

Regular Meeting

Monday, January 24, 2022 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

4.1.a. 1/3/22 Correspondence from Michael
Radosevich

4.1.b. 1/6/22 Correspondence from Rick Casey

4.1.c. 1/11/22 Correspondence from Clare
Beidelman

4.1.d. 1/17/22 Correspondence from Jesse Carson

4.1.e. 1/18/22 Correspondence from Vickie Buneta

4.2. Audience Input

5. **Reports/Requests**

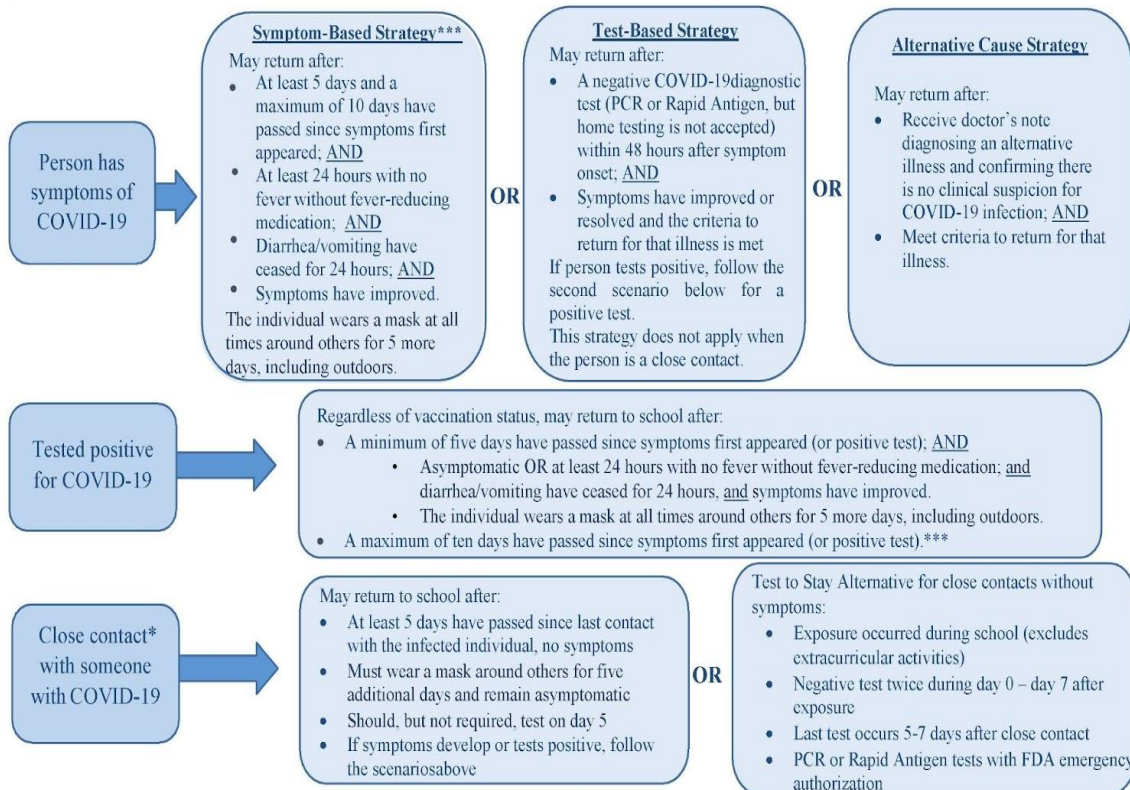
5.1. Superintendent's Report - Dr. Brad Skertich

Board Update #120

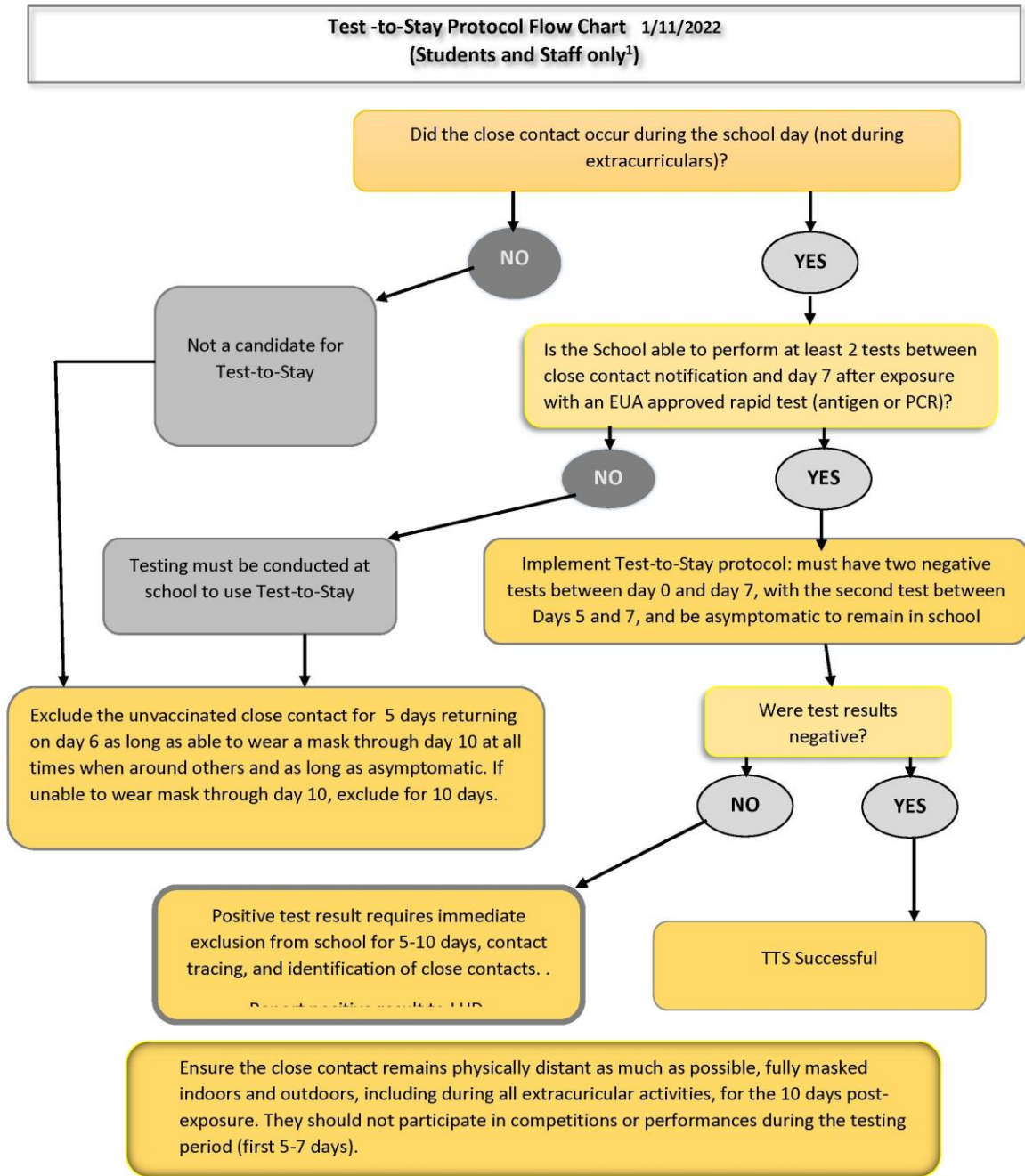
The updated **Return to Learn Plan** is linked and includes numerous changes. A vast majority of the changes are related to the Governor’s Executive Order 2022-3. Changes are highlighted throughout the document in purple to allow staff, students and families to locate any and all changes to the document with ease. The vast majority of changes this month fall under the Health Section, antigen testing and updated flow charts that align with the five (5) day quarantine/exclusion changes and updates to the Test to Stay Program. Navigating the steps, a positive student or staff member experiences, their ability to isolate and where their exposure occurred all factor into each individual’s length of exclusion and ability to participate in Test to Stay. Factor in constantly evolving guidance and the information is very confusing. The information provided this month will help our staff and families, however, we are still encouraging staff to reach out to Human Resources and families should reach out to the respective school nurse and/or principal. We are here to help!

Exhibit A: COVID-19 Return to School Flowchart 2021-2022 School Year

Note: This chart is provided for information purposes only. The IDPH strongly recommends medical evaluation and testing for all persons with COVID-like Symptoms. The School District should notify its local public health department with the name of any student or employee with a confirmed COVID-19 test or who is suspected of having COVID-19. The District should coordinate with the person’s physicians and confirm with your local public health department regarding the date the person will be eligible and safe to return to school.



Test to stay for students will resume on February 7th. Additional information will be provided to families toward the end of January.



¹ Persons age 5-17 who have completed COVID-19 primary vaccine series, and for persons age 18 and over who have completed recommended vaccine doses, including boosters, and persons who have completed additional primary shots for some immunocompromised people

Items to focus on include the following:

Health Updates

- **Students and staff should provide updated vaccination cards following any primary series or booster shots received**
- **Students and staff aged 18 and older who have received all recommended COVID-19 vaccines and boosters; and students aged 5 to 17 who have received their primary series of COVID-19 vaccine** who were in close contact with someone who has COVID-19 but do NOT have COVID-19 symptoms do not need to be excluded from school or be tested unless testing positive or symptoms develop.
- Students and staff who are not fully vaccinated should quarantine after a recent exposure to someone with COVID-19. Quarantine decisions will be made and communicated by Madison County, St. Clair County and the East Side Health Department officials.

Close Contacts and Test to Stay Updates

In accordance with ISBE/IDPH and CDC guidance, there will be a Test-to-Stay Strategy option available for K-12 students considered close contacts. Close contacts include:

- An individual who meets the criteria below who was within 6 feet of a confirmed or probable case for a cumulative total of 15 minutes or more in a 24-hour period.
- Students and staff who are not fully vaccinated (completed primary series).
- Students and staff aged 18 years and older who have received primary COVID-19 vaccine doses but have not received a booster dose when eligible (“unboosted”).

The following are **not** close contacts* who require exclusion:

- A student who was within 3 to 6 feet in a classroom setting for least 15 minutes with a confirmed or probable student case if both case and contact were consistently masked for the entire exposure period.
- Students and staff aged 18 years and older who have received all recommended COVID-19 vaccine doses, including boosters (if eligible) and additional primary doses for some immunocompromised people.
- A student aged 5-17 years who completed the primary series of a COVID-19 vaccine.
- An individual on school transportation within 3 to 6 feet if both the confirmed case and the exposed individual were consistently and correctly masked during the entire exposure period and windows were opened (front, middle, and back, or overhead) to allow for good ventilation or HEPA filters were in use during transit.
- An individual who has tested positive for COVID-19 in the past 90 days from date of exposure.
- An individual who is solely exposed to a confirmed case while outdoors; however, schools may coordinate with their local health department to determine the necessity of exclusion for higher-risk outdoor exposures. These individuals must wear a mask around others for 10

days and may consider testing for COVID-19 on day five, if possible. Those testing positive should be excluded from school and follow guidance for persons testing positive.

While engaged in Test to Stay after an exposure, students and staff who are not fully vaccinated or unboosted (if eligible) may participate in extracurricular activities during the testing period but may not participate in competitive play or performances during the testing period. After the five to seven-day testing period has concluded, close contacts may fully participate in all aspects of the school day and extracurricular activities, including competitions and performances, as long as they remain consistently and correctly masked and physically distanced as much as possible for 10 days from exposure. Test to Stay participants should avoid social gatherings and remain at home when not at school functions for the full testing period and monitor for symptoms for 10 days, quarantining immediately if symptoms develop and seeking additional testing.

ISBE and IDPH now allow a strategy for close contacts to remain in school following exposure to COVID-19 through a Test to Stay protocol. Following an exposure occurring in the school setting as determined by the school principal/nurse, that occur during the school day (excludes extracurricular activities), close contacts are permitted to remain in the classroom as long as close contacts are tested twice during the period between close contact notification/TTS enrollment and day 7 after exposure, with the last test occurring 5-7 days after last close contact from date of exposure with a NAAT (such as a PCR test) or rapid antigen test with emergency use authorization by the FDA and all results are negative. Please refer to the Test to Stay Flow Chart below.

The updates in this week's Return to Learn Plan are essentially a snap shot in time based on the most recent state guidance and are subject to change at any time based on changes made by Governor Pritzker, IDPH, ISBE and litigation. The district will continue to provide information and changes to the Board, staff and families as quickly as information is provided. Current litigation over masks may cause an immediate change in the weeks ahead and this is something the district is watching closely.

The district utilized an "adaptive pause" on January 11th, 12th and 13th and implemented remote learning, which is approved in the district's E-Learning Plan. This "adaptive pause" allowed our students and staff's health to improve after a major surge during the holiday break. I want to commend our staff for their efforts to engage their students academically and socially, complement our students for their attendance over the three days and thank our families for their ability to adjust their schedules. While the district remains under an adjusted schedule, releasing thirty (30) minutes early until February 4th, we are optimistic this will allow the district to maintain a consistent schedule which benefits our students academic and social growth.

The summer of 2022 will bring additional facility improvements to district facilities. Work scheduled this summer that is part of the facilities improvement plan includes: Webster renovation Phase 2 and CHS Locker Rooms Phase 2. Additional work that is scheduled to be completed includes floor tile replacement at CHS, LED lighting upgrades at Maryville, rubber mulch installation at Webster, and interior painting throughout the district. More work will be added to the list as spring approaches, but this provides a snapshot of what is on the horizon. Two major projects that are closing in on final design and development include an addition at Dorris Intermediate and a new Elementary School in Caseyville. Information will be provided to families in the near future. The district is close to being able to reveal

the details of these two major projects and we are excited about the continual improvements throughout Unit #10.

The 22-23 calendar will be released to families once approved by the Board of Education. Key dates to focus on for families include: school will begin on August 15th and 16th with Institute Days and the first day for students will be August 17th. Yes, it is only January, but August will be here before we know it.

5.2. Financial Report - Mrs. Jamie Hadjan

Dec-21

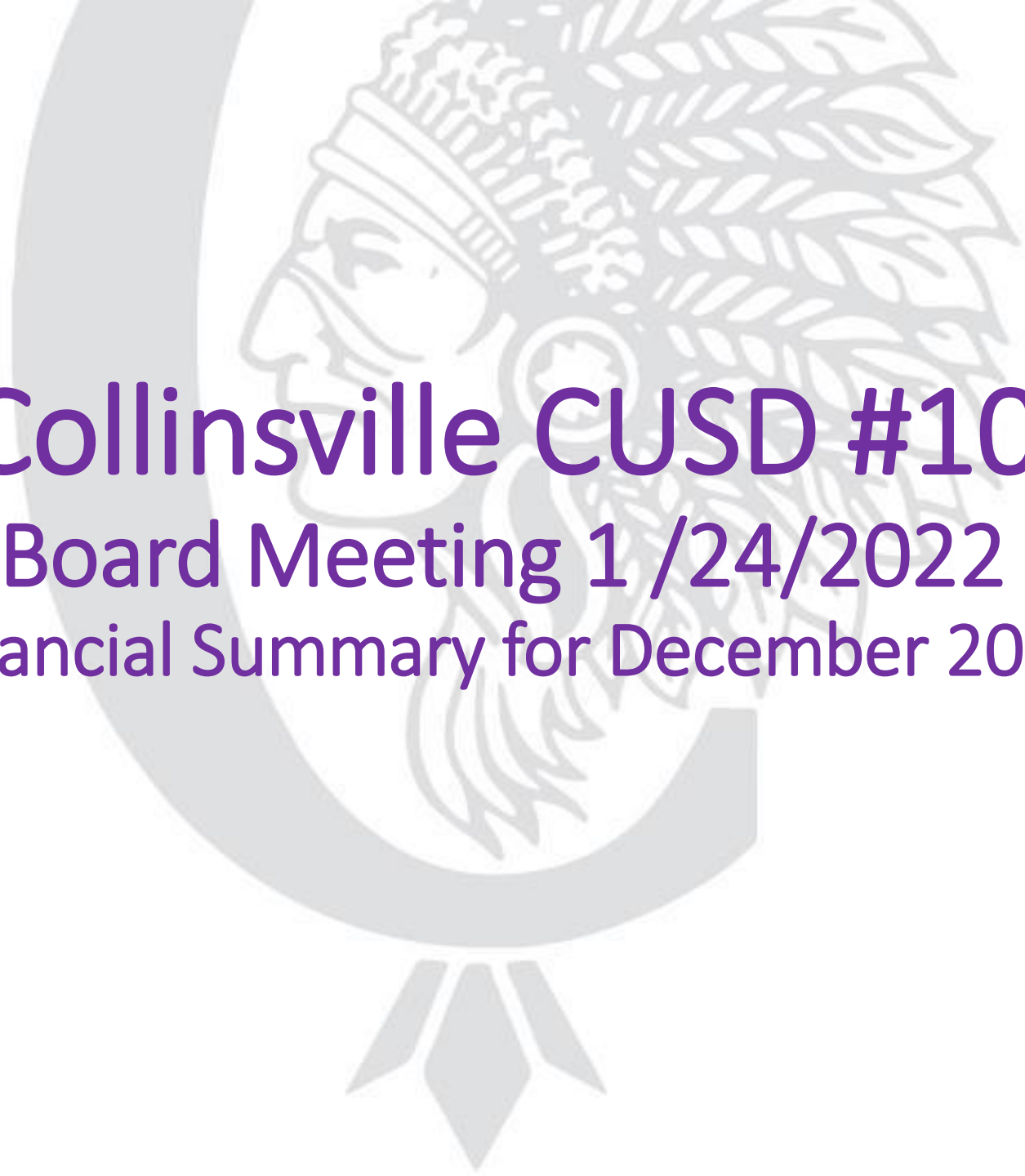
50.00% of Budget Year

Original Budget for 2021-2022

FUND Year to Date	EDUC (10)	O/M (20)	DEBT SERV (30)	TRANS (40)	IMRF/SS (50)	CAP. PROJ (60)	WC (70)	TORT (80)	HLS (90)	TOTAL
EXPENDED	31,478,256	1,953,271	196,224	1,991,238	1,120,153	823,971	-	1,653,176	1,478,632	40,694,921
% EXP.	51.22%	47.42%	7.53%	38.42%	48.45%	19.39%	0.00%	52.65%	92%	48.06%
EXPENSE BUDGET	61,457,713	4,119,111	2,606,530	5,183,140	2,311,808	4,250,000	-	3,140,040	1,600,000	84,668,342

REVENUE	39,269,851	4,141,191	2,330,741	2,843,995	1,841,414	4,630,796	380,443	2,743,174	364,735	58,546,339
% RECEIVED	66.67%	90.97%	93.19%	54.84%	90.55%	87.35%	91.11%	90.65%	94.61%	71.13%
REVENUE BUDGET	58,902,077	4,552,100	2,501,000	5,186,290	2,033,500	5,301,500	417,576	3,026,000	385,500	82,305,543
	(2,555,636.00)	432,989.00	(105,530.00)	3,150.00	(278,308.00)	1,051,500.00	417,576.00	(114,040.00)	(1,214,500.00)	(2,362,799.00)

NOTES:	Fund
REVENUE	ALL Received 1st & 2nd Property Tax Payment for FY22 in June 2021, 3rd, 4th and 5th in July 2021, 6th, 7th and 8th in August 2021, 9th, 10th, 11th and 12th in September 2021, 13th, 14th and 15th in October 2021, 16th in November 2021, 17th and 18th in December 2022
	10 Evidence Based Funding - \$2,550,732
	10 TIF Replacement Funds - \$863,086.81
	10 IDEA Room and Board Reimbursement - \$3633.21
	10 National School Lunch/Breakfast and State Lunch - \$388,971
	10 State Free Lunch/Breakfast - \$4060.04
	All Interest
EXPENSE	10 Expenses are running slightly over budget for 21-22.
	20 Expenses are running under budget for 21-22.
	30 Only Interest payments on 2020 Bonds have been paid so far. A principal and interest payment will be due on February 1, 2022. We will pay it in January 2022.
	40 Expenses are running under budget for 20-21.
	50 Expenses are running under budget for 20-21
	60 Expenses for architect & engineering fees for Caseyville, CHS, Webster and Dorris Intermediate - \$381,244
	90 Majority of expenses are for HLS project for summer 2021



Collinsville CUSD #10
Board Meeting 1 /24/2022
Financial Summary for December 2021



Collinsville CUSD #10									
Through Date:	31-Dec-21								
Months:	6		50%			50%			
FY21-22	**FY22 Budget Revenue	YTD Revenue	As %	**FY22 Budget Expenditures	YTD Expenditures	As %	* Fund Balance Beginning of Year	Transfer as Notes only	31-Dec-21
Education (10)	\$ 58,902,077	\$ 39,269,851	67%	\$ 61,457,713	\$ 31,478,256	51%	\$ 15,977,879		\$ 23,769,474
Operations & Maintenance (20)	\$ 4,552,100	\$ 4,141,191	91%	\$ 4,119,111	\$ 1,953,271	47%	\$ 6,779,567		\$ 8,967,487
--transfer to Fund 30 and 60									\$ -
Bond & Interest (30)	\$ 2,501,000	\$ 2,330,741	93%	\$ 2,606,530	\$ 196,224	8%	\$ 365,838		\$ 2,500,355
Transportation (40)	\$ 5,186,290	\$ 2,843,995	55%	\$ 5,183,140	\$ 1,991,238	38%	\$ 287,147		\$ 1,139,904
IMRF / Soc.Sec.(50)	\$ 2,033,500	\$ 1,841,414	91%	\$ 2,311,808	\$ 1,120,153	48%	\$ 2,132,353		\$ 2,853,614
Site & Construction (60)	\$ 5,301,500	\$ 4,630,796	87%	\$ 4,250,000	\$ 823,971	19%	\$ 2,932,853		\$ 6,739,678
Working Cash (70)	\$ 417,576	\$ 380,443	91%	\$ -	\$ -		\$ 15,004,271		\$ 15,384,714
Tort (80)	\$ 3,026,000	\$ 2,743,174	91%	\$ 3,140,040	\$ 1,653,176	53%	\$ 308,275		\$ 1,398,272
Fire & Safety (90)	\$ 385,500	\$ 364,735	95%	\$ 1,600,000	\$ 1,478,632	92%	\$ 1,572,365		\$ 458,468
*Beginning Balance adjusted per FY21 Audit **Revenue and Expenditures adjusted per Original Budget adopted on Sept 20, 2021									
Total:	\$ 82,305,543	\$ 58,546,339	\$ 1	\$ 84,668,342	\$ 40,694,921	\$ 0	\$ 45,360,548		\$ 63,211,966
4 Operating Funds:	\$ 69,058,043	\$ 46,635,479		\$ 70,759,964	\$ 35,422,765		\$ 38,048,865		\$ 49,261,579

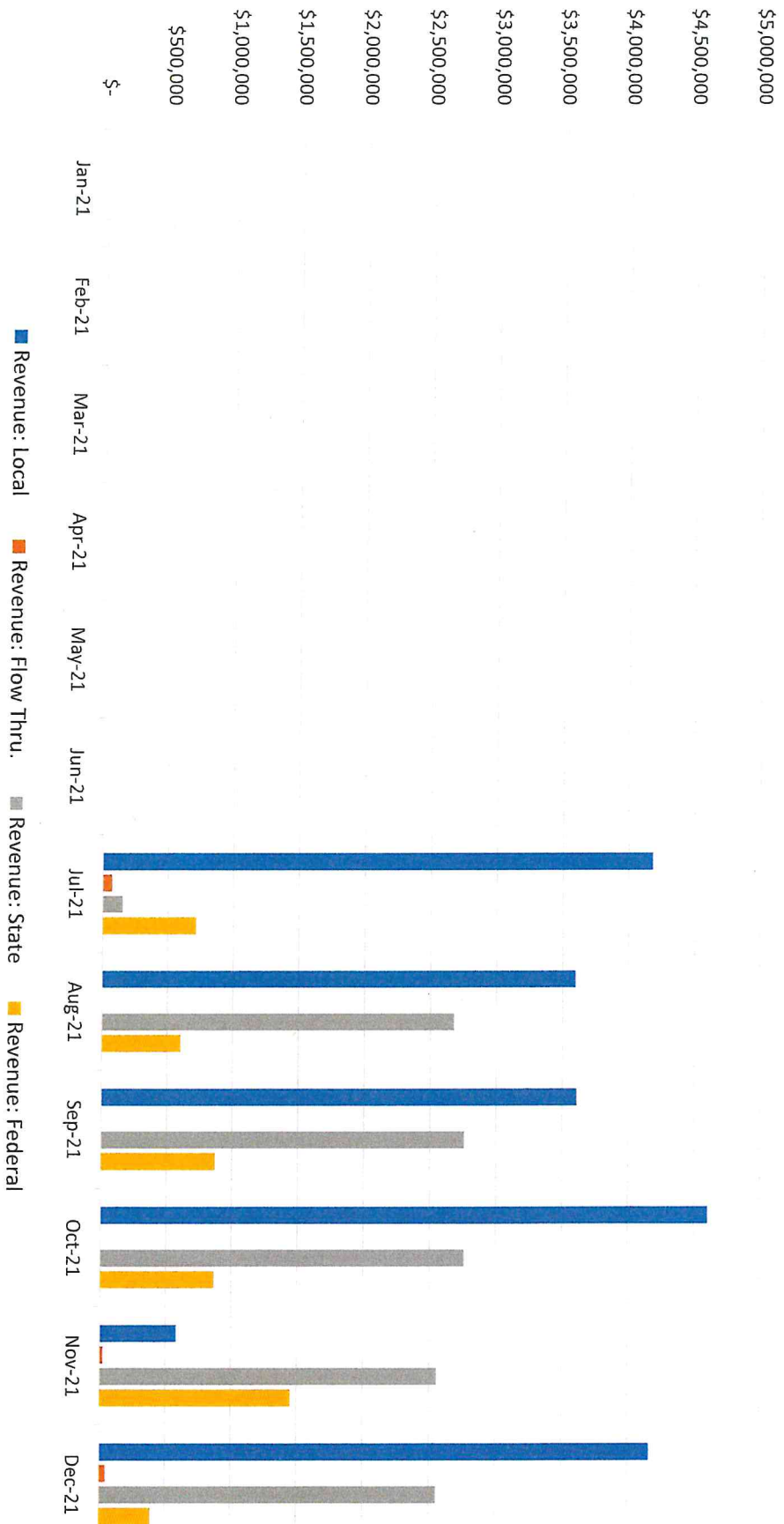
	Program	Voucher date	Amount	Processed	Program Categoricals July 1, 2021		
2021	3510-00	6/15/2021	\$298,694.00	7/6/2021	Transportation - Special Education	Prior Year 4th	
2022	3510-00	9/28/2021	\$235,021.00	10/25/2021	Transportation - Special Education	Current Year 1st	

	Program	Voucher date	Amount	Processed	Program Categoricals July 1, 2021	
2021	3705-00	7/14/2021	\$40,444.00	8/2/2021	Early Childhood - Block Grant	
2021	3705-PE	7/14/2021	\$24,878.00	8/2/2021	Early Childhood - Block Grant	
2021	3705-00	8/11/2021	\$40,445.00	8/27/2021	Early Childhood - Block Grant	
2021	3705-PE	8/11/2021	\$24,828.00	8/27/2021	Early Childhood - Block Grant	

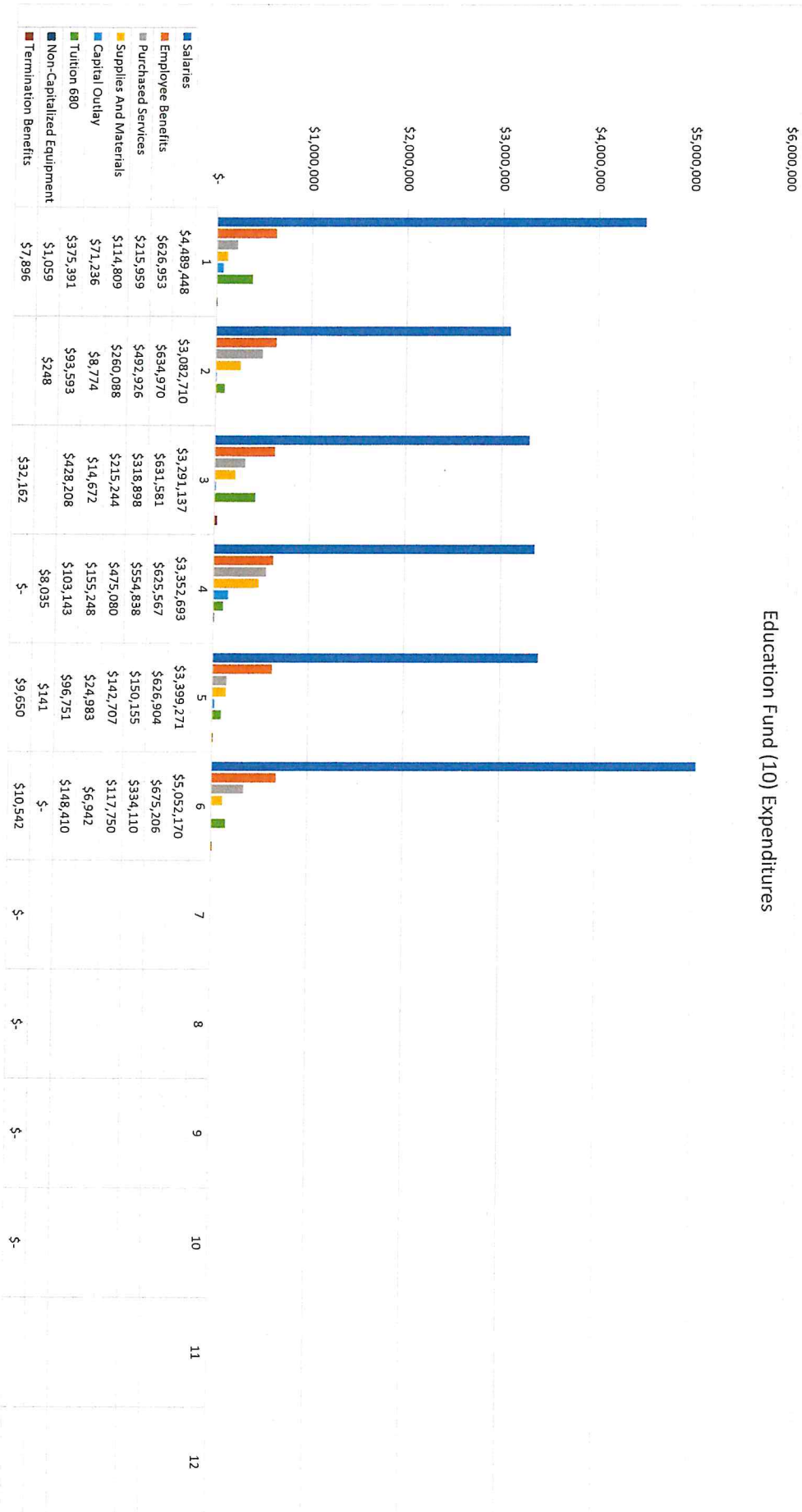


Questions ?

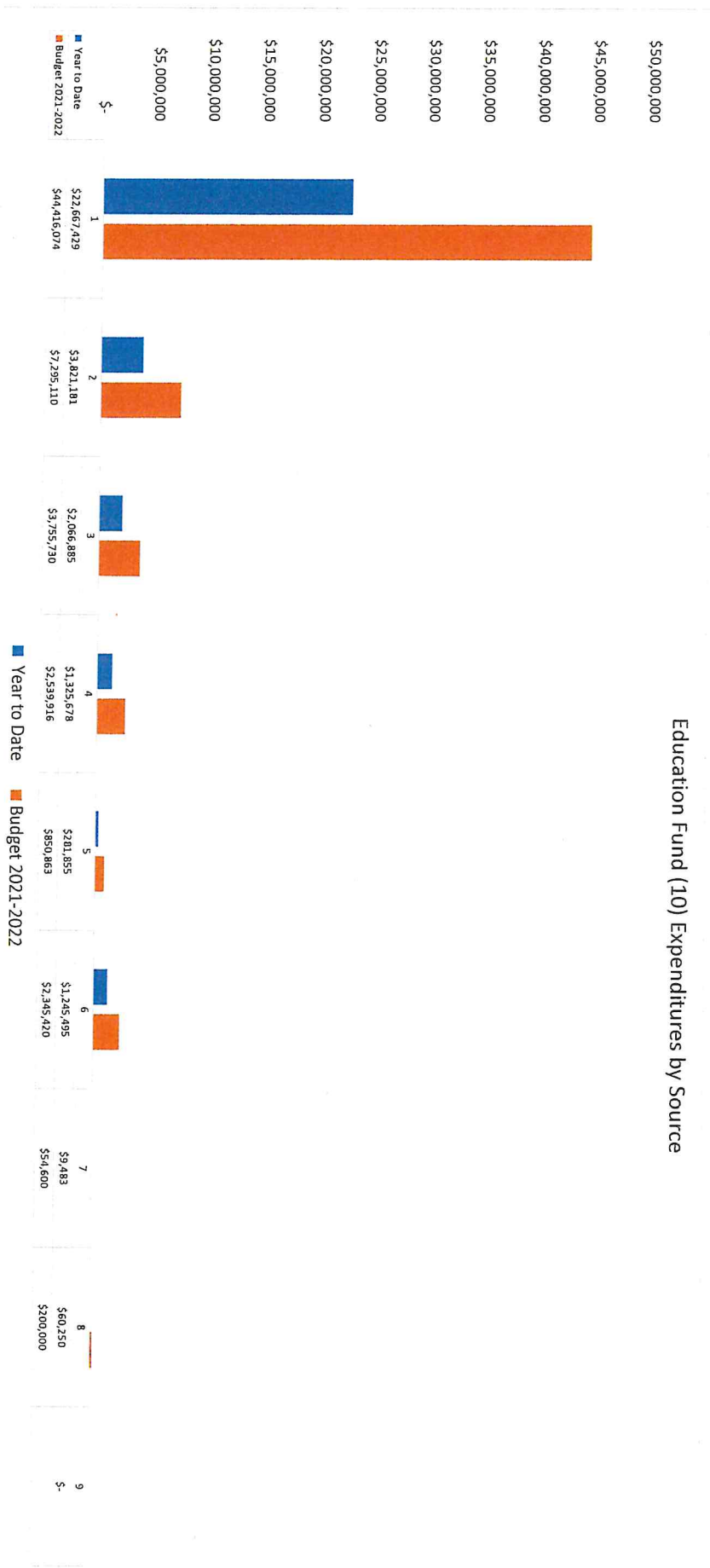
Education Fund (10) Revenue



Education Fund (10) Expenditures



Education Fund (10) Expenditures by Source



COLLINSVILLE CUSD #10

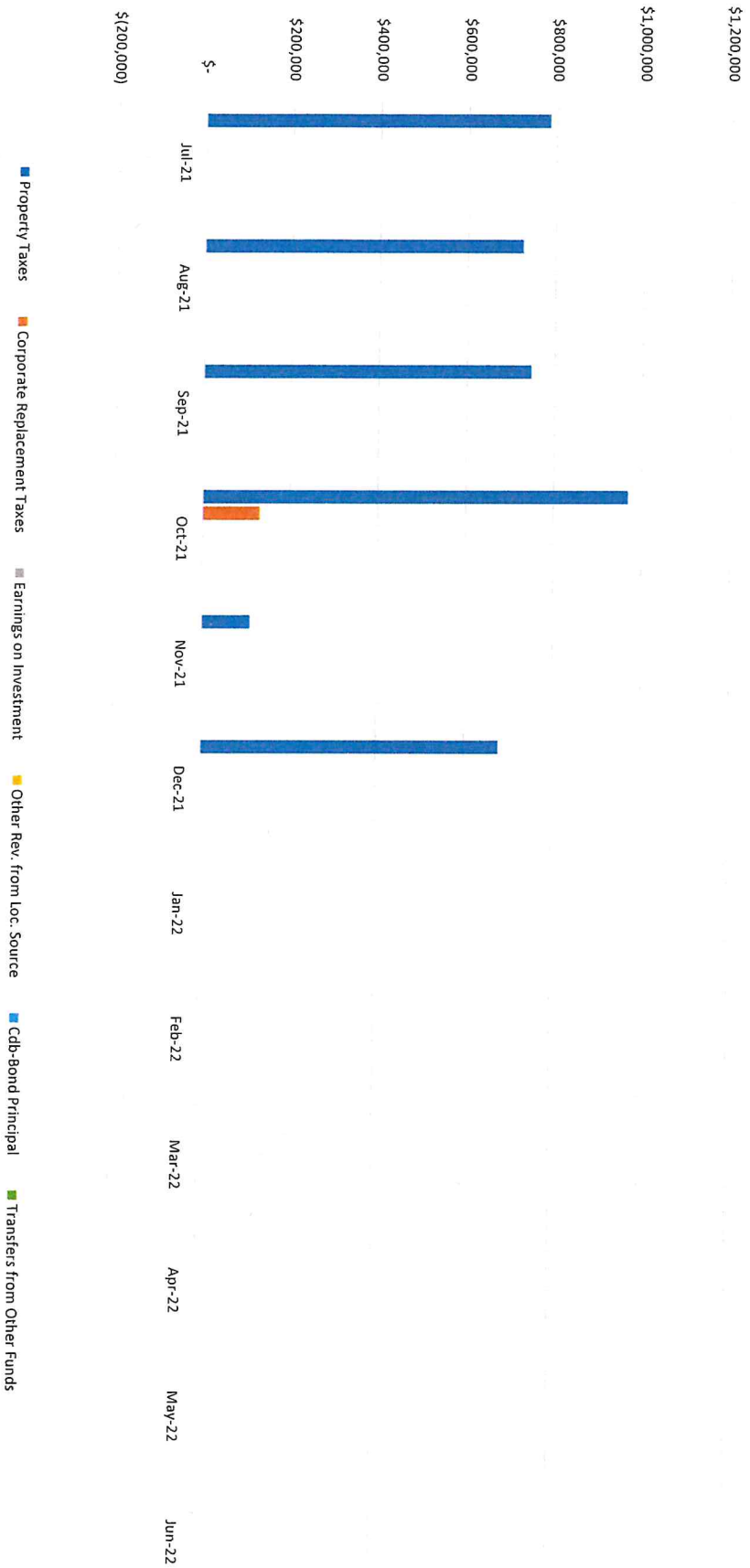
OPERATION AND MAINTENANCE FUND	YTS % to Budget											
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Year to Date	Budget 2021-2022				
BEGINNING FUND BALANCE	\$ 6,776,213	\$ 7,296,370	\$ 7,750,115	\$ 8,092,239	\$ 8,934,364	\$ 8,782,221	\$ 6,776,213	\$ 6,776,213				
Audit Adj	\$ -	\$ -	\$ 3,354	\$ -	\$ -	\$ -	\$ 3,354	\$ -				
Audit Adjusted Fund Balance	\$ 6,776,213	\$ 7,296,370	\$ 7,753,469	\$ 8,092,239	\$ 8,934,364	\$ 8,782,221	\$ 6,779,567	\$ 6,776,213				
REVENUE: LOCAL												
Property Taxes	Jul-21 \$ 783,993	Aug-21 \$ 724,731	Sep-21 \$ 746,243	Oct-21 \$ 967,706	Nov-21 \$ 110,974	Dec-21 \$ 677,538	Year to Date \$ 4,014,186	Budget 2021-2022 \$ 4,370,000				
Corporate Replacement Taxes	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ 130,000	\$ 130,000				
Earnings on Investment	\$ 185	\$ 193	\$ 131	\$ 137	\$ 147	\$ 162	\$ 955	\$ 2,000				
Other Rev. from Loc. Source	\$ -	\$ (950)	\$ -	\$ -	\$ -	\$ -	\$ (950)	\$ 50,100				
Cdb-Bond Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Transfers from Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTAL REVENUE	\$ 784,178	\$ 723,974	\$ 746,374	\$ 1,097,843	\$ 111,121	\$ 677,700	\$ 4,141,191	\$ 4,552,100				

EXPENDITURES:	YTS % to Budget											
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Year to Date	Budget 2021-2022				
Salaries	\$ 59,761	\$ 41,373	\$ 43,375	\$ 37,927	\$ 41,373	\$ 60,639	\$ 284,447	\$ 648,500				
Employee Benefits	\$ 6,640	\$ 7,790	\$ 7,020	\$ 12,655	\$ 7,709	\$ 7,473	\$ 49,286	\$ 91,701				
Purchased Services	\$ 107,722	\$ 119,387	\$ 111,532	\$ 45,029	\$ 53,939	\$ 65,043	\$ 502,652	\$ 1,006,660				
Supplies And Materials	\$ 66,357	\$ 100,680	\$ 229,620	\$ 151,957	\$ 147,909	\$ 77,609	\$ 774,131	\$ 1,683,800				
Capital Outlay	\$ -	\$ -	\$ -	\$ 8,151	\$ 3,938	\$ 1,672	\$ 13,762	\$ 300,100				
Other Objects, Transfers	\$ 16,750	\$ -	\$ -	\$ -	\$ -	\$ 280,000	\$ 296,750	\$ 280,350				
Non-Capitalized Equipment	\$ 6,792	\$ 999	\$ 1,463	\$ -	\$ 8,395	\$ -	\$ 17,648	\$ 68,000				
Tuition to VOC	\$ -	\$ -	\$ 14,595	\$ -	\$ -	\$ -	\$ 14,595	\$ 40,000				
TOTAL EXPENDITURES	\$ 264,021	\$ 270,229	\$ 407,604	\$ 255,718	\$ 263,263	\$ 492,435	\$ 1,953,271	\$ 4,119,111				

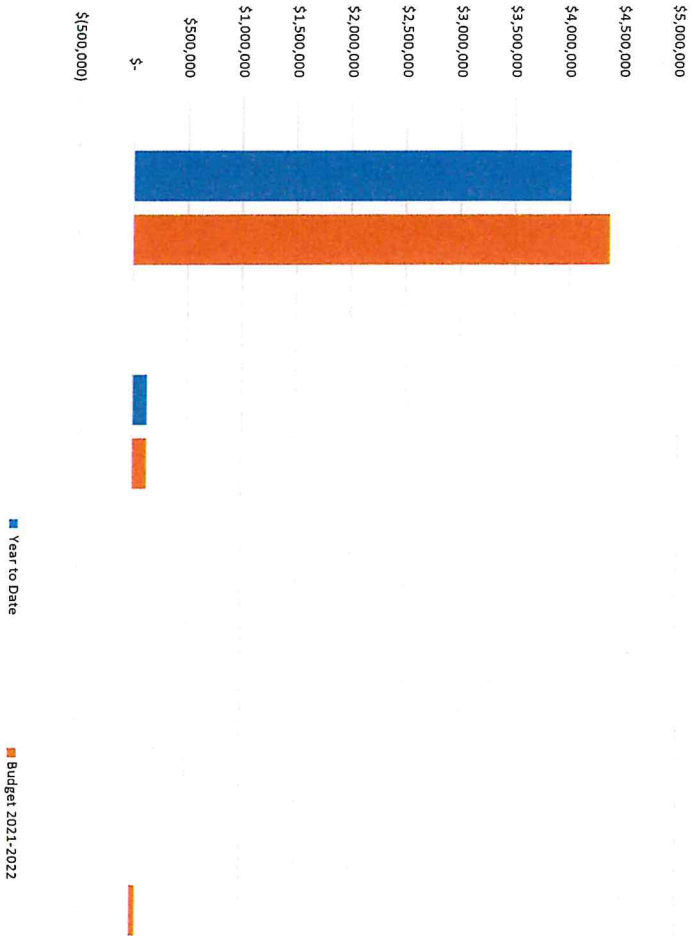
ENDING FUND BALANCE	\$ 7,296,370	\$ 7,750,115	\$ 8,092,239	\$ 8,934,364	\$ 8,782,221	\$ 8,967,487	\$ 8,967,487	\$ 7,209,202				
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transfer to Fund 30
\$ 280,000

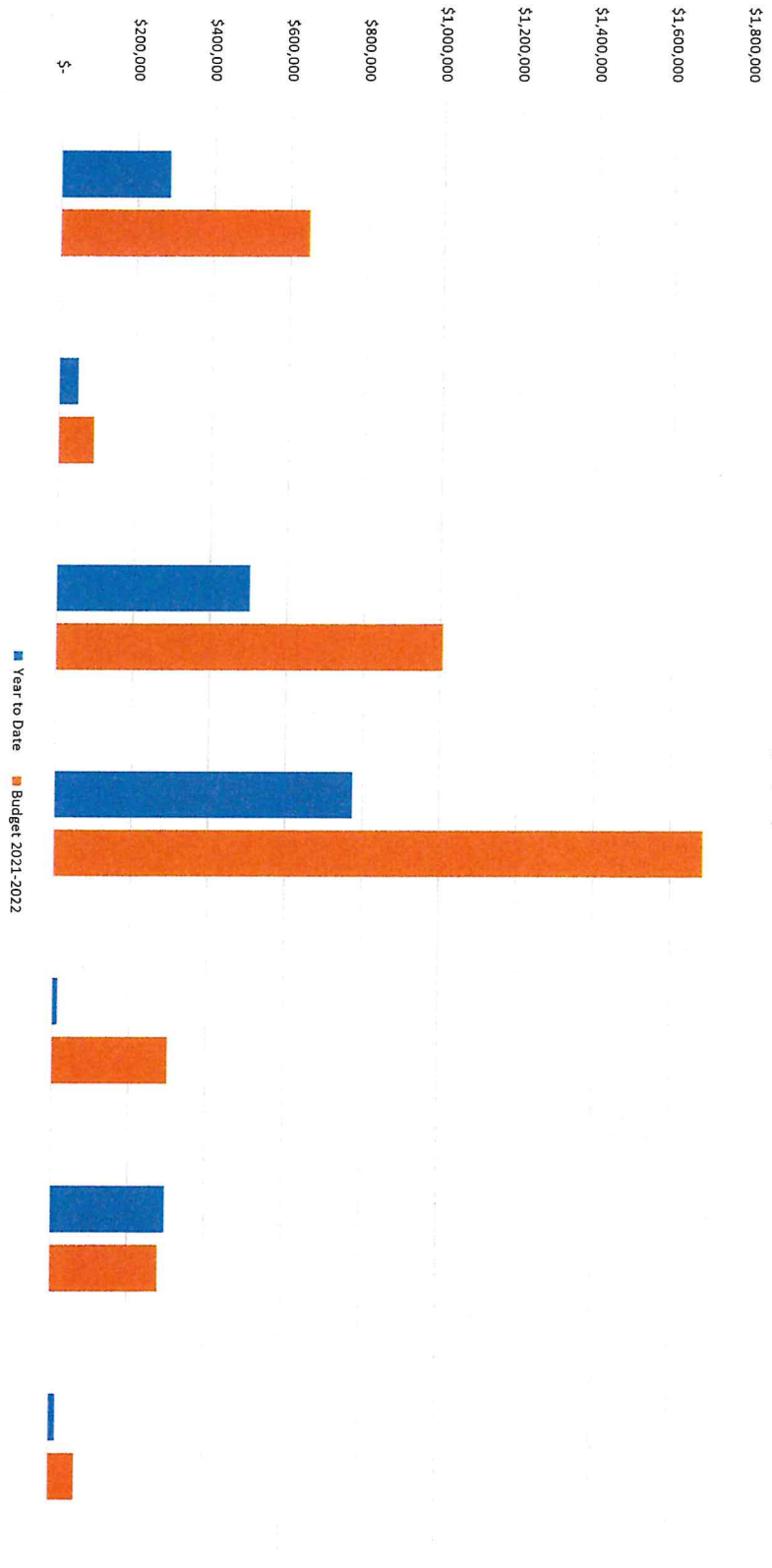
Operations & Maintenance Fund (20) Revenue



Operations & Maintenance Fund (20) Revenue



O&M Fund (20) Expenditures



COLLINSVILLE CUSD #10

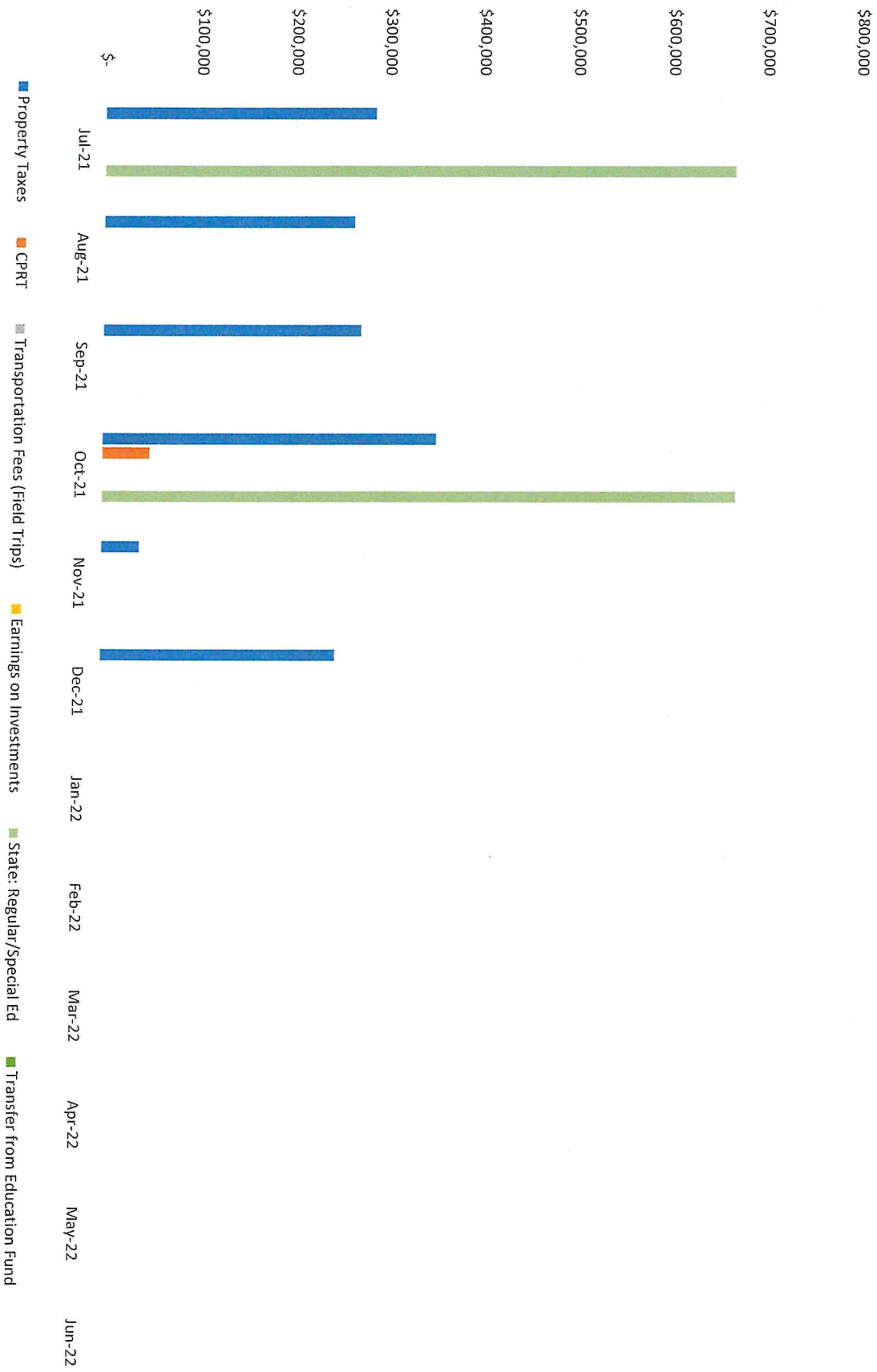
TRANSPORTATION FUND							Year to Date	Budget 2021-2022	YTD% to Budget
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21			
BEGINNING FUND BALANCE	\$ 285,909	\$ 1,226,629	\$ 1,382,226	\$ 1,362,316	\$ 1,851,483	\$ 1,376,740	\$ 285,909	\$ 285,909	
Audit Adj. -	\$ -	\$ -	\$ 1,239	\$ -	\$ -	\$ -	\$ 1,239	\$ -	
Audit Adjusted Fund Balance	\$ 285,909	\$ 1,226,629	\$ 1,383,465	\$ 1,362,316	\$ 1,851,483	\$ 1,376,740	\$ 287,148	\$ 287,148	

							Year to Date	Budget 2021-2022	YTD% to Budget
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21			
Property Taxes	\$ 285,088	\$ 263,538	\$ 270,970	\$ 351,892	\$ 40,354	\$ 246,377	\$ 1,458,218	\$ 1,580,000	92.29%
CPRT	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 50,000	100.00%
Transportation Fees (Field Trips)	\$ 31	\$ 34	\$ 22	\$ 28	\$ 23	\$ 20	\$ 159	\$ 500	31.71%
Earnings on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,330,000	0.00%
State EBF	\$ 666,655	\$ -	\$ -	\$ 668,963	\$ -	\$ -	\$ 1,335,618	\$ 2,555,690	52.26%
State: Regular/Special Ed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer from Education Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE	\$ 951,773	\$ 263,572	\$ 270,992	\$ 1,070,883	\$ 40,377	\$ 246,396	\$ 2,843,995	\$ 5,516,290	51.56%

