

Public Hearing (6:30 pm) and Regular Meeting (6:45 pm)

Monday, September 21, 2015 6:30 PM

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

1. Call to Order - President Peccola

2. Roll Call

3. Pledge of Allegiance

4. Public Forum

4.1. Written Correspondence

4.2. Audience Input

5. Reports/Requests

5.1. Superintendent's Report - Dr. Robert Green

5.2. Financial Report - Mrs. Uta Robison

5.3. Public Relations Report - Mrs. Kim Collins

5.4. Budget Committee Update - Mr. Gary Clark

5.5. Solar Power Grant Presentation - Ms. Melinda Kershaw, Day & Night Solar

5.6. Freedom of Information Requests

5.6.a. 8/17/15 Request from Bob DesPain for electronic training records. Complied 8/19/15.

5.6.b. 8/19/15 Request from Joseph Hart, IEA/NEA, for names, titles and date of hire for non-certified staff. Complied 8/21/15.

5.6.c. 7/29/15 and 8/18/15 Requests from Charlene Roche, SmartProcure, for vendor and accounts payable documents. Complied 8/4/15 and 8/20/15.

6. Approval of Minutes

6.1. Approval of August 20, 2015 Board Minutes

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Public Hearing, Thursday, August 20, 2015
2015-2016 Area Vocational Center Budget

SUMMARY

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

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Thursday, August 20, 2015

SUMMARY

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence
5. Audience Input
6. Donors Choose Program Presentation
7. Superintendent's Report
8. Comments by Mr. Peccola
9. Financial Report
10. Student Services Report
11. Budget Committee Update
12. Freedom of Information Requests
13. Enrollment Update
14. Approval of Minutes of Regular Meeting of 7/20/15
15. Approval of Minutes of Special Meeting of 7/27/15
16. Approval of Board Bills
17. Approval of Monthly Financial Statements
18. Approval of Area Vocational Center 2015-2016 Final Budget
19. Appointment of Student School Board Member
20. Approval of New Security Systems for Maryville, Renfro and Kreitner Schools
21. Approval to Purchase New Computers
22. Presentation of Collinsville Unit No. 10 2015-2016 Tentative Budget
23. Approval of Co-Op Positions for 2015-2016
24. Closed Session
25. Return to Open Session
26. Report on Closed Session Discussion

27. Approval of Agreement with Collinsville Education Association
28. Acceptance of Resignations of Non-Certified Employees
29. Acceptance of Resignations of Certified Employees
30. Approval of Employment of Non-Certified Employees
31. Approval of Employment of Non-Certified Employees
32. Approval of Employment of Non-Certified Employee
33. Acceptance of Resignations of Non-Certified Employees
34. Approval of Employment of Non-Certified Employees
35. Approval of Certified Employee Transfer
36. Approval of Employment of Non-Certified Employees
37. Approval of Volunteer Coaches
38. Acceptance of Resignations of Coaches
39. Approval of Re-Employment of CNA Instructor
40. Approval of Employment of Non-Certified Employees
41. Approval of Employment of Certified Employees
42. Acceptance of Resignation of Non-Certified Employee
43. Approval to Post Coaching Position
44. Approval to Post Elementary Library Assistant Position
45. Approval of Employment of Certified Employees
46. Approval of Employment of Non-Certified Employees
47. Approval of Employment of Certified Employee
48. Approval of Employment of Non-Certified Employee
49. Adjournment

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Public Hearing, 2015-2016 Area Vocational Center Budget
Thursday, August 20, 2015
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 Thursday, August 20, 2015, at 6:30 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.
- Roll Call** 2. Those members present were: Gary Clark, Treasurer; Jane Soehlke; Theresa Billy, Vice President; Wayne White, Secretary; Gary Peccola, President; Gary Kusmierczak (present after 6:31); and Dennis Craft.
- 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 budget for the Collinsville Area Vocational Center 2015-2016 fiscal year. Notice of the hearing was published in the local newspaper according to law and the tentative budget has been on display for thirty days.
- Comments by Mrs. Robison** 4. Mrs. Robison said the total budget is less than the previous year and is based on a conservative estimate of 300 students participating. The total budget is balanced, with revenue and expenditures both at \$1,079,000. Changes from last year include a reduction in the salary for a food service teacher of \$34,000 and a reduction in repairs and maintenance of about \$54,000. They will continue to track the budget, but there may be a need to amend it later in the fiscal year.
- Opportunity for Public Input** 5. Mr. Peccola provided an opportunity for public input and the following person was recognized:
- (a) Mr. Bob DesPain said the entrance to the administration building does not comply with the Americans with Disabilities Act (ADA) and he feels there should be more than one disability parking place at the annex. He said the board agenda should be posted in such a way that does not require a person to climb up several steps to read it. He discussed a FOI request he filed on August 17 for electronic training certificates under the FOI for the superintendent and current board members, noting that Mrs. Frechman has always been very pleasant and cooperative. He

said those records show that a significant taxing body is unable to comply with basic legal requirements and he believes it affects their ability to tackle larger issues.

