).</p>

employment	
<p>When additional qualifications apply, the following items may be included in the Board's list of qualifications:</p> <ul style="list-style-type: none"> • Meet all qualifications based upon the distribution of population among congressional townships in the district. • Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas. 	<p>Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. 105 ILCS 5/10-11 (105 ILCS 5/11A-8).</p> <p>Note: If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c), added by P.A. 100-800.</p>

Decide who will receive completed vacancy applications.

Guidelines	Explanation
<p>The Board President will accept applications.</p> <p>The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.</p>	<p>Who accepts vacancy applications is at the Board's sole discretion. According to 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.</p>

Create the Board member vacancy announcement.

Announcement	Explanation
<p>School District _____ Board Member Vacancy</p> <p>The School District is accepting applications to fill the vacancy resulting from [reason for vacancy] of [former Board member's name].</p>	<p>The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion.</p> <p>The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s).</p>
<p>The individual selected will serve on the School Board from the date of appointment to [date].</p>	<p>The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i>, to determine the length of the appointment.</p>
<p>The School District [School District's philosophy or mission statement].</p>	<p>See Board policy 1:30, <i>School District Philosophy</i>, for the District's mission statement that is specific to the community's goals.</p>
<p>Applicants for the Board vacancy must be: [Board's list of qualifications].</p>	<p>See checklist item titled <i>Develop a list of qualifications for appointment of a person to fill the vacancy above</i>.</p>
<p>Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [locations].</p>	<p>Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, <i>Powers and Duties of the School Board</i>; <i>Indemnification</i>; 2:80, <i>Board Member Oath and Conduct</i>; 2:100, <i>Board Member Conflict of Interest</i>; 2:105 <i>Ethics and Gift Ban</i>; and 2:120, <i>Board Member Development</i>.</p>
<p>Applications may be obtained at [location]</p>	

and address and/or website] beginning on [date and time].

Completed applications may be turned in by [time and date] to [name and title of person receiving applications].

See action item titled *Decide who will receive completed vacancy applications* above.

Publicize the vacancy announcement by placing it on the District's website, announcing it at a meeting, and/or advertising it in the local newspaper(s).

Accept and review applications from prospective candidates (see *Decide who will receive completed vacancy applications* above).

Contact appropriate applicants for interviews (see *Decide who will receive completed vacancy applications* above).

Develop interview questions.

Interview Questions	Explanation
<p>Why do you want to be a Board member?</p> <p>What specific skills would you bring to the Board?</p> <p>Please give specific examples of your ability in interpersonal relationships and teamwork.</p> <p>What do you see as the role of a Board member?</p> <p>What have you done to prepare yourself for the challenges of being a Board member?</p> <p>Please describe your previous community or non-profit experiences.</p> <p>What areas in the district would you like to see the Board strengthen?</p> <p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p>	<p>Interview questions are at the Board's sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview.</p> <p>See IASB's <i>Recruiting School Board Candidates</i>, available at: www.iasb.com/training/recruiting.cfm</p> <p>A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.</p>

Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).

Interview Plan	Explanation
<p>In each interview, the Board President will:</p> <p>Introduce Board members to the candidate at the beginning of the interview.</p> <p>Describe the Board's interview process, selection process, and ask</p>	

the candidate if he or she has questions about the Board's process for filling a vacancy by appointment.

Describe the District's philosophy or mission statement.

Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development.

Begin asking the interview questions that the Board developed.

Ask the candidate whether he or she has any questions for the Board.

Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board's decision.

The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The president presides at all meetings. (105 ILCS 5/10-13).

The Board may also want to consider allowing an equal amount of time for each interview.

Fill vacancy by a vote during an open meeting of the Board before the 60th day (105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20).

Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).

Announce the appointment to District staff and community.

Announcement	Explanation
<p>The Board appointed [appointee's name] to fill the vacancy on the Board.</p> <p>The appointment will be from [date] to [date].</p> <p>The Board previously established qualifications for the appointee in a careful and thoughtful manner. [Appointee's name] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [Appointee's name] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.</p>	<p>The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement.</p> <p>See Board policy 8:10, <i>Connection with the Community</i>.</p>

Administer the Oath of Office and begin orientation.

Guidelines	Explanation
<p>See Board policy 2:80, <i>Board Member Oath and Conduct</i>.</p>	<p>Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.</p>
<p>See Board policy 2:120, <i>Board Member Development</i>, and 2:120-E, <i>Guidelines for Serving as a Mentor to a New School Board Member</i>.</p>	<p>Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: www.iasb.com/principles_popup.cfm.</p>

Inform IASB of the newly appointed Board member's name and directory information.

PRESSPlus Comments

PRESSPlus 1. Updated to address *holdover* incumbent members. **Issue 102, October 2019**

Document Status: Draft Update

SCHOOL BOARD

2:100 Board Member Conflict of Interest

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

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

Federal and State Grant Awards [PRESSPlus1](#)

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

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

LEGAL REF.:

5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107.

30 ILCS 708/, Grant Accountability and Transparency Act.

[50 ILCS 105/3.](#)

[105 ILCS 5/10-9.](#)

[2 C.F.R. §200.318\(c\)\(1\).](#)

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

ADOPTED: May 15, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. State of Education's *Procurement and Purchasing Checklist* and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). See the PRESS Issue 102 Update Memo for more information.

The term *participate* is not specifically defined in the federal regulation; consult the board attorney regarding other actions the board can take to limit the influence of a conflicted board member, beyond abstention from the board's evaluation and vote on a contract. 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award or eligible State grants through GATA if they have a *real or apparent conflict of interest*. Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at www.grants.illinois.gov. See also the Ill. State Board of Education's *Procurement and Purchasing Checklist* at: www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.

The law does not specifically define an *apparent conflict of interest*. For a discussion of what an *apparent conflict of interest* may mean, see the discussion about avoiding the *appearance of impropriety* in the Ill. Council of School Attorneys' publication, **Answers to FAQs, Conflict of Interest and Incompatible Offices**, https://www.iasb.com/IASB/media/Documents/COI_FAQ.pdf.

Document Status: Draft Update

SCHOOL BOARD

2:105 Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and School Board members:

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

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

Limitations on Receiving Gifts [PRESSPlus1](#)

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not

been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.

10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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

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

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

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

"Political activity" means:

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

15. Participating in any recount or challenge to the outcome of any election.

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

"Prohibited source" means any person or entity who:

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials [PRESSPlus2](#)

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

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

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board. [Q1 PRESSPlus3](#)

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board. [PRESSPlus4](#)

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office. [PRESSPlus5](#)

LEGAL REF.:

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

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

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

ADOPTED: November 18, 2013

Questions and Answers:

***Required Question 1. Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or elected official?

The Board President (default)

The Superintendent (this will also affect policy 2:110 - be sure the same answer is entered for both policies.)

PRESSPlus Comments

PRESSPlus 1. This policy is unchanged. A footnote is updated in response to 30 ILCS 708/, the Grant Accountability Transparency Act (GATA) and federal procurement standards, and the text is provided here for informational purposes.

5 ILCS 430/10-10 through 10-30 (Gift Ban); 30 ILCS 708/ (Grant Accountability Transparency Act (GATA)); and 2 C.F.R. §200.318(c)(1)(uniform federal procurement standards prohibit board members from soliciting or accepting gratuities, favors, or anything of monetary value from contractor performing work under a contract supported by a federal grant award). GATA adopts the uniform federal rules for State agencies' administration of eligible State and federal grants.

Generally, 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. For more discussion on conflict of interest, see sample policy 2:100, *Board Member Conflict of Interest*. Specifically, 2 C.F.R. §200.318(c)(1) requires school districts to "set standards for situations in which the gift is an unsolicited item of nominal value (*standards*)," along with "disciplinary actions to be applied for violations (*disciplinary actions*)" without defining *nominal value*.

To avoid confusion and because 2 C.F.R. §200.318(c)(1) provides flexibility to school boards regarding setting *standards* and *disciplinary actions*, sample policy 2:100, *Board Member Conflict of Interest*, refers to this sample policy's subheads:

Limitations on Receiving Gifts in the Ethics Act at 5 ILCS 430/10-10 – 10-30 (for the federal regulation's *standards*), and **Enforcement** at 5 ILCS 430/50-5 (discussing the specific penalties available under the Ill. Ethics Act for the federal regulation's *disciplinary actions*).

If a board wishes to develop further *standards* and *disciplinary actions* than the Gift Ban section of the SOEEA requires, consult the board attorney.

For further discussion, see the *Grant Accountability and Conflicts of Interest* section in the Ill. Council of School Attorneys' publication, **Answers to FAQs, Conflict of Interest and Incompatible Offices** at: www.iasb.com/law/COI_FAQ.pdf.

Issue 98, May/June 2018

PRESSPlus 2. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The resolution must be adopted by February 9, 2020; see 5:20-E, *Resolution to Prohibit Sexual Harassment*, for more information.

This policy includes both elected and appointed board members to effectuate the intent of the law, to comprehensively address sexual harassment in the workplace, and for consistent treatment. The statute does not address whether the *independent review* must or may be limited to a board member's conduct in his or her official capacity, or if it can extend to a board member's behavior in his or her individual capacity. Consult the board attorney for advice.

This policy only addresses the requirements of the SOEEA; it does not address harassment complaints made by employees or other non-elected individuals against board members. Such complaints may be processed under policy 2:260, *Uniform Grievance Procedure*. See policy 5:20, *Workplace Harassment Prohibited* for information about what types of conduct may rise to the level of unlawful sexual harassment under federal and State laws.

Issue 102, October 2019

PRESSPlus 3. 5 ILCS 430/70-5(a), amended by P.A. 101-221, eff. 1-1-20. The law requires governmental units, including school districts, to conduct an *independent review* of allegations of sexual harassment made against an elected official by another elected official; however, that term is not defined. Consult the board attorney about how to investigate such complaints. **Issue 102, October 2019**

PRESSPlus 4. A board's ability to address the harassing behavior of a board member is relatively limited because it does not have the legal authority to remove one of its members. See policy 2:60, *Board Member Removal from Office*, for more information about board member removal. Consult the board attorney when dealing with a claim of sexual harassment by a board member to discuss enforcement options, as well as the accused board member's participation in any decisions regarding the complaint. **Issue 102, October 2019**

PRESSPlus 5. This paragraph is optional, but it aligns with the intent of P.A. 101-221. **Issue 102, October 2019**

Document Status: Draft Update

SCHOOL BOARD

2:110 Qualifications, Term, and Duties of Board Officers

The School Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a one-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; ~~and~~
11. Serve as or appoint the Board's official spokesperson to the media; and
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official. [Q1 PRESSPlus1](#)

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a one-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary for a one-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;

8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

[105 ILCS 5/8-1](#), [5/8-2](#), [5/8-3](#), [5/8-6](#), [5/8-16](#), [5/8-17](#), [5/10-1](#), [5/10-5](#), [5/10-7](#), [5/10-8](#), [5/10-13](#), [5/10-13.1](#), [5/10-14](#), [5/10-16.5](#), and [5/17-1](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), [2:105 \(Ethics and Gift Ban\)](#), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure)

Adopted: August 19, 2019

Questions and Answers:

***Required Question 1. Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or elected official?

The Board President (default)

The Superintendent (this will also affect policy 2:105 - be sure the same answer is entered for both policies.)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221. **Issue 102, October 2019**

Document Status: Draft Update

Communications To and From the Board

2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use

The Open Meetings Act (OMA) requires the School Board ~~is authorized~~ PRESSPlus1 to discuss District business only at a properly noticed Board meeting. (~~Open Meetings Act, 5 ILCS 120/~~). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*.

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a do not reply/forward alert to the group, such as: "BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a do not reply/forward alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: "BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." 5 ILCS 140/2. Email sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was: (1) prepared by a public body, (2) prepared for a public body,

(3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or

(6) controlled by a public body.

This test is from the appellate court decision in City of Champaign v. Madigan, 992 N.E.2d 629 (Ill.App.4th, 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work would not be a public record. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate the Open Meetings Act/OMA and, thus, are subject to disclosure during proceedings to enforce the Open Meetings Act/OMA.
 - b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address will be a public record and subject to FOIA. The electronic communication is under the control of the District.
 - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server will be a public record and subject to FOIA. The electronic communication is under the control of the District.
 - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum will be a public record and subject to FOIA. The electronic communication is in the District's possession.
 - e. Either sent to or from a Board member's personal electronic device during a Board meeting will be a public record and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. (Local Records Act, 50 ILCS 205/). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the Local Records Act/RA.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. This is referred to as a litigation hold. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4, amended by P.A. 98-1063

DATED: January 26, 2015

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 101, June 2019**

Document Status: Draft Update

SCHOOL BOARD

2:200 Types of School Board Meetings

General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's administrative office (annex). Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent or designee is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. ~~99-646~~101-459. [PRESSPlus1](#)
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2\(c\)\(2\)](#).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. [5 ILCS 120/2\(c\)\(3\)](#).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. [5 ILCS 120/2\(c\)\(4\)](#).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. [5 ILCS 120/2\(c\)\(5\)](#).
6. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2\(c\)\(6\)](#).
7. The sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2\(c\)\(7\)](#).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. [5 ILCS 120/2\(c\)\(8\)](#), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. [5 ILCS 120/2\(c\)\(9\)](#).
10. The placement of individual students in special education programs and other matters relating to individual students. [5 ILCS 120/2\(c\)\(10\)](#).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before

a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2\(c\)\(11\)](#).

12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. [5 ILCS 120/2\(c\)\(12\)](#).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. [5 ILCS 120/2\(c\)\(16\)](#).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. [5 ILCS 120/2\(c\)\(21\)](#).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. [5 ILCS 120/2\(c\)\(29\)](#).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.:

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

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

[105 ILCS 5/10-6](#) and [5/10-16](#).

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

PRESSPlus Comments

PRESSPlus 1. The policy is updated in response to 5 ILCS 120/2(c)(1), amended by P.A. 101-459, expanding this exception. A disclosable payment also includes payment for accumulated sick leave. **Issue 102, October 2019**

Document Status: Draft Update

SCHOOL BOARD

2:220 School Board Meeting Procedure

Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require ~~extensive discussion or explanation~~ [PRESSPlus1](#) before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable

for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (14th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using

recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

[5 ILCS 120/2a](#), [120/2.02](#), [120/2.05](#), and [120/2.06](#).

[105 ILCS 5/10-6](#), [5/10-7](#), [5/10-12](#), and [5/10-16](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:200 (Types of School Board Meetings), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

ADOPTED: January 23, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to **PRESS** Advisory Board member feedback to delete ~~or explanation~~ from the text so that the policy text reflects the court's decision in Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill., 77 N.E. 3d 625 (Ill 2017) (requiring public bodies to provide in a public recital "sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance").

Note: PRESS Plus subscribers should periodically review the footnotes to sample policy 2:220, available at PRESS Online by logging in at www.iasb.com, for guidance regarding Ill. Attorney General PAC opinions. **Issue 102, October 2019**

Document Status: Draft Update

School Board Meeting Procedure

2:220-E2 Exhibit - Motion to Adjourn to Closed Meeting

Motion to Adjourn to Closed Meeting

Date: _____ Time: _____

Location: _____

A motion was made by _____, and seconded by _____, to adjourn to closed meeting to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1), amended by P.A. ~~99-646~~ 101-459. [PRESSPlus1](#)
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8) ~~amended by P.A. 99-235~~.
- Student disciplinary cases. 5 ILCS 120/2(c)(9).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
- Meetings between internal or external auditors and governmental audit committees, finance committees, and Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

Closed Meeting Roll Call:

"Yeas"	"Nays"
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Motion: Carried Failed

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(1), amended by P.A. 101-459. **Issue 102, October 2019**

Document Status: Draft Update

SCHOOL BOARD

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d et seq.](#)
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e et seq.](#)
6. Sexual harassment (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972) [PRESSPlus1](#)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#).
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), [410 ILCS 513/](#) and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), [42 U.S.C. §2000ff et seq.](#))
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the 2:260

complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, [PRESSPlus2](#) the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Dr. Mark B. Skertich, Superintendent

Collinsville CUSD #10

201 W. Clay St., Collinsville, IL 62234

Email: bskertich@cusd.kahoks.org

618/346-6350

Complaint Managers:

Mr. Brad Hyre

Collinsville CUSD #10

123 W. Clay St., Collinsville, IL 62234

Email: bhyre@cusd.kahoks.org

618/346-6350 ext. 4235

Ms. LaToya Berry-Coleman

Collinsville CUSD #10

201 W. Clay St., Collinsville, IL 62234

Email: lcoleman@cusd.kahoks.org

618/346-6350 ext. 4238

LEGAL REF.:

Age Discrimination in Employment Act, [29 U.S.C. §621](#) *et seq.*

Americans With Disabilities Act, [42 U.S.C. §12101](#) *et seq.*

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) *et seq.*

Equal Pay Act, [29 U.S.C. §206](#)(d).

Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) *et seq.*

Immigration Reform and Control Act, [8 U.S.C. §1324a](#) *et seq.*

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

Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*

Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) *et seq.*

Title IX of the Education Amendments, [20 U.S.C. §1681](#) *et seq.*

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

[105 ILCS 5/2-3.8](#), [5/3-10](#), [5/10-20.7a](#), [5/10-20.60](#), [5/10-22.5](#), [5/22-19](#), [5/24-4](#), [5/27-1](#), [5/27-23.7](#), and [45/1-15](#).

Illinois Genetic Information Privacy Act, [410 ILCS 513](#)/.

Illinois Whistleblower Act, [740 ILCS 174](#)/.

Illinois Human Rights Act, [775 ILCS 5](#)/.

Victims' Economic Security and Safety Act, [820 ILCS 180](#)/, [56 Ill.Admin.Code Part 280](#).

Equal Pay Act of 2003, [820 ILCS 112](#)/.

Employee Credit Privacy Act, [820 ILCS 70](#)/.

[23 Ill.Admin.Code §§1.240](#) and [200.40](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: April 15, 2018

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requires school districts to create, maintain, and implement an age-appropriate sexual harassment policy. See policy 7:20, *Harassment of Students Prohibited*, and see its f/n 7 (available at PRESS Online by logging in at www.iasb.com) for further information. **Issue 102, October 2019**

PRESSPlus 2. Updated to align with changes made to policy 2:105, *Ethics and Gift Ban*, in response to the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. **Issue 102, October 2019**

Document Status: Draft Update

OPERATIONAL SERVICES

4:15 Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, [5 ILCS 179/](#). Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards [PRESSPlus1](#)

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) protected personally identifiable information, [PRESSPlus2](#) (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as personally identifiable information (PII) [PRESSPlus3](#) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, sensitive information), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. [PRESSPlus4](#) Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

[2 C.F.R. §200.303\(e\)](#).

5 ILCS 179/, Identity Protection Act.

[30 ILCS 708/](#), Grant Accountability and Transparency Act

[50 ILCS 205/3](#), Local Records Act.

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

Adopted: March 19, 2018

PRESSPlus Comments

PRESSPlus 1. Added in response to the Ill. State Board of Education's *Checklist for Protection of Personally Identifiable Information Review* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).

See the ISBE Checklist at www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.

While the federal regulations on procurement standards in 2 C.F.R. Part 200 do not specifically require a written policy on the treatment of *personally identifiable information* (PII) under grant-funded programs, the the ISBE Checklist requires an approved policy or policies related to the identification, handling, storage, access, disposal, and overall protection of PII as evidence of legal compliance with GATA and federal regulations. The ISBE Checklist is specific to PII handled by districts in connection with their administration of grants. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 apply to eligible State grants through GATA. This policy and administrative procedure 4:15-AP2, *Personally Identifiable Information Under Grant Awards*, (available by logging into PRESS Online at iasb.com) are designed to help districts meet the standard set forth in 2 C.F.R. 200.303(e) and the documentation items on the ISBE Checklist.

The Ill. State Board of Education (ISBE) considers the Personal Information Protection Act (PIPA) (815 ILCS 530/, amended by P.A. 101-343, eff. 1-1-20) to apply to the handling of personally identifiable information under grant awards. Consult the board attorney for advice on the broader applicability of PIPA's mandates to your district.

Issue 102, October 2019

PRESSPlus 2. *Protected personally identifiable information* (Protected PII) means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, or educational transcripts. 2 C.F.R. §200.82. **Issue 102, October 2019**

PRESSPlus 3. Protected PII is a subset of PII. PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books and public websites, and it is considered to be Public PII. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. 2 C.F.R. §200.79.

In addition to 2 C.F.R. 200.303(e), depending upon the type of record being created or used in connection with a grant-funded program, multiple laws may govern the treatment of *personally identifiable information* (PII) under a grant, including the IPA (5 ILCS 179/), PIPA (815 ILCS 530/), Family Educational Rights and Privacy Act, (20 U.S.C. 1232g), Ill. School Student Records Act (105 ILCS 10/), Student Online Personal Protection Act, (105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21), Personnel Record Review Act (820 ILCS 40/), and Local Records Act (50 ILCS 205/3).

Issue 102, October 2019

PRESSPlus 4. The ISBE Checklist requires districts to maintain documentation of training of all employees/contractors on the handling of PII, including evidence of the date(s) of the training and attendance/completion of the training. Because many individuals in a district can be involved in day-to-day administration of activities supported by a federal or State grant, best practice is to regularly train all employees on the safeguarding of such sensitive information, e.g., upon hire and then annually or semi-annually. **Issue 102, October 2019**

Document Status: Draft Update

OPERATIONAL SERVICES

4:30 Revenue and Investments

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest District funds in any investment as authorized in [30 ILCS 235/2](#), and Acts amended thereto.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/, [PRESSPlus1](#)

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, [30 ILCS 235/](#). The Superintendent or designee shall keep the Board informed of collateral

agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.:

30 ILCS 235/, Public Funds Investment Act.

30 ILCS 238/, III. Sustainable Investing Act.

105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: July 16, 2012

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Public Funds Investment Act, 30 ILCS 235/, amended by P.A. 101-473, eff. 1-1-20. See the III. Sustainable Investing Act (SIA) (30 ILCS 238/, added by P.A. 101-473, eff. 1-1-20) for examples of these five *sustainability factors*. Under the SIA, school districts, must "prudently integrate sustainability factors into its investment decisions-making, investment analysis, portfolio construction, due diligence, and investment ownership in order to maximize anticipated financial returns, minimize projected risk, and more effectively execute its fiduciary duty." **Issue 102, October 2019**

Document Status: Draft Update

OPERATIONAL SERVICES

4:60 Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1 et seq.](#)
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21\(b-5\)](#). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21\(b-10\)](#).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with [105 ILCS 5/10-21.9\(f\)](#): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9\(c\)](#) and [5/21B-80\(c\)](#) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80\(b\)](#) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/24-5: (1) concerning each **new employee of a contractor that provides services to students or in schools who begins providing services in the District after June 16, 2014**, [PRESSPlus1](#) provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the **Illinois** Department of Public Health rules or order of a local health official.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.:

[105 ILCS 5/10-20.19c](#), [5/10-20.21](#), [5/10-21.9](#), [5/10-22.34c](#), [5/19b-1](#) *et seq.*, and [5/24-5](#).

[820 ILCS 130/](#).

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

~~ADOPTED: January 23, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-5, amended by P.A. 101-81, and to remove the 2014 date. **Issue 102, October 2019**

Document Status: Draft Update

OPERATIONAL SERVICES

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. 200.313, if applicable. [PRESSPlus1](#) The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold [PRESSPlus2](#)

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) may obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with

documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

[2 C.F.R. §200](#) *et seq.*

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill. Adm. Code 7000](#) *et seq.*

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#), [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#) and [5/17-1](#) *et seq.*

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

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

Adopted: July 16, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. State Board of Education's *Equipment and Inventory Checklist* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). See www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx. The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State grant awards through GATA, unless exempted in whole or in part by the Governor's Office of Management of Budget. See www.isbe.net/gata for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by ISBE. See 4:80-AP3, *Inventory Management for Federal and State Awards* (available at PRESS Online by logging in at iasb.com).

Additional ISBE guidance is available at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf. **Issue 102, October 2019**

PRESSPlus 2. Optional. 23 Ill. Admin. Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of \$5,000 and useful life greater than one year complies with the definition of *equipment* under federal grant rules, but may be adjusted, and/or multiple thresholds can be established, for different categories of capital assets. See Government Accounting Standards Board (GASB) Statement 34 and *Guide to Implementation of GASB Statement 34 on Basic Financial Statements* (p.28), both available at www.gasb.org. There are no specific requirements for such policies; however, district auditors may require or recommend a district have a more comprehensive capitalization policy and/or procedure. Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.

To delete or edit this section, strike text or type the edits and select "Adopted with Additional District Edits" as the Save Status. Edits will be automatically tracked in blue. **Issue 102, October 2019**

Document Status: Draft Update

OPERATIONAL SERVICES

4:150 Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$50,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Ill. State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.:

[42 U.S.C. §12101](#) et seq., Americans with Disabilities Act of 1990, implemented by [28 C.F.R. Parts 35](#) and [36](#).

[20 ILCS 3130/](#), Green Buildings Act.

[105 ILCS 5/2-3.12](#), [5/10-20.49](#), [5/10-22.36](#), [5/10-20.63](#) and [5/17-2.11](#).

[105 ILCS 140/](#), Green Cleaning Schools Act.[105 ILCS 230/](#), School Construction Law.

[410 ILCS 25/](#), Environmental Barriers Act.

[410 ILCS 35/25, Equitable Restrooms Act.](#) [PRESSPlus1](#)

[820 ILCS 130/](#), Prevailing Wage Act.

[23 Ill.Admin.Code Part 151](#), School Construction Program; [Part 180](#), Health/Life Safety Code for Public Schools; and [Part 2800](#), Green Cleaning for Elementary and Secondary Schools.

[71 Ill.Admin.Code Part 400](#), Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

Adopted: April 15, 2019

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. 410 ILCS 35/25, added by P.A. 101-165, eff. 1-1-20, requires schools to identify all single-occupancy restrooms as all-gender. It is unclear if this law will apply only to those restrooms made available to members of the public in schools, or if it will also include facilities designated as employee-only. The Ill. Dept. of Public Health enforces this requirement and may issue regulations to address this issue. **Issue 102, October 2019**

Document Status: Draft Update

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic violence, or sexual violence, or gender violence, PRESSPlus1 genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Dr. Mark B. Skertich, Superintendent
Collinsville CUSD #10
201 W. Clay St., Collinsville, IL 62234
Email: bskertich@cusd.kahoks.org
618/346-6350

Complaint Managers:

Kevin Robinson, Dir. HR.
Collinsville CUSD #10
201 W. Clay St., Collinsville, IL 62234
Email: krobiso@cusd.kahoks.org
618/346-6350 ext. 4242

Brad Hyre, Asst. Supt. of Student Services
Collinsville CUSD #10
201 W. Clay St., Collinsville, IL 62234
Email: bhyre@cusd.kahoks.org
618/346-6350 ext. 4235

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising

openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §7091 et seq., Rehabilitation Act of 1973.

38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 et seq., Civil Rights Act of 1991.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.

410 ILCS 513/25, Genetic Information Privacy Protection Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: January 23, 2017

Adopted: January 23, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Victims' Economic and Safety Act, 820 ILCS 180/ (VESSA), amended by P.A. 101-221, eff. 1-1-20, adding *gender violence* to the law's protections. **Issue 102, October 2019**

Document Status: Draft Update

General Personnel

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*. [PRESSPlus1](#)

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

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law. [PRESSPlus2](#)

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

Making a Complaint

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

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

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy ~~5:20, Workplace Harassment Prohibited~~.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Dr. Mark B. Skertich, Superintendent

Collinsville CUSD #10

201 W. Clay St., Collinsville, IL 62234

Email: bskertich@cusd.kahoks.org

618/346-6350

Complaint Managers:

Kevin Robinson, Dir. HR.

Collinsville CUSD #10

201 W. Clay St., Collinsville, IL 62234

Email: krobiso@cusd.kahoks.org

618/346-6350 ext. 4242

Ms. LaToya Berry-Coleman

Collinsville CUSD #10

201 W. Clay St., Collinsville, IL 62234

Email: lcoleman@cusd.kahoks.org

618/346-6350 ext. 4238

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

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

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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

Recourse to State and Federal Fair Employment Practice Agencies

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

The Superintendent shall also use reasonable measures to inform staff members, ~~and~~ applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and reprinting including this policy in the appropriate handbooks. [PRESSPlus3](#)

LEGAL REF.:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[Vance v. Ball State University](#), 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:21 (Staff Harassment), 7:20 (Harassment of Students Prohibited)

Adopted: April 16, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, expanding the definition of unlawful harassment and employer liability for certain categories of employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants).

Working environment is not limited to a physical location to which an employee is assigned. Harassment is unlawful on the basis of the specifically-listed categories in this policy whether that status is *actual* or *perceived*. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees or if it becomes aware of the conduct and fails to take reasonable corrective measures. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20. Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.

Employers that fail to comply with this training requirement may face financial penalties. Training on other types of workplace harassment is not required by law, however it is best practice. **Issue 102, October 2019**

PRESSPlus 3. Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well. **Issue 102, October 2019**

Document Status: Draft Update

General Personnel

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in [Section 105 ILCS 5/21B-80\(c\) of the School Code](#).

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a [U.S. Citizenship and Immigration and Naturalization Services](#) Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [Section 105 ILCS 5/21B-80 of the School Code](#) or who falsifies, or omits facts from, his or her employment application or other employment documents. [If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.](#) [PRESSPlus1](#)

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. [The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.](#) [PRESSPlus2](#)
3. [The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.](#)
4. [The District does not request or require an applicant to disclose wage or salary history as a condition of employment.](#)
5. [The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.](#) [Q1](#)
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such

as social networking websites, including a request for passwords to such accounts.

8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

Please refer to the following current agreements:

Agreement between the Board of Education and the Collinsville Educational Assistants Association an affiliate of the Illinois Education Association-NEA and the National Education Association

Agreement between the Board of Education and Service Employees International Union, Local 316, Custodial and Maintenance Personnel

Agreement between the Board of Education and Service Employees International Union, Local 316, Office Employees

For employees not covered by these agreements:

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, ~~or an a licensed advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations~~, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, ~~or an a licensed advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations~~, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Nepotism

No person shall be placed in direct authority over another employee who is a member of his or her immediate family. No person shall be employed to serve under the immediate authority of a member of his or her immediate family.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.7](#), [5/10-21.4](#), [5/10-21.9](#), [5/21B-10](#), [5/21B-80](#), [5/10-22.34](#), [5/10-22.34b](#), [5/22-6.5](#), and [5/24-5](#).

[20 ILCS 2630/3.3](#), Criminal Identification Act.

[820 ILCS 55/](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

Americans with Disabilities Act, [42 U.S.C. §12112](#), and [29 C.F.R. Part 1630](#).

Fair Credit Reporting Act, [15 U.S.C. § 1681](#) *et seq.*

Immigration Reform and Control Act, [8 U.S.C. §1324a](#) *et seq.*

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482(III. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers, 5:280 (Educational Support Personnel - Duties and Qualifications)

Adopted: January 28, 2019

Questions and Answers:

***Required Question 1. A school board that wishes to preserve the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, should consult its board attorney. Note: Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177. Has the Board adopted the exceptions into this policy, adding to #5 the following: "unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."?

No. (default)

Yes. The Board has consulted its board attorney and has adopted the exceptions into the policy. Add to #5 the following: "unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate changes made to 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. Numbers 2-5 are updated to incorporate changes made to the Equal Pay Act of 2003, 820 ILCS 112/10, amended by P.A. 101-177. If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. **Issue 102, October 2019**

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis 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 of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being **impaired by or** under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. **Distribution, consumption, possession, or use, or being impaired by or under the influence of ~~medical~~ cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms listed in the *Cannabis Regulation and Tax Act* (CRTA).**

In the event an employee is disciplined for being under the influence of or being impaired by cannabis under Paragraph 3 above, the employee will be afforded an opportunity to contest the determination that the employee was under the influence or impaired. The Superintendent shall establish procedures to contest such determination. However, to the extent any employees are covered by a labor contract, the Superintendent shall negotiate the procedures with the applicable union.

The Fitness for Duty checklist will be completed by the employee's supervisor/administrator to determine whether or not an employee will be tested for a current impairment from controlled substances or alcohol.

Any employee who is employed in a position designated as a safety-sensitive position within the District, including bus drivers, bus mechanics, and any employee who transports students in a district vehicle or privately owned vehicle while performing such transportation duties within the scope of employment may be subject to drug and alcohol testing at any time. If such employee is found to have any identifiable levels of a controlled substance in his/her system, including any level of cannabis or active tetrahydrocannabinol (THC), or a blood alcohol level of any amount, the employee will be in violation of this policy.

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.

For purposes of this policy, *District premises* means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles or any rental car or privately owned vehicle used by an employee while performing such transportation duties within the scope of employment

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

E-Cigarette, Tobacco, and Cannabis 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 **e-cigarettes, tobacco, and cannabis** 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 **105 ILCS 5/section10-20.5b of the School Code**.

Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. **For any employee covered under the terms of a labor contract, the District will comply with the labor contract when disciplining the employee. In addition or 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.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the Suspension of Policies subhead in policy 2:240, *Board Policy Development*.

- 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. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
~~30 ILCS 580/~~, Drug-Free Workplace Act, ~~30 ILCS 580/~~.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill.Admin.Code §22.20.
- CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

Document Status: Draft Update

General Personnel

5:90 Abused and Neglected Child Reporting

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 disability, shall: (1) immediately report or cause a report to be made to the Ill. ~~Illinois~~ Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS. [PRESSPlus1](#)

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 1-800-THE-LOST (1-800-843-5678) or online at report.cybertip.org/ or www.missingkids.org www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

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.

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.

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 ~~three months~~ ~~one year~~ of initial employment and at least every ~~three~~ ~~five~~ years after that date. [PRESSPlus2](#)

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 sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Alleged Incidents of Sexual Abuse: Investigations [PRESSPlus3](#)

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. [PRESSPlus4](#)

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

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.

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

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~~ **ANCRA**, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ~~the Act~~ **ANCRA**'s requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately. [PRESSPlus5](#)

LEGAL REF.:

[105 ILCS 5/10-21.9.](#)

[20 ILCS 1305/1-1 et seq.](#), Department of Human Services Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

[720 ILCS 5/12C-50.1](#), Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:20 (Workplace Harassment Prohibited), [5:30 \(Hiring Process and Criteria\)](#), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), [5:200 \(Terms and Conditions of Employment and Dismissal\)](#), [5:290 \(Employment Terminations and Suspensions\)](#), 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: March 19, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFS, and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees. See f/n 10 of sample policy 5:90, available at PRESS Online by logging in at www.iasb.com for more information. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531.

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map.

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. The law is silent about investigations in counties without CACs. **Issue 102, October 2019 Issue 102, October 2019**

PRESSPlus 4. Though 105 ILCS 5/22-85(b) (final citation pending), added by P.A. 101-531, defines *alleged incident of sexual abuse*, its definition is circular, using the term *sexual abuse* without defining what that means. To provide boards with clarity, the definition of *sexual abuse* used in the Ill. Criminal Code of 2012 is used. **Issue 102, October 2019**

PRESSPlus 5. 105 ILCS 5/10-23.12(c), added by P.A. 101-531. See policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

Document Status: Draft Update

General Personnel

5:100 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 licensed 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 two years, the in-service training of licensed 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 two 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 two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two 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 licensed school personnel and administrators who work with students in grades kindergarten through 12 to identify the warning signs of mental illness and suicidal behavior in youth 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~~ three months 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 ~~five~~ three years (see policy 5:90, *Abused and Neglected Child Reporting*). [PRESSPlus1](#)
 - 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.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with [105 ILCS 25/1.15](#). Coaching personnel and athletic directors hired on or after 8-19-2014 must be certified before their position's start date.
10. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed

and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.

11. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
12. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
14. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols. [PRESSPlus2](#)
15. For all District staff, annual sexual harassment prevention training. [PRESSPlus3](#)

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

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.:

Healthy, Hunger-Free Kids Act of 2010, [42 U.S.C. §1758b](#), [Pub. L. 111-296](#).

[7 C.F.R. Parts 210](#) and [235](#).

[105 ILCS 5/2-3.62](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/22-80\(h\)](#), and [5/24-5](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[105 ILCS 150/25](#), Seizure Smart School Act.

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

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

[775 ILCS 5/2-109, III. Human Rights Act](#).

[23 Ill.Admin.Code §§ 22.20](#), [226.800](#), and [Part 525](#).

[77 Ill.Admin.Code §527.800](#).

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 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: January 28, 2019

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFS, and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees. See also policy 5:90, *Abused and Neglected Child Reporting*. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to 105 ILCS 150/25, added by P.A. 101-50, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20. **Issue 102, October 2019**

Document Status: Draft Update

General Personnel

5:120 Employee Ethics; Conduct; and Conflict of Interest

Professional and Appropriate 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. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5), [PRESSPlus1](#) or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Statement of Economic Interests

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

Ethics and Gift Ban

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.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with [Section 22-5](#) of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. [PRESSPlus2](#) A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above. as defined by 2 C.F.R. §200.318(c)(1);

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

Outside Employment

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

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

LEGAL REF.:

[U.S. Constitution, First Amendment.](#)

[2 C.F.R. §200.318\(c\)\(1\).](#)

[5 ILCS 420/4A-101, Ill. Governmental Ethics Act and 430/.](#)

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

[30 ILCS 708/, Grant Accountability and Transparency Act.](#)

[50 ILCS 135/, Local Governmental Employees Political Rights Act.](#)

105 ILCS 5/10-22.39 and 5/22-5.

[325 ILCS 5/, Abused and Neglected Child Reporting Act.](#)

[775 ILCS 5/5A-102, Ill. Human Rights Act.](#)

[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), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program), [5:125 \(Personal Technology and Social Media; Usage and Conduct\)](#)

[ADOPTED: May 15, 2017](#)

PRESSPlus Comments

PRESSPlus 1. 325 ILCS 5/4(a)(4), amended by P.A. 101-564, eff. 1-1-20; 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 also apply to eligible State grants through the Grant Accountability and Transparency Act (GATA)(30 ILCS 708/.) Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at www.grants.illinois.gov. See also the Ill. State Board of Education's *Procurement and Purchasing Checklist* (ISBE Checklist) at: www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx. **Issue 102, October 2019**

Document Status: Draft Update

Professional Personnel

5:200 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. Home bound 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.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in [105 ILCS 5/14-1.09a](#).

LEGAL REF.: [PRESSPlus1](#)

105 ILCS 5/10-19, [5/10-19.05](#), 5/10-20.650 (P.A. 100-356, final citation pending), 5/14-1.09a, ~~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~~ Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).

Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

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

Adopted: December 17, 2018

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

Document Status: Draft Update

Professional Personnel

5:220 Substitute Teachers

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

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

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

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers

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

Emergency Situations

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

Also, please refer to the following agreement:

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

LEGAL REF.:

105 ILCS 5/10-20.687 (P.A. 100-596, final citation pending), [PRESSPlus1](#) 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

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

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

Adopted: January 28, 2019

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

Document Status: Draft Update

Professional Personnel

5:250 Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Funeral Leave, Sabbatical Leave, Personal Leave, Leaves for Victims of Domestic Violence, or Sexual Violence, or Gender Violence [PRESSPlus1](#)

, Leaves for Service in the Military, Sick Leave Bank, Catastrophic Illness and Injury, Child-Rearing Leave, Association Leave

Please refer to the following current agreement:

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

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, [20 U.S.C. §2601 et seq.](#)) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

General Assembly Leave

Leaves for service in the General Assembly shall be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

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

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

For Professional Personnel not covered under any bargaining agreement:

Personal Leave

Professional staff members are granted three personal leave days per year.

Sick Leave

School year (9 month) employees are allowed 10 sick days a year. Employees who work more than nine months will annually receive 11 sick days plus one additional day for each month of employment over nine.

Leave of Absence

An employee may make a request through the Superintendent for a leave of absence, without pay, stating in writing his/her

reason for such a request. Such reason shall include a beginning and ending date for the absence and shall be submitted at least thirty (30) days prior to the beginning of the intended leave. Evidence supporting a leave of absence request may be required prior to the request being submitted to the Board. It shall become mandatory for all employees who are not at work and who have exhausted any contractual benefits, which allow for absence from work assignment, to apply within twenty (20) working days for a leave of absence. All employees on leaves of absence must pay for their own insurance premium quarterly, in advance, through the Business Office. Failure to make this arrangement will result in termination of the employee's coverage.

Vacation

Any Unit 10 employee who leaves the service of the District for any reason should be paid for all accumulated, unused vacation time which may be accumulated during a one-year period. In case of the death of any such employee, such vacation pay shall be paid to the estate of that employee.