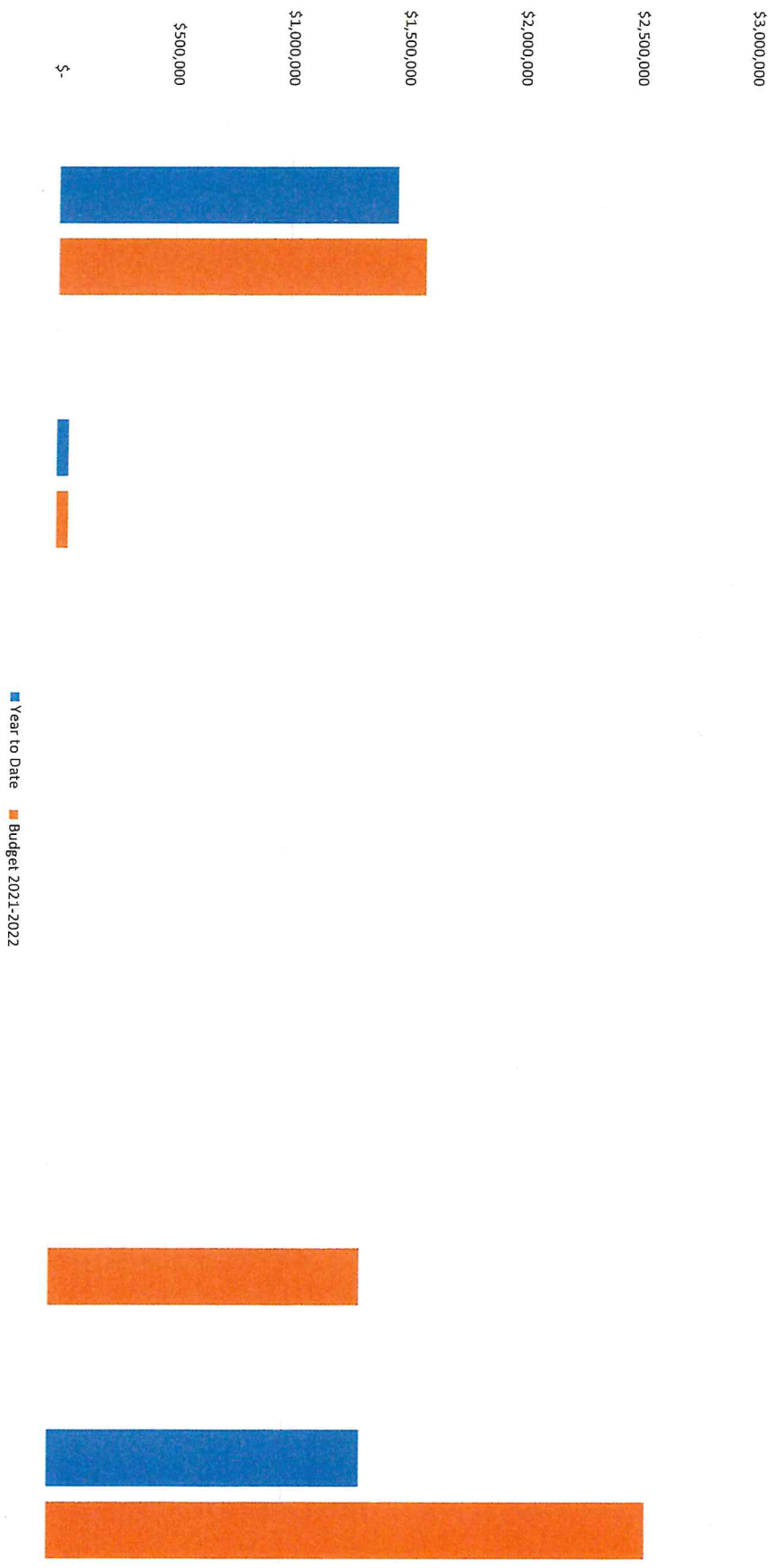
EXPENDITURES:

							Year to Date	Budget 2021-2022	YTD% to Budget
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21			
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,020.00	
Purchased Services	\$ 1,273	\$ 107,313	\$ 276,557	\$ 569,247	\$ 503,941	\$ 472,794	\$ 1,931,125	\$ 5,085,120	37.98%
Supplies and Materials	\$ 634	\$ 661	\$ 4,491	\$ 12,469	\$ 11,180	\$ 10,439	\$ 39,875	\$ 32,000	124.61%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tuition to VOC	\$ 9,147	\$ -	\$ 11,093	\$ -	\$ -	\$ -	\$ 20,239	\$ 27,000	74.96%
TOTAL EXPENDITURES	\$ 11,054	\$ 107,974	\$ 292,141	\$ 581,716	\$ 515,120	\$ 483,233	\$ 1,991,239	\$ 5,183,140	38.42%
ENDING FUND BALANCE	\$ 1,226,629	\$ 1,382,226	\$ 1,362,316	\$ 1,851,483	\$ 1,376,740	\$ 1,139,903	\$ 1,139,903	\$ 620,298	

Transportation Fund (40) Revenue



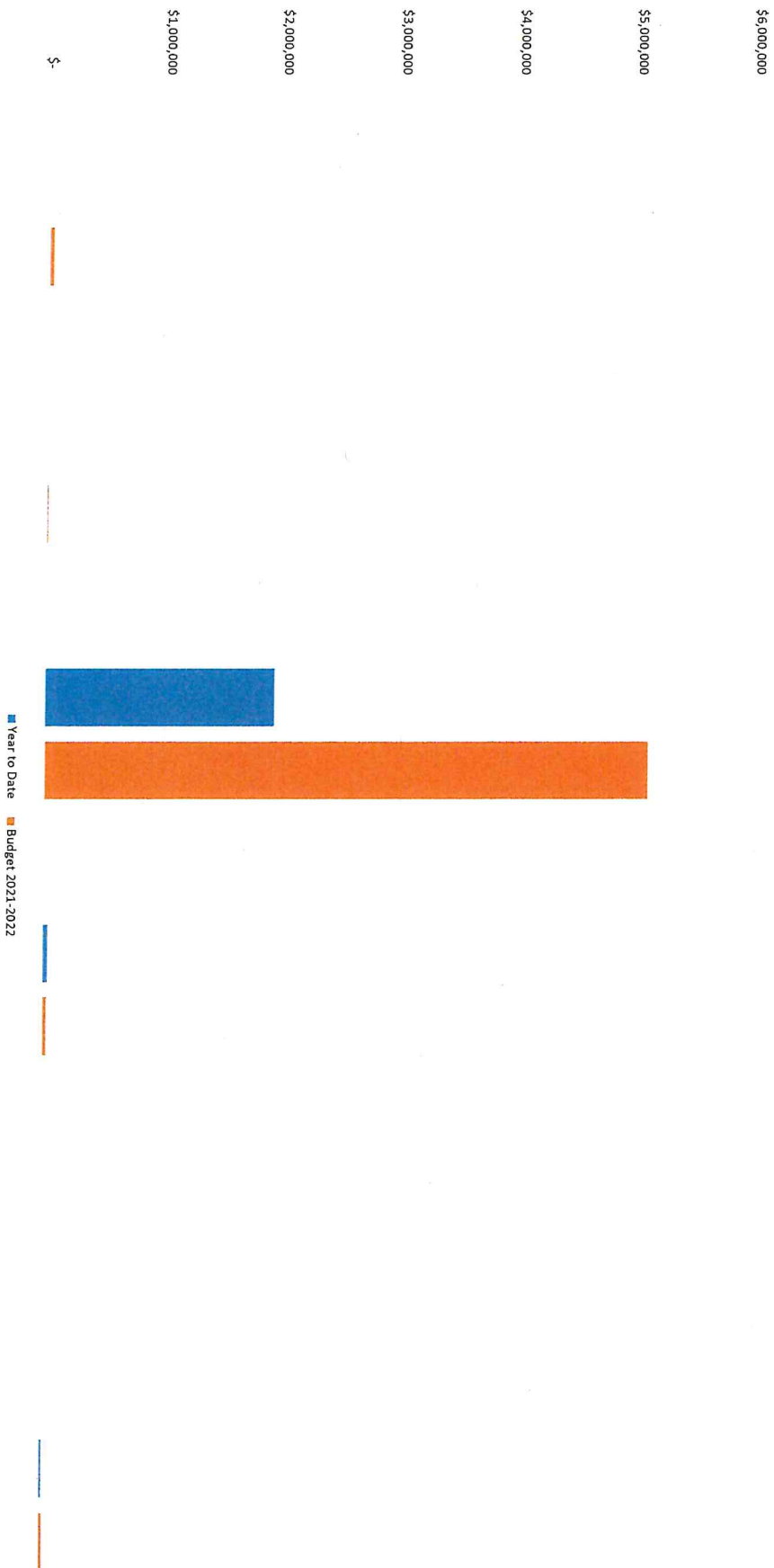
Transportation Fund (40) Revenues



Transportation Fund (40) Expenditures



Transportation Fund (40) Expenditures

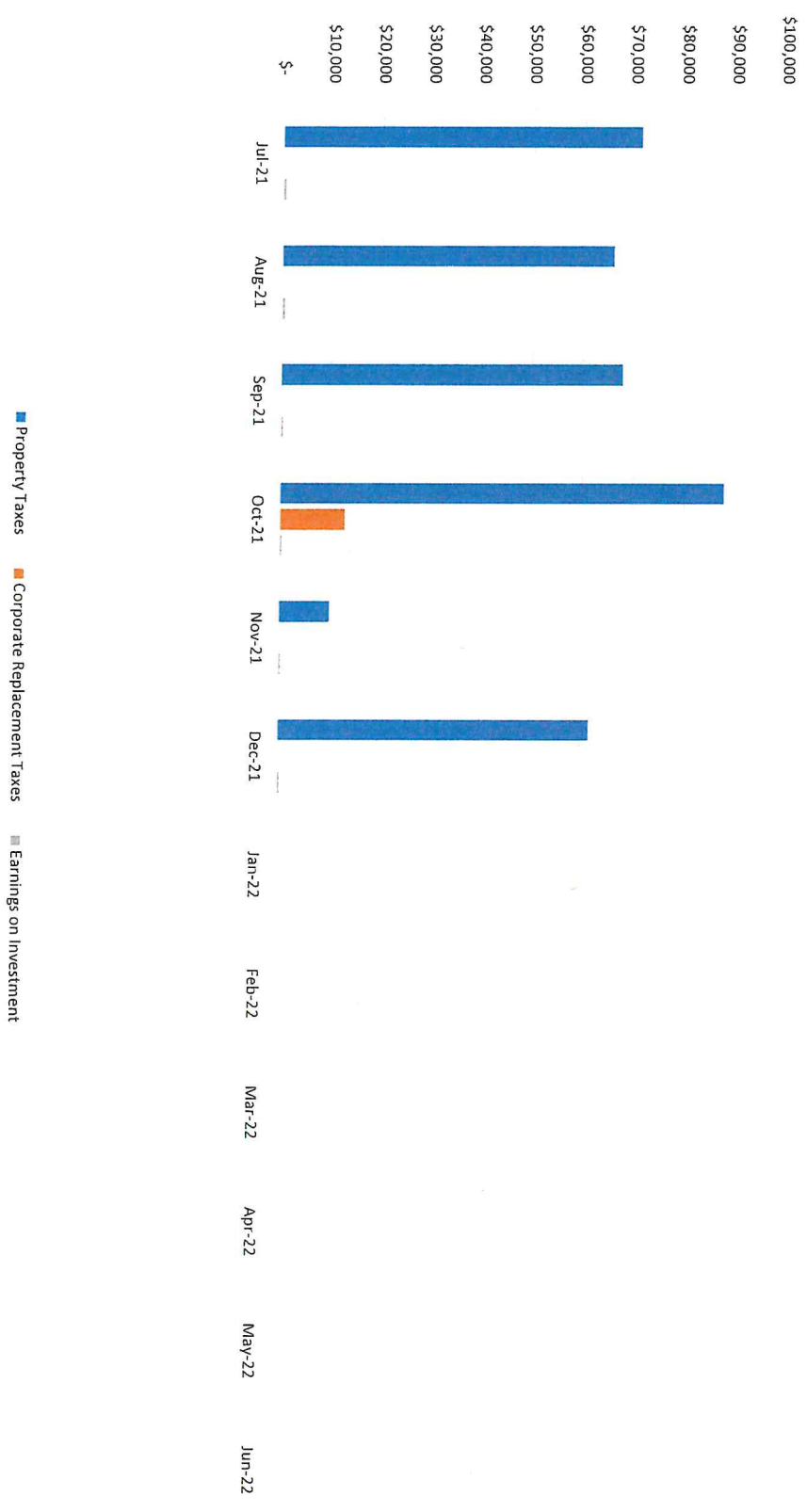


COLLINSVILLE CUSD #10

WORKING CASH FUND

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Year to Date	Budget 2021-2022	YTD % to Budget
BEGINNING FUND BALANCE	\$ 15,003,956	\$ 15,075,783	\$ 15,142,217	\$ 15,210,785	\$ 15,312,166	\$ 15,322,676	\$ 15,003,956	\$ 15,003,956	
Audit Adj.			\$ 315				\$ 315	\$ 315	
Audit Adjusted Fund Balance	\$ 15,003,956	\$ 15,075,783	\$ 15,142,532	\$ 15,210,785	\$ 15,312,166	\$ 15,322,676	\$ 15,004,271	\$ 15,004,271	
REVENUE: LOCAL									
Property Taxes	Jul-21 \$ 71,274	Aug-21 \$ 65,887	Sep-21 \$ 67,843	Oct-21 \$ 87,976	Nov-21 \$ 10,089	Dec-21 \$ 61,596	Year to Date \$ 364,665	Budget 2021-2022 \$ 384,576	94.82%
Corporate Replacement Taxes	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ 13,000	\$ 13,000	100.00%
Earnings on Investment	\$ 552	\$ 547	\$ 410	\$ 405	\$ 421	\$ 442	\$ 2,778	\$ 20,000	13.89%
Adjustment							\$ -		
TOTAL REVENUE	\$ 71,827	\$ 66,434	\$ 68,253	\$ 101,381	\$ 10,510	\$ 62,039	\$ 380,443	\$ 417,576	91.11%
EXPENDITURES:									
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ENDING FUND BALANCE	\$ 15,075,783	\$ 15,142,217	\$ 15,210,785	\$ 15,312,166	\$ 15,322,676	\$ 15,384,714	\$ 15,384,714	\$ 15,421,847	

Working Cash Fund (70) Revenue



5.3. Curriculum Report - Ms. LaToya Berry-Coleman



Curriculum and Assessment Report

Prepared by: LaToya Berry-Coleman, Director of Curriculum and Assessment
January 24, 2022

K-6 Curriculum Updates

- ELA- Instructional Coaches continue to work with teachers to pilot new ELA programs in K-6. A proposal to adopt a new ELA program will be presented to the board in the early spring.
- Math- The Curriculum Council will begin looking at upgrading our math program in Fall 2023 with plans to implement the upgrades by Fall 2024. Funds have been set aside through ESSER.
- 6th grade science is working with CMS 7th and 8th grade to review new resources to be implemented this coming fall. The goal is to present their proposal to the board this spring. Funds have been set aside through ESSER.
- Kahoks Read Initiative- A Diversity and Equity reading initiative has been developed by the Curriculum Council which includes a Book of the Month at every grade level K-6. Teachers will receive a book that corresponds to the district's cultural celebration for the month to read aloud to their class along with activities to promote the culture being celebrated. Kahoks Read Initiative is to promote reading throughout the district. Other programs will include guest readers from the community, signage outside classrooms that promote a favorite book, high school guest readers, etc.
- The EL Curriculum Council is reviewing new resources and will pilot some of those resources next school year. Our current Dual Language Curriculum, Maravillas, will expire in May 2023 and a new program will be adopted and implemented Fall 2023.

Collinsville Middle School

- CMS ELA teachers are using the new digital version of Engage New York called EL Education. They are finding this curriculum resource is more student friendly when compared to the print version of Engage New York ELA.
- Math teachers are in the second year of using the Big Ideas Math curriculum. Math seems to be the most impacted by "COVID learning loss". Math teachers are adapting by slowing down and doing a lot of reteaching. They are also using Freckle Math from Renaissance that provides students with focus skills and learning opportunities in each of their deficit areas.
- The science department is working with DIS to find a new curriculum that fits their needs. They hope to have a recommendation for adopting a new science curriculum late spring.

- Social Studies is in their 3rd year of their new curriculum and are really excited about all the information available to them. They're feeling more confident with the resources provided in the curriculum, including the inquiry journal, that allows for their lessons to reach a deeper level and reinforce skills learned in the ELA classroom.
- The EL Department is feeling the growing pains that most of the district is experiencing. We have dedicated a team at both grade levels that work with most of the ELL students. Our newcomers have their own ELA class. We are also working to create specific professional development opportunities for teachers who service ELL students within their classrooms with different instructional strategies to implement.
- The Trailblazer Academy has also been experiencing growing pains, but the teacher has been working closely with others throughout the building to ensure that each student is being taught at the appropriate level with the rigor to advance into a typical classroom setting again. While the teacher still utilizes Edgenuity for Science and Social Studies materials, she is working towards making concepts cross-curricular to establish deeper connections and critical thinking.

Collinsville High School

- The high school social studies department is working to identify their curriculum needs and review updated material for some of their classes. Funds have been set aside through ESSER to support new curriculum material for the department.
- The high school will update the curriculum committee on new programs implemented this fall at our next Curriculum Committee meeting in February.

K-12 Assessment Updates

ACCESS testing is currently in progress and has been extended until mid-March. All EL students will take this assessment during the testing window.

The Illinois Assessment of Readiness will begin March 21st and continue through April 13th. Each building will set their own schedule within this testing window. All students in grades 3-8 will test in ELA and Math.

The **Illinois Science Assessment** will begin March 21st and continue through April 29th. Students in grades 5, 8, and 11 will take this state assessment.

The **SAT** will be given to all 11th grade students at the high school on April 13th. Students in grades 9 and 10 will take the PSAT on the same day.

The **Illinois Seal of Biliteracy** will be given to all eligible students who sign-up to take it between March 25th-27th.

The final benchmark assessment of the school year for STAR Reading and Math, NWEA/MAP and AimswebPlus will be given in late April/early May to measure year end growth of all students in grades K-10.

January Institute Teachers Self-Care

Unit 10 teachers and staff were able to spend a 5-hour Institute Day engaged in self-care workshops and activities. Sessions were offered both virtually and in-person and included yoga classes, mindfulness workshops, goal setting and mediation, SEL training, and sessions on stress management and rest. Teachers also won prizes, including massages, manicures/pedicures, grooming kits, and nutrition baskets. These prizes were donated from area businesses and solicited through a parent group.



Instructional Technology

- Technology-certified training for our substitute teachers has been ongoing so that they can obtain a district log-in account and teach the basics of Google Drive, Classroom, and other programs that they need to be familiar with in order to do their duties successfully. They are also given many resources, such as my website to help them further their learning.
- Teacher training as needed to assist them with questions on our many different curriculum programs and finding solutions to their problems. This also includes training at various locations with multiple teachers.
- Managing instructional programs is on-going. Determining usage for renewal and adding/removing students. This year we added several new programs including IXL and STAR programs at multiple grade levels. Any new adoptions also include a digital component.
- Public School Works - Working with our support help at Public School Works to make sure our staff have the resources needed to successfully complete the mandated training for the state of Illinois and federal requirements.

- Mike Kunz and a team of teachers attended the virtual IETC technology conference to help our teachers and staff learn about new technologies in the classroom and how to implement these new ideas.

Instructional Coaches pilot update

- Continuing the pilot with Collaborative Classroom (9 teachers), concerns with rigor & standards alignment
 - Returned 5-6 Collaborative Classroom materials for a refund
- K-2 Teachers & coach observed teachers using Collaborative Classroom in Bethalto and Alton
 - Feedback: We observed a kindergarten and second grade teacher using Collaborative Classrooms. Both teachers were in their third year. They had piloted the first version and are now using the second version. We saw students engaged in small group word work and writing. Both teachers seemed to prefer the first version more than the second. They also both made comments about having to supplement the second version.
- Additional teachers added to the pilot of Wit & Wisdom and Geodes/Fundations (10 teachers added to make a total of 15). The new pilot teachers should finish the first Module towards the end of February, while the original pilot teachers will be finishing the second module. Teachers & coaches will give an overview of the program during the Grade Level PLC on the 16th.
- Evaluation Timeline
 - Collaborative Classroom pilot teachers will complete the evaluation tool by January 26th.
 - Wit & Wisdom pilot teachers will complete the evaluation tool by February 23rd.
 - March 1st Curriculum Council meeting will meet to review the evaluation of both pilot curriculums. The decision to purchase will be finalized by March 9th.
 - If moving towards adoption: Launch training will take place for the adopted curriculum at the April & May Grade Level PLC meetings and will be presented by the instructional coaches.

Instructional Support

- Donna Whyte/ESGI- Donna was in district November 1-5 working in all Kindergarten classrooms. She will be back February 22-March 4 to meet with all K-4 teachers. We will target those students who are still not showing growth and discuss ways to finish the year strong.
- All instructional coaches were trained in the Student Centered Coaching Model and presented to principals and teachers. The coaches have been actively working within classrooms to support teachers and to focus goals to support student growth.

- The instructional coaches have been working alongside pilot teachers to facilitate program implementation through co-planning, modeling, co-teaching, and planning/leading professional development.
- Instructional coaches have supported teachers with analyzing data from ESGI and Star Enterprise Assessments to group students and use the data to drive their instruction.

EL Department Updates

Enrollment Numbers

- English Learners are 14.1% of Collinsville CUSD 10 which encompasses the largest minority population.
- The English Learner enrollment numbers are continuing to increase 5% annually reaching 1,000 students by SY 2025.
 - SY 2020 - 784 total EL students
 - SY 2021 - 824 total EL students
 - SY 2022 - 874 total EL students
 - SY 2023 - 917 projected total EL students
 - SY 2024 - 962 projected total EL students

Assessment

- Due to learning loss and Covid related issues there is a significant decrease in students testing proficient on Access English assessment and remaining in the program longer which will increase teacher caseloads.
 - SY 2019- 31 total scored proficient
 - SY 2020- 25 total scored proficient (tested before covid 19, Jan-Feb 2020) **19.3%**
Decrease in students testing out.
 - SY 2021- 11 total scored proficient (tested during remote learning Jan-Mar 2021) **56%**
Decrease in students testing out.

Programming Goals

- At Caseyville Elementary, the Dual Language Program is currently grades K-1st. There is a need to add 2nd grade to provide instructional consistency in the Spanish home language with the goal of bilingual students developing biliteracy skills along with learning content in the home language. It is projected to add a sequential grade level each year until reaching 4th grade by 2024-25.
- At DIS, there are 164 English Learners students - 17.3% for 3 EL teachers to provide services. Each EL pull-out teachers' caseload is 61 to 70 students.
- Currently DIS has a 5th grade Dual Language classroom with 28 students. To provide a continuum students will need a 6th grade Dual Language classroom to develop both English and Spanish literacy which follows a 50/50 language model.
- At DIS and CMS, approximately 17 NEWCOMERS (students not born in the U.S) enrolled who need extensive support in English, Math, Social Studies and Science.

The goal for both schools is to add an EL Emergent classroom for newcomers that would split the teachers day between DIS and CMS to service these students.

- The EL Curriculum Committee is researching and will pilot two curriculum resources in SY22-23 that are aligned with Spanish and English language development standards that have authentic resources. The goal is to provide English Learners a rigorous curriculum and more language support in elementary 1st-4th and intermediate 5-6th grade as the content becomes more difficult and students rely on their home language to understand the concepts taught.

Title 1 Department Updates

The number of K-2 students scoring below the 10th percentile in reading and math on our fall benchmark assessments has increased significantly due to circumstances surrounding the pandemic. Students have faced both academic and social emotional challenges.

The Title 1 Department works in collaboration with district administration, principals, literacy coaches, teachers, the ELL coordinator, and the PreK coordinator to develop initiatives designed to address the above mentioned challenges. Title 1 funds are allocated for the implementation of these initiatives.

Title 1 Supported Initiatives

- Kindergarten Readiness Bags**
 - Students enrolling in kindergarten are provided with an assortment of learning materials and kindergarten readiness information.
- Kindergarten Open House Books**
 - In August, every kindergarten student was given an English or Spanish copy of The Kissing Hand and a letter encouraging parents to read to their child at home.
- Stay-to-Play Extended Day**
 - After-school tutoring was offered to students as a “stay-to-play” program. The game-based program was created to address the increase in social emotional and academic needs.
- Mitigating Learning Loss Plan with Donna Whyte**
 - Consultant* - With an increased concern for students working well below their grade levels, an educational consultant was hired to assist with designing and implementing a program to mitigate learning loss in our K-4 buildings. Principals chose to pool their Title 1 building allocations together to fund this initiative.
 - Professional Development* - Classroom teachers, Title 1 teachers and interventionists are receiving extensive ongoing professional development from

Donna Whyte. Our literacy coaches work in conjunction with Donna to plan and assist with implementation.

- ESGI* - Licenses were purchased for K-4 classrooms and Title 1 teachers as a diagnostic tool to effectively individualize instruction.
- RazPlus* - Licenses were purchased for K-4 classrooms to access materials for each student based on their individual reading level.
- ELL**
 - Spanish interventions and instructional materials were purchased to assist our English Language Learners.
- Summer Take-Home Materials**
 - K-4 students receive books and materials to encourage at-home learning, potentially reducing summer learning loss.
- Summer School**
 - Summer school is offered to our lowest achieving students.

AimswebPlus Benchmark Assessments and Data Days

Fall and winter AimswebPlus benchmark assessments were administered one-on-one by our Title 1 staff to all kindergarten and first grade students. A Renaissance oral reading fluency benchmark assessment, CBM, has recently been added for grades 2-6. Data days are held three times per year to collaboratively determine students' needs and to create Tier groups.

Title Services

The Title 1 team currently provides support for 462 Tier 3 reading students and 228 Tier 3 math students in grades K-4. Interventions are used in small group settings to close achievement gaps. Tier 3 students receive 30 to 45 minutes per day of additional support in reading and/or math. Student progress is monitored every 2 weeks, providing feedback for classroom teachers and Title 1 teachers to determine the effectiveness of instruction and make adjustments as necessary. Recent fall to winter benchmark assessment data has indicated significant Tier 3 student growth in both reading and math.

Pre-Kindergarten Report 2021-2022

- Our Pre-Kindergarten Program includes the following classrooms:

- Co-taught half-day Preschool for All classroom serving up to 40 students at Kreitner Elementary
- Bilingual Blended half-day Preschool for All classroom serving up to 32 students at Kreitner Elementary (funded by CARES2)
- Blended half-day Preschool for All classroom serving up to 32 students at Maryville Elementary
- Blended Preschool for All/Expansion all-day classroom serving up to 20 students at Maryville Elementary
- Blended half-day Preschool for All classroom serving up to 32 students at Renfro Elementary
- Co-taught half-day Preschool for All classroom serving up to 40 students at Webster Elementary
- Blended half-day Preschool for All classroom serving up to 32 students at Webster Elementary
- Blended Preschool for All/Expansion all-day classroom serving up to 20 students at Webster Elementary

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

- 118 students have been screened for program eligibility during the fall, with three additional Screenings to be held this semester.

- Enrollment (as of 1/3/2022):
 - Half-day preschool: 133 students enrolled (208 total slots)
 - All-day preschool: 31 students enrolled (40 total slots)

We continue to prioritize screening and enrollment for children from high-priority families (i.e. income of 50% Federal Poverty level, homeless, Youth in Care, developmental delays at screening).

Preschool Inclusion Efforts

Last year our District was invited to be one of three districts in the state of Illinois to receive support through a two-year grant awarded to ISBE for Inclusion Technical Assistance. With the guidance of a State Leadership Team and Inclusion Specialists, District staff have convened a “Collinsville Community Inclusion Team” that includes representatives from our programs alongside outside agencies (e.g. Head Start, Children’s Home and Aid, and Early Intervention) with the goal of increasing inclusive opportunities for preschool children in our communities.

Now in the second year of the grant project, the Collinsville CIT continues to work together to increase awareness, education, and opportunities for inclusive education at the preschool level. We have launched a pilot program to provide early childhood special education services within

Head Start's Collinsville center in a collaborative, cost-sharing model. Three students are dually enrolled with CCUSD 10 and Riverbend Head Start, receiving their special education and related services without the need to be transported to District classrooms mid-day. Currently, we are the only District in the state of Illinois to pilot this type of program.

Staff training

The PreK/EC Department is in year three of program-wide Pyramid Model implementation. This social-emotional framework provides a foundation for teaching and learning that will support each student's early education. All teachers and assistants have been provided training in the Pyramid Model for Preschool, including all new staff members when hired.

The PreK staff has received professional development on the use of the Early Childhood Environment Scale-Third Edition (ECERS-3) throughout the fall. Our program will be monitored by ISBE using this Scale sometime this Spring. The staff is hard at work, self-assessing and reflecting on adjustments and improvements to be made prior to the state compliance visit.

Summer Programs

We have already begun to plan for Summer 2022. Summer school will be fully funded through Title 1, Title 4 and ESSER grants. We plan to provide transportation for K-12 students again this summer.

Jumpstart will again be offered to students two-weeks prior to the start of the new school year. Administrators will meet next week to discuss any changes that need to happen based on student enrollment and outcomes encountered last fall. Our goal is to target students who may need additional support prior to the start of the school year.

All kindergarten students will be screened prior to the start of the year. Last year over 250 students were screened. Screening data is used to provide students with targeted resources to help them prepare for class in the fall. It is also used to target students for Jumpstart and other intervention programs. In a recent survey, 92% of kindergarten teachers found screenings beneficial and would like to see them continue.

The logo for 'Kindergarten Screening' features the word 'Kindergarten' in a large, colorful, bubbly font where each letter is a different color (K: blue, i: yellow, n: red, d: green, e: blue, r: orange, g: red, a: yellow, r: blue, t: green, e: red, n: yellow). Below it, the word 'Screening' is written in a smaller, blue, bubbly font.

5.4. Budget Committee Update - Dr. Dennis Craft

5.5. Library Presentation - Mrs. Tracey Schmidt and
Mr. Michael Hayman

2022 Collinsville CUSD#10 Annual Library Report

Presented by Tracey Schmidt & Michael 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)

It feels good to be back. We can help each other better. We can teach each other better. We can learn from one another better. The simple truth is... We are better together.

And what better place to get together than the library....

Libraries adapt and adjust to the ever changing diverse needs of the community they serve.

Click on the links below to view statistics and read what our students said in recent survey collected:

[2021 Library/Media Center Statistics](#)

[CMS Survey](#)

[CHS Survey](#)

Circulation of physical books have returned and electronic resource usage has doubled or tripled depending on the school. Students are reading more than ever before because they have access to our physical libraries and digital collections. Teachers and librarians are actively directing students to these resources, thus ensuring students' awareness for exploration and selection.

Our collaboration with the Mississippi Valley Library District through SORA (parent company Overdrive) yielded 234 circulations, which for an initial virtual roll out last Spring is a success. Because of this partnership our students have access to over 6,000 Juvenile & Young Adult age-appropriate e-resources purchased by public libraries within the *Rolling Prairie Digital Consortium*, and it is precisely because of this partnership that will allow us to focus the majority of our funds on other areas of the collection like physical books.

So, how do we select books? What are the principles of library acquisitions? The full policy that we follow can be found [here](#), but for tonight's meeting, our selection criteria are as follows:

- Support and enrich the curriculum and/or students' personal interests and learning
 - *Examples include, but not limited to, books to support research topics and diverse literature classes, books with Accelerated Reader quizzes, books from book fairs, patron interest and club requests/trends.*
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel. ([Review Resources](#))
 - Top Recommended School Library Reviewing Sources:
 - [Association for Library Service to Children \(ALSC\) Notable Children's Books](#)
 - [Booklist](#)
 - [School Library Journal](#)
 - [We Need Diverse Books](#)
 - [Young Adult Library Services Association \(YALSA\) Best Books for Young Adults](#)
 - [Junior Library Guild](#)
 - [State reading lists](#)
 - [Read for a Lifetime](#)
 - [Titlewave](#)
 - [ALA: Outstanding Books for the College Bound](#)

- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Ensure the diversity of the student population is represented in the collection so all members of the student population feel seen, heard, and affirmed and provide exposure to under or misrepresented minority groups even when they are not present within the population of their school and community at large
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need

Collinsville CUSD 10 provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The school libraries of Collinsville CUSD 10 are guided by the principles set forth in the [Library Bill of Rights](#) and its interpretative statements, [Freedom to Read](#) and [Access to Library Resources and Services for Minors](#) policy statements in support of acquiring and managing collections.

We implement these principles with fidelity and transparency that were first written in 1939.

2022 Goals:

- Continue to collaborate with Public Libraries and promote all library services.
- Continue to support our students and staff in their personal & academic journeys.
- Prioritize purchases for physical books into new collections.

- Continue to elucidate the principles set forth in the [Library Bill of Rights](#) and its interpretative statements, [Freedom to Read](#) and [Access to Library Resources and Services for Minors](#) policy statements in support of acquiring and managing collections.

We are Thankful for:

- Our school board and our administration. Your support allows us to serve our teachers, and students to the best of our abilities.
- Our public library partners and their willingness to collaborate.

5.6. Freedom of Information Requests

- 5.6.a. 12/10/21 Request from Donne Schlessinger for correspondence concerning a wrestling match. Complied 12/17/21
- 5.6.b. 12/10/21 Request from Donne Schlessinger for documents related to a particular complaint and then all complaints in general made to these complaint managers. Responded 12/17/21
- 5.6.c. 12/10/21 Request from Donne Schlessinger for information on former staff. Complied 12/17/21
- 5.6.d. 12/16/21 Request from Jennifer Korte for information on bonds, communication with ROE, communication with other districts, and communication with union. Complied in part 12/22/21
- 5.6.e. 12/16/21 Request from Jennifer Korte for policies and information on district insurance. Complied 12/22/21
- 5.6.f. 12/16/21 Request from Jennifer Korte for information on ESSER applications. Complied 12/22/21
- 5.6.g. 12/16/21 Request from Jennifer Korte for records related to SHIELD tests. Responded 12/22/21
- 5.6.h. 12/16/21 Request from Jennifer Korte for information on Board members' Oaths of Office. Complied 12/22/21
- 5.6.i. 12/17/21 Request from Donne Schlessinger for follow up on 12/17/21 response. Responded 12/22/21
- 5.6.j. 12/17/21 Request from Donne Schlessinger for follow up on 12/17/21 response. Responded 12/22/21
- 5.6.k. 12/29/21 Request from Donne Schlessinger for all complaints made regarding staff. Responded 1/3/22
- 5.6.l. 1/3/22 Request from Donne Schlessinger to follow up on 1/3/22 response. Responded 1/3/22
- 5.6.m. 1/3/22 Request from Donne Schlessinger for all complaints made to complaint managers and those who assist complaint managers. Responded 1/3/22
- 5.6.n. 1/4/22 Request from Donne Schlessinger for all complaints made to complaint managers for past seven years. Responded 1/6/22
- 5.6.o. 1/3/22 Request from Donne Schlessinger to follow up on 1/3/22 response. Responded 1/6/22
- 5.6.p. 1/3/22 Request from Donne Schlessinger to follow up on 1/3/22 response. Responded 1/6/22
- 5.6.q. 1/4/22 Request from Donne Schlessinger for all complaints made to complaint managers for past seven years. Responded 1/6/22
- 5.6.r. 1/5/22 Request from Donne Schlessinger for all complaints made to complaint managers for past seven years. Responded 1/6/22

6. **Approval of Minutes**

6.1. Approval of December 20, 2021 Board Minutes

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Public Hearing, Monday, December 20, 2021
2021 Tax Levy

SUMMARY

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

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, December 20, 2021

SUMMARY

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence
5. Audience Input
6. Recognition of Health Staff
7. Superintendent's Report
8. Financial Report
9. Special Education Report
10. Budget Committee Update
11. Student School Board Member Report
12. Freedom of Information Requests
13. Approval of Minutes of Regular Meeting of 11/15/21
14. Approval of Minutes of Special Meeting of 12/06/21
15. Approval of Board Bills
16. Approval of Monthly Financial Statements
17. Approval of 2021 Tax Levy
18. Approval of Resolution to Approve the Updated 2021-2022 Safe Return to School Plan
19. Approval of Activity Account for CHS National English Honor Society
20. Approval of Additional Naming of Depositories for 2021-2022
21. Approval of Purchase of CHS Scheduling Software
22. Approval of Health, Life, Safety Amendments
23. Approval of Webster Auditorium Ceiling Replacement Contract
24. Approval of Resolution to Sell Surplus Property
25. Approval of Quote for John Deere Gator and Blade

26. Approval of Quote for John Deere Compact Utility Tractor
27. Approval of Intergovernmental Cooperation Agreement for Running Start Program
28. Approval to Table Item 10.10 re New Club for CMS
29. Presentation of Board Policy Updates
30. Closed Session
31. Return to Open Session
32. Report on Closed Session Discussion
33. Approval of Resignation of Certified Employee
34. Approval of Resignations of Non-Certified Employees
35. Approval of Employment of Non-Certified Employees
36. Approval of Check-In Facilitators
37. Approval of Dismissal of Probationary Custodian
38. Approval of Coaches
39. Approval to Increase Position from Part Time to Full Time
40. Approval of Coach Resignation
41. Approval of Additional Compensation for Staff
42. Approval of Expulsion of Student
43. Adjournment

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Public Hearing, 2021 Tax Levy
Monday, December 20, 2021
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 20, 2021, at 6:30 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.
- Roll Call** 2. Those members present were: Tim Hasamear, Vice President (present after 6:32 p.m.); Michele Stutts; Jane Soehlke, Secretary; Gary Peccola, President; Jeree Bronnbauer; and Dennis Craft, Treasurer. Absent was Vicki Reulecke.
- 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 2021 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. Hadjan and Dr. Craft** 4. Mrs. Hadjan said preliminary information with respect to the levy was presented at recent budget committee and board meetings. The most recent EAV estimates from Madison and St. Clair County reflect a 3.11% increase over the prior year. The estimates include an extra \$8 million of EAV resulting from the termination of TIF 3 in Caseyville. To insure the district does not lose any revenue, Mrs. Hadjan said a levy increase of 8.93% is included in the levy calculations for Truth in Taxation purposes. Mrs. Hadjan explained the extension calculations and said the district's overall tax rate is expected to be 4.33%. The exact figures will be determined by the counties in late February or early March.
- Dr. Craft said Mrs. Hadjan did a good job of keeping the budget committee updated on information affecting the levy. The district does not want to lose out on any revenue from future development, and using 8% for estimated EAV increase for levy purposes is in line with what the district has done the past few years. He said overall the district is sitting in pretty good shape, and the budget committee recommends the levy being presented.

- 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 6:38 p.m.

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, December 20, 2021
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 20, 2021, at 6:40 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.
- Roll Call** 2. Those members present were: Tim Hasamear, Vice President; Michele Stutts; Jane Soehlke, Secretary; Gary Peccola, President; Jeree Bronnbauer; and Dennis Craft, Treasurer. Absent was Vicki Reulecke.
- Pledge of Allegiance** 3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance.
- Correspondence** 4. Mrs. Soehlke said the following written correspondence had been received by the Board since the last regular meeting:
(a) 11/18/21 Correspondence from Jodi Chavis
(b) 12/1/21 Correspondence from CEA
(c) 12/10/21 Correspondence from Courtney McCullough
(d) 12/14/21 Correspondence from Annie Thompson
- Audience Input** 5. Mr. Peccola provided an opportunity for public input and no one sought to be recognized.

Recognition of Health Staff

6. Dr. Skertich announced the district's health staff is being recognized for the tremendous effort they have put forth during the pandemic. They have gone above and beyond in tackling their usual duties along with antigen testing for symptomatic staff and students as well as "test to stay." Mrs. Underwood presented certificates of recognition to members of the health team in attendance including Jamie Bruce, Deb Welch and Megan Stanley. Certificates for the remainder of the health staff will be distributed and given to them at their respective buildings. Mr. Peccola said the board truly appreciates the health staff and the job they do.

Reports**Superintendent's Report**

7. Dr. Skertich reported the recent fundraiser at Old Herald Brewery for Kahoks Teaching Kahoks raised over \$600. Over 500 students throughout the district will receive Christmas presents thanks to community members, civic groups, student organizations and local parishes. Dr. Skertich said the support from all of the individuals and groups has been very impressive and keeps the light shining and focused on the students.

Financial Report

8. Mrs. Hadjan reviewed the financial summary through November, including beginning fund balances, revenue, expenditures and ending fund balance information for the four main operating funds. She noted there were no payments for categoricals or PreK received during November. Mrs. Hadjan also reviewed the snapshot report for the period ending November 30, 2021, which is 41.67% into the budget year. She summarized the revenue that was received including property tax payments, EBF payments, grant proceeds and federal and state meal reimbursement monies. She covered year to date total expenditures in the individual funds and noted that the total expenditures are on track with the budget.

Special Education Report

9. Mrs. Underwood highlighted some of the items contained in her written report to the Board. The Special Education Department is currently serving the needs of 1,190 students, an increase of 53 students over this time last year. The Kahok Way Positive Behavior Interventions and Support (PBIS) program continues to expand with vertical alignment from Early Childhood through graduation. Mrs. Underwood said a Social Emotional Grant Proposal for up to \$250,000 each year for two years was submitted with Midwest PBIS, Chestnut Health Systems and the Caseyville Public Library as the district's community partners.

She expects to hear if the district receives the grant in about sixty days. The mobile food markets have continued to be held monthly and are successful due to the dedication of the many volunteers who serve at them. The HART Team was activated four times this fall semester, and Mrs. Underwood said she is forever grateful for the support given by team members. A registered apprenticeship program has been developed to provide transition opportunities for students with disabilities. Six students were identified to participate and will begin their apprenticeships with the City of Collinsville in early January.

**Budget
Committee
Update**

- 10. Dr. Craft reported that the Budget Committee met December 13, 2021 and discussed a variety of topics:
 - (a) Mr. DeWitte’s building and grounds update covered a proposal to convert a locker area at CHS into a classroom and office space, as well as ceiling grid and tile replacement in the Webster auditorium. A new tractor is being requested to replace an 18 year old model at CMS. There was also a request to purchase a John Deere Gator for use at CHS, and both equipment purchases are recommended by the committee.
 - (b) Mr. Robinson reported there was a mid-year certified resignation that they are working to fill. There was a request to add a high school assistant track coach as well as a request to increase a current CHS lunch monitor position from part time to full time, and both proposals are recommended by the committee. Mrs. Hadjan gave an update on the budget and recommends adding First National Bank of Waterloo and Collinsville Building and Loan as approved depositories for the district, and the committee concurs. Mr. McGinnis presented a proposal to purchase scheduling software from Cardonex for CHS. The administration believes the software will help reduce the number of man hours necessary for developing a class schedule and handling schedule changes. Two options were presented, and the committee recommends purchasing the program for one year. If it is successful, the district can look at adding a second year.

The next Budget Committee meeting will be on Monday, January 10, 2022 at 5:00 p.m.

**Student School
Board Member
Report**

- 11. Emma Clark said the Student Advisory Committee is growing and is doing exceptionally well. They have been having very meaningful conversations on a variety of topics brought to their attention. Emma has created a student survey that she plans to

distribute to students in grades 5-12 to collect feedback on their school experiences. She will provide an update on the results to the board in her next report.

Freedom of Information Requests

12. Mr. Peccola reported that the following Freedom of Information Requests had been received:

- (a) 12/10/21 Request from Mike Koziatek (BND) for Salary Data. Complied 12/13/21.
- (b) 12/15/21 Request from Darcell Tate (Otis Elevator) for current elevator maintenance contract. Complied 12/15/21.

Approval of Minutes of Regular Meeting of 11/15/21 (Motion Passed)

13. A motion was made by Soehlke and seconded by Stutts that the minutes listed below be approved. Motion passed on roll call vote as follows: Reulecke, absent; Stutts, yes; Soehlke, yes; Peccola, yes; Bronnbauer, yes; Craft, yes; Hasamear, yes.

- Regular Meeting – November 15, 2021
- Closed Session – Regular Meeting – November 15, 2021

Approval of Minutes of Special Meeting of 12/06/21 (Motion Passed)

14. A motion was made by Soehlke and seconded by Craft that the minutes listed below be approved. Motion passed unanimously on voice vote.

- Special Meeting – December 6, 2021
- Closed Session – Special Meeting – December 6, 2021

Approval of Board Bills (Motion Passed)

15. A motion was made by Soehlke and seconded by Hasamear that the Board bills for the Area Vocational Center Budget and the Unit 10 General Budget presented for payment on December 20, 2021, 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: Reulecke, absent; Stutts, yes; Soehlke, yes; Peccola, yes; Bronnbauer, yes; Craft, yes; Hasamear, yes.

Approval of Monthly Financial Statements (Motion Passed)

16. A motion was made by Soehlke and seconded by Hasamear that the monthly financial statements for Collinsville Community Unit School District No. 10 and the Collinsville Area Vocational Center for November 2021, be approved and attached to these minutes as Exhibit E-8. Motion passed unanimously on voice vote.

Approval of 2021 Tax Levy (Motion Passed)

17. A motion was made by Soehlke and seconded by Hasamear that the Certificate of Tax Levy (2021) 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: Reulecke,

absent; Stutts, yes; Soehlke, yes; Peccola, yes; Bronnbauer, yes; Craft, yes; Hasamear, yes.

Approval of Resolution to Approve the Updated 2021-2022 Safe Return to School Plan (Motion Passed)

18. A motion was made by Soehlke and seconded by Stutts that the Board approve the Resolution to Approve the Updated 2021-2022 Safe Return to School Plan for Collinsville Community Unit School District No. 10, and the Superintendent shall have the authority to amend the plan in his discretion, effective immediately. Motion passed on roll call vote as follows: Reulecke, absent; Stutts, yes; Soehlke, yes; Peccola, yes; Bronnbauer, yes; Craft, yes; Hasamear, yes.

Approval of Activity Account for CHS National English Honor Society (Motion Passed)

19. A motion was made by Soehlke and seconded by Craft that one activity account for CHS National English Honor Society be established within the Trust & Agency fund effective December 20, 2021. Motion passed unanimously on voice vote.

Approval of Additional Naming of Depositories for 2021-2022 (Motion Passed)

20. A motion was made by Soehlke and seconded by Craft to add the following additional depositories for school funds: First National Bank of Waterloo and Collinsville Building and Loan. Motion passed unanimously on voice vote.

Approval of Purchase of CHS Scheduling Software (Motion Passed)

21. A motion was made by Soehlke and seconded by Craft to approve the quote from Education Advanced for the purchase and implementation of Cardonex scheduling software for the 2021-22 school year, as presented in Exhibit E-10.3. Motion passed on roll call vote as follows: Reulecke, absent; Stutts, yes; Soehlke, yes; Peccola, yes; Bronnbauer, yes; Craft, yes; Hasamear, yes.

Approval of Health, Life, Safety Amendments (Motion Passed)

22. A motion was made by Soehlke and seconded by Stutts to approve the Health, Life, Safety Amendments as presented in Exhibit E-10.4. Motion passed unanimously on voice vote.

Approval of Webster Auditorium Ceiling Replacement Contract (Motion Passed)

23. A motion was made by Soehlke and seconded by Hasamear to approve the contract with Millennium Construction, as presented in Exhibit E-10.5, for the Webster Auditorium Ceiling replacement. Motion passed on roll call vote as follows: Reulecke, absent; Stutts, yes; Soehlke, yes; Peccola, yes; Bronnbauer, yes; Craft, yes; Hasamear, yes.

- Approval of Resolution to Sell Surplus Property (Motion Passed)** 24. A motion was made by Soehlke and seconded by Stutts to approve the Resolution Authorizing and Directing the Sale of Personal Property, as presented in Exhibit E-10.6. Motion passed unanimously on voice vote.
- Approval of Quote for John Deere Gator and Blade (Motion Passed)** 25. A motion was made by Soehlke and seconded by Bronnbauer to approve the quote from John Deere, as presented in Exhibit E-10.7, for the purchase of a John Deere Gator and Straight Blade. Motion passed on roll call vote as follows: Reulecke, absent; Stutts, yes; Soehlke, yes; Peccola, yes; Bronnbauer, yes; Craft, yes; Hasamear, yes.
- Approval of Quote for John Deere Compact Utility Tractor (Motion Passed)** 26. A motion was made by Soehlke and seconded by Craft to approve the quote from John Deere, as presented in Exhibit E-10.8, for the purchase of a John Deere Mower, Compact Utility Tractor, Front Blade and Snow Push. Motion passed on roll call vote as follows: Reulecke, absent; Stutts, yes; Soehlke, yes; Peccola, yes; Bronnbauer, yes; Craft, yes; Hasamear, yes.
- Approval of Intergovernmental Cooperation Agreement for Running Start Program (Motion Passed)** 27. A motion was made by Soehlke and seconded by Stutts to approve the Intergovernmental Cooperation Agreement with Board of Trustees of Community College District #522 for the 2022-23 Running Start program, as presented in Exhibit E-10.9. Motion passed unanimously on voice vote.
- Approval to Table Item 10.10 re New Club for CMS (Motion Passed)** 28. A motion was made by Soehlke and seconded by Stutts to table Item 10.10. Motion passed unanimously on voice vote.
- Presentation of Board Policy Updates** 29. Dr. Skertich said numerous policy changes are being presented to the board for the first reading. One proposal is the adoption of the National Sex Education Standards, and Dr. Skertich said the district is not adopting them and has clearly marked “no” under that policy. Mr. Peccola said the revisions will be brought back for a vote by the board at the January regular meeting, and he asked that board members contact Dr. Skertich if they have questions in the meantime.
- Closed Session (Motion Passed)** 30. A motion was made by Soehlke 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); collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2); student disciplinary cases, pursuant to 5 ILCS 120/2(c)(9); and pending or probable litigation against, affecting or on behalf of the public body, pursuant to 5 ILCS 120/2(c)(11). Motion passed on roll call vote as follows: Reulecke, absent; Stutts, yes; Soehlke, yes; Peccola, yes; Bronnbauer, yes; Craft, yes; Hasamear, yes. (7:27 p.m.)

Return to Open Session

31. The Regular Meeting returned to Open Session at 8:01 p.m. Those members present on roll call were: Stutts, Soehlke, Peccola, Bronnbauer, Craft and Hasamear. Absent was Reulecke.

Report on Closed Session Discussion

32. Mrs. Soehlke reported that during Closed Session the Board discussed the following:

(Continued)

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);
2. Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2);
3. Student disciplinary cases, pursuant to 5 ILCS 120/2(c)(9) and
4. Pending or probable litigation against, affecting or on behalf of the public body, pursuant to 5 ILCS 120/2(c)(11).

Approval of Resignation of Certified Employee (Motion Passed)

33. A motion was made by Soehlke and seconded by Hasamear to approve the resignation of Jennifer Wieggers, District ELL Teacher, effective January 12, 2022. Motion passed unanimously on voice vote.

Approval of Resignations of Non-Certified Employees (Motion Passed)

34. A motion was made by Soehlke and seconded by Stutts to approve the resignations of the following non-certified employees. Motion passed unanimously on voice vote.

Sarah Fahey, Webster Relief Aide, effective December 22, 2021;
 Mary Stogner, DIS Educational Assistant, effective January 28, 2022;
 Emily Matthews, DIS Educational Assistant, effective December

30, 2021;

Josephine Steiner, CHS Educational Assistant, effective January 21, 2022;

Hannah Krueger, Webster Computer Support Specialist, effective December 16, 2021; and

Ana May Tippen, Kreitner Relief Aide, effective December 22, 2021.

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

35. A motion was made by Soehlke and seconded by Hasamear to approve the employment of the following non-certified employees, pending employment requirements. Motion passed unanimously on voice vote.

Robert Dickenson, CHS Custodian, effective December 6, 2021;

Kim Blatcher, Kreitner 4 hour Relief Aide, effective December 9, 2021;

Stephen Rulo, CHS Educational Assistant, effective January 3, 2022;

Michelle Arnold, Renfro 2.5 hour Relief Aide, effective January 3, 2022;

Anthony Baugher, CMS Building & Grounds Monitor, effective December 20, 2021;

Mariah Arriola, Webster Educational Assistant, effective January 3, 2021; and

Clarence Jackson, Webster Custodian, effective December 21, 2021.

**Approval of
Check-In
Facilitators
(Motion Passed)**

36. A motion was made by Soehlke and seconded by Stutts that Rachel Romano-Santoro and Toni Geisen be approved, on an hourly rate, as check-in facilitators for the District. Motion passed unanimously on voice vote.

**Approval of
Dismissal of
Probationary
Custodian
(Motion Passed)**

37. A motion was made by Soehlke and seconded by Craft that the Board terminate Ted Birdsong, a probationary custodian, effective December 17, 2021. Motion passed on roll call vote as follows: Reulecke, absent; Stutts, yes; Soehlke, yes; Peccola, yes; Bronnbauer, yes; Craft, yes; Hasamear, yes.

**Approval
of Coaches
(Motion Passed)**

38. A motion was made by Soehlke and seconded by Craft to approve the following Collinsville Middle School coaches for the 2021-22 season. Motion passed unanimously on voice vote.

Michael Hare, Volunteer Wrestling Coach;
Darin Lee, Head Boys Track Coach, Step 15; and
Melissa Pickett, Assistant Girls Track Coach, Step 1.

**Approval to
Increase
Position from
Part Time to
Full Time
(Motion Passed)**

39. A motion was made by Soehlke and seconded by Bronnbauer that the part time monitor at Collinsville High School be increased to full time effective January 3, 2022. Motion passed unanimously on voice vote.

**Approval of
Coach
Resignation
(Motion Passed)**

40. A motion was made by Soehlke and seconded by Hasamear to approve the resignation of Jim Beck as Assistant CHS Boys Track Coach, effective December 14, 2021. Motion passed unanimously on voice vote.