- 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, Thursday, August 20, 2015
6:45 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 Thursday, August 20, 2015, at 6:45 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.
- Roll Call** 2. Those members present were: Gary Clark, Treasurer; Jane Soehlke; Theresa Billy, Vice President; Wayne White, Secretary; Gary Peccola, President; Gary Kusmierczak and Dennis Craft.
- Pledge of Allegiance** 3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance.
- Correspondence** 4. Mr. White said no correspondence had been received by the board since the last regular meeting.
- Audience Input** 5. Mr. Peccola provided an opportunity for public input and the following persons were recognized:
- (a) Mr. Bob DesPain discussed a FOI request he filed which was denied by the district. He was told he could file a lawsuit or he could file a request for review to the Attorney General. The request was for copies of public records pertaining to employee 2014 W-2 forms for employees who do not reside within the city limits of Collinsville in a four on a page format. He said he has received W-2 forms from the Library and City. He cited three factors that must be considered as part of a balancing test in determining whether the information is a public record. He only has a few days left to file a request for review and it would cause Unit 10 to incur legal expenses. He urged the board to go into closed session and decide whether they want to pay more legal fees with respect to this request. Mr. DesPain also voiced his

opposition to a proposed wide-sweeping TIF district within the City. TIF's result in City residents having to pay more than what they should pay.

- (b) Mrs. Stacey Lauenstein spoke on behalf of the first grade teachers at Renfro School. During their PLT time last year they discussed ways to combat the summer loss students experience with respect to reading skills. With the help of almost every staff member at Renfro, they hosted a summer reading program at the amphitheater at Woodland Park. It was held once a week for eight weeks on Wednesdays between 10 and 11 a.m. Approximately 50-60 people showed up for the program. In addition, some of the teachers and students painted over the graffiti on the amphitheater. They hope it makes a difference for the students and believe it was a very positive program. Mr. Peccola said he cannot say enough to thank these teachers and all of the others who volunteer their time to provide these great opportunities for the students. He asked Mrs. Lauenstein to pass along the Board's thanks to all of the other staff members involved in this project.

Reports

Donors Choose Program Presentation

- 6. Dr. Green introduced Ms. Amber Ash of the Horace Mann Agency. Dr. Green said Horace Mann has been a great partner with Unit 10, having donated over \$4,000 worth of goods and materials to the district's students and teachers. Ms. Ash provided information on Donors Choose, a charity that works to link donors with requests from teachers to fund various projects and resources. Ms. Ash has been working with Mike Kunz to try to get cases for the Chromebooks being used in the district's 1:1 Initiative. Two other teacher requests have been funded. Ms. Ash said they participated in First Day and have been working to raise awareness of the Donors Choose program and how it can benefit the district. Mr. Peccola thanked Ms. Ash and said the district truly appreciates the great work and everything that she and Horace Mann have done.

Superintendent's Report

- 7. Dr. Green reported on several good news items including:
 - (a) Last spring Jason Watts took three fifth grade students to Springfield to participate in a STEM conference and activities. They met and had their picture taken with Senator Haine, and also presented their activity to him.
 - (b) Four teachers from Kreitner along with Dr. Pettit have been

selected to attend the Teach to Lead Summit in Tacoma, Washington. The summit is sponsored by the Nation Board for Professional Teaching Standards and ties in with the PLC's and teacher collaboration. Dr. Green thanked Mr. Greg Hobbs for guiding the group in submitting the proposal to attend the summit.

- (c) Freshman orientation was held at CHS on August 6 and 7 and was a big success with over 60% of incoming freshman students attending. Dr. Green recognized Dr. Karidis, the CHS leadership students and student council members, Mr. Kyle Gordon and Mr. Gary Clark for their assistance with the program.
- (d) Ben Frey, a senior at CHS, was selected to serve on the Federal Reserve Bank of St. Louis Student Board of Directors. Mrs. Vicki Fuhrhop has been instrumental in involving district students with this unique program.
- (e) Carla Elliff received a Learning and Leadership grant from the NEA Foundation which allowed her to attend the American School Counselor Association Conference in Phoenix.
- (f) Congratulations to Mr. Kyle Gordon, who will receive the Peabody Award for Excellence in Education in St. Louis on August 25.
- (g) There are a lot of students participating in fall sports, especially football. The Purple and White Football Game will be held on Friday, August 21. There is no admission fee and everyone is encouraged to attend. Also, the Collinsville-Caseyville Chamber of Commerce will host a tailgate party on Friday, September 4. Dr. Green said the district is grateful for the support of this organization.

**Comments by
Mr. Peccola**

- 8. Mr. Peccola thanked Mr. Kyle Gordon and the Student Council for the t-shirts they provided to the Board and administration. He also thanked Mr. Snider for the copies of the high school handbook that were distributed to the board.

**Financial
Report**

- 9. Mrs. Robison reported that as of July 31, the district is one month into the fiscal year. The auditors are currently in the process of preparing the audit, but the figures presented this evening are unaudited. The Education Fund had revenue of \$6,437,389 and expenditures of \$3,346,477 for an ending fund balance of \$7,597,048. The O&M Fund had revenue of \$1,077,588 with

expenditures of \$210,126 for an ending fund balance of \$5,037,245. The Transportation Fund had revenue of \$897,154 with expenditures of \$68,613 for an ending fund balance of \$2,078,876. The Working Cash Fund had revenue of \$102,674 with no expenditures, for an ending fund balance of \$5,541,140.

**Student Services
Report**

10. Dr. John Griffith presented his report noting that enrollment figures are relatively stable compared to last year. Online registration was very successful and district parents were pleased with the convenience. Central registration went well thanks to the help of so many staff members who volunteered to help. The district continues to provide for the needs of the homeless students including furnishing supplies, hygiene kits and clothing. The truancy officers are working to continue to develop relationships with the city and judicial representatives to address concerns regarding student attendance. Two students were evaluated and admitted into kindergarten through the early entrance program. Dr. Craft asked for additional information with respect to the number of elementary students being bused away from their neighborhood schools.