Leave to Serve as an Election Judge

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

School Visitation Leave [PRESSPlus2](#)

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings [PRESSPlus3](#) related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

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

LEGAL REF.:

[10 ILCS 5/13-2.5](#)

~~[20 ILCS 1805/30.1 et seq.](#)~~

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

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

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

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

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

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

~~ADOPTED: January 23, 2017~~

PRESSPlus Comments

PRESSPlus 1. Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, and 56 Ill.Admin.Code §280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. *Sexual violence* is not specifically defined in VESSA. **Issue 102, October 2019**

PRESSPlus 2. Mandatory for districts employing 50+ employees. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 820 ILCS 147/15, amended by P.A. 101-486, eff. 8-1-20. **Issue 102, October 2019**

Document Status: Draft Update

Educational Support Personnel

5:290 Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/1. PRESSPlus1

Reduction in Force and Recall

Please refer to the following current agreements:

Agreement between the Board of Education and Service Employees International Union, Local 316, Custodial and Maintenance Personnel

Agreement between the Board of Education and Service Employees International Union, Local 316, Office Employees

For employees not covered by these agreements:

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Please refer to the following current agreement:

Agreement between the Board of Education and the Collinsville Educational Assistants Association an affiliate of the Illinois Education Association-NEA and the National Education Association

For employees not covered by this agreement:

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with

pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.:

[5 ILCS 430](#) *et seq.*

[105 ILCS 5/10-22.34c](#) and [5/10-23.5](#).

[325 ILCS 5/7.4](#)(c-10).

[820 ILCS 105/4a](#).

CROSS REF.: [5:90 \(Abused and Neglected Child Reporting\)](#), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

Adopted: March 19, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531; and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. See also policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

Document Status: Draft Update

Educational Support Personnel

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

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Employees not covered by any of the following bargaining agreements shall receive the same benefits as employees of the same classification who are covered.

Sick and Bereavement Leave, IMRF Service Credit Plan

Please refer to the following current agreement:

Agreement between the Board of Education and the Collinsville Educational Assistants Association an affiliate of the Illinois Education Association-NEA and the National Education Association

Agreement between the Board of Education and Service Employees International Union, Local 316, Custodial and Maintenance Personnel

Agreement between the Board of Education and Service Employees International Union, Local 316, Office Employees

For those not covered by these agreements:

School year (9-month) employees are allowed 10 sick days a year. Employees who work more than nine months will annually receive 10 sick days plus one additional day for each month of employment over nine.

Sick Leave Bank, Maternity and Paternity Leave

Please refer to the following current agreement:

Agreement between the Board of Education and the Collinsville Educational Assistants Association an affiliate of the Illinois Education Association-NEA and the National Education Association

Vacation

Please refer to the following current agreements:

Agreement between the Board of Education and the Collinsville Educational Assistants Association an affiliate of the Illinois Education Association-NEA and the National Education Association

Agreement between the Board of Education and Service Employees International Union, Local 316, Custodial and Maintenance Personnel

Agreement between the Board of Education and Service Employees International Union, Local 316, Office Employees

For those not covered by these agreements:

Any Unit 10 employee who leaves the service of the District for any reason should be paid for all accumulated, unused vacation time which may be accumulated during a one-year period. In case of the death of any such employee, such vacation pay shall be paid to the estate of that employee.

Holidays, Personal Leave, Leave of Absence without Pay

Please refer to the following current agreements:

Agreement between the Board of Education and the Collinsville Educational Assistants Association an affiliate of the Illinois Education Association-NEA and the National Education Association

Agreement between the Board of Education and Service Employees International Union, Local 316, Custodial and Maintenance Personnel

Agreement between the Board of Education and Service Employees International Union, Local 316, Office

Employees

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

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

Other Leaves

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

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic ~~or Sexual Violence~~, Sexual Violence, or Gender Violence. [PRESSPlus1](#)
4. Leave to serve as an election judge.

LEGAL REF.:

~~20 ILCS 1805/30.1 et seq.~~

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

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

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

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

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

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

Adopted: April 15, 2019

PRESSPlus Comments

PRESSPlus 1. Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, and 56 Ill.Admin.Code §280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. *Sexual violence* is not specifically defined in VESSA. **Issue 102, October 2019**

Document Status: Draft Update

INSTRUCTION

6:20 School Year Calendar and Day

School Calendar

The School Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [PRESSPlus1 5/10-24.46](#), [5/18-12](#), [5/18-12.5](#), [5/24-2](#), [5/27-3](#), [5/27-18](#), [5/27-19](#), [5/27-20](#), [5/27-20.1](#), [5/27-20.2](#), and [20/1](#).

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

[23 Ill.Admin.Code §1.420\(f\)](#).

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

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

Adopted: January 28, 2019

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated to include 105 ILCS 5/10-19.05, added by P.A. 101-12, which (1) addresses the minimum of five clock hours to qualify as a full day of attendance, and (2) opens the use of e-learning days subject to certain requirements. See f/n 3 of sample policy 6:20, available at PRESS Online by logging in at www.iasb.com, for more information. See www.isbe.net/Documents/SB28Instructional-Day.pdf for ISBE's notice regarding this law. **Issue 102, October 2019**

Document Status: Draft Update

INSTRUCTION

6:60 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. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science. [PRESSPlus1](#)
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, American government and ~~for students entering the 9th grade in the fall of 2016 and each year after it,~~ one semester of civics, (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 eight courses during the previous two 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: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. 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. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.* [PRESSPlus2](#)
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 in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
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, (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.^{[Q1](#)}

11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) 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 ([U.S.](#)) history must be taught,^{[PRESSPlus3](#)} 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, [\(f\) a study of the roles and contributions of lesbian, gay, bisexual, and transgender \(LGBT\) people in the history of the U.S. and Illinois.](#)^{[PRESSPlus4](#)} and (g) Illinois history.^{[PRESSPlus5](#)}
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 instruction as determined by the Superintendent or designee 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 instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes instruction as determined by the Superintendent or designee 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.
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.^{[Q2](#)}

LEGAL REF.:

[Pub. L. No. 108-447](#), Section 111 of Division J, Consolidated Appropriations Act of 2005.

[Pub. L. No. 110-385](#), Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

[47 C.F.R. §54.520](#)

[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](#), [5/27-6.5](#), [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](#), [5/27-20.7](#), [5/27-21](#), [5/27-22](#), [5/27-23.3](#), [5/27-23.4](#), [5/27-23.7](#), [5/27-23.8](#), [5/27-23.10](#), [5/27-23.11](#), [5/27-24.2](#), [435/](#), and [110/3](#).

[625 ILCS 5/6-408.5](#).

[23 Ill.Admin.Code §§1.420](#), [1.425](#), [1.430](#), and [1.440](#).

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen

Dating Violence Prohibited), 7:190 (Student Behavior); 7:260 (Exemption from Physical Education)

Adopted: January 28, 2019

Questions and Answers:

***Required Question 1. A school district may offer workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees. (105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-347, eff. 1-1-20.) Does the board want to offer workplace preparation instruction?

No. (default)

Yes. Insert "In grades 9-12, workplace preparation instruction will be offered, covering legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees." 5/27-23.13 (final citation pending) will be added to the Legal References

***Required Question 2. A school district may offer a course on hunting safety as part of its curriculum during the school day. (105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152.) No grade levels are specified in the statute. Does the Board want to offer a course on hunting safety as part of its curriculum?

No. (default)

Yes, Insert In grade(s) [insert grade level(s)], a course on hunting safety will be offered during the school day." 5/27-23.13 (final citation pending) will be added to the Legal References What grade level(s) should be inserted?:

Yes to walking and bicycle training

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20. The statute specifically states that school districts may utilize private funding available for offering civics education. **Issue 102, October 2019**

PRESSPlus 2. This language aligns with policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, which requires bullying prevention instruction as part of a district's Bullying Prevention and Response Plan. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/27-21 does not specify at what grade level districts must cover these topics as part of U.S. history instruction; however, no student may graduate from grade 8 unless the student has received instruction in U.S. history and demonstrated comprehensive knowledge of the subject matter. **Issue 102, October 2019**

PRESSPlus 4. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 5. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-341, eff. 1-1-20 (beginning with the 2020-2021 school year). **Issue 102, October 2019**

Document Status: Draft Update

INSTRUCTION

6:150 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse's written statement. PRESSPlus1 Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.:

105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.

23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: March 19, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/14-13.01(a-5), amended by P.A.s 100-443 and 100-863. **Issue 102, October 2019**

Document Status: Draft Update

INSTRUCTION

6:300 Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, [105 ILCS 5/27-22](#).
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, [23 Ill.Admin.Code §1.440](#).
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c).
6. Beginning with the 2020-2021 school year, filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements. [PRESSPlus1](#)

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Veterans of World War II, the Korean Conflict, or the Vietnam Conflict [Service Member Diploma](#) [PRESSPlus2](#)

Upon application, The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/22-27](#), [5/27-3](#), [5/27-22](#), and [5/27-22.10](#).

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[23 Ill.Admin.Code §1.440.](#)

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: March 19, 2018

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-180, eff. 6-1-20. See 6:300-E3, *Form for Exemption from Financial Aid Application Completion*, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

PRESSPlus 2. Optional. 105 ILCS 5/22-27, amended by P.A. 101-131. See 6:300-E1, *Application for a Diploma for a Service Member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict*, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint: Enforcement [PRESSPlus1](#)

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. ~~Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.~~

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy. ~~another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.~~ [PRESSPlus2](#)

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Dr. Mark B. Skertich, Superintendent

Collinsville CUSD #10

201 W. Clay St., Collinsville, IL 62234

Email: bskertich@cusd.kahoks.org

618/346-6350

Complaint Managers:

Brad Hyre, Asst. Supt. of Student Services

Collinsville CUSD #10

201 W. Clay St., Collinsville, IL 62234

Email: bhyre@cusd.kahoks.org

618/346-6350 ext. 4235

Ms. LaToya Berry-Coleman

Collinsville CUSD #10

201 W. Clay St., Collinsville, IL 62234

Email: lc Coleman@cusd.kahoks.org

618/346-6350 ext. 4238

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks. [PRESSPlus3](#)

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

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

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse [PRESSPlus4](#)

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972.

[34 C.F.R. Part 106](#).

[105 ILCS 5/10-20.12](#), [10-22.5](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

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

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

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

[West v. Derby Unified Sch. Dist. No. 260](#), 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), [5:90 \(Abused and Neglected Child Reporting\)](#), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: March 19, 2018

PRESSPlus Comments

PRESSPlus 1. The [Enforcement](#) subsection title is moved to be with its content, below. **Issue 102, October 2019**

PRESSPlus 2. Updated to align with policy 5:90, *Abused and Neglected Child Reporting*. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20. requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). **Issue 102, October 2019**

PRESSPlus 4. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center (CAC) review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531.

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map.

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. The law is silent about investigations in counties not served by CACs. **Issue 102, October 2019**

Document Status: Draft Update

STUDENTS

7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will: ~~(1)~~ [PRESSPlus1](#)

1. ~~r~~Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student. ~~(2)~~
3. ~~m~~Minimize potential disruption. ~~(3)~~
4. ~~f~~Foster a cooperative relationship with public agencies and law enforcement, and ~~(4)~~
5. ~~e~~Comply with State law, including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will: [PRESSPlus2](#)
 - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
 - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning. [PRESSPlus3](#)

LEGAL REF.:

[105 ILCS 5/10-20.64, 5/22-85 \(final citation pending\)](#)

[55 ILCS 80/](#), Children's Advocacy Center Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

[720 ILCS 5/31-1 et seq.](#), Interference with Public Officers Act.

[725 ILCS 120/](#), Rights of Crime Victims and Witnesses Act.

CROSS REF.: [5:90 \(Abused and Neglected Child Reporting\)](#), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

~~ADOPTED: April 18, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20.

Additional resources include:

- The *Guidelines for Interviews of Students*, published by the Ill. Council of School Attorneys (ICSA) at: www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf.
- The publication, *Policing in Schools, Developing a Governance Document for School Resource Officers in K-12 Schools*, was developed by the American Civil Liberties Union, and is available at: www.aclu.org/racial-justice/policing-schools-developing-governance-document-school-resource-officers-k-12-schools.
- *School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA)*, published by PTAC (2019), at: www.studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa.

Issue 102, October 2019

PRESSPlus 2. The statute does not specifically assign these duties to a school official, but instead states that "a law enforcement officer, school resource officer, or other school security personnel" must ensure these conditions are met before detaining and questioning a student on school grounds. For ease of implementation, this policy assigns these duties to a school 7:150

official as they routinely contact parents/guardians and can arrange for the presence of school personnel during an interview. See the ICSA *Guidelines* at www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf for further discussion of school officials' responsibilities when law enforcement authorities interview students at school. **Issue 102, October 2019**

PRESSPlus 3. A trained law enforcement officer is someone who: (1) received training in youth investigations approved or is certified by his/her law enforcement agency as a school resource officer per 50 ILCS 705/10.22, or (2) is a juvenile police officer per 705 ILCS 405/1-3(17). **Issue 102, October 2019**

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

Self-Administration of Medication

A student may possess an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse ~~or trained personnel, as defined in State law,~~ may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. ~~Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.~~

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse ~~or trained personnel, as defined in State law,~~ may administer an undesignated epinephrine injector to a person

when they, in good faith, believe a person is having an anaphylactic reaction. ~~Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.~~

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse ~~or trained personnel, as defined in State law,~~ may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. ~~Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.~~ See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

The District reserves the right to restrict or otherwise stop allowing the administration of medical cannabis to a child if the District or school would lose federal funding as a result.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The **Designated Caregiver Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated asthma medication, epinephrine injector, or an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated asthma medication, an undesignated epinephrine injector, and/or an undesignated opioid antagonist. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act, and
scheduled to be repealed on July 1, 2020.
720 ILCS 550/, Cannabis Control Act.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of
Undesignated Asthma Medication, Epinephrine Injectors, and/or Opioid
Antagonists), 7:270-E1 (School Medication Authorization Form), 7:270-E2
(School Medication Authorization Form - Medical Cannabis)

Document Status: Draft Update

COMMUNITY RELATIONS

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. [PRESSPlus1](#)

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/guardians, and friends, and/or community members are invited onto school property or when community members are attending Board meetings, 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 unsportsmanlike 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. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug. [PRESSPlus2](#)
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred. [PRESSPlus3](#)
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing Ashley's Law. [PRESSPlus4](#)
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. 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.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. 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 duty-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:^{Q1}

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., 313 Ill. App.3d 344 (4th Dist. 730 N.E.2d 96 (Ill.App.4, 2000).

Pro-Children Act of 1994, 20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, 5/24-24, and 5/24-25, and 5/27-23.7(a).

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act.

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: January 23, 2017

Questions and Answers:

***Required Question 1. For ease of administration, this text is broader than 105 ILCS 5/24-24, requiring a hearing for both school events and meetings. See *Nuding v. Cerro Gordo Community Unit School Dist.*, 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting). The court in *Nuding* did not specifically answer whether a board meeting qualified as a school event under 105 ILCS 5/24-24, but upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5. Consult the board attorney before narrowing the text, especially if the board has put the current text into practice and now plans to narrow it. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)) and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5). Does the board want to narrow the policy text to mirror 105 ILCS 5/24-24?

No (default)

Yes ("or meetings" will be removed from the subheading and the first sentence of the subsection)

PRESSPlus Comments

PRESSPlus 1. Updated to align with the text of 105 ILCS 5/27-23.7(a). **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27. This statement must be consistent with employee working conditions and employee conduct standards (see 5:120-AP, *Employee Conduct Standards*, available at PRESS Online by logging in at www.iasb.com) **Issue 102, October 2019**

PRESSPlus 3. Each board and superintendent may want to engage in a conversation regarding how the district might partner with local law enforcement to enforce this policy and the penalties available under the Cannabis Regulation Tax Act, e.g., posting signs barring community members from bringing in weapons, alcohol, cannabis, tobacco, etc. Signage reminding visitors of the policy may make it easier for staff and/or local law enforcement to enforce. **Issue 102, October 2019**

PRESSPlus 4. Managing cannabis on district property and the school setting presents many unsettled and complex legal issues. To legally use medical cannabis in Illinois, 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 Program Act (Medical Cannabis Program Act (MCPA)) 410 ILCS 130/, amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20. 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. However, *Ashley's Law*, 105 ILCS 5/22-33(b) and (g), added by P.A. 100-660, allows *designated caregivers* to administer medical cannabis infused products to students who are *registered qualifying patients* at school or on the school bus, and requires school boards to adopt a policy to implement the law unless the district would lose federal funding. See policy 7:270, *Administering Medicines to Students*.

Remember that *Ashley's Law* requires the designated caregiver to remove the product from the school premises or the school bus after administering it to the student, so as a result, policy 7:270, *Administering Medicines to Students*, requires immediate removal of medical cannabis infused products after administering them to the student. **Issue 102, October 2019**

10. **New Business**

10.1. Consider Approval of a Resolution to
Approve Interfund Transfer from the Tort Immunity
Fund to the Operations and Maintenance Fund

**RESOLUTION TO APPROVE INTERFUND TRANSFER
FROM THE TORT IMMUNITY FUND
TO THE OPERATIONS AND MAINTENANCE FUND**

WHEREAS, the Board of Education of Collinsville Community Unit School District No. 10, Counties of Madison and St. Clair, State of Illinois (“Board”), has the responsibility to manage and operate the schools of said District; and

WHEREAS, the Board has determined that the District has accrued in its Tort Immunity Fund sums in excess of what is required to meet the tort immunity needs of the District; and

WHEREAS, the Board has determined that there are not sufficient funds available in the Operations and Maintenance Fund of the District to meet the operations and maintenance needs of the District; and

WHEREAS, Section 17-2A of the *School Code*, 105 ILCS 5/17-2A, authorizes the Board to transfer funds from the Tort Immunity Fund of the District to the Operations and Maintenance Fund of the District for the sole purpose of meeting one-time, non-recurring expenses; and

WHEREAS, the Board has determined that, to meet the needs of the District, it is necessary and in the best interests of the District to transfer the sum of \$3,000,000 from the Tort Immunity Fund of the District to the Operations and Maintenance Fund of the District, for the sole purpose of meeting one-time, non-recurring expenses, as authorized by Section 17-2A of the *School Code*, 105 ILCS 5/17-2A; and

WHEREAS, Section 17-2A of the *School Code*, 105 ILCS 5/17-2A, requires that the Board hold a public hearing prior to transferring funds from the Tort Immunity Fund to the Operations and Maintenance Fund; and

WHEREAS, pursuant to Section 17-2A of the *School Code*, 105 ILCS 5/17-2A , the Board, after proper notice and posting, held a Public Hearing pertaining to the aforementioned proposed transfer of funds on January 27, 2020 at 6:30 p.m. at the Unit #10 Administrative Annex 123 W. Clay, Collinsville, Illinois.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Education of Collinsville Community Unit School District No. 10, Counties of Madison and St. Clair, State of Illinois, as follows:

Section 1: That the Board hereby directs the transfer of \$3,000,000 from the Tort Immunity Fund of the District to the Operations and Maintenance Fund of the District, for the sole purpose of meeting one-time, non-recurring expenses, as authorized by Section 17-2A of the *School Code*, 105 ILCS 5/17-2A.

Section 2: That this resolution shall become effective upon its adoption.

ADOPTED this 27th day of January 2020, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

By: _____
President, Board of Education

ATTEST:

Secretary, Board of Education

Facility Improvements meeting
1-10-20

- Grant project: Working with Art on 100K abatement project at CHS abatement of 7 classrooms and new flooring (polished concrete) \$103,420
- Top R & M projects
 1. Webster blacktop for parking lot and playground fix erosion on south retaining wall \$40,814 **part HLS**
 2. CHS erosion under home bleachers mid field \$20,000 to start depending on what is discovered **HLS**
 3. CMS grading drain tile or french drain tied into existing underground drainage at southwest entrance door 11 \$5,000
 4. Chair lift replacements at CHS, Webster, DIS, and Twin Echo budget number \$108,000
 5. Lighting upgrades
 - DIS \$40,000
 - Renfro \$25,000 (Dec 23rd assessment)
 - All schools by the end of 2020 budget number \$418,000 with a payback in 2.5 yrs
 6. Webster boiler supply piping replacement \$150,000 **possible HLS** (conversion from 2 pipe system to 4 pipe system for redundancy)
 7. Webster hot water coils & piping in branch ductwork runs \$100,000
 8. Webster boiler replacement (condensing boiler) \$85,000
 9. CHS running track top surface replacement and drainage assessment \$250,000. **HLS**
 10. CHS 20,000 Sq feet of new ceiling grid and tile in hallways \$200,000.
 11. DIS Abatement and \$110,000 **HLS** & \$40,00 for new flooring Webster \$110,000 **HLS** & 40,000 for new flooring
 12. CHS blacktop and striping \$131,424
 13. Webster 8 Ext doors \$56,000 & 58 int doors \$145,000 Total \$201,000 **HLS**
 14. DIS 4 ext doors \$28,000 & 70 int. door \$175,000 Total \$203,000 **HLS**
 15. Entrance gates both entrances at Kreitner \$20,000
 16. Entrance gate at CHS leading to baseball/soccer field \$10,000
 17. Twin Echo (whole school) exterior and interior painting \$40,000

18. Webster interior painting halls & classrooms \$20,000
19. DIS interior painting Halls, classrooms \$20,000
20. CMS new lead boiler \$85,000 will be a cost savings 20-30%.
21. CHS interior painting halls & classrooms \$40,000 (Cost per classroom \$450) Would cover 66 classrooms & whole 1st floor halls
22. Kreitner Blacktop repairs, seal coat, striping \$65,000
23. Kreitner entrance door roofs (3) \$15,000
24. Maryville Exterior exterior painting (downspout, casework, doors) \$8,000 bid.
25. Water treatment for boilers, chillers, cooling & heating loops district wide \$50,000
26. Annex building exterior patch/paint \$5,000
27. CHS McQuay (3) unit replacement, piping, reheat, and automation \$250,000. Start design planning March 2020 **HLS**
28. CHS Girls locker room facilities grade (showers, stalls, sinks, ect) \$200,000 Start design planning May
29. Bathroom renovations CHS, Webster, Dis (\$60,000 per restroom including drawings) 10 (\$60,000 design cost) total to start \$660,000. Design planning start June 2020

Grant Project: \$103,420

Planning projects: \$1,218,000

HLS Projects: \$1,334,814

R & M Projects: \$1,377,424

Total for all projects: \$3,652,238

10.2. Approval to Establish Black Student Union
Club at Collinsville Middle School

Collinsville Middle School Proposal for Black Student Union

MISSION

The Black Student Union (BSU) is an organization comprised of members who are interested in or already share a love for Black culture. The goal is to celebrate Black culture, educate students on Black history, promote academic excellence, and teach leadership skills through interactive projects and activities inside and outside of school.

The purpose of the BSU is to help students of Collinsville Middle School to become leaders for themselves, their families, their communities, and school. The organization's mission is to analyze and resolve the stereotypes and barriers between ourselves and others, and to build commUNITY within our own as well as with other cultures and individuals by applying honor and respect. Beyond, the BSU is a safe place for minority students to express, debate and celebrate Black culture, history and politics.

The program will consist of activities that will foster academic excellence, pride, emotional maturity, communal responsibility, and college and career exploration. The activities will consist of open forums, college events/visits, partnership(s) with Black Greek Intercollegiate Organizations (BGIOs), public speaking, community service, fundraising, and creative expressions through poetry, music, short stories, and step/dance. To establish an effective relationship, the activities also include sports, games, and watching appropriate movies.

Membership into BSU is open for any student that would like to improve themselves. Members are required to accept core values of: FRATERNITY/SORORITY, RESPONSIBILITY, CommUNITY, and CREATIVITY. Members are also expected to not have any major disciplinary infractions beyond the time of enrollment into the organization per the discretion of teacher leadership and administration.

BSU will meet weekly to bi-weekly with Mrs. Foster who has agreed to be the club sponsor. In order to attend any field trips, members must attend meetings regularly.

10.3. Approval of Trip Request to Rome, Italy



Collinsville Community Unit School District 10

201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • fax 618-343-3673

Collinsville High School Field Trip Request
Rome, Italy
June 16, 2020 – June 22, 2020

Mr. James Stark, Latin Instructor and Sponsor of the Latin Club at Collinsville High School, has submitted the attached Field Trip Request. This requested field trip is to take place during the summer (June) following the 2019-2020 school year.

This purpose of this educational experience is to offer students the opportunity to learn the customs, art, literature, history, food, music, and geography of the Italy. Travel arrangements will be coordinated through Education First Educational Tours and is scheduled from June 16, 2020 through June 22, 2020.

Working Together To Develop a Caring School Community

COLLINSVILLE UNIT #10
REQUEST FOR FIELD TRIP

- Field trip—NO overnight stay (request is due two weeks prior to field trip date).
 Field trip with a single overnight stay (request is due six weeks prior to field trip date).
 Field trip with 2 or more overnight stays (request is due six weeks prior to field trip date).

TO: Mr. Brad Hyre, Director of Student Services

I. Date of Request: 12/18/2020			
Requester: James Stark		School: CHS	
Grade Level, Group or Organization (For example, Grade 5, CHS Math Club, etc.): CHS Latin Club		Group or Organization Sponsor (if applicable): James Stark	
Trip Destination: Italy—Rome		Date of Trip: 6/16-6/22 2020	
School Of Departure (provide school name):		Return School (provide school name):	
Specific Departure Point: St. Louis International Airport		Departure Time From School:*	Return Time To School:*
Number of Students: 12-16	Number of Chaperones: <u>At least 1</u> for every 6 students	Number of Buses Needed:	Bus size requested:
Substitute Needed (please check): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Additional Information Regarding Substitute Teacher Needs (For example, two substitutes needed; a.m. sub only, etc. - <u>be specific</u>):			
Has the nurse been notified to review students with medical needs? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

II. ALL STUDENTS MUST HAVE A SIGNED PARENT PERMISSION SLIP PRIOR TO GOING ON THE FIELD TRIP.
 Please attach a copy of the detailed permission slip to be sent to parents.

Signature of Requester _____
 Requester _____
633-484-6049
Emergency Contact Number for

IV. What is the purpose of the trip?
 This trip is designed to expose students directly to the material cultures of Ancient Rome, while also connecting students to modern Italian culture and educating them on travelling abroad in today's world. The experience will include guided tours of some of Italy's most famous archaeological sites and potentially 1-2 interactive sessions with actual archaeologists on-site. Some students will return with a teacher after 9 days, while others will participate in an optional extension with Mr. Stark to see sites in Florence, Tivoli, and Cerveteri.

If the field trip relates to the curriculum, indicate how and what standards will be addressed.
 The Following CLLS Standards: Interpretative Communication (used as we analyze inscriptions), Interpersonal communication (used/practiced in conversation throughout), Cultural Practices/Products (direct and physical eploration of cultural sites and evidence in museums), Connections (interdisiplinary content is explored at various sites), Cultural Comparisons (implicitly or explicitly made throughout almost everything we in the public community), and Communities.

SECTION MUST BE COMPLETED. FIELD TRIP WILL NOT BE APPROVED WITHOUT THIS INFORMATION.
 * Field trips need to be taken between the hours of 8:45 a.m. and 2:30 p.m. If requesting times that do not fall within those guidelines, please contact the bus company for approval prior to submitting request. If approved by the bus company, please note the date and who approved the special request next to the time.

ADMINISTRATIVE APPROVAL ON REVERSE SIDE

George De KU

FOR PRINCIPAL USE ONLY

V. Calculation of Trip Costs for Vehicle. The formula for calculating trip cost is as follows:

HOURLY RATE x NUMBER OF HOURS

NOTE: There Is a Two Hour Minimum Charge

71 Passenger	\$52.26
8 Seat (16-24) Passenger Van (with no wheelchair accessibility)	\$52.26
6 Seat (12-18) Passenger Van (with one wheelchair accessibility)	\$52.26
5 Seat (10-15) Passenger Van (with two wheelchair accessibility)	\$52.26

Drop and Return (circle one) Yes No

No. of Buses	Size of Vehicle	Number of Hours	Hourly Rate	Est. Cost of Transportation	Est. Total Mileage (Round Trip Mileage x No. of Buses)
			\$	\$	
			\$	\$	

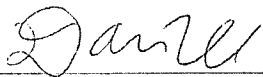
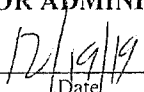
*Transportation arranged through
Education First Tours.*

PAID BY DISTRICT

NOT PAID BY DISTRICT

<input type="checkbox"/> Meets requirements for field trip reimbursement	Trip charged to:
	School/Activity Account or
\$ Current Balance	Organization Name
\$ Cost of this Request (transportation only)	
\$ New Balance	Cost Charged Per Student \$

FOR ADMINISTRATIVE USE ONLY

			
_____ Administrator's Approval	_____ Date	_____ Director's Approval	_____ Date
_____ Bus Arranged By	_____ Date	_____ Substitute Arranged	_____ Date



**Educational
Tours**

Watch videos, read
reviews and enroll on your
teacher's Tour Website

eftours.com/







This is also your tour number

ROME: THE ETERNAL CITY

7 of 9 days Italy

Rome was once the center of the entire Western world, and history is everywhere. It's in the stands of the Colosseum, which held 10,000 spectators; it's among the ruins of the ancient Forum, where Julius Caesar delivered many of his great speeches; it's in the Sistine Chapel, where Michelangelo transformed the ceiling into one of the world's true artistic masterpieces.

EVERYTHING YOU GET:

-  Full-time Tour Director
-  Sightseeing: 3 sightseeing tours led by expert, licensed local guides (5 with extension)
-  Entrances: Colosseum; Roman Forum; Sistine Chapel; St. Peter's Basilica; Ostia Antica; *With extension: Pompeii Roman Ruins; Capri island cruise*
-  weShare, our online platform that taps into each student's interests for a more engaging learning experience
-   All of the details are covered: Round-trip flights on major carriers; Comfortable motorcoach; 5 overnight stays in hotels with private bathrooms (7 with extension); European breakfast and dinner daily



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.


And the experience begins long before you get your passport stamped and meet your *Tour Director* in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter or Instagram, or delving deeper into your destinations with our online learning platform, *weShare*, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time *Tour Director* is with your group around the clock, handling local transportation, hotels and meals while also providing their own insight into the local history and culture. *Expert local guides* will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFTours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveluesday

— MELISSA, TRAVELER

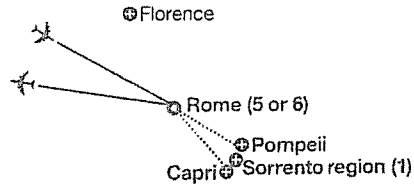
 Via Twitter



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at eftours.com/

Your teacher's Tour Website




From your way to overseas



Learn from your Tour Director and expert local guides



 Via Instagram

What you'll experience on your tour

Day 1: Fly overnight to Italy

Day 2: Rome

- Meet your Tour Director at the airport in Rome, a city that integrates its past into the present better than any other. During your stay, explore the world's most famous arena, the Colosseum, where you can almost hear the stamping feet of the crowds gathered for gladiatorial combat. Nearby, the Roman Forum marks the former heart of the Roman Empire. Julius Caesar gave many of his great political speeches there. On your visit to the Vatican City, marvel at Michelangelo's breathtaking ceiling in the Sistine Chapel and look out for the colorful uniforms of the Swiss Guard, protectors of the Vatican City. Before you say "arrivederci," toss a coin into the Trevi Fountain to ensure a return trip to the Eternal City.

Day 3: Rome

- Take an expertly guided tour of Rome
- Visit the Colosseum
- Visit the Roman Forum
- Take a self-guided walking tour of Rome: Trevi Fountain; Pantheon; Piazza Navona; Spanish Steps
- Enjoy a pizza dinner

Day 4: Rome

- Take an expertly guided tour of Vatican City. On your sightseeing tour, look for the papal protectors who flank the entrance to St. Peter's Basilica: they're the highly trained soldiers of Vatican City's Pontifical Swiss Guard. Inside, pass under gilded archways lofted hundreds of feet off the ground before heading to visit the saint's tomb. Then, experience the Sistine Chapel's breathtaking domed ceiling. From Michelangelo's frescos to Raphael's tapestries, Pope Sixtus IV commissioned the masters of the day to cover nearly every inch of the Chapel in art depicting important Biblical scenes. For a very special keepsake, drop a postcard in the mail before you go, complete with a stamp from the world's smallest country.
- Visit the Sistine Chapel
- Visit St. Peter's Basilica
- Time to see more of Rome or
 - o Visit the Roman Catacombs

Day 5: Rome

- Full day to see more of Rome or
 - o Visit Florence. Experience the birthplace of the Italian language, opera and the Renaissance. Works of art like Michelangelo's statue of *David* and Botticelli's *The Birth of Venus*, still reside here today. As you stroll through the city, pass by classical statues at the Piazza della Signoria. See the domed cap of the Santa Maria del Fiore Cathedral, better known as the Duomo, which dominates the skyline. Opposite the Duomo, look for the bronzed doors of Ghiberti's *Gates of Paradise* at the Baptistery. Walk across the Ponte Vecchio, a medieval bridge where many of Florence's famed leather and gold artisans keep shop.

Day 6: Rome

- Take an expertly guided tour of Ostia Antica
- Time to see more of Rome or
 - o Take a Cooking Class

Day 7: Depart for home

o 2-DAY TOUR EXTENSION

Day 7: Pompeii | Sorrento region

- Travel to Pompeii
- Take an expertly guided tour of Pompeii
- Visit the Pompeii Roman Ruins
- Continue on to the Sorrento region

Day 8: Capri | Rome

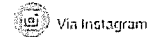
- Travel to Capri
- Take an expertly guided tour of Capri
- Take an island cruise
- Return to Rome

Day 9: Depart for home



Last day in Italy, I'm gonna miss you. #eftours #trevijountain

- JOSEPH, TRAVELER



Via Instagram

We were delighted with the Rome: Eternal City tour. Our Tour Director was outstanding and we had excellent hotel and restaurant accommodations. Our schedule was filled, yet allowed students time to explore on their own.

- KAREN, TRAVELER



Tour review

TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. _____

2. _____

3. _____

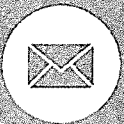
The easiest ways to
ENROLL TODAY



Enroll on our website
ef-tours.com/enroll



Enroll by phone
800-865-5364



Mail your Enrollment Form to:
EF Educational Tours
8 Education Street
Cambridge, MA 02141

My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan and knowledgeable tour guides.

-CHARLOTTE, DAUGHTER TRAVELED JUNE 2014



THE WORLD LEADER IN INTERNATIONAL EDUCATION

For 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration and global competence.

- We always offer the lowest prices guaranteed so more students can travel.
- We're fully accredited, just like your school, so you can earn credit while on tour.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



10.4. Approval of 2020-2021 School Calendar

Collinsville Community Unit School District #10 School Calendar 2020-21

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- 17 Institute Day – No School
- 18 1st Day of Student Attendance

SEPTEMBER

M	T	W	T	F
	1	2	3	4
X	8	9	10	11
14	15	16	17	IS
21	22	23	24	25
28	29	30		

- 7 Labor Day - No School
- 18 Inservice Day – ½ Day Student Attendance

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
X	13	14	15	16
19	20	21	22	23
26	27	28	PT	PT

- 9 Institute Day – No School
- 12 Columbus Day – No School
- 29-30 Parent Teacher Conferences - No School

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	X	12	13
16	17	18	19	20
23	24	=	X	=
30				

- 11 Veteran's Holiday - No School
- 25-27 Thanksgiving Break - No School

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	=	=	X
=	=	=	=	

- 23-31 Winter Break – No School

JANUARY

M	T	W	T	F
				X
4	5	6	7	8
11	12	13	14	15
X	19	20	21	22
25	26	27	28	29

- 1 Winter Break – No School
- 15 Institute Day – No School
- 18 ML King Day – No School

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
X	16	17	18	19
22	23	24	25	26

- 15 President's Day – No School

MARCH

M	T	W	T	F
X	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 1 Casimir Pulaski Day – No School

APRIL

M	T	W	T	F
			=	=
	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 1-5 Spring Break – No School

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
X				

- 20 Last Day of Student Attendance
- 21 Institute Day – No School
- 31 Memorial Day

Semester Grading Periods (5th – 12th):

- 1st Period: August 18 – October 16 (41)
- 2nd Period: October 19 – December 22 (41)
- 3rd Period: January 4 – March 12 (46)
- 4th Period: March 15 – May 20 (46)

Trimester Grading Periods (Kdg – 4th):

- 1st Trimester: August 18 – November 13 (58)
- 2nd Trimester: Nov. 16 – February 19 (56)
- 3rd Trimester: February 22 – May 20 (60)

*Last Student Attendance Day – May 27

This date includes the use of 5 emergency days. If no emergency days are used, the last day of school would be May 20.

- Legal School Holiday X
- Institute Day
- Inservice Day IS
- Non-Attendance Day =
- Parent/Teacher Conference PT
- Thirty (30) minute early dismissal on Wednesdays _

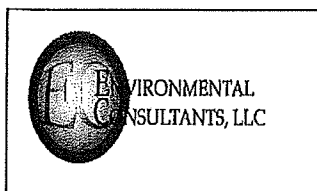
Please Note:
Students will be dismissed 30 minutes early every Wednesday during the school year.

10.5. Consider Authorizing \$50,000 State
Matching Maintenance Grant

Add Item to Schedule

1. COUNTY CODE 057, Madison		2. DISTRICT CODE/NAME 41057010026, Collinsville CUSD 10		3. APPLICATION YEAR/ROUND 2020, 1							
Item I.D.	Facility Name	Facility Address	Facility Description	Project Description	Priority Code	Category Code	Unit of Measure	Quantity	Est. cost	Est. Start Date	Est. Completion Date
Open 1	COLLINSVILLE HIGH SCHOOL	2201 S Morrison St, Collinsville	High School	Non-Friable asbestos floor tile and mastic removal in 8 classrooms. Provide new flooring.	D	ASBS	square feet	7200	\$103,420.00	06/01/2020	08/01/2020

Total Estimated Project Cost	\$103,420.00
Total Requested Grant Amount	\$50,000.00
Total Reserved Local Funds	\$53,420.00
test	



ENVIRONMENTAL CONSULTANTS, LLC

Illinois Office

#6 Meadow Heights Professional Park Drive
Collinsville, Illinois 62234
Phone (618) 343-3590
Fax: (618) 343-3597

December 19, 2019

Mr. Josh DeWitte
Collinsville Community Unit School District #10
201 West Clay Street
Collinsville, Illinois 62234

**Subject: Cost Proposal for Collinsville High School
Non-Friable Asbestos Floor Tile & Mastic Removal
Classrooms 100, 101, 102, 103, 104, 105, 106 and 107
Collinsville, Illinois**

Dear Mr. DeWitte:

Environmental Consultants, LLC (EC) is pleased to provide this cost proposal to perform non-friable infrared floor tile and mastic asbestos abatement services and associated air monitoring services for Classrooms 100, 101, 102, 103, 104, 105, 106 and 107 at Collinsville High School in Collinsville, Illinois. This letter contains the technical approach and basis for our cost estimate. This estimate is based on a schedule and a technical approach that is subject to change due to regulatory driven project requirements. Should conditions or requirements change from those represented herein, the Collinsville Community Unit School District #10 will be notified, and additional activities will be performed, with their approval, according to the fee schedule.

SCOPE OF WORK

Services will include asbestos abatement activities utilizing non-friable infrared heat methods for the removal of the asbestos containing floor tile and mastic from Classrooms 100, 101, 102, 103, 104, 105, 106 and 107 at the Collinsville High School utilizing specially trained personnel to perform the removal and Illinois Department of Public Health (IDPH) licensed personnel to perform the air monitoring. The following tasks are included within this proposal:

- 1) Utilizing trained personnel to perform the infrared non-friable heat removal asbestos abatement activities.
- 2) Perform asbestos air monitoring, as required, to verify regulatory compliance and minimize the school district's liability. Air monitoring will include prior to project air sampling for background purposes, project monitoring during the project and final clearance testing following each phase of the project.

- 3) Provide a closeout report detailing the critical aspects of the asbestos abatement project.

Work will be conducted in accordance with all applicable Federal, State and local regulatory requirements.

COST ESTIMATE

EC has compiled the following cost structure for this project:

Classrooms 100, 101, 102, 103, 104, 105, 106 and 107 Floor Tile & Mastic Infrared Non-Friable Heat Removal including Air Monitoring & Project Management (Approximately 7,200 square feet of asbestos containing floor tile and mastic)	\$45,460.00
--	-------------

Environmental Consultant's bid to perform non-friable heat removal in Classrooms 100, 101, 102, 103, 104, 105, 106, 107, 109 and 111 scope of services is \$52,500.00.