**Approval of
Additional
Compensation
for Staff
(Motion Passed)**

41. A motion was made by Soehlke and seconded by Bronnbauer to approve additional compensation for staff teaching class overages at Dorris Intermediate School as shown in Exhibit E-12.9. Motion passed unanimously on voice vote.

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

42. A motion was made by Soehlke and seconded by Craft that the Board expel the student named in Exhibit E-13.1 (21-22/5) for the remainder of the 2021-22 school year, the entire 2022-23 school year, and the 1st semester of the 2023-24 school year, based on the Board's determination that the student engaged in egregious conduct and that the student's continued presence at school poses a threat to school safety of other students and staff and substantially disrupts the operation of the school. The Board further finds that given the severity of the student's misconduct, there are no other appropriate disciplinary interventions available and that the presence of the student at school will foster a culture that the student's behavior at school is acceptable or tolerated. Further that the student be considered for placement at an alternative school (pending space availability) whereby goals would have to be met in order to return to Collinsville High School for the 2nd semester of the 2023-2024 school year under probation as prescribed by the administration. Motion passed on roll call vote as follows: Reulecke, absent; Stutts, yes; Soehlke, yes; Peccola, yes; Bronnbauer, yes; Craft, yes; Hasamear, yes.

Adjournment

43. There being no further business, Mr. Peccola declared the meeting adjourned at 8:11 p.m.

7. **Approval of Board Bills for January 2022**

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 #
A & H MECHANICAL								
062712	26492540540U	CONTINGENCY		150		31,400.00	1/1/22	20-2540-540-49-10
062530	26082540323N	REP/MAINT SVC MS		150		6,500.00	1/1/22	20-2540-323-08-27
064296	26082540323G	REP/MAINT SVC HS		150		400.00	1/1/22	20-2540-323-08-22
064295	26082540323G	REP/MAINT SVC HS		150		500.00	1/1/22	20-2540-323-08-22
064108	26082540323G	REP/MAINT SVC HS		150		200.00	1/1/22	20-2540-323-08-22
						<u>39,000.00</u>		
AATG								
300024236	16101130410G	HS FOR LANG SUPPLIES		150	2022000074	90.00	1/1/22	10-1130-410-10-22
						<u>90.00</u>		
AC SYSTEMS INC								
71997	26082540410G	MAINT SUPPLIES HS		150		1,217.00	1/1/22	20-2540-410-08-22
						<u>1,217.00</u>		
ALLEY, DAWN								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		13.22	1/1/22	10-2130-332-12-10
						<u>13.22</u>		
ALVARADO, ANGELA								
MILEAGE	16651800332U	Bilingual travel(Local)		150		29.79	1/1/22	10-1800-332-65-10
						<u>29.79</u>		
AMERI-CAN PORTABLES								
55195	26082540324G	REP/MAINT HS ATHL		150		90.00	1/1/22	20-2540-324-08-22
55196	26082540323N	REP/MAINT SVC MS		150		90.00	1/1/22	20-2540-323-08-27
55194	10011710013B	VOC HOUSE 310 South Seminary		150		95.00	1/1/22	10-171-01
						<u>275.00</u>		
ANNUVIA								
91904	16012310411B	District AED for FY19 only		150		5,069.95	1/1/22	10-2310-411-01-20
						<u>5,069.95</u>		
ARNOLD, JERI								
REIMBURSE	16491130333G	HS CONTEST TRAVEL		150		51.00	1/1/22	10-1130-333-49-22
						<u>51.00</u>		
BARNES & NOBLE, INC.								
4192400	16051250410U	21-22 TITLE I INST MATLS		150	5220074	217.21	1/1/22	10-1250-410-05-430000-10
4183499	16051250410U	21-22 TITLE I INST MATLS		150	5220071	193.32	1/1/22	10-1250-410-05-430000-10
						<u>410.53</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 #
BELLEVILLE NEWS DEMOCRAT								
BLV-8215946	160225103501	DIRECTOR OF FINANCE ADVERTISING		150		791.97	1/1/22	10-2510-350-02-01
						<u>791.97</u>		
BENSON, JULIE								
MILEAGE	16122140332U	PSYCHOLOGIST TRAVEL		150		95.70	1/1/22	10-2140-332-12-10
MILEAGE	16122140332U	PSYCHOLOGIST TRAVEL		150		104.72	1/1/22	10-2140-332-12-10
MILEAGE	16122140332U	PSYCHOLOGIST TRAVEL		150		103.04	1/1/22	10-2140-332-12-10
						<u>303.46</u>		
BLACKARD, SCOTT								
MILEAGE	16012110332U	TRUANT OFF TRAVEL (2)		150		36.40	1/1/22	10-2110-332-01-10
						<u>36.40</u>		
BOUSHEY, LOREN								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		20.16	1/1/22	10-2130-332-12-10
						<u>20.16</u>		
BUREAU OF EDUC & RESEARCH								
NIEDBALSKI	16763700332U	19-20TITLE II NON PUB TRAVEL		150		279.00	1/1/22	10-3700-332-76-493200-10
						<u>279.00</u>		
BUYERS INDUSTRIAL SUPPLY								
11441	16732139410U	ESSR II PPE		150		6,729.00	1/1/22	10-2139-410-73-10
11454	26072540410U	CUSTODIAL SUPPLIES UNIT		150		250.56	1/1/22	20-2540-410-07-10
						<u>6,979.56</u>		
BUZZS AUTOMOTIVE SERVICES								
144510	16242562323U	LUNCH PROG REP MAINT SERV		150		70.82	1/1/22	10-2562-323-24-10
						<u>70.82</u>		
CALVERT, LISA								
REIMBURSE	16212210332U	21-22 IDEA FLO THRU TRAVEL		150		656.72	1/1/22	10-2210-332-21-462000-10
						<u>656.72</u>		
CENTRAL RESTAURANT PRODUCTS								
11976110	26242560540U	19-20TITLE II NON PUB TRAVEL		150	2022000098	95.97	1/1/22	20-2560-540-24-10
						<u>95.97</u>		
CHEMSEARCHFE								
7647698	26082540323U	BLDGS/GRDS MAINT SVC		150		192.00	1/1/22	20-2540-323-08-10
7621557	26082540323U	BLDGS/GRDS MAINT SVC		150		192.00	1/1/22	20-2540-323-08-10
						<u>384.00</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 #
CHS BAND PARENTS ASSOC.								
REIMBURSE	16141130640G	HS BAND/MUSIC DUES AND FEES		150		60.00	1/1/22	10-1130-640-14-22
						<u>60.00</u>		
COLEMAN, CHRISTINE								
MILEAGE	16273300332U	PRE-K Travel for Home vi		150		2.35	1/1/22	10-3300-332-27-370500-10
MILEAGE	16833000332U	19-20 Preschool Expan PE		150		8.23	1/1/22	10-3000-332-83-370500-10
						<u>10.58</u>		
COMMERCIAL TELEPHONE SYSTEMS								
54285	26072540323U	TELEPHONE MAINT SERV		150		230.00	1/1/22	20-2540-323-07-10
						<u>230.00</u>		
COMPUTYPE COMPUTER SERVICE								
474655	16943300540U	20-21 (TEC) Public Safety...Policing materials		150		2,916.60	1/1/22	10-3300-540-94-10
475869	86932367390U	TECH: Security Camera Mainte & Repair		150		463.12	1/1/22	80-2367-390-93-10
474656	16943300540U	20-21 (TEC) Public Safety...Policing materials		150		3,140.10	1/1/22	10-3300-540-94-10
						<u>6,519.82</u>		
CONNOR, SHELLEY								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		150		17.14	1/1/22	10-2660-332-93-10
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		150		9.18	1/1/22	10-2660-332-93-10
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		150		11.37	1/1/22	10-2660-332-93-10
						<u>37.69</u>		
CONNOR CO.								
S009825812.0	26082540410U	MAINT SUPPLIES UNIT		150		123.66	1/1/22	20-2540-410-08-10
S009863571.0	26082540410G	MAINT SUPPLIES HS		150		63.85	1/1/22	20-2540-410-08-22
						<u>187.51</u>		
CONTINENTAL RESEARCH								
0032612	26072540410U	CUSTODIAL SUPPLIES UNIT		150		431.18	1/1/22	20-2540-410-07-10
						<u>431.18</u>		
CSI								
0000259060	16242562323U	LUNCH PROG REP MAINT SERV		150		1,009.80	1/1/22	10-2562-323-24-10
0000258507	16242562323U	LUNCH PROG REP MAINT SERV		150		3,055.82	1/1/22	10-2562-323-24-10
						<u>4,065.62</u>		
CUSTOM HOME ELEVATORS								
NVOWBC72	26082540323G	REP/MAINT SVC HS		150		175.00	1/1/22	20-2540-323-08-22
GARAVENTA	26082540323I	REPAIRS/MAINT DORRIS		150		250.00	1/1/22	20-2540-323-08-33

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 #
						425.00		
DEL BURGO, ANA TERESA								
MILEAGE	16651800332U	Bilingual travel(Local)		150		12.60	1/1/22	10-1800-332-65-10
MILEAGE	16651800332U	Bilingual travel(Local)		150		3.36	1/1/22	10-1800-332-65-10
						<u>15.96</u>		
DELAGE LANDEN PUBLIC FINANCE LLC								
74762834	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		4,926.00	1/1/22	10-2310-311-01-20
						<u>4,926.00</u>		
DELKUS LAWN CARE								
13385	26082540324G	REP/MAINT HS ATHL		150		375.00	1/1/22	20-2540-324-08-22
						<u>375.00</u>		
DELMORE, COLLEEN								
REIMBURSE	16271125410U	21-22 PRE-K AT RISK SUPPLIES		150		66.44	1/1/22	10-1125-410-27-370500-10
						<u>66.44</u>		
DISCOUNT SCHOOL SUPPLY								
W7691394010	16831110410U	19-20 Preschool Expan PE		150	2022000103	57.61	1/1/22	10-1110-410-83-370500-10
W7691394010	16831110410U	19-20 Preschool Expan PE		150	2022000103	55.18	1/1/22	10-1110-410-83-370500-10
						<u>112.79</u>		
DUTCH HOLLOW SUPPLIES								
266019	26072540410U	CUSTODIAL SUPPLIES UNIT		150		420.00	1/1/22	20-2540-410-07-10
						<u>420.00</u>		
EDUCATION ADVANCED								
12409	16492120300G	SCHEDULING SOFTWARE		150	99001846	32,008.00	1/1/22	10-2120-300-49-22
						<u>32,008.00</u>		
ELECTRONIX EXPRESS								
INV571815	16951400410U	21-22 TITLE II CONSULT (4932)		150	99001842	144.60	1/1/22	10-1400-410-95-10
INV571682	16951400410U	CTE GRANT SUPPLIES		150	99001842	652.70	1/1/22	10-1400-410-95-10
						<u>797.30</u>		
EMBRACE EDUCATION								
10292	16212660310U	IDEA FLow Thru Service		150		2,690.63	1/1/22	10-2660-310-21-462000-10
						<u>2,690.63</u>		
ESGI								
ESGI37668	16051250314U	21-22 TITLE I PROF SERV INST		150	5220053	498.34	1/1/22	10-1250-314-05-430000-10
						<u>498.34</u>		

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ESTRELLITA								
27246	16052210332U	21-22 TITLE IV (DF3)		150	5220038	297.00	1/1/22	10-2210-332-05-430000-10
						<u>297.00</u>		
FCB BANKS								
BONDS	36015140620B	BOND INTEREST PAYMENTS	2	150		16,990.00	1/1/22	30-5140-620-01-20
BONDS	36015140620B	BOND INTEREST PAYMENTS	1	150		63,650.00	1/1/22	30-5140-620-01-20
BONDS	36015200610B	BOND PRINCIPAL PAYMENTS	2	150		2,020,000.00	1/1/22	30-5200-610-01-20
						<u>2,100,640.00</u>		
FGM, INC.								
21-3246.01-4	66012530311G	ARCHITECT FEES CHS		150		1,155.00	1/1/22	60-2530-311-01-22
21-3226.02-2	66012530311C	ARCHITECT FEES CASEYVILLE		150		263,848.44	1/1/22	60-2530-311-01-21
21-3032.02-3	66012530311X	ARCHITECT FEES WEBSTER		150		11,880.00	1/1/22	60-2530-311-01-31
21-3223.02-2	66012530311I	ARCHITECT FEES DIS		150		78,977.50	1/1/22	60-2530-311-01-33
20-2823.03-8	26012533311U	ARCH/ENG SVCS		150		440.00	1/1/22	20-2533-311-01-10
						<u>356,300.94</u>		
FILGES, ROMAYNE								
MILEAGE	16833000332U	19-20 Preschool Expan PE		150		9.80	1/1/22	10-3000-332-83-370500-10
MILEAGE	16273300332U	PRE-K Travel for Home vi		150		29.40	1/1/22	10-3300-332-27-370500-10
						<u>39.20</u>		
FIRST STUDENT								
11774033	46022550464B	GASOLINE FIRST STUDENT		150		8,394.02	1/1/22	40-2550-464-02-20
11774033	46122550332B	SPEC ED TRANSP FIRST STUDENT 5% INCREASE FOR FY22		150		139,838.78	1/1/22	40-2550-332-12-20
11774033	46122550330B	SPEC ED TRASP Bus monitor		150		46,948.49	1/1/22	40-2550-330-12-20
11774033	46012550332B	REG TRANSP FIRST STUDENT 5% increase FY22		150		4,134.24	1/1/22	40-2550-332-01-20
11774033	46012550332I	REG TRANSP Bus Monitor First Student		150		10,096.96	1/1/22	40-2550-332-01-01
11774033	46142550332G	HS BAND TRAVEL		150		462.94	1/1/22	40-2550-332-14-22
11774033	46452550332G	HS BOYS ATH TRAVEL FIRST STU		150		5,517.58	1/1/22	40-2550-332-45-22
11774033	46462550332G	HS GIRLS ATH TRAVL FIRST STU		150		1,597.68	1/1/22	40-2550-332-46-22
11774033	46462551332G	HS CHEERLEADER TRAVEL		150		2,082.15	1/1/22	40-2551-332-46-22
11774033	46452550332N	MS BOYS ATH TRAVEL FIRST STU		150		1,148.73	1/1/22	40-2550-332-45-27
11774033	46462550332N	MS GIRLS ATH TRVL FIRST STU		150		506.54	1/1/22	40-2550-332-46-27
11774033	46012550332U	FIELD TRIPS FS (\$9 @ student)		150		296.06	1/1/22	40-2550-332-01-10
11774033	16491130333G	HS CONTEST TRAVEL		150		691.18	1/1/22	10-1130-333-49-22
11774033	46142550332N	CMS Band,Choir Travel performa		150		287.45	1/1/22	40-2550-332-14-27
11774033	46012550332B	REG TRANSP FIRST STUDENT 5% increase FY22		150		232,027.58	1/1/22	40-2550-332-01-20
						<u>454,030.38</u>		

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FLINN SCIENTIFIC, INC.								
2661256	16391100410U	21-22 TITLE IV		150	322050	3,584.07	1/1/22	10-1100-410-39-440000-10
2650300	16181130410G	HS SCIENCE SUPPLIES		150		247.83	1/1/22	10-1130-410-18-22
						<u>3,831.90</u>		
FOLLETT SCHOOL SOLUTIONS INC								
376998	162822204304	ELEM MEDIA CENTER MATLS		150	2022000070	3,725.02	1/1/22	10-2220-430-28-04
						<u>3,725.02</u>		
FRANCE MECHANICAL CORPORATION								
CHANGE 013	66012540540X	Webster: containment abatement flooring epoxy LED		150		2,139.10	1/1/22	60-2540-540-01-31
						<u>2,139.10</u>		
FRANCOTYP-POSTALIA								
RI105156268	160225243401	POSTAGE & POSTAGE MACH Rental		150		252.00	1/1/22	10-2524-340-02-01
RI105156269	16492410340G	HS OFFICE POSTAGE/RENTAL		150		252.00	1/1/22	10-2410-340-49-22
						<u>504.00</u>		
FRECHMAN, SUSAN								
MILEAGE	160223203321	SUPERINTENDENT TRAVEL		150		29.01	1/1/22	10-2320-332-02-01
						<u>29.01</u>		
FROST ELECTRIC SUPPLY CO.								
S4368276.001	26082540410G	MAINT SUPPLIES HS		150		183.00	1/1/22	20-2540-410-08-22
S4368581.001	26082540410G	MAINT SUPPLIES HS		150		67.64	1/1/22	20-2540-410-08-22
S4367093.1	26082540410U	MAINT SUPPLIES UNIT		150		598.15	1/1/22	20-2540-410-08-10
						<u>848.79</u>		
GATEWAY OCCUPATIONAL HEALTH SERVICE								
88286	160226423111	HR ORDERED PHYSICAL		150		96.00	1/1/22	10-2642-311-02-01
88629	160226423111	HR ORDERED PHYSICAL		150		100.00	1/1/22	10-2642-311-02-01
						<u>196.00</u>		
GEIB, GAIL								
REIMBURSE	16291130410G	HS ENGLISH SUPPLIES		150		143.95	1/1/22	10-1130-410-29-22
						<u>143.95</u>		
GENERATION GENIUS INC.								
GG109862-R3	16051250314U	21-22 TITLE I PROF SERV INST		150	5220085	95.00	1/1/22	10-1250-314-05-430000-10
						<u>95.00</u>		
GIBSON, JENNIFER								
REIMBURSE	16831110410U	19-20 Preschool Expan PE		150		74.26	1/1/22	10-1110-410-83-370500-10

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						74.26		
GIGER, SANDRA								
700450212	16671250410U	LIPLEP SUPPLIES		150		100.14	1/1/22	10-1250-410-67-490900-10
						100.14		
GOETTER, RYAN								
7226826	161411103324	ELEM MUSIC/BAND TRAVEL		150		45.36	1/1/22	10-1110-332-14-04
						45.36		
GRAINGER								
9162448246	26082540410G	MAINT SUPPLIES HS		150		6.17	1/1/22	20-2540-410-08-22
9174144213	26082540410U	MAINT SUPPLIES UNIT		150		301.68	1/1/22	20-2540-410-08-10
						307.85		
GREAT CIRCLE								
CLN.1221.1934	16924220680U	ELEM MEDICAID TUITION		150		3,514.72	1/1/22	10-4220-680-92-10
CLN.1221.1934	16924220680U	HS MEDICAID TUITION		150		10,544.16	1/1/22	10-4220-680-92-10
						14,058.88		
GUIN MUNDORF LLC								
159-04	86012310318B	BOARD GOVERNANCE		150		6,948.75	1/1/22	80-2369-318-01-20
159-70	86012310318B	LR 2019		150		127.50	1/1/22	80-2369-318-01-20
159-01	86012310318B	PERSONNEL		150		765.00	1/1/22	80-2369-318-01-20
159-10	86012310318B	RETAINER		150		450.00	1/1/22	80-2369-318-01-20
159-00	86012310318B	STUDENTS		150		2,741.25	1/1/22	80-2369-318-01-20
						11,032.50		
GUNTHER SALT CO.								
426799	26082540410U	MAINT SUPPLIES UNIT		150		1,917.50	1/1/22	20-2540-410-08-10
						1,917.50		
HALL, LYNN								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		27.27	1/1/22	10-2130-332-12-10
						27.27		
HARDY, MELISSA								
MILEAGE	16121210332U	SLP CORR IN DIST TRAVEL		150		12.10	1/1/22	10-1210-332-12-10
						12.10		
HAYMAN, MICHAEL								
REIMBURSE	16282220430N	MS MEDIA CENTER MATLS		150		562.09	1/1/22	10-2220-430-28-27
						562.09		

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HEALTHY SOLUTIONS INC.								
3893	16012310313B	EMPLOYEE HEPATITIS B SHOTS		150		380.00	1/1/22	10-2310-313-01-20
						<u>380.00</u>		
HILLYARD								
604572441	16732139410U	ESSR II PPE		150		5,358.00	1/1/22	10-2139-410-73-10
						<u>5,358.00</u>		
HOUBERG, KIMBERLY								
MILEAGE	16833000332U	19-20 Preschool Expan PE		150		50.85	1/1/22	10-3000-332-83-370500-10
MILEAGE	16833000332U	19-20 Preschool Expan PE		150		56.95	1/1/22	10-3000-332-83-370500-10
						<u>107.80</u>		
ILLINOIS CENTER FOR AUTISM								
STMT	16124220687U	ELEM ILLINOIS CENTER FOR AUTISM		150		21,604.80	1/1/22	10-4220-680-12-10
STMT	16124220687U	HS ILLINOIS CENTER FOR AUTISM		150		14,403.20	1/1/22	10-4220-680-12-10
						<u>36,008.00</u>		
ILLINOIS SCHOOL FOR THE DEAF								
STMT	46122550333B	SPEC ED TRANS NON FIRST STU		150		57.00	1/1/22	40-2550-333-12-20
						<u>57.00</u>		
IMEL PEST CONTROL								
557419	26072540321U	TRASH REMOVAL & PEST CONTROL		150		65.00	1/1/22	20-2540-321-07-10
557424	26072540321U	TRASH REMOVAL & PEST CONTROL		150		100.00	1/1/22	20-2540-321-07-10
557420	26072540321U	TRASH REMOVAL & PEST CONTROL		150		65.00	1/1/22	20-2540-321-07-10
557442	26072540321U	TRASH REMOVAL & PEST CONTROL		150		75.00	1/1/22	20-2540-321-07-10
557443	26072540321U	TRASH REMOVAL & PEST CONTROL		150		75.00	1/1/22	20-2540-321-07-10
						<u>380.00</u>		
INDUSTRIAL SOAP COMPANY								
1397507	26072540410U	CUSTODIAL SUPPLIES UNIT		150		121.20	1/1/22	20-2540-410-07-10
1394475	26072540410U	CUSTODIAL SUPPLIES UNIT		150		535.20	1/1/22	20-2540-410-07-10
1394338	26072540410U	CUSTODIAL SUPPLIES UNIT		150		2,699.42	1/1/22	20-2540-410-07-10
1395541	26072540410U	CUSTODIAL SUPPLIES UNIT		150		511.54	1/1/22	20-2540-410-07-10
1395440	26072540410U	CUSTODIAL SUPPLIES UNIT		150		1,047.18	1/1/22	20-2540-410-07-10
1397488	26072540410U	CUSTODIAL SUPPLIES UNIT		150		291.00	1/1/22	20-2540-410-07-10
1398748	26072540410U	CUSTODIAL SUPPLIES UNIT		150		4,398.16	1/1/22	20-2540-410-07-10
1398987	26072540410U	CUSTODIAL SUPPLIES UNIT		150		192.10	1/1/22	20-2540-410-07-10
1399372	26082540323C	REP/MAINT SVC CASEYVILLE		150		759.20	1/1/22	20-2540-323-08-21
1395245	26072540410U	CUSTODIAL SUPPLIES UNIT		150		136.50	1/1/22	20-2540-410-07-10
						<u>10,691.50</u>		

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ITSAVVY								
01314722	16951400410U	CTE GRANT SUPPLIES		150	99001840	45.01	1/1/22	10-1400-410-95-10
						<u>45.01</u>		
JOHNSTONE SUPPLY								
3142994-01	26082540410C	MAINT SUPPLIES CASEYVILLE		150		157.93	1/1/22	20-2540-410-08-21
3142994	26082540410C	MAINT SUPPLIES CASEYVILLE		150		157.93	1/1/22	20-2540-410-08-21
3142762	26082540410H	MAINT SUPPLIES HOLLY HGHTS		150		264.85	1/1/22	20-2540-410-08-23
						<u>580.71</u>		
JW PEPPER & SONS, INC.								
363856031	161411104104	ELEM MUSIC/BAND SUPPLIES		150		19.90	1/1/22	10-1110-410-14-04
363830765	161411104104	ELEM MUSIC/BAND SUPPLIES		150		230.18	1/1/22	10-1110-410-14-04
363839979	16141130410G	HS BAND/MUSIC SUPPLIES		150		286.99	1/1/22	10-1130-410-14-22
2537771	16141130410G	HS BAND/MUSIC SUPPLIES		150		215.00	1/1/22	10-1130-410-14-22
363755619	16141120410N	MS BAND/MUSIC SUPPLIES		150		65.00	1/1/22	10-1120-410-14-27
						<u>817.07</u>		
JWEB MEDIA								
5576	16932660310U	NETWORK ADMIN CONTRACT? School master		150		1,710.00	1/1/22	10-2660-310-93-10
						<u>1,710.00</u>		
KANE MECHANICAL								
S-05165	26082540323N	REP/MAINT SVC MS		150		2,282.00	1/1/22	20-2540-323-08-27
						<u>2,282.00</u>		
KBD PROMOTIONS								
1722	16012310332U	PROF DEV ORIENTATION/MEETINGS		150		225.00	1/1/22	10-2310-332-01-10
						<u>225.00</u>		
KELL, STACIA								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		19.32	1/1/22	10-2130-332-12-10
						<u>19.32</u>		
KIMBRELL, ANGIE								
REIMBURSE	16212210332U	21-22 IDEA FLO THRU TRAVEL		150		77.70	1/1/22	10-2210-332-21-462000-10
						<u>77.70</u>		
KNAPHIDE TRUCK EQ CENTER								
SLJ43733	26082540410U	MAINT SUPPLIES UNIT		150		1,990.00	1/1/22	20-2540-410-08-10
						<u>1,990.00</u>		
KYROUAC, JENNIFER								

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MILEAGE	16012110332U	TRUANT OFF TRAVEL (2)		150		185.25	1/1/22	10-2110-332-01-10
						<u>185.25</u>		
LAMINATOR.COM								
285179	16091120410N	MS ART SUPPLIES		150	2022000089	1,929.99	1/1/22	10-1120-410-09-27
						<u>1,929.99</u>		
LAMMERT, LORI								
REIMBURSE	16282220323N	MS MEDIA PURCHASED SVCS		150		149.99	1/1/22	10-2220-323-28-27
						<u>149.99</u>		
LAUENSTEIN, STACEY								
MILEAGE	16051250332U	21-22 TITLE I TRAVEL		150		93.07	1/1/22	10-1250-332-05-430000-10
						<u>93.07</u>		
LEARNING A - Z								
4768614	16051250314U	21-22 TITLE I PROF SERV INST		150	5220083	158.33	1/1/22	10-1250-314-05-430000-10
						<u>158.33</u>		
LIBRARIES FIRST								
8149	16282220323G	HS MEDIA PURCHASED SVCS		150		325.00	1/1/22	10-2220-323-28-22
						<u>325.00</u>		
LINCOLN ELECTRIC COMPANY								
916755558	16951400410U	CTE GRANT SUPPLIES		150	99118143	905.70	1/1/22	10-1400-410-95-10
						<u>905.70</u>		
LINCOLN PRAIRIE BHC								
2021-16221	16924220680U	HS SPED MEDICAID TUITION		150		200.00	1/1/22	10-4220-680-92-10
						<u>200.00</u>		
MADISON COUNTY ROE #41								
11-2022-04	16924220680U	MEDICAID TUITION		150		2,175.00	1/1/22	10-4220-680-92-10
						<u>2,175.00</u>		
MADISON COUNTY ROE								
12-2021-10	16124220688U	HS NON SPED TUITION TO EDUC THERAPY CTR		150		1,125.00	1/1/22	10-4220-680-12-10
12-2021-10	16124220688U	HS NON SPED TUITION TO EDUC THERAPY CTR		150		1,125.00	1/1/22	10-4220-680-12-10
						<u>2,250.00</u>		
MADISON COUNTY ROE								
FPDEC21	160226423101	HR BACKGROUND INVESTIGAT		150		135.00	1/1/22	10-2642-310-02-01
						<u>135.00</u>		

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MADURA, JUDY								
MILEAGE	16372210332U	IDEA PRESCHOOL TRAVEL		150		12.54	1/1/22	10-2210-332-37-460000-10
						<u>12.54</u>		
MAXIM, HEATHER								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		6.16	1/1/22	10-2130-332-12-10
						<u>6.16</u>		
MCGINNIS, ANGIE								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		88.48	1/1/22	10-2130-332-12-10
						<u>88.48</u>		
METRO EAST EQUIPMENT								
964553	26082540410U	MAINT SUPPLIES UNIT		150		140.48	1/1/22	20-2540-410-08-10
						<u>140.48</u>		
MOSYLE CORPORATION								
2236483	16932660411U	TECHNOLOGY SOFTWARE		150		4,675.00	1/1/22	10-2660-411-93-10
						<u>4,675.00</u>		
MOW PRINTING CO.								
86081	16012310412U	DISTRICT Paper supply (for allocation)		150		302.91	1/1/22	10-2310-412-01-10
						<u>302.91</u>		
MUSIC & ARTS								
INV029124214	161411104104	ELEM MUSIC/BAND SUPPLIES		150		61.92	1/1/22	10-1110-410-14-04
INV029530442	161411104104	ELEM MUSIC/BAND SUPPLIES		150		22.50	1/1/22	10-1110-410-14-04
INV029570844	161411107004	ELEM MUSIC/BAND EQUI		150		126.00	1/1/22	10-1110-700-14-04
INV029571714	161411107004	ELEM MUSIC/BAND EQUI		150		512.63	1/1/22	10-1110-700-14-04
INV029471284	161411104104	ELEM MUSIC/BAND SUPPLIES		150		28.70	1/1/22	10-1110-410-14-04
						<u>751.75</u>		
NCS PEARSON INC								
16574455	16371220410U	IDEA PRESCHOOL SUPPLIES		150	2022000091	147.56	1/1/22	10-1220-410-37-460000-10
16574455	16273300410U	NA PRE-K AT RISK SUP (commu		150	2022000091	147.56	1/1/22	10-3300-410-27-370500-10
						<u>295.12</u>		
NELCO								
7661554	160226604101	ACCOUNTING DEPT OFF SUPPLIES		150		1,199.00	1/1/22	10-2660-410-02-01
						<u>1,199.00</u>		
NOODLETOOLS, INC.								
205-905-R6	16282220323G	HS MEDIA PURCHASED SVCS		150		60.00	1/1/22	10-2220-323-28-22

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Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
						60.00		
NOONAN, CANDACE								
MILEAGE	16121210332U	SLP CORR IN DIST TRAVEL		150		28.00	1/1/22	10-1210-332-12-10
						28.00		
NOTTELMANN MUSIC COMPANY								
660089	161411104104	ELEM MUSIC/BAND SUPPLIES		150		44.95	1/1/22	10-1110-410-14-04
						44.95		
OHARA, LAURA								
MILEAGE	16121210332U	SLP CORR IN DIST TRAVEL		150		56.62	1/1/22	10-1210-332-12-10
						56.62		
OLSEN, KAREN								
REIMBURSE	16162120411G	HS COUNSELOR SUPPLIES		150		64.86	1/1/22	10-2120-411-16-22
						64.86		
PACIFIC LEARNING								
1047567	16051250410U	21-22 TITLE I INST MATLS		150	5220082	2,035.00	1/1/22	10-1250-410-05-430000-10
						2,035.00		
PALEN MUSIC								
4329604	161411103234	ELEM MUSIC/BAND REPAIRS		150		50.00	1/1/22	10-1110-323-14-04
4294613	16141130323G	HS BAND/MUSIC MAINT SVC		150		55.00	1/1/22	10-1130-323-14-22
						105.00		
PARTHASARATHY, DR. T.K.								
STMT	16922523410U	MEDICAID SUPPLIES		150		830.00	1/1/22	10-2523-410-92-10
						830.00		
PENDLETON, CHRIS								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		150		26.26	1/1/22	10-2660-332-93-10
						26.26		
PORTER, DAN								
MILEAGE	16012110332U	TRUANT OFF TRAVEL (2)		150		46.37	1/1/22	10-2110-332-01-10
						46.37		
PRO-ALARM								
138681	26082540323H	REP/MAINT SVC HOLLY HGTS		150		153.00	1/1/22	20-2540-323-08-23
138884	26082540323K	REP/MAINT SVC KREITNER		150		2,605.00	1/1/22	20-2540-323-08-25
						2,758.00		

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PROJECT COMPASSION, NFP								
305	16393700314U	21-22 TITLE IV		150		1,495.00	1/1/22	10-3700-314-39-440000-10
						<u>1,495.00</u>		
PURITAN SPRINGS BOTTLED WATER								
1715002	16041110410K	KREITNER TEACHER SUPPLIES		150		90.78	1/1/22	10-1110-410-04-25
1064823	16012310410B	BOARD SUPPLIES		150		8.50	1/1/22	10-2310-410-01-20
						<u>99.28</u>		
PYRAMID MODEL CONSORTIUM								
2058	16372210332U	IDEA PRESCHOOL TRAVEL		150	2122159	49.00	1/1/22	10-2210-332-37-460000-10
						<u>49.00</u>		
RAMAIR, INC.								
238551	26082540410N	MAINT SUPPLIES CMS		150		791.25	1/1/22	20-2540-410-08-27
238549	26082540410X	MAINT SUPPLIES WEBSTER		150		596.02	1/1/22	20-2540-410-08-31
238550	26082540410I	MAINT SUPPLIES CIS		150		602.60	1/1/22	20-2540-410-08-33
238552	26082540410G	MAINT SUPPLIES HS		150		63.27	1/1/22	20-2540-410-08-22
238548	26082540410R	MAINT SUPPLIES RENFRO		150		86.09	1/1/22	20-2540-410-08-28
						<u>2,139.23</u>		
RAMIREZ, LESLIE								
MILEAGE	16651800332U	Bilingual travel(Local)		150		32.70	1/1/22	10-1800-332-65-10
						<u>32.70</u>		
RAPTOR TECHNOLOGIES LLC								
INV26898	86012365410U	SAFETY SUPPLIES		150	2022000092	634.00	1/1/22	80-2365-410-01-10
						<u>634.00</u>		
REGION III SPECIAL ED COOP								
STMT	16124220681U	ELEM TUITION WILLIAM BEDELL		150		236.85	1/1/22	10-4220-680-12-10
STMT	16124220681U	HS TUITION WILLIAM BEDELL		150		157.89	1/1/22	10-4220-680-12-10
						<u>394.74</u>		
ROYAL PAPER INC								
143263	26072540410U	CUSTODIAL SUPPLIES UNIT		150		1,542.48	1/1/22	20-2540-410-07-10
130123	26072540410T	CUSTODIAL SUPPLIES TWIN ECHO		150		537.70	1/1/22	20-2540-410-07-30
143579	16732139410U	ESSR II PPE		150		1,375.43	1/1/22	10-2139-410-73-10
141560	16732139410U	ESSR II PPE		150		1,273.62	1/1/22	10-2139-410-73-10
137435-1	16732139410U	ESSR II PPE		150		14,678.40	1/1/22	10-2139-410-73-10
						<u>19,407.63</u>		

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2112-426565	10011710013B	VOC HOUSE 310 South Seminary		150		1,128.29	1/1/22	10-171-01
						<u>1,128.29</u>		
RYDIN DECAL								
388224	16491130410G	HS MISC SUPPLIES		150		398.65	1/1/22	10-1130-410-49-22
						<u>398.65</u>		
SABATINO, LISA								
REIMBURSE	16212210332U	21-22 IDEA FLO THRU TRAVEL		150		90.00	1/1/22	10-2210-332-21-462000-10
						<u>90.00</u>		
SCANZONI, LISA								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		12.54	1/1/22	10-2130-332-12-10
						<u>12.54</u>		
SCHINDLER ELEVATOR CORPORATION								
7100476407	26082540323X	REP/MAINT SVC WEB ELEM		150		1,983.00	1/1/22	20-2540-323-08-31
						<u>1,983.00</u>		
SCHMIDT, TRACEY								
REIMBURSE	16282220430G	HS MEDIA CENTER MATLS		150		32.59	1/1/22	10-2220-430-28-22
REIMBURSE	16282220430G	HS MEDIA CENTER MATLS		150		28.81	1/1/22	10-2220-430-28-22
REIMBURSE	16282220410G	HS MEDIA CENTER BOOKS		150		18.97	1/1/22	10-2220-410-28-22
						<u>80.37</u>		
SCHNEIDEWIND, ANGIE								
MILEAGE	16051250332U	21-22 TITLE I TRAVEL		150		33.66	1/1/22	10-1250-332-05-430000-10
						<u>33.66</u>		
SCHOLASTIC CLASSROOM MAGAZINES								
M72155195	16211220410U	21-22 IDEA FLO THRU SUPPLIES		150	2122168	39.27	1/1/22	10-1220-410-21-462000-10
						<u>39.27</u>		
SCHOLASTIC								
34746988	16053300410U	21-22 TITLE I SUPPLIES		150	5220078	149.99	1/1/22	10-3300-410-05-430000-10
						<u>149.99</u>		
SCHOOL SPECIALTY SUPPLY								
208178220793	16211220410U	21-22 IDEA FLO THRU SUPPLIES		150	2122073	377.96	1/1/22	10-1220-410-21-462000-10
						<u>377.96</u>		
SCHWIERJOHN, BRENT								
MILEAGE	16122140332U	PSYCHOLOGIST TRAVEL		150		19.43	1/1/22	10-2140-332-12-10

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						19.43		
SECRETARY OF STATE LICENSE RENEWAL								
29668872	16151700410G	HS DR ED SUPPLIES		150		151.00	1/1/22	10-1700-410-15-22
						151.00		
SHERWIN-WILLIAMS								
1489-3	26082540325U	MISC PAINTING WORK		150		62.11	1/1/22	20-2540-325-08-10
5583-8	26082540325U	MISC PAINTING WORK		150		485.05	1/1/22	20-2540-325-08-10
1242-6	26082540325U	MISC PAINTING WORK		150		239.74	1/1/22	20-2540-325-08-10
1243-4	26082540325U	MISC PAINTING WORK		150		64.59	1/1/22	20-2540-325-08-10
5274-4	26082540325U	MISC PAINTING WORK		150		14.65	1/1/22	20-2540-325-08-10
5587-9	26082540325U	MISC PAINTING WORK		150		63.88	1/1/22	20-2540-325-08-10
1666-6	26082540325U	MISC PAINTING WORK		150		159.91	1/1/22	20-2540-325-08-10
						1,089.93		
SHIRTS GALORE AND MORE								
REQUEST	16471500412N	MS ATHLETIC AWARDS		150		231.52	1/1/22	10-1500-412-47-27
						231.52		
SHRED-IT								
8000630469	16212330360U	IDEA FLO THRU PRINTING		150		35.70	1/1/22	10-2330-360-21-462000-10
8000631399	16012310311U	Shredding District (No SP ED)		150		35.70	1/1/22	10-2310-311-01-10
						71.40		
SOCCER MASTER TEAM DEPT								
010950595-0	16451500413G	HS BOYS SOCCER SUPPLIES		150		65.00	1/1/22	10-1500-413-45-22
						65.00		
SODEXO INC. & AFFILIATES								
1001982825	16242560310U	LUNCH PROG CONT FOOD SVC CHGS		150		190,322.16	1/1/22	10-2560-310-24-10
						190,322.16		
SPECIAL EDUCATION SERVICES								
SESINV-01852	16924220680U	ELEM MEDICAID TUITION		150		2,808.75	1/1/22	10-4220-680-92-10
SESINV-01852	16924220680U	HS MEDICAID TUITION		150		2,808.75	1/1/22	10-4220-680-92-10
						5,617.50		
SPORTDECALS								
ARINV-634424	16032410410N	MS PRIN OFF SUPPLIES		150		84.89	1/1/22	10-2410-410-03-27
						84.89		
ST. CLAIR COUNTY ROE								

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DH12022021-0	16764190332U	19-20 TITLE II PAY OTH GOVT		150		75.00	1/1/22	10-4190-332-76-493200-10
						<u>75.00</u>		
STAR FALL EDUCATION								
116979375917	16051250314U	21-22 TITLE I PROF SERV INST		150	5220084	270.00	1/1/22	10-1250-314-05-430000-10
						<u>270.00</u>		
STARK, JAMES								
REIMBURSE	16491130333G	HS CONTEST TRAVEL		150		224.00	1/1/22	10-1130-333-49-22
						<u>224.00</u>		
STENHOUSE PUBLISHERS								
01262232	16762210410U	21-22 TITLE II SUPPLIES (4932)		150	322051	32.00	1/1/22	10-2210-410-76-493200-10
						<u>32.00</u>		
SUESS, ANDREA								
MILEAGE	16122113332U	SPEC ED SOC WK TRAVEL		150		1.79	1/1/22	10-2113-332-12-10
MILEAGE	16122113332U	SPEC ED SOC WK TRAVEL		150		5.32	1/1/22	10-2113-332-12-10
MILEAGE	16122113332U	SPEC ED SOC WK TRAVEL		150		1.79	1/1/22	10-2113-332-12-10
						<u>8.90</u>		
SUMNERONE								
3068230	16211220470U	21-22 IDEA Flow Thru Supplies Ink		150		1,222.00	1/1/22	10-1220-470-21-462000-10
3065658	16211220470U	21-22 IDEA Flow Thru Supplies Ink		150		212.00	1/1/22	10-1220-470-21-462000-10
3071383	16211220470U	21-22 IDEA Flow Thru Supplies Ink		150		1,101.60	1/1/22	10-1220-470-21-462000-10
3101562	16492410411G	HS MAIN OFF STUDENT SUPPLIES		150		98.00	1/1/22	10-2410-411-49-22
						<u>2,633.60</u>		
SWANK MOVIE LICENSING USA								
166748001	16932660323U	TECHNOLOGY REPAIRS/MAINTENANCE		150		4,638.00	1/1/22	10-2660-323-93-10
						<u>4,638.00</u>		
SWIASA								
SKERTICH	160223203321	SUPERINTENDENT TRAVEL		150		50.00	1/1/22	10-2320-332-02-01
						<u>50.00</u>		
TECH ELECTRONICS INC								
N000119995	26082540323I	REPAIRS/MAINT DORRIS		150		185.00	1/1/22	20-2540-323-08-33
N000116920	26082540323C	REP/MAINT SVC CASEYVILLE		150		1,234.51	1/1/22	20-2540-323-08-21
						<u>1,419.51</u>		
TK ELEVATOR CORPORATION								
3006342692	26082540323I	REPAIRS/MAINT DORRIS		150		986.34	1/1/22	20-2540-323-08-33

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						986.34		
TRANE								
11332162	26082540410X	MAINT SUPPLIES WEBSTER		150		201.26	1/1/22	20-2540-410-08-31
11464454	26082540410I	MAINT SUPPLIES CIS		150		310.56	1/1/22	20-2540-410-08-33
11498548	26082540410G	MAINT SUPPLIES HS		150		140.14	1/1/22	20-2540-410-08-22
11408702	26082540410I	MAINT SUPPLIES CIS		150		160.86	1/1/22	20-2540-410-08-33
11450695	26082540410N	MAINT SUPPLIES CMS		150		202.39	1/1/22	20-2540-410-08-27
11497428	26082540410X	MAINT SUPPLIES WEBSTER		150		22.53	1/1/22	20-2540-410-08-31
11450673	26082540410X	MAINT SUPPLIES WEBSTER		150		440.52	1/1/22	20-2540-410-08-31
						<u>1,478.26</u>		
TRURAN, KAREN								
MILEAGE	161226203321	SPEC ED DIR TRAVEL		150		34.47	1/1/22	10-2620-332-12-01
						<u>34.47</u>		
UNITED REFRIGERATION INC								
82499213-00	26082540410N	MAINT SUPPLIES CMS		150		16.65	1/1/22	20-2540-410-08-27
82249348-00	26082540410U	MAINT SUPPLIES UNIT		150		198.33	1/1/22	20-2540-410-08-10
82293245-00	26082540410G	MAINT SUPPLIES HS		150		81.00	1/1/22	20-2540-410-08-22
82430484-00	26082540323S	REP/MAINT SVC SUMMIT		150		3.69	1/1/22	20-2540-323-08-29
82430503-00	26082540410T	MAINT SUPPLIES TWIN ECHO		150		187.90	1/1/22	20-2540-410-08-30
						<u>487.57</u>		
VANDALIA BUS LINES								
68185	16461500332G	HS GIRLS ATH TRAVEL Food, lodg		150		1,153.00	1/1/22	10-1500-332-46-22
						<u>1,153.00</u>		
VANDEFORD, STEPHANIE								
MILEAGE	16051250332U	21-22 TITLE I TRAVEL		150		86.46	1/1/22	10-1250-332-05-430000-10
						<u>86.46</u>		
VILLAGE OF CASEYVILLE								
120821-01	16212540390U	IDEA FLO THRU SPEC ED		150		1,440.00	1/1/22	10-2540-390-21-462000-10
						<u>1,440.00</u>		
VIRCO MFG CO								
91968109	26072540411U	FURNITURE		150		9,614.95	1/1/22	20-2540-411-07-10
						<u>9,614.95</u>		
WATTS COPY SYSTEMS, INC.								
1109653	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		4,929.23	1/1/22	10-2310-311-01-20
1109654	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		137.80	1/1/22	10-2310-311-01-20

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1108510	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		124.00	1/1/22	10-2310-311-01-20
1105462	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		205.16	1/1/22	10-2310-311-01-20
1105463	16012310311B	UNIT wide COPY SERV Non-Cap lease		150		390.80	1/1/22	10-2310-311-01-20
						5,786.99		
WAY, CHRISTY								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		54.54	1/1/22	10-2130-332-12-10
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		14.39	1/1/22	10-2130-332-12-10
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		19.71	1/1/22	10-2130-332-12-10
						88.64		
WEISS, ERIC								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		150		40.54	1/1/22	10-2660-332-93-10
						40.54		
WHITE, MEGAN								
MILEAGE	16022210332U	PROF DEVEL TRAVEL		150		343.98	1/1/22	10-2210-332-02-10
						343.98		
WILLIAM BEDELL ACHIEVEMENT & RESOURCE CTR								
STMT	16124220681U	ELEM TUITION WILLIAM BEDELL		150		10,771.20	1/1/22	10-4220-680-12-10
STMT	16124220681U	HS TUITION WILLIAM BEDELL		150		12,925.44	1/1/22	10-4220-680-12-10
						23,696.64		
WILLIAMS OFFICE PRODUCTS								
55721-1	16041110410K	KREITNER TEACHER SUPPLIES		150		399.98	1/1/22	10-1110-410-04-25
56062-1	16041110410X	WEBSTER ELEM TEACHER SUPPLIES		150		101.35	1/1/22	10-1110-410-04-31
55898-1	16242562411U	LUNCH PROG NON FOOD		150		10.74	1/1/22	10-2562-411-24-10
55917-0	16491130412G	HS WAREHOUSE SUPPLIES (paper)		150		384.12	1/1/22	10-1130-412-49-22
55943-0	26082540410U	MAINT SUPPLIES UNIT		150		34.38	1/1/22	20-2540-410-08-10
55800-1	16041110410R	RENFRO TEACHER SUPPLIES		150		388.70	1/1/22	10-1110-410-04-28
55806-1	16041110410M	MARYVILLE TEACHER SUPPLIES		150		76.95	1/1/22	10-1110-410-04-26
55790-1	16041110410I	DORRIS TEACHER SUPPLIES		150		9.99	1/1/22	10-1110-410-04-33
55787-0	16041110410I	DORRIS TEACHER SUPPLIES		150		342.30	1/1/22	10-1110-410-04-33
55869-1	16041110410I	DORRIS TEACHER SUPPLIES		150		71.88	1/1/22	10-1110-410-04-33
55689-1	16041110410K	KREITNER TEACHER SUPPLIES		150		199.99	1/1/22	10-1110-410-04-25
55876-1	16041110410R	RENFRO TEACHER SUPPLIES		150		319.98	1/1/22	10-1110-410-04-28
56197-1	16041110410R	RENFRO TEACHER SUPPLIES		150		7.90	1/1/22	10-1110-410-04-28
56191-1	16041110410X	WEBSTER ELEM TEACHER SUPPLIES		150		25.55	1/1/22	10-1110-410-04-31
56100-0	16041110410R	RENFRO TEACHER SUPPLIES		150		267.46	1/1/22	10-1110-410-04-28
56168-0	16041110410X	WEBSTER ELEM TEACHER SUPPLIES		150		200.04	1/1/22	10-1110-410-04-31
56172-0	16041110410X	WEBSTER ELEM TEACHER SUPPLIES		150		326.21	1/1/22	10-1110-410-04-31

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56141-0	16041110410I	DORRIS TEACHER SUPPLIES		150		204.99	1/1/22	10-1110-410-04-33
56143-0	16491130412G	HS WAREHOUSE SUPPLIES (paper)		150		122.40	1/1/22	10-1130-412-49-22
56119-0	16491130412G	HS WAREHOUSE SUPPLIES (paper)		150		201.03	1/1/22	10-1130-412-49-22
56140-1	16491130412G	HS WAREHOUSE SUPPLIES (paper)		150		26.19	1/1/22	10-1130-412-49-22
56054-0	16041110410K	KREITNER TEACHER SUPPLIES		150		443.85	1/1/22	10-1110-410-04-25
48743	16032410410N	MS PRIN OFF SUPPLIES		150		72.30	1/1/22	10-2410-410-03-27
56122-1	16022523410I	AP ACT FD OFF SUPPLIES		150		47.94	1/1/22	10-2523-410-02-01
56052-0	16022574410I	CENT DUPL SUPPLIES		150		19.32	1/1/22	10-2574-410-02-01
56088-0	16212330410U	IDEA FLO THRU SUPPLIES		150	2122179-A	202.90	1/1/22	10-2330-410-21-462000-10
55689-1	16041110410K	KREITNER TEACHER SUPPLIES		150		199.99	1/1/22	10-1110-410-04-25
56187-1	16041110410C	CASEYVILLE TEACHER SUPPLIES		150		28.99	1/1/22	10-1110-410-04-21
56221-1	16041110410R	RENFRO TEACHER SUPPLIES		150		3.90	1/1/22	10-1110-410-04-28
56184-0	16481120411N	MS WAREHOUSE Paper		150		523.30	1/1/22	10-1120-411-48-27
56231-1	16481120411N	MS WAREHOUSE Paper		150		30.60	1/1/22	10-1120-411-48-27
56209-0	16041110410T	TWIN ECHO TEACHER SUPPLIES		150		863.14	1/1/22	10-1110-410-04-30
56248-1	16242562411U	LUNCH PROG NON FOOD		150		105.96	1/1/22	10-2562-411-24-10
55809-1	16041110410R	RENFRO TEACHER SUPPLIES		150		142.76	1/1/22	10-1110-410-04-28
55474	16272330410U	PRE-K AT RISK SUPPLIES		150		64.34	1/1/22	10-2330-410-27-370500-10
						6,471.42		
WIRTH, PAM								
MILEAGE	16122113332U	SPEC ED SOC WK TRAVEL		150		57.96	1/1/22	10-2113-332-12-10
						57.96		
WUEBBELS, ANGIE								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		150		19.88	1/1/22	10-2130-332-12-10
						19.88		
XEROX FINANCIAL SERVICES								
2956944	160225743231	CENT DUPL REPAIR/MAINT()		150		1,408.25	1/1/22	10-2574-323-02-01
3007905	160225743231	CENT DUPL REPAIR/MAINT()		150		1,408.25	1/1/22	10-2574-323-02-01
						2,816.50		
YORK INTERNATIONAL CORPORATION								
10194732-00	26082540410C	MAINT SUPPLIES CASEYVILLE		150		313.00	1/1/22	20-2540-410-08-21
10188759-00	26082540410J	MAINT SUPPLIES JEFFERSON		150		233.00	1/1/22	20-2540-410-08-24
10197925-00	26082540410J	MAINT SUPPLIES JEFFERSON		150		115.00	1/1/22	20-2540-410-08-24
10188737-00	26082540410C	MAINT SUPPLIES CASEYVILLE		150		1,778.00	1/1/22	20-2540-410-08-21
10167294-00	26082540410S	MAINT SUPPLIES SUMMIT		150		253.00	1/1/22	20-2540-410-08-29
10171553-00	26082540410T	MAINT SUPPLIES TWIN ECHO		150		273.00	1/1/22	20-2540-410-08-30
10173996-00	26082540410C	MAINT SUPPLIES CASEYVILLE		150		57.60	1/1/22	20-2540-410-08-21

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Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
10179478-00	26082540410S	MAINT SUPPLIES SUMMIT		150		490.00	1/1/22	20-2540-410-08-29
10192104-00	26082540410M	MAINT SUPPLIES MARYVILLE		150		8.00	1/1/22	20-2540-410-08-26
10181722-00	26082540410M	MAINT SUPPLIES MARYVILLE		150		76.80	1/1/22	20-2540-410-08-26
10192054-00	26082540410M	MAINT SUPPLIES MARYVILLE		150		17.30	1/1/22	20-2540-410-08-26
						3,614.70		
YORK, KYLE								
MILEAGE	16651800332U	Bilingual travel(Local)		150		12.54	1/1/22	10-1800-332-65-10
						12.54		
						\$3,437,153.58	Report Total	

Open Accounts Payable Fund Totals

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Fund Code	Description	Batch #	Amount
10	Education Fund	150	422,526.62
20	Oper, Build, & Maint Fund	150	90,461.10
30	Debt Service Fund	150	2,100,640.00
40	Transportation Fund	150	453,396.20
60	Capital Projects	150	358,000.04
80	Tort Fund	150	12,129.62
Report Total			<u>\$3,437,153.58</u>