**Budget
Committee
Update**

11. Mr. Clark reported the Budget Committee met on August 10, 2015 and discussed the following:

- (a) Mr. Turner presented a recommendation to purchase 75 new computers to replace ones that have Windows XP operating systems. Windows XP has been discontinued and Microsoft is no longer providing support or security updates. Mr. Turner also discussed purchasing security cameras and servers for Maryville, Kreitner and Renfro schools as a part of the district's security initiative. Both items are on the agenda later in the meeting.
- (b) Dr. Green reported grant funding has run out for the STOP Program. For the district to continue, the cost will be about \$11,500 per year or possibly less if additional districts participate in the program. The committee was in agreement with the expenditure.
- (c) Mr. Hollingshead reported that cost estimates for work at the High School gym would be about \$280,000 for replacing the gym floor with #2 maple; \$200,000 to replace the bleachers; and about \$50,000 to replace the backboards. Mr. Hollingshead and Coach Lee will be gathering additional information and report back to the committee.
- (d) Mr. Hollingshead also reported on the softball field project at

the Middle School. The coaches have given him their wish lists including scoreboards, warning track, electricity and a press box. Mr. Hollingshead would like to put \$100,000 in the budget for this project. As to Fletcher Field and the situation with CARD and the City, Dr. Green will look into whether the City would be interested in a five year lease of the field to the district.

- (e) Mrs. Carpenter discussed enrollment. Special Education at DIS is full and they are doing their best to address the needs without having to hire another teacher. In her experience, attendance seems to change after Labor Day, so more complete figures may not be known until then. Coach Lee and Mr. Snider are requesting a new assistant track coach and a new assistant tennis coach.
- (f) Mrs. Robison gave the committee a budget update for the Area Vocational Center and also discussed the tentative budget for Unit 10.
- (g) The next budget committee meeting is scheduled for Thursday, September 10, 2015 at 6:00 p.m.

**Freedom of
Information
Requests**

12. Mr. Peccola said the following Freedom of Information Requests had been received:
- (a) 7/29/15 Request from Charlene Roche (SmartProcure) for purchasing information. Complied 8/4/15.
 - (b) 7/28/15 Request from Donne Schlessinger for records pertaining to certain personnel. Complied in part 8/11/15. Dr. Green reported that the administration has been working with the attorneys to respond to this request, which includes records going back 40 years. Mr. Peccola said the district has a good handle on FOI requests, and that Mrs. Frechman consults with the attorneys and does a good job in responding to them. Mr. Peccola is confident the district is in compliance with both the Freedom of Information Act and the Open Meetings Act.

**Enrollment
Update**

13. Mrs. Carpenter gave an update on the district enrollment figures. She explained how they look at elementary enrollment figures by freezing Schoolmaster and moving all students back to their home school for planning purposes. They then look at moving teachers before students, but also need to consider available classroom space at each of the schools. For this year, she has concerns about 6th grade and kindergarten. Currently 6th grade is over, which is being handled for now by placing an assistant that

is shared between two teachers. She has additional information to share with the board in closed session. Mrs. Carpenter said while there are a lot of personnel items on the agenda this evening, they are not new positions but are all filling existing positions.

**Approval of
Minutes of
Regular Meeting
of 7/20/15
(Motion Passed)**

14. A motion was made by White and seconded by Soehlke that the minutes listed below be approved. Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, yes; Peccola, yes; Kusmierczak, abstain; Craft, yes.

- Regular Meeting – July 20, 2015
- Closed Session – Regular Meeting – July 20, 2015

**Approval of
Minutes of
Special Meeting
of 7/27/15
(Motion Passed)**

15. A motion was made by White and seconded by Clark that the minutes listed below be approved. Motion passed on roll call vote as follows: Clark, yes; Soehlke, abstain; Billy, yes; White, yes; Peccola, yes; Kusmierczak, yes; Craft, yes.

- Special Meeting – July 27, 2015
- Closed Session – Special Meeting – July 27, 2015

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

16. A motion was made by White and seconded by Soehlke that the Board bills for the Area Vocational Center Budget and the Unit 10 General Budget presented for payment on August 20, 2015, and attached to these minutes as Exhibit E-7 be approved and that the Treasurer be authorized to sign checks for same. Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, yes; Peccola, yes; Kusmierczak, yes; Craft, yes.

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

17. A motion was made by White and seconded by Clark that the monthly financial statements for Collinsville Community Unit School District No. 10 and the Collinsville Area Vocational Center for July 2015, be approved and attached to these minutes as Exhibit E-8. Motion passed unanimously on voice vote.

**Approval of
AVC 2015-2016
Final Budget
(Motion Passed)**

18. A motion was made by White and seconded by Clark that the Area Vocational Center Joint Agreement budget for the 2015-2016 fiscal year be adopted as presented and marked Exhibit E-9.1, and that the following Resolution be made a part of the Board Minutes:

WHEREAS, the Board of Education of the Collinsville Area Vocational Center Joint Agreement, Counties of Madison and St. Clair, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board of Education has made

the same conveniently available for public inspection for at least thirty days prior to final action thereon;

AND WHEREAS, a public hearing was held as to such budget on the 20th day of August, 2015, notice of such hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW THEREFORE, be it Resolved by the Board of Education of said Joint Agreement as follows:

Section 1: That the fiscal year of this Joint Agreement be and the same hereby is fixed and declared to be beginning July 1, 2015, and ending June 30, 2016.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this Joint Agreement for the said fiscal year.

Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, yes; Peccola, yes; Kusmierczak, yes; Craft, yes.

Appointment of Student School Board Member (Motion Passed)

19. A motion was made by White and seconded by Soehlke to approve the appointment of CHS Student Cameron Tanzyus as Student School Board Member for the 2015-2016 school year. Mr. Peccola said this is an advisory position. The student will not be in closed session or vote, but will be available to provide input to the board. Mr. White said he was very impressed with Cameron's resume and essay, and is looking forward to working with him. Dr. Craft said his comments are not about the young man, but that he feels that the selection process next year should include someone from the board participating in the interview process. Mr. Peccola said the board will be reviewing the position in the spring and changes could be made at that time. Mrs. Soehlke said she is pleased that the teachers are making the selection because they know the students and she does not. Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, yes; Peccola, yes; Kusmierczak, no; Craft, yes.

Approval of New Security Systems for Maryville, Renfro and

20. A motion was made by White and seconded by Kusmierczak that the bids from CompuType IT Solutions for a total of approximately \$29,000, as presented in Exhibit E-10.2, be approved. Mr. Turner provided additional input with respect to

- Kreitner Schools
(Motion Passed)** the equipment being recommended and the locations. Mr. White said he wants to be on record that for the amount of money being spent and the amount of money in the O & M Fund, that each and every school should have security cameras in place. Mr. Clark commended Mr. Turner for bringing this to the board. Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, yes; Peccola, yes; Kusmierczak, yes; Craft, yes.
- Approval to
Purchase New
Computers
(Motion Passed)** 21. A motion was made by White and seconded by Clark to approve the bid of \$39,000 from CDI for 75 computers, as presented in Exhibit E-10.3. Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, yes; Peccola, yes; Kusmierczak, yes; Craft, yes.
- Presentation
of Unit #10
2015-2016
Tentative
Budget
(Motion Passed)** 22. A motion was made by White and seconded by Craft that the budget as attached be designated the Tentative Budget for the Collinsville Community Unit School District No. 10 for the fiscal year beginning July 1, 2015 and ending June 30, 2016, and that it be made available for public inspection for at least thirty days beginning August 18, 2015 in the Administrative Office of Collinsville Community Unit School District No. 10 at 201 West Clay Street, Collinsville, Illinois, and further that a public hearing of said budget be held at 6:30 p.m. on the 21st day of September, 2015 at the Administration Annex, 123 W. Clay Street, Collinsville, Illinois 62234. Motion passed unanimously on voice vote.
- Approval of
Co-Op Positions
for 2015-2016
(Motion Passed)** 23. A motion was made by White and seconded by Soehlke to approve the co-op positions for the 2015-2016 school year, as presented in Exhibit E-10.5. Motion passed unanimously on voice vote.
- Closed Session
(Motion Passed)** 24. A motion was made by White and seconded by Soehlke that the Board adjourn to Closed Session to discuss appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel of the public body, pursuant to 5 ILCS 120/2(c)(1); collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2); purchase or lease of real property by the public body, pursuant to 5 ILCS 120/2(c)(5); and pending or probable litigation against, affecting or on behalf of the public body, pursuant to 5 ILCS 120/2(c)(11). Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, yes; Peccola, yes; Kusmierczak, yes; Craft,

yes. (7:41 p.m.)

**Return to
Open Session**

25. The Regular Meeting returned to Open Session at 8:59 p.m. Those members present on roll call were: Clark, Soehlke, Billy, White, Peccola, Kusmierczak and Craft.

**Report on
Closed Session
Discussion**

26. Mr. White reported that during Closed Session the Board discussed the following:

1. Appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel of the public body, pursuant to 5 ILCS 120/2(c)(1);
2. Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2);
3. Purchase or lease of real property by the public body, pursuant to 5 ILCS 120/2(c)(5); 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
Agreement with
Collinsville
Education
Association
(Motion Passed)**

27. A motion was made by White and seconded by Clark to approve the Agreement Between the Collinsville Education Association and the Board of Education for the School Years 2015-2016 and 2016-2017, as presented in Exhibit E-12.1. Motion passed on roll call vote as follows: Clark, yes; Soehlke, yes; Billy, yes; White, yes; Peccola, yes; Kusmierczak, no; Craft, yes.

**Acceptance of
Resignations of
Non-Certified
Employees
(Motion Passed)**

28. A motion was made by White and seconded by Soehlke that the resignations of district employees Erin Kruzan, Sarah Roberts and Lisa Scrum be accepted effective the end of the 2014-2015 school year, and the resignations of relief aides Debbie Morris and Carol Kellison be accepted effective July 27, 2015. Motion passed unanimously on voice vote.

**Acceptance of
Resignations
of Certified
Employees
(Motion Passed)**

29. A motion was made by White and seconded by Soehlke that the resignations of Nicole Mangian, Speech Language Pathologist for the district; Emily Breese, English teacher for Collinsville High School, and Dennis Neese, Physical Education teacher for Collinsville Middle School, be accepted effective the end of the 2014-2015 school year. Motion passed unanimously on voice vote.