POLISHING CONCRETE FLOORING

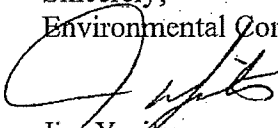
Classrooms 100, 101, 102, 103, 104, 105, 106 and 107 Polished Concrete Flooring (Approximately 7,200 square feet of asbestos containing floor tile and mastic)	\$57,960.00
---	-------------

Environmental Consultant's estimated bid to perform polishing of concrete floor in Classrooms 100, 101, 102, 103, 104, 105, 106, 107, 109 and 111 scope of services is \$57,960.00.

The work above is scheduled to be completed outside of school hours evenings and/or possibly breaks to not interfere with the school learning process.

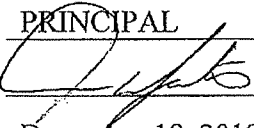
EC is pleased to provide this proposal to the Collinsville Community Unit School District #10 we appreciate the opportunity to provide quality environmental consulting services. Please call us at (618) 343-3590 if you have any questions or to arrange a meeting to discuss. If this proposal is acceptable, please sign and fax to me at (618) 343-3597.

Sincerely,
Environmental Consultants, LLC



Jim Yasitis
Principal

This proposal is acknowledged and accepted by:

ACCEPTED
BY: EC, LLC
NAME: JIM YASITIS
TITLE: PRINCIPAL
SIGNATURE: 
DATE: December 19, 2019

ACCEPTED
BY: COLLINSVILLE CUSD #10
NAME: _____
TITLE: _____
SIGNATURE: _____
DATE: _____

School Maintenance Project Grant
FY 20 Application Cycle - Round 1
TAXPAYER IDENTIFICATION NUMBER

As an authorized representative for the applicant, I certify that:

1. The number shown on this form is the correct taxpayer identification number (or the applicant is waiting for a number to be issued).

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. Enter the name of the entity as it's listed at the State of Illinois Comptroller's office, the Entities RCDT Number and the FEIN (unless already populated below).

Name: COLLINSVILLE CUSD 10

RCDT: 41-057-0100-26

Federal Employer Identification Number (FEIN): 376006668

Legal Status (ONLY check one):

Governmental/School District

Tax-exempt

Signature of authorized Representative: _____

Date: _____

(SMPG Taxpayer Identification Form - Rev. 10/18)

SCHOOL MAINTENANCE PROJECT GRANT

FY 20 Application Cycle - Round 1

District Certification

Name : Collinsville CUSD 10

RCDT #: 41-057-0100-26

TIN #: 376006668

The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in the Grant Application Certifications and Assurances and the Program Specific and Financial Assurances of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds to complete the projects described in the "Work Item Listing" section of the School Maintenance Project Grant Application. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

The person approving these Certifications, Assurances and Standard Terms of the Grant hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so. (v2.23.2017)

The person approving this application certifies (1) to the statements contained in the list of certifications, and (2) that the statements herein are true, complete and accurate to the best of his/her knowledge. He/she also provided the required assurances and agrees to comply with any resulting terms if an award is accepted. He/she is aware that any false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001). The list of certification and assurances is included below.

By submitting this form, I certify to the above and that the local board of education or other school governing authority has authorized the school maintenance project during a duly convened meeting, and has reserved local funds to meet the local match requirement. In addition, the applicant has not obligated funds or begun work

on any of the projects listed on this application prior to the submission of this application. By checking the box and signing below certifies that he or she has read, understood and will comply with all of the provisions of the following "Grant Application Certifications and Assurances, and the Program-Specific and Financial Assurances for the School Maintenance Project Grant."

Grant Application Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant
Program-Specific and Financial Assurances for the School Maintenance Project Grant

Signature of President of Board of Education

Date

Name of Board President (type or print)

A copy of this form signed by the President of the Board of Education AND the Taxpayer Identification Number Form MUST be printed, signed and attached as a PDF under the Application Required Attachments before your application can be approved. No application will be processed without these two signed attachments, without the ICQ completed through the grantee portal, and the GATA Risk Assessment completed in IWAS.

(SMPG Dist. Cert. - Rev. 10/18)

10.6. Consider New Fiber Network



Collinsville Community Unit School District 10

201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • *fax* 618-343-3673

TO: Dr. Brad Skertich, Superintendent

FROM: Derek Turner, Director of Technology

DATE: January 22, 2020

RE: RECOMMENDATION FOR A NEW FIBER NETWORK

BACKGROUND

The district's contract with Spectrum (Charter) for our wide area network will expire on June 30, 2020. New E-rate guidelines introduced two years ago now allow E-rate discounts to be applied to special construction projects such as private fiber installations. The state of Illinois' Department of Information Technology, in response to the new rules, has begun offering a matching grant opportunity to qualified recipients to help cover the undiscounted portion of a fiber construction project.

CONSIDERATIONS

After filing our 470 back in November, requesting proposals for a new fiber WAN, we received six leased-lit fiber proposals and four leased-dark fiber proposals. Per E-rate rules and following the assessment rubric in the RFP that was posted with our 470, we assessed each bid and calculated the total scores for each category in order to choose one leased-lit and one leased-dark winner. We then compared the two and chose the most cost effective proposal. The leased-dark network proposed by PARTA was the overall winner based on a 60-month contract term. Leased-dark fiber is "lit" by the end user (Unit 10) and repaired and maintained by the owner (PARTA) for a monthly fee.

The total cost to build the new fiber WAN is \$1,003,600 of which E-rate will cover \$903,240 or 90%, and the State of Illinois will cover \$100,360 or the other 10% of the total build cost. That will leave Unit 10 with just the monthly maintenance and repair cost of \$1,495 over the 60-month term. Keep in mind, the monthly maintenance and repair cost is also eligible for an 80% E-rate discount which leaves just \$299 per month that the district will actually be responsible for.

RECOMMENDATION

Therefore, I recommend that the board approve the attached proposal from PARTA to build a new fiber-optic network for Unit 10, connecting all our locations together, for a total cost of \$299 per month for 60-months. I have included a full copy of the proposal, the RFP, our 470 application, and a copy of our completed state matching grant application in the board packet for your consideration. Thank you!



Illinois State Board of Education

100 North First Street, Springfield, Illinois 62777-0001

ATTACHMENT 1

Uniform Application for State Grant Assistance

Agency Completed Section		
1.	Type of Submission	<input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application
2.	Type of Application	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation (i.e. multiple year grant) <input type="checkbox"/> Revision (modification to initial application)
3.	Date/Time Received by State <i>Completed by State Agency upon Receipt of Application</i>	
4.	Name of the Awarding State Agency	Illinois State Board of Education
5.	Catalog of State Financial Assistance (CSFA) Number	586-00-1527
6.	CSFA Title	DISTRICT BROADBAND EXPANSION
Catalog of Federal Domestic Assistance (CFDA)		<input checked="" type="checkbox"/> Not applicable (No federal funding)
7.	CFDA Number	
8.	CFDA Title	
9.	CFDA Number	
10.	CFDA Title	
Funding Opportunity Information		
11.	Funding Opportunity Number	19-3999-ER
12.	Funding Opportunity Title	ERATE STATE MATCHING GRANT PROGRAM
13.	Funding Opportunity Program Field	TECHNOLOGY
Competition Identification		<input checked="" type="checkbox"/> Not Applicable
14.	Competition Identification Number	
15.	Competition Identification Title	

**Uniform Application for State Grant Assistance
Illinois State Board of Education**

Applicant Completed Section

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10		REGION COUNTY DISTRICT TYPE CODE 410570100260000
16.	Legal Name (Name used for DUNS registration and grantee prequalification)	Collinsville Community Unit School District #10
17.	Common Name (DBA)	Collinsville Community Unit School District #10
18.	Employer/Taxpayer Identification Number (EIN, TIN)	37-6006668
19.	Organizational DUNS Number	08-304-1939
20.	SAM CAGE Code	5W8P5
21.	Business Address (Street, City, State, County, Zip Code + 4)	201 W Clay St, Collinsville, IL, Madison, 62234-3219
Applicant's Organizational Unit		
22.	Department Name	Technology Department
23.	Division Name	District Office
Applicant's Name and Contact Information for Person to be Contacted for <i>Program</i> Matters involving this Application		
24.	First/Last Name	Derek/Turner
25.	Suffix	
26.	Title	Director of Technology
27.	Organizational Affiliation	Employee
28.	Telephone Number (Include Area Code)	618-346-6350 x4226
29.	Fax Number (Include Area Code)	
30.	E-Mail Address	dturner1@cusd.kahoks.org
Applicant's Name and Contact Information for Person to be Contacted for <i>Business/Administrative Office</i> Matters involving this Application		
31.	First/Last Name	Uta/Robison
32.	Suffix	
33.	Title	Chief School Business Official
34.	Organizational Affiliation	Employee
35.	Telephone Number (Include Area Code)	618-346-6350 x4232
36.	Fax Number (Include Area Code)	
37.	E-Mail Address	urobison@cusd.kahoks.org

**Uniform Application for State Grant Assistance
Illinois State Board of Education**

Applicant Completed Section (Continued)

Areas Affected

40.	Areas Affected by the Project (cities, counties, state-wide) <i>Add Attachments (e.g., maps), if needed</i>	Collinsville, Maryville, and Caseyville in Illinois
41.	Legislative and Congressional Districts of Applicant	Illinois District's 12
42.	Legislative and Congressional Districts of Program / Project <i>Attach an additional list, if needed</i>	Illinois District's 12, 13, and 15

Applicant's Project

43.	Description Title of Applicant's Project <i>Text only for the title of the applicant's project.</i>	New Fiber WAN
44.	Proposed Project Term	Start Date: <u>January 13, 2020</u> End Date: <u>June 23, 2020</u>
45.	Estimated Funding <i>(Include all that apply)</i>	<input checked="" type="checkbox"/> Amount Requested from the State: \$ <u>100,360</u> <input checked="" type="checkbox"/> Applicant Contribution (e.g., in kind, matching): \$ <u>903,240</u> <input type="checkbox"/> Local Contribution: \$ _____ <input checked="" type="checkbox"/> Other Source of Contribution: \$ <u>903,240</u> <input type="checkbox"/> Program Income: \$ _____ <input checked="" type="checkbox"/> Total Amount: \$ <u>1,003,600</u>

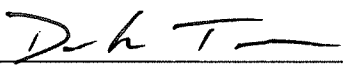
Applicant Certification:

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

(* The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.

I agree

Authorized Representative

46.	First/Last	Derek Turner
47.	Suffix	
48.	Title	Director of Technology
49.	Telephone Number <i>(Include Area Code)</i>	618-346-6350 x4226
50.	Fax Number <i>(Include Area Code)</i>	
51.	E-Mail Address	dturner1@cusd.kahoks.org
53.	Signature of Authorized Representative	
54.	Date Signed	1/22/20



Illinois State Board of Education

100 North First Street
Springfield, Illinois 62777-0001

FY 2020

E-RATE STATE MATCHING GRANT PROGRAM CURRENT TECHNOLOGY STATUS

CTE AND INNOVATION DEPARTMENT

APPLICANT NAME Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
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Instructions: Complete the following:

- Does your district currently have fiber? Yes No
(If answer is NO for question 1, skip to question 3)
- Which of the following [types of fiber connections](#) best describe your current network configuration?
 Leased Lit Fiber Leased Dark Fiber Self-Provisioned Other: _____
- What is the maximum speed of your current fiber/internet connection?
- What is the monthly recurring cost of your current internet services before E-Rate discounts are applied?
- Which of the following [types of fiber connections](#) are you requesting bids on your FCC Form 470?
 Leased Lit Fiber Leased Dark Fiber Self-Provisioned
- What is the speed of the fiber connection that you are asking for bids on your FCC Form 470 and associated RFP?
- How many [E-Rate eligible instructional facilities](#) will this special construction project impact? _____ 13
- How many [E-Rate Non-Instructional facilities](#) (NIF) will this special construction project impact? _____ 0
- What is your E-Rate Year 2020 [Category 1 Discount Rate](#)? _____ 80%
- Number of students in your school district. _____ 6300
- Number of teachers in your school district. _____ 450
- Number of classrooms in your school district _____ 450
- Number of computing devices in use in your district _____ 10,000

**FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
DETERMINING NEED**

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
INSTRUCTIONS: Describe the current district/school-level program, including need. See RFP for specific direction. Limit response to space provided.	

i.
Collinsville School District is committed to providing learning opportunities for our students anywhere, anytime, and our 1:1 program is imperative to the structure of that learning environment. Currently, our 5th and 6th Grade students are 1:1 with Chromebooks in the classroom, and grades 7 - 12 are 1:1 with Chromebooks both at school and at home. In our lower grades, some of our students are actually 2:1 with devices in their classrooms. We have 6300 students, 1000 staff members, and 10,000 devices in total that depend on our network infrastructure to function properly. The security and reliability of that infrastructure affects not only our everyday business processes but the everyday learning processes of our students and teachers. With our entirely technology-based environment, even minor outages can have major impacts on student learning.

ii. and iii.
Our contract with our current WAN provider expires on June 30th of 2020 so per E-rate rules and guidelines, in order to continue receiving E-rate discounts, it was time to bid out those services again. We received 6 bids for leased-lit fiber and 4 bids for leased-dark fiber. Per E-rate rules and following the assessment rubric listed in our RFP, we assessed each bid and calculated the total scores for each category in order to choose one leased-lit provider and one leased-dark provider. We then compared the two and chose the most cost effective solution. I have been in communication with our district board of education at several public meetings regarding the process and the vital need for continued connectivity between our buildings. Communication with stakeholders has and will take place during our budget and regular public meetings. Collinsville city leaders are aware of our fiber initiative and have offered assistance. The superintendent and I plan to meet with city officials in the upcoming weeks to discuss permitting and any other obstacles that we may encounter during the construction process.

iv., v., and vi.
Between maintaining our 1:1 program and interactive classroom technologies, along with the increased need for video surveillance, technology budgets are severely stressed. Even with pushing our Chromebooks a year past their recommended 3-year life-cycle, we are still having to replace 3000 Chromebooks at least every 4 years. ARRA funds initially allowed us to purchase the interactive classroom displays that are now an essential part of our learning environment but are in dire need of replacement. Cost estimates are over 1.2 million dollars for a similar solution. Seemingly, every day we either add more cameras or replace lower resolution cameras, both of which require more storage space. All the while, district needs for longer retention periods are increasing. Dell engineers estimate the cost of a server solution that fully meets our surveillance storage needs to be in the realm of \$150,000 plus. My hope, is that once the new network is built, the money we will save on MRC's with dark fiber will help ease some of that burden on our technology budgets.

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
DETERMINING NEED

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
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INSTRUCTIONS: Describe the current district/school-level program, including need. See RFP for specific direction. **Limit response to space provided.**

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
DETERMINING NEED

APPLICANT NAME (District Name and Number, if applicable)	REGION, COUNTY, DISTRICT, TYPE CODE
Collinsville Community Unit School District #10	410570100260000

INSTRUCTIONS: Describe the current district/school-level program, including need. See RFP for specific direction. **Limit response to space provided.**

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
DETERMINING NEED

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
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INSTRUCTIONS: Describe the current district/school-level program, including need. See RFP for specific direction. **Limit response to space provided.**

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
DETERMINING NEED

APPLICANT NAME (District Name and Number, if applicable)	REGION, COUNTY, DISTRICT, TYPE CODE
Collinsville Community Unit School District #10	410570100260000

INSTRUCTIONS: Describe the current district/school-level program, including need. See RFP for specific direction. *Limit response to space provided.*

**FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
PROPOSED PROJECT/PROGRAM**

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
---	--

INSTRUCTIONS: Describe the proposed district/school-level program determined by need. See RFP for specific direction. **Limit response to space provided.**

i.
The plan is to continue to grow our Online curriculum by utilizing the latest e-learning platforms and leveraging the many free OER and creative commons resources available.

ii.
One of the main elements of a successful 1:1 Online learning program is connectivity. Not only does a fiber WAN provide a single, secured point of access to the Internet, but it also allows teachers and students to access shared resources and collaborate internally. By aligning the curriculum across grade levels, which often involves multiple locations, teachers can share the resources that they have had success with in their classroom, with other teachers in their specific subject area. For example, by sharing and collaborating on the electronic network, a science teacher who has discovered an engaging Online lab for 4th graders who are learning about visible light, can easily share that lab with his/her 4th grade colleagues district-wide and post it on the district Intranet for easy access by all 4th grade students. The bottom line is, there are many resources available on the Internet, free or otherwise, but not all of them are necessarily good. Our number one goal is to make sure we are using the best resources for our students and making sure they always have access to them.

iii.
The expectation is that Online learning will only continue to grow. In that respect, a reliable, private fiber WAN offers the best opportunity for students to utilize electronic resources in a safe, controlled environment. Regardless of what the future of Internet looks like, a private, locally controlled network will be essential to providing a safe environment for e-learning while protecting students and their data from Internet threats.

iv.
Our teachers almost unanimously use Google Classroom with our 1:1 students. The learning structure was first introduced to college students in the early 2000's with a program called Blackboard and has since become commonplace among students and teachers in the upper grade levels of CUSD 10 and across the nation. Students have instant access to homework, resources, assignments, and quizzes from a single location where they can also ask questions and turn in assignments. Keeping students informed and on task may well be the single greatest recipe for success.

v.
Chromebooks generally have a life expectancy of about 3 to 5 years. We are refreshing our 1:1 Chromebook devices on a 4-year cycle so I expect at least two more refreshes over the next 5-10 years. The WAN speed as proposed at 10Gbps should be adequate for the next 5 years, after which, we will likely need to refresh our edge routers and backbone infrastructure switches with models that can handle speeds of 40Gbps plus. We likely need to refresh our firewall as well due to increased bandwidth usage.

vi.
We have not yet completed a project similar to this. The closest project I can remember would be when we upgraded our internal fiber to single-mode in order to break the 1Gbps barrier of multi-mode fiber and increase the speed of our network backbone to 10Gbps. First, we needed to make sure that we had 10G capable switches in place. After that, it was just a matter of upgrading the endpoints simultaneously on both ends of the new fiber. We did encounter a few problems with the fiber trays not fitting into some of the IDF's, but I don't anticipate that to be a problem in this scenario. Our main distribution frames are much larger.

vii.
Derek Turner
Director of Technology
- managed the successful upgrade to single-mode fiber district-wide, good working knowledge of fiber networks and fiber endpoints

Eric Weiss
Network Supervisor
- successfully upgraded the district's infrastructure to single-mode, good working knowledge of fiber networks and fiber endpoints

Cory Kurkey
Assistant Network Supervisor
- assisted with the upgrade to single-mode, excellent working knowledge of current switching infrastructure

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
PROPOSED PROJECT/PROGRAM

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
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INSTRUCTIONS: Describe the proposed district/school-level program determined by need. See RFP for specific direction. **Limit response to space provided.**

continued:

Technology Supply Budget - \$90,000

viii.
Available in the RFP

ix.
Programs like our Skyward Student Information System provide an easy, secure means for parents to stay in contact with teachers. Skyward provides up-to-date, real-time information on the progress of each student. Parents are encouraged to give feedback and be involved in the learning process by staying in close contact with their child's teacher and monitoring the students' assignments and attendance. Engaging the parents in our community goes a long way to helping overcome education barriers caused by external, socioeconomic forces. For some families in our district, the Chromebook we provide is the only computer available in the household.

x.
After the project is completed, the district will just be responsible for repair and maintenance of the network, greatly reducing what we pay each month. Our monthly charges, after E-rate discounts, will drop to just \$300 per month. Currently, we are paying well over a thousand after almost \$10,000 in E-rate discounts each and every month. The district can use Category 2 funds at any time to complete future speed upgrades without increasing the monthly cost of the network.

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
PROPOSED PROJECT/PROGRAM

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
---	--

INSTRUCTIONS: Describe the proposed district/school-level program determined by need. See RFP for specific direction. **Limit response to space provided.**

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
PROPOSED PROJECT/PROGRAM

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
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INSTRUCTIONS: Describe the proposed district/school-level program determined by need. See RFP for specific direction. **Limit response to space provided.**

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
PROPOSED PROJECT/PROGRAM

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
---	--

INSTRUCTIONS: Describe the proposed district/school-level program determined by need. See RFP for specific direction. **Limit response to space provided.**

**FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
PROPOSED PROJECT/TIMELINE**

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
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INSTRUCTIONS: See RFP for specific direction. **Limit response to space provided.**

Goal (List one per page)

PRE-CONSTRUCTION

ACTIVITY	TIMELINE		PERSONS RESPONSIBLE
	START	COMPLETION	
Bid Award	12/27/19	1/27/20	Derek Turner
Network Design	1/27/20	1/30/20	PARTA
Engineering	1/27/20	2/2/20	PARTA
Permitting	1/27/20	3/16/20	PARTA

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
PROPOSED PROJECT/TIMELINE

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
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INSTRUCTIONS: See RFP for specific direction. **Limit response to space provided.**
Goal (List one per page)
CONSTRUCTION

ACTIVITY	TIMELINE		PERSONS RESPONSIBLE
	START	COMPLETION	
Construction	3/1/20	6/15/20	PARTA
Hardware Installation	5/18/20	6/1/20	PARTA
Testing/Documentation	6/15/20	6/21/20	PARTA
Customer Handoff/Lighting the Fiber	6/23/20	7/1/20	PARTA Eric Weiss Cory Kurkey

**FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
PROPOSED PROJECT/TIMELINE**

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
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INSTRUCTIONS: See RFP for specific direction. *Limit response to space provided.*
Goal (List one per page)

ACTIVITY	TIMELINE		PERSONS RESPONSIBLE
	START	COMPLETION	

**FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
PROPOSED PROJECT/TIMELINE**

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
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INSTRUCTIONS: See RFP for specific direction. **Limit response to space provided.**
Goal (List one per page)

ACTIVITY	TIMELINE		PERSONS RESPONSIBLE
	START	COMPLETION	

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
PROPOSED PROJECT/TIMELINE

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
---	--

INSTRUCTIONS: See RFP for specific direction. **Limit response to space provided.**
Goal (List one per page)

ACTIVITY	TIMELINE		PERSONS RESPONSIBLE
	START	COMPLETION	

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
EVALUATION

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
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INSTRUCTIONS: See RFP for specific direction. *Limit response to space provided.*

PARTA and CUSD 10 recognize that construction could take longer than anticipated. Most of the delays that PARTA has encountered have been during the permitting phase. We hope to utilize our positive relationship with the city to assist with permitting issues should they arise. If delays become unavoidable due to weather or other unforeseen circumstances, the district will continue to use the existing Charter fiber network for connectivity on a month by month basis until the project is completed. I have been assured by my Charter representative that our current contract rate will roll over to the new monthly rate should construction take longer than expected. I will also be required to file additional E-rate documents in order to maintain our E-rate discounts for the extended period of time.

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
EVALUATION

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
INSTRUCTIONS: See RFP for specific direction. <i>Limit response to space provided.</i>	

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
EVALUATION

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
INSTRUCTIONS: See RFP for specific direction. <i>Limit response to space provided.</i>	

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
EVALUATION

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
---	--

INSTRUCTIONS: See RFP for specific direction. *Limit response to space provided.*

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
EVALUATION

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10	REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000
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INSTRUCTIONS: See RFP for specific direction. *Limit response to space provided.*

Initial Budget
 Revised Initial Budget
 Amendment No. _____
 Multi-district Application

FISCAL YEAR: **20**
 SOURCE OF FUNDS CODE: **3999-ER**
 REGION, COUNTY, DISTRICT, TYPE CODE: **410570100260000**
 SUBMISSION DATE (mm/dd/yyyy): **1/22/20**

DISTRICT NAME AND NUMBER: **Collinsville Community Unit School District #10**

CONTACT PERSON: **Derek Turner**
 TELEPHONE NUMBER (Include Area Code): **618-346-6350**

E-MAIL ADDRESS: **dturner1@cusd.kahoks.org**
 FAX NUMBER (Include Area Code):

ILLINOIS STATE BOARD OF EDUCATION
CTE and Innovation Department
 100 North First Street, S-284
 Springfield, Illinois 62777-0001

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
STATE BUDGET SUMMARY AND PAYMENT SCHEDULE

Use whole dollars only. Omit Dollar Signs, Commas, and Decimal Places, e.g., 2536

Directions: Prior to preparing this Budget Summary and Payment Schedule request, please refer to the "State and Federal Grant Administration Policy, Fiscal Requirements and Procedures" handbook that can be accessed at https://www.isbe.net/Documents/fiscal_procedure_handbk.pdf. Obligations of funds based on this budget request cannot begin prior to July 1, or receipt of a substantially approvable budget request, whichever is later.

Please check:
 COMPLETED Notice of State Award (NOSA)
 COMPLETED Uniform Grant Agreement (UGA)
 PROGRAM APPROVAL DATE AND INITIALS: _____

TOTAL FUNDS: _____

CARRYOVER FUNDS: _____ CURRENT FUNDS: _____

BEGIN DATE: _____ END DATE: _____

ISBE USE ONLY

FUNCTION NUMBER (1)	EXPENDITURE ACCOUNT (2)	SALARIES (3) (Obj. 100s)	EMPLOYEE BENEFITS (4) (Obj. 200s)	PURCHASED SERVICES (5) (Obj. 300s)	SUPPLIES AND MATERIALS (6) (Obj. 400s)	CAPITAL OUTLAY** (7) (Obj. 500s)	OTHER OBJECTS (8) (Obj. 600s)	NON-CAPITALIZED EQUIPMENT** (9) (Obj. 700s)	TOTAL (11)	PAYMENT SCHEDULE
10	General Administration								0	July-August 100360
14	Facilities Acquisition and Construction**			\$100360					100360	September
15	Operation & Maintenance of Plant Services								0	October
20	Planning, Research, Development & Evaluation Services								0	November
24	Other Support Services								0	December
27	Payments to Other Districts or Government Units								0	January
29	Total Direct Costs	0	0	100360	0	0	0	0	100360	February
30	Approved Indirect Costs x _____%									March
31	TOTAL BUDGET								100360	April
										May
										June
										July-August
									TOTAL \$ 100360	

** Not applicable to all grants, and in no instances can Capital Outlay, Non-Capitalized Equipment, or Facilities Acquisition and Construction Services be included in the indirect costs application.

1/22/20
 Date
 Original Signature of Superintendent or Administrator

Date
 Original Signature of ISBE Division Administrator

FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
BUDGET SUMMARY BREAKDOWN

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10
REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000

Directions: Prior to preparing this Budget Summary Breakdown request, please refer to the "State and Federal Grant Administration Policy, Fiscal Requirements and Procedures" handbook that can be accessed at https://www.isbe.net/Documents/fiscal_procedure_handbk.pdf. Obligations of funds based on this budget request cannot begin prior to July 1, or receipt of a substantially approvable budget request, whichever is later.

FUNCTION NUMBER (1)	EXPENDITURE DESCRIPTION AND ITEMIZATION (2)	SALARIES (3) (Obj. 100s)	EMPLOYEE BENEFITS (4) (Obj. 200s)	PURCHASES SERVICES (5) (Obj. 300s)	SUPPLIES AND MATERIALS (6) (Obj. 400s)	CAPITAL OUTLAY** (7) (Obj. 500s)	OTHER OBJECTS (8) (Obj. 600s)	NON-CAPITALIZED EQUIPMENT** (9)		TOTAL (11) \$100,360
								(Obj. 700s)		
2530-300	fiber installation, special construction			\$100,360						\$100,360
TOTAL										\$100,360

**FY 2020
E-RATE STATE MATCHING GRANT PROGRAM
AMENDMENT BUDGET SUMMARY BREAKDOWN**

APPLICANT NAME (District Name and Number, if applicable) Collinsville Community Unit School District #10
REGION, COUNTY, DISTRICT, TYPE CODE 410570100260000

Directions: Prior to preparing this Budget Summary Breakdown Amendment request, please refer to the State and Federal Grant Administration Policy, Fiscal Requirements and Procedures Handbook that can be accessed at https://www.isbe.net/Documents/fiscal_procedure_handbk.pdf. Obligations of funds based on this amendment cannot begin prior to the date of receipt at ISBE of a substantially approvable amendment request.

To complete the form below, provide a thorough description of each line item to be amended. Expenditure Description and Itemization (column 3) must match the currently approved budget and must include specific information for each entry. Rationale for Requested Change (column 7) must provide sufficient information and detail for ISBE personnel to ascertain approval of each line item amendment request. Amendment requests that do not fulfill these requirements will be denied until sufficient information is provided to ISBE.

Attach new Budget Summary to reflect requested amendment amounts.

FUNCTION NUMBER (1)	OBJECT NUMBER (2)	ITEMIZATION (3)	CURRENTLY APPROVED AMOUNT (4)	REQUESTED CHANGE (+ OR -) (6)	REVISED AMOUNT (6)	RATIONALE FOR REQUESTED CHANGE (7)
						NET CHANGE (+ or -)



Illinois State Board of Education

CTE and Innovation Department
100 North First Street
Springfield, Illinois 62777-0001

ATTACHMENT 8

FY 2020
E-RATE STATE MATCHING
GRANT PROGRAM

PROGRAM-SPECIFIC TERMS OF THE GRANT

By checking this box, the applicant hereby certifies that he or she has read, understood and will comply with the assurances listed below, as applicable to the program for which funding is requested.

- Subcontracting: No subcontracts or sub-grants are allowed without prior written approval of the State Superintendent of Education. If subcontracts or sub-grants are allowed, then all project responsibilities are to be retained by the grantee to ensure compliance with the terms and conditions of the grant. All subcontracts and sub-grants must be documented and must have the prior written approval of the State Superintendent of Education. Approval of subcontracts and sub-grants shall be subject to the same criteria as are applied to the original proposal/application. The following information is required if any subcontracts/sub-grants are to be utilized:
 - Name(s) and address(es) of subcontractor(s)/sub-grantee(s);
 - Need and purpose for each subcontract/sub-grant;
 - Measurable and time specific services to be provided;
 - Associated costs (i.e., amounts to be paid under each subcontract/sub-grant); and
 - Projected number of participants to be served.

The grantee may not assign, convey or transfer its rights to the grant award without the prior written consent of the Illinois State Board of Education.

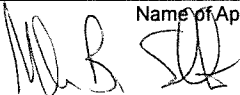
- Grantees must submit quarterly expenditure and programmatic reports due 20 calendar days after the expenditure and programmatic through dates as well as a final expenditure report due 90 calendar days after the last date of the grant.
- Grantees must submit a mid-year and a comprehensive year-end performance reports regarding progress toward implementation of the program plan and achievement of program goals. The reports shall be submitted 30 calendar days after the period of performance.

Collinsville Community Unit School District #10

Name of Applicant Entity

1/22/20

Date



Original Signature of Superintendent/Authorized Official

Superintendent

Title



Illinois State Board of Education

CTE and Innovation Department
100 North First Street
Springfield, Illinois 62777-0001

FY 2020
E-RATE STATE MATCHING
GRANT PROGRAM

GRANT APPLICATION CERTIFICATIONS AND ASSURANCES

APPLICANT'S NAME: Collinsville Community Unit School District #10

The applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires), hereby certifies and assures the Illinois State Board of Education that:

1. Applicant is a(n): *(Check one)*

- Individual
 Corporation
 Partnership
 Unincorporated association
 Government entity

Region/County/District/School Code or Federal Employer Identification Number, as applicable. Individuals or other entities with neither of the foregoing, include Social Security Number.

410570100260000

The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.

DEFINITIONS

"Applicant" means an individual, entity or entities for which grant funds may be available and has made application to the Illinois State Board of Education for an award of such grant funds.

"Grant" means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project. The terms "grant," "award," "program," and "project" may be used interchangeably.

"Grantee" means the person, entity or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education. The terms "grantee" and "award recipient" may be used interchangeably.

"Project" means the activities to be performed for which grant funds are being sought by the applicant. The terms "project" and "program" may be used interchangeably.

The capitalized word "Term" means the period of time from the project beginning date through the project ending date.

LAWS AND REGULATIONS REGARDING FEDERAL AND STATE AWARDS

The applicant acknowledges and agrees that this grant is subject to the provisions of:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Illinois Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 *et seq.*
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3559&ChapterID=7>

Administrative Rules for GATA, 44 Ill. Admin. Code Part 7000 <ftp://www.ilga.gov/JCAR/AdminCode/044/04407000sections.html>

NO BINDING OBLIGATION

- The applicant acknowledges and agrees that the selection of its proposal for funding, or approval to fund an application shall not be deemed to be a binding obligation of the Illinois State Board of Education until such time as a final Grant Agreement is entered into between the applicant and the Illinois State Board of Education. Prior to the execution of a final Grant Agreement, the Illinois State Board of Education may withdraw its award of funding to the applicant at any time, for any reason.
- Payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly or sufficient appropriation by the U.S. Congress for federal programs. Obligations of the Illinois State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state, federal, or other funds for this program.

PROJECT

4. The project proposed in the application, and as negotiated and finalized by the parties in the Grant Agreement, is hereinafter referred to as the "project." In planning the project there has been, and in establishing and carrying out the project there will be (to the extent applicable to the project), participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
5. Applicants may be asked to clarify certain aspects of their proposals/applications or proposed amendments prior to final agreement on the terms of the project or amendment.
6. All funds provided shall be used solely for the purposes stated in the approved proposal/application, as finalized in the Grant Agreement.
7. The project will be administered by or under the supervision of the applicant and in accordance with the laws and regulations applicable to the grant. The applicant will be responsible for and obtain all necessary permits, licenses, or consent forms as may be required to implement the project.

GENERAL CERTIFICATIONS AND ASSURANCES

8. The applicant will obey all applicable state and federal laws, regulations, and executive orders, including without limitation: those regarding the confidentiality of student records, such as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 et seq.); those prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, such as Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.) and 34 CFR part 106, the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 34 CFR part 104, the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Age Discrimination Act (42 U.S.C. 6101 et seq.) and 34 CFR part 110, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.) and 34 CFR part 100, the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and the Illinois School Code (105 ILCS 5/1-1 et seq.). Further, no award recipient shall deny access to the program funded under the grant to students who lack documentation of their immigration status or legal presence in the United States (Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)).
9. The applicant certifies it has informed the State Superintendent of Education in writing if any employee of the applicant/grantee was formerly employed by the Illinois State Board of Education and has received an early retirement incentive under 40 ILCS 5/14-108.3 or 40 ILCS 5/16-133.3 (Illinois Pension Code). The applicant acknowledges and agrees that if such early retirement incentive was received, the Grant Agreement is not valid unless the official executing the agreement has made the appropriate filing with the Auditor General prior to execution.
10. The applicant shall notify the State Superintendent of Education if the applicant solicits or intends to solicit for employment any of the Illinois State Board of Education's employees during any part of the application process or during the Term of the Grant Agreement.
11. The applicant is not barred from entering into this contract by Sections 33E-3 and 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a state contract by a contractor who has been convicted of bid-rigging or bid-rotating.
12. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
13. The applicant certifies it does not pay dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1).
14. The applicant certifies that it is (a) current as to the filing and payment of any applicable federal, state and/or local taxes; and (b) not delinquent in its payment of moneys owed to any federal, state, or local unit of government.
15. Any applicant not subject to Section 10-21.9 of the School Code certifies that a fingerprint-based criminal history records check through the Illinois State Police and a check of the Statewide Sex Offender Database will be performed for all its employees, b) volunteers, and c) all employees of persons or firms holding contracts with the applicant/grantee, who have direct contact with children receiving services under the grant; and such applicant shall not a) employ individuals, b) allow individuals to volunteer, or c) enter into a contract with a person or firm who employs individuals, who will have direct contact with children receiving services under the grant who have been convicted of any offense identified in subsection (c) of Section 10-21.9 of the School Code (105 ILCS 5/10-21.9(c)) or have been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1 et seq.).

16. The applicant hereby assures that when purchasing core instructional print materials published after July 19, 2006, the applicant/grantee will ensure that all such purchases are made from publishers who comply with the requirements of 105 ILCS 5/28-21 which instructs the publisher to send (at no additional cost) to the National Instructional Materials Access Center (NIMAC) electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard (NIMAS), on or before delivery of the print instructional materials. This does not preclude a grantee school district from purchasing or obtaining accessible materials directly from the publisher.
17. The applicant certifies that notwithstanding any other provision of the application, proposal, or Grant Agreement, grant funds shall not be used and will not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

JOINT APPLICATIONS – ADMINISTRATIVE AND/OR FISCAL AGENT

18. Applicants/grantees participating in a joint application hereby certify that they are individually and jointly responsible to the Illinois State Board of Education and to the administrative and fiscal agent under the grant. An applicant/grantee that is a party to the joint application and is a legal entity, or a Regional Office of Education may serve as the administrative and/or fiscal agent under the grant.
19. The entity acting as the fiscal agent certifies that it is responsible to the applicant/grantee or, in the case of a joint application, to each applicant/grantee that is a party to the application; it is the agent designated and responsible for reports and for receiving and administering funds; and it will:
 - (a) Obtain fully executed Grant Application Certifications and Assurances forms from each entity or individual participating in the grant and return the forms to ISBE prior to award of the grant;
 - (b) Maintain separate accounts and ledgers for the project;
 - (c) Provide a proper accounting of all revenue from the Illinois State Board of Education for the project;
 - (d) Properly post all expenditures made on behalf of the project;
 - (e) Be responsible for the accountability, documentation and cash management of the project, the approval and payment of all expenses, obligations, and contracts and hiring of personnel on behalf of the project in accordance with the Grant Agreement;
 - (f) Disburse all funds to joint applicants/grantees based on information (payment schedules) from joint applicants/grantees showing anticipated cash needs in each month of operation (The composite payment schedule submitted to ISBE should reflect monthly cash needs for the fiscal agent and the joint applicants/grantees.);
 - (g) Require joint applicants/grantees to report expenditures to the fiscal agent based on actual expenditures/obligation data and documentation. Reports submitted to the Illinois State Board of Education should reflect actual expenditure/obligations for the fiscal agent and the data obtained from the joint applicants/grantees on actual expenditures/obligations that occur within project beginning and ending dates;
 - (h) Be accountable for interest income earned on excess cash on hand by all parties to the grant and return applicable interest earned on advances to the Illinois State Board of Education;
 - (i) Make financial records available to outside auditors and Illinois State Board of Education personnel, as requested by the Illinois State Board of Education;
 - (j) Have a recovery process in place with all joint applicants/grantees for collection of any funds to be returned to the Illinois State Board of Education; and

DRUG-FREE WORKPLACE CERTIFICATION

20. This certification is required by the Drug-Free Workplace Act (30 ILCS 580/1). The Drug-Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug-free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant, and debarment of contracting or grant opportunities with the State of Illinois for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "applicant," "grantee," or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The applicant certifies and agrees that it will provide a drug-free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will
 - (A) Abide by the terms of the statement; and
 - (B) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
- (b) Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and posting the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency within ten (10) calendar days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug-Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-Free Workplace Act.

21. The applicant represents and warrants that all of the certifications and assurances set forth herein, in the application, all attachments, and the Grant Agreement are and shall remain true and correct through the Term of the grant. During the Term of the grant, the award recipient shall provide the Illinois State Board of Education with notice of any change in circumstances affecting the certifications and assurances within ten (10) calendar days of the change. Failure to maintain all certifications and assurances or provide the required notice will result in the Illinois State Board of Education withholding future project funding until the award recipient provides documentation evidencing that the award recipient has returned to compliance with this provision, as determined by the Illinois State Board of Education.

The undersigned affirms, under penalties of perjury, that he or she is authorized to execute the above Certifications and Assurances on behalf of the applicant. Further, the undersigned certifies under oath that all information contained herein is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.