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COLLINSVILLE 10

Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
ALS AUTOMOTIVE										
05TH9690	16871447410A	AUTO BODY SUPPLIES		150		0.00	373.14	1/20/22	10-1447-410-87	
05TE1474	16871447410A	AUTO BODY SUPPLIES		150		0.00	286.20	1/20/22	10-1447-410-87	
05TG2494	16871447410A	AUTO BODY SUPPLIES		150		0.00	100.80	1/20/22	10-1447-410-87	
05TC8920	16871447410A	AUTO BODY SUPPLIES		150		0.00	56.32	1/20/22	10-1447-410-87	
05TD1588	16762210413A	AVC-CTE Grant Supplies		150		0.00	26.62	1/20/22	10-2210-413-76	
						<u>0.00</u>	<u>843.08</u>			
CSI										
0000258978	16831421323A	FOOD SERV REP/MAINT SVC		150		0.00	395.00	1/20/22	10-1421-323-83	
						<u>0.00</u>	<u>395.00</u>			
DELTA GASES										
0426934-IN	16951417410A	VOC GENL IND OCCUP WELD GASES		150		0.00	349.93	1/20/22	10-1417-410-95	
R1081265	16951417410A	VOC GENL IND OCCUP WELD GASES		150		0.00	628.96	1/20/22	10-1417-410-95	
						<u>0.00</u>	<u>978.89</u>			
FINISHMASTER										
90006097	16871447323A	AUTO BODY REP/MAINT SVC		150		0.00	124.50	1/20/22	10-1447-323-87	
89993558	16871447410A	AUTO BODY SUPPLIES		150		0.00	55.50	1/20/22	10-1447-410-87	
90118460	16871447410A	AUTO BODY SUPPLIES		150		0.00	76.81	1/20/22	10-1447-410-87	
						<u>0.00</u>	<u>256.81</u>			
FIRST STUDENT										
11774403	46952550332A	AVC REG TRANSP First Student		150		0.00	3,051.62	1/20/22	40-2550-332-95	
						<u>0.00</u>	<u>3,051.62</u>			
MCGINNIS, JOE										
MILEAGE	16952410332A	VOC SCH SUPR OFF TRAVEL & MILE		150		0.00	138.88	1/20/22	10-2410-332-95	
						<u>0.00</u>	<u>138.88</u>			
OREILLY AUTOMOTIVE										
1068208142	16871447410A	AUTO BODY SUPPLIES		150		0.00	58.94	1/20/22	10-1447-410-87	
1068205001	16762210413A	AVC-CTE Grant Supplies		150		0.00	52.12	1/20/22	10-2210-413-76	
1068202359	16762210413A	AVC-CTE Grant Supplies		150		0.00	108.19	1/20/22	10-2210-413-76	
1068202533	16762210413A	AVC-CTE Grant Supplies		150		0.00	36.65	1/20/22	10-2210-413-76	
1068202731	16762210413A	AVC-CTE Grant Supplies		150		0.00	36.47	1/20/22	10-2210-413-76	
1068203143	16762210413A	AVC-CTE GRANT SUPPLIES		150		0.00	33.48	1/20/22	10-2210-413-76	
1068202999	16762210413A	AVC-CTE Grant Supplies		150		0.00	49.98	1/20/22	10-2210-413-76	
						<u>0.00</u>	<u>375.83</u>			
PAK MAIL										

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Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
2859626383	16911447410A	ELECTRONICS SUPPLIES		150		0.00	41.08	1/20/22	10-1447-410-91
						0.00	41.08		
PRECISION POINT SCHOOL OF COSMETOLOGY									
0000005	16954140640A	Tuition for Cosmetology		150		0.00	37,500.00	1/20/22	10-4140-640-95
						0.00	37,500.00		
TRANE									
11498658	26952540411A	MAINTANCE SUPPLIES		150		0.00	78.76	1/20/22	20-2540-411-95
						0.00	78.76		
WILLIAMS OFFICE PRODUCTS									
55840-0	16951400410A	VOC GENL SUPPLIES		150		0.00	100.08	1/20/22	10-1400-410-95
						0.00	100.08		
						<u>0.00</u>	<u>\$43,760.03</u>		Report Total

Open Accounts Payable Fund Totals

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Fund Code	Description	Batch #	Amount
10	Education Fund	150	40,629.65
20	Oper, Build, & Maint Fund	150	78.76
40	Transportation Fund	150	3,051.62
Report Total			<u>\$43,760.03</u>

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
170667	16052210332U	AMERICAN READING COMPANY	21-22 TITLE I PROF TRAVEL	1202	522001:	12/2/21	12/1/21	122644	2,800.00	10-2210-332-05-430000-10
164810	16051250410U		21-22 TITLE I INST MATLS	1202	522001:	12/2/21	12/1/21	122644	8,500.00	10-1250-410-05-430000-10
167967	16051250410U		21-22 TITLE I INST MATLS	1202	522001:	12/2/21	12/1/21	122644	3,200.00	10-1250-410-05-430000-10
169852	16052210332U		21-22 TITLE I PROF TRAVEL	1202	522001:	12/2/21	12/1/21	122644	2,800.00	10-2210-332-05-430000-10
									Total	17,300.00
SWC GOLF TC	16471500640U	BELK PARK GOLF COURSE	BOYS/GIRLS TOURNEY ENTRY FEES	1202		12/2/21	12/1/21	122645	240.00	10-1500-640-47-10
									Total	240.00
7362863	16052210332U	HEINEMANN	21-22 TITLE I PROF TRAVEL	1202	522000	12/2/21	12/1/21	122646	6,400.00	10-2210-332-05-430000-10
									Total	6,400.00
20817477606	160411104114	SCHOOL SPECIALTY SUPPLY	ELEM INSTR SUPPLIES/Mat TEXTS	1202		12/2/21	12/1/21	122647	673.20	10-1110-411-04-04
									Total	673.20
879467983574	16212130410U	SYNCHRONY BANK/AMAZON	IDEA FLO THRU SUPPLIES	1202	212214	12/2/21	12/1/21	122648	13.75	10-2130-410-21-462000-10
775997649795	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212214:	12/2/21	12/1/21	122648	55.88	10-1220-410-21-462000-10
873664899699	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212214:	12/2/21	12/1/21	122648	131.36	10-1220-410-21-462000-10
466545984588	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212214:	12/2/21	12/1/21	122648	39.97	10-1220-410-21-462000-10
446497378394	16212150410U		IDEA FLO THRU SUPPLIES	1202	212214:	12/2/21	12/1/21	122648	31.26	10-2150-410-21-462000-10
644458369363	16371220410U		IDEA PRESCHOOL SUPPLIES	1202	212214:	12/2/21	12/1/21	122648	9.99	10-1220-410-37-460000-10
946854799849	16212150410U		IDEA FLO THRU SUPPLIES	1202	212214:	12/2/21	12/1/21	122648	264.79	10-2150-410-21-462000-10
97687853796	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212214:	12/2/21	12/1/21	122648	49.02	10-1220-410-21-462000-10
455663348665	16732139410U		ESSR II PPE	1202	212215:	12/2/21	12/1/21	122648	105.99	10-2139-410-73-10
455433859948	16212150410U		IDEA FLO THRU SUPPLIES	1202	212214	12/2/21	12/1/21	122648	34.94	10-2150-410-21-462000-10
877643867978	16212150410U		IDEA FLO THRU SUPPLIES	1202	212214	12/2/21	12/1/21	122648	24.96	10-2150-410-21-462000-10
435875438366	16371220410U		IDEA PRESCHOOL SUPPLIES	1202	212214:	12/2/21	12/1/21	122648	15.64	10-1220-410-37-460000-10
453576948446	16212150410U		IDEA FLO THRU SUPPLIES	1202	212214	12/2/21	12/1/21	122648	225.10	10-2150-410-21-462000-10
595457463573	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212214:	12/2/21	12/1/21	122648	1,069.11	10-1220-410-21-462000-10
836974474985	16922523410U		MEDICAID SUPPLIES	1202	212215	12/2/21	12/1/21	122648	527.16	10-2523-410-92-10
478869478479	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212215:	12/2/21	12/1/21	122648	45.73	10-1220-410-21-462000-10
456687934988	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212215:	12/2/21	12/1/21	122648	95.93	10-1220-410-21-462000-10
877966988836	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212215	12/2/21	12/1/21	122648	34.37	10-1220-410-21-462000-10
588837379373	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212215:	12/2/21	12/1/21	122648	85.63	10-1220-410-21-462000-10

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
676894773568	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212216:	12/2/21	12/1/21	122648	11.79	10-1220-410-21-462000-10
443578844933	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212215:	12/2/21	12/1/21	122648	21.74	10-1220-410-21-462000-10
687655568539	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212216:	12/2/21	12/1/21	122648	62.86	10-1220-410-21-462000-10
774567678747	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1202	212216:	12/2/21	12/1/21	122648	128.60	10-1220-410-21-462000-10
574676895838	16212150410U		IDEA FLO THRU SUPPLIES	1202	212216:	12/2/21	12/1/21	122648	126.12	10-2150-410-21-462000-10
								Total	3,211.69	
971716536	16911100490U	TMOBILE	EMERGENCY CONNECTIVITY FUND	1202		12/2/21	12/1/21	122649	1,616.00	10-1100-490-91-10
								Total	1,616.00	
76412694	46022550464U	WEX BANK	Fuel for Activity Busses	1202		12/2/21	12/1/21	122650	354.22	40-2550-464-02-10
								Total	354.22	
REQUEST	16841220410G	CAPITAL ONE WALMART	Grant DORS/STEP Store Supplies	1203		12/3/21	12/1/21	122654	415.25	10-1220-410-84-22
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	124.16	10-1400-410-95-10
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	42.82	10-1400-410-95-10
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	69.87	10-1400-410-95-10
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	58.26	10-1400-410-95-10
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	147.26	10-1400-410-95-10
REQUEST	16271125410U		21-22 PRE-K AT RISK SUPPLIES	1203		12/3/21	12/1/21	122654	12.36	10-1125-410-27-370500-10
REQUEST	16051250410U		21-22 TITLE I INST MATLS	1203		12/3/21	12/1/21	122654	70.10	10-1250-410-05-430000-10
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	13.78	10-1400-410-95-10
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	77.33	10-1400-410-95-10
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	292.09	10-1400-410-95-10
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	156.80	10-1400-410-95-10
REQUEST	16051250410U		21-22 TITLE I INST MATLS	1203		12/3/21	12/1/21	122654	254.64	10-1250-410-05-430000-10
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	50.88	10-1400-410-95-10
REQUEST	16051250410U		21-22 TITLE I INST MATLS	1203		12/3/21	12/1/21	122654	147.64	10-1250-410-05-430000-10
REQUEST	16721110410U		PERKINS GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	1,439.92	10-1110-410-72-10
REQUEST	16012310410B		BOARD SUPPLIES	1203		12/3/21	12/1/21	122654	17.12	10-2310-410-01-20
REQUEST	16721110410U		PERKINS GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	220.25	10-1110-410-72-10
REQUEST	16831110410U		19-20 Preschool Expan PE	1203		12/3/21	12/1/21	122654	3.44	10-1110-410-83-370500-10
REQUEST	16211220410U		21-22 IDEA FLO THRU SUPPLIES	1203		12/3/21	12/1/21	122654	53.86	10-1220-410-21-462000-10

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	226.48	10-1400-410-95-10
REQUEST	16951400410U		CTE GRANT SUPPLIES	1203		12/3/21	12/1/21	122654	58.42	10-1400-410-95-10
								Total	3,952.73	
1496610	120045350000	DELTA DENTAL OF ILLINOIS	EMP HEALTH INS PAY	1203		12/3/21	12/1/21	122655	28,468.31	10-456
								Total	28,468.31	
1505889	120045350000	DELTA DENTAL OF ILLINOIS	EMP HEALTH INS PAY	1203		12/3/21	12/1/21	122656	18,816.29	10-456
								Total	18,816.29	
111921	16211220310U	GRIFFIN RHODES, SHAUNTE	21-22 IDEA FLO THRU Consulting	1203		12/3/21	12/1/21	122657	647.25	10-1220-310-21-462000-10
								Total	647.25	
0110100000	26072540370K	MOUND PUBLIC WATER	WATER & SEWER KREITNER	1203		12/3/21	12/1/21	122658	182.07	20-2540-370-07-25
0110300000	26072540370K		WATER & SEWER KREITNER	1203		12/3/21	12/1/21	122658	299.31	20-2540-370-07-25
								Total	481.38	
REIMBURSE	16392210332U	ARNOLD, NICKOLAS	IME CONF REG	1206		12/6/21	12/1/21	122661	100.00	10-2210-332-39-440000-10
								Total	100.00	
01-07	16212130310U	BOUSHEY, LOREN	IDEA FLO TH Health Servi	1206		12/6/21	12/1/21	122662	840.00	10-2130-310-21-462000-10
								Total	840.00	
1294000000	26072540370S	CITY OF COLLINSVILLE	WATER & SEWER SUMMIT	1206		12/6/21	12/1/21	122663	315.99	20-2540-370-07-29
1918000000	26072540370X		WATER & SEWER WEBSTER	1206		12/6/21	12/1/21	122663	5,604.99	20-2540-370-07-31
1808000000	10011710013B		WATER VOC HOUSE	1206		12/6/21	12/1/21	122663	61.86	10-171-01
								Total	5,982.84	
1515199	120045350000	DELTA DENTAL OF ILLINOIS	EMP HEALTH INS PAY	1206		12/6/21	12/1/21	122664	21,901.29	10-456
								Total	21,901.29	
120321	16211220310U	GRIFFIN RHODES, SHAUNTE	21-22 IDEA FLO THRU Consulting	1206		12/6/21	12/1/21	122665	1,126.22	10-1220-310-21-462000-10
								Total	1,126.22	
A DELEON	16392210332U	ILMEA STATE OFFICE	21-22 TITLE IVSSAE PD TRAVEL	1206		12/6/21	12/1/21	122666	100.00	10-2210-332-39-440000-10
								Total	100.00	
2122-9	16212130310U	LINNEMANN, TEREA	IDEA FLO TH Health Servi	1206		12/6/21	12/1/21	122667	1,000.44	10-2130-310-21-462000-10
								Total	1,000.44	
0624740002	26072540370M	MARYVILLE WATER DEPARTMEI	WATER/SEWER MARYVILLE	1206		12/6/21	12/1/21	122668	122.68	20-2540-370-07-26
0624740001	26072540370M		WATER/SEWER MARYVILLE	1206		12/6/21	12/1/21	122668	427.99	20-2540-370-07-26

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									Total	550.67
8010963	26082540410G	THE HOME DEPOT	MAINT SUPPLIES HS	1206		12/6/21	12/1/21	122669	29.19	20-2540-410-08-22
7610125	26082540410X		MAINT SUPPLIES WEBSTER	1206		12/6/21	12/1/21	122669	114.82	20-2540-410-08-31
7514299	26082540410N		MAINT SUPPLIES CMS	1206		12/6/21	12/1/21	122669	38.98	20-2540-410-08-27
4524114	26082540410C		MAINT SUPPLIES CASEYVILLE	1206		12/6/21	12/1/21	122669	17.97	20-2540-410-08-21
2024660	10011710013B		VOC HOUSE 310 South Seminary	1206		12/6/21	12/1/21	122669	466.07	10-171-01
2011676	26082540410U		MAINT SUPPLIES UNIT	1206		12/6/21	12/1/21	122669	559.00	20-2540-410-08-10
2033545	26082540410X		MAINT SUPPLIES WEBSTER	1206		12/6/21	12/1/21	122669	17.94	20-2540-410-08-31
2033545	26082540410K		MAINT SUPPLIES KREITNER	1206		12/6/21	12/1/21	122669	17.44	20-2540-410-08-25
2610349	26082540410N		MAINT SUPPLIES CMS	1206		12/6/21	12/1/21	122669	19.92	20-2540-410-08-27
1610404	26082540410X		MAINT SUPPLIES WEBSTER	1206		12/6/21	12/1/21	122669	8.47	20-2540-410-08-31
1610428	26082540410X		MAINT SUPPLIES WEBSTER	1206		12/6/21	12/1/21	122669	30.54	20-2540-410-08-31
11914	26082540410R		MAINT SUPPLIES RENFRO	1206		12/6/21	12/1/21	122669	16.21	20-2540-410-08-28
514694	26082540410G		MAINT SUPPLIES HS	1206		12/6/21	12/1/21	122669	93.63	20-2540-410-08-22
5012468	10011710013B		VOC HOUSE 310 South Seminary	1206		12/6/21	12/1/21	122669	626.05	10-171-01
5971191	26082540410T		MAINT SUPPLIES TWIN ECHO	1206		12/6/21	12/1/21	122669	479.00	20-2540-410-08-30
5514962	26082540410U		MAINT SUPPLIES UNIT	1206		12/6/21	12/1/21	122669	19.23	20-2540-410-08-10
4625109	26082540410C		MAINT SUPPLIES CASEYVILLE	1206		12/6/21	12/1/21	122669	33.98	20-2540-410-08-21
4012606	10011710013B		VOC HOUSE 310 South Seminary	1206		12/6/21	12/1/21	122669	660.51	10-171-01
3525093	26082540410C		MAINT SUPPLIES CASEYVILLE	1206		12/6/21	12/1/21	122669	11.08	20-2540-410-08-21
525391	16053300411U		21-22 TITLE I Supplies	1206		12/6/21	12/1/21	122669	123.01	10-3300-411-05-430000-10
13114	16053300411U		21-22 TITLE I Supplies	1206		12/6/21	12/1/21	122669	24.14	10-3300-411-05-430000-10
13051	10011710013B		VOC HOUSE 310 South Seminary	1206		12/6/21	12/1/21	122669	159.40	10-171-01
13056	26082540410M		MAINT SUPPLIES MARYVILLE	1206		12/6/21	12/1/21	122669	25.29	20-2540-410-08-26
9971378	10011710013B		VOC HOUSE 310 South Seminary	1206		12/6/21	12/1/21	122669	1,173.00	10-171-01
9971380	10011710013B		VOC HOUSE 310 South Seminary	1206		12/6/21	12/1/21	122669	5,514.09	10-171-01
9013172	10011710013B		VOC HOUSE 310 South Seminary	1206		12/6/21	12/1/21	122669	87.71	10-171-01
3020367	10011710013B		VOC HOUSE 310 South Seminary	1206		12/6/21	12/1/21	122669	138.38	10-171-01
2020417	10011710013B		VOC HOUSE 310 South Seminary	1206		12/6/21	12/1/21	122669	337.79	10-171-01

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2013953	16053300411U	THE HOME DEPOT	21-22 TITLE I Supplies	1206		12/6/21	12/1/21	122669	19.09	10-3300-411-05-430000-10
1611398	10011710013B		VOC HOUSE 310 South Seminary	1206		12/6/21	12/1/21	122669	63.91	10-171-01
520020	26082540410U		MAINT SUPPLIES UNIT	1206		12/6/21	12/1/21	122669	116.91	20-2540-410-08-10
14195	26082540411G		HS ATH MAINT SUPPLIES	1206		12/6/21	12/1/21	122669	29.91	20-2540-411-08-22
CREDIT ADJ	16022525690U		ACCOUNTING ADJUSTMENT	1206		12/6/21	12/1/21	122669	(54.16)	10-2525-690-02-10
CREDIT ADJ	16951400410U		CTE GRANT SUPPLIES	1206		12/6/21	12/1/21	122669	(852.48)	10-1400-410-95-10
								Total	10,166.02	
3007703658	26072540466T	AEP ENERGY	ELECTRICITY TWIN ECHO	1209		12/9/21	12/1/21	122672	936.56	20-2540-466-07-30
								Total	936.56	
6621334004	260725404651	AMEREN ILLINOIS	NATURAL GAS ADMIN BLDG	1209		12/9/21	12/1/21	122673	458.91	20-2540-465-07-01
7416548493	26072540465H		NATURAL GAS HOLLYWOOD HEIGHTS	1209		12/9/21	12/1/21	122673	679.86	20-2540-465-07-23
6830294009	26072540465N		NATURAL GAS MS	1209		12/9/21	12/1/21	122673	3,211.12	20-2540-465-07-27
9289576013	10011710013B		VOC HOUSE 310 South Seminary	1209		12/9/21	12/1/21	122673	26.54	10-171-01
2916793131	26072540466I		ELECTRICITY DORRIS	1209		12/9/21	12/1/21	122673	29.83	20-2540-466-07-33
0195112067	26072540466G		ELECTRICITY HS	1209		12/9/21	12/1/21	122673	27.22	20-2540-466-07-22
								Total	4,433.48	
3705396609	26072540340U	AT&T	TELEPHONE CHARGES	1209		12/9/21	12/1/21	122674	497.50	20-2540-340-07-10
4891027603	26072540340U		TELEPHONE CHARGES	1209		12/9/21	12/1/21	122674	662.12	20-2540-340-07-10
								Total	1,159.62	
01-06	16212130310U	BOUSHEY, LOREN	IDEA FLO TH Health Servi	1209		12/9/21	12/1/21	122675	980.00	10-2130-310-21-462000-10
								Total	980.00	
BOWLING	16471500640U	COLUMBIA HIGH SCHOOL	BOYS/GIRLS TOURNEY ENTRY FEES	1209		12/9/21	12/1/21	122676	600.00	10-1500-640-47-10
								Total	600.00	
ENTRY FEE	16491130333G	EDGAR, ALEX	HS CONTEST TRAVEL	1209		12/9/21	12/1/21	122677	200.00	10-1130-333-49-22
								Total	200.00	
BOWLING	16471500640U	TAYLORVILLE HIGH SCHOOL	BOYS/GIRLS TOURNEY ENTRY FEES	1209		12/9/21	12/1/21	122678	450.00	10-1500-640-47-10
								Total	450.00	
GIRLS FR BB	16461501311G	ADDEN, LISA	HS GIRLS ATHL CONT SVC	1210		12/10/21	12/1/21	122679	55.00	10-1501-311-46-22
								Total	55.00	
11382	66012540540I	BUYERS INDUSTRIAL SUPPLY	DIS: floor tile, parking lot, library HVAC g	1210		12/10/21	12/1/21	122680	2,513.64	60-2540-540-01-33

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								Total	2,513.64	
121021	16211220310U	GRIFFIN RHODES, SHAUNTE	21-22 IDEA FLO THRU Consulting	1210		12/10/21	12/1/21	122681	802.59	10-1220-310-21-462000-10
								Total	802.59	
WRESTLING	16451500641G	MASCOUTAH HIGH SCHOOL	HS BOYS TOURNEY ENTRY FEES	1210		12/10/21	12/1/21	122682	285.00	10-1500-641-45-22
								Total	285.00	
679	16391100314U	MEGAN MEIER FOUNDATION	21-22 TITLE IV	1210		12/10/21	12/1/21	122683	1,500.00	10-1100-314-39-440000-10
679	16392210314U		21-22 TITLE IVSSAE CONSULTANTS	1210		12/10/21	12/1/21	122683	500.00	10-2210-314-39-440000-10
								Total	2,000.00	
GUARANTEE	16451500339G	ALTHOFF HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122684	1,600.00	10-1500-339-45-22
								Total	1,600.00	
GUARANTEE	16451500339G	ALTON HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122685	1,000.00	10-1500-339-45-22
								Total	1,000.00	
618345472311	26072540340U	AT&T	TELEPHONE CHARGES	1213		12/13/21	12/1/21	122686	282.83	20-2540-340-07-10
								Total	282.83	
GUARANTEE	16451500339G	BELLEVILLE EAST HIGH SCHOC	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122687	1,000.00	10-1500-339-45-22
								Total	1,000.00	
3022005000	26072540370C	CASEYVILLE WATER DEPT	WATER & SEWER CASEYVILLE	1213		12/13/21	12/1/21	122688	207.21	20-2540-370-07-21
3022007500	26072540370C		WATER & SEWER CASEYVILLE	1213		12/13/21	12/1/21	122688	339.59	20-2540-370-07-21
4016572100	26072540370H		WATER/SEWER HOLLY HGTS	1213		12/13/21	12/1/21	122688	513.87	20-2540-370-07-23
								Total	1,060.67	
2694000000	260725403701	CITY OF COLLINSVILLE	WATER & SEWER ADMIN	1213		12/13/21	12/1/21	122689	311.95	20-2540-370-07-01
2729000000	260725403701		WATER & SEWER ADMIN	1213		12/13/21	12/1/21	122689	134.40	20-2540-370-07-01
3635030100	260725403701		WATER & SEWER ADMIN	1213		12/13/21	12/1/21	122689	99.86	20-2540-370-07-01
								Total	546.21	
003183	86012310390U	CRISIS GO INC.	CRISISGO RENEWAL YEAR 3	1213		12/13/21	12/1/21	122690	13,650.00	80-2365-390-01-10
								Total	13,650.00	
GUARANTEE	16451500339G	DECATUR MACARTHUR HIGH SI	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122691	1,600.00	10-1500-339-45-22
								Total	1,600.00	
GUARANTEE	16451500339G	EDWARDSVILLE HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122692	1,000.00	10-1500-339-45-22

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								Total	1,000.00	
GUARANTEE	16451500339G	GRANITE CITY HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122693	1,000.00	10-1500-339-45-22
								Total	1,000.00	
GUARANTEE	16451500339G	LINCOLN HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122694	3,000.00	10-1500-339-45-22
								Total	3,000.00	
GUARANTEE	16451500339G	MUNDELEIN HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122695	1,300.00	10-1500-339-45-22
								Total	1,300.00	
GUARANTEE	16451500339G	OAKVILLE HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122696	500.00	10-1500-339-45-22
								Total	500.00	
GUARANTEE	16451500339G	OFALLON HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122697	1,000.00	10-1500-339-45-22
								Total	1,000.00	
GUARANTEE	16451500339G	QUINCY HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122698	1,600.00	10-1500-339-45-22
								Total	1,600.00	
GUARANTEE	16451500339G	ROCKFORD EAST HIGH SCHOO	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122699	1,300.00	10-1500-339-45-22
								Total	1,300.00	
GUARANTEE	16451500339G	TRIAD HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122700	1,000.00	10-1500-339-45-22
								Total	1,000.00	
GUARANTEE	16451500339G	WASILLA HIGH SCHOOL	X-mas BSKT TOURN GUARANTEES	1213		12/13/21	12/1/21	122701	1,000.00	10-1500-339-45-22
								Total	1,000.00	
582513063049	26082540410G	ADVANCE AUTO PARTS	MAINT SUPPLIES HS	1220		12/20/21	12/1/21	122721	103.17	20-2540-410-08-22
582513234713	26082540410G		MAINT SUPPLIES HS	1220		12/20/21	12/1/21	122721	22.07	20-2540-410-08-22
582513083061	26082540410R		MAINT SUPPLIES RENFRO	1220		12/20/21	12/1/21	122721	35.85	20-2540-410-08-28
								Total	161.09	
3007703636	26072540466I	AEP ENERGY	ELECTRICITY DORRIS	1220		12/20/21	12/1/21	122722	6,168.94	20-2540-466-07-33
								Total	6,168.94	
5468217450	26072540466M	AMEREN ILLINOIS	ELECTRICITY MARYVILLE	1220		12/20/21	12/1/21	122723	40.00	20-2540-466-07-26
0424293295	26072540466T		ELECTRICITY TWIN ECHO	1220		12/20/21	12/1/21	122723	68.14	20-2540-466-07-30
								Total	108.14	
287299534599	26072540340U	AT&T MOBILITY	TELEPHONE CHARGES	1220		12/20/21	12/1/21	122724	814.41	20-2540-340-07-10
								Total	814.41	

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G BASKETBAL	16461500640G	BELLEVILLE WEST HIGH SCHO	HS GIRLS TOURNEY ENTRY FEES	1220		12/20/21	12/1/21	122725	125.71	10-1500-640-46-22
								Total	125.71	
01-08	16212130310U	BOUSHEY, LOREN	IDEA FLO TH Health Servi	1220		12/20/21	12/1/21	122726	1,120.00	10-2130-310-21-462000-10
								Total	1,120.00	
4894000000	26072540370I	CITY OF COLLINSVILLE	WATER & SEWER CIS	1220		12/20/21	12/1/21	122727	1,672.50	20-2540-370-07-33
4869010000	26072540370R		WATER & SEWER RENFRO	1220		12/20/21	12/1/21	122727	1,261.43	20-2540-370-07-28
								Total	2,933.93	
121721	16211220310U	GRIFFIN RHODES, SHAUNTE	21-22 IDEA FLO THRU Consulting	1220		12/20/21	12/1/21	122728	841.43	10-1220-310-21-462000-10
								Total	841.43	
CMS BOYS BB	16471500640U	HIGHLAND MIDDLE SCHOOL	BOYS/GIRLS TOURNEY ENTRY FEES	1220		12/20/21	12/1/21	122729	100.00	10-1500-640-47-10
								Total	100.00	
2122-9	16212130310U	LINNEMANN, TERE A	IDEA FLO TH Health Servi	1220		12/20/21	12/1/21	122730	714.60	10-2130-310-21-462000-10
								Total	714.60	
GIRLS BOWLI	16471500640U	PLAINFIELD NORTH HIGH SCHC	BOYS/GIRLS TOURNEY ENTRY FEES	1220		12/20/21	12/1/21	122731	300.00	10-1500-640-47-10
								Total	300.00	
350-004473371	26072540321U	REPUBLIC SERVICES #350	TRASH REMOVAL & PEST CONTROL	1220		12/20/21	12/1/21	122732	5,740.34	20-2540-321-07-10
								Total	5,740.34	
3007703591	260725404661	AEP ENERGY	ELECTRICITY ADMIN BLDG & ANNEX	1222		12/22/21	12/1/21	122898	372.92	20-2540-466-07-01
3007703580	26072540466S		ELECTRICITY SUMMIT	1222		12/22/21	12/1/21	122898	489.76	20-2540-466-07-29
3007703579	26072540466C		ELECTRICITY CASEYVILLE	1222		12/22/21	12/1/21	122898	1,577.18	20-2540-466-07-21
3007703568	26072540466R		ELECTRICITY RENFRO	1222		12/22/21	12/1/21	122898	3,092.31	20-2540-466-07-28
3007703670	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1222		12/22/21	12/1/21	122898	32.64	20-2540-466-07-01
3007703557	26072540466K		ELECTRICITY KREITNER	1222		12/22/21	12/1/21	122898	1,978.26	20-2540-466-07-25
3007703546	26072540466X		ELECTRICITY WEBSTER	1222		12/22/21	12/1/21	122898	7,317.58	20-2540-466-07-31
3007703614	26072540466G		ELECTRICITY HS	1222		12/22/21	12/1/21	122898	8,945.44	20-2540-466-07-22
3007703647	26072540466J		ELECTRICITY JEFFERSON	1222		12/22/21	12/1/21	122898	266.75	20-2540-466-07-24
3007703704	26072540466H		ELECTRICITY HOLLY HGTS	1222		12/22/21	12/1/21	122898	508.16	20-2540-466-07-23
3007703692	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	1222		12/22/21	12/1/21	122898	476.64	20-2540-466-07-01
3007703535	26072540466M		ELECTRICITY MARYVILLE	1222		12/22/21	12/1/21	122898	1,234.71	20-2540-466-07-26

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									Total	26,292.35
9567041000	26072540465T	AMEREN ILLINOIS	NATURAL GAS TWIN ECHO	1222		12/22/21	12/1/21	122899	92.29	20-2540-465-07-30
0483929006	26072540465M		NATURAL GAS MARYVILLE	1222		12/22/21	12/1/21	122899	101.81	20-2540-465-07-26
8808982000	26072540465J		NATURAL GAS JEFFERSON	1222		12/22/21	12/1/21	122899	94.69	20-2540-465-07-24
4866317008	26072540465C		NATURAL GAS CASEYVILLE	1222		12/22/21	12/1/21	122899	153.42	20-2540-465-07-21
4113114000	26072540465R		NATURAL GAS RENFRO	1222		12/22/21	12/1/21	122899	332.46	20-2540-465-07-28
3864012173	260725404651		NATURAL GAS ADMIN BLDG	1222		12/22/21	12/1/21	122899	50.07	20-2540-465-07-01
6860139005	26072540465G		NATURAL GAS HIGH SCHOOL	1222		12/22/21	12/1/21	122899	1,037.61	20-2540-465-07-22
									Total	1,862.35
618346165612	26072540340U	AT&T	TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	55.32	20-2540-340-07-10
618346203512	26072540340U		TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	212.59	20-2540-340-07-10
618346622112	26072540340U		TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	55.32	20-2540-340-07-10
618346636412	26072540340U		TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	55.32	20-2540-340-07-10
618346637812	26072540340U		TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	164.58	20-2540-340-07-10
618346112412	26072540340U		TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	84.13	20-2540-340-07-10
618346094212	26072540340U		TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	53.94	20-2540-340-07-10
618343693012	26072540340U		TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	163.43	20-2540-340-07-10
618343275312	26072540340U		TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	105.03	20-2540-340-07-10
618343259912	26072540340U		TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	208.41	20-2540-340-07-10
618343198412	26072540340U		TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	107.53	20-2540-340-07-10
618343103712	26072540340U		TELEPHONE CHARGES	1222		12/22/21	12/1/21	122900	165.99	20-2540-340-07-10
									Total	1,431.59
397507033	16762210332U	BMO HARRIS	WPY FIRST EDUCATIONAL	1222		12/22/21	12/1/21	122901	249.00	10-2210-332-76-493200-10
397313679	16151700464G		ORCHARD AUTO	1222		12/22/21	12/1/21	122901	431.82	10-1700-464-15-22
397313679	46022550464U		ORCHARD AUTO	1222		12/22/21	12/1/21	122901	201.97	40-2550-464-02-10
397313679	26082540464U		ORCHARD AUTO	1222		12/22/21	12/1/21	122901	1,936.82	20-2540-464-08-10
397313679	260725404641		ORCHARD AUTO	1222		12/22/21	12/1/21	122901	281.00	20-2540-464-07-01
397313679	16242563464U		ORCHARD AUTO	1222		12/22/21	12/1/21	122901	381.82	10-2563-464-24-10
397313755	26082540410U		MAGLINE	1222		12/22/21	12/1/21	122901	225.96	20-2540-410-08-10
397313755	160225103321		AMTRAK	1222		12/22/21	12/1/21	122901	112.00	10-2510-332-02-01

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 #
397434037	16951400410U	BMO HARRIS	HARBOR FREIGHT	1222		12/22/21	12/1/21	122901	148.76	10-1400-410-95-10
397434036	16951400410U		CTE GRANT SUPPLIES	1222		12/22/21	12/1/21	122901	239.08	10-1400-410-95-10
398123926	16012310332B		SHERATON CHICAGO	1222		12/22/21	12/1/21	122901	2,481.46	10-2310-332-01-20
398123926	160225103321		SHERATON CHICAGO	1222		12/22/21	12/1/21	122901	304.84	10-2510-332-02-01
398123926	160223203321		SHERATON CHICAGO	1222		12/22/21	12/1/21	122901	557.26	10-2320-332-02-01
399657136	160223203321		CMT CHICAGO	1222		12/22/21	12/1/21	122901	11.75	10-2320-332-02-01
399657061	16012310332B		TST LABRIOLA	1222		12/22/21	12/1/21	122901	187.59	10-2310-332-01-20
399756582	260825403231		IN GEORGE DOBSON	1222		12/22/21	12/1/21	122901	225.00	20-2540-323-08-01
400918541	16932660411U		TECHNOLOGY SOFTWARE	1222		12/22/21	12/1/21	122901	104.99	10-2660-411-93-10
398609296	16471500410G		RED IRON BRAND SOLUTION	1222		12/22/21	12/1/21	122901	1,673.36	10-1500-410-47-22
398609296	16451500421G		RED IRON BRAND SOLUTION	1222		12/22/21	12/1/21	122901	2,026.64	10-1500-421-45-22
399657059	16032410410N		MS PRIN OFF SUPPLIES	1222		12/22/21	12/1/21	122901	296.64	10-2410-410-03-27
397433959	16932660410U		AMAZONCOM	1222		12/22/21	12/1/21	122901	12.82	10-2660-410-93-10
397735646	16932660410U		AMAZONCOM	1222		12/22/21	12/1/21	122901	(12.82)	10-2660-410-93-10
398267626	16932660410U		PAKMAIL CENTER	1222		12/22/21	12/1/21	122901	158.22	10-2660-410-93-10
398267625	16932660410U		AMZN MKTP	1222		12/22/21	12/1/21	122901	76.96	10-2660-410-93-10
399657058	16932660411U		TECHNOLOGY SOFTWARE	1222		12/22/21	12/1/21	122901	127.98	10-2660-411-93-10
399657057	16932660410U		AMZN MKTP	1222		12/22/21	12/1/21	122901	45.99	10-2660-410-93-10
401510554	16932660411U		GODADDY	1222		12/22/21	12/1/21	122901	189.98	10-2660-411-93-10
401806666	16932660410U		AMZN MKTP	1222		12/22/21	12/1/21	122901	182.14	10-2660-410-93-10
401806739	16932660410U		AMZN MKTP	1222		12/22/21	12/1/21	122901	(182.14)	10-2660-410-93-10
397735648	16211220410U		TEACHERSPAYTEACHERS	1222		12/22/21	12/1/21	122901	89.60	10-1220-410-21-462000-10
398125091	160225243401		USPS	1222		12/22/21	12/1/21	122901	38.90	10-2524-340-02-01
399141940	160225243401		USPS	1222		12/22/21	12/1/21	122901	16.72	10-2524-340-02-01
3999756581	160225243401		USPS	1222		12/22/21	12/1/21	122901	15.56	10-2524-340-02-01
401510555	160225243401		USPS	1222		12/22/21	12/1/21	122901	7.78	10-2524-340-02-01
399657058	16932660410U		SAMSCLUB	1222		12/22/21	12/1/21	122901	76.42	10-2660-410-93-10
Total									12,921.87	
473479	86932367390U	COMPUTYPE COMPUTER SERV	TECH: Security Camera Mainte & Repai	1222		12/22/21	12/1/21	122903	29.00	80-2367-390-93-10

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								Total	29.00	
r1105039262	160225243401	FRANCOTYP-POSTALIA	POSTAGE & POSTAGE MACH Rental	1222		12/22/21	12/1/21	122904	252.00	10-2524-340-02-01
								Total	252.00	
S4353431.001	260825404101	FROST ELECTRIC SUPPLY CO.	MAINT SUPPLIES CIS	1222		12/22/21	12/1/21	122905	845.07	20-2540-410-08-33
								Total	845.07	
556815	26072540321U	IMEL PEST CONTROL	TRASH REMOVAL & PEST CONTROL	1222		12/22/21	12/1/21	122906	65.00	20-2540-321-07-10
								Total	65.00	
1388678	26082540323C	INDUSTRIAL SOAP COMPANY	REP/MAINT SVC CASEYVILLE	1222		12/22/21	12/1/21	122907	26.85	20-2540-323-08-21
								Total	26.85	
11113-14747	26082540410K	JOHN DEERE FINANCIAL	MAINT SUPPLIES KREITNER	1222		12/22/21	12/1/21	122908	2.99	20-2540-410-08-25
								Total	2.99	
475073110521	16051250410U	LAKESHORE	21-22 TITLE I INST MATLS	1222	522002	12/22/21	12/1/21	122909	94.50	10-1250-410-05-430000-10
297463111721	16731100490U		ESSRII EL Supplies	1222	2022001	12/22/21	12/1/21	122909	39.99	10-1100-490-73-10
304515102621	16051250410U		21-22 TITLE I INST MATLS	1222	5220071	12/22/21	12/1/21	122909	21.97	10-1250-410-05-430000-10
								Total	156.46	
2122-10	16212130310U	LINNEMANN, TERE A	IDEA FLO TH Health Servi	1222		12/22/21	12/1/21	122910	333.48	10-2130-310-21-462000-10
								Total	333.48	
322005000	26072540370C	METRO EAST SANITARY DIST	WATER & SEWER CASEYVILLE	1222		12/22/21	12/1/21	122911	135.00	20-2540-370-07-21
3220075000	26072540370C		WATER & SEWER CASEYVILLE	1222		12/22/21	12/1/21	122911	254.33	20-2540-370-07-21
								Total	389.33	
BOYS BOWLIN	16471500640U	OFALLON HIGH SCHOOL	BOYS/GIRLS TOURNEY ENTRY FEES	1222		12/22/21	12/1/21	122912	400.00	10-1500-640-47-10
								Total	400.00	
ENTRY FEE	16471500640U	OSWEGO EAST HIGH SCHOOL	BOYS/GIRLS TOURNEY ENTRY FEES	1222		12/22/21	12/1/21	122913	285.00	10-1500-640-47-10
								Total	285.00	
137435	26072540410U	ROYAL PAPER INC.	CUSTODIAL SUPPLIES UNIT	1222		12/22/21	12/1/21	122914	5,198.60	20-2540-410-07-10
								Total	5,198.60	
1001941341	16242560310U	SODEXO INC	LUNCH PROG CONT FOOD SVC CHG:	1222		12/22/21	12/1/21	122915	219,794.06	10-2560-310-24-10
								Total	219,794.06	
443873337644	160226604101	SYNCHRONY BANK/AMAZON	ACCOUNTING DEPT OFF SUPPLIES	1222		12/22/21	12/1/21	122916	22.63	10-2660-410-02-01
755644488983	26072540410U		CUSTODIAL SUPPLIES UNIT	1222		12/22/21	12/1/21	122916	35.98	20-2540-410-07-10

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
664835363397	160226414101	SYNCHRONY BANK/AMAZON	STUDENT SERV SUPPLIES	1222	2022001	12/22/21	12/1/21	122916	14.48	10-2641-410-02-01
795637997987	16051250410U		21-22 TITLE I INST MATLS	1222	5220081	12/22/21	12/1/21	122916	9.99	10-1250-410-05-430000-10
765467583647	160225244101		PAYROLL OFF SUPPLIES	1222	2022001	12/22/21	12/1/21	122916	154.95	10-2524-410-02-01
865369836786	26082540410U		MAINT SUPPLIES UNIT	1222		12/22/21	12/1/21	122916	29.99	20-2540-410-08-10
453766695553	26082540410U		MAINT SUPPLIES UNIT	1222		12/22/21	12/1/21	122916	177.43	20-2540-410-08-10
767857686354	160225244101		PAYROLL OFF SUPPLIES	1222		12/22/21	12/1/21	122916	23.36	10-2524-410-02-01
466737593743	16052330410U		21-22 TITLE I SUPPLIES	1222	522008	12/22/21	12/1/21	122916	57.48	10-2330-410-05-430000-10
696737638434	16052330410U		21-22 TITLE I SUPPLIES	1222	522008	12/22/21	12/1/21	122916	190.48	10-2330-410-05-430000-10
745633979654	26082540323G		REP/MAINT SVC HS	1222		12/22/21	12/1/21	122916	15.98	20-2540-323-08-22
557885576794	16032410410M		MARYVILLE PRIN OFF SUPPLIES	1222		12/22/21	12/1/21	122916	8.99	10-2410-410-03-26
748566753963	26072540410U		CUSTODIAL SUPPLIES UNIT	1222		12/22/21	12/1/21	122916	(35.98)	20-2540-410-07-10
836785669364	26072540410U		CUSTODIAL SUPPLIES UNIT	1222		12/22/21	12/1/21	122916	36.02	20-2540-410-07-10
Total									741.78	
H6961-118744	26082540323I	THE HOME DEPOT	REPAIRS/MAINT DORRIS	1222		12/22/21	12/1/21	122917	8,077.00	20-2540-323-08-33
Total									8,077.00	
BOWLING	16471500640U	TRIAD HIGH SCHOOL	BOYS/GIRLS TOURNEY ENTRY FEES	1222		12/22/21	12/1/21	122918	125.00	10-1500-640-47-10
Total									125.00	
BAND FEE	16141130640G	UNIVERSITY OF ILLINOIS	HS BAND/MUSIC DUES AND FEES	1222		12/22/21	12/1/21	122920	100.00	10-1130-640-14-22
Total									100.00	
5523962	26082540323K	VANDEVANTER ENGINEERING	REP/MAINT SVC KREITNER	1222		12/22/21	12/1/21	122921	327.11	20-2540-323-08-25
Total									327.11	
Report Total									<u><u>\$470,569.63</u></u>	

Paid Accounts Payable (Fund Summary)

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COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	1,222	373,422.14
20	Oper, Build, & Maint Fund	1,222	80,398.66
40	Transportation Fund	1,222	556.19
60	Capital Projects	1,210	2,513.64
80	Tort Fund	1,213	13,679.00
Report Total			<u>\$470,569.63</u>

Paid Accounts Payable by Check Number

Printed: 1/14/2022 12:11 PM
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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
48227	16762210413A	LICKENBROCK & SONS	AVC-CTE Grant Supplies	1214	990018:	12/14/21	12/1/21	1899	3,865.00	10-2210-413-76
									Total	3,865.00
397507034	16931448410A	BMO HARRIS	MACH SHOP SUPPLIES	1222		12/22/21	12/1/21	1912	12.99	10-1448-410-93
398267627	16921110410A		PAUL EKMAN GROUP	1222		12/22/21	12/1/21	1912	299.00	10-1110-410-92
398609297	16921110410A		PAUL EKMAN GROUP	1222		12/22/21	12/1/21	1912	181.25	10-1110-410-92
									Total	493.24
350-004473	26952540321A	REPUBLIC SERVICES #350	TRASH REMOVAL	1222		12/22/21	12/1/21	1914	637.82	20-2540-321-95
									Total	637.82
									Report Total	<u><u>\$4,996.06</u></u>

Paid Accounts Payable (Fund Summary)


Printed: 1/14/2022 12:12 PM
COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	1,222	4,358.24
20	Oper, Build, & Maint Fund	1,222	637.82
Report Total			<u><u>\$4,996.06</u></u>

8. Monthly Financial Statements for December 2021

BOARD AGENDA
January 24, 2022

TO: Dr. Brad Skertich, Superintendent of Schools

FROM: Jamie Hadjan, Director of Finance 

DATE: January 24, 2022

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 2021, be approved and attached to these minutes as Exhibit E-8.”

ss

Attachments

Fund Balance Report

Printed: 01/13/2022 6:25:38PM

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	6,345,129.77	7,162,495.19	31,478,256.32	39,269,851.19	7,791,594.87	15,977,879.49	23,769,474.37
20	Oper, Build, & Maint Fund	492,435.19	677,700.36	1,953,270.68	4,141,190.51	2,187,919.83	6,779,566.76	8,967,486.59
30	Debt Service Fund	0.00	626,400.48	196,224.00	2,330,741.27	2,134,517.27	365,837.91	2,500,355.18
40	Transportation Fund	483,232.92	246,396.40	1,991,238.15	2,843,994.57	852,756.42	287,147.42	1,139,903.84
50	I.M.R.F./Soc. Sec. Fund	246,640.96	298,536.58	1,120,153.45	1,841,414.07	721,260.62	2,132,353.07	2,853,613.69
60	Capital Projects	381,243.69	197.32	823,970.62	4,630,795.83	3,806,825.21	2,932,852.77	6,739,677.98
70	Working Cash Fund	0.00	62,038.50	0.00	380,442.95	380,442.95	15,004,271.32	15,384,714.27
80	Tort Fund	344,242.42	417,016.02	1,653,176.47	2,743,174.23	1,089,997.76	308,274.63	1,398,272.40
90	Fire Prevention and Safety Fund	691.00	61,604.32	1,478,631.61	364,734.57	(1,113,897.04)	1,572,365.05	458,468.01
		<u>\$8,293,615.95</u>	<u>\$9,552,385.17</u>	<u>\$40,694,921.29</u>	<u>\$58,546,339.19</u>	<u>\$17,851,417.90</u>	<u>\$45,360,548.42</u>	<u>\$63,211,966.32</u>

Collinsville Community Unit School District No. 10
Statement of Changes in Fund Balance
Operating Funds
For the Month Ending December 31, 2021

	Education Fund (10)	Oper, Build, & Maint Fund (20)	Transportation Fund (40)	Working Cash Fund (70)	Total
Fund Balance November 30, 2021	\$ 22,952,108.95	\$ 8,782,221.42	\$ 1,376,740.36	\$ 15,322,675.77	\$ 48,433,746.50
Revenue	7,162,495.19	677,700.36	246,396.40	62,038.50	8,148,630.45
Expenditures	(6,345,129.77)	(492,435.19)	(483,232.92)	-	(7,320,797.88)
Net Change	817,365.42	185,265.17	(236,836.52)	62,038.50	827,832.57
Fund Balance December 31, 2021	<u>\$ 23,769,474.36</u>	<u>\$ 8,967,486.60</u>	<u>\$ 1,139,903.84</u>	<u>\$ 15,384,714.27</u>	<u>\$ 49,261,579.06</u>

Collinsville Community Unit School District No. 10
Statement of Changes in Fund Balance
For the Month Ending December 31, 2021

	Fund 10	Fund 20	Fund 30	Fund 40	Fund 50	Fund 60	Fund 70	Fund 80	Fund 90	Total
Fund Balance November 30, 2021	\$ 22,952,108.95	\$ 8,782,221.42	\$ 1,873,954.70	\$ 1,376,740.36	\$ 2,801,718.07	\$ 7,120,724.35	\$ 15,322,675.77	\$ 1,325,498.80	\$ 397,554.69	\$ 61,953,197.13
Revenue	7,162,495.19	677,700.36	626,400.48	246,396.40	298,536.58	197.32	62,038.50	417,016.02	61,604.32	9,552,385.17
Expenditures	(6,345,129.77)	(492,435.19)	-	(483,232.92)	(246,640.96)	(381,243.69)	-	(344,242.42)	(691.00)	(8,293,615.95)
Net Change	817,365.42	185,265.17	626,400.48	(236,836.52)	51,895.62	(381,046.37)	62,038.50	72,773.60	60,913.32	1,258,769.22
Fund Balance December 31, 2021	\$ 23,769,474.37	\$ 8,967,486.59	\$ 2,500,355.18	\$ 1,139,903.84	\$ 2,853,613.69	\$ 6,739,677.98	\$ 15,384,714.27	\$ 1,398,272.40	\$ 458,468.01	\$ 63,211,966.34

12/31/22	
Revenue	\$ 9,552,385.17
Cash Receipts Total	5,466,644.43
CR to Expense Account	(3,497.35)
CR Asset	(1,442,146.00)
CR to Liab	(38,316.19)
JEs	5,580,518.28
AJs	7,505.00
From AP Report coded to Revenue	(18,323.00)
Total	\$ 9,552,385.17

12/31/22	
Expenditures	\$ (8,293,615.95)
AP Total by account report	(4,399,260.74)
Net PR 12/30/22	(1,308.64)
Net PR 12/29/21	(1,832.51)
Net PR 12/31/21	(1,296,506.50)
Net PR 12/17/21	(1,188,671.54)
Net PR 12/06/21	(72.57)
Net PR 12/03/21	(1,183,065.52)
Net PR 12/31/21 Void	3,393.96
Tiemann voided PR liabilities paid in Jan	3,663.09
From Cash Receipts	3,497.35
From AP Rep. coded to Assets	9,410.31
From AP Rep. coded to Liab. other than PR Liab.	69,185.89
From AP Rep. coded to Rev.	18,323.00
JEs	(280,000.00)
Ajs	(50,371.53)
Total	\$ (8,293,615.95)

PR Liabilities	
12/30/22	1,914.85
12/29/21	(1,177.04)
12/31/21	(582,184.54)
12/17/21	(906,069.95)
12/06/21	(17.86)
12/03/21	(892,163.49)
Tiemann voided PR liabilities paid in Jan	(3,663.09)
	\$ (2,383,361.12)
Health Insur	\$ (69,185.89)
Total:	\$ (2,452,547.01)
From AP Rep. Coded to Liab.	(2,452,547.01)
Total:	\$ (2,452,547.01)

Collinsville CUSD 10 Balance Sheet

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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		0.00	0.00	0.00	10-101
100001010002	EDUC FUND CASH, BUSEY		2,533,478.90	(967,961.84)	1,565,517.06	10-101
100001010003	CASH (PMA 10887-102, HARRIS)		0.00	0.00	0.00	10-101
100001010001	ACTIVITY (TRUST & AGENCY) CASH		708,247.33	(4,398.38)	703,848.95	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		0.00	0.00	0.00	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		3,246,576.23	(972,360.22)	2,274,216.01	* Function
Drivers ED						
10011710011B	VOC Lot 1Tanglewood		22,762.41	0.00	22,762.41	10-171-01

Collinsville CUSD 10 Balance Sheet

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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		139,338.39	9,410.31	148,748.70	10-171-01
10011710014B	VOC HOUSE SOUTH CLINTON		1,120.50	0.00	1,120.50	10-171-01
10011710015B	VOC lot 2 Tanglewood		22,762.42	0.00	22,762.42	10-171-01
10011710016B	VOC HOUSE, 115 Courtland, current proj		4,520.09	0.00	4,520.09	10-171-01
10011710017B	VOC House, "Gale" donated lot 13--2-21-2		600.76	0.00	600.76	10-171-01
10011710018B	VOC House, Collinsville Rd, Donated lot.		789.00	0.00	789.00	10-171-01
10011800000B	EDUCATION FUND INVESTMENTS		20,261,929.88	1,740,853.87	22,002,783.75	10-180-01
	1700 Drivers ED		<u>20,454,444.57</u>	<u>1,750,264.18</u>	<u>22,204,708.75</u>	* Function
State						
10-400	ACTIVITY (TRUST & AGENCY)		(708,247.33)	4,398.38	(703,848.95)	10-400
10-401	SWIC CLEARING		(5.50)	0.00	(5.50)	10-400
	3000 State		<u>(708,252.83)</u>	<u>4,398.38</u>	<u>(703,854.45)</u>	* Function
Federal						
10-402	A/P LIABILITY		4,013.34	(816.44)	3,196.90	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		(42,915.97)	35,879.52	(7,036.45)	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