**Approval of
Employment of
Non-Certified**

30. A motion was made by White and seconded by Billy that the following be approved as 4 ¾ hours per day Relief Aides effective August 11, 2015 pending employment requirements:

- Employees
(Motion Passed)** Erin Goetter, Maryville Elementary School; Shannon Weeks, Twin Echo Elementary School; Ashley Briggs, Jefferson Elementary School; and Connie Harris, Summit Elementary School. Motion passed unanimously on voice vote.
- Approval of
Employment of
Non-Certified
Employees
(Motion Passed)** 31. A motion was made by White and seconded by Soehlke that Lori Ferkel, Jennifer Cox, Rachel Chaney and Hannah Altenberger be approved as Health Care Attendants for the District, effective August 10, 2015 pending employment requirements. Motion passed unanimously on voice vote.
- Approval of
Employment of
Non-Certified
Employee
(Motion Passed)** 32. A motion was made by White and seconded by Clark that Mary Norberg be approved as a Registered Nurse for the District, effective August 10, 2015 pending employment requirements. Motion passed unanimously on voice vote.
- Acceptance of
Resignations of
Non-Certified
Employees
(Motion Passed)** 33. A motion was made by White and seconded by Soehlke that the resignations of Cynthia Hoxsey, part-time Instructional Interventionist for Dorris Intermediate School and Shannon Horn, Educational Assistant for Collinsville High School, be accepted effective the end of the 2014-2015 school year. Motion passed unanimously on voice vote.
- Approval of
Employment of
Non-Certified
Employees
(Motion Passed)** 34. A motion was made by White and seconded by Clark that Brian Brown be transferred from Educational Assistant to Security Monitor for Hollywood Heights School, effective August 10, 2015; Karen Tripp be approved as Health Care Attendant for Collinsville Middle School, effective August 10, 2015; and Deanna Achs be approved as a 4 ¾ hours per day Relief Aide for Webster Elementary School, effective August 11, 2015 pending employment requirements. Motion passed unanimously on voice vote.
- Approval of
Certified
Employee
Transfer
(Motion Passed)** 35. A motion was made by White and seconded by Soehlke that Jennifer Hoyt be transferred to the position of Title 1 Instructional Specialist for Caseyville Elementary School, effective August 10, 2015. Motion passed unanimously on voice vote.
- Approval of
Employment of
Non-Certified
Employees
(Motion Passed)** 36. A motion was made by White and seconded by Kusmierczak that Beth Caselli and Emily Matthews be approved as Educational Assistants for the District, and Wendy Danford and Kasey Clouse be approved as Instructional Interventionists for the District, effective August 10, 2015 pending employment requirements.

Motion passed unanimously on voice vote.

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

37. A motion was made by White and seconded by Soehlke that the following people be approved as Volunteer Coaches for Collinsville High School for the 2015-2016 school year: Andy Sidwell-Boys Golf, Ryan Sidwell-Boys Golf, Stacy Hartle-Softball, Missy Taylor-Girls Tennis, Dawn Harris-Cheerleading, Stephen Schneider-Girls Golf, Nick Reichert-Football, Hillary Held-Girls Basketball, Dustin Kincade-CHS Volunteer Football, and Doug Knutson-CHS Volunteer Football. Motion passed unanimously on voice vote.

**Acceptance of
Resignations
of Coaches
(Motion Passed)**

38. A motion was made by White and seconded by Clark that the resignation of Stacy Hartle, Assistant Softball Coach for Collinsville High School, be accepted effective August 4, 2015, and the resignations of Doug Kirk, Assistant Boys' Basketball Coach and TaRael Kee, Assistant Football Coach for Collinsville High School, be accepted effective August 14, 2015. Motion passed unanimously on voice vote.

**Approval of Re-
Employment of
CNA Instructor
(Motion Passed)**

39. A motion was made by White and seconded by Soehlke that Mary Fedder be re-employed as a Health Occupations CNA Instructor at Collinsville Area Vocational Center, with a maximum of 55 days for the 2015-2016 school year, with salary on schedule. Motion passed unanimously on voice vote.

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

40. A motion was made by White and seconded by Soehlke that the following people be approved for employment pending employment requirements: Tina Haynes, 2 hours per day Relief Aide for Kreitner Elementary School, effective August 11, 2015; Maria Acheson, 2 ½ hours per day Relief Aide for Dorris Intermediate School, effective August 11, 2015; Ashley Stewart, Part-Time Instructional Interventionist for Dorris Intermediate School, effective August 11, 2015; and Lynn Hall, Part-Time Physical Therapy Assistant for the District, effective August 24, 2015. Motion passed unanimously on voice vote.

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

41. A motion was made by White and seconded by Clark that Alexandra Bienemann, Michael Sly, Ashley Fix, Cheryl Martens and Dean Anderson be approved as Teachers for the District effective August 10, 2015 pending certification and employment requirements. Motion passed unanimously on voice vote.