Original Signature of Authorized Official

Superintendent

Title

1/22/20
Date

Dr. Mark B. Skertich

Name of Authorized Official (Type or Print)



FCC Form 470 – Funding Year 2020

Form 470 Application Number: 200005778

CUSD10 C1 470 - WAN (2020)

Billed Entity

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT
 #10
 201 W CLAY ST
 COLLINSVILLE, IL 62234-3219
 Madison
 618-346-6350
 dturner1@cusd.kahoks.org

Contact Information

Derek Turner
 dturner1@kahoks.org
 618-346-6350

Billed Entity Number: 136447

FCC Registration Number: 0012200309

Application Type

Applicant Type: School District

Recipients of Services: Pre-K; Public School; Public School District

Number of Eligible Entities: 14

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email
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Consultants

Name	Phone Number	Email
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RFPs

Id	Name
79151	RFP CUSD10 WAN C1 2020
79271	Pricing Worksheet
79893	RFP QA 1
80679	RFP QA 2

Category One Service Requests

Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Data Transmission and/or Internet Access	Leased Dark Fiber		Detailed in RFP	Detailed in RFP	13	12	Fiber Strands	Yes	79151, 79271, 79893, 80679
Data Transmission and/or Internet Access	Leased Lit Fiber		10 Gbps	50 Gbps	13	12	Circuits	Yes	79151, 79271, 79893, 80679
Data Transmission and/or Internet Access	Self-Provisioned Network (Applicant Owned and Operated Network)		Detailed in RFP	Detailed in RFP	13	12	Detailed in RFP	Yes	79151, 79271, 79893, 80679
Data Transmission and/or Internet Access	Services Provided Over Third-Party Networks		10 Gbps	50 Gbps	13	12	Circuits	Yes	79151, 79271, 79893, 80679
Data Transmission and/or Internet Access	Network Equipment		10 Gbps	50 Gbps	13	13	Detailed in RFP	Yes	79151, 79271, 79893, 80679
Data Transmission and/or Internet Access	Maintenance & Operations		10 Gbps	50 Gbps	13	13	Detailed in RFP	Yes	79151, 79271, 79893, 80679

Description of Other Functions

Id	Name
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Narrative

We are looking to connect our 13 locations together via fiber with a minimum symmetrical speed of 10Gbps, and we would like for those links to be scale-able to at least 40Gbps.

Category Two Service Requests

Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
---------------------	-----------------	---------------------	---------------------------------------	-----------------	-----------------	-------------	--	------------------------

Description of Other Manufacturers

Id	Name
-----------	-------------

Narrative

Technical Contact

Derek Turner
Director of Technology
618-346-6350
dturner1@kahoks.org

State and Local Procurement Restrictions

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Billed Entities

Billed Entity Number	Billed Entity Name
136447	COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT #10

Certifications

I certify that the applicant includes:

I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

Other Certifications

I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and

Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

NOTICE:

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.503. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information you provide in this form may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form, or in response to subsequent inquiries, may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide in this form may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

Authorized Person

Derek Turner
COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT #10
201 W CLAY ST
COLLINSVILLE, IL 62234-3219
MADISON
618-346-6350
dturner1@kahoks.org

Certified Timestamp

11/22/2019 04:21 PM EST

SCOPE OF SERVICES

Section 1: Introduction

Collinsville Community Unit School District #10, hereafter referred to as Applicant, is requesting proposals for delivery of wide area network (WAN) services to the district. Service is expected to originate at the district hub site and be delivered to the eligible service locations. All locations, with addresses and demarcation points, are listed in the attached pricing sheet. The new service is being planned to begin on July 1, 2020 which represents the expiration of the current leased WAN service.

Section 2: Service Requests

1. Applicant is seeking bids for 6 services. Respondents may bid one, all, or any combination of options. See Section 3 for requirements of each solution.
 - a. The first service is a fully managed, leased lit fiber solution.
 - b. The second service is a leased dark fiber solution with multiple contract options:
 - i. A traditional, year to year lease that is billed monthly and includes fiber maintenance as part of this monthly recurring cost.
 - ii. A long-term IRU agreement with one-time IRU fees paid up-front and fiber maintenance as a separate service. **The IRU agreement between Applicant and the fiber lessor will include terms outlining survivability of the IRU in case the lessor is acquired, insolvent, or experiences any change in ownership.**
 - c. The third service is for a self-provisioned (applicant owned and operated) fiber network.
 - d. The fourth service is for services provided over third-party networks. This is an E-rate Category 1 service option defined as point-to-point broadband service delivered over a service provider or other third party owned network. This service option is to represent any technology neutral third-party transport mediums including both fiber and non-fiber options. The service is a fully managed service, with the service provider supplying the equipment, provisioning the bandwidth and providing technical support/management of the service.
 - e. The fifth service is for Category 1 network equipment to place any leased dark fiber or self-provisioned network solutions into service.
 - f. The sixth service is for maintenance & operations on any self-provisioned network or leased dark fiber solutions.
2. Network Design and Construction Routes
 - a. Applicant will consider traditional network designs (such as hub and spoke) or alternative proposals. The applicant's stated decision criteria (outlined in the RFP) will be used to determine if an award is made as-a-result of this RFP. The applicant has, in accordance with E-rate guidelines, rated cost of service as the highest weighted factor in its decision criteria.
 - b. Due to current and future bandwidth needs, respondents are encouraged to provide dedicated infrastructure to Applicant. Designs are encouraged to utilize the private fiber approach, where there exists no other aggregation or third-party equipment on fiber strands between sites and modulating equipment at each site is dedicated to Applicant and not shared in any way with other customers. If this is not possible, then designs should limit the use of shared infrastructure as much as possible.
 - c. Respondents should clearly illustrate proposed network design and construction routes. Respondents should show evidence that they looked at alternate routes for the build and should provide narrative language supporting rationale for chosen build route(s).

- d. Applicant is not advocating or mandating any preconceived network design or construction route and leaves this decision up to the vendor to present their best solution while recognizing the cited termination locations.
3. Special Construction
- a. In E-rate terminology, **special construction** refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities.
 - i. Special construction and service eligibility for reimbursement have changed starting funding year 2016. See the Federal Communications Commission E-rate modernization order 2 (WC Docket No. 13-184) (<https://www.fcc.gov/document/fcc-releases-order-modernizing-e-rate-21st-century-connectivity>) for more information.
 - b. Special construction charges eligible for Category One support consist of three components:
 - i. construction of network facilities
 - ii. design and engineering
 - iii. project management
 - c. If no new fiber is being installed, then any installation costs are considered standard **non-recurring costs (NRC)**.
 - i. For leased lit fiber solutions requiring special construction, this means that the costs associated with building the fiber are considered special construction and the costs associated with the equipment required to activate the service are a standard NRC.
 - ii. For leased dark fiber solutions, equipment required by the Applicant to light the fiber are not considered special construction.
 - d. Special Construction Payment Plan Option
 - i. The applicant requests that the respondents consider allowing Applicant to pay the non-discount share of special construction costs (portion of costs that are the responsibility of the applicant) to be paid in equal annual installments over one, two, three, four, years from Funding Year 2020 to Funding Year 2023 inclusive. Responses must include agreement or non-agreement of this request.
 - e. Excess fiber strands for special construction projects
 - i. Self-Provisioned Networks
 - 1. Applicant understands and adheres to E-rate guidance that any cost allocation is for any unlit strands that will be used exclusively by the district in the future. There will be no third-party use of these excess strands.
 - ii. All other solutions
 - 1. To the extent that the winning service provider installs additional strands of fiber for future business ventures, the winning service provider assumes full responsibility to ensure those incremental costs are allocated out of the special construction charges to the district in accordance with FCC rules and orders.
 - 2. If, after the issuance of the FCDL, USAC or the FCC determines that the winning service provider did not cost allocate those charges associated with the additional strands, Applicant will not be responsible for reimbursing the winning vendor and the winning vendor will assume all responsibilities deemed ineligible by USAC.
 - iii. For examples of cost allocation, please see document in Appendix A as prepared by the State E-rate Coordinators' Alliance (SECA).

Section 3: Solution Specifications

- 1. Leased Lit Fiber and Services Provided Over Third-Party Networks

- a. Applicant must have dedicated, symmetrical transport bandwidth of 10 Gbps between the designated endpoints.
 - b. The solution must be scalable to 40 Gbps.
 - c. Contract options are requested for 12 month, 36 month, and 60 month terms of service.
 - d. Each respondent is required to complete the attached pricing sheet with this RFP.
 - i. Special construction, monthly recurring cost, and any additional non-recurring costs are **required** to be broken out and listed separately.
 - ii. Respondents are free to propose alternate pricing terms provided they have also included pricing in the requested format.
 - iii. No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate in each pricing cell of the matrix.
 - e. If a bandwidth upgrade is requested mid-contract the term length does not reset or renew. For example, if an upgrade occurs in month 20 of a 36-month contract, then 16 months of service must remain on the contract at the new bandwidth before a contract renewal is available.
 - f. All solutions must adhere to the following Service Level Agreement (SLA) terms and the terms found in Section 4:
 - i. The provider will make all reasonable efforts to ensure 99.99% network availability of each circuit.
 - ii. .25% frame/packet loss commitment
 - iii. 25ms round trip network latency commitment
 - iv. 10ms network jitter commitment
 - v. There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason
 - vi. Vendor stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service.
2. Leased Dark Fiber
- a. Applicant must have four (4) strands (2 pair) of singlemode fiber from the hub to each eligible entity location.
 - b. Respondents are free to bid one or both contract options. It is not required to bid both.
 - c. Traditional leases
 - i. Contract options are requested for (60) month and (120) month terms of service.
 - ii. Each respondent is required to complete the attached pricing sheet with this RFP.
 - 1. Special construction and monthly recurring cost are **required** to be broken out and listed separately.
 - 2. Respondents are free to propose alternate pricing terms provided they have also included pricing in the requested format.
 - 3. No increased pricing will be allowed during the term of the quoted special construction and MRC rate in each pricing cell of the matrix.
 - 4. Traditional leases require fiber maintenance as part of the MRC and must adhere to the terms in section 5.
 - d. IRU
 - i. A 20 year agreement is requested.
 - ii. Each respondent is required to complete the attached pricing sheet with this RFP.
 - 1. Special construction, IRU fee, and monthly recurring cost for maintenance are **required** to be broken out and listed separately.

2. Respondents are free to propose alternate pricing terms provided they have also included pricing in the requested format.
3. No increased pricing will be allowed during the term of the quoted special construction, IRU fee, and MRC rate in each pricing cell of the matrix.
4. If special construction is required, Applicant expects significant reductions from prevailing market rates for the IRU fee and annual maintenance charges on all newly built segments.
5. Fiber maintenance should be quoted as a separate from the IRU fee.
 - a. The fiber owner (not the district) must claim responsibility for repairs in the event of a catastrophic cut or relocate.
 - b. Describe the process for relocates including assumption of costs.
 - c. If maintenance cannot be quoted for entire time span of the IRU, please include alternate time span quote as well as explanation for the shorter time span.
 - d. Maintenance must adhere to terms found in section 5.
- e. The provider will make all reasonable efforts to ensure 99.99% network availability of all leased fiber strands.
- f. All leased dark fiber solutions are subject to the terms found in Section 4.

3. Self-Provisioned Network

- a. Applicant must have twelve (12) strands (6 pair) of singlemode fiber built from the hub to each eligible entity location.
- b. Applicant intends to light two (2) strands (1 pair) to each site in the first year. USAC rules stipulate the following when any constructed strands will remain dormant in the first funding year in which they are constructed:
 - i. It must be proven that it is more cost effective to install the higher strand count cable than one containing the exact number of strands being lit in the first year. OR
 - ii. Cost allocation must be performed to list the percentage of cost of fiber material that will remain unlit as ineligible charges.
 - iii. See Appendix A, Part 2, Section A for examples.
- c. Each respondent is required to complete the attached pricing sheet with this RFP.
- d. Applicant desires a fully "turn-key" project so respondents should provide explanation for Applicant's involvement in the process including ownership and sourcing of permits, etc.
- e. Specifications for a newly constructed fiber infrastructure are contained in Appendix B: OSP Installation Specifications.
- f. Selected respondent and its subcontractors will provide all project management to accomplish the installation of all project work as outlined in Appendix B.
- g. Respondent is responsible for all necessary paperwork and obtaining all permits including but not limited to rights of way, easements, and pole attachments.
- h. The respondent will provide engineer(s), certified on selected fiber system specifications and procedures to manage all phases of project as outlined in this proposal. This includes ordering and managing the bill of materials as outlined in Appendix B, directing and managing cable placement and restoration, directing and managing splicing crews and providing detailed documentation at the end of the project.
- i. Selected respondent and its subcontractors will develop a project management plan, which will include a milestone chart. The milestone chart will outline any

critical path events and then track these with the appropriate agency/organization whether; selected respondent, subcontractor or the district.

4. Category 1 Network Equipment
 - a. Applicant requires network equipment with installation and configuration to place circuits into service at 10Gbps once leased dark fiber or self-provisioned fiber is available.
 - b. Network equipment should be Juniper, Cisco, or equivalent and must include all necessary licenses and/or software.
 - i. Any proposals for equivalent equipment must include an explanation outlining how the proposed equipment offers the same functionality as the example make and model.
 - c. Proposals should include an explanation of whether or not the proposed equipment supports higher bandwidths for future scalability and the ease of upgrading (e.g. a new SFP versus a new line card)
 - d. Each respondent is required to complete the attached pricing sheet with this RFP. If any part of the equipment cost is ineligible for Category 1 funding, this must be identified. Respondents must clarify equipment eligibility with USAC before submitting proposals.
 - e. Network equipment may be bid as a stand-alone service by anyone, even if they are not bidding on any fiber service.

5. Maintenance & Operations
 - a. Applicant requires on-going maintenance of the fiber on leased dark fiber IRU or self-provisioned fiber solutions that includes routine maintenance and inspection, as well as unscheduled break/fix maintenance.
 - b. Contracts and price quotes are requested for 36 month and 60 month terms of service. Each respondent is required to complete the attached pricing sheet with this RFP.
 - c. Maintenance on self-provisioned fiber is being bid as a separate service and may be bid by anyone, even if they are not bidding on any fiber or network services.
 - d. Maintenance terms and conditions can be found below in section 5.

Section 4: Service Level Agreement

1. Network operations center: Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis. Customer has the right and is encouraged to call concerning any problems that may arise relative to its connection with vendor provided services.
2. Trouble reporting and response: Upon interruption, degradation or loss of service, Customer may contact Vendor by defined method with a response based on trouble level. Upon contact from the Customer, the Vendor support team will initiate an immediate response to resolve any Customer issue. Customer will receive rapid feedback on trouble resolution, including potential resolution time.
3. Escalation: In the event that service has not been restored in a timely manner, or the Customer does not feel that adequate attention has been allocated, the Customer can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation schedule is completed.
4. Resolution: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
5. Trouble reporting, escalation and resolution: A detailed trouble reporting, escalation and resolution plan will be provided to the district.
6. Measurement: Time starts from the time the Customer contacts vendor and identifies the problem. Credits for outages should be the following:

Length of Service Outage	Credit is the following percentage of monthly recurring cost
Less than 2 hours	No Credit
Greater than two (2) hours and less than four (4) hours	5%
Greater than four (4) hours and less than eight (8) hours	10%
Greater than eight (8) hours and less than twelve (12) hours	15%
Greater than twelve (12) hours and less than sixteen (16) hours	20%
Greater than sixteen (16) hours and less than twenty-four (24) hours	35%
Greater than twenty-four (24) hours	50%

7. Reports: Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.
8. Link performance per segment: The service will maintain the proposed link performance throughout the term of the contract.
9. Historical uptime: Provide aggregate uptime statistics for your proposed service in the geographic area encompassing Applicant.

Section 5: Fiber Maintenance Terms and Conditions

1. Respondent may offer maintenance services either themselves or through 3rd party subcontractors. In the case that maintenance is subcontracted out to a 3rd party, the respondent must hold and manage the subcontract and is ultimately responsible for the SLA.
2. Respondent shall maintain the applicable fiber seven days per week, twenty-four hours per day.
3. Upon notification from the district of a malfunction relating to the applicable fiber, respondent shall respond to such malfunction within two (2) hours and thereafter proceed to correct the malfunction with reasonable diligence.
4. Respondent should include an overview of maintenance practices including:
 - a. Routine maintenance and inspection
 - b. Scheduled maintenance windows and scheduling practices for planned outages
 - c. Marker and handhole inspection and repair
 - d. Handling of unscheduled outages and customer problem reports
 - e. What service level agreement is included and what alternative service levels may be available at additional cost
 - f. What agreements are in place with applicable utilities and utility contractors for emergency restoration
 - g. Repair of fiber breaks and mean time to repair
 - h. Replacement of damaged fiber and fiber that no longer meets specifications
 - i. Post repair testing
 - j. Policies for customer notification regarding maintenance

- k. Process for changing procedures, including customer notification practices
- l. Process for moves, adds, and changes
- m. Process for responding to locate requests

Section 6: General Terms for All Proposals

- 1. Failure to include any requested information noted as required by the respondent is grounds for disqualification.**
2. All costs required to deliver the proposed solution must be included in the bid. By submitting a bid, the respondent certifies that it has engineered a full solution including all monthly recurring charges, all installation charges and all special construction costs. Costs added to the quote after the respondent has submitted their bid are solely the responsibility of the respondent and not the applicant.
3. Description of Proposal
 - a. Respondent's proposal should include all sites for the option bid. If the respondent bids leased dark fiber or leased lit fiber – all sites must be included in the bid. Failure to include all sites in a bid option could be considered ground for disqualification.
 - b. Respondent will provide a description of their proposal for all services and solutions.
 - c. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and other detail Applicant may find useful or necessary (or could differentiate the solution from a competing proposal).
4. Reselling and subcontracting
 - a. Any respondent who intends to resell or subcontract a lit service from a 3rd party must supply proof in writing that said party can provide service at all proposed Applicant locations.
 - b. If, at any point following the bid submission, any changes from the 3rd party alter the costs or significantly change scope of proposed service then Applicant will not be liable for the cost increase and reserves the right to disqualify the bid and cancel any signed contracts without penalty.
5. Timeline
 - a. For each response, respondents must include a timeline for bringing all sites online.
 - b. Proposals requiring little to no special construction should be able to bring all sites online by the July 1 start of the funding year.
 - c. For solutions requiring special construction, a schedule of bringing sites online must be included with an explanation of how this timeline shifts if the date of the E-rate funding commitment shifts.
6. Demarcation
 - a. All solutions must terminate service or infrastructure in the demarcation point at each address specified in the pricing sheet.
 - b. Solutions bringing service to the property line but not to the demarcation point are not acceptable.
 - c. Respondent must specify specific demarcation setup included in base fees, e.g. wall mounted CPE and CAT6a handoff, rack mount patch panel, etc.
7. Network Diagram
 - a. For each response, respondents must include a network diagram displaying the paths to be used to serve each endpoint.
 - b. For self-provisioned responses, diagrams must include identification of aerial vs. buried fiber segments, detailed drawings showing fiber and equipment locations, and any other pertinent details (See Appendix B for more details).
 - c. For all other services, diagrams must show number of hops for each circuit and if

they are routed through any aggregation hubs, equipment, or third-party facilities between hub site and each endpoint.

- i. If this detailed information cannot be supplied, then at a minimum the quantity of each must be supplied in order to provide a picture of potential latency.

8. References

- a. For each response, respondent must provide 3 references from current or recent customers (preferably K-12) with projects equivalent to the size of Applicant.
- b. If respondent responds to more than one option (e.g. leased lit fiber service as well as leased dark fiber), provide 3 references for each.

9. E-rate Program Integrity Assurance (PIA) Review

- a. If their solution is chosen, respondents are required to promptly provide Applicant with any information being requested as part of PIA review.
- b. Vendors may assist applicants with preparing funding requests or responding to PIA questions and may speak directly with PIA reviewers.
- c. For all responses that include special construction, the respondent agrees to, by submitting its bid, produce all construction labor, construction materials and other cost information requested during PIA review.
- d. **All responses must agree, in writing, to this section with a yes or no answer. Answering no or failure to answer at all is grounds for disqualification.**

10. Required Notice to Proceed and Funding Availability

- a. Applicant will follow the purchasing policies of the Applicant Board and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding.
- b. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the district's' issuance of a written Notice to Proceed.
- c. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding (including any state matching funds for special construction projects) does not come available.

Section 6: Evaluation Criteria

1. Leased Lit Fiber, Leased Dark Fiber, Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks

% Weight	Criteria
20%	E-rate eligible recurring and one-time circuit costs¹
15%	Complete bid submission ²
15%	Ability to support requirements of this RFP ³
15%	Proposed contract terms and conditions ⁴
15%	Service reliability and dedicated infrastructure ⁵
10%	E-rate ineligible recurring or one-time costs ⁶
10%	Provider references ⁷

2. Maintenance & Operations

% Weight	Criteria
30%	E-rate eligible costs¹
20%	Complete bid submission ²
20%	Ability to support requirements of this RFP ³
15%	E-rate ineligible costs ⁶
15%	Provider references ⁷

3. Category 1 Network Equipment

% Weight	Criteria
50%	E-rate eligible costs¹
20%	E-rate ineligible costs ⁶
30%	Compatibility with existing network infrastructure ⁸

4. **Criteria Explanation**

1. E-rate eligible costs: the total cost of ownership for the eligible components of the proposed service. Total cost of ownership takes into account all one-time and recurring costs. Note that E-rate eligible costs refers to the pre-discount cost of the solution, not the post-discount portion of costs that are the responsibility of the Applicant. This criterion must be the highest weighted per E-rate program rules.
2. Complete bid submission: Bids concisely address Applicant's requirements, as set forth in the RFP, and do not contain a significant amount of corporate boilerplate marketing information
3. Ability to support requirements of this RFP: proposed solution clearly meets Applicant's requirements and needs
4. Proposed contract terms and conditions: Proposed contract has flexibility and terms desired by Applicant
5. Service reliability and dedicated infrastructure: Solution provides dedicated infrastructure for Applicant's service with no shared equipment or routing of traffic through aggregation hubs.
6. E-rate ineligible costs: Any costs of the proposed service that are not eligible for E-rate funding. This does not refer to the post-discount portion of eligible costs that are the responsibility of the Applicant.
7. Provider references: response included K12 references that were similar in size and scope
8. Compatibility with existing network infrastructure: proposed equipment is easily compatible with the existing equipment used by the Applicant.

**E-rate Special Construction
Excess Strands - Cost Allocation Scenarios
Funding Year 2018**

Prepared by the [State E-rate Coordinators' Alliance](#)
October 23, 2017

I. LEASED LIT FIBER AND LEASED DARK FIBER

A. Excess Strands for Applicant's Future Use

If the service provider installs additional strands for the applicant's exclusive future use in a leased dark fiber or leased lit fiber special construction project, and if the applicant can show documentation that buying a cable containing the number of strands placed in the fiber system for the applicant's future use is more cost effective than buying a fiber cable with the number of strands the applicant plans to place into service the first year, no cost allocation of the excess strands is required and no other special construction charges would need to be cost allocated.

If the service provider installs excess strands for the applicant's exclusive future use in a leased dark fiber or leased lit fiber special construction project where the excess strands will remain dormant until they are lit for the applicant in the future, and if the applicant cannot show that it is not more cost effective than buying the exact number of fiber strands being lit in the first year, the applicant must cost allocate the costs associated with the excess strands only. No other special construction charges would need to be cost allocated.

B. Excess Strands for Service Provider's Future Use

For lit services special construction and leased dark fiber special construction, if the service provider wishes to place extra strands in the build for its own use, the E-rate applicant must cost allocate the cost of the service provider-owned extra strands, as well as all incremental costs of those extra strands from the special construction E-rate funding request. It is not a pro-rata share, but an incremental cost calculation that must be backed by detailed documentation.

Example 1 from Funding Year 2018 USAC Fiber Training Slides applies:

COST-ALLOCATION: FIBER EXAMPLES

- **Example 1:** Leased lit fiber or leased dark fiber provider installs 12-strands in fiber run to a large school district hub and wants to add 36 additional strands for its own ineligible use, resulting in additional labor costs (e.g., splicing) and plant costs (e.g., larger termination boards, additional handholes).

Result: Cost of 36 additional fiber strands and all associated incremental increases in costs (e.g., the additional labor/outside plant costs) above what would be incurred if only the 12-strands of fiber were installed must be allocated out of the applicant's special construction funding request.

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Applicant's should seek documentation from the provider which outlines the added incremental costs attributable to designing, managing and constructing a fiber system with a 48-strand cable instead of a 12-strand cable. Such costs should include (but are not limited to):

- **Splice Labor.** If any fibers over the applicant's fibers are spliced, the labor for these additional splices must be cost allocated.
- **Splice Enclosures** are placed to protect splices. If any fibers over the applicant's fibers are spliced and require an enclosure, the enclosures for these additional splices must be cost allocated.
- **Fiber Installation Labor.** This represents the incremental cost of pulling a larger cable through the buried conduit.
- **Structured materials installation.** This represents the additional cost of burying a larger conduit to support the additional fibers.

Note that the costs associated with installing a larger cable strand than what is required by the applicant are ineligible and the service provider should not include such costs in their special construction billing to the applicant but should be prepared to show

evidence during PIA review that it did not charge the applicant for these incremental costs.

Figure 1: Here is a table outlining some possible incremental costs:

Item	12 Strand cable construction	48 strand cable construction	Cost Allocation Amount that service provider should remove from the special construction request
Fiber Cable	38 cents per foot	\$1.04 per foot	66 cents per foot
Design and Engineering	\$2.12 per foot	\$2.42 per foot	30 cents per foot to depict additional splices at A and Z locations
Project Management	\$1.18 per foot	\$1.18 per foot	0
Splice labor*	\$11.00 per splice	\$11.00 per splice	\$11 per splice over 12 splices at any splice site
Splice enclosures**	\$205 per enclosure	\$205 per enclosure	\$205 per enclosure for every enclosure over 12
Fiber Patch Panel	\$71.43 per panel	\$218.60 per panel	\$147.17 per panel
Conduit and other structured materials	1.25" conduit required \$1.95 per foot Handhole (40,000 lb rated) \$2695 per unit Fiber Marker \$30 per unit	1.5" conduit required \$2.35 per foot Handhole (40,000 lb rated) \$2695 per unit Fiber marker \$30 per unit	40 cents per foot No cost difference for handhole No cost difference per marker
Fiber Installation Labor ***	25 cents per foot	28 cents per foot	3 cents per foot
Structured Materials Installation (conduit, markers, handholes) ****	\$2.85 per foot	\$3.10 per foot	25 cents per foot
Markers	Place every 500'	Place every 500'	No cost difference
Handholes	Place every 1000'	Place every 1000'	No cost difference

II. SELF-PROVISIONED (APPLICANT-OWNED) FIBER:

There are different cost allocation rules that apply, depending on whether fiber is only being purchased and used by:

- A) A single, eligible entity (school or library)
- B) A consortium of all eligible entities
- C) A consortium of eligible and ineligible “NON-public sector, municipal entities”
- D) A consortium of eligible and ineligible “public sector, municipal entities”

A) Single, Eligible School or Library

1. If the applicant installs the exact number of fiber strands that they will light in the first year, and no extra fibers are installed, all fiber strands and special construction charges are eligible and no cost allocation is required.
2. If the applicant installs more fiber strands than it will light in the first year, E-rate will pay for the number of strands being lit in the first year, but not the additional strands. No cost allocation is required for the special construction charges. E-rate applicants can only receive E-rate funding for self-provisioned fibers that are lit within the funding year. If they request excess strands that will remain dormant until the applicant lights the excess strands for their exclusive future use, then they would need to cost allocate the cost of the unlit stands in the applicable funding year.

If the applicant can show documentation that buying a cable containing the number of strands placed in the fiber system for the applicant’s future use is more cost effective than buying a fiber cable with the number of strands the applicant plans to place into service the first year, no cost allocation for excess strands by the applicant is required.

Example 2 from the Funding Year 2018 USAC Fiber Training Slides applies:

COST-ALLOCATION: FIBER EXAMPLES

- **Example 2:** School district seeks to install 48 strands of fiber in a self-provisioned network, only plans to light 12 strands within the FY. The remaining 36 strands will be reserved for the applicant's exclusive future use.

Result: Applicant must allocate the cost of the excess fiber strands out of the funding request, but no portion of the remaining special construction costs.

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Item	12 Strand Cable	48 Strand Cable	Cost Allocation Amount that applicant should remove from the one-time special construction reimbursement request
Fiber Cable	\$.38 per foot	\$1.04 per foot	\$.66 per foot

B) Consortium Comprised of All E-rate Eligible Entities

As with Example 2, all fiber (lit and unlit in the first year) must be dedicated to only eligible entities only and the cost of strands not lit in the first year must be cost allocated.

C) Consortium of Eligible and Ineligible Entities (NON-public sector, municipal)

If the eligible entity purchases and installs fiber for the usage of the eligible entities and the ineligible (non-public sector) entities, the funding request will be denied. E-rate funded self-provisioned fiber is exclusive owned by the E-rate applicant consortium and is for the exclusive use of the E-rate eligible applicant.

In this case, Example 3 from the Funding Year 2018 USAC Fiber Training Slides applies:

COST-ALLOCATION: FIBER EXAMPLES

- **Example 3:** School district seeks to install 48 strands of fiber in a self-provisioned network that will be used by the school district, the State Department of Social Services, and a non-profit organization.

Result: Funding request denied. Self-provisioned networks must be owned by eligible schools and libraries, which may not resell E-rate-supported services and products.

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D) Consortium of Eligible Entities and Ineligible “Public Sector, Municipal Entities”

For a self-provisioning consortium that includes a public-sector partner, the special construction cost-allocation rules are the same as the Leased Lit Fiber services with special construction or Leased Dark Fiber services with special construction. The cost of the ineligible fibers must be deducted from the funding request, but only the incremental costs related to labor, materials, engineering, project management, and design must be cost allocated.

For the purposes of E-rate, “public sector partner” is defined as health care providers and public sector (governmental) entities, including, but not limited to state colleges and universities, state educational broadcasters, counties and municipalities.

For this type of consortium, Example 4 from the Funding Year 2018 USAC Fiber Training Slides applies:

COST-ALLOCATION: FIBER EXAMPLES

- **Example 4:** The applicant is an E-rate consortium comprised of schools and municipal entities. It seeks to self-provision a network that will be owned entirely by the schools, but will also be used by the municipal entities.

Result: The cost of all fiber strands used by the municipal entities must be allocated out of the funding request, as well as any additional special construction costs incurred because of the installation of those fiber strands (e.g., any increased labor charges, increased plant costs, 100% of the costs of any laterals built to the municipal entities).

Note: The eligible applicant should be prepared to show evidence during PIA review that it has deducted all incremental costs associated with design, engineering, project management, construction, procurement of fiber and procurement of structured materials of the larger strand cable when compared to the costs associated with design, engineering, project management, construction, procurement of fiber and procurement of structured materials of the fiber strand cable only used by the eligible applicant.

Appendix B: OSP Installation Specifications

Material Requirements

- Material will comply with those standards as established by UL or NEMA and shall be commercial grade. All materials will be new and free from defects.
- Selected contractor and its subcontractors will provide all material management to ensure that the project remains on track according to the project milestones,
- All due caution will be exercised in transporting and off-loading all materials to prevent any damage during shipping or placement. Any damage to any materials after their initial receipt and inspection by the respondent will be the sole responsibility of the respondent, who will replace such damaged materials at no additional expense to the district.
- Buried conduit shall be EMT (Electrical Metallic Tubing) multi-duct with at least three innerducts. EMT fitting shall be gland or set screw type, and each conduit shall be equipped with a graduated pull tape or rope.
- Unless specified by right-of-way owner, crossings will be two conduits, PVC-Sch 40 or better.
- The exact requirements for location and type of conduit within the building shall be verified with building owner.
- All Hand Holes shall be (State) DOT approved, 45,000 lb. load rated CDR or comparable enclosures on roadways and railways, and pedestrian rated hand holes for non-roadways and railways.
- Large-radius sweeps shall be provided where required for offset or change in direction of conduit. Bend radius rating of the cable must be adhered to for all conduit bends, pull boxes, and hand holes.
- Fiber must be single-mode with the following specifications:
 - TU-T G.652.C/D compliant
 - Maximum Attenuation @ 1310nm: 0.34 dB/km
 - Maximum Attenuation @ 1385nm: 0.31 dB/km
 - Maximum Attenuation @ 1550nm: 0.22 dB/km
- Connector types should be LC unless otherwise specified by the district.
- Any warranties associated with the fiber and any other outside plant materials must revert to the district as the fiber owner upon completion of construction,

Specifications

Survey

- Comply with all ordinances and regulations. Where required, secure permits before placing or excavating on private property, crossing streams, pushing pipe or boring under streets and railways. Pre-survey shall be done prior to each job.
- Respondent will locate underground lines of third parties in cable route area

Permits and Traffic Control

- The respondent must adhere to all applicable laws, rules and requirements and must apply for permits to place infrastructure per specification per county or city ordinance applicable to where the infrastructure is being placed.
- All traffic control, in accordance with local, state, county, or permitting agency laws, regulations, and requirements, will be the respondent's responsibility. The respondent's construction schedule will take into consideration sufficient time for the development and approval of a traffic control plan.

Tracer Wire Installation

- Tracer wire shall be placed with all conduit installed unless armored or traceable cable is used. The respondent will provide the tracer wire and shall install, splice and test (for continuity) the tracer wire. If the tracer wire is broken during installation, the wire should be repaired and tested for continuity after repair.
- For multi-duct installation, install a 5/8" X 8" copper clad ground rod in the hand-hole located on public right-of-way. Place a #12 insulated copper locate wire from the ground rod to the fiber optic termination room or to the outside of the building directly below the pull box and terminate on one side of an insulated indoor/outdoor terminal block to the master ground bar in the fiber optic termination room or place a ground rod on the outside of the building. Locate block in an accessible location. This is for "locate purposes only," not for grounding purposes. Note on as-built where ground is placed and tag located wire as "locate wire."

Depth of Burial

- Except where otherwise specified, the cable shall be placed to a minimum depth of 36" along roadways and 24" on private property. Greater cable depth will be required at the following locations:
 - Where cable route crosses roads, the cable shall be placed at a minimum depth of 48" below the pavement or 36" below the parallel drainage ditch, whichever is greater, unless the controlling authority required additional depth, in which case the greatest depth will be maintained.
 - Where cable crosses existing sub-surface pipes, cables, or other structures: at foreign object crossings, the cable will be placed to maintain a minimum of 12" clearance from the object or the minimum clearance required by the object's owner, whichever is greater.

Highway, Railroad, and Other Bored Crossings

- All crossings of state or federal highways and railroads right-of-way shall be made by boring and placing a pipe casing. The cable shall be placed through the pipe casing. Country road and other roadways shall be bored, trenched, or plowed as approved by the appropriate local authority.
- All work performed on public right-of-way or railroad right-of-way shall be done in accordance with requirements and regulations of the authority having jurisdiction there under.
- Respondent shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the Work as drawn.
- Where the cable route crosses railroad right-of-way, the cable shall be placed at a minimum depth of 60" below the railroad surface or 36" below the parallel drainage ditch, whichever is greater, unless the controlling authority requires additional depth, in which case the greatest depth will be maintained.

Cable Markers

- Cable markers shall be placed within 48 hours of cable installation. Unless the right-of-way or property owner specifies otherwise, cable markers shall be placed at all change in directions, splices, fence line crossings, at road and stream crossings, and other points on the route not more than 1,000 feet apart.
- In addition, on highway right-of-way, the markers shall be located at the highway right-of-way line. Markers shall always be located so that they can be seen from the location of

the cable.

Hand Holes

- Hand holes will be placed in accordance with standard industry practice following the specifications provided in the construction plans, typical drawings, and detail drawings. Special attention and planning must be exercised to ensure accessibility by other groups after construction has been completed.
- All hand holes unless otherwise stipulated by the drawings will be buried with 12" to 18" of cover at final grade.
- Immediately after placement, the soil around and over the hand hole will be tamped and compacted. Should any washouts occur, the respondent will be responsible for correcting the problem immediately without additional cost to the district.
- After cable placement, all ducts will be sealed.
- All splice hand holes/manholes will be grounded
- A minimum of 100' coil of cable shall be left in each hand hole/building for splicing use.

Splicing

- Fiber to fiber fusion splicing of optical fibers at each point including head ends is required.
- Complete testing services, such as end to end, reel testing, and splice loss testing, ORL, power meter/laser source testing and WDM testing is required.
- Individual splice loss will be 0.10 dB for single-mode unless after 3 attempts these values cannot be achieved, then the fibers will be re-spliced until a splice loss within 0.05 dB of the lowest previous attempts is achieved. Splice loss acceptance testing will be based on the fusion splicer's splice loss estimator.
- All cables to buildings shall be fusion spliced within a minimum of 50' of entering a building at a location to be determined by the owner with an existing singlemode fiber and terminated at customer's rack.

Aerial Plant

- District is open to aerial fiber runs using existing utility poles, but respondent must adhere to pole owners' requirements for clearances, spans, grounding, guys and attachments.

Testing Cable

- The respondent shall be responsible for on-reel verification of cable quality prior to placement.
- Completed test forms on each reel shall be submitted to the district.
- Respondent assumes responsibility for the cable after testing. This responsibility covers all fibers in the cable.
- The respondent shall supply all tools, test equipment, consumables, and incidentals necessary to perform quality testing.
- The cable ends shall be sealed upon completion of testing.
- In addition to splice loss testing, selected respondent will perform end-to-end insertion loss testing of single-mode fibers at 1310 nm and 1550 nm from one direction for each terminated fiber span in accordance with TIA/EIA-526-7 (OFSTP 7). For spans greater than 300 feet, each tested span must test to a value less than or equal to the value determined by calculating a link loss budget.

Restoration

- All work sites will be restored to as near their original undisturbed condition as possible, all cleanup will be to the satisfaction of the district and any permitting agencies.

- Respondent shall provide a brief description of restoration plan in the response, with the expectation that a more detailed restoration plan will be delivered prior to construction beginning.
- Work site restoration will include the placement of seed, mulch, sod, water, gravel, soil, sand, and all other materials as warranted.
- Backfill material will consist of clean fill. Backfilling, tamping, and compaction will be performed to the satisfaction of the district, the representative of any interested permitting agency, and/or the railroad representative.
- Respondent will be responsible for any restoration complaints arising within one year after the district's final acceptance.
- Excess material will be disposed of properly.
- Debris from clearing operations will be properly disposed of by the respondent/subcontractors as required by permitting agencies or the railroad. Railroad ties, trees, stumps or any foreign debris will be removed, stacked, or disposed of by the respondent as per requirements by other interested permitting agencies, and/or the district.
- Road shoulders, roadbeds, and railroad property will be dressed up at the end of each day. No payment for installation will be permitted until cleanup has been completed to the satisfaction of any permitting agencies, and/or the district.
- Site clean-up will include the restoration of all concrete, asphalt, or other paving materials to the satisfaction of the other interested permitting agencies, and/or the district.

Documentation

As-built drawings will include:

- Fiber cable routes
- Drawings, site drawings, permit drawings, and computerized design maps and electronically stored consolidated field notes for the entire route must include:
 - Verification of as-built and computerized maps
 - Splicing locations
 - Optical fiber assignments at patch panels
 - Optical fiber assignments at splice locations
 - Installed cable length
 - Date of installation
 - Aerial installation documents should include
 - Pole attachment inventories
 - Pole attachment applications
 - Pole attachment agreements between respondent and other utilities
 - GPS points of reference for utility poles
 - Photo images of poles to which fiber is attached
 - Underground installation documents should include
 - Conduit design and detailing
 - Manhole detailing
 - Preparation of all forms and documentation for approval of conduit construction and/or installation,
- Fiber details will include:
 - Manufacturer
 - Cable type and diameter
 - Jacket type: singlemode
 - Fiber core and cladding diameter
 - Fiber attenuation per kilometer
 - Fiber bandwidth and dispersion

- Index of refraction
- OTDR documentation will include:
 - Each span shall be tested bi-directionally from endpoint to endpoint.
 - Each span's traces shall be recorded and mapped. Each splice loss from each direction and the optical length between splices as well as any of the information required by Span Map.
 - Reel acceptance
 - Individual fiber traces for complete fiber length
 - Paper and computer disk records of all traces
 - Losses of individual splices
 - Anomalies
 - Wavelength tests and measurement directions
 - Manufacturer, model, serial number, and date of last calibration of OTDR
- Power Meter documentation will include:
 - Total link loss of each fiber
 - Wavelengths tested and measurement directions
 - Manufacturer, model, serial number, and date of last calibration for all equipment used

References, Standards, and Codes

Specifications in this document are not meant to supersede state law or industry standards. Respondents shall note in their response where their proposal does not follow the requested specification to comply with state law or industry standard. The following standards are based upon the *Customer-Owned Outside Plant Design Manual* (CO-OSP) produced by BICSI, the *Telecommunications Distribution Methods Manual* (TDMM) also produced by BICSI, ANSI/TIA/EIA and ISO/IEC standards, and NEC codes, among others.

It is required that the respondent be thoroughly familiar with the content and intent of these references, standards, and codes and that the respondent be capable of applying the content and intent of these references, standards, and codes to all outside plant communications system designs executed on the behalf of the district.