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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
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	(2,177.39)	0.00	(2,177.39)	10-456-012
120045640000		DISTRICT LIFE INSURANCE	(0.01)	0.00	(0.01)	10-456-015
120045700000		FICA DEDUCTION	0.00	0.00	0.00	10-457
120045800000		MEDICARE DEDUCTION	0.00	0.00	0.00	10-458
120045900000		UNION DUES DIVERSITY & EQUITY	0.00	0.00	0.00	10-459
120046100000		TRS .4% Difference	0.00	0.00	0.00	10-461-000
	4000	Federal	<u>(41,080.03)</u>	<u>35,063.08</u>	<u>(6,016.95)</u>	* Function
Transfer						
10-703		FUND CHANGE	(6,974,229.46)	(817,365.42)	(7,791,594.88)	10-703
120007040000		ED FUND BALANCE	(15,977,879.49)	0.00	(15,977,879.49)	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>(22,952,108.95)</u>	<u>(817,365.42)</u>	<u>(23,769,474.37)</u>	* Function
	10	Education Fund	<u><u>(421.00)</u></u>	<u><u>0.00</u></u>	<u><u>(421.00)</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

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COLLINSVILLE 10

Oper, Build, & Maint Fund 20						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
200001010000		O&M FUND CASH - US BANK	0.00	0.00	0.00	20-101
200001010001		O&M FUND CASH - UMB	0.00	0.00	0.00	20-101
200001010002		O&M FUND CASH, BUSEY	739,067.59	(213,137.96)	525,929.63	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	159.62	755.63	915.25	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	<u>739,227.21</u>	<u>(212,382.33)</u>	<u>526,844.88</u>	* 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	8,043,415.21	397,647.50	8,441,062.71	20-180-01
	1700	Drivers ED	<u>8,043,415.21</u>	<u>397,647.50</u>	<u>8,441,062.71</u>	* 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

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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	0.00	0.00	0.00	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>0.00</u>	<u>0.00</u>	<u>0.00</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	(2,002,654.66)	(185,265.17)	(2,187,919.83)	20-703
220007040000		O&M FUND BALANCE	(6,779,566.76)	0.00	(6,779,566.76)	20-704
22017320000B		SALE OF VOC HOUSE PROJ LOT 11	0.00	0.00	0.00	20-732-01
	7000	Transfer	<u>(8,782,221.42)</u>	<u>(185,265.17)</u>	<u>(8,967,486.59)</u>	* Function
	20	Oper, Build, & Maint Fund	<u><u>421.00</u></u>	<u><u>0.00</u></u>	<u><u>421.00</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

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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	39,985.96	12.69	39,998.65	30-101
300101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	30-103-01
	1000	Local	<u>39,985.96</u>	<u>12.69</u>	<u>39,998.65</u>	* Function
Drivers ED						
30011800000B		BOND & INT INVESTMENTS	1,833,968.74	626,387.79	2,460,356.53	30-180-01
320019500000		Escrow Account for Bond Refina	0.00	0.00	0.00	30-195
	1700	Drivers ED	<u>1,833,968.74</u>	<u>626,387.79</u>	<u>2,460,356.53</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	(1,508,116.79)	(626,400.48)	(2,134,517.27)	30-703
320007040000		B&I FUND BALANCE	(365,837.91)	0.00	(365,837.91)	30-704
	7000	Transfer	<u>(1,873,954.70)</u>	<u>(626,400.48)</u>	<u>(2,500,355.18)</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

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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	347,672.26	116,773.60	464,445.86	40-101
400101030000		TRANS FD CASH CLEAR ACCT	0.00	0.00	0.00	40-103-01
40011510000B		TRANSP LOAN TO EDUC	5.92	0.00	5.92	40-151-01
40000152000B		TRANS LOAN TO O&M FUND	0.00	0.00	0.00	40-152
	1000	Local	<u>347,678.18</u>	<u>116,773.60</u>	<u>464,451.78</u>	* Function
Drivers ED						
40011800000B		TRANSP FUND INVESTMENTS	1,029,062.18	(353,610.12)	675,452.06	40-180-01
	1700	Drivers ED	<u>1,029,062.18</u>	<u>(353,610.12)</u>	<u>675,452.06</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	(1,089,592.94)	236,836.52	(852,756.42)	40-703
420007040000		TRANS FUND BALANCE	(287,147.42)	0.00	(287,147.42)	40-704
	7000	Transfer	<u>(1,376,740.36)</u>	<u>236,836.52</u>	<u>(1,139,903.84)</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

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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	877,941.06	(247,090.92)	630,850.14	50-101
500101030000		IMRF CASH CLEAR ACCT	0.00	0.00	0.00	50-103-01
	1000	Local	<u>877,941.06</u>	<u>(247,090.92)</u>	<u>630,850.14</u>	* Function
Drivers ED						
50011800000B		IMRF INVESTMENTS	1,923,777.01	298,520.35	2,222,297.36	50-180-01
	1700	Drivers ED	<u>1,923,777.01</u>	<u>298,520.35</u>	<u>2,222,297.36</u>	* Function
Federal						
50-402		A/P LIABILITY	0.00	466.19	466.19	50-402
500043400000		IMRF LOAN FROM W/CASH	0.00	0.00	0.00	50-434
520045400000		IMRF BP	0.00	0.00	0.00	50-454-009
520045700000		FICA BP	0.00	0.00	0.00	50-457-010
50-458		MEDICARE BP	0.00	0.00	0.00	50-458-011
	4000	Federal	<u>0.00</u>	<u>466.19</u>	<u>466.19</u>	* Function
Transfer						
50-703		FUND CHANGE	(669,365.00)	(51,895.62)	(721,260.62)	50-703
520007040000		IMRF FUND BALANCE	(2,132,353.07)	0.00	(2,132,353.07)	50-704
	7000	Transfer	<u>(2,801,718.07)</u>	<u>(51,895.62)</u>	<u>(2,853,613.69)</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: 01/20/2022 8:44:27AM
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	449,477.84	(31,205.17)	418,272.67	60-101
	1000	Local	<u>449,477.84</u>	<u>(31,205.17)</u>	<u>418,272.67</u>	* Function
Drivers ED						
60011800000B		INVESTMENTS	2,032,287.05	(349,919.32)	1,682,367.73	60-180-01
60011800001B		INVESTMENTS (CDB GRANT)	48,695.54	0.00	48,695.54	60-180-01
60011800002B		INVESTMENTS (DEBT CERTIFICATE)	4,590,263.92	78.12	4,590,342.04	60-180-01
	1700	Drivers ED	<u>6,671,246.51</u>	<u>(349,841.20)</u>	<u>6,321,405.31</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	(4,187,871.58)	381,046.37	(3,806,825.21)	60-703
620007040000		SITE/CONST. FUND BALANCE	(2,932,852.77)	0.00	(2,932,852.77)	60-704
	7000	Transfer	<u>(7,120,724.35)</u>	<u>381,046.37</u>	<u>(6,739,677.98)</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: 01/20/2022 8:44:27AM
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	60,420.86	87.93	60,508.79	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>60,420.86</u>	<u>87.93</u>	<u>60,508.79</u>	* Function
Drivers ED						
70011800000B		WORKING CASH INVESTMENTS	15,262,254.91	61,950.57	15,324,205.48	70-180-01
	1700	Drivers ED	<u>15,262,254.91</u>	<u>61,950.57</u>	<u>15,324,205.48</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	(318,404.45)	(62,038.50)	(380,442.95)	70-703
720007040000		WKG CASH FUND BALANCE	(15,004,271.32)	0.00	(15,004,271.32)	70-704
	7000	Transfer	<u>(15,322,675.77)</u>	<u>(62,038.50)</u>	<u>(15,384,714.27)</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: 01/20/2022 8:44:27AM
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	399,508.04	255,765.78	655,273.82	80-101
	1000	Local	<u>399,508.04</u>	<u>255,765.78</u>	<u>655,273.82</u>	* Function
Drivers ED						
80011800000B		TORT INVESTMENTS	925,990.76	(182,992.18)	742,998.58	80-180-01
	1700	Drivers ED	<u>925,990.76</u>	<u>(182,992.18)</u>	<u>742,998.58</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
80459		DIVERSITY & EQUITY SCHOLARSHIP	0.00	0.00	0.00	80-459
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
80-703		FUND CHANGE	(1,017,224.17)	(72,773.60)	(1,089,997.76)	80-703
820007040000		TORT FUND BALANCE	(308,274.63)	0.00	(308,274.63)	80-704
	7000	Transfer	<u>(1,325,498.80)</u>	<u>(72,773.60)</u>	<u>(1,398,272.40)</u>	* Function
	80	Tort 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: 01/20/2022 8:44:27AM
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	91,725.94	(688.38)	91,037.56	90-101
900101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	90-103-01
	1000	Local	<u>91,725.94</u>	<u>(688.38)</u>	<u>91,037.56</u>	* Function
Drivers ED						
90011800000B		FP&S INVESTMENTS	305,828.75	61,601.70	367,430.45	90-180-01
	1700	Drivers ED	<u>305,828.75</u>	<u>61,601.70</u>	<u>367,430.45</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	1,174,810.36	(60,913.32)	1,113,897.04	90-703
920007040000		FP&S FUND BALANCE	(1,572,365.05)	0.00	(1,572,365.05)	90-704
92017210000B		1996 H/L/S BOND SALE PROCEEDS	0.00	0.00	0.00	90-721-01
	7000	Transfer	<u>(397,554.69)</u>	<u>(60,913.32)</u>	<u>(458,468.01)</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: 01/18/2022 4:38:12PM

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	121,264.75	75,710.61	649,534.44	957,989.41	308,454.97	251,363.01	559,817.98
20	Oper, Build, & Maint Fund	637.82	0.00	6,528.10	38,208.26	31,680.16	0.00	31,680.16
40	Transportation Fund	(2,621.34)	0.00	21,528.10	24,726.67	3,198.57	0.00	3,198.57
		<u>\$119,281.23</u>	<u>\$75,710.61</u>	<u>\$677,590.64</u>	<u>\$1,020,924.34</u>	<u>\$343,333.70</u>	<u>\$251,363.01</u>	<u>\$594,696.71</u>

Collinsville Area Vocational Center
Statement of Changes in Fund Balance
For the Month Ending December 31, 2021

	Fund 10	Fund 20	Fund 40	Total
Fund Balance November 30, 2021	\$ 605,372.12	\$ 32,317.98	\$ 577.23	\$ 638,267.33
Income	\$ 75,710.61	\$ -	\$ -	\$ 75,710.61
Expenditures	(121,264.75)	(637.82)	2,621.34	(119,281.23)
Net change	\$ (45,554.14)	\$ (637.82)	\$ 2,621.34	\$ (43,570.62)
 				-
Fund Balance December 31, 2021	<u>\$ 559,817.98</u>	<u>\$ 31,680.16</u>	<u>\$ 3,198.57</u>	<u>\$ 594,696.71</u>

12/31/22

Income	\$ 75,710.61
Cash Receipts to Expense Account to Asset	75,703.69
JE's	
AJ's	\$ 6.92
Total	\$ 75,710.61

12/31/22

Expenditures	\$ (119,281.23)
AP Check Register	(47,430.26)
PR 12/31/21	(24,658.86)
PR 12/17/21	(23,722.52)
PR 12/03/21	(23,629.21)
Ajs From AP Report coded to revenue	
From AP Rep. coded to Assets	
From Cash Receipts coded to exp acct	
From AP Rep. coded to Liab. other than PR Liab.	159.62
Total	\$ (119,281.23)

CAVC Balance Sheet

Printed: 01/20/2022 8:42:41AM
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 FCB Sav -7904,Busey Prime	42,073.63	6.92	42,080.55	10-101
10-101	PAYROLL CASH	0.00	0.00	0.00	10-101
100001010001	CASH FCB -7903, was US BANK	563,298.49	(45,561.06)	517,737.43	10-101-1
1000010100TA	ACTIVITY (TRUST & AGENCY) CASH	72,375.70	18,428.51	90,804.21	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 NA	0.00	0.00	0.00	10-180-95
1000	Instruction	<u>677,747.82</u>	<u>(27,125.63)</u>	<u>650,622.19</u>	* Function
Community Services					
10-400	ACTIVITY (TRUST & AGENCY)	(72,375.70)	(18,428.51)	(90,804.21)	10-400
10-404	DUE TO UNIT	0.00	0.00	0.00	10-400
3000	Community Services	<u>(72,375.70)</u>	<u>(18,428.51)</u>	<u>(90,804.21)</u>	* Function
Nonprogrammed Charges					
10-402	A/P LIABILITY	0.00	0.00	0.00	10-402
10-403- 1	WAGE GAR. (4595)	0.00	0.00	0.00	10-403
10-403	WAGE GARNISH	0.00	0.00	0.00	10-403-00
12954200000A	ED FUND PAYABLE TO PARTICIPATI	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

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COLLINSVILLE 10

Education Fund 10						
Function	4000	Nonprogrammed Charges				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
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>0.00</u>	<u>0.00</u>	* Function
Provision For Contingencies						
10-703		FUND NET CHANGE	(354,009.11)	45,554.14	(308,454.97)	10-703
120007040000		FUND BALANCE	(251,363.01)	0.00	(251,363.01)	10-704
	6000	Provision For Contingencies	<u>(605,372.12)</u>	<u>45,554.14</u>	<u>(559,817.98)</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: 01/20/2022 8:42:41AM
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 FCB -7903, was US BANK	32,477.60	(797.44)	31,680.16	20-101
200001010002	CASH FCB Sav -7904, Busey Prime	0.00	0.00	0.00	20-101
20951400000A	REC FM PART DIST S BLDG FD	0.00	0.00	0.00	20-140-95
20951800000A	INVESTMENTS NA	0.00	0.00	0.00	20-180-95
1000	Instruction	<u>32,477.60</u>	<u>(797.44)</u>	<u>31,680.16</u>	* Function
Community Services					
20-404	DUE TO UNIT	(159.62)	159.62	0.00	20-400
3000	Community Services	<u>(159.62)</u>	<u>159.62</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	(32,317.98)	637.82	(31,680.16)	20-703
220007040000	FUND BALANCE	0.00	0.00	0.00	20-704
6000	Provision For Contingences	<u>(32,317.98)</u>	<u>637.82</u>	<u>(31,680.16)</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: 01/20/2022 8:42:41AM
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 FCB -7903, was US BANK	577.23	2,621.34	3,198.57	40-101	
400001010002	CASH FCB Sav -7904, Busey 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 NA	0.00	0.00	0.00	40-180-95	
1000	Instruction	<u>577.23</u>	<u>2,621.34</u>	<u>3,198.57</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	(577.23)	(2,621.34)	(3,198.57)	40-703	
420007040000	FUND BALANCE	0.00	0.00	0.00	40-704	
6000	Provision For Contingencs	<u>(577.23)</u>	<u>(2,621.34)</u>	<u>(3,198.57)</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

Notes from Dr. Skertich:

- 2:20 Powers and Duties of the School Board; Idemnification
Convicted of felony – notify ISBE
- 2:105 Ethics and Gift Ban
Legal Update
- 2:110 Qualifications, Term, and Duties of Board Officers
Quorum at Open Meetings Act
Criminal History
- 2:120 Board Member Development
Trauma informed practices training for the Board
- 2:220 School Board Meeting Procedure
Closed Session Review of Minutes
- 2:260 Uniform Grievance Procedure
Uniform Grievance Procedure Clarification
- 3:40 Superintendent
Reporting Responsibilities of Superintendent for Abused and Neglected Children with a Focus on Educators misconduct
- 3:50 Administrative Personnel Other Than the Superintendent
Legal Reference
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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/](#), 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, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
20. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred. [PRESSPlus1](#)
21. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction. [PRESSPlus2](#)
22. 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](#), [5/21B-85](#), and [5/27-1](#).

[115 ILCS 5/](#), III. 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), [4:165 \(Awareness and Prevention of Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender: Screening: Notifications\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), [5:30 \(Hiring Process and Criteria\)](#), 5:90 (Abused and Neglected Child Reporting), [5:120 \(Employee Ethics: Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:290 \(Employment Termination and Suspensions\)](#), 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: January 27, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/21B-85(a). **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/21B-85(b). **Issue 108, November 2021**

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

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

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

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

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

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

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

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

Enforcement

The Board 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

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 Superintendent shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. The investigator shall prepare a written report and submit it to the Board.

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

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office.

LEGAL REF.:

[105 ILCS 5/22-90 \(final citation pending\)](#), [PRESSPlus1](#)

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

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

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

Adopted: January 27, 2020

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, bans high school guidance counselors from intentionally soliciting or accepting gifts from a *prohibited source*, narrowly defined as "any person who is employed by an

institution of higher education or is an agent or spouse of or an immediate family member living with a person employed by an institution of higher education.” Exceptions exist for certain circumstances, e.g., gifts from a relative or based on a personal friendship. A guidance counselor does not violate this law if he or she promptly takes reasonable action to return the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity. **Issue 108, November 2021**

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, except as otherwise provided by the Open Meetings Act, [PRESSPlus1](#)
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. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, *Hiring Process and Criteria*, is completed for the Superintendent. [PRESSPlus2](#)

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, [5/10-21.9](#), and [5/17-1](#), and [5/21B-85](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure)

Adopted: January 27, 2020

PRESSPlus Comments

PRESSPlus 1. Updated to reflect changes to 5 ILCS 120/7, amended by P.A. 101-640, permitting public bodies to meet remotely without a quorum physically present at the meeting location during a public health emergency. **Issue 108, November 2021**

PRESSPlus 2. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department. For more information, see the subhead entitled Screening in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and the subhead entitled Investigations in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

Document Status: Draft Update

SCHOOL BOARD

2:120 Board Member Development

The School Board desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, **and** fiduciary responsibilities, **and (beginning in the fall of 2023) trauma-informed practices for students and staff** within the first year of his or her first term. [PRESSPlus1](#)
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

Professional Development: Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, 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, i.e., *Senate Bill 100 training topics*.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.:

[5 ILCS 120/1.05](#) and [120/2](#).

[105 ILCS 5/10-16a](#) and [5/24-16.5](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of School Board Meetings)

Adopted: January 28, 2019

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-16a, amended by P.A. 102-638. See 105 ILCS 5/10-16a(b-5) for the required and recommended elements of the training regarding trauma-informed practices. **Issue 108, November 2021**

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 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 (OMA) 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~~ Every six months, or as soon after as is practicable. in an open meeting, the Board: (1) reviews minutes

from all closed meetings that are currently unavailable for public release, and (2) ~~decides~~ determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a semi-annual review.^{PRESSPlus1} The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

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.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and

agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order, Newly Revised (11th 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](#), [120/2.06](#), and [120/7](#).

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

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

Adopted: August 17, 2020

PRESSPlus Comments

PRESSPlus 1. Required by 5 ILCS 120/2.06(d), amended by P.A. 102-653. If a board is unable to conduct the review every six months, it must do so as soon after as is practicable, taking into account the nature and meeting schedule of the board. A board may also conduct the review more frequently. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c)(21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this policy's exhibits use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d). **Issue 108, November 2021**

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, [42 U.S.C. §12101 et seq.](#)
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681 et seq.](#), excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)
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 prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
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 prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [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 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.

Investigation Process

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 parents/guardians 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, or any collective bargaining agreement. (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, this policy, 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 after 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 registered mail, return receipt requested, and/or personal delivery PRESSPlus1 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 after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after 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, the Board shall mail its written decision to the Complainant and the accused by first-class U.S. mail registered mail, return receipt requested, and/or personal delivery 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 Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall appoint at least one Complaint Manager to administer 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, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Title IX Coordinator:

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

Mr. Brad Hyre
Collinsville CUSD #10
123 W. Clay St., Collinsville, IL 62234
bhyre@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
lc Coleman@cusd.kahoks.org
618/346-6350 ext. 4238

LEGAL REF.:

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

20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

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

29 U.S.C. §206(d), Equal Pay Act. ~~Age Discrimination in Employment Act,~~

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

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

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

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

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

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

~~Americans With Disabilities Act,~~ 42 U.S.C. §12101 et seq., Americans With Disabilities Act.

~~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).~~

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

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

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

~~Illinois Genetic Information Privacy Act,~~ 410 ILCS 513/, Ill. Genetic Information Privacy Act.

~~Illinois Whistleblower Act,~~ 740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

~~Illinois Human Rights Act,~~ 775 ILCS 5/, Ill. Human Rights Act.

~~Victims' Economic Security and Safety Act,~~ 820 ILCS 180/, Victims' Economic Security and Safety Act. 56 Ill.Admin.Code Part

280.

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

~~Employee Credit Privacy Act~~, 820 ILCS 70/, Employee Credit Privacy Act, 70/10(b), and 70/25.

23 Ill.Admin.Code §§1.240, ~~and 200.40~~, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 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), 7:185 (Teen Dating Violence Prohibited), 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: October 18, 2020

PRESSPlus Comments

PRESSPlus 1. Optional; using a delivery method that allows the district to verify the date of receipt is a best practice. **Issue 108, November 2021**

Document Status: Draft Update

GENERAL SCHOOL ADMINISTRATION

3:40 Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. [PRESSPlus1](#) The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the State law, Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, [5/10-21.9](#), 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

5 ILCS 120/7.3, Open Meetings Act.

23 Ill.Admin.Code §§1.310, 1.705, and 25.355

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), [5:30 \(Hiring Process and Criteria\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:290 \(Employment Termination and Suspensions\)](#)

Adopted: January 25, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to the General Assembly's focus on resolving Educator Misconduct. 105 ILCS 5/10-21.9(e-5), amended by P.A.102-552, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute. **Issue 108, November 2021**

Document Status: Draft Update

GENERAL SCHOOL ADMINISTRATION

3:50 Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

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

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF:

[105 ILCS 5/10-21.4a](#), [5/10-23.8a](#), [5/10-23.8b](#), [5/21B](#), and [5/24A-4](#).

[23 Ill.Admin.Code §§1.310](#), [1.705](#), and [50.300](#); and [Parts 25](#) and [29](#).

CROSS REF: [3:60 \(Administrative Responsibility of the Building Principal\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), [5:30 \(Hiring Process and Criteria\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:250 \(Leaves of Absence\)](#), [5:290 \(Employment Termination and Suspensions\)](#), [PRESSPlus1](#)

ADOPTED: July 20, 2015

PRESSPlus Comments

PRESSPlus 1. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

Document Status: Draft Update

GENERAL SCHOOL ADMINISTRATION

3:60 Administrative Responsibility of the Building Principal

Duties and Authority

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

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

Evaluation Plan

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

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.:

[105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.](#) [PRESSPlus1](#)

[10 ILCS 5/4-6.2, Election Code.](#)

105 ILCS 127/, [School Reporting of Drug Violations Act.](#)

[23 Ill.Admin.Code Parts 35](#) and [50](#), Subpart D.

CROSS REF.: [3:50 \(Administrative Personnel Other Than the Superintendent\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:250 \(Leaves of Absence\)](#), [5:290 \(Employment Termination and Suspensions\)](#) [PRESSPlus2](#)

Adopted: August 16, 2021

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

PRESSPlus 2. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

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 applicable federal and 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 federal and 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, 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 Ill. Department of Public Health rules or order of a local health official.
9. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure

Act. [PRESSPlus1](#)

10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award. [PRESSPlus2](#)

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.:

2 C.F.R. Part 200.

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.

30 ILCS 708/. Grant Accountability and Transparency Act.

410 ILCS 170/. Coal Tar Sealant Disclosure Act.

820 ILCS 130/. Prevailing Wage Act.

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 27, 2020

PRESSPlus Comments

PRESSPlus 1. 410 ILCS 170/10(b), added by P.A. 102-242, eff. 1-1-23. **Issue 108, November 2021**

PRESSPlus 2. 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by ISBE, see www.isbe.net/gata. **Issue 108, November 2021**

Document Status: Draft Update

OPERATIONAL SERVICES

4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds.

The Superintendent shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. [PRESSPlus1](#) The Superintendent or designee shall maintain a registry of employees and parents/guardians of students requesting notification before the application of pesticide(s) and notify these people as required by the Structural Pest Control Act, [225 ILCS 235/](#), and the Lawn Care Products Application and Notice Act, [415 ILCS 65/](#).

Coal Tar Sealant [PRESSPlus2](#)

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.:

105 ILCS 5/10-20.17a; 5/10-20.48.

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

~~105 ILCS 5/10-20.17a; 5/10-20.48.~~

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 60/14, Illinois Pesticide Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)

23 Ill.Admin.Code §1.330.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

Adopted: April 15, 2019

PRESSPlus Comments

PRESSPlus 1. The Illinois Pesticide Act (415 ILCS 60/14 3.F., amended by P.A. 102-548) makes it unlawful to apply a restricted use pesticide on or within 500 feet of school property during normal hours, except for whole structure fumigation, and if the pesticide application information listed on the pesticide label is more restrictive than the law, then the more restrictive

provision applies. *Normal school hours* means Monday through Friday from 7 a.m. until 4 p.m., excluding days when classes are not in session. The statute prohibits restricted pesticide applications during *normal hours* but defines *normal school hours*. This policy uses normal school hours. *State Restricted Pesticide Use* is defined as any pesticide use which the Director (Ill. Dept. of Agriculture or his or her authorized representative) determines, subsequent to public hearing, that an additional restriction for that use is needed to prevent unreasonable adverse effects. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 170(a)(1)-(4), added by P.A. 102-242, eff. 1-1-23, requires schools to provide written or telephonic notification to employees and parents/guardians of students prior to any application of a coal tar-based sealant product or a high polycyclic aromatic hydrocarbon sealant product. Written notifications must: (1) be included in newsletters, bulletins, calendars, or other correspondence currently published by the district (this is the only prong of written notice that is permissive); (2) be given at least 10 business days before the application and should identify the intended date and location of the application of the coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant; (3) include the name and telephone contact number for the school or day care center (if the district has one) personnel responsible for the application; and (4) include any health hazards associated with coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, as provided by a corresponding safety data sheet.

Districts may want to include numbers (3) and (4) in their student handbooks. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook. **Issue 108, November 2021**

Document Status: Draft Update

OPERATIONAL SERVICES

4:170 Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act ([105 ILCS 128/](#)):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, or school support personnel, or a parent/guardian. [PRESSPlus1](#)

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act ([105 ILCS 128/](#)) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). [29 Ill.Admin.Code Part 1500.](#)

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,

2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by [725 ILCS 120/3](#) that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.:

[105 ILCS 5/10-20.2](#), [5/10-20.57](#), [5/18-12](#), and [5/18-12.5](#).

105 ILCS 128/, School Safety Drill Act; ~~implemented by~~ 29 Ill.Admin.Code Part 1500.

[210 ILCS 74/](#), Physical Fitness Facility Medical Emergency Preparedness Act.

[225 ILCS 320/35.5](#), Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; [Management; and Recovery](#)), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

Adopted: January 28, 2019

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 128/20(c), amended by P.A. 102-395. While 105 ILCS 128/20(c) uses both *lockdown drill* and *walk-through lockdown drill*, the terms are synonymous. For brevity, this material uses the term *lockdown drill*. Schools must (1) notify parents/guardians in advance of any lockdown drill that involves student participation, and (2) allow parents/guardians to exempt their child(ren) from participating for any reason. For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it.

Law enforcement may only run an active shooter simulation, including simulated gun fire drills, on school days when students are not present. 105 ILCS 128/20(c)(5)-(8), added by P.A. 102-395. **Issue 108, November 2021**

Document Status: Draft Update

OPERATIONAL SERVICES

4:175 Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

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 meets either of the following two exceptions:

1. The offender is 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 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. The offender received permission to be present from the School 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 shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Superintendent. [PRESSPlus1](#) He or she shall take appropriate action based on the result of any criminal background check and/or screen. [PRESSPlus2](#)

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3, Criminal Code of 2012.

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

[730 ILCS 154/75-105](#), Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: [2:110 \(Qualifications, Term, and Duties of Board Officers\)](#), [3:40 \(Superintendent\)](#), [3:50 \(Administrative Personnel Other Than the Superintendent\)](#), [3:60 \(Administrative Responsibility of the Building Principal\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [5:30 \(Hiring Process and Criteria\)](#), [5:260 \(Student Teachers\)](#), [6:250 \(Community Resource Persons and Volunteers\)](#), [8:30 \(Visitors to and Conduct on School Property\)](#), [8:100 \(Relations with Other Organizations and Agencies\)](#)

ADOPTED: January 23, 2017

PRESSPlus Comments

PRESSPlus 1. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department. For more information, see [Investigations](#) in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

PRESSPlus 2. When a criminal sexual offense is committed or alleged to have been committed by a district employee or contractor, law enforcement shall immediately transmit a copy of the criminal history record information relating to the investigation of the offense/alleged offense to the superintendent. This transmission will occur either upon the superintendent's request or, if the law enforcement agency knows the offender/alleged offender is employed by a district, automatically. 725 ILCS 191/15, added by P.A. 102-652. See sample administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

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, work authorization status, [PRESSPlus1](#) use of lawful products while not at work; being a victim of domestic violence, sexual violence, or gender violence, or any other crime of violence, [PRESSPlus2](#) 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; conviction record, unless authorized by law; 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 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, office addresses, email 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
bskertich@cusd.kahoks.org
618/346-6350

Title IX Coordinator:

Mr. Brad Hyre
Collinsville CUSD #10
123 W. Clay St., Collinsville, IL 62234
bhyre@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
123 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; [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. §701](#) *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; [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](#), [5/10-20.7a](#), [5/10-21.1](#), [5/10-22.4](#), [5/10-23.5](#), [5/22-19](#), [5/24-4](#), [5/24-4.1](#), and [5/24-7](#).

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

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

775 ILCS 5/1-103, [5/2-101](#), 5/2-102, [5/2-103](#), [5/2-103.1](#), [5/2-104\(D\)](#) and 5/6-101, Ill. Human Rights Act.

[775 ILCS 35/](#), 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), 2:265 (Title IX Sexual Harassment 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: August 16, 2021

PRESSPlus Comments

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

PRESSPlus 2. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) (or similar provision of the Criminal Code of 1961). 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

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, work authorization status, PRESSPlus1 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 policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

The 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.

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 Report or 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. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

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

Whom to Contact with a Report or Complaint

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

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

Nondiscrimination Coordinator:

Dr. Mark B. Skertich, Superintendent

Collinsville CUSD #10

Title IX Coordinator:

Mr. Brad Hyre

Collinsville CUSD #10

201 W. Clay St., Collinsville, IL 62234

123 W. Clay St., Collinsville, IL 62234

bskertich@cusd.kahoks.org

bhyre@cusd.kahoks.org

618/346-6350

618/346-6350

Complaint Managers:

Kevin Robinson, Dir. HR.

Ms. LaToya Berry-Coleman

Collinsville CUSD #10

Collinsville CUSD #10

201 W. Clay St., Collinsville, IL 62234

201 W. Clay St., Collinsville, IL 62234

Email: krobiso@cusd.kahoks.org

Email: lcoleman@cusd.kahoks.org

618/346-6350 ext. 4242

618/346-6350 ext. 4238

Investigation Process

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

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

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

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

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

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

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

Enforcement

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

Retaliation Prohibited

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

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

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

Recourse to State and Federal Fair Employment Practice Agencies

The 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, 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 including this policy in the appropriate handbooks.

LEGAL REF.:

~~Title VII of the Civil Rights Act of 1964~~, 42 U.S.C. §2000e ~~et seq.~~, Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.

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

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

~~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, Ill. Human Rights Act.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

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

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

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).

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

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

Adopted: October 18, 2020

PRESSPlus Comments

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer

to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

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 [105 ILCS 5/21B-80\(c\)](#). [PRESSPlus1](#)

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 for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. [PRESSPlus2](#) 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 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 [105 ILCS 5/21B-80](#) 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.

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.
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.
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, a licensed advanced practice registered nurse, 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, a licensed advanced practice registered nurse, 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.:

42 U.S.C. §12112, Americans with Disabilities Act, 29 C.F.R. Part 1630.

15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.

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

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 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 (Duties and Qualifications)

Adopted: January 27, 2020

PRESSPlus Comments

PRESSPlus 1. For additional information regarding implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656 (employment decisions based on conviction records), see footnotes 5 and 6 of the sample policy, available at **PRESS** Online by logging in at www.iasb.com. Footnote 5 is updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-103.1(c), added by P.A. 101-656, with a discussion regarding application of the IHRA's *interactive assessment* requirement for disqualifying offenses listed in 105 ILCS 5/21B-80, and footnote 6 is updated in response to Ill. Dept. of Human Rights (IDHR) guidance for implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, at: www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/21B-85, amended by P.A. 102-552, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS) when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. **Issue 108, November 2021**

Document Status: Draft Update

General Personnel

5:50 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, use, or being impaired by or under the influence of 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 while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position 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.

~~Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. [PRESSPlus1](#) State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. [PRESSPlus2](#)~~

Do not include this section.

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 [Cannabis Regulation and Tax Act \(CRTA\)](#) ~~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~~this 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 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~~has the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis ~~shall have~~has 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 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.:

42 U.S.C. §12114, Americans With Disabilities Act, ~~42 U.S.C. §12114~~.

21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act, ~~21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15~~.

41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988, ~~41 U.S.C. §8101 et seq.~~

20 U.S.C. §7101 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.

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)

Adopted: January 27, 2020

PRESSPlus Comments

PRESSPlus 1. 410 ILCS 705/10-50(d). If the board will not communicate to employees what will happen when reasonable suspicion exists, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 705/10-50(e)(1), amended by P.A. 101-593, protects the district from liability for actions described in this sentence. If the board will not communicate this information to its employees, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

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 22, [PRESSPlus1](#) an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. 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.

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. 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 of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, Staff Development Program. [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

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.

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 the Superintendent he or she has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the III. Educator Identification Number as well as a brief description of the misconduct alleged was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child.~~ When the Superintendent has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the III. Educator Identification Number as well as a brief description of the misconduct alleged. 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 ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with 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.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the School Board; Indemnification*. [PRESSPlus3](#)

LEGAL REF.:

[20 U.S.C. §7926, Elementary and Secondary Education Act.](#)

105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.

[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), [3:40 \(Superintendent\)](#), [3:50 \(Administrative Personnel Other Than the Superintendent\)](#), [3:60 \(Administrative Responsibility of the Building Principal\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 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: January 27, 2020

PRESSPlus Comments

PRESSPlus 1. State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect an adult student with a disability, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The Dept. of Human Services Act (DHS Act) defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. 20 ILCS 1305/1-17(b).

However, 105 ILCS 5/14-1.02, amended by P.A. 102-172, provides that a student who turns 22 years old during the school year shall be eligible for IEP services through the end of the school year. This statutory definition is the basis for this sample policy's language. **Issue 108, November 2021**

PRESSPlus 2. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. For additional *Erin's Law* requirements and definitions, see policies [4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors](#); [5:100, Staff Development Program](#); [5:120, Employee Ethics; Conduct; and Conflict of Interest](#); and [6:60, Curriculum Content](#). See also the footnotes of these policies at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/21B-85(a) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See policy 2:20, *Powers and Duties of the School Board; Indemnification* for more information. **Issue 108, November 2021**

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 include the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (Erin's Law) training as follows (see policies 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, and 5:90, Abused and Neglected Child Reporting). [PRESSPlus1](#)

1. 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.
2. Within 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 three years.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

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:

- At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
- 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.
- 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.
- 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 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 three years (see policy 5:90, Abused and Neglected Child Reporting).~~
 - ~~c. Informing educators about the recommendation in the Erin's Law Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, Abused and Neglected Child Reporting).~~
- 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, [school guidance](#) [PRESSPlus2](#) 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.
15. For all District staff, annual sexual harassment prevention training.
16. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment Grievance Procedure*):
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

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.:

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

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [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](#), [5/10-23.13](#), [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](#), Ill. Human Rights Act.

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

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 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: October 19, 2020

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-23.12, amended by P.A. 101-531; 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604; and *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610.

Mandated reporter training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; (4) understanding the response of child protective services and the role of the reporter after a call has been made; and (5) implicit bias.

Implicit bias means the attitudes or internalized stereotypes that affect people's perceptions, actions, and decisions in an unconscious manner and that exist and often contribute to unequal treatment of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics. The implicit bias topic must include, at a minimum: (1) information on implicit bias; (2) information on racial and ethnic sensitivity; and (3) tools to adjust automatic patterns of thinking and ultimately eliminate discriminatory behaviors. 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604.

Districts must provide mandated reporter training through either DCFS, an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, the Ill. State Board of Education, the Ill. Law Enforcement Training Standards Board, the Ill. State Police, or an organization approved by DCFS to provide mandated reporter training. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

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/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, [PRESSPlus1](#) or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. [PRESSPlus2](#) Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors [PRESSPlus3](#) to include, at a minimum, sexual misconduct. Sexual misconduct [PRESSPlus4](#) is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating, or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. [PRESSPlus5](#) Such expectations shall establish guidelines for specific areas, including but not limited to:
 - a. Transporting a student
 - b. Taking or possessing a photo or video of a student
 - c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting; [PRESSPlus6](#) and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

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. 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.

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*.

Guidance Counselor Gift Ban [PRESSPlus7](#)

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

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

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

Outside Employment

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

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

LEGAL REF.:

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

[2 C.F.R. §200.318\(c\)\(1\).](#)

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

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

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

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

105 ILCS 5/10-22.39, [5/10-23.13](#), [and 5/22-5](#), and [5/22-90](#) (final citation pending).

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 Ill. inois Educators.

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

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

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

Adopted: January 27, 2020

PRESSPlus Comments

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 2. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 4. This definition of *sexual misconduct* is adapted from HB 1975, legislation that did not pass in the first half of the 102nd Ill. General Assembly; however, it includes the results of collaboration to implement some of the recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See www.sesamenet.org/ for further information.

As of **PRESS** Issue 108's publication, HB 1975 is still pending in the 102nd General Assembly and is expected to become law. Its enactment could close significant legal loopholes related to combating grooming by broadening the definition of grooming prohibited by the Criminal Code of 2012 and authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act. **Issue 108, November 2021**

PRESSPlus 5. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at www.iasb.com. Establishing guidelines specific to #3(a), (b), and (c) is not currently required but is a requirement in HB 1975 (See PRESS Plus Comment 4, above). **Issue 108, November 2021**

PRESSPlus 6. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 7. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, eff. 1-1-22. *Guidance counselor* means a person employed by a school district and working in a high school to offer students advice and assistance in making career or college plans. **Issue 108, November 2021**

Document Status: Draft Update

General Personnel

5:125 Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube.*

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All District employees who use personal technology and/or social media shall: [PRESSPlus1](#)

1. Adhere to the high standards for **Professional and Appropriate Conduct** ~~appropriate school relationships~~ required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee’s obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting.*
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance ~~Comply~~ with policy 5:130, *Responsibilities Concerning Internal Information*. ~~This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.~~ For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students’ viewing of inappropriate Internet materials through the District employee’s personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees’ personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:
5:125

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that
4. Ensure that ~~no one for~~ neither the District, ~~nor anyone~~ on its behalf, ~~commits requests of an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law~~ employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

[105 ILCS 5/21B-75](#) and [5/21B-80](#).

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

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

~~Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20,~~ Code of Ethics for Ill. Educators.

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

[Pickering v. High School Dist. 205](#), 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 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), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

~~ADOPTED: January 23, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information about *Erin's Law* requirements, see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*. See also the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Document Status: Draft Update

General Personnel

5:150 Personnel Records

~~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:~~

~~Maintenance and Access to Records~~ [PRESSPlus1](#)

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:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance [PRESSPlus2](#)

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall: [PRESSPlus3](#)

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for 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 Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law. [PRESSPlus4](#) but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee. An employee wanting employment and salary or wage information released for credit information must request so in writing and an administrator must sign the released materials.

LEGAL REF.:

[20 U.S.C. §7926.](#)

[325 ILCS 5/4](#), Abused and Neglected Child Reporting Act.

[745 ILCS 46/10](#), Employment Record Disclosure Act.

[820 ILCS 40/](#), Personal Record Review Act.

[23 Ill.Admin.Code §1.660](#).

CROSS REF.: 2:250 (Access to District Public Records), [5:90 \(Abused and Neglected Child Reporting\)](#), 7:340 (Student Records)

Adopted: May 18, 2020

PRESSPlus Comments

PRESSPlus 1. Subheadings are added for clarity. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information, see the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 3. Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: www2.ed.gov/policy/elsec/leg/essa/index.html. Consult the board attorney about what “or has probable cause to believe, has engaged in sexual misconduct” means. For guidance, policy 5:90, *Abused and Neglected Child Reporting* defines an “alleged incident of sexual abuse” as 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. **Issue 108, November 2021**

PRESSPlus 4. Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements. **Issue 108, November 2021**

Document Status: Draft Update

General Personnel

5:185 Family and Medical Leave

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. [PRESSPlus1](#) In addition, all policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

For all staff other than CEA members: The employee has been employed by the District for at least 12 months and has been employed for at least 1,000 ~~250~~ [PRESSPlus2](#) hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), [38 U.S.C. 4301](#), *et seq.*, or when a written agreement exists concerning the District's intention to rehire the employee.

For CEA members: The employee is a full-time CEA member.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.:

~~Family and Medical Leave Act~~, 29 U.S.C. §2601 et seq., ~~Family and Medical Leave Act~~, 29 C.F.R. Part 825.

105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED: January 23, 2017~~

PRESSPlus Comments

PRESSPlus 1. In order to substitute paid leave for FMLA, it must be available for use under the employer's normal leave policies. For example, under 105 ILCS 5/24-6 and sample board policies 5:250, *Leaves of Absence*, and 5:330, *Sick Day, Vacation, Holidays, and Leaves*, an employee may only substitute 30 days of sick leave for birth without providing a medical certification, even if the employee has 100 sick days accrued; only 30 of those days are available for use.

Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, a district may not delay designating the leave as FMLA leave, and neither the employee nor a district may decline FMLA protection for that leave, even when a collective bargaining agreement requires or allows for such a delay. Further, when a district requires employees to substitute accrued paid leave for FMLA leave, all the benefits and protections that would otherwise apply during the paid leave (such as accrual of seniority) must continue to apply when substituting for FMLA leave. See *DOL Wage and Hour Division Letter FMLA 2019-3-A* (9-10-19), at: www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019_09_10_3A_FMLA.pdf. **Issue 108, November 2021**

PRESSPlus 2. A provision in State law expands eligibility for FMLA leave to school district employees who have been employed by the district for at least 12 months and work 1,000 hours (rather than the federal FMLA's 1,250 hours) in the 12-month period immediately preceding the leave, which effectively makes more educational support personnel eligible for the leave. 105 ILCS 5/24-6.4, added by P.A. 102-335. **Issue 108, November 2021**

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 individual employment contract or [PRESSPlus1](#) 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.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.65](#), [5/14-1.09a](#), [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/, [Nursing Mothers in the Workplace Act](#) ~~1 et seq.~~

[23 Ill.Admin.Code Parts 50](#) (Evaluation of 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: January 27, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to PRESS Advisory Board member feedback regarding the need to comply with the terms of individual employment contracts, in addition to collective bargaining agreement(s) and other legal requirements. **Issue 108, November 2021**

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, 2023, PRESSPlus1 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 5/10-20.68](#), [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: October 19, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to P.A. 102-537, changing the date to 7-1-23, previously 7-1-21.

TRS annuitants may return to teach in subject shortage area through 6-30-24, previously 6-30-21. P.A. 102-440. **Issue 108, November 2021**

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, Sexual Violence, ~~or~~ Gender Violence, or Other Crime of 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

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification. [PRESSPlus2](#)

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus3](#)

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

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

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

LEGAL REF.:

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

[105 ILCS 5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

[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 27, 2020

PRESSPlus Comments

PRESSPlus 1. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 5:250

ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in Dynak v. Bd. of Educ. of Wood Dale Sch. Dist. 7, 164 N.E.3d 1226 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week). Consult the board attorney for guidance on this issue. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

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.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification. [PRESSPlus1](#)

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

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 5:330

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 Ill. ~~inois~~ 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. Leave for Service in the General Assembly. [PRESSPlus3](#)
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, ~~or Gender Violence~~, or Other Crime of Violence. [PRESSPlus4](#)
5. Leave to serve as an election judge.

LEGAL REF.:

[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: January 27, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 3. Moved from #1, above. Granting General Assembly leave to Educational Support Personnel is optional. **Issue 108, November 2021**

PRESSPlus 4. Updated in response to Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 102-487. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:120 Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "*children with disabilities*," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year. [PRESSPlus1](#)

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to ~~the~~ IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's ~~disabled~~ students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.:

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

Individuals With Disabilities Education Improvement Act of 2004, [20 U.S.C. § 1400](#) *et seq.*

Rehabilitation Act of 1973, Section 504, [29 U.S.C. § 794](#).

[105 ILCS 5/14-1.01](#) *et seq.*, [5/14-7.02](#), and [5/14-7.02b](#).

[23 Ill.Admin.Code §226](#).

[34 C.F.R. Part 106](#).

34 C.F.R. [§Part 300](#).

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

Adopted: August 16, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/14-1.02, amended by P.A. 102-172. IDEA funds cannot be used to provide services for students beyond the age of 21. See ISBE's *Frequently Asked Questions: Public Act 102-0172 and Public Act 102-0173* (July 2021), at www.isbe.net/Documents/FAQ-HB-40-HB-2748.pdf. Consult the board attorney for further guidance. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:15 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared State Goals for Learning with accompanying Illinois Learning Standards.

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with [105 ILCS 5/2-3.153](#), annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 12 and teachers.

LEGAL REF.:

[105 ILCS 5/2-3.25](#), [5/2-3.25a](#), [5/2-3.25b](#), [5/2-3.25c](#), [5/2-3.25d-5](#), [5/2-3.25e-5](#), [5/2-3.25f](#), [5/2-3.25f-5](#), [5/2-3.63](#), [5/2-3.64a-5](#), [5/2-3.153](#), [5/10-17a](#), [PRESSPlus1 5/10-21.3a](#), and [5/27-1](#).

[23 Ill.Admin.Code Part 1, Subpart A](#): Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

Adopted: April 15, 2019

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-17a, amended by P.A.s 101-68, 102-294, eff. 1-1-22 (data on the number of incidents of violence that occurred on school grounds or during school-related activities and that resulted in an out-of-school suspension, expulsion, or removal to an alternative setting), 102-594, eff. 7-1-22 (the number of teachers who are National Board Certified Teachers, disaggregated by race and ethnicity), and 102-539 (school report card deliveries delayed until 12-31 in years when the Governor declares a public health emergency). **Issue 108, November 2021**

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](#), [5/10-20.56](#), [5/10-24.46](#), [5/10-30](#), [5/18-12](#), [5/18-12.5](#), [5/24-2](#), [5/27-3](#), [5/27-18](#), [5/27-19](#), [5/27-20](#), [5/27-20.1](#), [5/27-20.2](#), and [20/1](#).

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

[5 ILCS 490/](#), [State Commemorative Dates Act](#), [PRESSPlus1](#)

[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), 4:180 (Pandemic Preparedness; Management; and Recovery), 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 25, 2021

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:50 School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include 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. See Board policies 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policies 6:60, *Curriculum Content* [PRESSPlus1](#) and Board policy 7:260, *Exemption from Physical Education*
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan [PRESSPlus2](#)

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students. [PRESSPlus3](#)
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program. [PRESSPlus4](#)
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District’s community. Properly means in accordance with all federal regulations and State and local health and sanitation codes.

Do not include this section

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

LEGAL REF.:

~~Child Nutrition and WIC Reauthorization Act of 2004~~, Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.

~~Child Nutrition Act of 1966~~, 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.

~~National School Lunch Act~~, 42 U.S.C. §1751 et seq., National School Lunch Act.

~~Healthy, Hunger-Free Kids Act of 2010~~, 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.

42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.

Local Records Act, 50 ILCS 205/ Local Records Act.

105 ILCS 5/2-3.139.

23 Ill.Admin.Code Part 305, Food Program.

ISBE's School Wellness Policy Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

Adopted: March 19, 2018

PRESSPlus Comments

PRESSPlus 1. Policy 6:50's sample text is based upon federal and State *goals* while sample policy 6:60, *Curriculum Content*'s text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week (with an exception for schools engaged in block scheduling). Ensure the text in this policy's goal aligns with the district's practice stated in policy 6:60 for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b). If the board adopts changes to this policy's goal, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-359. Food sharing plans will depend on many local factors and require local health department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist. **Issue 108, November 2021**

PRESSPlus 3. *Needy students* is not defined by 105 ILCS 5/2-3.182, added by P.A. 102-359. **Issue 108, November 2021**

PRESSPlus 4. Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.182, added by P.A. 102-359. Delete number 3 *only if* the district participates in none of the programs listed. **Issue 108, November 2021**

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 including the dangers of opioid abuse. [PRESSPlus1](#) 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. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. [PRESSPlus2](#) 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.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and 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. ~~In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.~~ Do not include this section
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, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. [PRESSPlus3](#)
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*.
7. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) democratic principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois) ~~freedom, justice, and equality,~~ [PRESSPlus4](#) (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. [PRESSPlus5](#) 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: [PRESSPlus6](#) (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 [and evidence-informed](#) [PRESSPlus7](#) sexual abuse and assault awareness and prevention education in all grades. [PRESSPlus8](#) The Superintendent shall implement a comprehensive health education program in accordance with State law. [Q2](#)
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. 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.
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. [Q3](#)
12. [Beginning in the fall of 2022, in grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.](#) [PRESSPlus9](#)
13. [Beginning in the fall of 2022, in grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: \(a\) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; \(b\) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; \(c\) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; \(d\) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and \(e\) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.](#) [PRESSPlus10](#)
14. [Beginning in the fall of 2023, in grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. Computer science means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.](#) [PRESSPlus11](#)
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, 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, (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, [and](#) (g) Illinois history, [and](#) (h) [the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.](#) [PRESSPlus12](#)

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 pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, and the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans. [PRESSPlus13](#)
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. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States. [PRESSPlus14](#)
21. 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.

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), [5/10-20.73 \(final citation pending\)](#), [5/10-23.13](#), [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](#), [5/27-20.08](#), [5/27-13.2](#), [5/27-20.3](#), [5/27-20.4](#), [5/27-20.5](#), [5/27-20.7](#), [5/27-20.8](#), [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](#), [5/27-23.15](#), [5/27-24.1](#), and [5/27-24.2](#).

[105 ILCS 435/](#), and [110/3](#), Comprehensive Health Education Program.

[105 ILCS 435/](#), Vocational Education Act.

625 ILCS 5/6-408.5, Ill. Vehicle Code.

[23 Ill.Admin.Code §§1.420](#), [1.425](#), [1.430](#), and [1.440](#).

CROSS REF.: [4:165 \(Awareness and Prevention of Child Sex Abuse and Grooming Behaviors\)](#), 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 27, 2020

Questions and Answers:

***Required Question 1. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online

by logging in at www.iasb.com. Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

Does the District provide anti-bias education and intergroup conflict resolution?

Yes (default)

No (IASB will remove the sentence regarding anti-bias education and intergroup conflict resolution from policy 6:60. If the Board has adopted policy 6:180, IASB will also remove Anti-bias education and intergroup conflict resolution from its list of extended instructional programs.)

***Required Question 2. The repealed family life and sex education programs (105 ILCS 5/27-9.1 and 5/27-9.2, amended by P.A. 102-522) were replaced with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). But at the time of **PRESS** Issue 108's publication, the term *family life*, "including evidence-based and medically accurate information regarding sexual abstinence," remained in the Comprehensive Health Education Program (CHEP) (105 ILCS 110/3, amended by P.A. 102-464). The CHEP also includes many other health education topics that all elementary and secondary schools in Illinois must provide, including *teen dating violence* (105 ILCS 110/3.10, see 7:185, *Teen Dating Violence Prohibited*, for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use. For ease of administration, 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*. 105 ILCS 5/27-9.1a, added by P.A. 102-522. While the NSES law is effective immediately, ISBE has until 8-1-22 to develop its learning standards and resources, and at the time of **PRESS** Issue 108's publication, no guidance existed about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, may continue to do so for: (a) their 21-22 school years, and/or (b) continuing into the 22-23 school year and subsequent school years. Consult the board attorney if the district offered the now-repealed family life and sex education program to assess whether that program may continue during the 21-22 school and/or school years beyond.

Two choices exist for school boards related to providing students with a sex education curriculum:

1. No sex education; or
2. NSES a/k/a Comprehensive Personal Health and Safety and Sexual Health Education Program (105 ILCS 5/27-9.1a, added by P.A. 102-522, and see 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*).

While boards are not required to include sex education curriculum information in their policies, if they offer it, the new law requires them to identify the curriculum their district uses along with the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials. 105 ILCS 5/27-9.1a(e), added by P.A. 102-522. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at www.iasb.com.

If NSES is offered, ensure that the superintendent implements both 6:60-AP1, *Comprehensive Health Education Program*, and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.

If developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b is offered, ensure that implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

Enter the board's choice below regarding communication to their communities in this policy about the sex education curriculum offered by the district:

The Board does not offer NSES or developmentally appropriate consent education. (No change to the policy.)

The Board offers NSES and/or developmentally appropriate consent education, but the Board will not communicate the curriculum chosen in this policy. (No change to the policy.)

The Board offers National Sex Education Standards (NSES) curriculum, and the Board would like to communicate that in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.)

The Board offers National Sex Education Standards (NSES) curriculum and developmentally appropriate consent education curriculum, and the Board would like to communicate both in this policy. (IASB will add the following sentences: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.)