**Acceptance of
Resignation of**

42. A motion was made by White and seconded by Soehlke that the

- Non-Certified Employee (Motion Passed)** resignation of Cynthia Miller, relief aide for Caseyville Elementary School, be accepted effective August 28, 2015. Motion passed unanimously on voice vote.
- Approval to Post Coaching Position (Motion Passed)** 43. A motion was made by White and seconded by Soehlke to approve posting an Assistant Track Coach position for Collinsville High School as shown in Exhibit E-13.16. Motion passed unanimously on voice vote.
- Approval to Post Elementary Library Assistant (Motion Passed)** 44. A motion was made by White and seconded by Billy to approve posting an elementary library assistant for Webster Elementary School as shown in Exhibit E-13.17. Motion passed unanimously on voice vote.
- Approval of Employment of Certified Employees (Motion Passed)** 45. A motion was made by White and seconded by Soehlke that Dana Krolkiewicz be approved from half-time Physical Education teacher to the open full-time Physical Education teaching position for Collinsville Middle School, effective August 17, 2015; and Dustin Kincade be approved as the half-time Physical Education teacher for Collinsville Middle School, effective August 21, 2015. Motion passed unanimously on voice vote.
- Approval of Employment of Non-Certified Employees (Motion Passed)** 46. A motion was made by White and seconded by Soehlke that Tameka Dooley-Eugene be approved as a cafeteria monitor for Collinsville High School, and Katherine Stutts be approved as a Title I Instructional Aide for Kreitner Elementary School, effective August 17, 2015 pending employment requirements. Motion passed unanimously on voice vote.
- Approval of Employment of Certified Employee (Motion Passed)** 47. A motion was made by White and seconded by Soehlke that Rebecca Wachtman be approved as a CNA Instructor for Collinsville Area Vocational Center, up to 60 work days, effective for the 2015-2016 school year pending employment requirements. Motion passed unanimously on voice vote.
- Approval of Employment of Non-Certified Employee (Motion Passed)** 48. A motion was made by White and seconded by Clark that Glen Woodcock be approved as a Crossing Guard for Kreitner Elementary School, effective August 24, 2015 pending employment requirements. Motion passed unanimously on voice vote.
- Adjournment** 49. There being no further business, Mr. Peccola declared the meeting adjourned at 9:11 p.m.

6.2. Approval of September 10, 2015 Board Minutes

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Special Meeting, Thursday, September 10, 2015

SUMMARY

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Audience Input
5. Closed Session
6. Return to Open Session
7. Report on Closed Session Discussion
8. Approval of Hearing Officers for Student Expulsion Hearings
9. Approval of Increase in Rate of Pay for Expulsion Hearing Officers
10. Approval of Annual Application for Recognition of Schools for 2015-2016
11. Approval of Employment of Certified Employee
12. Acceptance of Resignation of Non-Certified Employee
13. Approval of Employment of Non-Certified Employees
14. Approval of Coaches
15. Approval of Behind-the-Wheel Driving Teacher
16. Approval of Employment of Certified Employee
17. Approval of Expulsion of Student
18. Approval of Expulsion of Student
19. Adjournment

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Special Meeting, Thursday, September 10, 2015
7:15 p.m.

- Call to Order** 1. The Special Meeting of the Board of Education of Collinsville Community Unit School District No. 10 was held on the evening of Thursday, September 10, 2015, at 7:15 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.
- Roll Call** 2. Those members present were: Jane Soehlke; Theresa Billy, Vice President; Gary Peccola, President; Gary Kusmierczak; Dennis Craft; and Gary Clark, Treasurer. Absent was Wayne White, Secretary.
- Pledge of Allegiance** 3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance.
- Audience Input** 4. Mr. Peccola provided an opportunity for public input and the following person was recognized:
- (a) Mr. Bob DesPain expressed his sincere apology to Mrs. Billy, Mr. White, Mrs. Soehlke, Mr. Kusmierczak, Mr. Peccola, Mr. Clark and Mrs. Frechman for stating they were not in compliance with the Open Meetings Act because they had not completed an annual training program. He learned he was tremendously wrong and plans to be more careful in the future. Mr. Peccola thanked him for his comments and said his words mean a lot to the board.
- Closed Session (Motion Passed)** 5. A motion was made by Clark and seconded by Soehlke that the Board adjourn to Closed Session to discuss appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel for the public body, pursuant to 5 ILCS 120/2(c)(1); collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2); and student disciplinary cases pursuant to 5 ILCS 120/2(c)(9). Motion passed on roll call vote as follows: Soehlke, yes; Billy, yes; White, absent; Peccola, yes; Kusmierczak, yes; Craft, yes; Clark yes. (7:16 p.m.)

- Return to Open Session**
6. The Special Meeting returned to Open Session at 8:21 p.m. Those members present on roll call were: Soehlke, Billy, Peccola, Kusmierczak, Craft and Clark. Absent was White.
- Report on Closed Session Discussion**
7. Mr. Clark reported that during Closed Session the Board discussed the following:
1. Appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel 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); and
 3. Student disciplinary cases pursuant to 5 ILCS 120/2(c)(9).
- Approval of Hearing Officers for Student Expulsion Hearings (Motion Passed)**
8. A motion was made by Clark and seconded by Soehlke to approve Mary Schiller, Kelly Carpenter, Vicki Reulecke and Legal Counsel from Guin, Martin and Mundorf as Appointed Hearing Officers for District Student Expulsion Hearings. Motion passed unanimously on voice vote.
- Approval of Increase in Rate of Pay for Hearing Officers (Motion Passed)**
9. A motion was made by Clark and seconded by Billy to increase the rate of pay for Hearing Officers to \$150 per hearing, effective with the 2015-2016 school year. Motion passed on roll call vote as follows: Soehlke, yes; Billy, yes; White, absent; Peccola, yes; Kusmierczak, yes; Craft, yes; Clark yes.
- Approval of Annual Application for Recognition of Schools for 2015-2016 (Motion Passed)**
10. A motion was made by Clark and seconded by Soehlke to approve the Annual Application for Recognition of Schools for 2015-2016, as presented in Exhibit E-6.3. Motion passed unanimously on voice vote.
- Approval of Employment of Certified Employee (Motion Passed)**
11. A motion was made by Clark and seconded by Soehlke that Heather Hays be approved as an Elementary teacher for Dorris Intermediate School, effective August 28, 2015, pending certification and employment requirements. Motion passed unanimously on voice vote.
- Acceptance of Resignation of**
12. A motion was made by Clark and seconded by Soehlke that the