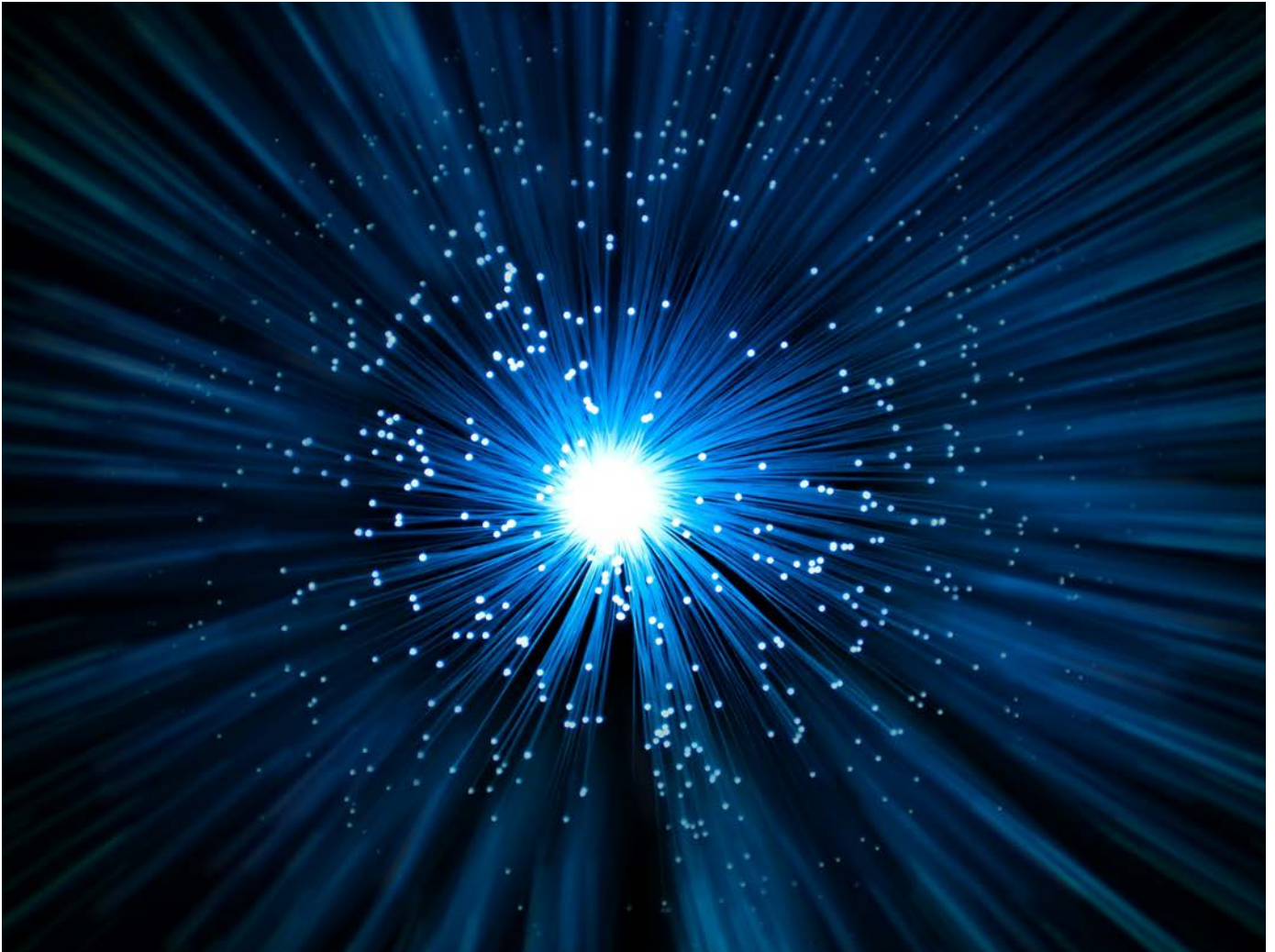
Listed in the table below are references, standards, and codes applicable to outside plant communications systems design. If questions arise as to which reference, standard, or code should apply in a given situation, the more stringent shall prevail. As each of these documents are modified over time, the latest edition and addenda to each of these documents is considered to be definitive.

Table 1 — References, Standards, and Codes

Standard/Reference	Name/Description
BICSI CO-OSP	BICSI Customer-Owned Outside Plant Design Manual
BICSI TDMM	BICSI Telecommunications Distribution Methods Manual
BICSI TCIM	BICSI Telecommunications Cabling Installation Manual
	Customer-Owned Outside Plant Telecommunications Cabling Standard
TIA/EIA - 568	Commercial Building Telecommunications Cabling Standard
TIA/EIA - 569	Commercial Building Standard for Telecommunication Pathways and Spaces
TIA/EIA - 606	The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings
TIA/EIA - 607	Commercial Building Grounding and Bonding Requirements for Telecommunications
TIA/EIA - 455	Fiber Optic Test Standards
TIA/EIA - 526	Optical Fiber Systems Test Procedures
IEEE 802.3 (series)	Local Area Network Ethernet Standard, including the IEEE 802.3z Gigabit Ethernet Standard
NEC	National Electric Code, NFPA
NESC	National Electrical Safety Code, IEEE
OSHA Codes	Occupational Safety and Health Administration, Code of Federal Regulations (CFR) Parts 1910 - General Industry, and 1926 - Construction Industry, et al.



Collinsville Community Unit School District #10
WAN Services to the District
December 20, 2019



PREPARED BY:



YOUR **TURNKEY**
DARK & LIT FIBER
PARTNER

www.partanet.com



Dear Collinsville School District,

Thank you for the opportunity to be a part of the Collinsville Community Unit School District #10 proposal for WAN services. We are honored to be asked to submit a proposal on this project. We believe in valued partnerships and we are thankful for the opportunity to submit a proposal for this initiative.

PARTA is a certificated telecommunications carrier and has a valid (non-red-light status) SPIN for the E-rate program which is 143037291. PARTA is proposing to construct a dedicated, turn-key private fiber network for the District and providing all four of your six your service needs: A, B, E, and F. This infrastructure will enable the current applications and give the District the ability to plan for future bandwidth-intensive applications.

The PARTA proposal has three key advantages:

- **Designed with the end users in mind:** This network and the technology it enables will be transformative for The District. Educators, students, administrators and parents will be able to utilize applications such as video conferencing, distance learning, and unified communications.
- **Technically Superior:** The solution is secure, resilient, and scalable, providing a 100% buried fiber network connectivity to every location. This private fiber network will allow The District to consolidate their network management, provide a secure and stable connection between district locations, and scale the bandwidth to support today's applications as well as into the future.
- **24x7x365 Support:** PARTA's experienced and customer service focused network operations center will provide 24/7 network monitoring making it easy to coordinate changes, additions, maintenance and repair.

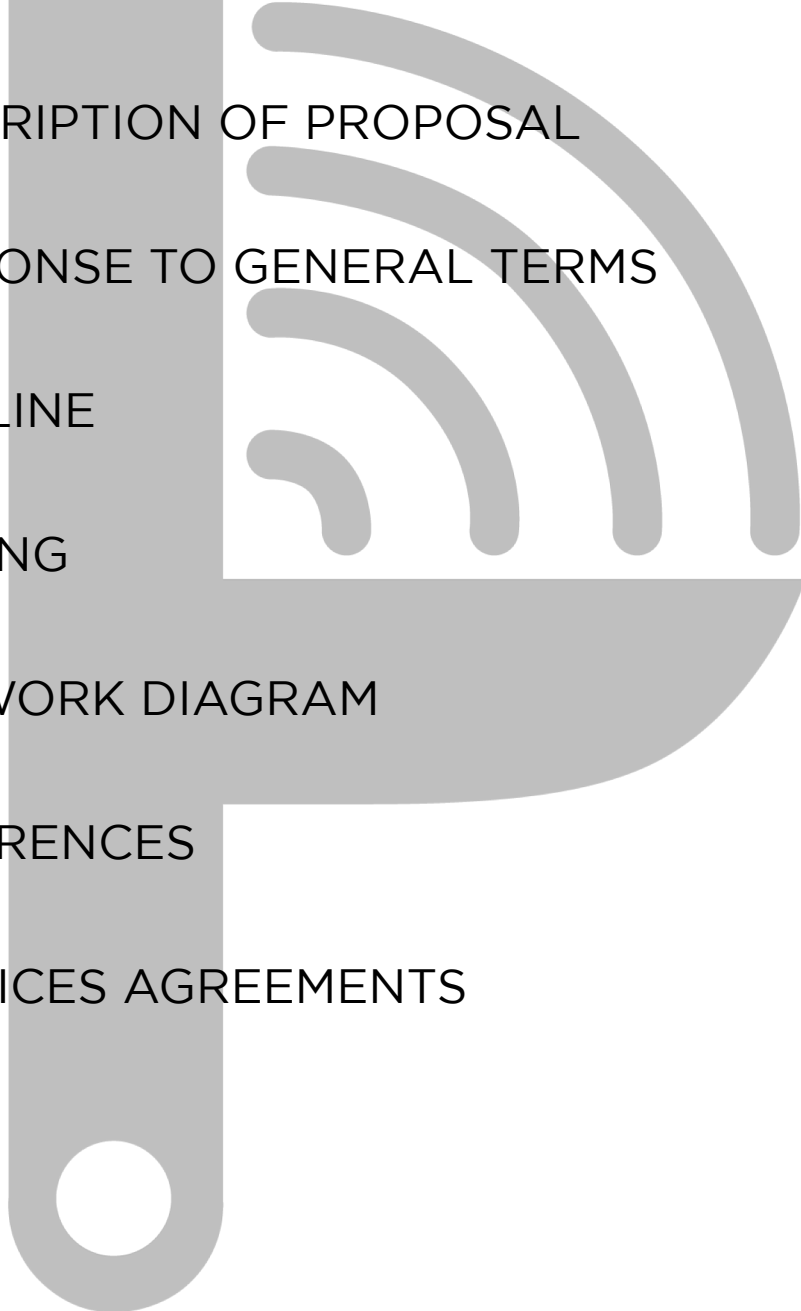
Do not hesitate to reach out to myself or any member of our team with with any questions. We look forward to building a longstanding partnership with the Collinsville Community Unit School District.

Thank you,

Jason Ross

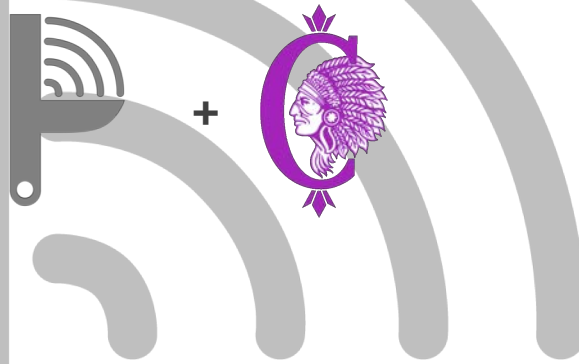
President, PARTA

TABLE OF CONTENTS

- 1 EXECUTIVE SUMMARY
 - 2 DESCRIPTION OF PROPOSAL
 - 3 RESPONSE TO GENERAL TERMS
 - 4 TIMELINE
 - 5 PRICING
 - 6 NETWORK DIAGRAM
 - 7 REFERENCES
 - 8 SERVICES AGREEMENTS
- 

YOUR **TURNKEY** DARK AND LIT FIBER PARTNER

EXECUTIVE SUMMARY



YOUR **TURNKEY** DARK AND LIT FIBER PARTNER

EXECUTIVE SUMMARY

PARTA was formed by telecommunications and fiber construction industry veterans to focus on private fiber networks (PFN's) for school districts, municipalities, and large enterprise businesses. PARTA's networks are cost-effective and completely secure and flexible for future growth and use.

SECURE: A PARTA private fiber network is 100% dedicated for your network that only carries YOUR data for YOUR applications. Our networks are also secure to the environment as we bury 100% of our networks, protecting against destructive weather and pole breaks.

SCALABLE: As your bandwidth requirements increase, so can the speed of your network. PARTA networks are designed to quickly be upgraded to support speeds up to 100Gbps.

PREDICTABLE COSTS: Your WAN fiber costs are fixed for the term of the contract - regardless of how much fiber bandwidth you use. Additionally, all of the PARTA fiber solutions qualify for Priority One E-rate funds including flexible payment options for special construction charges.

24X7 SUPPORT: The PARTA support team is comprised of experienced professionals that proactively monitor your services and are available 24x7 to help solve issues or answer questions.

A COMPLETE SOLUTION: PARTA offers the following single source technical solutions including:

- Network Design Engineering
- Network construction, including fiber splicing and testing
- Private dark fiber network construction and maintenance
- Wide Area Network (WAN) services
- 24X7X365 Network Monitoring
- E-Rate expertise to school districts for over ten years.

PARTA SPIN: 143037291

EXECUTIVE SUMMARY

OUR SERVICES

PARTA has substantial experience in designing and building private fiber networks for large enterprise customers, including school districts and health care providers. PARTA's management has substantial experience in providing lit and dark fiber services to various wireless carriers as part of fiber-to-the-tower projects.



Healthcare



Government



Education



Enterprise

Company:	PARTA Networks, LLC
Address:	18777 US Hwy 66, Pacific, MO 63069
Phone:	314.426.5200
Fax:	636.583.4111
Contact Person:	Jason L. Ross
Title:	President
E-mail:	jross@parta.net
Phone:	618.420.0655

OUR MISSION

We are a value-driven provider enabling customers to control their data destiny through secure private networks and innovative solutions throughout our communities.

OUR CORE VALUES: CITIES

COLLABORATIVE | We communicate proactively to shared goals.

INTEGRITY | We inspire trust and conduct business ethically.

TEAMWORK | We work together towards common goals.

INNOVATIVE | We identify opportunities and deliver new ideas.

EMPOWERMENT | We adapt to our partners evolving needs.

SERVICE | We are dedicated to our partners, team, and community.

DESCRIPTION OF PROPOSAL



YOUR **TURNKEY** DARK AND LIT FIBER PARTNER

DESCRIPTION OF PROPOSAL

Collinsville Community Unit School District #10 is looking for options to connect their 13 locations with either a dark fiber lease or leased lit services from 10Gbps to 40Gbps.

PARTA Networks is providing pricing options for:

- Leased Lit 10Gbps service to connect existing locations, with and without special construction charges.
- Leased Lit 40Gbps service to connect existing locations, with and without special construction charges.
- Dark fiber to connect existing locations, with and without special construction charges as well as equipment needed to light the fiber.

SERVICE LEVEL COMMITMENT:

For customers purchasing private network services (Dark Fiber and or Leased Lit WAN) 24x7 support is included. Customers may contact PARTA with general questions and or troubleshooting related to use and operation of the Dark Fiber and or Leased Lit Network. Support includes:

- Replacement of damaged fiber
- Replacement of fiber that no longer meets specifications
- Call before you dig locate services
- Routine maintenance and inspection
- Scheduling maintenance windows
- Repair and or replacement of fiber and or physical network components
- The most current release of a WAN Facility, plus any back-versions that are supported by PARTA and the applicable OEM.

TERMS:

PARTA is proposing terms for Leased Lit and Dark Fiber for three (3) and five (5) year terms.

DESCRIPTION OF PROPOSAL

TERMS:

PARTA is proposing terms for Leased Lit and Dark Fiber for three, five, and ten-year terms.

CERTIFICATION:

PARTA has BICSI RCDD's (Registered Communications and Distribution Designer) and OSP Designers (Outside Plant) on staff. In addition, PARTA also has resources with several Juniper and Cisco network certifications.

Juniper Networks Certifications:

- Juniper Networks Certified Associate (JNCIA Junos)
- Juniper Networks Certified Specialist Enterprise Routing and Switching (JNCIS-ENT)
- Juniper Networks Certified Professional Enterprise Routing and Switching (JNCIP-ENT)
- Juniper Networks Certified Expert Enterprise Routing and Switching (JNCIE-ENT)
- Juniper Networks Certified Design Specialist - (JNCDS-DC)
- Juniper Networks Certified Design Specialist - WAN Design (JNCDS-WAN)

Cisco Certifications

- Cisco Certified Entry Networking Technician (CCENT)
- Cisco Certified Technician (CCT)
- Cisco Certified Network Associate (CCNA)
- Cisco Certified Design Associate (CCDA)
- Cisco Certified Network Professional (CCNP)
- Cisco Certified Design Professional (CCDP)
- Cisco Certified Design Expert (CCDE)

DESCRIPTION OF PROPOSAL

AVAILABILITY OF PHONE SUPPORT:

PARTA's Network Operations Center ("NOC") proactively monitors your lit network on a twenty-four (24) hour per day, seven (7) days per week basis (24x7). Below are the current contact and escalation list for coordinating: repair and resolution and planned maintenance.

1st Level Escalation	Mike Christian	1-800-392-8070
2nd Level Escalation (2 Hours)	Justin Courtouise	Office: (573) 468-1220
3rd Level Escalation (4 Hours)	Jason Ross	Office: (573) 468-1258

When reporting support issues, the customer should assign an initial severity based on the severity level classifications listed below and provide a detailed description of the issue or support request. The initial assignment of severity may be raised or lowered by PARTA, in its reasonable discretion, based on the information provided by the customer and/or subsequent diagnosis or remediation efforts, including the availability of a workaround.

Level	Description
1	A problem which renders the WAN Services inoperative, or severely degrades performance, and causes a critical and ongoing interruption to the customer's operations.
2	A problem which materially degrades or disrupts the operation or use of the WAN Services and causes significant but not critical ongoing or intermittent interruption to the customer's operations.
3	A problem which causes the WAN Services not to function in accordance with the documentation but does not cause a significant interruption to the customer's operations, or for which an acceptable workaround is readily available.
4	General questions, suggestions, and feedback pertaining to the use and operation of the WAN Services, or requests for installation, training or other professional services outside the scope of support.

PARTA records and monitors support requests in its Customer Care System and escalate issues through its technical support channels as necessary to diagnose and assist with the resolution of support issues.

DESCRIPTION OF PROPOSAL

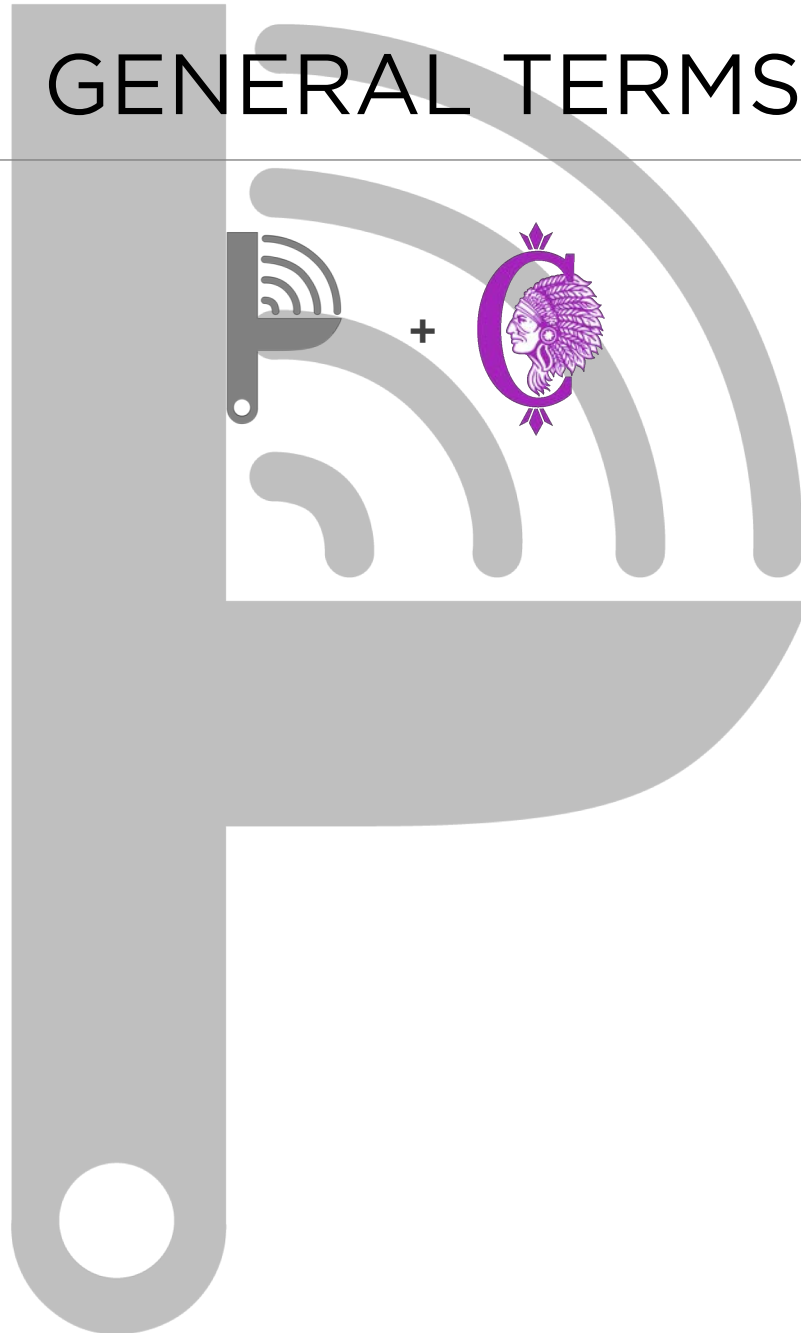
SERVICE LEVEL AGREEMENT:

The PARTA NOC offers 24x7 live phone support. This team is responsible for coordinating maintenance and resolving trouble tickets.

The expected initial response, restoration times as well as status update intervals for PARTA support are based on trouble severity level and are as follows:

Trouble Severity Level	Description	Restoral Expectations	Status Update Intervals	Initial Response Time
Severity 1	<p>“Severity 1 Incident” means any service incident that:</p> <ul style="list-style-type: none">• Impacts a major subset of users on the Customer’s network• Does not have an available workaround and impacts entirely the functionality of Customer’s vital systems and/or services	1 hours	1 hour	30 minutes
Severity 2	<p>“Severity 2 Incident” means an incident that constitutes a major failure for an important Service feature which causes inconvenience to a large number of users on Customer’s network and systems due to deficiency or inoperability; or produces materially different results that do not rise to the level of a Severity 1 Impact</p>	24 hours	1 hour	30 minutes
Severity 3	<p>“Severity 3 Incident” means any issue that affects a minor number of users or an individual user but does not materially impact the Customer’s network or systems.</p>	72 hours	4 hours	2 hours

RESPONSE TO GENERAL TERMS



YOUR **TURNKEY** DARK AND LIT FIBER PARTNER

RESPONSE TO GENERAL TERMS

SECTION 6: GENERAL TERMS FOR ALL PROPOSALS

All responses on behalf of PARTA can be found in the parenthesis following each section.

Agreement forms have been included at the end of this proposal for reference if needed.

1. Failure to include any requested information noted as required by the respondent is grounds for disqualification. **(Acknowledged)**
2. All costs required to deliver the proposed solution must be included in the bid. By submitting a bid, the respondent certifies that it has engineered a full solution including all monthly recurring charges, all installation charges and all special construction costs. Costs added to the quote after the respondent has submitted their bid are solely the responsibility of the respondent and not the applicant. **(Acknowledged)**
3. Description of Proposal **(Acknowledged and included)**
 - a. Respondent's proposal should include all sites for the option bid. If the respondent bids leased dark fiber or leased lit fiber – all sites must be included in the bid. Failure to include all sites in a bid option could be considered ground for disqualification.
 - b. Respondent will provide a description of their proposal for all services and solutions.
 - c. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and other detail Applicant may find useful or necessary (or could differentiate the solution from a competing proposal).
4. Reselling and subcontracting **(Not Applicable)**
 - a. Any respondent who intends to resell or subcontract a lit service from a 3rd party must supply proof in writing that said party can provide service at all proposed Applicant locations.
 - b. If, at any point following the bid submission, any changes from the 3rd party alter the costs or significantly change scope of proposed service then Applicant will not be liable for the cost increase and reserves the right to disqualify the bid and cancel any signed contracts without penalty.
5. Timeline **(Acknowledged and Included)**
 - a. For each response, respondents must include a timeline for bringing all sites online.
 - b. Proposals requiring little to no special construction should be able to bring all sites online by the July 1 start of the funding year.
 - c. For solutions requiring special construction, a schedule of bringing sites online must be included with an explanation of how this timeline shifts if the date of the E-rate funding commitment shifts.

RESPONSE TO GENERAL TERMS

6. Demarcation **(Acknowledged)**

- a. All solutions must terminate service or infrastructure in the demarcation point at each address specified in the pricing sheet.
- b. Solutions bringing service to the property line but not to the demarcation point are not acceptable.
- c. Respondent must specify specific demarcation setup included in base fees, e.g. wall mounted CPE and CAT6a handoff, rack mount patch panel, etc.

7. Network Diagram **(Acknowledged and included)**

- a. For each response, respondents must include a network diagram displaying the paths to be used to serve each endpoint.
- b. For self-provisioned responses, diagrams must include identification of aerial vs. buried fiber segments, detailed drawings showing fiber and equipment locations, and any other pertinent details (See Appendix B for more details).
- c. For all other services, diagrams must show number of hops for each circuit and if they are routed through any aggregation hubs, equipment, or third-party facilities between hub site and each endpoint.
 1. If this detailed information cannot be supplied, then at a minimum the quantity of each must be supplied in order to provide a picture of potential latency.

8. References **(Acknowledged)**

- a. For each response, respondent must provide 3 references from current or recent customers (preferably K-12) with projects equivalent to the size of Applicant.
- b. If respondent responds to more than one option (e.g. leased lit fiber service as well as leased dark fiber), provide 3 references for each.

9. E-rate Program Integrity Assurance (PIA) Review **(Acknowledged and Accepted)**

- a. If their solution is chosen, respondents are required to promptly provide Applicant with any information being requested as part of PIA review.
- b. Vendors may assist applicants with preparing funding requests or responding to PIA questions and may speak directly with PIA reviewers.
- c. For all responses that include special construction, the respondent agrees to, by submitting its bid, produce all construction labor, construction materials and other cost information requested during PIA review.

RESPONSE TO GENERAL TERMS

All responses must agree, in writing, to this section with a yes or no answer. Answering no or failure to answer at all is grounds for disqualification.

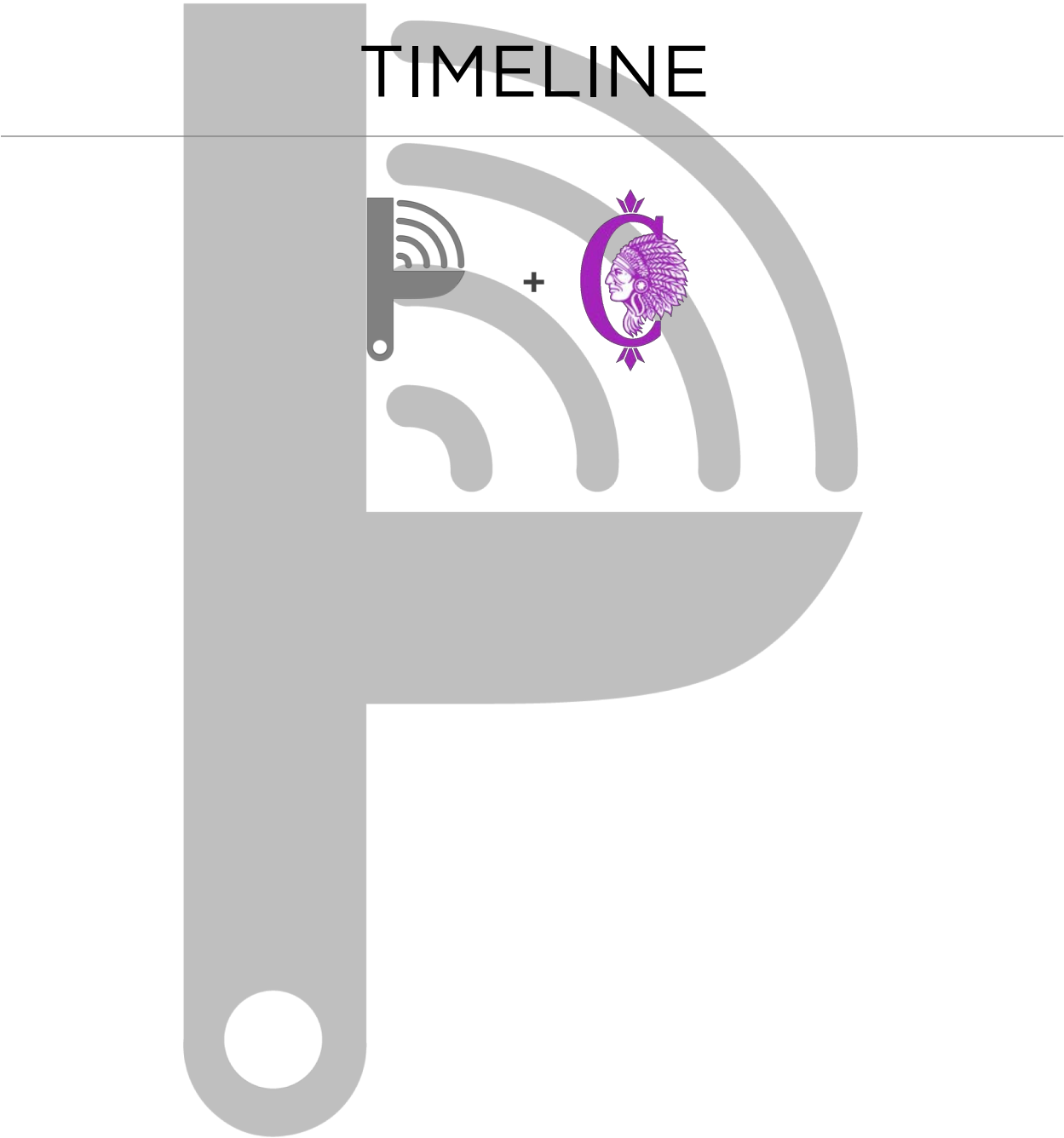
10. Required Notice to Proceed and Funding Availability **(Acknowledged and Accepted)**

- a. Applicant will follow the purchasing policies of the Applicant Board and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding.
- b. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the district's issuance of a written Notice to Proceed.
- c. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding (including any state matching funds for special construction projects) does not come available.

Acknowledgement of RFP Requirements; Proposed Agreements – PARTA acknowledges all the requirements of the District's RFP. The contract between the parties would take the form of PARTA's standard Dark Fiber Lease or WAN Services Agreement, copies of which are attached, with such changes as are necessary to conform such agreement to the specific, agreed-upon business requirements of the District. The final agreed-upon, executed definitive agreement shall supersede the bid proposal documents, all communications and correspondence, and shall constitute the sole and exclusive statement of the parties' agreement.

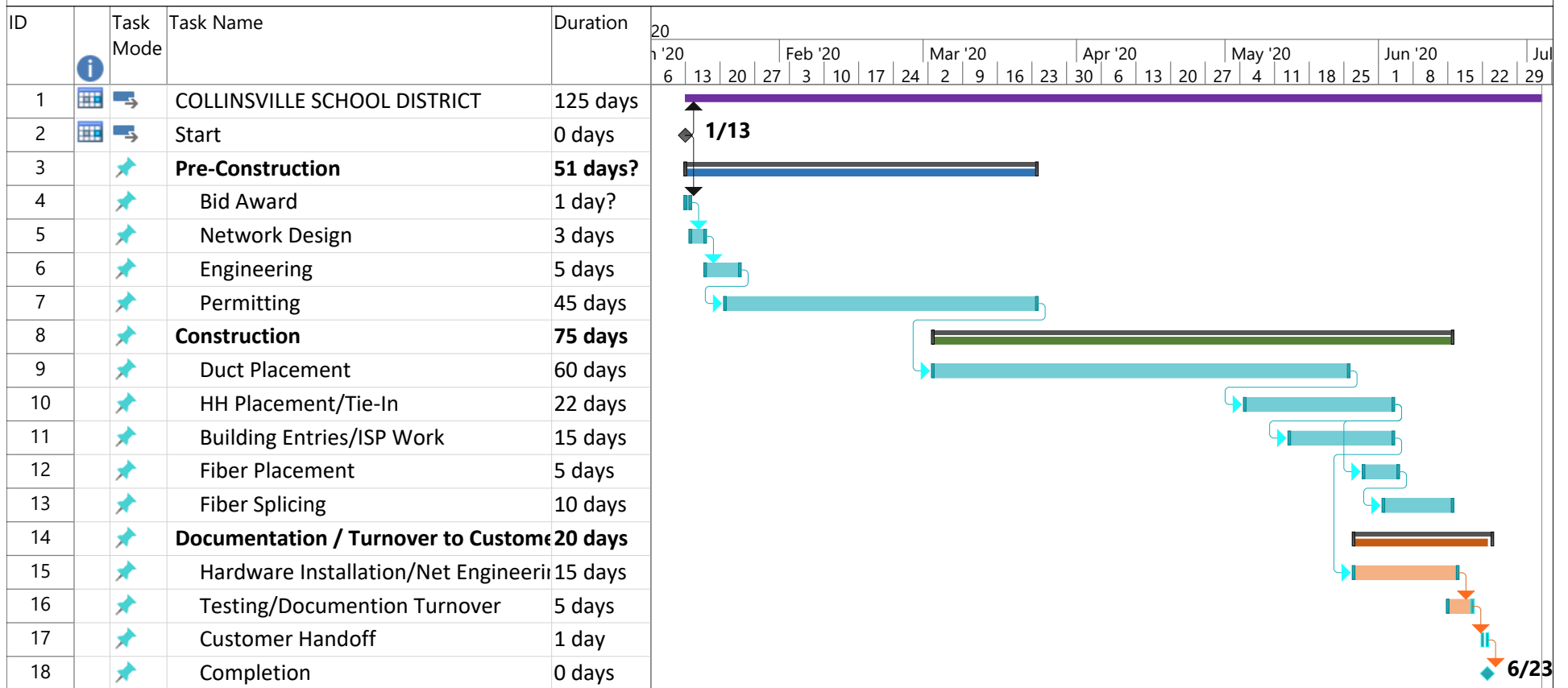
Confidentiality Statement – All information contained in or disclosed by PARTA's response and the associated materials, including all business, technical, and pricing and route information, is confidential and proprietary to PARTA, its affiliates and suppliers. PARTA understands that, if it is the successful bidder, the pricing information will be made public by virtue of the E-rate funding process (e.g., the filing of the Form 471). Nevertheless, the District agrees to undertake to protect confidential information provided by PARTA to the full extent permitted by the Illinois public records or other applicable law. The District agrees to promptly notify PARTA when the District receives a request for disclosure of information related to this Agreement, and to cooperate to assert any appropriate protection or exemption from disclosure pursuant to applicable law.

TIMELINE



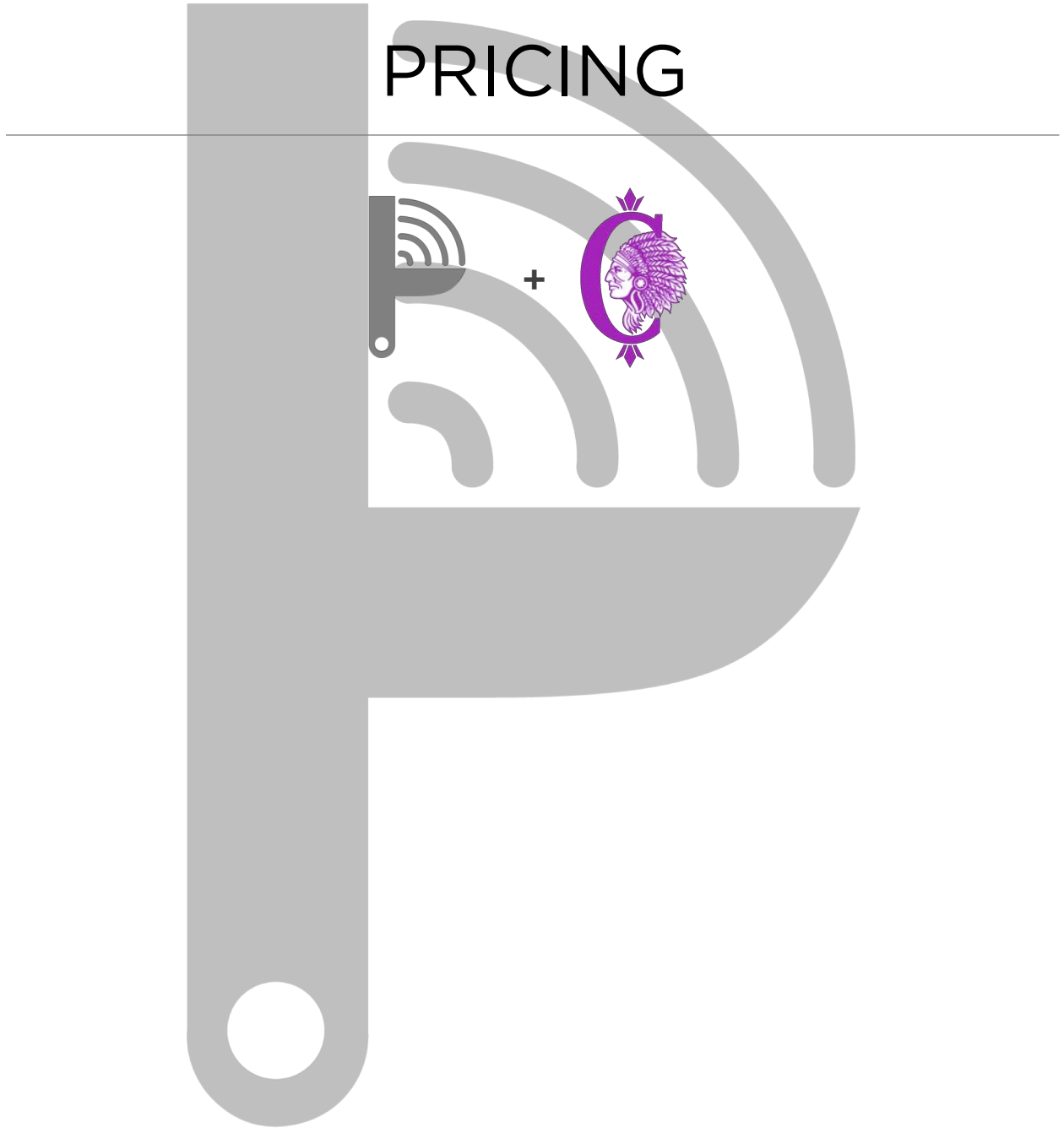
YOUR **TURNKEY** DARK AND LIT FIBER PARTNER

COLLINSVILLE SCHOOL DISTRICT



Project: COLLINSVILLE SD Date: 12/18/19	Task	Inactive Summary	External Tasks
	Split	Manual Task	External Milestone
	Milestone	Duration-only	Deadline
	Summary	Manual Summary Rollup	Progress
	Project Summary	Manual Summary	Manual Progress
	Inactive Task	Start-only	
	Inactive Milestone	Finish-only	

PRICING



YOUR **TURNKEY** DARK AND LIT FIBER PARTNER

PRICING | Site List

Function	Site Name	Address	City/State	Zip Code	Demarcation Point
Hub Site	Collinsville High School	2201 S Morrison Ave	Collinsville, IL	62234	1st Floor Computer Room (MDF)
School/District Site	Administration Building	201 W Clay St	Collinsville, IL	62234	Basement Server Room
School/District Site	Caseyville Elementary School	433 S. Second Street	Caseyville, IL	62232	Server Room
School/District Site	Collinsville Middle School	9649 Collinsville Rd.	Collinsville, IL	62234	Server Room
School/District Site	Dorris Intermediate School	1841 Vandalia	Collinsville, IL	62234	Server Room
School/District Site	Hollywood Heights School	6 Oakland	Caseyville, IL	62232	Room 6
School/District Site	Jefferson Elementary School	152 Boskydells	Collinsville, IL	62234	Principal's Office
School/District Site	Kreitner Elementary School	9000 College	Collinsville, IL	62234	Principal's Office
School/District Site	Maryville Elementary School	6900 West Main Street	Maryville, IL	62062	Computer Lab Store Room
School/District Site	Renfro Elementary School	311 Camelot Drive	Collinsville, IL	62234	Supply Storage
School/District Site	Summit Elementary School	408 Willoughby	Collinsville, IL	62234	Room 6
School/District Site	Twin Echo Elementary School	1937 South Morrison	Collinsville, IL	62234	Room 125
School/District Site	Webster Elementary School	108 West Church	Collinsville, IL	62234	Room 132