The Superintendent shall also implement a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)

The Board either does not offer NSES, or offers NSES but does not want to communicate that in this policy, but the Board does offer developmentally appropriate consent education curriculum and wants to communicate it in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)

***Required Question 3. Does the board that offer a unit of instruction in grades 9 through 12 about the process of naturalization pursuant to 105 ILCS 5/27-23.15, added by P.A. 102-472?

No (default)

Yes (IASB will add the following new item to this list: In grades 9 through 12, a unit of instruction about the process of naturalization by which a foreign citizen or foreign national becomes a U.S. citizen that includes content from the components of the naturalization test administered by the U.S. Citizenship and Immigration Services.)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-13.2, amended by P.A. 102-195, which requires that in addition to instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and substance abuse, the subject must also cover the dangers of opioid abuse. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-6.3, added by P.A. 102-357. Schools must provide at least 30 minutes of play time for any school day five clock hours or longer in length. For any school days less than that, the total time allotted during the school day must be at least one-tenth of a day of attendance for the student. Time spent dressing or undressing for outdoor play may not count towards the daily time allotment. Play time must be computer-, tablet-, phone-, and video-free. Play time may be withheld as a disciplinary or punitive action only if a student's participation poses an immediate threat to the safety of the student or others. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654. 105 ILCS 5/10-20.74, added by P.A. 101-654, requires that districts submit an annual report to ISBE regarding educational technology capacities and policies. See the subhead **Educational Technology Committee** and footnote 20 in 2:150-AP, *Superintendent Committees*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 4. Updated to align with Illinois statute. **Issue 108, November 2021**

PRESSPlus 5. Boards that want their daily physical education requirement to align with their goal in policy 6:50, *School Wellness*, may replace "minimum of three days per five-day week" with their local daily requirements. If the board adopts changes to this policy's physical education requirement, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 6. Required by the Comprehensive Health Education Program law (105 ILCS 110/3). More detailed critical health problems and comprehensive health education program content is described in administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 7. *Evidence-informed per Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

PRESSPlus 8. 105 ILCS 110/3 and 105 ILCS 5/10-23.13, amended by P.A. 102-610 a/k/a *Erin's Law* (child sexual abuse prevention). While 105 ILCS 5/10-23.13(b) states pre-K through 12th, this policy uses *all grades* for brevity and ease of administration. *Erin's Law* requires a policy addressing child sexual abuse prevention and curriculum content on that subject (see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*). A sentence in 6:60-AP1,

Comprehensive Health Education Program, restates the basic recommendations from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: www.isbe.net/Documents/erins-law-final0512.pdf, which was the basis for HB 1975 text, which did not pass in the first half of the 102nd Ill. General Assembly but is used as the basis for sample content to implement P.A. 102-610 due to that Public Act's vagueness. The professional educator training component of *Erin's Law* is addressed in policies 5:90, *Abused and Neglected Child Reporting* and 5:100, *Staff Development Program*. The Report also encouraged parental involvement because parents play a key role in protecting children from child sexual abuse. **Issue 108, November 2021**

PRESSPlus 9. Updated in response to 105 ILCS 5/27-22(e)(3.5), added by P.A. 101-654. At the time of **PRESS Issue 108's** publication, no definition or further information from ISBE existed about what *computer literacy* means. A common sense approach presumes the term includes those concepts carved out of computer science, such as everyday use of computers, keyboarding, accessing the Internet, etc. **Issue 108, November 2021**

PRESSPlus 10. Updated in response to 105 ILCS 5/27-20.08, added by P.A. 102-55. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. **Issue 108, November 2021**

PRESSPlus 11. Updated in response to 105 ILCS 5/27-23.15(b), added by P.A. 101-654. Optional until fall 2023. **Issue 108, November 2021**

PRESSPlus 12. Updated in response to 105 ILCS 5/27-21, amended by P.A. 102-411. **Issue 108, November 2021**

PRESSPlus 13. Updated in response to 105 ILCS 5/27-20.4, amended by P.A. 101-654. **Issue 108, November 2021**

PRESSPlus 14. Updated in response to 105 ILCS 5/27-20.8, added by P.A. 102-44. The regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate] will monitor districts' compliance with this law during the annual compliance review visits. Districts may meet this law's requirements through online programs or courses. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; ~~and~~
3. Assessment processes that include multiple valid, reliable indicators; ~~and~~
4. By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows: [PRESSPlus1](#)
 - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. [PRESSPlus2](#)

Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227](#), Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: May 18, 2020

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209, for all districts, including elementary-only districts. Though not explained in the statute, this is likely because State assessments in English language arts, mathematics, and science are required in grades 3 through 8 (105 ILCS 5/2-3.64a-5) and a student's State assessment results may place the student in high school courses. Consult the board attorney about practical implementation issues for an elementary school district, e.g., what to do if the elementary school district does not have a program for students to enroll in high school courses (If the Board has not adopted policy 6:315, *High School Credit for Students in Grade 7 or 8*, the sample can be found at **PRESS** Online by logging in at www.iasb.com), or if the elementary school district would like to offer

advanced coursework not offered by the high school.

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student's postsecondary education or career goals. For a student entering grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209. See 6:135-AP, *Accelerated Placement Program Procedures*, at **PRESS Online**. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/14A-32(b)(1), amended by P.A. 101-654, permits, but does not require this notification. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:180 Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Before-and after-school programs for students in grades K-6.
2. Child care and training center for pre-school children and for students whose parents work.
3. Tutorial program.
4. Adult education program.
5. Outdoor education program.
6. Summer school, whether for credit or not.
7. Independent study, whether for credit or not.
8. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
9. ~~Anti-bias education~~ PRESSPlus1 and a activities to address intergroup conflict resolution.
10. Advanced vocational training and/or career education program.

LEGAL REF.:

105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6.

105 ILCS 110/3, Comprehensive Health Education Program. and

105 ILCS 433/, Vocational Academies Act.

CROSS REF.: 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency)

ADOPTED: October 16, 2017

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict resolution, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict resolution pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at www.iasb.com. Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

See policy 6:60's PRESS Plus Question 1. If the Board answers No, to indicate that the District does not provide anti-bias education, IASB will remove "Anti-bias education and activities to address intergroup conflict resolution." from this policy.

Consult the board attorney if the district wishes to offer intergroup conflict resolution separately; it is unclear whether these topics may be offered separately because the law lists them together. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program*. The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web-literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Internet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with established board policies.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
 - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
 - b. A copy of or access to this policy and any building-specific rules for the program;
 - c. Additional training, if necessary, about 5:170, *Copyright*; and
 - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Personal Technology and Social Media; and Personal Technology; PRESSPlus1 Usage and Conduct*, for staff and 7:190, *Student Behavior*, for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190, *Student Behavior*; 7:200, *Suspension Procedures*; or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.

LEGAL REF.:

Children's Internet Protection Act (CIPA), [47 U.S.C. §254](#)(h) and (l).

Enhancing Education Through Technology Act, [20 U.S.C §6751](#) et seq.

[47 C.F.R. Part 54, Subpart F](#), Universal Service Support for Schools and Libraries.

Children's Online Privacy Protection Act (COPPA), [15 U.S.C. §§6501-6508](#).

[16 C.F.R. Part 312](#), Children's Online Privacy Protection Rule.

[105 ILCS 5/10-20.28.](#)

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Objectives), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:140 (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted: January 28, 2019

PRESSPlus Comments

PRESSPlus 1. Updated to correct title. **Issue 108, November 2021**

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 in State law.
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 State law.
6. 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.

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.

Service Member Diploma

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, 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, 5/22-87, PRESSPlus1 5/27-3, 5/27-22, and 5/27-22.10.](#)

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[23 III.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: January 25, 2021

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:340 Student Testing and Assessment Program

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

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

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

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

LEGAL REF.:

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

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

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

[23 Ill. Admin. Code §1.30\(b\) and § 375.10](#). [PRESSPlus1](#)

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

Adopted: January 25, 2021

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to [105 ILCS 5/3-10](#)) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#)).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

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

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

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

[Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

[Ill. Constitution, Art. I](#), §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, [5/10-20.63](#) (P.A.s 100-29 and 100-163, final citations pending), [PRESSPlus1](#) 5/10-22.5, and 5/27-1.

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

Adopted: October 19, 2020

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

No person, including a School 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

The District shall provide an educational 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. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, 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 employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student’s same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator: Title IX Coordinator:

Dr. Mark B. Skertich, Superintendent	Mr. Brad Hyre
Collinsville CUSD #10	Collinsville CUSD #10
201 W. Clay St., Collinsville, IL 62234	123 W. Clay St., Collinsville, IL 62234
bskertich@cusd.kahoks.org	bhyre@cusd.kahoks.org
618/346-6350	618/346-6350

Complaint Managers:

Brad Hyre, Asst. Supt. of Student Services	Ms. LaToya Berry-Coleman
Collinsville CUSD #10	Collinsville CUSD #10
123 W. Clay St., Collinsville, IL 62234	201 W. Clay St., Collinsville, IL 62234
Email: bhyre@cusd.kahoks.org	lcoleman@cusd.kahoks.org
618/346-6350 ext. 4235	618/346-6350 ext. 4238

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

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

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee 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.

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

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

Enforcement

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 third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. 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.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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, [5/10-22.5](#), [5/10-23.13](#), [PRESSPlus1](#) 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), 2:265 (Title IX Sexual Harassment Grievance Procedure), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 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: October 19, 2020

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:30 Student Assignment and Intra-District Transfer

Attendance Areas

The School District is divided into school attendance areas. The Superintendent will:

1. Review the boundary lines annually and recommend to the School Board any changes or revisions for existing units; or
2. Create new units using a lens that considers preventing segregation and the elimination of separating students in the District's schools because of color, race, or nationality~~to the School Board.~~ [PRESSPlus1](#)

The Superintendent or designee shall maintain a map of the District showing current school attendance areas. All records pertaining to the creation, alteration, or revision of attendance units are open to the public. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to ~~Board~~ policy 6:140, *Education of Homeless Children*.

Transfers Within the District

A student's parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school, provided space is available. If a request is granted, the parent/guardian shall be responsible for transportation. The provisions in this section have no applicability to transfers pursuant to the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

Class Assignments

The Superintendent or designee shall assign students to classes.

LEGAL REF.:

[105 ILCS 5/10-21.3](#), [5/10-21.3a](#), and [5/10-22.5](#).

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

~~ADOPTED: January 23, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Changes to the policy reflect better alignment with the School Code's text, which also align with the IASB's 6th Strategic Priority: "Initiate, advocate for, and support efforts to ensure EQUITY, Diversity, Inclusion and Racial Justice within IASB, its membership and PK-12 Schools." 105 ILCS 5/10-21.3 requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality. Note that the law uses the term units, but that these are often referred to as attendance areas; this policy uses both terms. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:60 Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise [PRESSPlus1](#) except as provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition, provided that the parent(s)/guardian(s) provide transportation and that the student remains in good standing.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days six months [PRESSPlus2](#) after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

If a student's family plans to move into the District within 31 calendar days after the beginning of school, the student will be allowed to attend school at the beginning of the school year without payment of tuition.

Non-Resident Students

Non-resident students may not attend District schools.

Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged school, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. [PRESSPlus3](#) The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

LEGAL REF.:

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

105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5, and 5/10-22.5a.

105 ILCS 45/, Education for Homeless Children Act and 70/.

105 ILCS 70/, Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High Sch., 200 Ill. App. 3d 652, 601 N.E.2d 1264 (Ill. App. 1st Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 292 Ill. App. 3d 607, 686 N.E.2d 650 (Ill. App. 1st Dist. 1997).

Kraut v. Rachford, 206 Ill. App. 3d 206, 366 N.E.2d 497 (Ill. App. 1st Dist. 1977).

CROSS REF.: 6:15 (School Accountability *containing* "School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring"), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: October 21, 2013

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to a five-year review. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, [PRESSPlus1](#) including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), [PRESSPlus2](#) observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours (10 ILCS 5/7-42 and 5/17-15)*, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. [PRESSPlus3](#)

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to [PRESSPlus4](#)
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17 year old resident to participate in the District's various programs and resources for truant students. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.:

[105 ILCS 5/26-1 through 1846](#).

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

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

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted: May 18, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406, which prohibits schools from requiring students excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s. 102-266 and 102-321. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate school support personnel. See policy 7:250, *Student Support Services*. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471, requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student's pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause. **Issue 108, November 2021**

PRESSPlus 4. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157, requires the incorporation of provisions relating to chronic absenteeism in accordance with 105 ILCS 5/26-18. 105 ILCS 5/26-18 requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:80 Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, ~~or~~ for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). ~~This notice shall satisfy the District's requirement for a written excuse when the student returns to school.~~ [PRESSPlus1](#)

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons ~~and include a list of religious holidays on which a student shall be excused from school attendance,~~ including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.:

~~Religious Freedom Restoration Act, 775 ILCS 35/.~~

105 ILCS 5/26-1 and 5/26-2b.

775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

~~ADOPTED: April 15, 2013~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406. Schools cannot require students who are excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

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. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. 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:
 - 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~~ [PRESSPlus1](#) 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.

LEGAL REF.:

105 ILCS 5/10-20.64, 5/22-88.5 (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: January 27, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:160 Student Appearance

A student’s appearance, including dress and hygiene grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, and safety, and decency. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. [PRESSPlus1 Q1](#) Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance, handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the Student Handbook(s).

LEGAL REF.:

105 ILCS [5/2-3.25](#) and [5/10-22.25b](#).

[Tinker v. Des Moines Independent Sch. Dist.](#), [89 S.Ct. 733](#) [393 U.S. 503](#) (1969).

CROSS REF.: [7:10 \(Equal Educational Opportunities\)](#), [7:130 \(Student Rights and Responsibilities\)](#), [7:190 \(Student Behavior\)](#)

[ADOPTED: July 16, 2012](#)

Questions and Answers:

***Required Question 1. If the board would like to expand upon the law’s requirement of race, ethnicity, or hair texture, IASB will amend this sentence as follows: “The District does not prohibit hairstyles or hair textures historically associated with historically associated with race, ethnicity, or hair texture, or any other protected classes under Board policy 7:10, *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks, and twists.”

Would the board would like to expand upon the law’s requirement of race, ethnicity, or hair texture?

No (default)

Yes.

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22, for recognition under 105 ILCS 5/2-3.25 (*Jett Hawkins Law*). For districts to receive recognition from the Ill. State Board of Education (ISBE), they must provide assurances of compliance with the *Jett Hawkins Law*. This policy's second sentence does that. ISBE will have resource materials on its website by 7-1-22. State or federal law also controls this policy’s content. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

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

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

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

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

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

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. [PRESSPlus1](#)

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. [PRESSPlus2](#)

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the list of twelve required policy components in [105 ILCS 5/27-23.7\(b\)](#) 1-12.

1. Definitions

- A. *Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
 2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
 3. Substantially interfering with the student's or students' academic performance; or
 4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.
- B. *Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.
- C. *Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.
- D. *School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Dr. Mark B. Skertich, Superintendent
Collinsville CUSD #10
201 W. Clay St., Collinsville, IL 62234

Title IX Coordinator:

Mr. Brad Hyre
Collinsville CUSD #10
123 W. Clay St., Collinsville, IL 62234

bskertich@cusd.kahoks.org

bhyre@cusd.kahoks.org

Male Complaint Manager:

Brad Hyre, Asst. Supt. of Student Services

123 W. Clay, Collinsville, IL 62234

bhyre@cusd.kahoks.org

Telephone : 618-346-6350 ext. 4235

Female Complaint Manager:

LaToya Berry-Coleman, Director of Curriculum & Assessment

201 W. Clay, Collinsville, IL 62234

lcoleman@cusd.kahoks.org

Telephone: 618-346-6350 ext. 4238

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

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee may use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person ~~student's~~ act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion ^{PRESSPlus4} with regard to students ~~treated as bullying for purposes of determining any consequences or other appropriate remedial actions.~~
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have knowingly making a ~~falsely~~ accused another of bullying, as a means of retaliation, as a means of bullying, or provided ~~ing knowingly~~ false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan ~~is must be~~ based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent

or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation: [PRESSPlus5](#)

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

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

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

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

12. This Bullying Prevention and Response Plan is consistent with the policies of the School Board.

LEGAL REF.:

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

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

775 ILCS 5/1-103, III. Human Rights Act.

~~105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.~~

23 Ill.Admin.Code §1.240 and §1.280.

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

Adopted: October 19, 2020

PRESSPlus Comments

PRESSPlus 1. All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: cyberbullying.org/, and the U.S. School Safety Clearinghouse website at www.SchoolSafety.gov. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7(b), amended by P.A. 102-241. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

PRESSPlus 4. Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension 7:180

and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the greatest extent practicable). For more information, see sample policy 7:200, *Suspension Procedures*, at f/n 8 and sample policy 7:210, *Expulsion Procedures*, at f/ns 11 and 13, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 5. All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years. 105 ILCS 5/27-23.7. See ISBE's *School Policies for Bullying Prevention* at: www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is

prohibited by this policy.

- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced^{PRESSPlus1} and out-of-sight^{Q1} during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or

under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed **two** calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B of the School Code](#).
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education rules ([23 Ill.Admin.Code §§ 1.280, 1.285](#)), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of 1961 ([720 ILCS 5/24-1](#)).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any firearm as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

by Reference: 7:190-AP4, (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

[20 U.S.C. §6081](#), Pro-Children Act of 1994.

[20 U.S.C. §7961](#) *et seq.*, Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3, and 110/3.10.

105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.

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

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

Adopted: August 17, 2020

Questions and Answers:

***Required Question 1. Are cell phones required to be kept out of sight?

Yes (default)

No. (IASB will remove "and out-of-sight")

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:200 Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a. A threat to school safety, or
 - b. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c. That the student's continuing presence in school would either:
 - i. Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii. Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services a local mental health agency PRESSPlus1 to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

Goss v. Lopez, 95 S.Ct. 729, 419 U.S. 565 (1975).

Sieck v. Oak Park River-Forest High School Sch., 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: May 16, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from ~~the Dept. of Human Services~~ [a local mental health agency](#) [PRESSPlus1](#) to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

Goss v. Lopez, [95 S.Ct. 729](#) [419 U.S. 565](#) (1975).

105 ILCS 5/10-20.14, 10-22.6

CROSS REF.: 5:100 (Staff Development); 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

~~ADOPTED: May 16, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**
7:210

Document Status: Draft Update

STUDENTS

7:240 Conduct Code for Participants in Extracurricular Activities

The Building Principal, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. [PRESSPlus1](#) The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).

Board of Education of Independent School Dist. No. 92 v. Earls, 536 U.S. 822 122 S.Ct. 2559 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Board of Education of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985) 478 N.E.2d 1209 (Ill.App.4, 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999) 706 N.E.2d 137 (Ill.App.5, 1999).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir. 1998).

Vernonia School Dist. 475 v. Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:280 (Communicable and Chronic Infectious Disease), 7:300 (Extracurricular Athletics)

ADOPTED: May 16, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to U.S. Supreme Court's 2021 decision in Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021), which involved a student suspended from the cheerleading squad for one year after she posted two vulgar *snaps* on Snapchat while off campus during the weekend. The U.S. Supreme Court held that while schools may have a special interest in regulating some off-campus student speech, e.g., teaching good manners and preventing disruption, here the school's interests were insufficient to overcome the student's interest in free expression, and the one-year suspension violated the student's First Amendment rights. The Court noted that the school's interest in regulation was diminished by the fact that the student's speech did not identify the school, did not target any member of the school community, and was transmitted through a personal cell phone to an audience consisting of her private circle of Snapchat friends. Comments during oral argument suggest

the Court was particularly struck by the severity of the discipline issued as well. Careful factual analysis, in consultation with the board attorney, should occur when considering discipline of participants for off-campus activity. See 7:240-AP1, *Code of Conduct for Extracurricular Activities*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:250 Student Support Services

The following student support services may be provided by the School District:

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

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

Erin's Law Counseling Options, Assistance, and Intervention [PRESSPlus1](#)

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

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

LEGAL REF.:

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

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

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

~~105 ILCS 5/10-20.58.~~

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

Adopted: January 28, 2019

PRESSPlus Comments

PRESSPlus 1. Required by *Erin's Law*, 105 ILCS 5/10-23.13(b)(2), (3), and (5), amended by P.A. 102-610. See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*, available at **PRESS** Online by logging in at www.iasb.com, for more information on Children's Advocacy Centers. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:260 Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. [PRESSPlus1](#)

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.:

[105 ILCS 5/27-6.](#)

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420](#)(p) and [§1.425](#)(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

Adopted: January 28, 2019

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405. A note from clergy or a religious leader is unnecessary and should not be requested by a district. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:290 Suicide and Depression Awareness and Prevention

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

Suicide and Depression Awareness and Prevention Program

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

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by [105 ILCS 5/10-22.39](#) for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. [PRESSPlus1](#) Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
 - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
 - d. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
 - g. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and*

Counseling Program, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

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

Monitoring

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

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law. [PRESSPlus2](#)

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, [405 ILCS 49/](#), Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

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

LEGAL REF.:

[42 U.S.C. § 1201 et seq. Individuals with Disabilities Education Act.](#)

[105 ILCS 5/2-3.166](#), [105 ILCS 5/2-3.139](#), [5/3-14.8](#), [5/10-20.73 \(final citation pending\)](#), [5/10-22.24a](#), [5/10-22.24b](#), [5/10-22.39](#), [5/10-20.75 \(final citation pending\)](#), [5/14-1.01 et seq.](#), [5/14-7.02](#), and [5/14-7.02b](#), [5/27-7.](#)

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

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

[745 ILCS 10/. Local Governmental and Governmental Tort Immunity Act.](#)

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

Adopted: January 27, 2019

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22, which added seven categories students who may be identified as being at increased risk of suicide. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-134 (district-issued ID cards for students, and information on districts' websites); and 105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-416 (districts must insert either the Safe2Help Illinois helpline or a local suicide prevention hotline on ID card, contact to identify each helpline that may be contacted through text messaging, and include the same in student handbooks and planners (if a student planner is custom printed by a district or its schools for distribution to students in any of grades 6 through 12)). The Ill.

Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:300 Extracurricular Athletics

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

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

Extracurricular Athletic Drug and Alcohol Testing Program

Each student and his or her parent(s)/guardian(s) must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular athletic activity. Failure to sign a "Random Drug and Alcohol Testing Consent" Consent to Participate in Extracurricular Drug and Alcohol Testing Program [PRESSPlus1](#) form will result in non-participation.

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

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

LEGAL REF.:

[105 ILCS 5/10-20.30](#), [5/10-20.54](#), [5/22-80](#), and [25/2](#).

[23 Ill.Admin.Code §1.530\(b\)](#).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

Adopted: January 25, 2021

PRESSPlus Comments

PRESSPlus 1. See 7:240-AP2, E1, *Consent to Participate in Extracurricular Drug and Alcohol Testing Program*. **Issue 108**,

November 2021

Document Status: Draft Update

STUDENTS

7:310 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text data or voice messages delivered by cell phones, tablets, and other hand-held devices). PRESSPlus1

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks; or
4. Is reasonably viewed as promoting illegal drug use.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-23.7.

Hazelwood v. Kuhlmeier, 108 S.Ct. 562 484 U.S. 260 (1988).

Hedges v. Wauconda Cmty. Community Unit Sch.ool Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

Tinker v. Des Moines Indep. Cmty. Sch. Dist., ~~89 S.Ct. 733~~ 393 U.S. 503 (1969).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

~~ADOPTED: January 23, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:315 Restrictions on Publications; High Schools

Definitions [PRESSPlus1](#)

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the School Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must: [PRESSPlus2](#)

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 [ILCS 5/27-20.08:Q1](#) and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute ~~use~~ school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development*, and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; [Q2](#) or
 - c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into numbers one of the four prohibited categories listed (1) through four (4) above, in which case will not be tolerated and school officials the Superintendent or designee and/or student media advisers may review, edit, and or delete such media material before publication or distribution of the media. Q3

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, or invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-20, and 23.7.

Speech Rights of Student Journalists Act, 105 ILCS 80/, Speech Rights of Student Journalists Act.

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hazelwood v. Kuhlmeier, 108 S.Ct. 562 484 U.S. 260 (1988).

Morse v. Frederick, 551 U.S. 393 (2007).

Hedges v. Wauconda Cmty. emmunity Unit Sch. ee Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969)

Morse v. Frederick, 551 U.S. 393 (2007).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: January 23, 2017

Questions and Answers:

***Required Question 1. Number 5 in the list is intended to align with the *media literacy* curriculum mandate for students in grades 9 through 12 that starts in the fall of 2022 and is listed at 105 ILCS 5/27-20.08, added by P.A. 102-55, and policy 6:60, *Curriculum Content. Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. Id. Media literacy instruction must include a component on social responsibility and civics that includes “[s]uggesting a plan of action in the class, school, or community to engage others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.” Providing opportunity and space for expression of differing opinions in media aligns with and promotes this inclusive dialog.

For boards that provide student journalists more flexibility, IASB will make the following three edits: (1) replace “Student journalists must” with: “Student journalists shall strive to,” (2) amend number 5 to read: “In the use of personal opinions, editorial statements, and/or letters to the editor, determine the need to provide opportunity and space for the expression of differing opinions within the same media to align with the District’s media literacy curriculum mandate in in 105 ILCS 5/27-20”, and (3) delete number 6.

Would the board like to provide student journalists more flexibility?

- No (default)
 Yes (IASB will make the edits described above.)

***Required Question 2. 105 ILCS 80/15 broadly allows school boards to limit speech that would incite violation of any policy. This policy language follows the statute. Policies most often needing assessment are those that involve a district’s educational mission and philosophy and social appropriateness language for student body’s age(s)/maturity. School officials must be careful to understand that that law is written that student journalists using media to *incite* other students to act a certain way is the exception. Additional text may be added to (1) underscore that 105 ILCS 80/15 does not authorize or protect expression that *incites* students to violate board policies, and (2) reminds students and the community that school officials have many legal obligations to implement and enforce specific board policies and ensure school environments are safe and conducive to learning.

While 105 ILCS 80/20 limits liability of school districts for a student journalist’s expression, except in cases of willful or wanton misconduct, discuss with the board attorney how to balance the rights of student journalists under this law and the other policy implementation duties that face school officials with board policies and laws.

For boards that want to provide additional text to the word-for-word statutory language in their policies, IASB will add to item 4.b:

, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development* and 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*.

Would the board like to provide additional text to the word-for-word statutory language in this policy?

- No (default)
 Yes (IASB will add the text shown above.)

***Required Question 3. 105 ILCS 80/10 requires school officials to show justification without undue delay before limiting student expression. For boards that want the student media advisor to provide student journalists with written justification prior to limiting materials, insert the following sentence to end the paragraph:

In such cases, the student media adviser will promptly provide the student journalist with a written justification prior to limiting the material.

Does the board want the student media advisor to provide student journalists with written justification prior to limiting materials?

No (default)

Yes (IASB will add the sentence shown above.)

PRESSPlus Comments

PRESSPlus 1. This policy is updated in response to feedback from the Student Law Press Center, a national non-profit student journalist advocacy group, and from Ill. Council of School Attorneys (ICSA) members. **Issue 108, November 2021**

PRESSPlus 2. Consult the board attorney about text that balances the student journalists' rights to have control of their media publications with the board's interests in (a) ensuring differing opinions are published, (b) this Act, and (c) providing student journalists opportunities to apply the upcoming Illinois media literacy curriculum mandates. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:340 Student Records

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 ^{PRESSPlus1} years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. ~~However, the District will comply with State or federal law with regard to release of an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student.~~ ^{PRESSPlus2} Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

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

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

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

105 ILCS 5/10-20.12~~21~~b, ~~5/20.37~~, 5/10-20.40, and 5/14-1.01 *et seq.*

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

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

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

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

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

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

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

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

Adopted: August 17, 2020

PRESSPlus Comments

PRESSPlus 1. 705 ILCS 405/5-905, amended by P.A. 98-61, applies to law enforcement records of minors arrested or taken into custody before their 18th (formerly 17th) birthday. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to feedback from PRESS Advisory Board (PAB) members. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:345 Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. The Board designates the Technology Director to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, [105 ILCS 85/](#), amended by P.A. 101-516, eff. 7-1-21.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family and Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

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

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

[23 Ill. Admin. Code Part 380](#).[PRESSPlus1](#)

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

Adopted: August 17, 2020

7:345

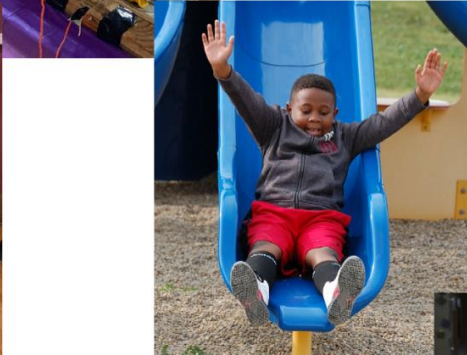
PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

9.2. Consider Resolution to Approve the Updated 2021-2022
Safe Return to School Plan

Return to Learn 2021-2022

Collinsville Community Unit School District #10





Collinsville Community Unit School District 10

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

Kahok Families,

Collinsville Community Unit School District #10 has developed a Return to Learning Plan for the 2021 – 2022 school year.

The district has reviewed our previous Return to Learning Plan that governed the 20-21 school year and reviewed the document based on guidance from the Illinois Department of Public Health and Illinois State Board of Education. Additionally, input from stakeholders was taken into account to ensure the district properly utilizes American Rescue Plan resources to provide our students with a safe environment, appropriate academic programs, social emotional supports, and current technology. Each of which will allow our students to grow academically and socially as our district recovers from a living through the COVID-19 pandemic.

Areas identified in the Return to Learning Plan include: ***American Rescue Plan, Wellness, Human Resources, Technology, Instruction, and Operations***. The areas will guide the day to day practices and procedures that occur in each school facility from entrance, exit, classroom instruction, lunch, etc. for our anticipated Return to Learning in the weeks ahead. While the plan is comprehensive, the district will be forthcoming if changes and adjustments are needed as we travel down uncharted waters.

Thank you for your time, effort and constant dedication to our students!

Mark B. Skertich, Ed. D.
Superintendent

*This set of guidelines and protocols was submitted to the Board of Education to be approved January 24, 2022. This document is an ever changing outline based upon the recommendations and guidelines set forth by the CDC, Illinois State Board of Education and IDPH and may be updated based on school community, and county positivity numbers and after consultation with local public health officials. Modifications to this plan could include increased mitigation measures to decrease the spread of COVID-19, including but not limited to requiring all individuals to wear a mask in the school building, increasing social distancing and other appropriate mitigation measures. The plan will be regularly reviewed, but no less frequently than every six months, taking into consideration the timing of significant changes to CDC guidance on reopening schools. In determining whether revisions are necessary, and in making any revisions, the District will seek public input and take such input into account. If the CDC Guidance has been updated at the time the District revises this plan, the revised plan will address the District's policies for each of the CDC's safety recommendations.

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AMERICAN RESCUE PLAN REQUIREMENTS

Overview

Sweeping through the world in early 2020, the COVID-19 pandemic resulted in major upheaval to all aspects of life, including unprecedented school closures in the spring and fall of 2020. To open schools for in-person instruction required strict health and safety protocols which created barriers and limitations to teaching and learning.

Recognizing that students across remote and in-person settings faced significant academic, social, emotional, and mental health challenges as a result of the interrupted education and the trauma caused by the COVID-19 pandemic, the U.S. Congress made emergency funds available to local school districts to prevent, prepare for, and respond to COVID-19.

Most recently, funds available through the American Rescue Plan (ARP) Act require that school districts develop a *Plan for Safe Return to In-Person Instruction and Continuity of Services*. As such, this plan has been developed in accordance with the ARP Act and the Illinois State Superintendent of Education declaration of July 9, 2021; is aligned with guidance provided by the Illinois Department of Public Health (IDPH) and the Centers for Disease Control and Prevention (CDC); and addresses adjustments needed in response to evolving COVID-19 pandemic circumstances.

Taking the public's input into account, this plan was also developed through meaningful consultation with a collaborative of students, parents, school and district administrators (including special education administrators), teachers, school staff, food service staff, transportation service staff, labor association leaders, and county health department officials.

Opportunity for the public to provide input was provided from July 23rd - 26th through a web-based comment platform and public hearing. Upon request, this plan will be provided in an alternative format accessible to parents who are individuals with a disability as defined by the ADA. This plan will also be made publicly available on the district's website.

School strategies in this plan may be removed based upon local conditions, levels of community transmission (i.e., low, moderate, substantial, or high), local vaccine coverage, use of screening testing to detect cases in K-12 schools, and consultation with local public health officials to determine the prevention strategies needed. School officials will communicate any changes in plans to staff members, students, and parents through the district's regular communication platforms.

Committee Members

LaToya Berry-Coleman, Alison Underwood, Julie Haake, Chelsea Clark, Kevin Stirnaman, Carla Cruise, Angie Schneidewind, John Parciak, Tina Houck, Leah Milton, Emily Matthews, Robin Schomber, Michele Sheahan, Jennifer Keene, Kim Peek, Lisa Calvert, Andrea Suess, Madonna Harris, Christine Petroff, Stephanie Digiralomo, Jessica Schmittling, Marylynn Schaffer, Alison Pyatt, Brandi Howard, Dan Toberman, Heather Johnson, Tracey Schmidt, Brad Skertich, Brad Hyre, Derek Turner, Kevin Robinson, Josh DeWitte, Lisa Sabatino, and Carla Terry.

Important Dates

Meeting Dates: Numerous meetings in May, June and July 2021

Madison County Public Health Department Collaboration Date: July 13, 2021

Public Hearing Posting: Thursday, July 15, 2021

Public Comments: Friday, July 23, 2021 through Monday July 26, 2021; Public Hearing: July 26, 2021

WELLNESS

Maintaining the Health and Safety of Students, Educators, and Other Staff

In accordance with the Illinois State Superintendent of Schools July 9, 2021 declaration, all Collinsville CUSD #10 schools will be open fully for in-person learning for all student attendance days for the 2021-22 school year. Remote instruction will only be made available for non-vaccinated or vaccine ineligible students **only** while they are under quarantine consistent with guidance or requirements from a local public health department or the Illinois Department of Public Health. If a student does not meet the above criteria, but requests remote learning due to a medical condition, the request for remote learning will be evaluated under Section 504 of the Rehabilitation Act. If the student has a qualifying medical condition, the student may be provided homebound instruction. This guidance is based on recommendations by the CDC and IDPH guidance for COVID-19 prevention in K-12 schools and an updated Executive Order 2021-18 for the State of Illinois by the Governor.

Physical Distancing

To the extent possible within school and classroom structures so that it does not exclude students from full day in-person learning, school staff are to help students commit to physical distancing to the extent possible by:

- arranging furniture, play spaces and naptime materials to model and reinforce physical distancing of at least 3 feet and movement, when possible
- maintain seating charts
- coordinate bathroom/restroom breaks to eliminate high levels of congestion
- providing assigned seating for students and encourage students to remain in these seats to the greatest extent possible; and
- developing marked paths of travel in classrooms and corridors.
- School staff will maximize physical distance as much as possible when moving through food service lines and while eating indoors. Aside from the cafeteria, additional spaces for mealtime seating will be utilized when available and feasible (e.g., weather permitting).
- The release of classrooms to the cafeteria may be considered to help ensure social distancing while students wait in line.
- Physical distancing measures are to be done in an equitable manner that does not perpetuate academic, racial, or other tracking (e.g., separating people into fully vaccinated and non-fully vaccinated cohorts).

Face Coverings and P.P.E.

- *In accordance with the Governor's Executive Orders 2021-18 and 2022-3, masks are **required** to be worn indoors by all teachers, staff, students, and visitors to Pre-K-12 schools who are two years of age or older and medically able to tolerate a mask, regardless of vaccination status.*
- During school transportation: CDC's Order applies to all public transportation conveyances including school buses. Regardless of the mask policy at school, passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems, subject to the exclusions and exemptions in CDC's Order.
- Masks will be provided to students on school buses and throughout the school day to students.
- Reasonable accommodations (clear masks, shields, etc.) will be made for students with disabilities in accordance with CDC guidelines and the ADA.

Hand Hygiene

School staff will monitor and reinforce frequent handwashing and respiratory etiquette by

- continuing to teach handwashing with soap and water for at least 20 seconds;
- assisting young children with handwashing;
- reminding everyone in the facility to wash hands frequently;
- using hand sanitizer containing at least 60% alcohol (for teachers, staff, and older students who can safely use hand sanitizer) when hand washing is not possible;
- continuing to teach respiratory etiquette (e.g., covering coughs and sneezes); and
- providing adequate handwashing and hand sanitizer supplies that are safely stored (up, away, and out of sight of young children and used only with adult supervision for children under 6 years of age).

Training

Each staff member will be required to complete safety training related to our physical distancing, face covering, hand hygiene procedures and protocols for a symptomatic staff member, student or visitor. Each building will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in our curriculum to help educate our students on the importance of proper hand hygiene and personal safety. Additionally, employees will be trained on the proper way to disinfect their workspace.

Students will be receiving grade level appropriate education and guidance for proper social distancing, the use of PPE and proper hand hygiene during the first two (2) weeks of school and reinforced throughout the year. Each school will develop a plan for providing our students with building specific safety measures to follow and why these measures are important.

Facilities Cleaning Plan

School custodial staff and transportation staff will continue to clean surfaces daily. To further reduce the risk of spreading infection, these staff will also use disinfectants on the U.S. Environmental Protection Agency COVID-19 “List N” to disinfect spaces occupied by someone who tested positive for COVID-19 within the last 24 hours.

Custodial staff will continue to regularly replace school ventilation system filters throughout the school year.

When possible, staff will open doors and windows and have activities, classes, or lunches outdoors when circumstances allow.

When it does not pose a safety risk, transportation staff will keep vehicle windows open at least a few inches to improve air circulation.

Routine high touch cleaning mitigation

- Restroom stalls and dispensers
- Cafeteria tables
- Toilets, sinks and faucets
- Food preparation surfaces

- Drinking Fountains
- Wiping down of desks by students after use each hour or multiple times a day

Supplemental cleaning mitigation

- Door handles and knobs (including exterior doors) • Elevator buttons • Handrails
- Recreation equipment/playground equipment • Vending machines • Countertops
- Light switches
- Copier, printer and fax control buttons • Front desk and lobby surfaces

Personal area cleaning mitigation

- Teacher Desks
- Computer keyboards and mouse
- Phones
- Chair arms
- Remote controls
- Cabinet and file drawer handles
- Microwave, refrigerator, appliances, coffee machines

School bus cleaning mitigation

The transportation sanitation plan will include daily disinfection of the First Student Bus Company fleet. Bus company facilities will be cleaned daily (or between use on all vehicles) with emphasis on high touch surfaces and restrooms. A physical distancing and PPE plan has been developed for the transportation staff when they are at the bus garage. School buses will be disinfected daily at the end of routes using only products that meet the EPA criteria and manufacturers' guidelines and allowed to sit overnight for maximum disinfectant dwell time.

HEALTH

Contact Tracing in Combination with Isolation and Quarantine

Students and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and contact their healthcare provider for testing and care.

Individuals in our school environments who show symptoms of COVID-19 are to immediately report to or be escorted to the school's health care professional's office to be either sent home or be quarantined in the school's supervised safe area while awaiting pickup/evaluation. Students and staff are required to wear masks while in the safe area. Parents should ensure that ill students are picked up from school within 30 minutes of being notified. Ill students will not be allowed to utilize the school bus to return home. To facilitate COVID-19 diagnosis and inform the need for exclusion of close contacts and isolation, a rapid COVID-19 test can be administered on site by a school health staff member only with parental consent.

Students should provide documentation of their COVID-19 vaccination cards to their school's health office; staff should provide documentation of their vaccination cards to their immediate supervisor and/or Director of Human Resources. Students and staff should provide updated vaccination cards following any primary series or booster shots received. Students and staff aged 18 and older who have received all recommended COVID-19 vaccines and boosters; and students aged 5 to 17 who have received their primary series of COVID-19 vaccine who were in close contact with someone who has COVID-19 but do NOT have COVID-19 symptoms do not need to be excluded from school or be tested unless testing positive or symptoms develop.

Students and staff who are not fully vaccinated should quarantine after a recent exposure to someone with COVID-19. Quarantine decisions will be made and communicated by Madison County, St. Clair County and the East Side Health Department officials.

Student absences related to a COVID-19 exclusion from school will be recorded as excused. To ensure continuity of services, school work missed during such an absence can be requested and made up in accordance with the school's policy (refer to student handbook); social, emotional, mental health, or other needs will be provided in accordance with a student's IEP or 504 Plan. Parents of students who have social, emotional, mental health, or other needs outside of an IEP or 504 Plan should contact their child's principal to discuss needs. Remote instruction will only be made available to students who have not received a COVID-19 vaccine or who are not eligible for a COVID-19 vaccine **only** while they are under quarantine or excluded consistent with guidance or requirements from a local public health department or IDPH.

If a student does not meet the above criteria for remote instruction due to quarantine or exclusion, but requests remote learning due to a medical condition, the request for remote learning will be evaluated under Section 504 of the Rehabilitation Act. If the student has a qualifying medical condition, the student may be provided homebound instruction.

Staff absences related to a COVID-19 exclusion from school will be recorded in accordance with the district's sick leave policy and related collective bargaining agreements. To ensure continuity of services, staff members should contact their principals to discuss support for social, emotional, mental health, or other needs.

To the extent allowable by privacy laws and other applicable laws, school health care professionals will continue to collaborate with Madison County Health Department officials to confidentially provide information about people diagnosed with or exposed to COVID-19, including making notifications to staff and parents as soon as possible regarding those who were in close contact of someone in the school who tested positive.

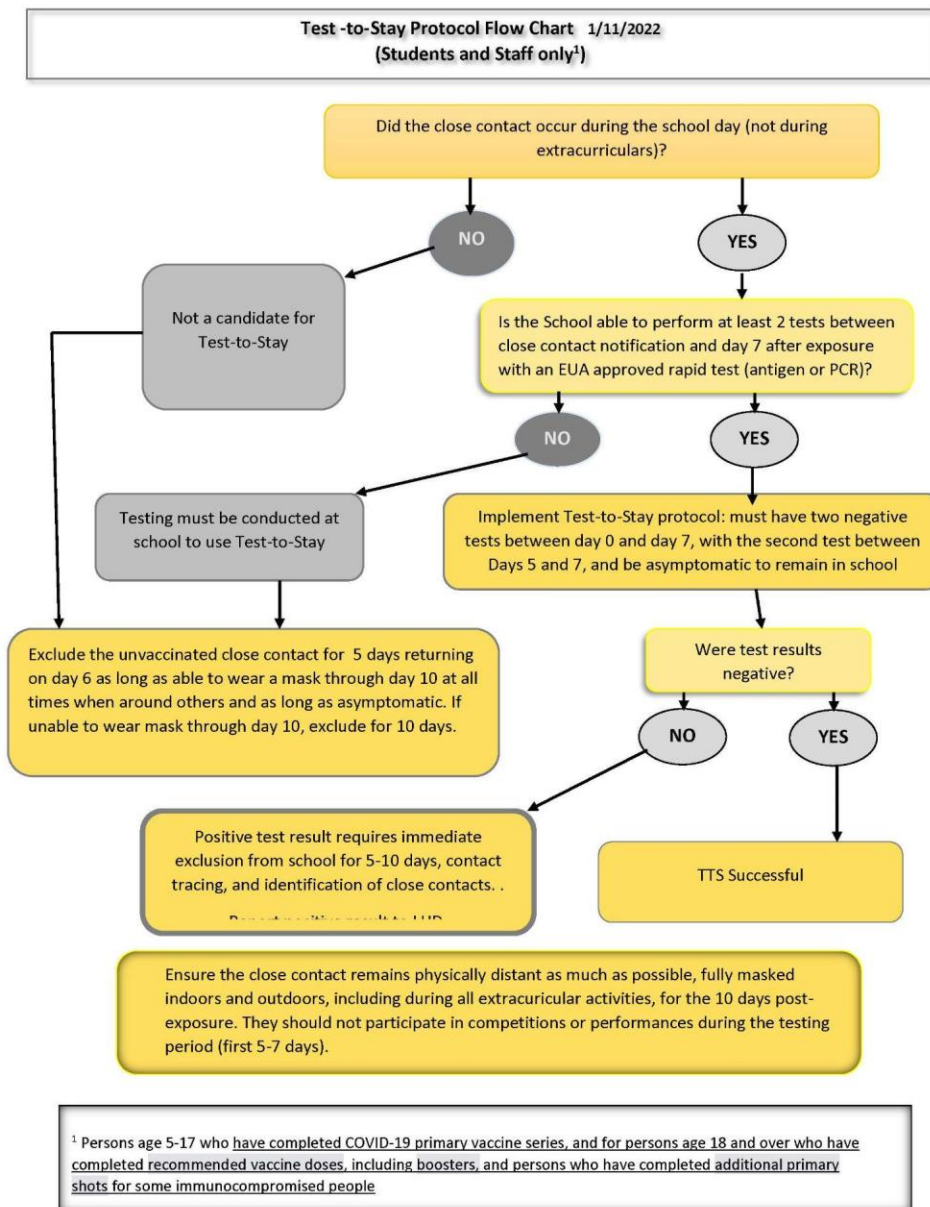
The school’s health care professional will inform the school community of outbreaks while maintaining student and staff confidentiality rights.

Students and staff suspected of having COVID-19, whether they were tested or not, are to follow the ISBE/IDPH and CDC guidelines to determine when they can return to school. Please see the COVID-19 Return to School Flowchart on page 16.

Following exclusion, students and staff returning from illness related to COVID-19 are to call to check in with the school’s health care professional.

Alternative to exclusion due to close contact at school

In accordance with ISBE/IDPH and CDC guidance, there will be a Test-to-Stay Strategy option available for K-12 students considered close contacts.



Close contacts include:

An individual who meets the criteria below who was within 6 feet of a confirmed or probable case for a cumulative total of 15 minutes or more in a 24-hour period.

- Students and staff who are not fully vaccinated (completed primary series).
- Students and staff aged 18 years and older who have received primary COVID-19 vaccine doses but have not received a booster dose when eligible (“unboosted”).

The following are not close contacts* who require exclusion:

- A student who was within 3 to 6 feet in a classroom setting for at least 15 minutes with a confirmed or probable student case if both case and contact were consistently masked for the entire exposure period.
- Students and staff aged 18 years and older who have received all recommended COVID-19 vaccine doses, including boosters (if eligible) and additional primary doses for some immunocompromised people.
- A student aged 5-17 years who completed the primary series of a COVID-19 vaccine.
- An individual on school transportation within 3 to 6 feet if both the confirmed case and the exposed individual were consistently and correctly masked during the entire exposure period and windows were opened (front, middle, and back, or overhead) to allow for good ventilation or HEPA filters were in use during transit.
- An individual who has tested positive for COVID-19 in the past 90 days from date of exposure.
- An individual who is solely exposed to a confirmed case while outdoors; however, schools may coordinate with their local health department to determine the necessity of exclusion for higher-risk outdoor exposures. These individuals must wear a mask around others for 10 days and may consider testing for COVID-19 on day five, if possible. Those testing positive should be excluded from school and follow guidance for persons testing positive.

ISBE and IDPH now allow a strategy for close contacts to remain in school following exposure to COVID-19 through a Test to Stay protocol. Following an exposure occurring in the school setting as determined by the school principal/nurse, that occur during the school day (excludes extracurricular activities), close contacts are permitted to remain in the classroom as long as close contacts are tested twice during the period between close contact notification/TTS enrollment and day 7 after exposure, with the last test occurring 5-7 days after last close contact from date of exposure with a NAAT (such as a PCR test) or rapid antigen test with emergency use authorization by the FDA and all results are negative. Please refer to the Test to Stay Flow Chart above.

While engaged in Test to Stay after an exposure, students and staff who are not fully vaccinated or unboosted (if eligible) may participate in extracurricular activities during the testing period but may not participate in competitive play or performances during the testing period. After the five to seven day testing period has concluded, close contacts may fully participate in all aspects of the school day and extracurricular activities, including competitions and performances, as long as they remain consistently and correctly masked and physically distanced as much as possible for 10 days from exposure. Test to Stay participants should avoid social gatherings and remain at home when not at school functions for the full testing period and monitor for symptoms for 10 days, quarantining immediately if symptoms develop and seeking

additional testing.

Student Health Checklist

Parents are required to complete the COVID-19 Daily Student Checklist for their child(ren) each day before sending their child(ren) to school. An agreement for Daily Student Health Screening (by the parent/guardian) will be part of the Online Registration process completed by the parent/guardian.

If you answer YES to any of the questions on the following page, have your child(ren) **STAY HOME**, contact your child's school to report their absence and contact your physician to report the information. Your child may not return to school until you meet the criteria in the COVID-19 Return to School Flowchart on page 19. If your child(ren) begins to feel sick while at school or experiences any of the symptoms listed below, your child(ren) should report the symptoms to their teacher immediately.

Student Health Certification Checklist

COVID-19 Registration Certification Checklist

Date: _____ Time: _____ Print Name: _____

INSTRUCTIONS

- * In accordance with the Illinois Department of Public Health and Illinois State Board of Education requirements, students must be screened **each day** for COVID-19 symptoms and other criteria prior to entering a school building or entering a school bus.
- * Parents must screen their child **each day** prior to sending their child to school.
- * If your child does not meet all the following criteria, you must keep your child at home and notify the school of your child's absence. Your child will not be permitted to return to school until he/she meets all return-to school criteria or your child's physician has released your child to return to school, whichever is applicable. If your child is experiencing COVID-19 symptoms, you should consult your health care provider for a diagnosis and treatment. Your child will not be permitted to return to in-person instruction until you submit a statement from your child's physician confirming your child is permitted to return to school.
- * Note: If your child previously tested positive for COVID-19 in the last three months, and recovered, you do not need to answer the questions marked with a "♦". The three month period is calculated from the date of your child's first onset of symptoms or, if your child was asymptomatic, the date the testing specimen was collected. During any period of time your child is not attending school, you child will be enrolled in remote instruction.
- By sending your child to school, you are certifying you have screened your child and he/she meets all the following criteria to attend school.**

Question	Yes	No
Do you have a temperature over 100.0°F?	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking fever-reducing medications, such as those containing aspirin, ibuprofen, or acetaminophen, to reduce fever?	<input type="checkbox"/>	<input type="checkbox"/>
For unvaccinated individuals, have you had close contact or cared for someone with COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been directed to self-quarantine by a health care provider?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been directed to self-quarantine by the County or State Department of Public Health?	<input type="checkbox"/>	<input type="checkbox"/>
Has anyone within your household currently being evaluated for COVID-19 symptoms or waiting on the results of a COVID-19 test?	<input type="checkbox"/>	<input type="checkbox"/>
Are you experiencing any of the following symptoms?		
• New Cough	<input type="checkbox"/>	<input type="checkbox"/>
• Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>
• Fatigue from unknown cause	<input type="checkbox"/>	<input type="checkbox"/>
• Muscle or body aches from unknown cause	<input type="checkbox"/>	<input type="checkbox"/>
• New onset of moderate to severe Headache	<input type="checkbox"/>	<input type="checkbox"/>
• New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
• Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
• Vomiting	<input type="checkbox"/>	<input type="checkbox"/>
• Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>
Have you recently (within the past 10 days) tested positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>

In order to attend school, all students must be screened by their parents for symptoms of COVID-19 and other criteria. All staff must also screen themselves for this criteria prior to reporting to work. By attending school, all students and staff are certifying that they meet the following criteria:

1. They do not have a temperature over 100°F.
2. They are not taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce his/her fever.
3. They have not been directed to self-quarantine by a healthcare provider.
4. They have not been directed to self-quarantine by the County or State Department of Public Health.
5. They do not have any of the following symptoms:
 - New Cough
 - Shortness of breath
 - Fatigue from unknown cause
 - Muscle or body aches from unknown cause
 - New onset of moderate or severe headache
 - New loss of taste or smell
 - Sore throat
 - Vomiting
 - Diarrhea
6. For unvaccinated individuals, they have not had close contact with someone with COVID-19 in the past 14 days.

Unvaccinated students who have had close contact with someone who is positive for COVID-19 must follow the CDC and IDPH guidelines for self-monitoring and self-quarantine. Students and staff suspected of having COVID-19, whether they were tested or not, are to follow the CDC guidelines to determine when they can return to school. Please see the COVID-19 Return to School Flowchart found on page 15. Fully vaccinated people who were in close contact with someone who has COVID-19 but do NOT have COVID-19 symptoms do not need to be quarantined or be tested.

Remote instruction will only be made available to students who have not received a COVID-19 vaccine or who are not eligible for a COVID-19 vaccine, only while they are under quarantine consistent with guidance or requirements from a local public health department or the Illinois Department of Public Health.

Staff Checklist

Instructions for Staff Self-certification

- Employees are required to screen each day for COVID-19 symptoms and other criteria prior to entering a school building. You should screen yourself each day prior to reporting to work.
- If you do not meet all the following criteria, you should STAY HOME and immediately contact your supervisor. If you start feeling sick while at work or experience symptoms listed below, report your symptoms to your supervisor immediately.
- By reporting to work you are certifying you have screened yourself and you meet all the following criteria to report to work.