- Non-Certified Employee (Motion Passed)** resignation of Tameka Dooley-Eugene, cafeteria monitor for Collinsville High School, be accepted effective August 21, 2015. Motion passed unanimously on voice vote.
- Approval of Employment of Non-Certified Employees (Motion Passed)** 13. A motion was made by Clark and seconded by Kusmierczak that the following be approved pending employment requirements: Emily Meyer – Educational Assistant for Collinsville High School, effective August 27, 2015; Monica Velasco – Educational Assistant for Collinsville High School, effective August 31, 2015; Michelle Aguilar – 4 ³/₄ hours per day Relief Aide for Caseyville Elementary School, effective September 8, 2015; Pauesha Rogers – Cafeteria Monitor for Collinsville High School, effective August 26, 2015; and Charles E. Johnson – Custodian for Collinsville High School, effective August 31, 2015. Motion passed unanimously on voice vote.
- Approval of Coaches (Motion Passed)** 14. A motion was made by Clark and seconded by Soehlke that Jacob Sopiars be approved as an Assistant Football Coach, with a stipend on Step 2, and Jessica Schmittling be approved as an Assistant Softball Coach, with a stipend on Step 2, for Collinsville High School, effective for the 2015-2016 school year. Motion passed unanimously on voice vote.
- Approval of Appointment of Behind-the-Wheel Driving Teacher (Motion Passed)** 15. A motion was made by Clark and seconded by Kusmierczak to approve Amanda Bigley as a Behind-the-Wheel driving teacher for Collinsville High School, effective for the 2015-2016 school year. Motion passed unanimously on voice vote.
- Approval of Employment of Certified Employee (Motion Passed)** 16. A motion was made by Clark and seconded by Soehlke that Rick Reinhart be approved as a 2/5 time Physical Education teacher for Collinsville High School, effective August 10, 2015 pending certification and employment requirements. Motion passed unanimously on voice vote.
- Approval of Expulsion of Student (Motion Passed)** 17. A motion was made by Clark and seconded by Soehlke that the student named in Exhibit E-8.1 (15-16/1) be expelled for the remainder of the 2015-2016 school year and the entire 2016-2017 school year. Further that this student be considered for placement at an alternative school (pending space availability) whereby goals would have to be met in order to return to Collinsville School District for the 2017-2018 school year under probation as

prescribed by the administration. Motion passed on roll call vote as follows: Soehlke, yes; Billy, yes; White, absent; Peccola, yes; Kusmierczak, yes; Craft, yes; Clark yes.

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

18. A motion was made by Clark and seconded by Kusmierczak that the student named in Exhibit E-8.2 (15-16/2) be expelled for the remainder of the 2015-2016 school year and the entire 2016-2017 school year. Further that this student be considered for placement at an alternative school (pending space availability) whereby goals would have to be met in order to return to Collinsville School District for the 2017-2018 school year under probation as prescribed by the administration. Motion passed on roll call vote as follows: Soehlke, yes; Billy, yes; White, absent; Peccola, yes; Kusmierczak, yes; Craft, yes; Clark yes.

Adjournment

19. There being no further business, Mr. Peccola declared the meeting adjourned at 8:28 p.m.

7. **Approval of Board Bills for September 2015**

8. **Monthly Financial Statements for August 2015**

9. **Unfinished Business**

9.1. Approval of 2015-16 Unit #10 Budget

10. **New Business**

10.1. Approval of Collinsville High School Club



Home of the Kahoks

COLLINSVILLE HIGH SCHOOL

Collinsville Community Unit District No. 10

ITEM 10.1

2201 South Morrison Avenue
Collinsville, Illinois 62234-1449
(618) 346-6320
Fax: (618) 346-6341

TO: Dr. Robert Green, Superintendent of Schools

FROM: David G. Snider, Principal

DATE: September 3, 2015

SUBJECT: RECOMMENDATION OF NEW CLUB AT CHS

I have received a request from Nicole Parris to establish a new club at Collinsville High School to be named Friends for Life.

I recommend that the Board of Education approve Friends for Life for Collinsville High School for the 2015-2016 school year. At this time, it is also my recommendation that no stipend be paid to this sponsor.

Thank you for your consideration in this recommendation.

David G. Snider
Principal

ph



COLLINSVILLE HIGH SCHOOL

Collinsville Community Unit District No. 10

2201 South Morrison Avenue
Collinsville, Illinois 62234-1449
(618) 346-6320
Fax: (618) 346-6341

Home of the Kahoks

TO: Dr. Robert Green/Board of Education

FROM: David G. Snider, Principal *DGS*

DATE: *9/2/15*

SUBJECT: APPLICATION FOR SPONSORING A CLUB FOR THE 2015-2016 SCHOOL YEAR

I am interested in sponsoring a club for the 2015-2016 school year.

NAME *Nicole Parris*

I am applying for the sponsorship of *Friends for Life*.