PRICING | Leased Lit Fiber - 10 Gb

Location name	Special Construction	Non-Recurring Cost	MRC 10 Gbps-36 month term	MRC 10 Gbps-60 month term	MRC 10 Gbps-120 month term		NO SCC MRC 10 Gbps-36 month term	NO SCC MRC 10 Gbps-60 month term	NO SCC MRC 10 Gbps-120 month term
Collinsville High School	77200	9500	165	170	180		2675	1725	1025
Administration Building	77200	6750	165	170	180		2675	1725	1025
Caseyville Elementary School	77200	6750	165	170	180		2675	1725	1025
Collinsville Middle School	77200	6750	165	170	180		2675	1725	1025
Dorris Intermediate School	77200	6750	165	170	180		2675	1725	1025
Hollywood Heights School	77200	6750	165	170	180		2675	1725	1025
Jefferson Elementary School	77200	6750	165	170	180		2675	1725	1025
Kreitner Elementary School	77200	6750	165	170	180		2675	1725	1025
Maryville Elementary School	77200	6750	165	170	180		2675	1725	1025
Renfro Elementary School	77200	6750	165	170	180		2675	1725	1025
Summit Elementary School	77200	6750	165	170	180		2675	1725	1025
Twin Echo Elementary School	77200	6750	165	170	180		2675	1725	1025
Webster Elementary School	77200	6750	165	170	180		2675	1725	1025
TOTAL	1,003,600	90,500	2,145	2,210	2,340	TOTAL MRC	34,775	22,425	13,325

PRICING | Leased Lit Fiber - 40 Gb

Location name	Special Construction Cost	Non-Recurring Cost	MRC 40 Gbps-36 month term	MRC 40 Gbps-60 month term	MRC 40 Gbps-120 month term	NO SCC MRC 40 Gbps-36 month term	NO SCC MRC 40 Gbps-60 month term	NO SCC MRC 40 Gbps-120 month term	
Collinsville High School	77200	11600	165	170	180	2770	1790	1060	
Administration Building	77200	9700	165	170	180	2770	1790	1060	
Caseyville Elementary School	77200	9700	165	170	180	2770	1790	1060	
Collinsville Middle School	77200	9700	165	170	180	2770	1790	1060	
Dorris Intermediate School	77200	9700	165	170	180	2770	1790	1060	
Hollywood Heights School	77200	9700	165	170	180	2770	1790	1060	
Jefferson Elementary School	77200	9700	165	170	180	2770	1790	1060	
Kreitner Elementary School	77200	9700	165	170	180	2770	1790	1060	
Maryville Elementary School	77200	9700	165	170	180	2770	1790	1060	
Renfro Elementary School	77200	9700	165	170	180	2770	1790	1060	
Summit Elementary School	77200	9700	165	170	180	2770	1790	1060	
Twin Echo Elementary School	77200	9700	165	170	180	2770	1790	1060	
Webster Elementary School	77200	9700	165	170	180	2770	1790	1060	
TOTAL	1,003,600	128,000	2,145	2,210	2,340	TOTAL MRC	36,010	23,270	13,780

PRICING | Leased Dark Fiber - traditional

Location name	Special Construction Cost	Non-Recurring Cost	MRC 36 month term	MRC 60 month term	MRC 120 month term
Collinsville High School	77200	0	110	115	130
Administration Building	77200	0	110	115	130
Caseyville Elementary School	77200	0	110	115	130
Collinsville Middle School	77200	0	110	115	130
Dorris Intermediate School	77200	0	110	115	130
Hollywood Heights School	77200	0	110	115	130
Jefferson Elementary School	77200	0	110	115	130
Kreitner Elementary School	77200	0	110	115	130
Maryville Elementary School	77200	0	110	115	130
Renfro Elementary School	77200	0	110	115	130
Summit Elementary School	77200	0	110	115	130
Twin Echo Elementary School	77200	0	110	115	130
Webster Elementary School	77200	0	110	115	130
TOTAL	1,003,600		1430	1495	1690

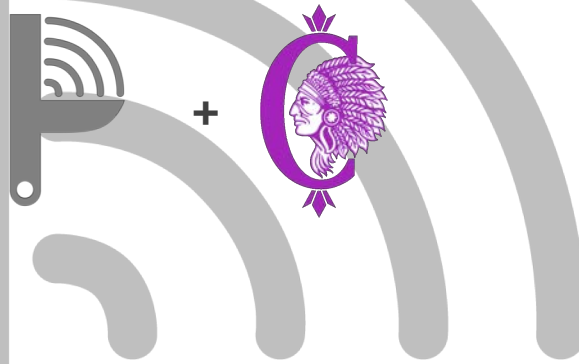
PRICING | Equipment

Location name	Make and model	Equipment Cost - 10 Gb	Equipment Cost - 40 Gb	Installation and Configuration Cost
Collinsville High School	Juniper 4600 9 10 Gb)/5110	9500	10500	1600
Administration Building	Juniper 3400	6500	8500	1400
Caseyville Elementary School	Juniper 3400	6500	8500	1400
Collinsville Middle School	Juniper 3400	6500	8500	1400
Dorris Intermediate School	Juniper 3400	6500	8500	1400
Hollywood Heights School	Juniper 3400	6500	8500	1400
Jefferson Elementary School	Juniper 3400	6500	8500	1400
Kreitner Elementary School	Juniper 3400	6500	8500	1400
Maryville Elementary School	Juniper 3400	6500	8500	1400
Renfro Elementary School	Juniper 3400	6500	8500	1400
Summit Elementary School	Juniper 3400	6500	8500	1400
Twin Echo Elementary School	Juniper 3400	6500	8500	1400
Webster Elementary School	Juniper 3400	6500	8500	1400

PRICING | Maintenance and Operation

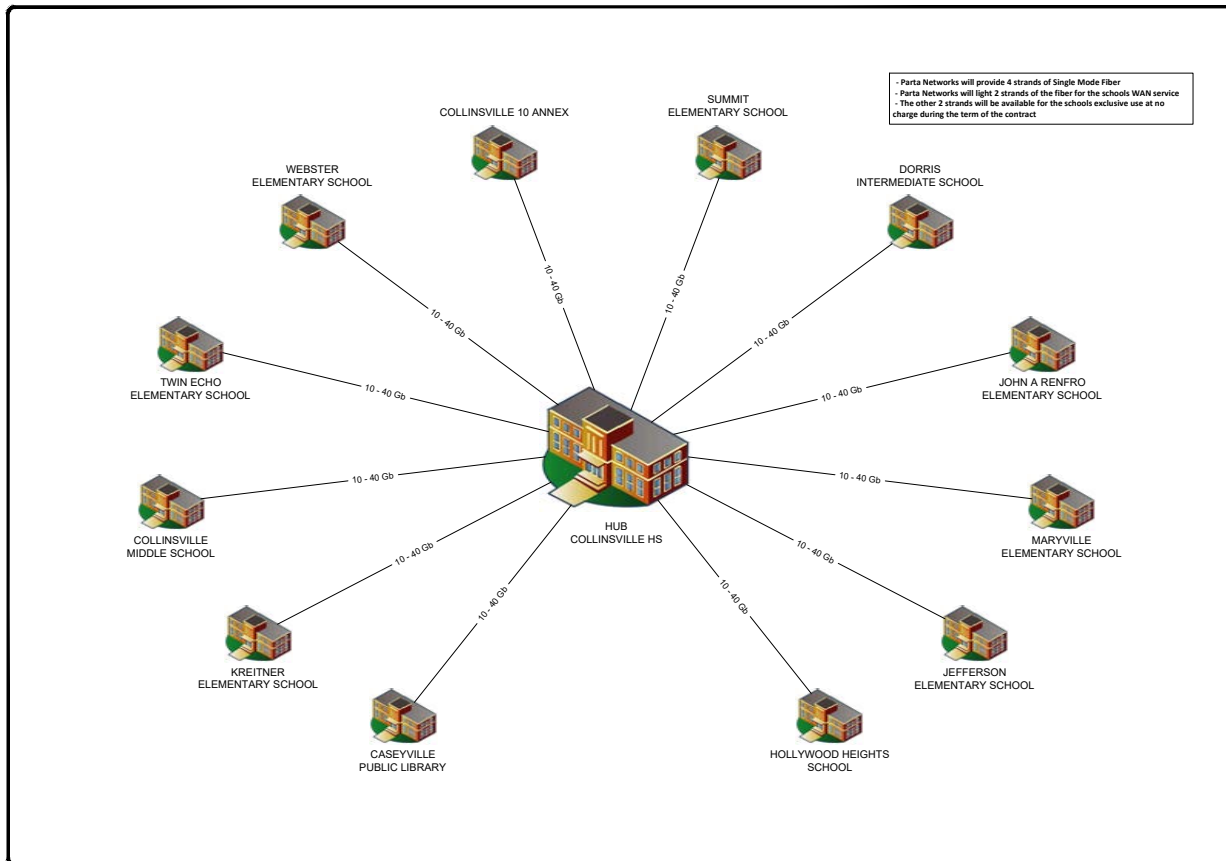
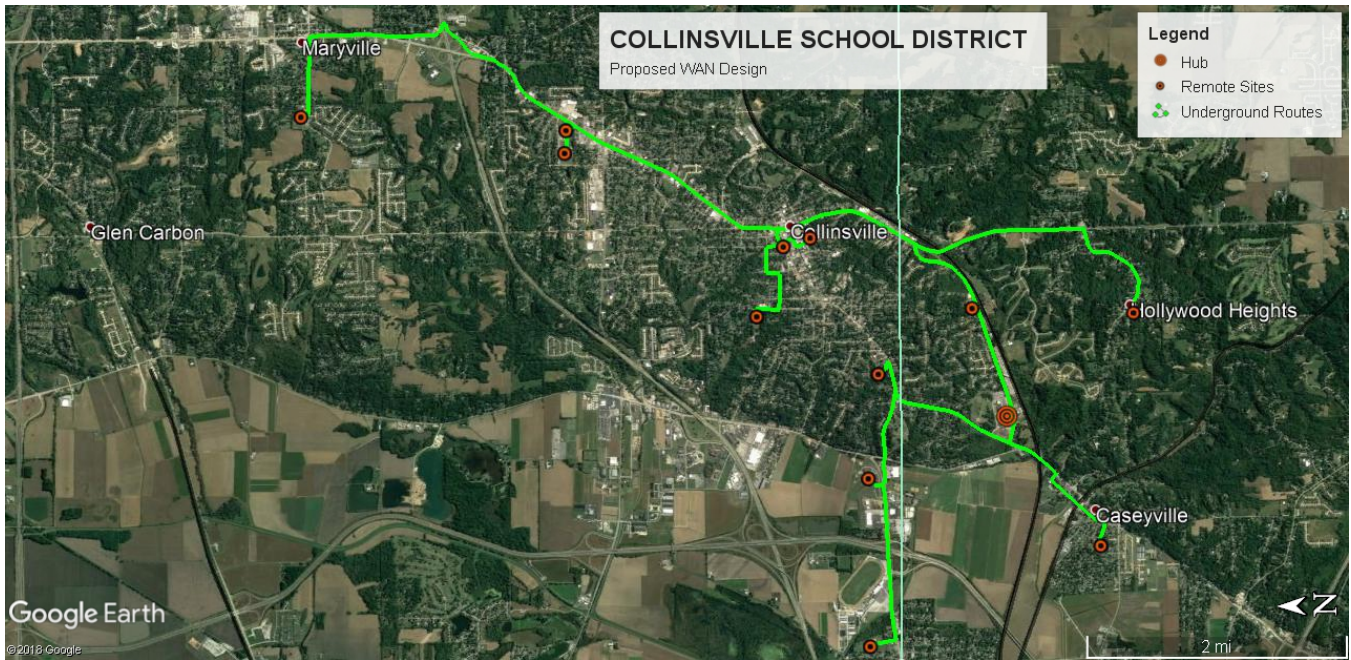
Location name	Annual cost - 36 month term	Annual cost - 60 month term
Collinsville High School	300	325
Administration Building	300	325
Caseyville Elementary School	300	325
Collinsville Middle School	300	325
Dorris Intermediate School	300	325
Hollywood Heights School	300	325
Jefferson Elementary School	300	325
Kreitner Elementary School	300	325
Maryville Elementary School	300	325
Renfro Elementary School	300	325
Summit Elementary School	300	325
Twin Echo Elementary School	300	325
Webster Elementary School	300	325
Annual Cost	3900	4225
Term Cost	11700	21125

NETWORK DIAGRAM



YOUR **TURNKEY** DARK AND LIT FIBER PARTNER

NETWORK DIAGRAM



PROJECT NUMBER: **PARTA**

DATE: / /

SCALE: / /

LOCATION: / /

PROJECT: / /

SHEET TITLE: / /

SHEET NO: / /

PROJ NO: / /

JOB NO: / / DATE: 12/18/19

REFERENCES



YOUR **TURNKEY** DARK AND LIT PARTNER

REFERENCES

FidelityLink LLC

Jarrold Head | 573. 205.9060 | jarrod.head@cableone.biz

PARTA was the sole partner with FidelityLink in the design, engineering, permitting, construction, and network engineering for following school districts builds:

Pattonville School District, MO | 2014

- 20-mile WAN ring topology with dual entrances
- 10 year Leased Lit Fiber

Webster Groves School District, MO | 2015 and 2017

- 8-mile WAN hub and spoke topology
- 15 year Leased Lit Fiber

Belleville Memorial Hospital, IL | 2015

- 22-mile WAN ring topology with dual entrances
- Dark Fiber

Woodridge School District, IL | 2016

- 8-mile WAN hub and spoke topology
- Leased Lit - 10 Gb

Jennings School District, MO | 2018

- 70-mile WAN ring topology
- Leased Lit - 10 Gb

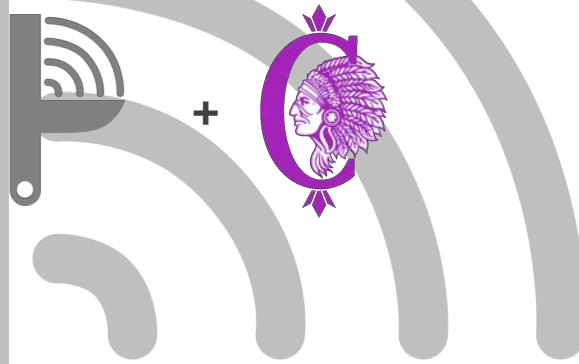
Maplewood-Richmond Heights School District | 2018

- 5-mile WAN hub and spoke topology
- Leased Lit - 20 Gb

Farmington School District, MO | 2019

- 9-mile WAN hub and spoke topology
- Dark Fiber

SERVICES AGREEMENTS



YOUR **TURNKEY** DARK AND LIT PARTNER



WAN SERVICES AGREEMENT

THIS WAN SERVICES AGREEMENT (this “Agreement”), effective as of the date of last execution below (the “Effective Date”), is made and entered into by and between **Parta Networks, LLC** (“Parta”), a Missouri limited liability company, and **[redacted] School District** (“District”).

Recitals

WHEREAS, Parta is a certificated telecommunications provider that, among other things, is in the business of providing and maintaining managed Wide Area Network (“WAN”) connectivity, facilities and services (collectively, the “WAN Services,” as further defined herein) to school districts and other multi-location customers.

WHEREAS, following a competitive bidding process, the District selected Parta as offering the best all-around, cost-effective WAN solution to the District.

WHEREAS, the District has received all approvals required by it to enter into this Agreement, under which Parta will provide the WAN Services to the District.

NOW, THEREFORE, in consideration of the foregoing recitals, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

Agreement

1. WAN Services. Parta agrees to provide the WAN Services to the District, each as more specifically described on Exhibit 1 attached hereto, and the District agrees to pay for such WAN Services, all in accordance with the provisions of this Agreement. The WAN Services include the provision, maintenance and support of the equipment, fiber optic cable strands and other facilities (collectively, the “WAN Facilities”) specifically identified in Exhibit 1 or otherwise provided by Parta in connection with the WAN Services, which facilities shall at all times remain the property of Parta.

2. Agreement Term. This Agreement shall become effective on the date of last execution below, and will terminate on **June 30, 2030** (the “Term”), unless earlier terminated in accordance with the provisions hereof. The WAN Services shall commence on the later of July 1, 2020, and the date that Parta completes procurement, construction and testing of the WAN Facilities as provided herein, to be confirmed by a Service Commencement Notice (as hereinafter defined).

3. Delivery and Installation. Parta will deliver, install, configure, and maintain the WAN Facilities. The parties agree to coordinate and cooperate to schedule, facilitate, and carry out all such activities. Without limiting the generality of the foregoing, the parties agree as follows:

(a) *Timeline.* Parta and the District agree to the installation timeline set forth in Exhibit 2 attached hereto. The District agrees to all reasonable extensions of the installation timeline necessitated by the actions or inactions of the District or otherwise resulting from circumstances beyond Parta’s control, including without limitation Parta’s procurement of all permits, licenses and other Required Rights.

(b) *Planning.* Appropriate representatives of Parta and the District will meet approximately one month prior to the installation of the WAN Facilities, and otherwise as necessary, to determine the design and process for installing the WAN Facilities. The parties agree to cooperate in good faith in such process.

(c) *Site Preparation.* Prior to the installation of WAN Facilities, the District will clean and otherwise prepare all installation sites, including without limitation all rack spaces and building entrance facilities, and will continue to maintain those sites following such installation.

(d) *Staging, Storage, and Access.* During the installation of the WAN Facilities, the District agrees to provide Parta with (i) suitable staging and storage areas at District facilities for relevant equipment, materials, and components; and (ii) such access to District facilities as may be necessary to efficiently carry-out the installation, as reasonably determined by Parta, provided that such access must be scheduled with the District in advance and, unless otherwise agreed by the District, must occur between 7:00 a.m. and 10:00 p.m. Monday through Saturday, excluding national holidays. District personnel may accompany Parta personnel during any installation work at any District facility.

(e) *Deviations.* If, prior to or during the installation, Parta, in its reasonable judgment, deems it necessary or prudent to deviate from the final design and installation process in a material way, it will present such deviation to the District for its approval, which the District may not unreasonably withhold or delay; provided, however, that Parta reserves the right to make, without such approval, changes in fiber routing and building entrance and splicing locations, conversion from underground to overhead construction, and other immaterial modifications to the final installation methodology and design.

(f) *Substitute Materials.* In the event that any materials or components of or relating to the WAN Facilities are not available for timely delivery and installation, Parta may substitute materials or components of equivalent or superior functionality and performance.

(g) *Special Needs.* If additional labor or materials are needed to install or maintain the WAN Facilities due to unusual site requirements or other special needs or characteristics of the District or its facilities, as reasonably determined by Parta and agreed to by the District, the District will reimburse Parta for any corresponding extra costs incurred by Parta to address those requirements, needs, or characteristics.

(h) *Debris Removal.* Parta will remove from installation sites all debris resulting from the installation of WAN Facilities, including as appropriate by moving such debris to trash receptacles maintained by the District. The District will be responsible for trash removal from such receptacles.

(i) *Landscaping.* Parta will restore all landscaping disturbed the Parta's installation, maintenance, or removal activities. The District will be responsible for landscape watering, including at restored landscaping sites.

(j) *Non-WAN Facilities.* The District is responsible for the installation, configuration, and maintenance of all facilities and components that are not WAN Facilities. At the District's request, Parta may install, configure, and maintain such facilities and components, subject to Parta's standard charges, terms, and conditions.

(j) *Service Commencement Notice.* Upon completion of the installation, the District will receive a letter (the "Service Commencement Notice") from Parta that states the fiber has been tested and is operational. This letter serves as a final confirmation of completed services.

(l) *Manuals.* Where relevant, Parta will furnish to the District with applicable manuals and instruction documentation provided by manufacturers and vendors.

(m) *Maintenance.* Parta is responsible for maintaining the WAN Facilities. The District agrees to provide Parta with such access to its facilities as may be necessary to efficiently carry out its maintenance activities, as reasonably determined by Parta, provided that, when practicable, (i) such access must be scheduled with the District in advance and (ii) unless otherwise agreed by the District, must occur between 7:00 a.m. and 10:00 p.m. Monday through Saturday, excluding national holidays. District personnel may accompany Parta personnel during any maintenance work at any District facility.

(n) *Changes in WAN Facilities and WAN Services.* If, pursuant to the above provisions of this Section 3, the WAN Facilities or WAN Services are changed, or Parta provides any additional services to the District, the parties, acting reasonably, will agree on an appropriate adjustment or supplement to the fees set forth on Exhibit 3.

4. District Responsibilities. The District acknowledges that the WAN Services (including the WAN Facilities), as described in Exhibit 1, meet the District's requirements. The District shall be responsible for the following: (i) providing all electrical circuits, connections, rack space, power, HVAC, ventilation and other environmental requirements for the installation and operation of the WAN Facilities; (ii) providing a safe and appropriate workspace for Parta to perform the WAN Services; (iii) assigning qualified personnel to manage the District's responsibilities, to operate the WAN Facilities, and to coordinate with Parta regarding the WAN Services; (iv) providing all information, documentation, cooperation and assistance reasonably requested by Parta; and (v) adopting reasonable measures to ensure the safety, security, accuracy and integrity of the WAN Facilities and the District's other systems and networks. Parta shall have no responsibility or liability arising out of or resulting in whole or in part from District's failure or delay to provide any resources or perform any of its responsibilities.

5. Fees and Payment.

(a) *Generally.* The District will pay for the WAN Services in the amounts and frequencies set forth on Exhibit 3 attached hereto, and otherwise in accordance with this Agreement. In the event that any fees are payable on a monthly or other scheduled basis, the fee for any partial month or other relevant period will be pro-rated accordingly. All fees will be paid by the payment deadline specified on Exhibit 3, or if Exhibit 3 does not specify a payment date, then no later than thirty (30) days following the receipt by the District of an invoice from Parta. If any payment of District is more than thirty (30) days past due, such amount shall accrue interest from the date such payment is due until paid, including accrued interest compounded monthly, at a rate equal to one and one-half percent (1.5%) per month on the outstanding balance (18% per annum) or, if less, the maximum late payment charge permissible under applicable law. District understands that the Term of this Agreement is non-cancelable, and, therefore, District's obligation to make payments continues throughout the Term, regardless of District's actual usage of the WAN.

(b) *Taxes, Fees and Surcharges.* Except for taxes based on Parta's net income, all applicable federal, state or local taxes and fees, including without limitation all use, sales, excise, commercial, gross

receipts, privilege, right-of-way, occupation, surcharges, or other similar taxes, license fees, miscellaneous fees, and surcharges, whether charged to or against Parta or the District (collectively, the “Taxes”), will be payable by the District, including, without limitation, any cost recovery fee which will represent an accurate and non-inflated recovery of Parta’s, or any underlying provider’s, miscellaneous tax, surcharge, and fee payments to federal, state or local governmental authorities associated with the provision of the WAN Services (including any WAN Facilities) by Parta to the District pursuant to this Agreement. The District shall indemnify, defend and hold Parta harmless from and against District’s failure to timely report or pay any such Taxes. The District shall be required to provide documentation evidencing its exemption from any such Taxes. The District acknowledges and certifies that, for the duration of the Term, the interstate traffic (including Internet and international traffic) will constitute ten percent (10%) or less of the total traffic on the fiber network that has been provided by Parta.

(c) *Bandwidth Upgrades.* The strands of fiber optic cable assigned to the District and lit as part of the WAN Services provided hereunder shall, for the Term, be dedicated to, and used solely by, the District. Such strands may, through various equipment technologies, including dense wavelength division multiplexing (“DWDM”), be capable of greater bandwidth than provisioned to the District at any given time. The District has the right, at any time during the Term, to upgrade its bandwidth over its assigned fiber optic strands at any location, without charge other than payment of the retail cost for any additional hardware or software, and Parta’s standard hourly labor charges and travel expenses associated with such upgrade. Parta agrees to quote the costs of any bandwidth upgrade to the District on request. Any additional equipment acquired by Parta for any bandwidth upgrade shall be considered WAN Facilities owned by Parta and leased to the District a part of the WAN Services hereunder. For the avoidance of doubt, nothing in this Agreement shall require Parta to provide additional fiber optic strands to the District, to serve additional locations or make any other material service changes. Any agreed upon additional strands, locations or other service changes shall be documented in a written amendment to this Agreement.

(d) *E-Rate Program; Billing Method.* If requested by the District, Parta will cooperate with the District’s participation in the Schools and Libraries Program of the Universal Service Fund (the “E-Rate Program”) administered by the Universal Service Administrative Company (“USAC”), and in particular the parties will cooperate in lawfully maximizing any discounts available to the District under the E-Rate Program for the WAN Services, and in the approval of this Agreement by USAC, including obtaining a Funding Commitment Decision Letter (“FCDL”); however, notwithstanding the foregoing, the parties’ obligations under this Agreement are not conditioned upon the District’s participation in the E-Rate Program, on the receipt of any FCDL or other approval from USAC, or on the timing or receipt of any payments from USAC. Until the District receives an FCDL, Parta will invoice under the Billed Entity Applicant Reimbursement method (“BEAR Method”) (e.g., the total amount before applying any USAC discount). Upon the District’s receipt of an FCDL, the District may elect to switch to the Service Provider Invoice method (“SPI Method”) (e.g., where Parta bills USAC for the E-Rate Program discount) by providing written notice to Parta along with a copy of the FCDL and such other information as may be reasonably requested by Parta to support such billing method change.

(e) *Annual Appropriations.* The District represents and warrants that it has funds appropriated and available to pay all amounts due hereunder through the end of the District’s current fiscal year. The District further covenants and agrees to request all appropriations and funding necessary to pay for the WAN Services for each subsequent fiscal year through the end of the Term. In the event the District is unable to obtain the necessary appropriations or funding for the WAN Services provided under this Agreement for any fiscal year, the District may suspend the WAN Services for such fiscal year without liability for the termination charges upon all the following conditions: (i) the District has taken all actions

necessary to obtain adequate appropriations or funding, giving priority to the WAN Services based on the critical importance of such services to the District's operations and students' education; (ii) despite the District's best efforts, funds have not been appropriated and are otherwise unavailable to pay for the WAN Services; and (iii) the District has negotiated in good faith with Parta to develop revised terms, an alternative payment schedule or a new agreement to accommodate the District's budget. The District must provide Parta thirty (30) days' written notice of its intent to suspend the WAN Services, together with all information and documentation reasonably requested by Parta to substantiate such suspension. Suspension during any fiscal year shall not relieve the District of its obligations for any subsequent fiscal year. Suspension for failure to obtain necessary appropriations or funding shall be effective as of the last day for which funds were appropriated or otherwise made available and shall continue until the end of the then-current fiscal year. If the District suspends the WAN Services under this Section, the District agrees as follows: (i) it will pay all amounts due for WAN Services incurred through the date of suspension, and reimburse Parta a pro-rata share of all unrecovered non-recurring costs, including actual construction costs and any costs associated with any WAN Facilities that cannot be actively redeployed in Parta's network, such proration to be calculated by multiplying the total of such reimbursable costs by the length in days of the suspension period, and dividing such sum by the total number of days in the Term; and (ii) it will not contract with any other provider for the same or substantially similar services or facilities during the suspension and for the entire Term.

(f) *Credit Approval; Deposits.* District will provide Parta with credit information (including audited financials) regarding District upon request, and delivery of the WAN Services (including the WAN Facilities) is expressly made subject to credit approval. Parta may require District to make, increase and/or replenish a deposit as a condition to Parta's commencement or continuation of any WAN Services. The deposit will be held by Parta as security for payment of District's charges, and, in Parta's sole discretion, may be applied against any past-due charge (in which case, District shall be required to replenish such deposit). A deposit shall not relieve District of the responsibility for the prompt payment of Parta's invoices. Upon termination of the Agreement, the amount of the deposit then remaining will be applied against amounts then due and owing on District's account and any remaining credit balance will be refunded to District. Unless otherwise required by law, no interest shall be paid or accrue on any deposit, and Parta shall not be required to separately account for any deposit.

6. Service Level Exhibit. The Service Level Exhibit attached hereto as Exhibit 4, and hereby incorporated by reference, sets forth Parta's service level objectives for the WAN Services. The failure of any WAN Service to comply with any such objective shall not be deemed a breach by Parta of this Agreement, but may obligate Parta to provide District, as District's sole and exclusive remedy, outage credits as defined therein.

7. Termination. Either party may terminate this Agreement for cause (as defined below) by giving written notice to the other party, and this Agreement will be terminated immediately upon such notice, as follows:

(a) *By Parta.* As it relates to termination by Parta, "for cause" means (i) the District's failure or refusal to make any payment due to Parta hereunder within ten (10) days after the District receives written notice from Parta of such failure or refusal; (ii) the District's continuing failure or refusal to perform any other material obligation under this Agreement, subject to a reasonable cure period; or (iii) willful misconduct, embezzlement, or other illegal or unethical acts by the District.

(b) *By the District.* As it relates to termination by the District, “for cause” means (i) Parta’s continuing failure or refusal to perform any material obligation under this Agreement, subject to a reasonable cure period; or (ii) willful misconduct, embezzlement, or other illegal or unethical acts by Parta.

8. Effects of Termination. Upon the expiration or termination of this Agreement for any reason, Parta will cease providing the WAN Services and will have the right to remove any WAN Facilities located at the District’s locations, and the parties agree to cooperate any such removal by Parta, as Parta may reasonably direct. Notwithstanding the foregoing, following such termination or expiration, Parta may elect to leave in place any WAN Facilities located at the District’s locations, and to use such WAN Facilities for other customers. In the event that Parta elects to so leave in place any WAN Facilities, the District agrees to provide Parta with continued access to District facilities for maintenance purposes, as described in Section 5(m) above. Upon termination of this Agreement for cause by Parta, without limiting any other rights or remedies available to Parta under the circumstances, Parta will be entitled to recover as damages all fees that would have been payable to Parta under this Agreement for its full term (i.e., assuming this Agreement had not been terminated early). Termination or non-renewal of this Agreement shall not affect the District’s obligation to pay all fees and charges due and owing to Parta. Sections 5(a), 5(b), 8-12 and 14-15 of this Agreement, and any other rights and obligations which by their terms or nature are intended to survive, shall survive the expiration or termination of this Agreement for any reason, and shall be binding on and inure to the benefit of the parties and their respective successors and permitted assigns.

9. Ownership; Permitted Uses. The WAN Facilities are owned by Parta, the WAN Facilities will continue to be owned by Parta following the expiration or termination of this Agreement, and the District has no option or other right to purchase or otherwise acquire the WAN Facilities from Parta. The Parties intend that this Agreement shall operate as a “lease,” as defined by Missouri law. Nothing in this Agreement shall be construed to result in the transfer of title to any part of the WAN Facilities to District or in the creation of a “security interest” within the meaning of Missouri law. The District disclaims any interest it may claim in the materials, equipment, fiber optic cable and all personal property installed by Parta as a fixture on to the real property of the District. The District shall keep Parta’s WAN Facilities free from all liens and claims, including but not limited to mechanics liens, and encumbrances by reason of the use or possession of the WAN Facilities by the District. The District shall use the WAN Services (including the WAN Facilities) solely for the District’s own internal business purposes. The District may not assign, lease, resell, encumber or allow any other party the right to use the WAN Services (including WAN Facilities) or any component thereof without Parta’s express consent in each instance, which consent may be withheld in Parta’s sole discretion. Any other use by the District shall constitute a refusal to perform a material obligation and shall constitute grounds for Parta to terminate this Agreement for cause. The District shall notify Parta immediately of any known or suspected misuse, alteration, loss, damage, theft or destruction of any WAN Facilities, and shall provide all cooperation reasonably requested by Parta in connection therewith. Parta may require plates, stencils or markings to be affixed to or placed on the WAN Facilities indicating that Parta is the owner thereof. In the event the District fails to return any WAN Facility to Parta in the same condition as delivered, including but not limited to as the result of alteration, misuse, loss, damage, theft or destruction, without limiting any other rights or remedies, Parta may deem such WAN Facility sold to the District and invoice the District for the full replacement cost of such WAN Facility when new. Furthermore, for purposes of clarification, nothing in this Agreement limits Parta’s right to use the WAN Facilities for other customers; provided, however, the fiber optic cable strands and equipment ports used by the District shall be dedicated to the District’s use, and not used by any third party. District authorizes Parta to monitor and record calls to

Parta concerning the WAN Services for training and quality control purposes and to monitor District's compliance with this Agreement.

10. District Representations and Warranties. Subject to the provisions of this Agreement, the District represents and warrants that (i) it shall comply with all applicable laws in its use of the WAN and performance of its obligations under this Agreement; (ii) this Agreement has been duly authorized, executed, and delivered by the District; and (iii) the execution, delivery, and performance of this Agreement do not and will not conflict with, breach, or otherwise violate any of the organizational or governing documents of the District or any agreement or instrument to which the District is a party or by which the District is bound.

11. Parta Representations, Warranties and Disclaimers.

(a) *Representations and Warranties.* Subject to the provisions of this Agreement, Parta represents and warrants that: (i) it will comply with all applicable laws in providing the WAN Services and performing its obligations under this Agreement; (ii) this Agreement has been duly authorized, executed, and delivered by Parta; and (iii) the execution, delivery, and performance of this Agreement do not and will not conflict with, breach, or otherwise violate any of the organizational or governing documents of Parta or any agreement or instrument to which Parta is a party or by which Parta is bound.

(b) *Required Rights.* Parta covenants that, by the time the WAN Services (including the WAN Facilities) are made available to the District, Parta will, to the best of its knowledge, have obtained, and Parta will use commercially reasonable efforts to cause to remain in effect during the term of this Agreement, all easements, leases, licenses, fee interests, rights of-way, permits, authorizations and other rights necessary and requisite to enable Parta to provide the WAN Services (including the WAN Facilities) to the District (collectively, the "Required Rights"). If Parta fails to obtain and/or cause to remain effective throughout the term of this Agreement all Required Rights for the route, either party may terminate this Agreement with respect to the affected school locations upon written notice. In event of termination, any fees shall, as of the date of termination, abate pro-rata based on the number of terminated locations. Parta's failure to obtain or cause to remain effective Required Rights does not constitute a breach of any warranty, representation or covenant of Parta.

(c) *DISCLAIMER.* EXCEPT FOR THE REPRESENTATIONS AND WARRANTIES EXPRESSLY SET FORTH ABOVE, THE WAN SERVICES (INCLUDING THE WAN FACILITIES) ARE PROVIDED "AS IS" AND WITH ALL FAULTS, WITHOUT REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, AND ALL USE OF THE WAN SERVICES (INCLUDING THE WAN FACILITIES) IS AT DISTRICT'S OWN RISK. WITHOUT LIMITING THE FOREGOING, TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, PARTA HEREBY DISCLAIMS ANY IMPLIED OR STATUTORY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT, ACCURACY, RESULTS, OR EFFORTS. PARTA DOES NOT WARRANT THAT THE WAN SERVICES (INCLUDING THE WAN FACILITIES) WILL OPERATE UNINTERRUPTED, ERROR-FREE, OR VIRUS-FREE, OR MEET DISTRICT'S BUSINESS, TECHNICAL OR OTHER REQUIREMENTS. DISTRICT IS SOLELY RESPONSIBLE FOR THE SECURITY AND INTEGRITY OF ITS SYSTEMS, NETWORKS, SOFTWARE AND DATA, AND PARTA ASSUMES NO RESPONSIBILITY OR LIABILITY IN CONNECTION THEREWITH. NO EMPLOYEE, AGENT, SALES REPRESENTATIVE, OR AUTHORIZED SERVICE PROVIDER OF PARTA HAS AUTHORITY TO BIND PARTA TO ANY REPRESENTATIONS OR WARRANTIES, ORAL OR WRITTEN, AND DISTRICT ACKNOWLEDGES THAT IT HAS NOT RELIED ON ANY REPRESENTATIONS OR WARRANTIES FOR THE SERVICES OTHER THAN THE WARRANTIES EXPRESSLY SET FORTH IN THIS AGREEMENT. NO DEFECT, UNFITNESS, OR OTHER CONDITION OF THE WAN SERVICES

(INCLUDING THE WAN FACILITIES) SHALL RELIEVE THE DISTRICT OF THE OBLIGATION TO PAY ANY CHARGES HEREUNDER OR TO PERFORM ANY OTHER OBLIGATIONS UNDER THIS AGREEMENT.

(d) *LIMITATIONS ON LIABILITY.* TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, (A) IN NO EVENT SHALL PARTA BE LIABLE FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE, SPECIAL, CONSEQUENTIAL OR SIMILAR DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, THE WAN SERVICES (INCLUDING THE WAN FACILITIES), OR THE RECEIPT OR USE THEREOF BY DISTRICT, INCLUDING ANY LOSS OF BUSINESS, PROFITS, OR REVENUE, ANY BUSINESS INTERRUPTION OR DOWNTIME, OR OTHER COMMERCIAL DAMAGES, AND (B) THE TOTAL CUMULATIVE LIABILITY OF PARTA ARISING OUT OF AND RELATED TO THIS AGREEMENT, THE WAN SERVICES (INCLUDING THE WAN FACILITIES), AND THE RECEIPT AND USE THEREOF BY DISTRICT SHALL NOT, REGARDLESS OF THE NUMBER OF INCIDENTS OR CAUSES GIVING RISE TO ANY SUCH LIABILITY, EXCEED THE FEES PAID BY DISTRICT TO PARTA UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS PRIOR TO THE ACCRUAL OF THE FIRST SUCH CLAIM. THE FOREGOING LIMITATIONS OF LIABILITY SHALL APPLY REGARDLESS OF THE CAUSE OF ACTION OR BASIS OF LIABILITY (WHETHER IN CONTRACT, TORT, STRICT LIABILITY, INDEMNITY, OR OTHERWISE), AND EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES; PROVIDED, HOWEVER, AND TO AVOID DOUBT, THE LIMITATIONS SHALL NOT APPLY TO FRAUD COMMITTED BY PARTA, OR PERSONAL INJURY OR DEATH DIRECTLY CAUSED BY PARTA'S NEGLIGENCE OR MISCONDUCT, WHERE LIABILITY FOR SUCH ACTIONS CANNOT BE LIMITED UNDER APPLICABLE LAW. NO ACTION TO ENFORCE ANY CLAIM ARISING OUT OF OR RELATED TO THIS AGREEMENT MAY BE BROUGHT BY DISTRICT MORE THAN ONE (1) YEAR AFTER THE CLAIM ARISES. THESE LIMITATIONS ON LIABILITY ARE AN ESSENTIAL PART OF THIS AGREEMENT, AND SHALL BE VALID AND BINDING EVEN IF ANY REMEDY IS DEEMED TO FAIL OF ITS ESSENTIAL PURPOSE.

(e) *Alterations and Attachments.* The District may not make any alterations or attachments to the WAN Facilities without Parta's prior written consent. Unless agreed to in writing by Parta, Parta has no maintenance or other obligations whatsoever with respect to any alterations or attachments made to the WAN Facilities by the District. If Parta provides any maintenance or other services in respect of any such alterations or attachments, Parta will provide such services subject to its standard charges, terms, and conditions. Parta is not responsible for any malfunction, non-performance, or performances degradation of the WAN Facilities, or any inability of Parta to satisfy its obligations under this Agreement, caused by, or resulting directly or indirectly from, any alteration or attachment made to the WAN Facilities by the District, or any other action by the District. The District is solely responsible for, and agrees to indemnify Parta against, all claims and damages caused by, or resulting directly or indirectly from, any alteration or attachment made to the WAN Facilities by the District.

12. Indemnification by District. The District agrees that it shall be responsible for and shall defend, indemnify, and hold harmless Parta and its third-party service providers, agents and suppliers (and their respective officers, employees, agents, contractors or representatives) (collectively, the "Parta Group") and shall reimburse the Parta Group for any damages, losses or expenses (including without limitation, reasonable attorney's fees and costs) incurred in connection with any claims, suits, judgments and causes of action arising out of (i) the District's use of or inability to use the WAN Services (including the WAN Facilities); (ii) violation or infringement of contractual rights, privacy, confidentiality, copyright, patent, trademark, trade secret, or other intellectual property and proprietary rights arising from the District's use of the WAN Services or any unauthorized equipment, software or system; and (iii) the District's breach of any provision of this Agreement.

13. Insurance. The District shall protect all WAN Facilities located at its locations against theft, loss, damage and destruction and shall bear all risk of loss while in its possession from any and all causes and hazards, without any excuse or defense based on accident, force majeure or other premise. The District

shall, at its expense, insure the WAN Facilities at its locations against all risks from every cause whatsoever for not less than the replacement cost thereof when new. The District will cause such insurance policies (i) to name Parta as an additional insured, (ii) to be endorsed to require at least 30 days' notice to Parta prior to the effective date of any termination or cancellation of coverage, and (iii) to provide that in the event of any payment of any loss or damage thereunder, the insurers will have no rights of recovery against Parta. Upon request by Parta, the District agrees to provide proof of insurance meeting the requirements of this Section.