Staff Health Certification Checklist

Name: _____

Date: _____

Question	Yes	No
Do you have a temperature over 100°F?	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce your fever?	<input type="checkbox"/>	<input type="checkbox"/>
For unvaccinated individuals, have you had close contact with someone with COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Are you experiencing any of the following symptoms?		
· New Cough	<input type="checkbox"/>	<input type="checkbox"/>
· Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>
· Fatigue from unknown cause	<input type="checkbox"/>	<input type="checkbox"/>
· Muscle or body aches from unknown cause	<input type="checkbox"/>	<input type="checkbox"/>
· New onset of moderate to severe headache	<input type="checkbox"/>	<input type="checkbox"/>
· New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
· Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
· Vomiting	<input type="checkbox"/>	<input type="checkbox"/>
· Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>

Visitor Plan

Visitors will be restricted to essential personnel only during the school day. Proper mask use is required for all visitors regardless of vaccination status. Visitors to any building must report directly to the main office for a wellness screening.

Nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated are discouraged from visiting schools.

COVID – 19 Visitor Health Certification Checklist

Every visitor must be screened according to this checklist prior to entering school property.

Visitor Name: _____ Visitor Company: _____

Date: _____ Time: _____ Phone Number: _____

Question	Yes	No
Do you have a temperature over 100°F?	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce your fever?	<input type="checkbox"/>	<input type="checkbox"/>
For unvaccinated individuals, have you had close contact with someone with COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Are you experiencing any of the following symptoms?		
· New onset of moderate to severe headache, chills and/or muscle aches from unknown cause	<input type="checkbox"/>	<input type="checkbox"/>
· New Cough and/or Shortness of breath (not activity related)	<input type="checkbox"/>	<input type="checkbox"/>
· Sore throat or fatigue from unknown cause	<input type="checkbox"/>	<input type="checkbox"/>
· New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
· Vomiting, and/or diarrhea	<input type="checkbox"/>	<input type="checkbox"/>

*If the visitor replied YES to any of the questions above, do not permit the visitor to enter school property.

*Upon entry to school property instruct the visitor to:

- Wash their hands or use alcohol-based hand sanitizer.

- Unvaccinated individuals should wear a cloth face covering at all times.
- Observe social distancing by avoiding close contact with other individuals.

Rapid Point-of-Care Antigen Testing

Collinsville Community Unit School District 10 was provided an opportunity to provide free COVID-19 Rapid Point-Of-Care Antigen Testing to students and staff in our district. The tests will be available to symptomatic individuals at school.

BiNaxNow and GenBody COVID-19 Ag are approved by the Food and Drug Administration (FDA) as quick nasal swab tests designed to give our trained health staff results within fifteen (15) minutes. Our tests are administered by school nurses, Achieve Health Management Staff or athletic training staff who have been specially trained.

[Information about BiNaxNow testing \(English\)](#)

[Information about BiNaxNow testing in Spanish](#)

[Information about GenBodyCOVID-19 Ag testing \(English\)](#)

Additional information can be found on the [Illinois Department of Health website](#).

This free COVID-19 testing option is used only when a student or staff member is symptomatic at school or has symptoms when completing the self-certification health check.

THE POTENTIAL BENEFITS OF THE POC ANTIGEN TEST IN SCHOOLS INCLUDE:

- Rapid confirmation of suspected COVID-19
- Helping your child's healthcare provider make a timely informed decision about your child's plan of care
- Assisting for an expedited and safe return to the classroom for students
- Help mitigate the spread of COVID-19 in school and community

TO ALLOW CHILDREN TO BE ELIGIBLE TO RECEIVE A TEST AT SCHOOL, PARENTS NEED TO SUBMIT A SIGNED PRE-AUTHORIZED CONSENT FORM TO ALLOW CHILDREN TO BE TESTED IF THEY EXHIBIT SYMPTOMS DURING THE SCHOOL DAY.

Click [HERE](#) to complete Parent/Guardian Authorization and Consent for COVID-19 Testing (English)

Click [HERE](#) to complete Parent/Guardian Authorization and Consent for COVID-19 Testing (Spanish)

Click [HERE](#) for a printable Parent/Guardian Authorization and Consent for COVID-19 Testing (English)

Click [HERE](#) for a printable Parent/Guardian Authorization and Consent for COVID-19 Testing (Spanish)

CUSD #10 Staff Guidelines for COVID-19 Testing

COVID-19 Point-Of-Care (POC) Antigen testing is available at no cost for CUSD 10 Staff who meet the following criteria:

- Staff must have COVID-19 symptoms between 24 to 48 hours prior to the test being administered. Test availability for each staff member is at the nurses discretion.
- Staff who have been quarantined due to a close contact with a confirmed positive COVID-19 individual and are not experiencing any symptoms may be tested on the sixth (6) or seventh (7) day of the quarantine in order to return to work on day eight (8)

Staff must schedule an appointment with their building nurse to get tested

- Please contact your building's nurse through email or by phone call to schedule your appointment
- Appointments must be made in order to prepare for the test and properly disinfect the area after the test has been completed

Staff must sign the consent form in order to be tested. Consent forms will be located in the nurse's office along with information regarding the two types of antigen tests utilized by the district. For information regarding tests, click for [BinaxNOW COVID-19 FACT SHEET](#) or [GenBody COVID-19 Ag FACT SHEET](#).

Results from the Rapid Tests will be available within 15-30 minutes.

Staff will be given a copy of the assessment/results page and will be asked to share this information with the Human Resources Department.

Please note: Only CUSD 10 staff and students may be given the COVID-19 POC Antigen Test at school.

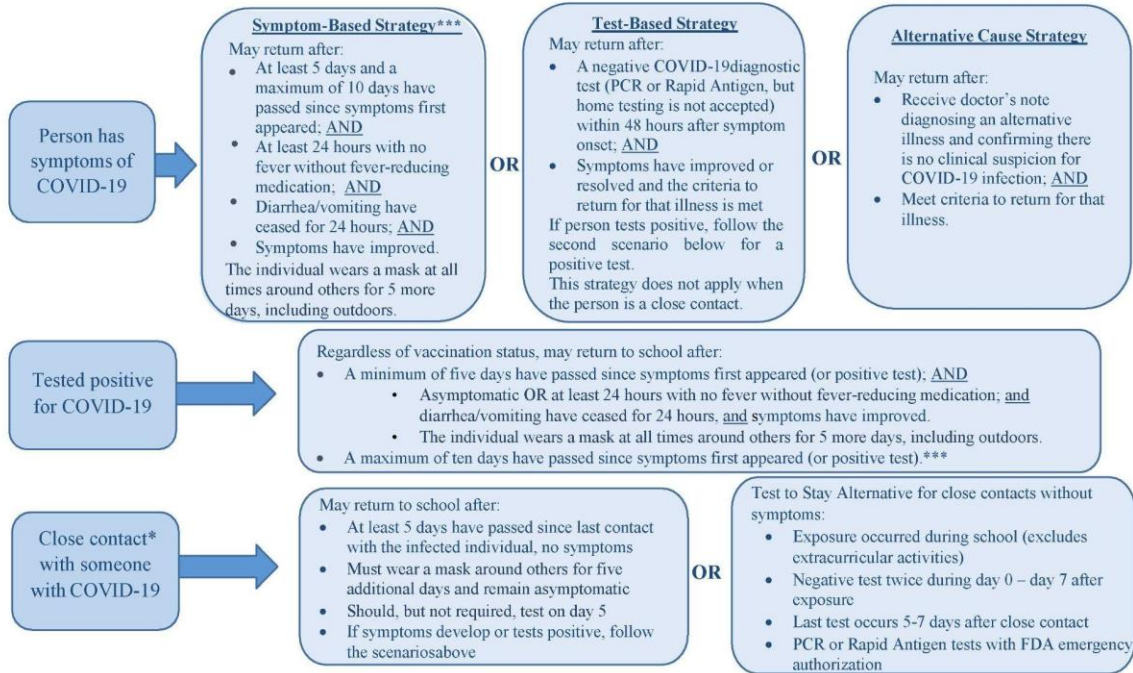
Achieve Health Management Test or Vaccine Program

The district is in compliance with Executive Order 2021-22, requiring school personnel to be vaccinated against COVID-19 or be tested for COVID-19 beginning September 19, 2021. Achieve Health Management will administer PCR or antigen tests to school personnel at least once a week as outlined in the IDPH and ISBE guidelines.

Return to School Flowchart

Exhibit A: COVID-19 Return to School Flowchart 2021-2022 School Year

Note: This chart is provided for information purposes only. The IDPH strongly recommends medical evaluation and testing for all persons with COVID-like Symptoms. The School District should notify its local public health department with the name of any student or employee with a confirmed COVID-19 test or who is suspected of having COVID-19. The District should coordinate with the person's physicians and confirm with your local public health department regarding the date the person will be eligible and safe to return to school.



* "close contact" is defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period. Close Contact includes:

- Students and staff who are not fully vaccinated (completed primary series).
- Students and staff aged 18 years and older who have received primary COVID-19 vaccine doses but have not received a booster dose when eligible ("unboosted")

Close contact does not include:

- A student who was within 3 to 6 feet in a classroom setting for least 15 minutes with a confirmed or probable student case if both case and contact were consistently masked for the entire exposure period.
- Students and staff aged 18 years and older who have received all recommended COVID-19 vaccine doses, including boosters (if eligible) and additional primary doses for some immunocompromised people.
- A student aged 5-17 years who completed the primary series of a COVID-19 vaccine.
- An individual on school transportation within 3 to 6 feet if both the confirmed case and the exposed individual were consistently and correctly masked during the entire exposure period and windows were opened (front, middle, and back, or overhead) to allow for good ventilation or HEPA filters were in use during transit.
- An individual who has tested positive for COVID-19 in the past 90 days from date of exposure.
- An individual who is solely exposed to a confirmed case while outdoors; however, schools may coordinate with their local health department to determine the necessity of exclusion for higher-risk outdoor exposures. These individuals must wear a mask around others for 10 days and may consider testing for COVID-19 on day five, if possible. Those testing positive should be excluded from school and follow guidance for persons testing positive.

Students excluded from school will be provided remote instruction.

** See IDPH/ISBE Guidance: Centers for Disease Control and Prevention (CDC) Guidance for COVID-19 available on the ISBE and IDPH website.

***If the case is severe, the person should consult with their physician to determine when it is safe to return.

Promoting Vaccination

Working with the Madison County Health Department (MCHD) and Illinois Department of Public Health (IDPH) COVID-19 vaccination clinics have been held for those eligible to receive the vaccine. Vaccination clinics dates and locations included: June 28, August 11 and September 1 at Collinsville Middle School (MCHD); November 15 and December 6 at Renfro Elementary, January 10 and 31 at Webster Elementary (IDPH). In addition, we shared the MCHD vaccination clinic finder link with families in April (16+ eligible) and May (12+ eligible) as students became eligible to receive the vaccine.

Respectful of peoples' varying levels of vaccine confidence, those who want to get vaccinated against COVID-19 can visit [vaccines.gov](https://www.vaccines.gov) to find out where they can get vaccinated in our community.

Disabilities or Other Health Care Needs

Parents of students who need accommodations, modifications, or assistance related to COVID-19 safety protocols, disabilities, underlying medical conditions, or weakened immune systems should contact their student's case manager and/or IEP Coordinator to discuss their child's specific need(s). If your child does not have an IEP, you should contact the building principal.

Staff members who need accommodations, modifications, or assistance related to COVID-19 safety protocols, disabilities, underlying medical conditions, weakened immune systems, or a sincerely held religious belief or practice (covered by Title VII of the Civil Rights Act of 1964) should contact their school's principal to discuss the need(s). Staff members with weakened immune systems are advised to contact their healthcare professional about the need for continued personal protective measures after vaccination.

Coordinate with Public Health Officials

Once learning of a COVID-19 case, Collinsville CUSD #10 will notify the respective Health Department regarding the positive individual, close contacts within six feet and other information deemed necessary.

District officials will continue to collaborate and consult with Madison and St. Clair Counties Health Department officials throughout a pandemic on various logistics and decision-making including, but not limited to, quarantines, school health and safety protocols, screening testing, contact tracing, vaccine clinics, a change in learning setting or emergency school closings.

Communication Plan

Collinsville CUSD #10 will coordinate with the Madison County Public Health Department to communicate dismissal decisions and the possible COVID-19 exposure.

Communication to families and staff will align with the communication methods already in use (SkyAlert, District website, social media, district app, etc.) In such a circumstance, Collinsville CUSD #10 will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. Families will be notified of any upcoming changes to the district's learning setting in a timely fashion.

HUMAN RESOURCES

Labor unions will be instrumental in developing any semblance of a workable in-person instruction in the fall. Both parties (i.e. District & labor unions) will work cooperatively and collaboratively in finding solutions. The District will operate by mostly developing guidelines and protocols for employees. The District will continue to monitor input from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, and others to make appropriate changes leading up to and throughout the 21-22 school year.

Staff Return Plan

The way and manner employees would be expected to conduct district business in the fall of 2021 will be dictated by executive and legislative guidance from the State of Illinois. The District will follow all CDC, IDPH, and Local Health Department guidelines.

Employees will be expected to use their accrued time bank for their absence from work (sick time, personal, vacation time, etc.) for COVID-19 related absences.

Staffing Levels

Every effort shall be made to ensure subs are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions. In the event of any unforeseen circumstances, the district will comply with Federal, State, IDPH, ISBE and CDC guidelines.

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning. In the event that staffing levels drop below the ability for the building to maintain optimal operations, the district will consider varied options to ensure a five day a week, full day schedule for the 21-22 school year.

Professional Travel and Field Trip Requests

District sponsored travel may be limited. All travel will align with current IDPH, ISBE and CDC guidelines.
Collinsville Community Unit School District 10

School Sponsored Off-Site, Overnight Event, Competition, or Trip (“Event”) Guidelines

In accordance with Board of Education policy 6:240 (Field Trips and Recreational Class Trips), field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

Collinsville Community Unit School District No. 10 is closely monitoring information concerning SARS- CoV-2, the virus causing the COVID-19 illness. In order to help reduce student and staff exposure to COVID-19, Collinsville Community Unit School District No. 10 requires Health Checks as safety protocols prior to student/staff participation in experiences taking place beyond Unit 10 school campuses. Those approved events requiring bus transportation will be subject to bus availability during the school day or on Saturday.

Students and staff attending an event will be required to wear a mask during any indoor event and while riding the bus to and from the event venue and follow all required COVID-19 related protocols while attending the event.

Parents and guardians of all students are required to screen their student according to this checklist prior to sending their child on an off-site, overnight event, competition, or trip (“event”) and take the student’s temperature before sending a student to a school sponsored event.

Parents/Guardians of students attending an off-site, overnight event, competition, or trip (“event”) will be required to complete the “Waiver of Liability” permission form and the “Educational Tour (field trip) Consent Form” prior to the student’s participation in the event.

Students and staff attending a school sponsored approved off-site, overnight event, competition, or trip (“event”) will be required to show printed or digital proof of full COVID-19 vaccination or a negative COVID-19 PCR or antigen test with Emergency Use Authorization by the FDA administered by a healthcare professional within 72 hours prior to the scheduled event.

Class/Club/Organization sponsors will submit a COVID-19 Student Safety plan to address any student who might become symptomatic during the off-site, overnight event, competition, or trip (“event”). This plan will outline safety measures to be put in place to protect the health and safety of participating students and event sponsors/chaperones.

As the Unit 10 School District continues to monitor data regarding the health of our students and staff with regards to SARS-CoV-2, any trip requests requiring overnight stays will be considered on a case by case basis.

TECHNOLOGY

We believe that device availability along with access to the internet are key to students' success. Therefore, all students will be provided a device for the 21-22 school year and an opportunity to acquire web access.

Devices & Web Access

A device and web access are necessary throughout the school year. The district will provide a device for every student. Parents will need to maintain this device and web access in their homes for student access to lessons, personalized learning, and assignment retrieval. In the event of a COVID-19 related closure, paper packets may be made available as needed. Internet access will be provided for those students who do not have access at home. All district-issued devices are filtered and monitored by technology staff whether at home or at school.

Device Distribution Plan

Collinsville High School - Devices will be distributed at CHS Registration

Collinsville Middle School - Devices will be distributed at CMS Move-in Day

Dorris Intermediate School - Devices will be distributed at the open house and the first week of school

All Elementary Schools - Devices will be assigned the first week of school and sent home as needed

These devices will be the responsibility of the student and the parent while at home. The parent may be financially responsible for any lost, damaged, or stolen devices, including the power cords. Collinsville Community Unit School District #10 will communicate the device return date to parents. If a family leaves the district, all district property must be returned to the home school. Technical support will be provided by the home school. Parents can contact their home school with any questions regarding their device. For additional information, please refer to the Chromebook Student User Agreement found in the handbook.

INSTRUCTION

Overview

The impact of lost instructional time and social emotional development on children should be anticipated and our schools will need to be prepared to adjust curriculum and instructional practices accordingly without the expectation that all lost academic progress can be caught up. Plans to make up for lost academic progress due to school closures and distress associated with the pandemic should be balanced by a recognition of the likely continued distress of educators and students that will persist as our schools re-open to full capacity. If the academic expectations are unrealistic, school will likely become a source of further distress for students (and educators) at a time when they need additional support. It is also critical to maintain a balanced curriculum with continued physical education, fine arts, extracurricular activities, and other learning experiences rather than an exclusive emphasis on core subject areas.

The Collinsville School District Return to Learn Plan will outline academic, social, and emotional supports that will be implemented to their fullest ability as a means to get students back on track and support their continued academic and social growth.

Assessment

District reopening plans will include a diagnostic assessment component for all students returning to school to determine learning loss, to inform modifications to curriculum standards and expectations and to identify support services that may be required.

- A. A kindergarten screening tool will be implemented and given to all incoming kindergarten students.
- B. Elementary students in grades K-6 will be assessed using aimswebPlus and STAR Reading and Math. These tools will identify students needing tier 2 and tier 3 intervention services. The data will also be used to group students for small group instruction within the classroom, determine after school tutoring groups, and provide enrichment opportunities for those students meeting benchmarks.
- C. Middle school students in grade 7-8 will be assessed using MAP, STAR Reading and Common Formative Assessments to identify those needing additional academic support, RTI services, tutoring, and enrichment.
- D. High school students in grades 9 and 10 will be assessed using MAP in reading and math and common formative assessments in all other subjects. High school English and Math departments will also analyze 8th grade data to determine course placements and additional supports, such as RTI, learning strategies, and tutoring services.
- E. ELL students will be assessed in both their native language and English to address deficiencies in language acquisition and academic skills.

Classroom Instruction

Each student will have had a unique remote learning experience. Students will enter the 2021-22 school year with various levels of mastery from prior coursework. For this reason, it is recommended that students are assessed in each content area to inform teachers of current student achievement and needs. It is recommended that the reintegration assessments are teacher-developed “quick checks” to help inform vertical articulation and help teachers identify focus areas in specific standards for individual

students. The recommendation to assess is not meant to replace existing screening or placement assessments that are currently being administered at the district/school level.

Teachers should also identify the standards that were not covered during remote learning. When making determinations to fill in learning gaps consider the following questions:

Quality over Quantity

- Which standards were missed or partially covered?
- What are the essential standards at the current grade level?
- What are the skills required to master the missed or partially covered standards?
- Will the standard stand alone in instruction or can it be layered in the current grade-level standard?

Classroom instruction in CUSD #10 will emphasize quality over quantity, be data-driven and based on the student's individual needs and abilities. Teachers will use instructional strategies to differentiate and address students' needs through small group instruction and course placements. Technology integration will be consistent in every classroom to provide resources to meet those needs. At the elementary level, instructional coaches will provide support and resources to assist teachers by modeling lessons, analyzing data, and implementing professional development.

Intervention Services

- A. Tier 2 students who are slightly below grade level in reading/writing and/or math will receive intervention services to monitor progress towards grade level skills. These students will also have access to enrichment activities if they choose to participate. Transportation will be provided for after-school programs.

These services will include:

1. Elementary School: small group/differentiated instruction, before/after school tutoring, push-in supports and digital programs
2. Intermediate School: use "power 40" minutes to provide instruction in deficiency areas, small group/differentiated instruction, before/after school tutoring, push-in supports and digital programs
3. Middle School: small group/differentiated instruction, before/after school tutoring, digital programs, check-in/check-out, learning strategies, reading enrichment, RTI services/Freckle Math
4. High School: after school tutoring, remote tutoring, check-in/check-out, learning strategies, credit recovery, writing lab, math lab

- B. Tier 3 students who have significant deficits in reading/writing and/or math will receive intervention services to monitor progress towards grade level skills. These students will focus on supporting progress toward grade-level skills with intense interventions.

These services will include:

1. Elementary School: Title 1/Intervention Services
2. Intermediate School: Intervention Services
3. Middle School: RTI services/Read 180, Freckle Math, Summer Learning Program
4. High School: RTI Services, Jumpstart Program, Summer Learning Program

C. Students who receive special education services will continue to receive those services as outlined and agreed upon in their most recent annual reviews. Additionally, they will continue to be benchmarked as often as their non-disabled peers and progress monitored more frequently in Reading and Math using Aimsweb Plus, NWEA MAP, teacher created assessments, and other formative assessments as determined by their IEP Goals and Objectives. Parents may request IEP Meetings at any point to discuss their child's progress and any concerns they may have in order to collaborate with the multidisciplinary team of educators who work with their child.

Social Emotional Support

Students in grades K through 12th grade who are identified as needing social skill development or social-emotional support will continue to have access to mentors and/or social workers throughout the school year. In K-6 classrooms, teachers will be required to spend 15 minutes per day on SEL activities. During the 2021-2022 school year, the following programs and services will continue to be implemented to provide students with social emotional support.

Elementary/Intermediate	Middle School	High School
PATHS SEL Curriculum	AIM Curriculum	Teachers as Mentor
PBIS	Trauma Informed/Restorative Practices	Targeted Study Hall
SEL Coaching	Health Curriculum	During/After-School Support Groups
Trauma Informed/ Restorative Practices	SEL/Academic After-School Program	Health Curriculum
Social Work Services	Social Work Services	Social Work/Guidance Counselors
	Jumpstart to 7th Grade	Jumpstart to 9th Grade
	PBIS	Trauma Informed/ Restorative Practices

Enrichment Programs

An enrichment program is a specialized program for students who need to learn at a higher level than in a typical classroom. It allows students who need an extra challenge in the classroom to stay engaged and interested in learning. We will offer enrichment opportunities for students who were able to stay caught up and/or advance during the remote learning experience.

Elementary/Intermediate: Renzulli Learning Program and differentiation in the classroom including project-based instruction

After school options for K-6 students: STEM Club, Spanish Camp, Cooking, Knitting, Legos, Yoga, ART Club

Middle School: Advanced Placement classes, Art, Music, and Spanish classes, FUSION, PLTW, Extracurricular Opportunities

High School: AP and Dual Credit classes, Saturday Scholars, SAT prep, Extracurricular Options

Community Partnerships

- A. Chestnut Health Systems provides mental health counseling services to students who have struggled with depression and suicidal ideations. They provide school based services/counseling as well as in home services during extended breaks such as winter break or summer vacation.
- B. Meadow Heights - Volunteers, including certified staff members, provide after school tutoring to any interested students 2 nights a week for 60 minutes per night.
- C. SIUE Upward Bound
- D. Collinsville Library, Fairmont City Library, Maryville Library and Caseyville Library provide clubs, events and enrichment programs for students during the summer, after school/evenings and partner with schools to share resources.
- E. Collinsville Food Pantry provides weekly Tote Me Home Bags for students and families who have an unstable food source.
- F. St. Louis Area Foodbank- Monthly Mobile Markets to distribute food to families in need
- G. Universidad- College and Career Readiness Program for hispanic students
- H. Give 30 is a free mentoring program which provides at risk students positive support. Members of the community volunteer 30 minutes each week, meeting with the students during their study hall period. Give30 training is provided by the ROE.
- I. Heartlinks is a Grief Counseling Group for students who have experienced a loss or death of a family member or friend.
- J. Hoyleton-Spanish speaking counselor
- K. YMCA & Fairmont Library

QUARANTINE/EXCLUDED STUDENT SCHEDULE

Overview

In accordance with the declaration of the Illinois State Board of Education, remote learning is only required to be provided to students who have not received a COVID-19 vaccine, who are not eligible for a COVID-19 vaccine, or who are vaccinated and exhibiting COVID-19 symptoms, **only** while they are under quarantine or exclusion consistent with guidance or requirements from a local public health department or the Illinois Department of Public Health. If a student does not meet the above criteria, but requests remote learning due to a medical condition, the request for remote learning will be evaluated under Section 504 of the Rehabilitation Act. If the student has a qualifying medical condition, the student may be provided home/hospital instruction. Collinsville School District 10 will implement Remote Learning opportunities for students who meet the above criteria in accordance with CDC guidance. These days will be similar to traditional school days in that students will engage in learning activities facilitated by teachers. When applicable, the remote learning activities will reflect the State learning standards. When applicable, the remote learning activities will reflect the State learning standards. The lessons will focus on essential course skills and content appropriate for an extended period of remote learning.

Attendance

Students are expected to attend daily. We encourage and suggest several ideas for how classroom teachers can collect and count a student as present when the one-to-one daily connection is not practical:

- Video conference “check-ins.”
- Wellness checks coupled with a question on student engagement/participation in lessons.
- Phone calls coupled with a question on student engagement/participation in lessons.
- Text messages or emails coupled with a question on student engagement/participation in lessons.
- Packet collections by school personnel.

Grading

Collinsville School District will use the district’s traditional grading policy when students are engaged in remote learning. Students will be expected to complete all assignments, assessments, and projects in a timely manner. All assignments will be graded when appropriate and students will be provided with feedback on each graded assignment. The district will provide teachers and students with the appropriate resources to engage in remote instruction, when necessary.

Incomplete

Students can only receive an incomplete grade when a situation occurs that is beyond their control.

Students who encounter long-term illness while engaged in remote learning may be evaluated under 504 of the Rehabilitation Act and be provided home/hospital instruction. Students with a medical condition that are

anticipated to be unable to attend school for a period of 2 or more consecutive weeks or on an ongoing intermittent basis may receive homebound instruction and should start this process with their guidance counselor or assistant principal.

Communication and Engagement

Teachers will provide students with a daily schedule while they are quarantined. Students will be expected to engage in synchronous and asynchronous instruction.

Students with Special Education Services

Students who receive Special Education services in the General Education setting will continue to receive assignments from their General Education teacher. The Special Education Teacher will continue to make modifications and accommodations for the students based on each of their individual IEPs. They will continue to check in with the students in their classes to check for understanding and provide assistance in completion of assignments and learning activities. The General Education Teacher and the Special Education Teacher should collaborate to ensure the assignments support the student's progress towards their IEP goals and objectives.

Students who receive Special Education services in the General Education and Special Education setting will receive assignments and activities from their General Education Teacher and from the Special Education Teacher. The Special Education Teacher will continue to make modifications and accommodations for the students based on each of their individual IEPs. They will continue to check in with the students in their classes to check for understanding and provide assistance in completion of assignments and learning activities. The General Education Teacher and the Special Education Teacher should collaborate to ensure the assignments support the student's progress towards their IEP goals and objectives.

Students who receive Special Education services in the Special Education setting will receive all of their assignments and activities from their Special Education Teacher(s). The Special Education Teacher will continue to make modifications and accommodations for the students based on each of their individual IEPs. They will continue to check in with the students in their classes to check for understanding and provide assistance in completion of assignments and learning activities. The assignments and activities assigned should all support the student's progress towards their IEP goals and objectives.

Related Services: Speech, Social Work, Occupational Therapy, Physical Therapy, Adapted PE

Each student's case manager and related service provider(s) should collaborate with the parents/guardians of the students on their caseloads to determine the service delivery model that will work best for the student including teletherapy on an approved teletherapy platform. Additional resources may be posted to the District backpack and/or emailed/mailed to parents/guardians which may include home practice activity resources, including videos, website links, etc. These team decisions should be based upon the student's goals and objectives outlined in their IEPs and take into consideration available technology as well as the amount

of time the student will need to dedicate to their core academics. The related service provider and parents/guardians will develop an agreed upon schedule and mode to deliver the services. These plans should be revisited often and adjusted as necessary to meet each student's individual needs.

IEP Meetings

Will continue as scheduled via Google Meets. Please watch your emails for invitations and any important changes to the schedule from your IEP Coordinator.

Homeless Students

The District will comply with the McKinney-Vento Homeless Assistance Act and Board Policy for education of homeless students. The District will coordinate with the homeless liaison and evaluate the unique needs of homeless students on a case-by-case basis.

ESL Students

The District will evaluate and assess the unique needs of ESL students on a case-by-case basis.

Transition Back to On-Site Learning

Upon the State Superintendent's declaration that remote learning days or blended remote learning days are no longer deemed necessary for students under quarantine who have not received a COVID-19 vaccine or who are not eligible for a COVID-19 vaccine, students and families will be provided with specific details and the timeline to transition from remote learning to onsite learning.

SEL and Relationships

The health and mental well-being of students is our top priority. Accommodations and modifications can and should be done when appropriate for students and their mental health.

Activities to Promote Wellbeing

Suggestions for Additional Activities				
Mind	Body	Spirit	Environment	Family
<ul style="list-style-type: none"> ● Reading, e.g., independent reading, listening to someone else read, audiobooks ● Puzzles, Word Searches ● Write a story or in a journal ● Count money ● Draw a map of your neighborhood ● Building with blocks or Legos ● Listen to a podcast ● Watch a documentary ● Practice another language ● Invent something 	<ul style="list-style-type: none"> ● Take a walk ● Dance ● Exercise ● Fine/gross motor activities ● Stretch or do yoga ● Play a sport 	<ul style="list-style-type: none"> ● Listen to music or sing ● Playing (inside or outside) ● Creative arts ● Coloring or drawing ● Imaginative play ● Meditate ● Do something you've been avoiding 	<ul style="list-style-type: none"> ● Clean up your room ● Do age-appropriate chores ● Gardening ● Fix something broken ● Take care of pets or plants ● Cook or bake 	<ul style="list-style-type: none"> ● Write a letter to someone ● Play board games with a family member ● Tell jokes or riddles ● Build a fort and tell stories in it ● Offer to help someone

Student Enrollment & Registration

Students who are NEW to the Collinsville School District (did not attend last year) are required to **enroll** online through [Skyward Family Access](#) or in person at the Student Services Office, 123 West. Clay Street, Collinsville. When completing the enrollment process in-person, a parent or guardian must be present and will be asked for proof of residency and a copy of the child's birth certificate. (For proof of residency requirements, See Enrollment Information below).

Registering during the summer (Online Registration is only available during the summer)

Once enrolled, students are required to **register** each year for the upcoming school year.

Student Enrollment

Families may enroll NEW STUDENTS TO THE DISTRICT for the 2021-2022 school year ONLINE through Skyward Family Access. **If you do not already have a Skyward Family Access account**, please create an account by clicking here: [New Student Enrollment Account Request](#) to sign up for an account and begin the enrollment process. Please note that a valid email address is required. If you do not have a valid email address, you may obtain a free one through Gmail, Yahoo mail or Outlook. **If you currently have a student attending school in the Collinsville Unit 10 School District**, please use your Skyward Login to complete the New Student Online Enrollment Application (NSOE). For assistance, SEE the [NSOE Online Enrollment Guide](#) under Related Documents on the [Enrollment/Registration](#) website page.

NOTE: Students who attended school in the Collinsville School District in 2020-2021 are not required to re-enroll in the school District. Students will be placed in their appropriate grade in the student's elementary school attendance area based upon enrolled residence address or at the appropriate grade at DIS (5th/6th grade), CMS (7th/8th grade) or CHS (9-12 grade).

If you do not have a student attending school in the Collinsville Unit 10 School District, please request a temporary Skyward Login and Password by clicking here [New Student Enrollment: Account Request](#).

If you currently have a student attending school in the Collinsville Unit 10 School District, please use your current [Skyward Login](#) to complete the New Student Online Enrollment Application.

As you are completing the enrollment process, you will have the opportunity to scan and attach (as pdf or photo) the required documents as part of the enrollment application. This step is required to complete the enrollment application.

- Parent/Guardian Photo ID
- Child's Birth Certificate (Official)
- Parent/Guardian Proof of Residence within the CUSD10 School Boundary (Evidence from Category I and Category II – See Document Attached).

Additional Documents to Provide if Applicable

- Parenting Plan/Court Order
- Proof of guardianship (or completed Affidavit) if the child is living with an adult other than the legal guardian(s).
- Foster Parent Placement Forms

Student Registration

The Online Registration window opened at 6:00 PM on Monday, July 12, 2021.

Parents/Guardians of new students who have enrolled into the Collinsville School District (attending school in the District for the first time this school year) will receive a letter that will outline directions for completing the Online Registration process and include your Family Access Username and Password for your child's Skyward Family Access Account.

Parents/Guardians of returning students to the Collinsville School District (students who attended a school in Unit No. 10 last year) should complete the registration process through your existing Family Access Account.

Parents/Guardians will need the Family Access Username and Password to log into the Skyward Family Access Account. If you have forgotten your username and/or password, you may retrieve this information via the Family Access Link on the Kahoks.org website (See Skyward icon on top of website page).

Families new to the District who have not completed the enrollment process must enroll your child into the Collinsville Community Unit School District No. 10. This may be completed online through Skyward Family Access. **If you do not already have a Skyward Family Access account**, please create an account by clicking here: [New Student Enrollment Account Request](#) to sign up for an account and begin the enrollment process.

Collinsville High School Students must attend Collinsville High School on their assigned materials pick up date in order to receive their class schedule as well as PE Uniforms, Athletic Participation Information, CHS Bands Information, Parking Assignments (Qualified students in grades 11 and 12), Driver's Education Information, Photo IDs, Textbooks and Chromebooks.

Collinsville Middle School Students: Class Schedules will be available via the Skyward Family Access Portal on August 13, 2021 (after 3:30PM). Parents/Guardians may log into their account (using their Username and Password) and access their child's teacher information via the Schedule Tab (from the menu options on the left) on August 13.

Dorris Intermediate School and Elementary School Students may access their teacher assignment via the Skyward Family Access Portal. Parents/Guardians may log into their account (using their Username and Password) and access their child's teacher information via the Schedule Tab (from the menu options on the left) on August 13, 2021 (after 3:30PM).

Important Information Posted on Website

Please note that the following information may be accessed via the CUSD #10 website at www.kahoks.org

- Bus Transportation information (Bus Assignment Information available on August 13, after 3:30 PM)
- The 2021-2022 School Calendar
- Medical and Health requirements and forms
- Student and Parent Handbooks for 2021-2022

- The Open House schedule for schools in CUSD #10
- School Supply Lists for students in grade Pre-K through grade 8
- Information regarding Student Fees for the 2021-2022 school year
- Free/Reduced Illinois Lunch Applications (Forms may be completed via Skyward Family Access)
- Teacher Assignment for students in grades K-6 (Available on August 13 after 3:30PM)
- PE Uniform Orders may be completed online using [THIS LINK](#).

Class Schedule and Bus Assignment Information

When can I find out who my child's teacher is and/or my child's class schedule?

Collinsville High School Students must attend Collinsville High School on their assigned materials pick up date in order to receive their class schedule as well as PE Uniforms, Athletic Participation Information, CHS Bands Information, Parking Assignments (Qualified students in grades 11 and 12), Driver's Education Information, Photo IDs, Textbooks and Chromebooks.

Collinsville Middle School Students: Class Schedules will be available via the Skyward Family Access Portal on August 13, 2021 (after 3:30PM). Parents/Guardians may log into their account (using their Username and Password) and access their child's teacher information via the Schedule Tab (from the menu options on the left) on August 13.

Dorris Intermediate School and Elementary School Students may access their teacher assignment via the Skyward Family Access Portal. Parents/Guardians may log into their account (using their Username and Password) and access their child's teacher information via the Schedule Tab (from the menu options on the left) on August 13, 2021 (after 3:30PM).

When can I find out my child's bus information?

Students may access their bus transportation information via the Skyward Family Access Portal. Parents/Guardians may log into their account (using their Username and Password) and access their child's bus information via the Student Information menu link (on the left). On the Student Information screen, parents/guardians will click View Bus Schedule to view the assigned bus number. Parents/Guardians should then click the View Pickup/Dropoff Bus Stops link to see detailed information regarding the bus stop. This information will be available on August 13 (after 3:30PM).

Transportation

Since the beginning of the COVID-19 pandemic, First Student has worked tirelessly to fill driver and substitute driver positions to ensure thousands of students throughout our district get to school daily.

However, to be prepared in the event First Student should encounter a COVID-19 outbreak among their staff, or other situation that would diminish their availability to run our normal bus route schedules, CUSD 10 has prepared an alternate school schedule for our district.

An altered schedule would be necessary in an emergency situation only and would be used to ensure our district is able to continue face-to-face instruction and provide equitable access to school for all students.

PLEASE NOTE: This schedule would be activated in response to a situation at First Student that impedes their ability to staff our standing bus schedule. If a school day schedule change becomes necessary, families would be provided advance notice. All parents should become familiar with the possible schedule changes and make contingency plans for their family.

Alternate School Day Schedule in Case of Bus Staffing Shortage

	<u>SCHOOL</u>	<u>ALTERED DAY SCHEDULE</u>
Tier 1	Collinsville High School	7:15 am - 1:30 pm
Tier 2	Elementary Schools	8:05 am - 2:20 pm
Tier 3	Collinsville Middle School	8:55 am - 3:10 pm
Tier 4	Dorris Intermediate School	9:45 am - 4:00 pm
Hollywood Heights		7:30 am - 1:30 pm (No Change)
CHS Success Center		9:00 am - 2:00 pm (No Change)

AMERICAN RESCUE SPENDING PLAN

Overview

The district has utilized student attendance data, discipline data, students grades and progress monitoring data to determine areas of greatest need while educating students during a pandemic. As a result of this information, the district is utilizing funding to provide applicable technology, access to online resources, current curriculum with online components, and programs/interventions to meet students academic and social emotional needs during the school years 22, 23 and 24. Additionally, ample PPE has already been purchased with ESSER I and II funding to provide as clean an environment as available for students and staff.

Data

Students will complete AIMS or STAR Assessment in grades K-6 and the MAP Assessment in grades 7-12 to determine individualized learning gaps. Small group instruction, tutoring and interventions will be utilized to help close the gap, along with intervention programs. Additionally students' social emotional competencies, attendance and their grades to analyze the impact of programs and resources made available because of the American Rescue Plan Funds.

Access

Funds will be used to purchase 1:1 devices and software to allow students to participate in remote instruction and daily interaction with their teacher regardless of the setting or the curriculum.

Timeline

The proposed timeline for implementation of services to assist students is 8/18/2021 until 6/30/2024.

Programs/Curriculum

The following programs will be funded with American Rescue Plan Resources:

- The CHS Success Center and Trailblazer Academy will offer an alternate environment to students who are struggling socially, emotionally or academically transitioning back into a normal routine during the school year.
- Ed assistants will work with primary age students who have not been exposed to early childhood programs during the pandemic to help improve their skills.
- The Check-In Program will provide a mentor, safe space and support system for students struggling to transition back to a normal setting both academically or socially.
- The Summer School and JumpStart Programs will offer transportation to ensure all students have equal access to core subject and social emotional activities that have been impacted after living in a pandemic for over 18 months.
- Core academic and English Language adoptions will occur in math, science, english and social studies to ensure students are exposed to a relevant curriculum with an online component.

- **Capital Improvement**

CUSD 10 has proposed construction of a new Caseyville Elementary Facility that will aid in the district's efforts to prepare, prevent and respond to COVID-19 by improving the air quality in the classrooms as well as the square footage students currently navigate with American Rescue Plan Resources. The current facility has inadequate ventilation, bathrooms, cafeteria and classroom space. An increase in square footage and a new HVAC system will provide a modern facility for students with a healthy environment and replace a building in need of dire repairs and upgrades.

**RESOLUTION TO APPROVE THE 2021-2022 SAFE RETURN TO SCHOOL PLAN
FOR COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT #10**

WHEREAS, the Board of Education of Collinsville Community Unit School District #10, Counties of Madison and St. Clair, State of Illinois, (“the Board”) has the responsibility to manage and operate the schools of said Collinsville Community Unit School District #10 (“District”); and

WHEREAS, the Illinois School Code, 105 ILCS 5/10-20 and 5/10-20.5, as amended (the “Code”), authorizes the Board to exercise all powers required for the maintenance, operation, and development of the District’s schools and adopt and enforce all necessary rules for the management and government of the District’s schools; and

WHEREAS, on August 4, 2021 Governor JB Pritzker announced that all public and non-public schools in Illinois must require the indoor use of face coverings by students, staff, and visitors who are over age two and able to medically tolerate a face covering, regardless of vaccination status, consistent with CDC guidance;

WHEREAS, Public Act 101-0643 (105 ILCS 5/10-30) requires that “the district shall adopt a remote and blended remote learning day plan approved by the general superintendent of schools”; and

WHEREAS, the Board has determined that it is necessary and in the best interests of the District to adopt a remote learning plan for the 2021-2022 school year; and

WHEREAS, the Board allowed the public an opportunity to provide comments on the 2021-2022 safe return to school plan at its special meeting held on Monday, July 26, 2021; and

WHEREAS, the Board has reviewed and considered the remote and blended remote learning day plan (“Plan”) presented to it and attached hereto as Exhibit A; and

WHEREAS, the Board recognizes that it must give the District Superintendent and his designees the authority to exercise all necessary discretionary authority to implement, enforce and amend the Plan given these unprecedented times.

NOW, THEREFORE, It Is Hereby Resolved by the Board of Education of Collinsville Community Unit School District #10, Counties of Madison and St. Clair, Illinois as follows:

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

Section 2. The Board authorizes and adopts the Collinsville Community Unit School District #10 re-opening plan (the “Plan”) for the 2021-2022 school year, which incorporates ISBE, IDPH, and CDC Guidance as follows:

- a. In accordance with the Governor’s Executive Order 2021-18 and 2022-3, masks are required to be worn indoors by all teachers, staff, students, and visitors to Pre-K-12 schools who are two years of age or older and medically able to tolerate a mask, regardless of vaccination status.
- b. The District will implement, in consultation with local public health departments, layered prevention strategies to protect students and staff that are not fully vaccinated.
- c. The District will monitor community COVID-19 transmission and vaccination rates to guide its local decisions on layered prevention strategies during the school year (i.e. strengthening or loosening of certain mitigation procedures).
- d. The District will monitor CDC/IDPH guidance changes on prevention strategies as the school year progresses.

e. In accordance with the Governor's Executive Order 2021-22, K-12 school districts will implement a test or vaccinate plan for all school personnel.

Section 3. The Plan takes precedent and supersedes all Board policies as necessary to implement the Plan.

Section 4. The Superintendent and his designees are authorized to determine all policies and exercise all discretionary authority to modify, implement and enforce the Plan.

Section 5. The Superintendent and his designees are authorized to use their discretionary authority to increase and decrease mitigation measures, including decisions on the use of face coverings and social distancing practices, in consultation with local public health departments, based on local geographical and student and staff COVID-19 vaccination and transmission data as the Superintendent deems it in the best interests of the District and its students and staff.

Section 6. The Superintendent is authorized to close any classroom, school building or District facility without further action by the Board. Such closure shall continue during the emergency created by the COVID-19 pandemic until such time as the Superintendent deems it in the best interests of the District and its students to open schools.

Section 7. The Superintendent is authorized, based upon the needs of the District to direct staff assignments during District closures in his discretion.

Section 8. This resolution shall take effect immediately upon its passage.

Ayes 7

Nays 0

Absent 0

This resolution is adopted this 24th day of January, 2022.



President, Board of Education

Attest: 

Secretary, Board of Education

10. **New Business**

10.1. Consider Contract to Convert CHS Locker
Bay to Classroom



Josh DeWitte
Director of Buildings & Grounds
Collinsville Community School District #10

Memo

To: CUSD #10 Board of Education
Dr. Brad Skertich, Superintendent

From: Josh DeWitte, Director of Buildings & Grounds

CC: Jamie Hadgan, Director of Finance

Date: 1/20/22

RE: Recommendation for CHS Locker Bay Conversion

I am requesting approval to move forward with the CHS locker bay to classroom conversion. Millennium Construction has provided a quote of \$36,780.00. Millennium Construction has done the work at Webster and the restroom renovation at DIS. They do great work and are good to work with. The \$36,780.00 can come out of our regular operating budget – repairs/maint CHS 26082540323G.

Attached, you will find the quote and pictures of the area with a diagram.

Upon approval this work will be scheduled to begin as soon as the contractor can begin.

Sincerely,

Josh DeWitte
Director of Buildings & Grounds



Millennium Construction

819 O'Fallon Troy Road Lebanon IL 62254

Josh DeWitte

1/10/2022

We will demo lockers in the basement in one area.
Frame walls in to separate these area from the hallways
There will be a door installed in hallway to match existing.
The wall will be insulated with 5/8 drywall on both sides.
Mud tape and paint all walls
We will install new LED lighting in new class room area.
Separate the electrical lights so they work in class room.
Install VCT and Rubber base.

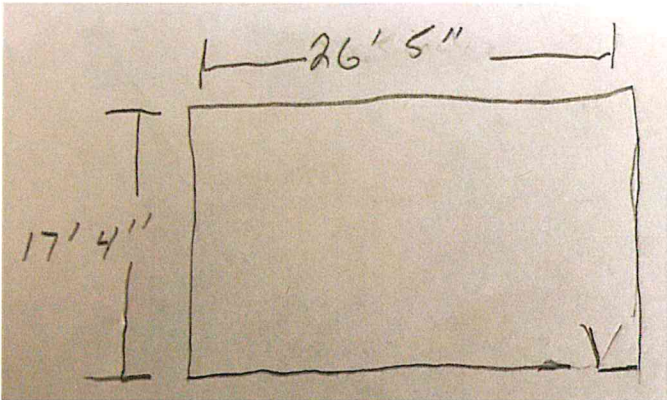
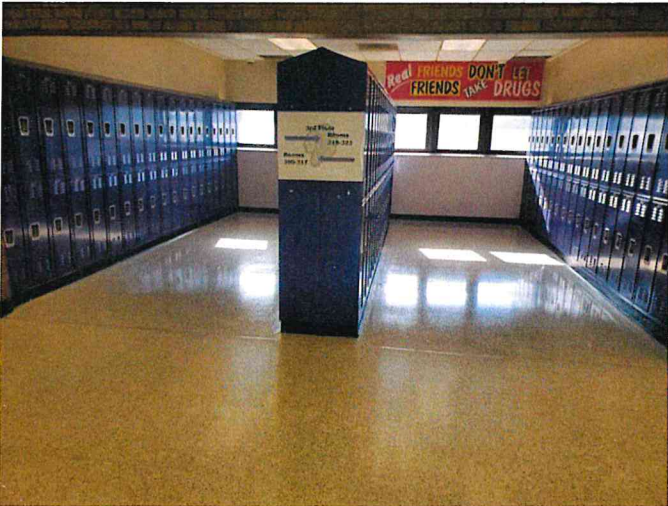
TOTAL \$36,780.00

Any questions please call

Mark Kabureck

618-806-9009

CHS LOCKER BAY TO CLASSROOM CONVERSION



10.2. Consider Contract for Asbestos Abatement
at CHS



Josh DeWitte
Director of Buildings & Grounds
Collinsville Community School District #10

Memo

To: CUSD #10 Board of Education
Dr. Brad Skertich, Superintendent

From: Josh DeWitte, Director of Buildings & Grounds

CC: Jamie Hadgan, Director of Finance

Date: 1/20/22

RE: Recommendation for CHS Boys' Locker Room Asbestos Abatement

I am requesting approval to move forward with Environmental Consultants recommendation of Midwest Services to complete the asbestos abatement in the boys' locker room at CHS.

Midwest Services was the lowest bid coming in at \$59,550. Midwest Services also completed the asbestos abatement in the girls' locker room last year.

Attached, you will find the bid tabulation and the letter of recommendation from Environmental Consultants.

Upon approval this work will be scheduled to begin at the end of May.

Sincerely,

Josh DeWitte
Director of Buildings & Grounds

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT #10
Bid Tabulation Results – Collinsville High School
Boys Locker Room Renovation – Asbestos Abatement

December 17, 2021 @ 10:00 a.m.

Bid Firm	Base Bid	Alternate Bid #1 (Re-insulation per fitting)	Addenda (Y/N)	Surety	Required Submittals	Bid Signed
Midwest Service Group St. Peters, MO	\$59,550.00	\$150.00/each	Yes	Yes	Yes	Yes
Thornburgh St. Louis, MO	\$64,828.00	\$29,500.00	Yes	Yes	Yes	Yes
General Waste Services, Inc. Alton, IL	\$82,775.00	\$50.00/each	Yes	Yes	Yes	Yes
Talbert ICS St. Louis, MO	\$95,000.00	No Bid	Yes	Yes	Yes	Yes
AES, Inc. St. Louis, MO	\$112,000.00	\$85.00/each	Yes	Yes	Yes	Yes
CENPRO Services Madison, IL	NO BID	NO BID	---	---	---	---



ENVIRONMENTAL CONSULTANTS, LLC

Illinois Office

#6 Meadow Heights Professional Park Drive
Collinsville, Illinois 62234
Phone (618) 343-3590
Fax: (618) 343-3597

December 17, 2021

Mr. Josh DeWitte
Collinsville Community Unit School District #10
201 West Clay Street
Collinsville, Illinois 62234

Subject: Bid Tabulation Review & Recommendation

**Site(s): Boys' Locker Room Renovation Asbestos Abatement
Collinsville High School
Collinsville, Illinois**


Dear Mr. DeWitte:

Environmental Consultants, LLC (EC) has reviewed copies of the bid results and bid forms for the Collinsville High School – Boys' Locker Room Asbestos Abatement project. EC has reviewed the bid documents five (5) contractors and determined that all five (5) bidders submitted proper and complete bids. Based on conversations with the three low bidders, each stated they are capable of completing the project for their bid price and within the time frame allotted within the construction documents.

EC has contacted the lowest qualified bidder's references regarding Illinois school work. The references had positive things to say regarding the contractor and the work performed. The contractor has been licensed by the Illinois Department of Public Health for the required three-year period and according to background checks does not appear to have any violations within the past five years. Midwest Services Group, Inc. is a union contractor. Based on the bids, conversations with the contractor, and the fact that Midwest Services Group, Inc. completed the Girls' Locker Room Abatement last year, EC recommends Midwest Services Group, Inc. as the lowest qualified bidder for this project on the basis that they are the lowest qualified bidder with an understanding of the scope of the project.

EC is pleased to have been contacted by Collinsville Community Unit School District #10 for this project and we appreciate this great opportunity to provide quality environmental consulting services. Please call me at (618) 343-3590 if you have any questions or to arrange a meeting to discuss.

Sincerely,
Environmental Consultants, LLC



Jim Yasitis
Principal

10.3. Consider LED Lighting Upgrade at
Maryville School



Josh DeWitte
Director of Buildings & Grounds
Collinsville Community School District #10

Memo

To: CUSD #10 Board of Education
Dr. Brad Skertich, Superintendent

From: Josh DeWitte, Director of Buildings & Grounds

CC: Jamie Hadgan, Director of Finance

Date: 1/20/22

RE: Recommendation for Maryville LED Upgrade

I am requesting approval to move forward with the LED Upgrade for Maryville. The quote is for \$31,712.39 and payback will be in 49 months, with an estimated annual electric dollars savings of \$7,734.29. A&D Electrical Supply provided the quote and will do the work, they have also done the LED upgrades at Webster and DIS.

Attached, you will find the quote and Ameren assessment report.

Upon approval this work will be scheduled to begin as soon as the contractor can begin.

Sincerely,

Josh DeWitte
Director of Buildings & Grounds



**Energy Efficiency
PROGRAM**

ASSESSMENT REPORT NUMBER: 220006

Collinsville Community Unit School District No 10

CUSTOMER CONTACT:

Josh Dewitte
6900 W Main St
Maryville IL 62062

**SMALL BUSINESS
ASSESSMENT REPORT**

SMALL BUSINESS PROGRAM ALLY:
A&D Electrical Supply, Inc.

Office: 1000 N Old Rt 66

Litchfield IL 62056

APPLICATION DATE: 12/13/2021

Email: jdewitte@cusd.kahoks.org

Phone: 618.979.1198

PROJECT SUMMARY:

Total Project Cost:	\$52,881.06
Project Incentive Amount:	\$21,168.67
Customer's Total Cost:	\$31,712.39



**Potential Payback
In Months:**

49.0



**Estimated Annual
Electric Dollars Saved:**

\$7,734.29

THE COST OF WAITING:

Daily Cost of Waiting: **\$21.19**

Monthly Cost of Waiting: **\$644.52**

The Ameren Illinois Energy Efficiency Program helps offset the cost of implementing an energy-savings project by providing incentives to help you start saving now! When weighing the project cost, incentive amount, and project payback against the cost of waiting — the choice to act now seems obvious!

Potential payback numbers and return on investment are calculated based on project site data and average energy data of Small Businesses in the Ameren Illinois service territory. The actual savings and payback rate you experience may vary.