14. Confidential Information. Each party acknowledges (i) that it will have access to confidential information of the other party, (ii) that such information constitutes valuable, special, and unique property of the other party, and (iii) that no right or license is granted to such party with respect to such information, except as specifically set forth in this Agreement. Each party agrees that it will not at any time, in any manner whatsoever, whether directly or indirectly, disclose to any person or entity, or use or copy, any confidential information of the other party, except as required by law or as necessary for the performance or enforcement of this Agreement. For purposes of this Agreement, the term "confidential information" means all non-public and proprietary information of or concerning one party that is disclosed or made available to the other party (including its employees or other representatives), including, without limitation, the terms of and prices under this Agreement and any non-public information concerning a party's business, operations, plans, processes, products (including related manuals and support materials), systems, marketing information, diagnostics, specifications, know-how, personnel, patrons, students, or data of any kind. Each party will ensure that its employees and other representatives comply with the confidentiality obligations under this Agreement. Upon the request of other party, or upon the termination or expiration of this Agreement, each party agrees to return or destroy any confidential information of the other party in its possession. The parties acknowledge that remedies at law may be inadequate to protect against any actual or threatened breach of the confidentiality obligations under this Agreement, and, without prejudice to any other rights and remedies otherwise available, agree to the granting of injunctive relief without proof of actual damages. The parties acknowledge and agree that District is a "public body" of the State of Illinois within the meaning of, and is subject to, the Illinois Freedom of Information Act codified at 5 ILCS 140/1 *et seq.* (the "Sunshine Law"). The Parties agree that any provision of this Section that conflicts with the Sunshine Law is ineffective. District does undertake to protect Confidential Information provided by Parta to the full extent permitted by the Sunshine Law. District agrees to promptly notify Parta when District receives a request for disclosure related to Confidential Information described in this Agreement, and to cooperate to assert any appropriate protection or exemption from disclosure pursuant to the Sunshine Law. The parties agree that this Section will survive the termination or expiration of this Agreement for any reason.

15. Miscellaneous.

(a) *Governing Law.* This Agreement shall be governed and interpreted for all purposes by the laws of the State of Illinois, U.S.A., without reference to its conflict of laws principles. The United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Agreement, and is hereby specifically excluded.

(b) *Binding Arbitration.* Any dispute, claim or controversy arising out of or related to this Agreement, any breach hereof, or the WAN Services (including the WAN Facilities) provided hereunder, including without limitation the validity, construction, or enforcement of this Agreement, whether between the parties or their respective affiliates, successors, or assigns, shall be finally resolved by binding arbitration

administered by the American Arbitration Association (AAA) under its Commercial Arbitration Rules. The arbitration shall be conducted in the English language in St. Louis, Missouri, U.S.A., before a single arbitrator experienced in telecommunications transactions and selected by mutual agreement of the parties from a list provided by AAA (provided, however, if the parties cannot reach agreement, the arbitrator shall be appointed AAA). The arbitrator shall issue a protective order that maintains the confidentiality of the arbitration proceeding and otherwise adequately protects the confidential nature of each party's proprietary and confidential information. Unless otherwise awarded by the arbitrator as set forth below, each party shall bear its own arbitration costs (including attorneys' fees), and the parties shall equally bear the arbitrator's costs. The award of the arbitrator shall be accompanied by a statement of the reasons upon which the award is based. No award may provide a remedy beyond those permitted under this Agreement, and any award providing a remedy not permitted under this Agreement shall not be valid and shall be vacated. Subject to the prior sentence, judgment upon any award rendered by the arbitrator may be entered in any court of competent jurisdiction.

(c) *Exceptions to Arbitration.* In addition to or in lieu of pursuing a claim for arbitration, and as a limited exception to the general requirement for arbitration, a party may seek relief from the courts for the following specific matters: (i) an action for injunctive relief, if grounds therefor exist, may be commenced by District against Parta in the United States District Court for the Eastern District of Missouri or the state courts of St. Louis County, Missouri; (ii) an action for injunctive relief, if grounds therefor exist, may be commenced by Parta against District in the United States District Court for the Eastern District of Missouri or the state courts of St. Louis County, Missouri, or any other court of competent jurisdiction; and (iii) in the event District fails to pay any fees or charges due and owing under this Agreement, Parta may commence an action to recover such amounts in the United States District Court for the Eastern District of Missouri or the state courts of St. Louis County, Missouri, or any other court of competent jurisdiction. Each party irrevocably submits and waives any objections to the personal jurisdiction and venue of such courts, including any objection based on *forum non conveniens*. In any claim brought in a court of law, each party hereby waives, to the fullest extent allowed by law, any trial by jury.

(d) *Notices.* All notices under this Agreement shall be in writing, and shall be delivered either personally, by postage prepaid registered or certified airmail, return receipt requested, or by express courier service. Notices to District may be delivered by Parta to the most current address on file. Notices to Parta shall be directed to: Parta Networks, LLC, Attn: President; 18777 US Highway 66, Pacific, MO 63069, with a copy to Parta Networks, LLC, Attn: Chief Legal Officer at the same address. Either party may change its address for notices from time to time by providing written notice of such change to the other party in this manner.

(e) *Assignment.* District may not assign or otherwise transfer this Agreement, or any of its license or other rights hereunder, without the prior written consent and at the sole discretion of Parta. Any attempted assignment or transfer in violation of the foregoing shall be null and void from the beginning and without effect, except that such attempted assignment or transfer shall be a material breach of District's obligations under this Agreement. Parta may freely assign and delegate its obligations under this Agreement, including without limitation to affiliates, subcontractors, and/or a successor in interest upon Parta's merger, acquisition, or similar corporate reorganization, or sale of all or substantially all of the business or assets to which this Agreement relates, or to any division of Parta. This Agreement shall be binding on, and inure to the benefit of, the parties and their respective heirs, successors and permitted assigns.

(f) *Financing Arrangements.* Parta is permitted to enter into financing arrangements with regard to the WAN Facilities and Parta's other assets and operations (including an assignment of its proceeds, rights and interest under this Agreement, secured loans, leases, sales with lease-back, or leases with lease-back arrangements, purchase-money or vendor financing, conditional sales transactions, or other arrangements) with one or more financial institutions, vendors, suppliers or other financing sources.

(g) *Relationship; Third Party Beneficiaries.* The parties hereto are independent contractors. Nothing contained in this Agreement, express or implied, is intended or shall be construed to create any agency, employment, partnership, fiduciary or joint venture relationship, or give any third party any rights or remedies under or by reason of this Agreement; provided, however, that the disclaimers and limitations on liability of Parta and indemnities provided by District under this Agreement shall extend to Parta, its shareholders, directors, officers, employees, agents, affiliates, subcontractors, sales representatives, authorized service providers, and suppliers. All references to Parta in connection therewith shall be deemed to include the foregoing persons and entities, who shall be third party beneficiaries of such contractual disclaimers, limitations and indemnity obligations, and entitled to accept all benefits afforded thereby.

(h) *Force Majeure.* Under no circumstances shall Parta have any liability for any failure or delay in performance hereunder due to any of the following (each a "Force Majeure Event"): acts of God, fire, explosion, vandalism, fiber optic cable cut, RF interference, acts of nature, power outages, storms or other similar catastrophes; any law, order, regulation, direction, action or request of any federal, state, local or foreign government, or of any department, agency, commission, court, bureau, corporation or other instrumentality thereof, or of any civil or military authority; national emergencies, insurrections, riots, wars, or strikes, lock-outs, work stoppages or other labor difficulties; the failure or delay of any utility, railroad, local exchange carrier, municipality, political subdivision or other party in granting access to rights of way, poles, conduit or any other required items needed for the installation or operation of the WAN Facilities; actions or inactions of a third party provider, operator or supplier of facilities employed in provision of the WAN Services; or any other conditions or circumstances beyond the reasonable control of Parta, including those which impede or affect the WAN Services or the transmission of telecommunications services.

(i) *Publicity; Press Releases.* District shall not, without the prior written consent of Parta in each instance disclose the terms of this Agreement to any third party other than its lenders, legal, financial and other advisors under a duty of confidentiality, as may be required under applicable law, or as may be required in order to enforce its rights hereunder in a court of competent jurisdiction. At the request of Parta, the District agrees to jointly issue a press release with Parta concerning this Agreement. Additionally, Parta shall have the right to publicize that District is a customer of Parta, and to include such information on its web site and in its promotional and marketing materials.

(j) *Attorneys' Fees and Costs.* In any action, suit or proceeding (including arbitration) to enforce this Agreement, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees and costs incurred in connection therewith, in addition to any other relief that it may receive.

(k) *Severability; Construction.* If any provision of this Agreement is determined to be invalid or unenforceable under applicable law, the provision shall be amended and interpreted by a court of competent jurisdiction to accomplish the objectives of such provision to the greatest extent possible under applicable law, and the remaining provisions of this Agreement shall continue in full force and effect. The captions and section headings in this Agreement are for reference purposes only and shall

not affect the meaning or interpretation of this Agreement. The term “including” as used in this Agreement means “including without limitation.” The terms “herein”, “hereof”, “hereunder”, and similar words refer to this Agreement as a whole, rather than to any particular section.

(l) *Entire Agreement.* This Agreement sets forth the entire agreement of the parties with regard to the subject matter hereof, and supersedes all prior and contemporaneous proposals, negotiations, correspondence and agreements, written or oral, including any and all documents exchanged between the parties in any competitive bidding process. No representation, promise, inducement or statement of intention has been made by either party which is not embodied herein. Any additional or conflicting terms proposed by District in any purchase order, request for proposal, acknowledgement, or other writing shall not be binding on Parta, and are hereby objected to and expressly rejected. The parties specifically acknowledge there are no unwritten side agreements or oral agreements regarding the subject matter hereof which alter, amend, modify or supplement this Agreement. This Agreement may be amended only by a written instrument executed by a duly authorized representative of Parta. No breach or obligation of a party shall be waived by any act, omission or knowledge of a party, except by an instrument in writing expressly waiving such breach or obligation and signed by a duly authorized representative of the waiving party. Any waiver on one occasion shall not constitute a waiver on subsequent occasions. This Agreement, and any amendment hereto or waiver hereof, may be signed in counterparts, each of which shall constitute an original, and all of which together shall constitute one and the same instrument. Any signature may be delivered by facsimile or via email (e.g., in PDF format), which shall have the same effect as an original signature.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have executed this Agreement as of the Effective Date by the undersigned duly authorized representatives.

THIS AGREEMENT CONTAINS A BINDING ARBITRATION PROVISION THAT IS ENFORCEABLE BY THE PARTIES.

Parta Networks, LLC
("Parta")

School District
("District")

Sign: _____

Sign: _____

Name: _____

Name: _____

Title: _____

Title: _____

Duly Authorized

Duly Authorized

Date: _____

Date: _____

Address for Notices:

Exhibit 1
WAN Services

WAN Services

1 Gigabit Ethernet bandwidth capacity on the backbone over single-mode fiber optic cable to the following District locations, using OSPF protocols. Fiber handoffs at each building location will be in the capacity set forth below. Each location with a 1 Gigabit Ethernet handoff shall be upgradeable to 10 Gigabit at the District’s election as set forth in Section 5(c).

Location	Address	City	State	Zip	Handoff
xxx	xxx	xxx	MO	xxx	1 Gbps
			MO		1 Gbps
			MO		1 Gbps
			MO		1 Gbps
			MO		1 Gbps
			MO		1 Gbps
			MO		1 Gbps
			MO		1 Gbps
			MO		1 Gbps
			MO		1 Gbps

WAN Facilities

Parta will provide the equipment described below in the Logical Network Diagram at each corresponding District location. School connectivity is via fiber handoff, and can be upgraded to 10 Gbps fiber at each location.

Parta will provide two (2) lit single-mode fiber optic cable strands between the District locations based on final engineered designs. The District may utilize two (2) additional fiber optic strands to be terminated at the patch panel at each location (e.g., for network maintenance and other permitted internal uses under the Agreement) at no additional cost, other than any upgrade costs (equipment and labor) as provided in Section 5(c). The Preliminary Route Design is set forth below, and is subject to change based on engineering, permitting and other factors. Except as noted otherwise below, Parta will construct such fiber optic network in a **hub-and-spoke topology, with single, non-diverse building entries at each District location.** The District shall be responsible for all utility locates for construction performed on District property.

Logical Network Diagram

[insert]

Preliminary Route Design

**The below route is subject to change.

[insert]

Exhibit 2
Installation Timeline

Parta anticipates delivering the WAN Services approximately **five (5) months** after acquisition of all necessary permits, licenses, pole attachment agreements, and rights-of-way to complete the fiber construction.

Exhibit 3

Fees

Installation or Other Up-Front Fees

A non-recurring charge of Zero Dollars (\$0.00) due upon the execution of this Agreement.

Annual Fees

Annual payments of _____ Dollars (\$_____) for a period of ten (10) years beginning on July 1, 2020.

Other Fees

All applicable Taxes per Section 5(b) of this Agreement.

Exhibit 4

Parta Networks, LLC Service Level Exhibit

This Service Level Exhibit describes the support services and service level objectives provided by Parta Networks, LLC (“Parta”) to customers who purchase WAN Services. All services are provided under and subject to the WAN Services Agreement.

SCOPE OF SUPPORT. Customers purchasing WAN Services may contact Parta with general questions and troubleshooting related to use and operation of the WAN Services (including the WAN Facilities). Support covers the most current release of a WAN Facility, plus any back-versions that are supported by Parta and the applicable OEM.

CONTACTING TECHNICAL SUPPORT. Parta can be reached 24 x 7 for Severity Level 1 issues requiring immediate attention, and Monday through Friday from 8:00 a.m. to 6:00 p.m. Central Time for all other issues, in each case excluding observed holidays. The customer must appoint up to three (3) employees competent in use and operation of the WAN Services to place technical support queries.

Support Phone: [insert] (or other designated phone number)

CLASSIFICATION OF ISSUES. When reporting support issues, the customer should assign an initial severity based on the severity level classifications listed below, and provide a detailed description of the issue or support request. The initial assignment of severity may be raised or lowered by Parta, in its reasonable discretion, based on the information provided by the customer and/or subsequent diagnosis or remediation efforts, including the availability of a work-around.

Level	Description
1	A problem which renders the WAN Services inoperative, or severely degrades performance, and causes a critical and ongoing interruption to the customer’s operations.
2	A problem which materially degrades or disrupts the operation or use of the WAN Services, and causes significant but not critical ongoing or intermittent interruption to the customer’s operations.
3	A problem which causes the WAN Services not to function in accordance with the documentation, but does not cause a significant interruption to the customer’s operations, or for which an acceptable work-around is readily available.
4	General questions, suggestions, and feedback pertaining to use and operation of the WAN Services, or requests for installation, training or other professional services outside the scope of support.

ESCALATION. Parta records and monitors support requests in its Customer Care System, and escalates issues through its technical support channels as necessary to diagnose and assist with the resolution of support issues. Most support activities are provided directly by Parta to the customer. Any issues requiring support by the OEM, including repair or replacement of equipment under warranty, are escalated by Parta and coordinated with the OEM. Parta uses commercially reasonable efforts to obtain

prompt support from the OEM; however, Parta does not make any commitments with respect to an OEM’s resolution of support issues, and is not responsible for any problems arising out of an OEM’s failure or delay to provide or discontinuation of support. In the case of an outage involving multiple utilities (such as a damaged utility pole), the power and other providers generally have priority to restore utilities first, and safety concerns may delay resolution.

CUSTOMER RESPONSIBILITIES. Prior to contacting Parta for support, the customer is responsible for making a good faith effort to diagnose and remedy the problem, including review of available documentation, knowledge base, and support forums. The customer must make available all information requested by Parta in connection with the support issue, and provide Parta with access to customer personnel who are familiar with use and operation of the WAN Services. Without limiting the foregoing, the customer agrees to act as Parta’s “remote hands and eyes,” including without limitation by providing qualified personnel for trouble/fault isolation and resolution, testing and/or swapping defective cables, equipment or components, equipment reboot and troubleshooting, and visual reporting on status indicators. Parta shall not be liable for any delays in providing support resulting from the customer’s delay or refusal to provide such assistance.

INITIAL RESPONSE; STATUS UPDATES. Parta shall use commercially reasonable efforts to provide an initial response and status updates for each support issue within the timeframes indicated in the chart below, as measured from the time the customer initiates the support request (if initiated by the customer) or the time that Parta discovers or confirms the support issue (if initiated by Parta). The initial response shall include: (a) classification of the support issue by severity level; (b) if Parta’s classification differs from that provided by the customer, the reasons therefor; and (c) Parta’s then-current action plan and good faith estimate of the timetable for resolving the support issue.

Severity Level	Initial Response	Status Updates
1	1 hour	Every 2 hours prior to correction
2	2 standard support hours	Every standard support day prior to correction
3	1 standard support day	As necessary or upon request by customer
4	2 standard support days	As necessary or upon request by customer

OUTAGE CREDITS. In the event of an Outage (as hereinafter defined), the District shall, as its sole and exclusive remedy, and Parta’s entire liability, be entitled to a credit in the Monthly Fees for the subsequent mon **OUTAGE CREDITS.** In the event of any one or more Outages (as hereinafter defined) in any calendar month, the District shall, as its sole and exclusive remedy, and Parta’s entire liability, be entitled to a credit in the Monthly Fees for the subsequent month, as follows:

Cumulative Outage Duration (in hrs:mins:secs)	Credit (% of Monthly Fee)
00:00:01 – 01:59:59	No credit
02:00:00 – 03:59:59	5%
04:00:00 – 07:59:59	10%

08:00:00 – 11:59:59	15%
12:00:00 – 15:59:59	20%
16:00:00 – 23:59:59	35%
24:00:01 or greater	50%

For purposes hereof, an “Outage” means a complete unavailability of all WAN Services at all District locations identified in Exhibit 1, except to the extent attributable, in whole or in part, to an Excused Event (as defined below).

An “Excused Event” includes each of the following: (a) periods when a restoration or testing effort is delayed at the specific request of the District or its personnel, or during which District fails or is unable to provide access to the WAN Facilities to Parta; (b) any event set forth in the “Exclusions” Section below; (c) emergency maintenance for which the District receives at least 24 hours’ advance notice from Parta; (d) scheduled maintenance or upgrades for which the District receives at least 48 hours’ advance notice from Parta; (e) the failure of the District to perform its obligations; and (f) Force Majeure Events or other events outside the reasonable control of Parta.

The duration of the Outage shall be measured from the time that the District opens a trouble ticket with Parta’s Technical Support to the time that Parta remedies the Outage or closes the trouble ticket, and shall be rounded to the nearest minute in calculating any credit due hereunder.

In no event shall any Outage credit for any month exceed the total Monthly Fee payable during such month.

REMOTE ACCESS. Certain support issues may require remote access to customer’s systems to facilitate troubleshooting and problem resolution. Parta will comply with any remote access security requirements of customer that are communicated to it in writing. Customer may refuse or limit remote access where customer believes that such access poses a security risk, in which case, the parties shall cooperate in good faith to enable support by alternative means. Parta shall not be liable for any delays in providing support resulting from the customer’s delay or refusal to provide remote access.

EXCLUSIONS. Support does not include, and Parta shall have no responsibility for: (a) problems caused by misuse, neglect or abuse of the WAN Services, including an improper operating environment for the equipment; (b) problems external to the WAN Services, including but not limited to customer’s network, firewall, systems, or other hardware, software, or data; (c) set-up or configuration of network security, authentication, or encryption; (d) back-up, replication, or recovery of files or data; (e) on-site support services, unless separately purchased by the customer; (f) installation of software patches or updates; (g) problems with WAN Facilities that are excluded from support by the OEM; or (h) force majeure events or other events outside the reasonable control of Parta, provided, however, support does include any fiber-related issues (e.g., fiber cuts) even if caused by a force majeure event. Parta reserves the right to charge for time spent on customer support requests not covered by Parta support, and for any time spent on issues attributable to the negligence or misconduct of the District or persons acting for the benefit of, or under the direction or control of, the District.

ADDITIONAL SERVICES. Parta offers installation, training, customization, configuration, on-site support, and other professional services for the WAN Services upon request, and subject to availability. The scope for larger work requests will be detailed in a quote, work order, or similar document for the customer's review. Smaller work requests may be performed by Parta based on email or other written authorization from the customer.

RELATIONSHIP TO WAN SERVICES AGREEMENT. Notwithstanding anything to the contrary contained in the WAN Services Agreement or this Service Level Exhibit, the failure of any WAN Services to comply with the service level objectives contained in this Exhibit shall not be deemed a breach of the WAN Services Agreement.

MASTER DARK FIBER LEASE AGREEMENT

THIS MASTER DARK FIBER LEASE AGREEMENT ("Agreement") is made and entered into as of January _____, 2020, by and between COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT #10, with its principal business office at _____ ("Customer") and PARTA NETWORKS, LLC, a Missouri limited liability company, with its principal business office at 18777 US Highway 66, Pacific, MO 63069 ("Provider").

Whereas, Provider will own, control and/or have the rights and authority to construct, use, and maintain fiber optic cable, which may be located within public and private easements and third-party rights-of-way, in the Provider Network(s) (as hereinafter defined) contemplated within this lease,

Whereas, Customer desires to obtain from Provider the right to use and light specifically designated fiber strands on the routes of the Provider Network as built or to be built in the future subject to the terms and conditions set forth below and further defined in one or more Lease Orders.

Accordingly, in consideration of the mutual benefits and obligations set forth herein, and for other good and valuable consideration, of which receipt and sufficiency thereof is hereby acknowledged, the parties hereto agree as follows:

ARTICLE 1. DEFINITIONS

1.1 "Acceptance Date" shall mean the date when Customer delivers (or is deemed to have delivered) notice of acceptance of a completion notice with respect to a Segment in accordance with Article 7.

1.2 "Affiliate" shall mean an entity that now or in the future, directly or indirectly, controls, is controlled by, or is under common control with, a party to this Agreement. For purposes of the foregoing, "control" shall mean the ownership of (i) greater than fifty percent (50%) of the voting power to elect the directors of the company, or (ii) greater than fifty percent (50%) of the ownership interest in the company.

1.3 "Customer Fibers" shall mean the number of fibers set forth in a Lease Order Form to be specifically identified in the cable between the Segment End Points for a particular Segment.

1.4 "Dark Fiber" shall mean fiber provided without electronic and/or optical equipment and which is not "lit" or activated.

1.5 "Demarcation Points" means the connection points between the Provider Network and the Customer-owned fiber optic cable or peripheral equipment. The Demarcation Points are those points at which Customer will have access to the Customer Fibers. The Demarcation Points shall be set forth in a Lease Order Form and shall generally be located at the Segment End Points, and may, by way of example but not limitation, consist of a handhole or fiber distribution panel located in a Customer or third-party facility.

1.6 "Governmental Authority" shall mean any federal, state, regional, county, city, municipal, local, territorial, or tribal government, whether foreign or domestic, or any department, agency, bureau or other administrative or regulatory body obtaining authority from any of the foregoing, including without limitation, courts, public utilities and sewer authorities.

1.7 "Lease Fee" shall be the fee specified in a Lease Order Form.

1.8 "Lease Order Form" shall mean Customer's order for certain fibers in substantially the same format as **Exhibit "A"**.

1.9 "Provider Network" shall mean Provider's multi-conduit fiber optic communications system, which Provider has or will have ownership of or control over.

1.10 "Person" shall mean any natural person, corporation, partnership, limited liability company, business trust, joint venture, association, company or Governmental Authority.

1.11 "Required Rights" shall mean any and all rights, licenses, permits, authorizations, franchises, rights-of-way, easements and other approvals required by law or otherwise.

1.12 "Segment" shall mean fibers or cable between Segment End Points.

1.13 "Segment End Point" shall mean the originating end point and terminating end point of a fiber or cable route.

1.12 "Targeted Completion Date" shall mean, with respect to each Segment, subject to Force Majeure Events, the targeted completion or delivery date as identified within a Lease Order.

ARTICLE 2. SUBMISSION OF LEASE ORDER FORMS

2.1 Lease Order Forms. Customer and Provider shall complete a Lease Order Form for Customer Fibers (the form shall be substantially similar to **Exhibit "A"**), which will identify the fibers to be leased along any Segment of the Provider Network as well as any ancillary services (e.g., collocation) to be provided by Provider. The Lease Order Form shall incorporate the terms and conditions set forth herein upon execution by authorized agents of both parties. In the event of any ambiguity between the provisions of a properly executed Lease Order Form and the terms of this Agreement, the terms of this Agreement shall govern. The parties recognize that Customer shall not be obligated to submit, and Provider shall not be obligated to accept, any Lease Order Forms; however, a Lease subject to the Lease Order Form shall not be effective until the corresponding Lease Order Form is signed by the authorized representatives of both parties.

2.2 Segment Information. For each Lease Order Form executed by the parties, the quantity and location of the Customer Fibers will be identified by Segment on the Provider Network, which is defined as the fiber route between Segment End Points.

ARTICLE 3. GRANT: USE OF CUSTOMER FIBERS

As of the Lease Effective Date, defined in Section 5.2, for each particular Segment of Customer Fibers delivered by Provider to Customer hereunder, Provider grants to Customer, and Customer acquires from Provider a lease ("Lease") to use, for the purposes described herein, the Fibers for the Lease Term. This is not a sale of fiber and under no circumstances will this Lease or Agreement constitute conveyance of property, ownership rights, or legal title thereto. Customer acknowledges and agrees that the Customer Fibers are provided for use exclusively by Customer for the provision of lit capacity and other services to customers of Customer in the ordinary course of business. Customer will not permit or provide access to or use of the Customer Fibers as dark fiber to any third party whether by sublease, license, sublicense, sale, resale, or any other form of transfer, disposition or agreement without the express written consent of Provider, which consent may be withheld in Provider's reasonable discretion.

ARTICLE 4. FEES

4.1 Lease Fee. Customer agrees to pay the Lease Fee set forth in a Lease Order Form attached hereto as **Exhibit "A"**. In the event the Lease Fee includes any non-recurring charge ("NRC"), unless otherwise expressly provided in the Lease Order, such NRC shall be due on the date of execution of the Lease Order Form. With regard to any monthly recurring charge ("MRC"), such MRC shall be payable on the Acceptance Date for each Segment and monthly on the first day of each month thereafter during the Lease Term. In the event the Acceptance Date occurs other than on the first day of the month, the first and final payment of the Lease Fee shall be prorated.

4.2 Late Fee. A Late Payment Fee of 1.5% per month (or, if less, the maximum rate permitted by law) will apply for any payments received after the 5th calendar day of the month.

4.3 E-Rate Program; Billing Method. If requested by Customer, Provider will cooperate with Customer's participation in the Schools and Libraries Program of the Universal Service Fund (the "E-Rate Program") administered by the Universal Service Administrative Company ("USAC"), and in particular the parties will cooperate in lawfully maximizing any discounts available to Customer under the E-Rate Program for the Lease of the Customer Fibers, and in the approval of this Agreement by USAC, including obtaining a Funding Commitment Decision Letter ("FCDL"). The parties' obligations under this Agreement are not conditioned upon the Customer's participation in the E-Rate Program, on the receipt of any FCDL or other approval from USAC, or on the timing or receipt of any payments from USAC. Until Customer receives an FCDL, Provider will invoice under the Billed Entity Applicant Reimbursement method ("BEAR Method") (e.g., the total amount before applying any USAC discount). Upon Customer's receipt of an FCDL, Customer may elect to switch to the Service Provider Invoice method ("SPI Method") (e.g., where Provider bills USAC for the E-Rate Program discount) by providing written notice to Provider along with a copy of the FCDL and such other information as may be reasonably requested by Provider to support such billing method change.

ARTICLE 5. TERM AND EARLY TERMINATION

5.1 **Term of Agreement.** Subject to Article 16, this Agreement shall become effective on the date hereof and shall terminate on the date when all the Lease Order Forms shall have expired or terminated, except that those provisions of this Agreement which are expressly provided herein to survive such termination shall remain binding on the parties hereto.

5.2 **Lease Effective Date.** The Lease of each Segment shall commence on the Lease Effective Date, which shall be the date the Customer accepts the Customer Fibers within an ordered Segment (the "Acceptance Date").

5.3 **Lease Term Expiration.** Upon the expiration or termination of the Lease Term of a Segment, all rights to the use of the Customer Fibers therein shall revert to Provider without reimbursement of any of the Lease Fee or other sums, costs, fees or expenses previously made with respect thereto.

5.4 **Termination for Inaction.** This Agreement shall automatically terminate in one year if no Lease Orders between Provider and Customers are entered into; however, any confidentiality and/or non-disclosure agreements shall survive this agreement for the longer of three years following the Agreement termination or the termination period specified within the confidentiality or non-disclosure agreement.

5.5 **Termination for Default.** This Agreement shall also terminate in the event of default by either party as further described in Article 16.

5.8 **Annual Appropriations.** Customer represents and warrants that it has funds appropriated and available to pay all amounts due hereunder through the end of Customer's current fiscal year. Customer further covenants and agrees to request all appropriations and funding necessary to pay for the Lease of the Customer Fibers for each subsequent fiscal year through the end of the Lease Term. In the event Customer is unable to obtain the necessary appropriations or funding for the Lease of the Customer Fibers provided under this Agreement for any fiscal year, Customer may suspend the Lease for such fiscal year without liability for the termination charges upon all the following conditions: (i) Customer has taken all actions necessary to obtain adequate appropriations or funding, giving priority to the Lease of the Customer Fibers based on the critical importance of such services to Customer's operations and students' education; (ii) despite Customer's best efforts, funds have not been appropriated and are otherwise unavailable to pay for the Lease of the Customer Fibers; and (iii) Customer has negotiated in good faith with Provider to develop revised terms, an alternative payment schedule or a new agreement to accommodate Customer's budget. Customer must provide Provider thirty (30) days' written notice of its intent to suspend the Lease, together with all information and documentation reasonably requested by Provider to substantiate such suspension. Suspension during any fiscal year shall not relieve Customer of its obligations for any subsequent fiscal year. Suspension for failure to obtain necessary appropriations or funding shall be effective as of the last day for which funds were appropriated or otherwise made available and shall continue until the end of the then-current fiscal year. If Customer suspends the Lease of the Customer Fibers under this Section, Customer agrees as follows: (i) it will pay all amounts due for Lease of the Customer Fibers incurred through the date of suspension, and reimburse Provider a pro-rata share of all unrecovered non-recurring costs, including actual construction costs and any costs associated with any Customer Fibers that cannot be actively redeployed in Provider's network, such proration to be calculated by multiplying the total of such reimbursable costs by the length in days of the suspension period, and dividing such sum by the total number of days in the Term; and (ii) it will not contract with any other provider for the same or substantially similar services or facilities during the suspension and for the entire Term.

ARTICLE 6. REQUIRED RIGHTS

6.1 **Provider Obligations.** Provider agrees to use commercially reasonable efforts to obtain and maintain in full force and effect for and during the Lease Term of each Segment all rights, licenses, permits, authorizations, franchises, rights-of-way, easements and other approvals (collectively, the "Required Rights") that are necessary for Provider to obtain in order to permit Provider to construct, install and keep installed, and maintain the Customer Fibers within such Segment in accordance with this Agreement and to convey the Lease in the Customer Fibers to Customer and all other rights under this Agreement pursuant to the Lease. If, despite its commercially reasonable efforts, Provider fails to obtain and/or cause to remain effective throughout the Lease Term all Required Rights for the route, either party may terminate this Agreement with respect to the affected Segment(s) upon written notice. In event of termination, any fees shall, as of the date of termination, abate pro-rata based on the strand mileage for the terminated Segment(s). Provider's failure to obtain or cause to remain effective Required Rights does not constitute a breach of any warranty, representation or covenant of Provider.

6.2 **Customer Obligations.** Customer shall, at its own expense, be solely responsible for the purchase, installation and maintenance of all terminals, fiber optic cable, and other peripheral equipment required by Customer to

interconnect with the Customer Fiber and all labor, materials and equipment for any specialized construction that may be required on Customer's side of the Demarcation Points. Customer shall obtain and maintain in full force and effect, for and during the Lease Term of each Segment, all Required Rights that are necessary for Customer to obtain in order to use and operate the Customer Fibers. Customer further represents that it shall not operate or use fiber in violation of this agreement or any law, rule or regulation by any government authority, jurisdiction or municipality.

ARTICLE 7. ACCEPTANCE TESTING AND COMPLETION

7.1 **Testing.** Provider shall test the Customer Fibers in accordance with the procedures and standards specified herein and Provider shall provide Customer with a copy of such test results for each Segment so that they may be reviewed in a timely manner. Provider shall give Customer no less than fourteen (14) days' advance notice of Acceptance Testing, and shall allow Customer and any delegates to witness the Acceptance Testing, however testing will not be delayed due to unavailability of Customer and/or its delegates to witness said testing. Raw format and pdf reports of Acceptance Testing will be made available to Customer upon circuit delivery.

7.2 **Testing Specifics.** Testing which shall be complete is as follows: Bidirectional OTDR trace at 1550 nm.

7.3 **Acceptance or Rejection.** Upon the successful completion of Acceptance Testing of the Customer Fibers within a Segment, Provider shall provide written notice of same to Customer (a "**Completion Notice**") along with the other associated deliverables identified in the Order Form (the "**Acceptance Testing Package**"). Customer shall, within five (5) business days of receipt of the Completion Notice, either accept or reject on the Completion Notice by delivery of written notice to Provider. Rejection may only occur if the fiber specifications described herein in **Exhibit "B"** have not been met. In the event Customer rejects the Completion Notice based on Acceptance Testing not meeting the fiber specifications described herein in **Exhibit "B"**, Provider shall promptly, and at no cost of Customer, commence to remedy the defect or failure specified in Customer's notice. Thereafter, Provider shall again conduct Acceptance Testing and (if successfully completed) provide Customer Completion Notice with respect to such Segment. The foregoing procedure shall apply again and successively thereafter until Provider has remedied all defects or failures specified by Customer.

ARTICLE 8. ACCESS POINTS

Unless expressly provided otherwise in a Lease Order Form, Customer shall only have the right to access the Customer Fibers at the Demarcation Points designated in the Lease Order Form, and shall have no right to access, interconnect or splice the Customer Fibers at any other point along the route segment.

ARTICLE 9. OPERATIONS

Customer acknowledges and agrees that Provider is not supplying nor is Provider obligated to supply to Customer any optical or electronic equipment or related facilities, all of which are the sole responsibility of Customer, nor is Provider responsible for providing any collocation space or performing any work other than as specified in this Agreement.

ARTICLE 10. MAINTENANCE AND REPAIR: RELOCATION

10.1 **Maintenance.** From the Lease Effective Date with respect to each Segment, the maintenance of the Provider Network within such Segment shall be provided in accordance with the maintenance requirements and procedures set forth in **Exhibit "C"**.

10.2 **Service Interruption.** Notwithstanding any other provision of this Agreement, in the event of any interruption in the use of the Customer Fibers ("**Service Interruption**") caused by Provider, then Provider shall pay a fee (as liquidated damages and not as a penalty) (the "**Service Interruption Fee**") to Customer in an amount equal to ten percent (10%) of the Lease Fee for each cumulative hour of Service Interruption beginning after the eighth (8th) cumulative hour, up to a maximum of one hundred percent (100%) of the MRC in any given month in which such Service Interruption occurs during the Lease Order Term. The Service Interruption Fee shall be in the form of either a credit against Lease Fees or payment in good and available funds, and shall be Customer's sole and exclusive remedy in the event of a Service Interruption. Provider shall pay or issue credit for the Service Interruption Fee to Customer within thirty (30) days of a proper request. To qualify for a Service Interruption Fee, Customer must request such fee within thirty (30) days of the date of commencement of the Service Interruption.

10.3 Failure to Perform Maintenance. In the event Provider is in default of its obligations relating to the maintenance of the Customer Fibers pursuant to **Exhibit "C"** for any reason, Provider agrees that Customer, with written approval from Provider, may access the Provider Network and the Segment End Points solely for the purpose of providing maintenance to the Customer Fibers, provided such maintenance shall be performed by Persons sufficiently qualified to perform such maintenance. Provider shall reimburse Customer's pre-approved reasonable costs of performing such maintenance activities. In order to access the Provider Network, Customer must give notice to Provider of access required, intent and persons obtaining access within ten (10) days of access. Customer agrees to follow any third-party access protocols when accessing the Provider Network.

10.4 Relocation or Replacement. If Provider is required to relocate or replace any portion of the Provider Network, Provider shall have the right to reasonably determine the extent and timing of such relocation, and any such relocation shall incorporate fiber meeting or exceeding the specifications set forth in **Exhibit "B"** and be subject to Acceptance Testing. In the event relocation or replacement of the Provider Network may reasonably be expected to cause a loss of service to the Customer Fibers, Provider shall, to the extent practicable, provide at least one hundred twenty (120) days written notice prior to the relocating activity. Emergencies and events of Force Majeure, as further described in Article 15, are not subject to this notice provision. Customer shall reimburse Provider for any relocation or replacement on a prorated basis applying the ratio that the number of Customer Fibers bears to the total number of fibers in the cable being relocated or replaced, of the direct out-of-pocket costs of such relocation or replacement to the extent such costs cannot be recovered from such third party. In the event all or any part of the Customer Fibers require relocation or replacement during Lease Term, and Customer does not wish to incur a pro-rated cost, then Customer may elect to terminate the Lease Order Form with respect to the affected portion and reduce the MRC in proportion to the reduction in the total number of fiber strand miles subsequently used by the Customer pursuant to this Agreement.

ARTICLE 11. TAXES

Except for taxes based on Provider's net income, Customer will be responsible for all applicable taxes that arise in any jurisdiction, including, without limitation, value added, consumption, sales, use, gross receipts, excise, access, bypass, franchise, right-of-way use charge or other taxes, fees, duties, charges or surcharges, however designated, imposed on, incident to, or based upon the provision, sale or use of as well as any applicable tolls and taxes for traffic originating on the Customer Fibers (collectively "Applicable Taxes"). Provider shall have no liability for any such taxes, as it is providing solely dark fiber to Customer. If Customer is entitled to an exemption from any Applicable Taxes, Customer is responsible for presenting Provider with a valid exemption certificate (in a form reasonably acceptable to Provider). Provider will give effect to any valid exemption certificate provided in accordance with the foregoing sentence to the extent it applies to any Service billed by Provider to Customer following Provider's receipt of such exemption certificate.

ARTICLE 12. USE OF PROVIDER NETWORK

12.1 Compliance with Law. Customer represents and warrants that it will use the Customer Fibers and the Lease hereunder in compliance with all applicable government codes, ordinances, laws, rules and regulations.

12.2 Use of Provider Network. Subject to the provisions of this Agreement, Customer may use the Customer Fibers and the Lease as a medium for providing lit services to itself for its internal business purposes. Customer may not assign, lease, resell, encumber or allow any other party the right to use the Customer Fibers without Provider's express consent in each instance, which consent may be withheld in Provider's sole discretion. Any other use by Customer shall constitute a refusal to perform a material obligation and shall constitute grounds for Provider to terminate this Agreement for cause. Customer shall notify Provider immediately of any known or suspected misuse, alteration, loss, damage, theft or destruction of any Customer Fibers, and shall provide all cooperation reasonably requested by Provider in connection therewith. Customer acknowledges and agrees that it has no right to use any fibers, other than its designated Customer Fibers, included or incorporated in the Provider Network, and that Customer shall keep any and all of the Provider Network free from any liens, rights or claims of any third party attributable to Customer.

12.3 No Interference. Customer shall not use the Customer Fibers in any way which physically interferes with or otherwise adversely affects the use of the fibers, cable or conduit of any other Person using the Provider Network.

ARTICLE 13 INDEMNIFICATION AND LIABILITIES

13.1 Indemnification by Customer. Customer agrees that it shall be responsible for and shall defend, indemnify, and hold harmless Provider and its third-party service providers, agents and suppliers (and their respective officers,

employees, agents, contractors or representatives) (collectively, the "Provider Group") and shall reimburse the Provider Group for any damages, losses or expenses (including without limitation, reasonable attorney's fees and costs) incurred in connection with any claims, suits, judgments and causes of action arising out of (i) the Customer's use of or inability to use the Customer Fibers, Provider Network or any ancillary services; (ii) violation or infringement of contractual rights, privacy, confidentiality, copyright, patent, trademark, trade secret, or other intellectual property and proprietary rights arising use of the Customer Fibers, Provider Network or any ancillary services or from any unauthorized equipment, software or system; and (iii) the Customer's breach of any provision of this Agreement.

13.2 Warranty Disclaimer. EXCEPT FOR THE REPRESENTATIONS AND WARRANTIES, IF ANY, EXPRESSLY SET FORTH HEREIN, THE CUSTOMER FIBERS AND ANY FACILITY ACCESS OR OTHER ANCILLARY SERVICES SPECIFIED IN A LEASE ORDER FORM ARE PROVIDED BY PROVIDER "AS IS" AND WITH ALL FAULTS, WITHOUT REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, AND ALL USE OF THE CUSTOMER FIBERS AND ANY SUCH ANCILLARY SERVICES IS AT CUSTOMER'S OWN RISK. WITHOUT LIMITING THE FOREGOING, TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, PROVIDER HEREBY DISCLAIMS ANY IMPLIED OR STATUTORY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT, ACCURACY, RESULTS, OR EFFORTS. PROVIDER DOES NOT WARRANT THAT THE CUSTOMER FIBERS OR ANY ANCILLARY SERVICES WILL OPERATE UNINTERRUPTED, ERROR-FREE, OR VIRUS-FREE, OR MEET CUSTOMER'S BUSINESS, TECHNICAL OR OTHER REQUIREMENTS. CUSTOMER IS SOLELY RESPONSIBLE FOR THE SECURITY AND INTEGRITY OF ITS SYSTEMS, NETWORKS, SOFTWARE AND DATA, AND PROVIDER ASSUMES NO RESPONSIBILITY OR LIABILITY IN CONNECTION THEREWITH. NO EMPLOYEE, AGENT, OR OTHER REPRESENTATIVE OF PROVIDER HAS AUTHORITY TO BIND PROVIDER TO ANY REPRESENTATIONS OR WARRANTIES, ORAL OR WRITTEN, AND CUSTOMER ACKNOWLEDGES THAT IT HAS NOT RELIED ON ANY REPRESENTATIONS OR WARRANTIES OTHER THAN THE WARRANTIES EXPRESSLY SET FORTH IN THIS AGREEMENT.

13.3 Limitations on Liability. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, (A) IN NO EVENT SHALL PROVIDER BE LIABLE FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE, SPECIAL, CONSEQUENTIAL OR SIMILAR DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, THE CUSTOMER FIBERS OR ANY ANCILLARY SERVICES, OR THE RECEIPT OR USE THEREOF BY CUSTOMER, INCLUDING ANY LOSS OF BUSINESS, PROFITS, OR REVENUE, ANY BUSINESS INTERRUPTION OR DOWNTIME, OR OTHER COMMERCIAL DAMAGES, AND (B) THE TOTAL CUMULATIVE LIABILITY OF PROVIDER ARISING OUT OF AND RELATED TO THIS AGREEMENT, THE CUSTOMER FIBERS AND ANY ANCILLARY SERVICES, AND THE RECEIPT AND USE THEREOF BY CUSTOMER SHALL NOT, REGARDLESS OF THE NUMBER OF INCIDENTS OR CAUSES GIVING RISE TO ANY SUCH LIABILITY, EXCEED THE FEES PAID BY CUSTOMER TO PROVIDER UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS PRIOR TO THE ACCRUAL OF THE FIRST SUCH CLAIM. THE FOREGOING LIMITATIONS OF LIABILITY SHALL APPLY REGARDLESS OF THE CAUSE OF ACTION OR BASIS OF LIABILITY (WHETHER IN CONTRACT, TORT, STRICT LIABILITY, INDEMNITY, OR OTHERWISE), AND EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES; PROVIDED, HOWEVER, AND TO AVOID DOUBT, THE LIMITATIONS SHALL NOT APPLY TO FRAUD COMMITTED BY PROVIDER, OR PERSONAL INJURY OR DEATH DIRECTLY CAUSED BY PROVIDER'S NEGLIGENCE OR MISCONDUCT, WHERE LIABILITY FOR SUCH ACTIONS CANNOT BE LIMITED UNDER APPLICABLE LAW. NO ACTION TO ENFORCE ANY CLAIM ARISING OUT OF OR RELATED TO THIS AGREEMENT MAY BE BROUGHT BY CUSTOMER MORE THAN ONE (1) YEAR AFTER THE CLAIM ARISES. THESE LIMITATIONS ON LIABILITY ARE AN ESSENTIAL PART OF THIS AGREEMENT, AND SHALL BE VALID AND BINDING EVEN IF ANY REMEDY IS DEEMED TO FAIL OF ITS ESSENTIAL PURPOSE.

ARTICLE 14. INSURANCE

Throughout the Lease Term, Provider and Customer will maintain reasonable and customary types and amounts of insurance, meeting all state requirements, with insurance companies authorized to transact business in the applicable state(s) where the Customer Fibers are located.

ARTICLE 15. FORCE MAJEURE

Neither party shall be liable, nor shall any credit allowance or other remedy be extended, for any failure of performance or equipment due to acts of God, wars, revolution, civil commotion, acts of public enemy, embargo, acts of government in its sovereign capacity, labor difficulties, including without limitation to strikes, slowdowns, picketing or boycotts or any other circumstances beyond reasonable control and not involving any fault or negligence of the party delayed or unable to perform due to such circumstances beyond such party's reasonable control ("Force Majeure Event"). The party claiming relief under this Article shall notify the other in writing of the existence of the event relied on and the

cessation or termination of said event. If any such event occurs, such party upon giving notice, shall be excused from performance or non-performance, under the Agreement or impacted segment on a day-to-day basis during the continuation of the event; provided, however that the party that is delayed or unable to perform shall use commercially reasonable efforts to avoid or remove such event and that both parties shall proceed immediately when the events of force majeure cease or end.

ARTICLE 16. DEFAULT

16.1 **Bankruptcy.** If (i) a party makes a general assignment for the benefit of its creditors, files a voluntary petition in bankruptcy or any petition or answer seeking, consenting to, or acquiescing in reorganization, arrangement, adjustment, composition, liquidation, dissolution or similar relief; (ii) an involuntary petition in bankruptcy, other insolvency protection against a party is filed and not dismissed within sixty (60) days; or (iii) a party fails to observe and perform any material term of this Agreement (other than payment terms) and such failure continues for a period of thirty (30) days after written notice from the other party; then the other party may: (A) terminate this Agreement and any Lease Order Form, in whole or in part, in which event such party shall have no further duties or obligations thereunder, and/or (B) subject to Article 13, pursue any remedies the party may have under this Agreement, at law or in equity.

16.2 **Failure to Perform.** In the event that Provider fails to observe or perform any material obligation under this Agreement, Customer may, but shall not be obligated to, at any time after the Acceptance Date, undertake such actions as may be related to curing such non-performance on behalf of Provider, or obtaining substitute performance, whereupon Provider shall reimburse Customer within thirty (30) days of receipt of an invoice, the full costs and expenses expended therefor. The foregoing shall not relieve Provider of any of its obligations, liabilities, duties or undertakings whatsoever, including, but not limited to, Provider's obligation to pay (or credit) Customer for any Service Interruption. In the event that Customer fails to observe or perform any material obligation under this Agreement, Provider may, but shall not be obligated to, at any time after the Acceptance Date, undertake such actions to cure non-performance on behalf of the Customer. Provider may elect to terminate the agreement and Customer shall be responsible for payment for remaining term of the lease.

ARTICLE 17. ASSIGNMENT

17.1 **Provider Assignment.** Provider may transfer or assign its rights and obligations under this Agreement or any Lease Order Form without the express prior written consent of Customer, Customer will be notified of such transfer within fifteen (15) days of actual transfer. This Agreement shall apply to any permitted transferees or assignees.

17.2 **Customer Assignment.** Customer may transfer or assign its rights and obligations under this Agreement or any Lease Order Form solely upon the express written consent of the Provider, which must not be unreasonably withheld. Any attempted assignment or transfer in violation of the foregoing shall be null and void from the beginning and of no effect.

ARTICLE 18. GENERAL TERMS

18.1 **Non-Disclosure.** Any information or documentation disclosed between the parties during the negotiation or performance of this Agreement shall be subject to the terms and conditions of the applicable non-disclosure agreement then in effect between the parties attached hereto as **Exhibit "E"**.

18.2 **Notices.** All notices under this Agreement shall be in writing and shall be delivered personally or by postage prepaid certified mail or express courier service, return receipt requested, to the address(es) specified below. Either party may change its address for notices from time to time by providing written notice of such change to the other party in this manner.

If to Customer:

Collinsville Community Unit School District #10

Attn: _____

If to Provider:

Parta Networks, LLC
18777 US Highway 66
Pacific, MO 63069
Attn: President

with a copy to: Chief Legal Officer at the same address.

or at such other address as the party to whom notice is to be given may have furnished to the other party in writing in accordance herewith.

18.3 Entire Agreement; Amendment. This Agreement constitutes the entire and final agreement and understanding between the parties with respect to the subject matter hereof and supersedes all prior agreements relating to the subject matter hereof, which are of no further force or effect, with the exception of any Confidentiality or Non-Disclosure Agreements entered into that may exceed the timeframe of this Agreement and any exhibits which are referenced herein. The Exhibits referred to herein are integral parts hereof and are hereby made a part of this Agreement. No representation, promise, inducement or statement of intention has been made by either party which is not embodied herein. Any additional or conflicting terms proposed by Customer in any purchase order, request for proposal, acknowledgement, or other writing shall not be binding on Provider, and are hereby objected to and expressly rejected. The parties specifically acknowledge there are no unwritten side agreements or oral agreements regarding the subject matter hereof which alter, amend, modify or supplement this Agreement. This Agreement may only be modified or supplemented by an instrument in writing executed by a duly authorized representative of each party.

18.4 Relationship of Parties. The relationship between Customer and Provider shall not be that of partners, agents, or joint ventures for one another, and nothing contained in this Agreement shall be deemed to constitute a partnership or agency agreement between them for any purposes, including but not limited to federal income tax purposes.

18.5 Counterparts. This Agreement and any amendment hereto may be signed in counterparts, each of which shall constitute an original and all of which together shall constitute one and the same instrument. Any signature may be delivered by facsimile or electronic PDF, which shall have the same effect as an original signature.

18.6 Construction. The language in all parts of this Agreement shall be construed simply, as a whole and in accordance with its fair meaning and not strictly for or against either party. The parties hereto acknowledge and agree that this Agreement has been negotiated by the parties and has been the subject of arm's length and careful negotiation over a considerable period of time, that each party has been given the opportunity to independently review this Agreement with legal counsel, and that each party has the requisite experience and sophistication to understand, interpret and agree to the particular language of the provisions hereof. Accordingly, in the event of an ambiguity in or dispute regarding the interpretation of this Agreement, this Agreement shall not be interpreted or construed against the party preparing it.

18.7 Enforcement. If any term or provision of this Agreement, the deletion of which would not adversely affect the receipt of any material benefit by either party hereunder, shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each other term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. It is the intention of the parties to this Agreement, and the parties hereto agree, that in lieu of each clause or provision of this Agreement that is illegal, invalid or unenforceable, the court shall supply as a part of this Agreement an enforceable clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible to effectuate the parties' original intent.

18.8 Attorneys' Fees and Costs. In any action, suit or proceeding to enforce this Agreement, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees and costs incurred in connection therewith, in addition to any other relief that it may receive.

18.9 Governing Law. This Agreement shall be governed and interpreted for all purposes by the laws of the State of Missouri, U.S.A., without reference to any conflict of laws principles that would require the application of the laws of a different jurisdiction. The United Nations Convention on Contracts for the International Sale of Goods and the Uniform Computer Information Transactions Act (as enacted in any jurisdiction) do not and shall not apply to this Agreement and are hereby specifically excluded.

18.10 Survival. The provisions of Section 5.4 and Articles 13 and 18 and any other provisions of this Agreement that by their nature are meant to survive the expiration or termination of this Agreement shall survive the expiration or termination of this Agreement.

18.11 Headings. Any headings herein are for informational purposes only and shall not be construed to define or otherwise limit the provisions following the heading.

IN WITNESS WHEREOF, Provider and Customer have executed this Agreement as of the date first above written.

CUSTOMER:

Collinsville Community Unit School District #10

By: _____

Name: _____

Title: _____

Date: _____

PROVIDER:

Parta Networks, LLC

By: _____

Name: Jason L. Ross

Title: President

Date: _____

Exhibit "A"

Lease Order Form

Order Date:	
Order #:	(to be inserted after execution)
Customer:	Collinsville Community Unit School District #10
Master Dark Fiber Lease Agreement Execution Date:	
Term:	120 months, commencing on the later July 1, 2020, and the Acceptance Date

This Lease Order Form is incorporated into the above-referenced Master Dark Fiber Lease Agreement (the "Agreement") executed by Collinsville Community Unit School District #10 ("Customer") and Parta Networks, LLC ("Provider"). Capitalized terms used but not defined herein shall have the meaning set forth in the Agreement.

1. Term. Upon the expiration of the Initial Term set forth above or any renewal term, this Lease Order Form shall automatically renew for additional six-month periods, unless a party has delivered to the other party written notice to the contrary at least ninety (90) days prior to the end of the then-current Initial Term or renewal term, as the case may be. The Initial Term, together with any and all renewal terms, are referred to, collectively, as the "Lease Term."

2. Order. Customer hereby orders the following Customer Fibers and Provider hereby agrees to deliver the following Customer Fibers, all pursuant to and in accordance with the terms of the Agreement.

Segment*	Fiber Count	Segment End Point A	Segment End Point Z	Diverse or Non-diverse	Demarcation Point Type**	Targeted Completion Date
[to be inserted for each segment]					6) an extended demarcation point in the Customer point of presence	____ Days from receipt of Customer's Notice to Proceed

*The route of the Segments shall be as depicted and described in **Schedule "A-1"** attached hereto.

**The demarcation point at each Segment End Point for Segments shall be one of the following types, as determined by Provider: 1) a meet at the Provider backbone (for a Customer-built Segment); 2) a fiber meet in the building's zero or meet-me manhole; 3) a building minimum point of entry (where a splice patch panel is required); 4) a common demarcation point (e.g. a building common room or meet-me room); 5) the Provider distribution point of presence; or 6) an extended demarcation point in the Customer point of presence

3. Lease Fee. Customer agrees to pay, as compensation for the use of the Customer Fibers, the fees set forth below.

Segment	Lease Fee
[to be inserted for each segment]	\$ ____ Monthly Recurring Charge (MRC)

Special Construction Charge. In addition to the MRCs set forth above, Customer agrees to pay a one-time, non-recurring "special construction charge" in the amount of \$_____, payable within thirty (30) days following the Acceptance Date.

4. Acceptance Testing Package. Provider will provide the following deliverables to Customer as part of the Acceptance Testing Package:

- Completion Notice
- Final Route Map
- Circuit ID or unique fiber ID
- NOC Escalation List and local contacts

- Splice Diagrams
- As-Builts in such standard format as generally supplied by Provider

CUSTOMER:

Collinsville Community Unit School District #10

By: _____

Name: _____

Title: _____

Date: _____

PROVIDER:

Parta Networks, LLC

By: _____

Name: Jason L. Ross

Title: President

Date: _____

Schedule "A-1" Description/Map of Route

[to be inserted]

Exhibit "B"

Fiber Specifications

1. Cable shall be single armor in design. The Cable shall be loose tube construction. The central strength member shall be dielectric
2. The glass within the Cable shall be Standard Single-Single mode fiber with a maximum attenuation @ 1550nm of 0.3 dB/km.

Exhibit "C"

Maintenance Requirements and Procedures

Maintenance

Scheduled Maintenance. Routine maintenance and repair of the Customer Fibers ("Scheduled Maintenance") shall be performed by or under the direction of Provider, at Provider's reasonable discretion. Scheduled Maintenance shall commence with respect to each Segment upon the Lease Effective Date.

Unscheduled Maintenance. Non-routine maintenance and repair of the Customer Fibers that is not included as Scheduled Maintenance ("Unscheduled Maintenance") shall be performed by or under the direction of Provider. Unscheduled Maintenance shall commence with respect to each Segment upon the Effective Date. Unscheduled Maintenance shall consist of:

- "Emergency Unscheduled Maintenance" in response to an alarm identification by Provider's Operations Center, notification by Customer or notification by any third party of any failure, interruption or impairment in the operation of fibers within the Provider Network, or any event imminently likely to cause the failure, interruption or impairment in the operation of fibers within the Provider Network.
- "Non-Emergency Unscheduled Maintenance" in response to any potential service-affecting situation to prevent any failure, interruption or impairment in the operation of fibers within the Provider Network not covered by Scheduled Maintenance. Customer shall immediately report the need for Unscheduled Maintenance to Provider in accordance with reasonable procedures promulgated by Provider from time to time. Provider will log the time of Customer report, verify the problem and dispatch personnel immediately to take corrective action.

Operations Center

Provider shall operate and maintain a Network Operations Center ("NOC") staffed twenty-four (24) hours a day, seven (7) days a week by trained and qualified personnel. Provider's maintenance personnel shall be available for dispatch twenty-four (24) hours a day, seven (7) days a week. Provider will not be responsible for monitoring the performance or operation of the Customer Fibers; in the event that Customer detects a failure in the operation of the Customer Fibers which may indicate the need for Unscheduled Maintenance, Customer shall report same to Provider's NOC. Provider's current NOC Escalation List is attached hereto as **Exhibit "D"**. The NOC Escalation List may be updated by Provider from time to time.

Planned Service Work Period

Scheduled Maintenance that is reasonably expected to produce any signal discontinuity must be coordinated between the parties. Generally, this work should be scheduled after 12:01 and before 4:59 a.m. Monday through Friday, local time, with exceptions made only as needed for emergencies. The intent is to avoid jeopardy work during high-traffic periods.

Cooperation and Coordination

- In performing its services hereunder, Provider shall take workmanlike care to prevent impairment to the signal continuity and performance of the Customer Fibers. The precautions to be taken by Provider shall include notifications to Customer. In addition, Provider shall reasonably cooperate with Customer in sharing information and analyzing the disturbances regarding the cable and/or fibers. In the event that any Scheduled or Unscheduled Maintenance hereunder requires a traffic roll or reconfiguration involving cable, fiber, electronic equipment, or regeneration or other facilities of the Customer, then Customer shall, at Provider's reasonable request, make such personnel of Customer available as may be necessary in order to accomplish such maintenance, which personnel shall coordinate and cooperate with Provider in performing such maintenance as required of Provider hereunder.
- Provider shall notify Customer at least fourteen (14) calendar days prior to the date in connection with any Planned Service Work Period ("PSWP") of any Scheduled Maintenance and as soon as possible after becoming aware of the need for Unscheduled Maintenance. Customer shall have the right to be present during the performance of any Scheduled Maintenance or Unscheduled Maintenance so long as this requirement does not interfere with Provider's ability to perform its obligations under the Agreement. In the event that Scheduled Maintenance is canceled or delayed for whatever reason as previously notified, Provider shall

notify Customer at Provider's earliest opportunity, and will comply with the provisions of the previous sentence to reschedule any delayed activity.

Cable/Fibers

- Provider shall use commercially reasonable efforts to have its first maintenance personnel at the site requiring Emergency Unscheduled Maintenance activity within two (2) hours after the time Provider becomes aware of an event requiring Emergency Unscheduled Maintenance, unless delayed by Force Majeure Events. Provider shall maintain a 24-hour toll-free telephone number to contact personnel at the NOC. Provider's NOC personnel shall dispatch maintenance and repair personnel along the system to handle and repair problems detected in the Provider Network: (i) upon notification by one of Provider's personnel or agents, (ii) upon notification through the Provider's and/or the Customer's remote surveillance equipment, (iii) upon notification by Customer to Provider, or (iv) upon notification by a third party.
- Provider shall maintain sufficient capability to teleconference with Customer during Emergency Unscheduled Maintenance in order to provide regular communications during the repair process. When correcting or repairing cable discontinuity or damage, including but not limited to an Emergency Unscheduled Maintenance event, Provider shall use commercially reasonable efforts to repair traffic-affecting discontinuity within four (4) hours after Provider's representative's arrival at the problem site. In order to accomplish such objective, it is acknowledged that the repairs so affected may be temporary in nature. In such event, within twenty-four (24) hours after completion of any such Emergency Unscheduled Maintenance, Provider shall commence its planning for permanent repair, and thereafter promptly shall notify Customer of such plans, and shall implement such permanent repair within an appropriate time thereafter. In repairing any fiber outages, all open fibers on fiber strands that are immediately required for service will be restored by Provider first as set forth herein. Restoration of open fibers on fiber strands not immediately required for service shall be completed on a mutually agreed-upon schedule. If the fiber is required for immediate service, the repair shall be scheduled for the next available PSWP.
- Provider's representatives that are responsible for initial restoration of a cut cable shall carry on their vehicles the typically appropriate equipment that would enable a temporary splice, with the objective of restoring operating capability in as little time as possible. Provider shall maintain and supply an inventory of spare cable in storage facilities supplied and maintained by Provider at strategic locations to facilitate timely restoration.

Restoration

- Provider shall respond to any event giving rise to the need for Unscheduled Maintenance as quickly as reasonably possible (allowing for delays caused by Force Majeure Events) in accordance with the procedures set forth herein.
- When restoring a cut cable in the Provider Network, the parties agree to work together to restore all traffic as quickly as reasonably possible. Provider, promptly upon arriving on the site of the cut, shall determine the course of action to be taken to restore the cable and shall begin restoration efforts. Provider shall splice fibers tube by tube or ribbon by ribbon or fiber buffer by fiber buffer, rotating between tubes, ribbons or buffers operated by the parties having an interest in the cable, including Customer and all future fiber users of the system; provided that, operating fibers (i.e., fibers which have been jumpered to Customer's or another party's space or equipment) in all buffer tubes or ribbons or fiber bundles shall have priority over any non-operating fibers in order to allow transmission systems to come back on line; and provided further that, Provider will continue such restoration efforts until all lit fibers in all buffer tubes or ribbons are spliced and all traffic restored. Notwithstanding the foregoing, Provider does not guarantee any specific rotational prioritization for Customer in light of the overriding requirement for expediency in restoration of services to all parties.

Facilities

Customer will be solely responsible for providing and paying for any and all maintenance of all electronic, optronic and other equipment, materials and facilities used by Customer in connection with the operation of the Customer Fibers, none of which is included in the maintenance services to be provided hereunder.

Subcontracting

Provider may subcontract any of the maintenance services hereunder; provided that Provider shall require the subcontractor(s) to perform in accordance with the requirements and procedures set forth herein. The use of any such subcontractor shall not relieve Provider of any of its obligations hereunder.

Exhibit "D"

Provider's NOC Escalation List

Level	Name/Title/Email	Contact Numbers
1st Level Escalation	Commercial Support	[insert]
2nd Level Escalation (2 Hours)	[insert name] [insert email address]	Office: [insert] Mobile: [insert]
3rd Level Escalation (4 Hours)	[insert name] [insert email address]	Office: [insert] Mobile: [insert]
4th Level Escalation (6 Hours)	[insert name] [insert email address]	Office: [insert] Mobile: [insert]

10.7. Approval of Collinsville Middle School
Learning Strategies Pilot



Collinsville Middle School

9649 Collinsville Road
Collinsville, IL 62234
618-343-2100 Phone
618-343-2102 Fax

To: Dr. Skertich

From: Dr. Kimberly N. Jackson

Date: January 2, 2020

Re: CMS Course Request and 2nd Semester Overage Request

CMS administration is requesting a 2nd semester overage for the 2020 school year to pilot a course aimed at assisting students in finding greater success. The course will mirror the Learning Strategies class offered at the high school with additional content from the AIM curriculum created by our consultant, Dr. Mark Dixon; this curriculum is already being used in some of our self-contained emotional support classes and by our social workers.

Based on the plan created by CMS staff to address the underperforming status of the school as well as the school's current School Improvement Plan, this course will address the identified behavior concerns and deficiencies, especially for the sub-groups of concern. It is the intent of administration to pilot the course through overage this semester and offer it to a wider group of students beginning next year by expanding it as an Expo course.

The overage would be assigned to Jaime Barger and would cost a total of \$2,714.27 based on her base salary. The plan to continue the course from the beginning of the school year next year would eliminate the need for future overage as it will be worked directly into the schedule up front. This will be done with one special education teacher as well as Expo teachers as mentioned above.

Please contact me with questions or concerns.

Respectfully,

A handwritten signature in black ink, appearing to read "K. Jackson", with a long horizontal line extending to the right.

Dr. Kimberly N. Jackson

10.8. Approval of 403(b) Plan Changes

----- Forwarded message -----

From: **Tracy E. Kleisley** <tkleisley@omni403b.com>

Date: Mon, Jan 20, 2020 at 10:07 AM

Subject: 403(b) Plan Amendment – Eligibility and Hardship Distribution Changes – ACTION REQUIRED

To: urobison@cusd.kahoks.org <urobison@cusd.kahoks.org>, ablackmo@cusd.kahoks.org <ablackmo@cusd.kahoks.org>, llangens@cusd.kahoks.org <llangens@cusd.kahoks.org>

Dear Valued Client:

As a result of regulation changes involving eligibility requirements for part time employees, as well as amendments to the regulations surrounding hardship distributions, your plan document must be amended. The plan amendment is attached and details the following new changes:

Part Time Employee Eligibility

The IRS has provided guidance that makes clear that once a part time employee is eligible to participate in the plan, he/she cannot be excluded in any later year. The IRS has also required that this "once in always in" condition be explicitly stated in the plan document.

Hardship Distribution Amendments

Effective 1/1/20:

- a. There is no longer the 6 months suspension of elective deferrals if you receive a hardship;
- b. There is no longer a requirement that a participant take a loan prior to receiving a hardship;
- c. There is a new safe harbor expense which allows a participant to take a hardship for expenses relating to a FEMA disaster;
- d. In addition to elective contributions, non-elective contributions and matching contributions will be included as sources from which a participant can take a hardship withdrawal. However, this is only applicable to funds held in a non-custodial account; and
- e. The criteria needed to demonstrate an immediate and heavy financial need will be revised to make it easier to obtain a hardship distribution.

Please have the appropriate person sign this amendment and return it to me at your earliest convenience but no later than March 15, 2020. If you have any questions about these amendments or anything 403(b)/457(b) related, please feel free to contact me.

Regards,
U.S. OMNI

--

HARDSHIP AND ELIGIBILITY AMENDMENTS TO
THE Collinsville CUSD 10
403(b) RETIREMENT PLAN

WHEREAS, the Collinsville CUSD 10 ("Plan Sponsor") maintains the Collinsville CUSD 10 403(b) Retirement Plan ("Plan"); and

WHEREAS, pursuant to Rev. Procs. 2013-22 and 2019-39, and IRS Notice 2018-95, the Plan Sponsor amends the plan documents in a good faith effort to meet the requirements of law, regulations or other issuances regarding eligibility requirements and hardship distributions; and

WHEREAS, this amendment is intended as a good faith effort to comply with the requirements of eligibility to participate in the Plan and hardship distribution final regulations and is to be construed in accordance with the same. Both the Amendment and the eligibility and hardship distribution final regulations will supersede any inconsistent Plan provisions;

NOW, THEREFORE, BE IT RESOLVED that the plan provisions governing the "once-in-always-in" condition for part time employee eligibility is hereby restated and amended as follows:

Part Time Employee Eligibility

An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined under section 410(a)(3)(C) of the Code) in such period, and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service in the preceding 12-month period. Under this provision, an Employee who works 1,000 or more hours of service in the 12-month period beginning on the date the Employee's employment commenced or in a Plan Year ending after the close of that 12-month period shall then be eligible to participate in the Plan. Once an Employee becomes eligible to have Elective Deferrals made on his or her behalf under the Plan under this standard, the Employee cannot be excluded from eligibility to have Elective Deferrals made on his or her behalf in any later year under this standard. Careful attention must be paid to compliance with the 20-hour rule by the District as it is necessary to the tax-qualification of the Plan.

BE IT FURTHER RESOLVED that the hardship distributions plan provisions are hereby restated and amended as follows:

Safe Harbor Contributions/QNECs/QMACs. Effective 1/1/2020, hardship distributions are permitted from Qualified Non-Elective Contributions, Qualified Matching Contributions or contributions used to satisfy the safe harbor requirements of Code sections 401(k)(12) or 401(k)(13), or 401(m)(11) or 401(m)(12), if available under the Plan and not held in a Custodial Account.

Amount Necessary to Satisfy Need Requirement. Effective 1/1/2020, a distribution will be determined to satisfy an immediate and heavy financial need only if the three criteria listed below are met:

- i. The distribution is not in excess of the amount required to satisfy the financial need (including any amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution);
- ii. The Participant has obtained all other currently available distributions, other than hardship distributions, under any deferred compensation plan, whether qualified or nonqualified, maintained by the Employer; and
- iii. The Participant has represented (in writing or by an electronic medium) that he has insufficient cash or other liquid assets to satisfy the financial need.

Six-Month Suspension. Effective 1/1/2020, the Plan will not initiate a six-month suspension period on Elective Deferrals (and after-tax contributions) following a hardship distribution.

Loan Requirement. Effective 1/1/2020, Participants are not required to take all available nontaxable loans before applying for a hardship distribution.

Modification of Repair Expense. Between 1/1/18 and 2/17/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6) and Basic Plan Document 5.5(g)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165. Effective 2/19/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165 (determined without regard to section 165(h)(5) and whether the loss exceeds 10% of adjusted gross income).

New Safe Harbor Financial Need Provision. Effective 1/1/2020, the following immediate and heavy financial need will be considered as a safe harbor criteria for hardship distributions in addition to the safe harbor financial need provisions outlined in 5.5(g) of the Basic Plan Document and §1.401(k) - 1(d)(3)(iii)(B):

i. Expenses and losses (including loss of income) incurred by the Employee on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provided that the Employee's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.

BE IT FURTHER RESOLVED that the Plan, as restated and amended is hereby approved and adopted.

IN WITNESS WHEREOF, the Plan Sponsor has caused this Resolution and Amendment to be adopted this ____ day of _____, 2019.

Collinsville CUSD 10

By: _____

- 10.9. Approval of Collinsville High School 2020 Summer School Program
- 10.10. Discussion of Evidence Based Funding Plan for 2020-21 School Year

Evidence Based Funding Proposal

Personnel/Material	Change	Cost	Explanation
1. Certified Interventionist at Maryville (\$50,000)	Replace two non-certified positions (\$55,000)	Savings \$5,000	Exhibit A
2. K-2 Instructional Coach	New Position	\$50,000	We currently have two instructional coaches. One is for SEL and the other K-6 literacy and math. The additional coach would allow each to focus on specific grade levels and skills.
3. Bilingual Educational Assistant CHS	New Position	\$27,000	The bilingual Educational Assistant will provide language support in Math, Science, Social Studies and elective courses at the high school. This will allow the certified teachers to teach 5 classes per day in ESL, Learning Strategies, and ESL Science. Sample schedule Exhibit B
4. CMS Spanish Teacher (\$50,000)	Replace Art Teacher (\$85,000)	Savings \$35,000	Spanish elective class to promote biliteracy. See attachment Exhibit C

5. DIS Certified Interventionist (\$50,000)	New Position	\$50,000	DIS currently has one certified interventionist and one non-certified interventionist. An additional interventionist would allow more students to received targeted support in ELA and Math. Fall data attached https://drive.google.com/drive/folders/1iOFWGUZf6cDRSYHg--ROhWILK4aLsQ6Y
6. Social Worker (3/5 Part time)	New Position	\$35,000	Currently, there are two social workers covering the needs at Caseyville, Jefferson, Twin Echo and Summit. The social emotional needs of the students at our elementary buildings continues to grow. With the addition of this part time (3/5) Social Worker, we will be able to increase social work services at 4 of our elementary buildings. 1 Social Worker will become full time at Caseyville, 1 Social Worker will be at Twin Echo and 1 Social Worker will provide services between Jefferson and Summit.
7. Kahok Academy Educational Assistant	New Position	27,000	Exhibit D
8. Math E-Textbooks (5-6year subscription)	New Adoption	\$40,000	Proposal will be presented once textbook review is complete
9. Social Studies Curriculum	Supplemental Material	\$20,000	
		Total = \$209,000	

Exhibit A

Maryville Interventionist Information

January 16, 2020

Maryville Elementary currently utilizes two non-certified RTI interventionists. We have a yearly turn over, often a mid-year turnover of staff. Until this school year, I successfully hired a certified teacher to work in this non-certified position. This year, due to the shortage of teachers, I had no certified applicants. The two ladies I hired are very hard working, quick learners, who strive to do their best every day. However, my staff has commented on the difference between teachers and paraprofessionals in this position and I have had to provide significantly more guidance to maximize instruction and facilitate student growth. For example, this week one asked a teacher what she meant by “tracking” in reference to reading.

The two interventionists together service 60 students. Together they have a total of 14 groups or sessions at 45 minutes each, 6 math and 9 reading. Out of respect for their willingness to do a certified job at a non-certified rate, they are afforded weekly release minutes equal to that of a certified teacher due to the extensive planning required.

I have reached out to the Title I department to gather information on how to maximize student contact with only one interventionist. I have attached a *sample* schedule that I will adapt, allowing one certified interventionist to run reading and math for all grade levels, K-4. This schedule allows for 30-minute sessions, but a highly skilled certified staff member will be able to accomplish a great deal in the 30 minutes.

RTI	Monday	Tuesday	Wednesday	Thursday	Friday
7:55-8:10	Plan	Plan	Plan	Plan	Plan
8:10-8:40	K LA	K LA	K LA	K LA	K LA
8:45-9:15	3rd LA	3rd LA	3rd LA	3rd LA	3rd LA
9:20-9:50	4th LA	4th LA	4th LA	4th LA	4th LA
9:55-10:25	1st LA	1st LA	1st LA	1st LA	1st LA
10:30-11:00	K Math	K Math	K Math	K Math	K Math
11:00-11:30	1st Math	2nd Math	1st Math	2nd Math	1st Math

lunch 11:30-12:30	lunch	lunch	lunch	lunch	lunch
12:35-1:05	2nd LA	2nd LA	2nd LA	2nd LA	2nd LA
1:10-1:40	3rd Math	3rd Math	3rd Math	3rd Math	Plan
1:45-2:15	4th Math	4th Math	Plan	4th Math	Plan

The benefits of the change to a certified position include securing a staff member with vastly greater knowledge and experience teaching students critical components of reading and math. Also, a certified interventionist would stay through PLC time to collaborate with teachers until 3:15, whereas my current interventionists are off the clock at 2:55 on Wednesday. Additionally, the turnover should be far less with hopes that a certified teacher would stay for many years. The time spent training new people at the beginning of each year is a major issue with lost time that surely impacts young readers. Our school psychologist believes the continuity from year to year will increase student achievement and add to the reliability and validity with which our interventions will be implemented.

If you have questions, please reach out as I am excited for this improvement opportunity for Maryville and look forward to discussing the benefits it will bring students in Unit 10.

Sincerely,
Mrs. Carmen Loemker
Maryville Principal

Exhibit B
CHS EL Schedule
Currently

Teacher 1	Teacher 2	Teacher 3	Educational Assistant
ESL Class	ESL Class	ESL Class	Language Support
ESL Class	ESL Class	ESL Class	Language Support
		Language Support	Language Support
Extended study hall	Edgenuity co-taught	Pre-k	Language Support
Language Support	Edgenuity co-taught	Pre-k	Language Support
Language Support	Language Support	Pre-k	Language Support

Proposed

Teacher 1	Teacher 2	Bilingual Ed Assistant (sped)	Bilingual Ed Assistant (general)
Intermediate ESL	Advance ESL	Language Support	Language Support
ELL Learning Strategies	Edgenuity co taught	Language Support	Language Support
Lunch	Advance ESL	Language Support	Language Support
Intermediate ESL	Lunch	Language Support	Language Support
Beginner ESL	Edgenuity co taught	Language Support	Language Support
Beginner ESL	ELL Learning Strategies	Language Support	Language Support

Teacher 3 will be reassigned to one of our high needs schools once enrollment numbers are determined.

Exhibit C

Electives Currently Being Offered at CMS

- 1. Health/Advance Health**
- 2. PE**
- 3. Keyboarding**
- 4. Art/Art Plus**
- 5. Band**
- 6. Chorus**
- 7. RTI**
- 8. PLTW**

Spanish would be an additional elective class available to 8th grade students as a year-long course.

Exhibit D

**Kahok Academy Co-Instructor Proposal
Evidence Based Funding Recommendation
Collinsville High School
December 2019**

Target for Improvement & Rationale

The CHS Truants Alternative and Optional Education Program (TAOEP Grant), also known as Kahok Academy, provides students a supportive environment to complete academic requirements using accredited online courses. The program focuses on helping students who have dropped out, who have attendance issues, and/or are likely to drop out due to credit deficiencies. The ultimate goal is to increase school attendance and enable more students to earn their high school diploma.

Our current staffing includes one instructor each hour from 8 am to 4 pm. The instructor talks with each student in Kahok Academy on a daily basis to determine what they need to work on and whether or not they need referrals for other services (i.e. personal counseling, CHASI, or other agencies, writing center, math tutor, etc.). One of the requirements of the grant is for students to also receive career exploration instruction and even work experience (for seniors who qualify) each semester, which involves planned lessons and activities using the Naviance program, as well as contacting employers. Students in the program typically also need tutoring and assistance with their online work, as well as their regular CHS classes. Students frequently report to Kahok Academy during study hall and lunch times to receive further assistance.

Students in Kahok Academy typically need extensive support in order to be successful. Furthermore, some online classes require projects and ask for the classroom instructor to supplement the online instruction. Having only one instructor each hour prevents us from providing the highest level of support/services to each student. It is impossible to work with every student academically in great depth, address social/emotional needs, and develop career exploration activities while also recruiting, screening and enrolling new students and monitoring progress. Additional time is also used to assemble, analyze, develop and enter quarterly grant reports, as well as the annual grant report, which requires each student to be entered individually, along with identifying specific services that student utilized, their before and after program attendance, and final credit/results outcomes. While the program has been successful and 66 students have graduated with the assistance of the program in the past 2 years, we know it could be even more effective and reach a greater number of students with increased staff.

The National Dropout Prevention Center (NDPC) recommends a teacher to student ratio of 1:10, which has proven to be a key element of successful alternative education/dropout prevention programs. We currently have space for 20 students per hour in

Kahok Academy and would like help additional students, but is difficult to effectively accomplish all of the program objectives when most class sizes exceed this 1:10 ratio; several Kahok Academy hours currently have 17 students enrolled.

The NDPC also identifies these key elements for Successful Dropout Prevention Programs, which we could begin to implement given additional staff:

- Enrichment and accelerated learning—exposure to visual and performing arts, field trips, character education, critical thinking skills, technology, etc.
- Community service—connects students to the community.

Many disadvantaged students lack the day-to-day experiences that stimulate their intellectual development. Kahok Academy could provide students with opportunities to address academic deficiencies, as well as enrichment and community service opportunities. These program elements have been shown to positively affect academic success and social behavior, as well as improve graduation rates. However, we can only accomplish all of this if we hire additional staff for the program.

Cost Estimates:

Starting salary + benefits

If funded, how will the proposed program or materials be monitored for successful performance/academic impact? Please include key review timelines.

At the end of each year when we complete the annual TAOEP report, we can see what percent of students completed online classes successfully, the number of credits earned, the percent of students who graduated, and the number of students who improved school attendance. The annual report also shows which services students utilized: tutoring, academic counseling, personal counseling, home visits, referral for social services, etc. In addition, Kahok Academy students are asked to complete a survey at the end of each year to assess how they feel about their Kahok Academy experience and whether or not they met their goals. Another method of evaluation would include seeing improved student grades in online and regular classes. We run grade and attendance reports periodically during the course of the year, but would be able to address issues more quickly with another instructor each hour. All of this data will provide insight into the effectiveness and performance of the program and its staff.

Submitted by: Carla Elliff

11. **Closed Session**

12. **New Business**

12.1. Consider Action on the Board's Semi-Annual Review of Closed Session Minutes

13. **Personnel**

13.1. Non-Certified Employee Resignations

13.2. Certified Employee Resignations

13.3. Non-Certified Employee Recommendations for Employment

13.4. Non-Certified Employee Recommendations for Employment

13.5. Non-Certified Employee Recommendations for Employment

13.6. Non-Certified Employee Recommendations for Employment

13.7. Certified Employee Recommendation for Employment

13.8. Coach Resignations

13.9. Non-Certified Employee Recommendations for Employment

13.10. Non-Certified Employee Resignation

13.11. Approval of Salary Adjustments for Contract Employees

13.12. Motion to Post Non-Certified Positions

13.13. Motion to Post Certified Positions

13.14. Motion to Post Certified Position

13.15. Motion to Post Certified Position

13.16. Motion to Post Certified Position

13.17. Certified Employee Resignation

13.18. Approval of Administrative Contracts

13.19. Non-Certified Employee Recommendation for Employment

14. **Adjourn**