CUSTOMER SITE DETAILS:

Maryville Elementary

6900 W Main St

Maryville

Phone: 618.979.1198

Email: jdewitte@cusd.kahoks.org

SMALL BUSINESS PROGRAM ALLY:

A&D Electrical Supply, Inc.

wade petroline

Litchfield IL 62056

Phone:

Email: sales@adelectricalsupply.com

PROPOSED MEASURES

MEASURE DESCRIPTION	LOCATION	QTY.	TOTAL INCENTIVE	TOTAL COPAY
LED Fixture replacing existing T8/T5 4' lamps and ballasts	Gym	20	\$1,691.20	\$3,308.80
LED Fixture replacing existing T8/T5 4' lamps and ballasts	everywhere	144	\$2,653.06	\$9,155.00
LED Fixture replacing existing T8/T5 4' lamps and ballasts	everywhere	101	\$5,842.65	\$2,439.35
LED Fixture replacing existing T8/T5 4' lamps and ballasts	everywhere	4	\$152.54	\$175.46
LED Fixture replacing existing T8/T5 4' lamps and ballasts	Everywhere	105	\$2,155.02	\$6,454.98
LED Fixture replacing existing T8/T5 4' lamps and ballasts	Cafeteria	20	\$1,691.20	\$3,308.80
Remote mounted interior occupancy sensors	everywhere	125	\$6,875.00	\$6,250.00
Linear T8 LED tube 4'	storage & janitors closets	12	\$108.00	\$120.00

*Ameren Illinois incentives are not guaranteed until the customer signed assessment report is reviewed and approved.

Line Item Copay Total	\$31,212.39
Lift rental	\$500.00
TOTAL*	\$21,168.67
	\$31,712.39

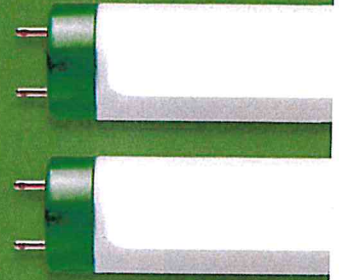




ENERGY EFFICIENCY PROGRAM

The Lowdown on LEDs

ENERGY STAR® -qualified LED lighting uses at least 80 percent less energy than incandescent lighting, which cuts operating costs. And because it lasts 35 to 50 times longer than incandescent lighting — and up to five times longer than fluorescent lighting — you'll save on maintenance costs too!



WHAT HAPPENS NEXT?

- » The Small Business Program Ally will contact you to schedule the installation
- » Installation will be completed
- » Customer sign-off is needed on completed work order
- » Agreed upon customer copay is due to the Small Business Program Ally
- » A Program Energy Advisor may inspect your project to ensure Program protocols are followed
- » The inspection may be conducted in-person, or virtually
- » You may receive a customer satisfaction follow-up call after your project is completed

MORE WAYS TO SAVE

No matter what industry you serve, you can take advantage of equipment-specific incentives through the Ameren Illinois Energy Efficiency Program such as:



Custom Incentives



HVAC & Water Heaters



Compressed Air Leak Survey & Repair



Motor Efficiency Upgrades



ENERGY EFFICIENCY PROGRAM





Energy Efficiency PROGRAM

AGREEMENT FOR SITE ACCESS, SITE AUDIT AND MEASURE INSTALLATION

INTRODUCTION

This ("Agreement") per the date on the signature page is entered into by and between ("Small Business Ally") and ("Customer"). Customer is the owner or is in possession of certain real property situated in Illinois (the "Facility"), at the address listed on the cover page of this report.

Customer desires to grant Small Business Ally access to Facility for the purposes of certain work related to the installation and inspection of measures for Customer (the "Project"), subject in all respects to the terms and conditions of this Agreement.

The Customer agrees to grant Small Business Ally access to that Facility for the purposes of this Project, which includes installation of measures, which are anticipated to help Customer save electric and/or natural gas energy, and money, as well as possible pre- and/or post-installation inspections.

The Small Business Ally is receiving funds from Ameren Illinois for this Small Business project. This is an Ameren Illinois Energy Efficiency Offering agreement for use by eligible customers. Leidos, Inc. (the "Prime Implementer") is the implementer of this Offering as a subcontractor to Ameren Illinois who administers the Ameren Illinois Energy Efficiency funds.

THE FOLLOWING TERMS WILL GOVERN THIS PROJECT:

SMALL BUSINESS PROGRAM ALLY AGREES AS FOLLOWS:

- Customer Convenience:** The Small Business Program Ally will coordinate visits to the Facility with the Customer, so as to minimize any disruptions or inconvenience to the Customer.
- Auditing and Installation:** Small Business Ally will install Energy Efficiency Measures (Measures) approved by the Customer as set in this document. Energy Advisors will conduct inspections as required by the Offering.
- Compliance with Laws:** Small Business Ally agrees to, and will cause its contractors, subcontractors (of any tier), agents, representatives, consultants, employees and servants (collectively, the "Small Business Ally Parties"), to comply with all federal, state, and local laws, ordinances, statutes, regulations, judicial decisions, orders, injunctions, writs, rulings, interpretations, rules, permits or certificates of any court, arbitrator or other governmental authority, including but not limited to, the requirements of the U.S. Environmental Protection Agency and the Occupational Safety and Health Administration which apply to its actions at the Facility or to the Project.
- Compliance with Ameren Illinois Energy Efficiency Programs:** Small Business Ally shall purchase and install Measures that have not received incentives from another Ameren Illinois Energy Efficiency Program, Offering, or Initiatives.
- Permission:** Customer shall permit Small Business Ally, and it's Small Business Ally Parties, to install Customer-approved Measures, and Customer shall provide payment to Small Business Ally for Measures that require co-payment, as set forth in this document.
- Inspections:** Customer shall permit Offering staff reasonable access to and egress from the Facility during normal business hours to carry out required Offering inspections. The Inspection shall not interfere with Customer's use of the Facility.
- Payment:** Customer shall pay amounts set forth in this document for Measures that require customer co-payment to the Small Business Ally. Customer is not required to purchase any other goods or services from Small Business Ally as a condition to receive assessments or eligible Measures. Additional charges: Taxes due via an IRS 1099 form are the responsibility of the customer.





Energy Efficiency PROGRAM

AGREEMENT FOR SITE ACCESS, SITE AUDIT AND MEASURE INSTALLATION

SMALL BUSINESS PROGRAM ALLY AGREES AS FOLLOWS *(continued)*:

8. **Marketing:** Customer will not use the corporate name, logo, identity, any affiliation, or any related logo of Ameren Illinois and/or Ameren Illinois Energy Efficiency program and/or Offering Implementer (collectively the "Energy Efficiency Sponsors"), for any marketing, advertising or solicitation without prior written consent of any of the affected Energy Efficiency Sponsors. Such written consent may be withheld in Ameren Illinois' sole discretion. When referencing any of the Energy Efficiency Sponsors' involvement with any project, Customer shall collaborate with relevant Energy Efficiency Sponsor to prepare any written communications and to plan for any news conference. Customer further agrees to provide the Energy Efficiency Sponsors for its written approval prior to publication, a written copy of any advertisements or promotional material regarding this program prior to publishing any such advertisements or promotional material.
9. **Disclaimers, Representations, and Warranties:** The Energy Efficiency Sponsors do not endorse any Small Business Ally, manufacturer, product, system, or design by offering assessments, Measures or incentives through this Offering. The Energy Efficiency Sponsors are not responsible for any tax liability imposed on Customer as a result of the payment of incentives. Energy Efficiency Sponsors make no representation or warranty, and assumes no liability with respect to the quality, safety, performance, or other aspect of any design, consulting, product, system, equipment, or appliance installed or received and expressly disclaims any such representations, warranties, and liability, including, but not limited to, any implied warranties of merchant ability or fitness for a particular purpose. The Energy Efficiency Sponsors do not guarantee that installation and operation of incentivized Measures will result in reduced energy usage or in cost savings. The Energy Efficiency Sponsors are not responsible for the proper disposal/recycling of any waste generated as a result of this project, including the implementation of installation of Measures. The Energy Efficiency Sponsors are not liable for any damages, including any incidental or consequential damages, arising out of the operation or malfunction of the products, equipment, or appliances, or the installation thereof related to the project or the Measures that are implemented.
10. **Monitoring, Verification, Record Keeping, and Right to Inspect:** Ameren Illinois and independent third party/parties evaluate program efficacy by monitoring energy use/production prior to and after installation of your energy efficiency measures. Ameren Illinois, and its designated representatives shall have the right to monitor energy use/production prior to and after installation of the Measures or to perform an inspection of project records or the Measures implemented as part of the project itself to evaluate efficacy of the Measures for a period of two (2) years from the date of incentive payment.
11. **Energy Use Data:** Customer agrees to allow Ameren Illinois approval to review two (2) years of Customer's electric and/or gas energy usage data prior to Measure installation and two (2) years of Customer's electric and/or gas energy usage information after Measure installation.
12. **Indemnification:** Customer agrees to protect, indemnify, defend and hold harmless Ameren Illinois, the Prime Implementer (Leidos, Inc.), and their respective affiliates, subsidiaries, parent companies, officers, directors, agents, subcontractors, and employees (collectively the "Indemnities"), against all losses, damages, expenses, fees, costs and liability arising from any program, design, consulting, Measures, product, system, equipment, or appliance. Customer agrees that such obligations under this section shall survive any expiration or termination of this Agreement and shall not be limited to any remunerations herein of required insurance coverage. To the maximum extent permitted by law, the Customer agrees to limit Indemnities' liability to the Customer for any reason to the total amount of payments identified in this Agreement. This limitation shall apply regardless of the cause of action or legal theory pled or asserted. Customer hereby expressly waives the right to specifically enforce this Agreement.
13. **Misrepresentation:** Making false statements on any Ameren Illinois incentive Agreement is punishable by law. Any person who knowingly files an Agreement containing any materially false information or who purposely and misleadingly conceals information commits a fraudulent act that subjects such person to criminal and civil penalties. Any and all funds determined, in Ameren Illinois' sole discretion, to have been acquired on the basis of fraudulent or misrepresented information by Customer must be fully returned by Customer to Ameren Illinois. Should the Customer or its representative apply for and receive any duplicate payment as part of the Ameren Illinois Small Business Offering, Ameren Illinois reserves the right to recover payments made in excess of the amount Customer is entitled to receive as an incentive. This section shall not limit other remedies that may be available to Ameren Illinois as a result of any submission of false or fraudulent information as part of any such agreements.



.....

AGREEMENT FOR SITE ACCESS, SITE AUDIT AND MEASURE INSTALLATION

SMALL BUSINESS PROGRAM ALLY AGREES AS FOLLOWS (continued):

14. Miscellaneous:

- (a). **Governing Law:** This Agreement shall be binding upon and inure to the benefit of any successors, transferees, heirs and assigns of the Parties. Nothing in this Agreement shall be construed to create any duty to, any standard of care with reference to, or any liability to any third party. This Agreement shall be governed, construed and enforced in accordance with the internal laws of the State of Illinois, without regard to any law of conflicts that may direct the application of the laws of another jurisdiction. Customer irrevocably submits to the original jurisdiction of the state and federal courts sitting in Springfield, Illinois with regard to any controversy in any way relating to the execution, delivery or performance of this Agreement that is not resolved by Arbitration. Suits, claims or actions founded upon such controversies shall be brought or filed exclusively in such courts and nowhere else.
 - (b). **Compliance with Applicable Laws:** Customer shall at all times comply with and observe all federal and Illinois state laws and published circulars, local laws, ordinances, rules and regulations that are in effect during the period of this Agreement, and which, in any manner, affect the performance of this Agreement. All references to statutes or regulations contained in this Customer Agreement shall be construed to include successors thereto.
 - (c). **Assignment:** Ameren Illinois may assign, transfer or convey this Agreement or any of Ameren Illinois' rights, obligations, interests or responsibilities hereunder, in whole or in part, without the consent of the Customer.
 - (d). **Severability:** If any provision of this Agreement is illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement, that provision shall be fully severable and this Agreement shall be construed and enforced as if the illegal, invalid, or unenforceable provision had never comprised a part of this Agreement. The remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance. Furthermore, in lieu of such illegal, invalid, or unenforceable provision, this Agreement shall be reformed to include as a part of this Agreement a provision as similar in terms to the illegal, invalid, or unenforceable provision as may be possible and still be legal, valid, or enforceable.
 - (e). **Risk of Loss:** Ameren Illinois at no time assumes risk of loss for any personal property of the Customer.
 - (f). **Waiver:** Failure or delay on the part of either party to exercise any right, power, privilege or remedy hereunder shall not constitute a waiver thereof. A waiver of any default shall not operate as a waiver of any other default or of the same type of default on a future occasion.
15. **Incidental and Consequential Damages:** Ameren Illinois and Prime Implementer (Leidos, Inc.) shall not be liable to Customer for any incidental, special or consequential damages.
16. **Entire Agreement:** This Agreement constitutes the entire agreement and understanding between the Small Business Ally and Customer as to the subject matter of the Agreement.
17. **If Tenant:** If the Facility is under lease, the Customer's tenant who controls the Facility, by executing this agreement, assumes the rights and obligations of the Customer hereunder.
18. **Tax Impacts:** At the time of the Assessment, an applicable Federal Employer Identification Number (FEIN) or your Social Security Number (SSN) is required to meet Internal Revenue Service (IRS) reporting requirements. The financial incentives which are paid to the installation contractor to defray the cost of your project are considered income and may require a 1099 Form to be issued at the end of the calendar year. If required, the 1099 Form will be issued by Leidos, Inc. who serves as the Offering Implementer for the Ameren Illinois Small Business Offering. Please consult your tax advisor if you have additional questions on this issue.



Energy Efficiency
PROGRAM



AGREEMENT FOR SITE ACCESS, MEASURE INSTALLATION, AND INSPECTIONS

SMALL BUSINESS PROGRAM ALLY AGREES AS FOLLOWS *(continued)*:

- 19. **Release:** Customer releases Ameren Illinois, its employees, officers and agents from any liability claim cost or expense related in any way to this Agreement or any of the Measures related thereto, whether in contract, tort or otherwise. This global release shall be in addition to the releases afforded to Ameren Illinois in Section 9, as well as the Indemnification in favor of Ameren Illinois pursuant to Section 12.

By signing below I Agree to the following:

I have reviewed this Small Business Assessment Report and agree to its terms.

Small Business Program Ally Signature

Date

Customer Signature

Date



**Energy Efficiency
PROGRAM**

GUARANTEE OF WORK TO BE PERFORMED

Small Business Program Ally pledges to its customers that all material, workmanship, and/or building improvements provided for will be free of defects, will be of a specified quality, and will perform properly for a period of one year from the day of commencement of use, substantial completion of the project, or a date of notice of completion of the project, whichever is the first to occur.

Small Business Program Ally will assign and deliver to owner all guarantees, warranties, and quality instructions of all subcontractors, equipment manufacturers, and material suppliers that are applicable to the project.

Within 10 days of the first knowledge of any defect, or failure to operate properly, Small Business Program Ally is to be notified, in writing, of same by Customer or his/her agents, shall be given first opportunity to promptly repair, replace, and/or correct item found to be defective, or that fails to function properly, at no cost to the owner, within a reasonable period of time. This warranty does not apply to any construction work that has been subjected to an accident, misuse and abuse, nor to any construction work that has been modified, altered, defaced, and/or had repairs made/attempted by others.

What is not covered in this warranty. Under no circumstances shall Small Business Program Ally be liable by virtue of this warranty or otherwise for damage to any person or property whatsoever for any special, indirect, secondary or consequential damage of any nature however arising out of the use or inability to use because of the construction defect. Small Business Program Ally is not liable for repair conditions caused by chemical or sedimentary build up, misuse or abuse, failure to clean or maintain as specified by the equipment manufacturer, missing parts, structural changes, fire, freezing, electrical failure or surge, water damage, lightning, mud, earthquake, soil movement, soil sediment, storms, accidents, pest damage, or acts of God. Small Business Program Ally will not perform normal or routine maintenance, and they will not pay for failures that result from the Customer's failure to perform normal or routine maintenance. Small Business Program Ally will not repair or replace any covered systems or appliances if they are inoperable as a result of preexisting conditions.

Small Business Program Ally is not responsible for upgrade or additional costs or expenses that may be required to meet current building or zoning code requirements to correct.

Small Business Program Ally Signature

Date

- Check if subcontractor will be used for the installation
- Installed by Illinois Commerce Commission registered Small Business Program Ally

Customer Signature

Date



**ENERGY EFFICIENCY
PROGRAM**





**Energy Efficiency
PROGRAM**

NOTICE REGARDING IRS REPORTING

As part of the Assessment process for the Small Business Offering, we are required to collect the customer's tax identification number to comply with IRS reporting requirements. If your tax status is neither exempt nor a corporation, it's possible that you will receive a 1099 form to reflect the incentive income. A 1099 will only be sent if the incentives associated with your cumulative projects throughout the calendar year total \$600 or more per Ameren Illinois account number. The 1099 Form will be issued by Leidos, Inc., who serves as the implementation contractor of the Small Business Offering.

CUSTOMER INFORMATION:

Collinsville Community Unit School District No 10

CONTACT: Josh Dewitte

6900 W Main St

Maryville IL 62062

Phone: 6189791198

Email: jdewitte@cusd.kahoks.org

Tax ID: 37-9006668

Tax Status: Other

Estimated Incentive: \$21,168.67

By signing below, I, the customer, acknowledge that I have received this notification and that I am aware that I may be receiving a 1099 Form from Leidos, Inc. I also acknowledge that I am responsible for the customer co-pay and any additional fees associated with this project. I further understand that the incentive amount noted above is an estimate (for this project) and may change during the course of my project.

Customer Signature

Date

Customer Name (Print)



ENERGY EFFICIENCY
PROGRAM





Energy Efficiency
PROGRAM

SAVE AT HOME



ENERGY-SAVING TIPS

During these difficult times, and as we continue to move forward and look to recover from the effects of COVID-19, it's important now more than ever to save energy and money.

We encourage you to visit AmerenIllinoisSavings.com/COVID-19 for COVID-19 related resources and information.

There are also tips and resources available to help you save at home. Here are a few tips that can help you lower your energy bill:



Replace your AC filter



Switch your ceiling fan direction



Adjust your thermostat



Add natural lighting

For additional energy-saving tips for every season and every room in your home, please visit AmerenIllinoisSavings.com/Tips.



SMART THERMOSTATS

Get \$100 back when you purchase and install a smart thermostat

A smart thermostat can help you and your employees save up to \$180 per year in energy costs at home. These devices can learn your schedule automatically and allow you to adjust your thermostat from anywhere using a mobile device. And now, you can receive an INSTANT \$100 rebate from Ameren Illinois when you purchase and install select ENERGY STAR[®] certified smart thermostats.

» Visit AmerenIllinoisSavings.com/Smart to learn more about the rebate.



THE AMEREN ILLINOIS EFFICIENT CHOICE TOOL CAN HELP YOU SAVE ENERGY AND MONEY

Ameren Illinois is committed to helping customers find ways to improve comfort, manage usage, and reduce costs. The Ameren Illinois Efficient Choice Tool is a free tool that can assist you in your purchase of energy-efficient products and appliances. Get help with purchasing decisions to find the right product for you.

It's easy to find energy-efficient products:



Search by type, brand, and model



Shop and compare with other energy-efficient products



Start saving!

Ready to start shopping — and saving?

Visit AmerenIllinoisSavings.com/EfficientChoice.

For general questions or information, call **1.866.838.6918** or email IllinoisResidentialEE@ameren.com.



**Energy Efficiency
PROGRAM**

NOTICE OF RIGHT TO CANCEL

NOTICE OF CANCELLATION

You may cancel this transaction, without any penalty or obligation, within three business days from the Agreement date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 days following receipt by the Small Business Program Ally of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make yourself available to the Small Business Program Ally at the Facility, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the Small Business Program Ally regarding the return shipment of the goods at the Small Business Program Ally's expense and risk.

If you do make the goods available to the Small Business Program Ally and the Small Business Program Ally does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation.

If you fail to make the goods available to the Small Business Program Ally, or if you agree to return the goods to the Small Business Program Ally and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice to:

A&D Electrical Supply, Inc.

Authorized Small Business Program Ally

at: **1000 N Old Rt 66 Litchfield IL 62056**

Address of Small Business Program Ally's Place of Business

not later than midnight of: _____
Date

I hereby cancel this transaction as of: _____
Date

Customer Signature

! Only Sign Here If You Want to Cancel Your Transaction and Do Not Want to Move Forward with the Project



**ENERGY EFFICIENCY
PROGRAM**



10.4. Approval of School Calendar for the 2022-
23 School Year

10.5. Approval of First Student Bus Company
Contract Amendment

**AMENDMENT TO STUDENT TRANSPORTATION SERVICES AGREEMENT BETWEEN
COLLINSVILLE COMMUNITY UNIT DISTRICT NO. 10 AND FIRST STUDENT, INC**

THIS AMENDMENT is made and entered into as of the 10th Day of January, 2022 by and between Collinsville Community Unit District 10 (“District”) and First Student, Inc. (“Contractor”) (collectively, the “Parties”).

WHEREAS, the Parties entered into that certain School Bus Transportation Services Agreement dated 22nd day of February, 2016 (hereinafter the “Agreement”); into that certain Extension and Amendment to Student Transportation Services Agreement dated September 24, 2018; and into that certain Extension and Amendment to Student Transportation Services Agreement dated February 22, 2021 (hereinafter the “Extension Agreement”).

WHEREAS, District may temporarily, intermittently, or permanently utilize a Regular In-Person Learning Plan during the current 2021-2022 school year due to the COVID-19 pandemic (each a “Regular Period”); and

WHEREAS, District may temporarily or intermittently, utilize an E- Learning Plan during an Adaptive Pause during the current 2021-2022 school year due to the COVID-19 pandemic (each an “E-Learning Period”); and

WHEREAS, the Illinois State Board of Education has advised that school districts should amend contracts with existing bus contractors to ensure reimbursement for contractors’ allowable transportation expenditures during a Regular and/or E-Learning Period utilized during a gubernatorial declaration of a disaster under Section 7 of the Illinois Emergency Management Agency Act [20 ILCS 3305]; and

WHEREAS, District and Contractor wish to amend the Agreement to ensure that during an E-Learning Period, Contractor is compensated for allowable transportation expenditures, including, but not limited to, compensation of school bus drivers, monitors, administrators, as well as facility, fleet, technology, required maintenance, and other overhead costs as allowed by Section 29-5 of the Illinois School code and 23 Ill. Amin. Code 120.30e.

NOW, THEREFORE, the Parties mutually agree as follows:

1. COMPENSATION The rates of compensation payable to the Contractor during an E-Learning Period are as follows: \$20,020/day, which represents 80% of normally billed bus routes for student transportation to/from school/home (excluding athletic trips, extracurricular trips, and variable costs such as fuel, profit and bus disinfecting) levels retroactive from January 3, 2022.

A. The Contractor will provide names, hourly rate of pay, the regularly assigned work hours, duties performed, and a certified payroll reflecting the wages of bus drivers, monitors, and administrators paid by the Contractor. If, during the term of this Agreement, an employee separates employment with the Contractor for any reason, the District will not pay that employee’s wages.

The District will reimburse the Contractor for required maintenance costs on buses designated to serve the District. The Contractor will identify the bus number, a detailed description of the required maintenance to be performed, an explanation of why the maintenance is required (reference to DOT regulation), and a detailed description of parts/material and labor. After review of the information provided by the Contractor, the District will notify the Contractor regarding reimbursement.

The Contractor will identify a cost breakdown of operating and insurance costs during each E-Learning Period.

B. The Parties specifically agree that all costs incurred by the District under this Amendment are costs paid by the District for a transportation provider under a written agreement, for services contractor payments that all such expenditures shall be allowable and reimbursed to the District pursuant their regular student transportation claim(s) under Section 29-5 of the School code and 23 Ill. Amin. Code 120.30e.

2. REIMBURSEMENTS TO DISTRICT

Contractor specifically warrants and agrees that the compensation provided to it under this Amendment is for the benefit of Contractor employees and shall not, in and of itself or in conjunction with any governmental payment or benefit of any kind, result in any profit greater than Contractor would have made under the Agreement.

A. The District will make the payments described in Section 1 (Compensation) to the Contractor in reliance upon the representation of the Illinois Board of Education ("ISBE") that such payments shall be reimbursable as part of the District's regular student transportation reimbursement claim(s). If the ISBE denies the District reimbursement for the payments made in Section 1 of this Amendment, the District shall notify Contractor of such denial within thirty (30) days, and the Contractor shall reimburse the District the amounts paid to the Contractor pursuant to Section 1.

In the event that an E-Learning Period continues into subsequent school years during the Term of the Agreement, the Parties shall renegotiate an equitable adjustment in compensation as allowed under Section 29-5 of the School code and Ill. Admin. Code tit. 23 § 120.30.

Except as set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Amendment has been signed and executed in duplicate on behalf of the Parties hereto by persons duly authorized on the day and year first written above.

**COLLINSVILLE COMMUNITY UNIT
DISTRICT NO. 10**

By: _____

Title: _____

ATTEST:

By: _____

FIRST STUDENT, INC.

By:  _____

Title: Area General Manager

ATTEST:

By:  _____

10.6. Approval of New Club at Collinsville
Middle School



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: Brad Snow, Principal
DATE: December 14, 2021
RE: Club Recommendation

I am requesting a club entitled the Gay Straight Alliance or GSA at Collinsville Middle School. This club will provide an environment where students feel safe to express themselves and celebrate their differences.

I think it is important to consider the impact that an affirming school environment can have on students. According to a [2019 survey done by The Trevor Project](#), more than half of transgender and nonbinary youth have seriously considered suicide in the last year. Among all LGBT youth, 39% have seriously considered suicide in the past year. Youth that report greater instances of rejection, violence and discrimination report higher instances of suicidality.

GSA is not just a place for LGBT youth, but also their allies. The main goal is to create awareness and tolerance throughout the school, for everyone in general, not just LGBT students, in order to prevent bullying. We also hope to create a place where questioning students may safely learn about and explore their identities. CHS has had a GSA for 10 years this year. They have noted that many of their incoming 9th graders this year feel supported by GSA and have stated that they wished they had had something like that when they were in middle school. The club would like to work towards our goals with meetings during advisory and occasionally after school, where we could plan initiatives like Ally Week and Day of Silence in April, as well as hold social events to help build community. We could also possibly partner with the GSA at CHS for events and initiatives. In our meetings, everyone is welcome.

I think this would be a great opportunity for kids to become more aware of the LGBT community and the issues they face. Kyra Mayer and Catherine Besserman will be the student leaders. Ms. Katherin Adams-Verduzco Gil will be the supervisor of this club and there will be no stipend.

Thank you for your consideration.

Mr. Snow

10.7. Approval of New Club at Collinsville High
School



COLLINSVILLE HIGH SCHOOL

Collinsville Community Unit District No. 10

2201 S. Morrison Avenue
Collinsville, Illinois 62234
(618) 346-6320
FAX (618) 346-6341

TO: Dr. Mark B. Skertich, Superintendent of Schools
FROM: Daniel Toberman, Principal
DATE: January 18, 2022
SUBJECT: Recommendation of new Club at CHS - Cybersecurity

I received a request from Dawn Dawn Dimitroff to establish a new club at Collinsville High School to be named CHS Cybersecurity Club. Dawn Dimitroff would sponsor this club and Lauren Henze will be the student lead.

I recommend that the Board of Education approve the CHS Cybersecurity Club for the 2021-2022 school year. At this time, it is also my recommendation that no stipend be paid to these sponsors.

Thank you for your consideration in these recommendations.

Daniel Toberman
Principal


kv

cc: Kevin Robinson

10.8. Activity Account for CHS Cybersecurity
Club

BOARD AGENDA
January 24, 2022

TO: Dr. Brad Skertich, Superintendent of Schools

FROM: Jamie Hadjan, Director of Finance 

DATE: January 24, 2022

RE: Activity Account for CHS Cybersecurity Club

Daniel Toberman, Collinsville High School Principal, has requested that an activity account be established for the Cybersecurity Club at Collinsville High School. This account will be used to deposit monies from various fundraising activities. Dawn Dimitroff will be the responsible person for this account.

I recommend approval of the following suggested motion:

“I move that one activity account for Cybersecurity Club be established within the Trust & Agency fund effective January 24, 2022.”

ss

Attachment



COLLINSVILLE HIGH SCHOOL

Collinsville Community Unit District No. 10

2201 S. Morrison Avenue
Collinsville, Illinois 62234

(618) 346-6320

FAX (618) 346-6341

TO: Mrs. Jamie Hadjan

FROM: Daniel Toberman, Principal

DATE: January 6, 2022

SUBJECT: Establishing an Activity Account – CHS Cybersecurity Club

I recommend an activity account be established for the CHS Cybersecurity Club. This account would be used for depositing monies and checks for the club's competitions, certifications, and possible scholarships. Monies will be raised through various fundraisers. Dawn Dimitroff is the sponsor for this club and will be the account advisor.

Thank you for your consideration.

Daniel Toberman
Principal

kv

10.9. Consider New Technology Infrastructure
Utilizing Category II E-Rate Funding



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 19, 2022

RE: RECOMMENDATION FOR NEW INFRASTRUCTURE

BACKGROUND

The typical life expectancy of switching infrastructure is five years per the majority of manufacturers. Enhancements in technology, the life-expectancy of the hardware, and an ever-increasing need for security, all factor in to determine life expectancy. Switches and routers compose the backbone of the network and enable the data transfer between computers, Chromebooks, printers, and phones, and the Internet as well as the local datacenter. Infrastructure is a critical component of any network and must be refreshed periodically to ensure continued network reliability. Realizing this, the FCC has approved a second round of Category II E-rate funding for qualifying school districts. Collinsville Unit 10, based on current free and reduced lunch eligibility, receives an 80% discount on all internal connections purchased through the program.

CONSIDERATIONS

The last time the network infrastructure in Collinsville Unit 10 was refreshed was in 2015. Current switches and routers are approaching seven years old and reliability is a concern. The timing of this project could not be better as we have seen an increase in hardware failures recently, with the last one occurring at Kreitner just last week. In December, I submitted our 470 to USAC, effectively putting the project out to bid. The bidding window was open for 28 days, per Federal E-rate rules, and during that time, we received one bid. In the event that only one bid is received within the bidding period, E-rate rules allow districts to solicit additional bids from other vendors. I received two additional bids from other vendors for a total of three.

Strict rules also apply for choosing vendors in accordance with E-rate rules. A bidding matrix was established, and each vendor was graded based on a specific set of criteria. The criteria used were: E-rate eligible recurring or one-time costs, prior experience with the vendor, understanding of needs, is the vendor local or in-state, and are there any E-rate ineligible recurring or one-time costs. After the assessment, the vendor chosen was WJR Tech.

WJR has been a provider of networking equipment and supplies for the Collinsville School District for over 15 years. The solutions provided over the years have proven time and time again to be reliable, secure, and cost-effective. A local vendor, WJR assists many school districts in the St Louis area with everything from infrastructure to wireless and security solutions.

RECOMMENDATION

Therefore, I recommend that the board approve the attached quotes from WJR Tech in total of \$556,286.00, of which the district will be responsible for 20% of that cost. Those funds, in the amount of \$111,257.20, will be paid out of 2022-2023 technology capital outlay account. Thank you for your consideration!

E-Rate Bid Assessment Worksheet

Funding Year: 2022

Project or Service Description:

Infrastructure Upgrade
 220006534
 Eric Weiss, Derek Turner

470 Application Number:

Bid Assessors:

Selection Criteria	Weight	InfiniTech		WJR		StepCG		Bid Assessment Comments:
		Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	
E-rate eligible recurring or one-time costs	30%	3	30(.6) = 18%	5	30(1) = 30%	4	30(.8) = 24%	*WJR is the lowest cost provider, InfiniTech came in highest
Prior experience with the vendor	20%	4	20(.8) = 16%	4	20(.8) = 16%	4	20(.8) = 16%	*We have prior experience with each of these companies, all positive
Understanding of needs	20%	5	20(1) = 20%	5	20(1) = 20%	5	20(1) = 20%	*All vendors had a good understanding of our needs
Local or in-state vendor	20%	5	20(1) = 20%	5	20(1) = 20%	3	20(.6) = 12%	*WJR is out of state, but local to Collinsville
E-rate ineligible recurring or one-time costs	10%	5	10(1) = 10%	5	10(1) = 10%	5	10(1) = 10%	*no ineligible costs

Overall Ranking

100%

84%

96%

82%

***Notes:**

Percentage Weights Add Up to 100%

Evaluated on Scale of 1 to 5: 1=worst, 5=best

Weight x Raw score = Weighted Score

Vendor Selected: WJR

Approved By: Derek Turner

Title: Director of Technology

Date: 1/18/2022



1710 Fenpark Drive Ste #11
 Fenton, MO 63026
 (314) 568-1553 PH
 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12346

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Collinsville High School - CHS			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	33	3,426.00	113,058.00
JL563A	Aruba 10GBASE-T SFP+ RJ45 30m Cat6A Transceiver	12	724.00	8,688.00
JL479A	Aruba 8320 48 10/6 40 X472 5 2 Bundle	2	12,799.00	25,598.00
JH235A	HPE X242 40G QSFP+ to QSFP+ 3m DAC Cable	2	260.00	520.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	18	69.00	1,242.00
Q9Y74AAE	Management Aruba Central 62xx/29xx Switch Foundation 3y Sub E-STU	104	435.00	45,240.00
Q9Y79AAE	Aruba Central 63xx/38xx Switch Foundation 3y Sub E-STU	12	683.00	8,196.00
R3K04AAE	Aruba Central 8xxx Switch Foundation 3y Sub E-STU	2	1,925.00	3,850.00
LABOR	Switch setup and configuration	33	190.00	6,270.00
			TOTAL	\$212,662.00



1710 Fenpark Drive Ste #11
 Fenton, MO 63026
 (314) 568-1553 PH
 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12347

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Collinsville Middle School- CMS			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	13	3,426.00	44,538.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	11	69.00	759.00
LABOR	Switch setup and configuration	14	125.00	1,750.00
TOTAL				\$54,174.00



1710 Fenpark Drive Ste #11
 Fenton, MO 63026
 (314) 568-1553 PH
 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12349

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Dorris Intermediate School - DIS			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	12	3,426.00	41,112.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	6	69.00	414.00
LABOR	Switch setup and configuration	13	125.00	1,625.00
TOTAL				\$50,278.00



1710 Fenpark Drive Ste #11
 Fenton, MO 63026
 (314) 568-1553 PH
 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12345

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Administration Building			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	3	3,426.00	10,278.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	2	69.00	138.00
			TOTAL	\$17,543.00



1710 Fenpark Drive Ste #11
 Fenton, MO 63026
 (314) 568-1553 PH
 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12348

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Caseyville Elementary- CSY			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	8	3,426.00	27,408.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	9	69.00	621.00
LABOR	Switch setup and configuration	9	125.00	1,125.00
			TOTAL	\$36,281.00



1710 Fenpark Drive Ste #11
 Fenton, MO 63026
 (314) 568-1553 PH
 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12350

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Hollywood Heights - HH			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	1	3,426.00	3,426.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	1	69.00	69.00
LABOR	Switch setup and configuration	2	125.00	250.00
			TOTAL	\$10,872.00



1710 Fenpark Drive Ste #11
 Fenton, MO 63026
 (314) 568-1553 PH
 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12351

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Jefferson Elementary- JEF			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	2	3,426.00	6,852.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	2	69.00	138.00
LABOR	Switch setup and configuration	3	125.00	375.00
			TOTAL	\$14,492.00



1710 Fenpark Drive Ste #11
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 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12352

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Kreitner Elementary- KRT			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	6	3,426.00	20,556.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	6	69.00	414.00
LABOR	Switch setup and configuration	7	125.00	875.00
TOTAL				\$28,972.00



1710 Fenpark Drive Ste #11
 Fenton, MO 63026
 (314) 568-1553 PH
 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12353

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Maryville Elementary- MRY			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	5	3,426.00	17,130.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	5	69.00	345.00
LABOR	Switch setup and configuration	5	125.00	625.00
			TOTAL	\$25,227.00



1710 Fenpark Drive Ste #11
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 (314) 568-1553 PH
 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12354

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Renfro Elementary- MRY			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	5	3,426.00	17,130.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	5	69.00	345.00
LABOR	Switch setup and configuration	6	125.00	750.00
			TOTAL	\$25,352.00



1710 Fenpark Drive Ste #11
 Fenton, MO 63026
 (314) 568-1553 PH
 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12355

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Summit Elementary- SUM			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	2	3,426.00	6,852.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	2	69.00	138.00
LABOR	Switch setup and configuration	6	125.00	750.00
TOTAL				\$14,867.00



1710 Fenpark Drive Ste #11
 Fenton, MO 63026
 (314) 568-1553 PH
 (314) 248-0015 FX

Quotation

DATE	Quote No.
1/5/2022	12356

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure			
	Twin Echo Elementary- TWE			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	2	3,426.00	6,852.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	2	69.00	138.00
LABOR	Switch setup and configuration	6	125.00	750.00
TOTAL				\$14,867.00



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 Fenton, MO 63026
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 (314) 248-0015 FX

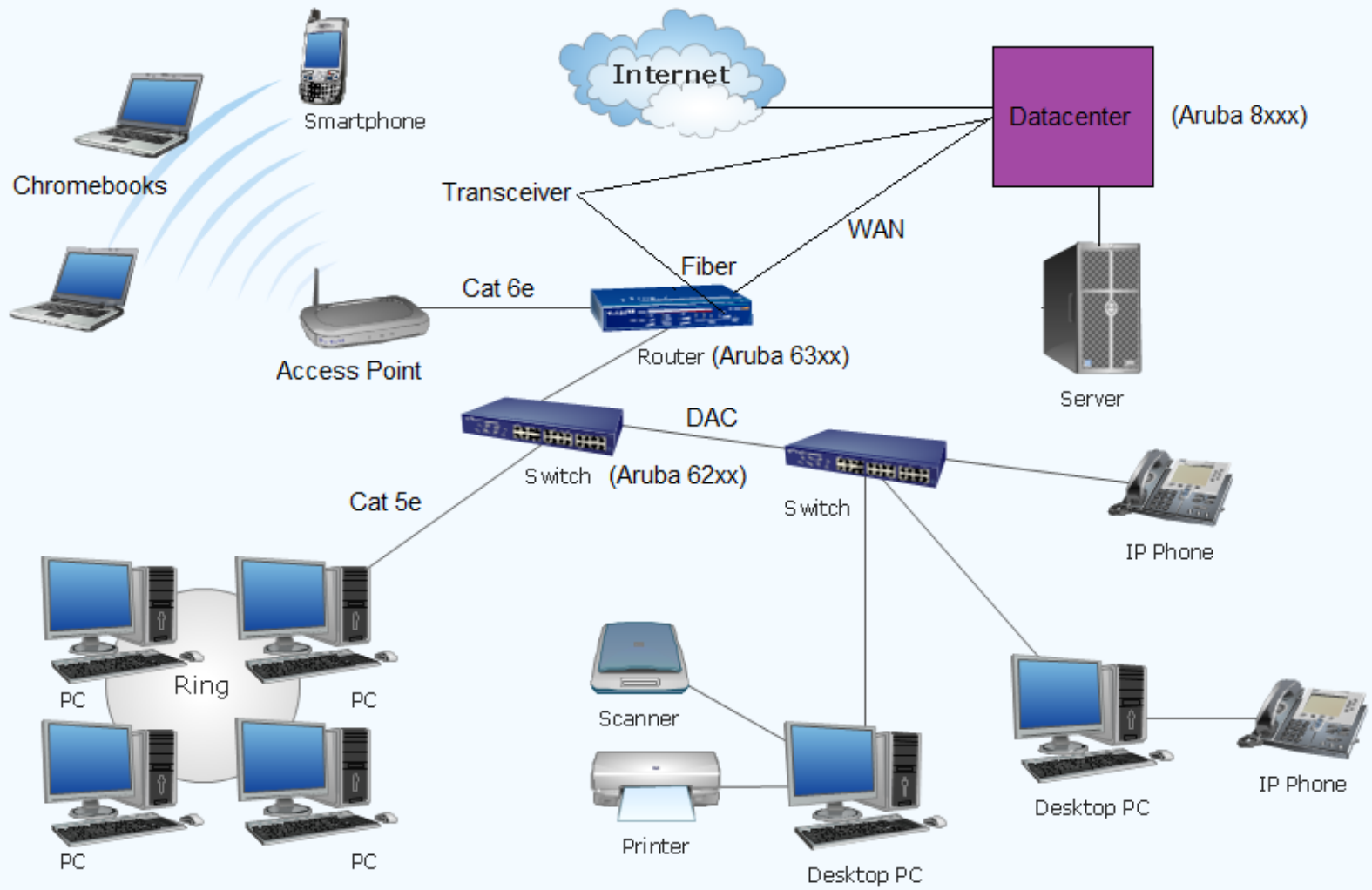
Quotation

DATE	Quote No.
1/5/2022	12357

Customer / Address
Collinsville Community Unit S.D. Attn: Chris Pendleton 123 West Clay St. Collinsville, IL 62234

P.O. NO.	TERMS
	Net 30

ITEM	DESCRIPTION	QTY	EACH	TOTAL
	2022 470 Infrastructure Webster Elementary- WEB			
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch	12	3,426.00	41,112.00
JL661A	Aruba 6300M 48G CL4 PoE 4SFP56 Switch	1	5,708.00	5,708.00
JL087A	Aruba X372 54VDC 1050W Power Supply	2	588.00	1,176.00
JL669A	Aruba 6300M Fan Tray	1	243.00	243.00
J9283D	Hpe Aruba 10G SFP+ to SFP+ 3m DAC Cable	10	69.00	690.00
LABOR	Switch setup and configuration	13	125.00	1,625.00
TOTAL				\$50,554.00



10.10. Adoption of TRS Supplemental Savings Plan

10.11. Approval of New Club at Collinsville High
School



COLLINSVILLE HIGH SCHOOL

Collinsville Community Unit District No. 10

2201 S. Morrison Avenue
Collinsville, Illinois 62234
(618) 346-6320
FAX (618) 346-6341

TO: Dr. Mark B. Skertich, Superintendent of Schools

FROM: Daniel Toberman, Principal

DATE: January 20, 2022

SUBJECT: Recommendation of a new Club at CHS - CHS Chapter of Rho Kappa National Social Studies Honor Society

I received a request from Barbara Lindauer to establish a new club at Collinsville High School to be named CHS Chapter of Rho Kappa National Social Studies Honor Society. Barbara Lindauer would sponsor this club and Melina Huckelberry will be the student lead.

I recommend that the Board of Education approve the CHS Chapter of Rho Kappa National Social Studies Honor Society Club for the 2021-2022 school year. At this time, it is also my recommendation that no stipend be paid to these sponsors.

Thank you for your consideration in these recommendations.

Daniel Toberman
Principal

kv

cc: Kevin Robinson



COLLINSVILLE HIGH SCHOOL

Collinsville Community Unit District No. 10

2201 S. Morrison Avenue
Collinsville, Illinois 62234
(618) 346-6320
FAX (618) 346-6341

January 13, 2022

To Whom It May Concern:

Please accept this letter as a formal proposal for the creation of a Rho Kappa National Social Studies Honor Society chapter here at Collinsville High School. There are honor societies for many other academic departments and other fields here at Collinsville High School, and I certainly believe Rho Kappa would add to the recognition of academic excellence for those students able to meet the high standards necessary to join and sustain membership in this Social Studies Honor Society.

I will also be submitting a request for an activity account to support this honor society, if it is granted recognition here at CHS, in order to support the relatively minimal expenses that will be incurred. Primarily, the expenses associated with Rho Kappa will be honor cords that members will be awarded; these will be paid for by the students themselves.

Many students at Collinsville have inquired about forming a Chapter of Rho Kappa and I have been actively working with several seniors to discuss what membership in such an organization would entail. Jack Benson and Melina Huckelberry have especially taken on leadership roles. In addition, Social Studies teacher Tracy Plagemann will help in the sponsorship of this organization.

If you have any questions about this proposal, please let me know, I am happy to discuss this with you further.

Sincerely,

Barbara M. Lindauer
Social Studies Department Chair
Collinsville High School

CHS Rho Kappa Social Studies Honor Society Application

Applicant Name (Print) _____

Graduation Year _____

I. Social Studies Academic Background (List all social studies courses completed and registered)

Course Title	Year Taken	Teacher	Letter Grade

**** To be eligible for membership, a student must have completed four semesters of courses in the field of social studies and be prepared to complete at least six semesters.

II. Grade Point Average Requirements:

Overall GPA (3.5 Required)	Social Studies GPA (4.0 Required)	Guidance Verification

III. Social Studies Classroom Teacher- Signature of a CHS Social Studies teacher who acknowledges your role in a community civic service learning project.

Service Learning Project	Teacher Signature

IV. Payment- There is a \$25 membership fee to join CHS Rho Kappa. This fee will be used to pay for chapter membership, potential trips, and other costs which the chapter may incur. Please make checks payable to Collinsville High School Rho Kappa. Fee will be returned if not accepted.

Return application and payment by October 15, 2022 to Mrs. Lindauer (Room 206)

Additional Information: www.socialstudies.org/rhokappa



Rho Kappa National Social Studies Honor Society Constitution

socialstudies.org/rhokappa/constitution

March 23,
2015

The Rho Kappa: The National Social Studies Honor Society

Sponsored by National Council for the Social Studies

Approved August 2011

Article 1 Name and Purpose

Section 1:

The name of this organization shall be the Rho Kappa Social Studies Honor Society

Section 2:

The mission and the purposes of this organization shall be:

- to promote scholarship and to recognize academic excellence in social studies among high school students.
- to provide through its local chapters opportunities for exploration in the social studies in secondary school environments and the community.
- to encourage interest in, understanding of, and appreciation for the social studies

Article 2 National Rho Kappa Advisory Council

Section 1:

The oversight of this organization shall be with an Ad Hoc committee of 6 members of the National Council for the Social Studies appointed by the NCSS president.

Section 2:

Rho Kappa Advisory Council meeting shall be held once a year at the NCSS national conference. All other meetings or correspondence are at the discretion of the members and the Chair of this council.

Article 3 Committees

Section 1:

The Rho Kappa Advisory Council may create committees as necessary as needed.

Section 2:

The Chair of the Advisory Council shall appoint the members of these committees.

Section 3:

The Chair shall be ex-officio member of all committees within the Advisory Council.

Section 4:

The committees shall report to the Advisory Council regarding the fulfillment of the charges given to them by the council.

Article 4 Faculty Sponsor

Section 1:

Each local chapter of Rho Kappa shall have a designated faculty sponsor approved by the high school principal and may serve consecutive terms.

Section 2:

The chapter sponsor will be responsible for the chapter's day-to-day activities, act as a supervisor over the chapter, and perform the duties of a liaison among administration, faculty, students, and community members.

Section 3:

Section 3:

Each chapter shall pay an annual affiliation fee to the national organization of \$75

Section 4:

Each chapter shall pay an annual induction fee of \$5 per new inductee.

Section 5:

Local chapter membership dues, if any, shall be determined by the local chapter and shall be subject to the approval of the faculty advisor and the school administrator.

Section 6:

Local chapters shall adhere to this Rho Kappa national constitution and failure to do so may result in the loss of chapter membership.

Section 7:

Each chapter shall submit its current membership list and any associated fees or dues responsibilities to the National Advisory Council by October 1 each year.

Section 8:

Any chapter that does not submit annually (1) current membership list and (2) annual national affiliation fees shall be deemed inactive. After two years of inactive status, the chapter shall forfeit its charter. The chapter may apply for reinstatement upon resubmitting reactivation papers and fees to be determined by the National Advisory Council.

Section 9:

Local councils may be named in honor of an individual who has made contributions to the social studies or the local community.

Article 6 Membership

Section 1:

Section 6:

Active members shall contribute service to the high school or the community in which the chapter resides at the direction and discretion of the school's principal and the chapter's sponsor.

Section 7:

Any current Rho Kappa member in good standing who transfers to another high school and brings a letter of verification from their former principal or chapter sponsor to the new school shall be automatically accepted as a member into the new school's chapter.

Section 8:

Selection into Rho Kappa shall not be based, in any way, on the basis of race, religion, national or ethnic origin, gender, sexual orientation, age, or physical or mental disabilities.

Article 7 Selection of Members

Section 1:

Each candidate for membership shall be selected to a designated chapter of Rho Kappa.

Section 2:

Candidates for membership must have been in attendance at the high school in which the chapter resides for the equivalent of one semester prior to being considered. If special or unique circumstances merit, the high school administration may waive the semester requirement, providing a letter of explanation to the National Advisory Council.

Section 3:

Candidates for membership must have completed two core courses in the field of social studies and be prepared to complete at least three core courses. The minimum grade point average for these courses is an unweighted 3.00 or the numerical equivalent

Section 4:

Article 8 Induction of New Members

Section 1:

Each local chapter may design and execute an appropriate ceremony for the induction of its new members. The procedures and proceedings for this ceremony shall be determined by the local chapter, the chapter faculty sponsor, and the high school administration. Chapters are forbidden to initiate, haze, blackball, or do anything similar, as any part of the Rho Kappa process. Any chapter found engaged in any of these shall lose its charter. "Induction" is to be used in any reference to the induction of new members. Newly inducted members shall receive their membership certificates and any other appropriate Rho Kappa materials when their membership has been affirmed.

Section 2:

The date and time of the induction ceremony is at the discretion of the local chapter, the chapter faculty advisor, and the high school administration.

Section 3:

In an event that a particular individual qualifies for membership after the date of the induction ceremony, he or she may be inducted at a regular chapter meeting provided the membership forms and fees have already been submitted to the national Advisory Council.

Article 9 Removal from Membership

Section 1:

The procedure for removal shall be determined by the faculty sponsor, the school faculty selection committee, and the school administration and shall be in compliance with the rules and regulations stated by the National Advisory Council. A written description of these procedures and the removal process shall be available to all members at the time of their induction.

Section 2:

Members who fall below the required standards that were used as the basis of membership selection shall be provided one written warning from the chapter sponsor. The member shall have a reasonable amount of time to correct the

Section 2:

New officers shall be elected each spring and shall assume office the first day of the following school year.

Section 3:

The chapter officers and the chapter sponsor shall have general supervision of the chapter affairs and business. They shall also conduct the regular business meetings, make recommendations to the chapter body, and determine and perform such other duties that are specified by the chapter bylaws. All actions and recommendations of these officers shall be subject to the review of the entire chapter membership.

Section 4:

The chapter officers shall have the responsibility of ensuring that the chapter activities, functions, and procedures follow school policy, regulations, and guidelines.

Article 11 Meetings

Section 1:

Each chapter shall hold regular meetings during the school year on days and times that are designated by the chapter officers and the chapter sponsor. These meetings shall be in accordance with the school policy and regulations for club and activities meetings.

Section 2:

The regularity of these meetings (i.e., weekly, bimonthly, monthly, etc.) shall be designated by the local chapter but shall occur no less than twice a semester.

Section 3:

Special meetings may be called by the chapter officers and the chapter sponsor as so needed.

Section 4:

Council and members and local chapters may not reproduce or substitute any officially designated insignia.

Section 3:

Only active, alumni, and honorary members are allowed to wear the official emblem.

Section 4:

Any member who resigns or is removed from membership shall not be permitted or entitled to wear the emblem.

Section 5:

The emblem shall bear the official name of the organization: Rho, meaning "resh" or "head" and Kappa, meaning "palm of the hand." These words together symbolize the purpose and mission of the organization which is knowledge and wisdom combined with service.

Section 6:

The official colors of the emblem shall be NCSS blue and white.

Article 14 Awards and Recognitions

Section 1:

Senior members who are in good standing with the organization at the time of graduation shall be given the opportunity to purchase honor chords.

Section 2:

The honor chord colors shall be the official color[s] of Rho Kappa.

Article 15 Bylaws

Section 1:

Each chapter shall write bylaws to execute the national organization's constitution and/or to further clarify the chapter's operating procedures. Bylaws for each local chapter do not need the approval of the National

Section 1:

Local chapters may organize state or regional Rho Kappa affiliations, the purpose of which is to sponsor events for the local chapters and to engage in projects at the state or regional level.

Section 2:

Any state or regional Rho Kappa affiliation must conform to this constitution.

Section 3:

Any state or regional Rho Kappa affiliation shall not in any way supersede local chapter authority as delegated by this constitution.

Section 4:

Any state or regional Rho Kappa affiliation may choose to write and implement its own bylaws but these must conform to all official documents prepared by the national Rho Kappa organization.

Acknowledgements

National Council for the Social Studies would like to acknowledge several groups whose previous work and dedicated effort have contributed to the drafting of this document. First, NCSS would like to thank Fort Myers High School in establishing the first high school social studies honor society and from which has come the basis for this national organization. This chapter's documents and vision have laid the ground work for this constitution to be established. Secondly, NCSS would like to thank the Florida Council for the Social Studies for institutionalizing the Rho Kappa honor society and producing criteria, guidelines, and procedures from which the national Rho Kappa Honor Society will be founded. Lastly, NCSS would like to thank the NCTE National English Honor Society for the information in their constitution which provided a model for national Rho Kappa Honor Society to follow.

11. Closed Session

12. New Business

- 12.1. Consider Action on the Board's Semi-Annual Review of Closed Session Minutes
- 12.2. Consider Approving A Resolution to Authorize Intervention in Proceedings Before the Illinois Property Tax Appeal Board
- 12.3. Approval to Delete Closed Session Verbatim Minutes

13. Personnel

- 13.1. Certified Resignation
- 13.2. Non-Certified Resignations
- 13.3. Non-Certified Employee Recommendations for Employment
- 13.4. Recommendation for Coaches
- 13.5. Rescind Employment Resignation
- 13.6. Dismissal of Probationary Custodian
- 13.7. Motion to Post Non-Certified Position
- 13.8. Recommendation to Increase Position From Part Time to Full Time
- 13.9. Motion to Post Non-Certified Position
- 13.10. Motion to Post Non-Certified Positions

14. Student Discipline

- 14.1. Student Discipline - Expulsion
- 14.2. Student Discipline - Expulsion

15. Adjourn