GOALS/EXPECTATIONS OF THIS CLUB: *The goals for this club will be to foster interaction and activities between students with disabilities and students without disabilities. I would like for the Life Skills Students to have valuable interaction with their peers. I would like to integrate a group of students and allow the group to participate in school activities and functions together as friends. My ultimate goal is to have my Juniors and Seniors attend prom with their friends that attend classes outside of the Life Skills Classroom.*

DUES, IF ANY, WILL BE USED FOR: *attend prom with their friends that attend classes outside of the Life Skills Classroom.*
Fundraisers, sponsorships, and/or Dues would go towards funding transportation and admission to prom or other school activities.

Nicole D. Parris
Applicant's Signature

OK B6

10.2. Approval of Agreement Between
Collinsville Unit #10 Board of Education and
Collinsville Educational Assistants
Association (CEAA)

COLLINSVILLE COMMUNITY UNIT SCHOOL
DISTRICT NO. 10
COLLINSVILLE, ILLINOIS

AGREEMENT BETWEEN THE BOARD OF
EDUCATION

and the

COLLINSVILLE EDUCATIONAL ASSISTANTS
ASSOCIATION (CEAA)

an affiliate of the

ILLINOIS EDUCATION ASSOCIATION-NEA

and the

NATIONAL EDUCATION ASSOCIATION



Fiscal Years

2015-2017

COLLINSVILLE COMMUNITY UNIT DISTRICT NO. 10
 AGREEMENT BETWEEN THE BOARD OF EDUCATION
 AND
 COLLINSVILLE EDUCATIONAL ASSISTANTS ASSOCIATION, IEA/NEA

July 1, 2014 **2015**
 through
 June 30, 2015 **2017**

i	Index	Page
RECOGNITION		1
ARTICLE I SENIORITY.....		2
Section 1: Seniority date.....		2
Section 2: Probationary period.....		2
Section 3: Seniority lists.....		2
ARTICLE II JOB VACANCIES.....		3
Section 1: Vacancy notices.....		3
Section 2: Application for vacancies.....		4
Section 3: Notification of filling of vacancy.....		4
Section 4: Right to appeal.....		4
Section 5: Examination and review of test results.....		4
ARTICLE III TERM OF EMPLOYMENT AND HOURS OF WORK.....		5
Section 1: Work year.....		5
Section 2: Work day.....		5
Section 3: Overtime.....		5
Section 4: Computing overtime re: paid leave.....		5
Section 5: Prior approval of overtime.....		5
Section 6: Minimum hours when report for work.....		5
Section 7: Lunch break re: overtime.....		5
Section 8: Call back to work.....		5
Section 9: Assistants Displaced for Reasons Other than Reduction in Force (RIF).....		6
Section 10: Evaluations.....		6
Section 11: Personnel Files.....		7
Section 12: Evaluation Form.....		8
ARTICLE IV EMPLOYEE DISCIPLINE.....		10
Section 1: Discipline or discharge of employees.....		10
ARTICLE V GRIEVANCE PROCEDURE.....		11
Section 1: Definitions.....		11
Section 2: Procedures for filing a grievance.....		11
Section 3: Stipulations.....		13

ARTICLE VI HOLIDAYS..... 15

ARTICLE VII VACATIONS..... 16

ARTICLE VIII SICK LEAVE..... 17

 Section 1: Months worked and days granted..... 17

 Section 2: Continual illness or serious injury..... 17

 Section 3: Written notice of absence..... 17

 Section 4: Interpretation of sick leave..... 17

 Section 5: Funeral leave..... 18

 Section 6: Absence due to duty connected injury..... 18

 Section 7: Employee benefit upon accumulation of unused earned absence 18

 Section 8: Sick Leave Bank..... 19

 Section 9: Maternity and Paternity Leave..... 20

ARTICLE IX SUBSTITUTES..... 22

 Section 1: Rate of pay..... 22

 Section 2: No pay for fringe benefits..... 22

 Section 3: Use of substitutes..... 22

 Section 4: When substitutes will be provided..... 22

 Section 5: When regular school is not in session..... 22

ARTICLE X GENERAL PROVISIONS..... 23

 Section 1: Leave of absence..... 23

 Section 2: Work by other classifications..... 23

 Section 3: Insurance..... 23

 Section 4: Payroll deduction of dues..... 24

 Section 5: Pay for required attendance at meetings..... 24

 Section 6: Personal leave..... 24

 Section 7: Pay day..... 25

 Section 8: Jury duty or subpoenaed witness..... 25

 Section 9: Medical examinations..... 25

 Section 10: Summer school employment..... 25

 Section 11: Transportation..... 26

 Section 12: Term of Agreement..... 26

 Section 13: Interpretation of contract..... 26

 Section 14: Telephone facilities..... 26

 Section 15: Strike provision..... 26

 Section 16: Statement of Economic Interests..... 26

 Section 17: Fair Share..... 26

 Section 18: Release Time for CEAA Business..... 28

 Section 19: Safety..... 28

 Section 20: Medication/Medical Procedure..... 28

 Section 21: Involuntary Transfers..... 28

 Section 22: Board Meeting and Minutes 28

 Section 23: Meeting with Superintendent 28

ARTICLE XI	ASSISTANTS LAYOFF.....	29
ARTICLE XII	SALARY RATES.....	30
ARTICLE XIII	ASSOCIATION AND EMPLOYEES RIGHTS	31
ARTICLE XIV	EFFECT OF AGREEMENT	32

APPENDICES

APPENDIX A	GRIEVANCE FORM.....	33
APPENDIX B	LETTER OF UNDERSTANDING (RELIEF AIDES JOB DESCRIPTION)	36
APPENDIX C	PERSONNEL ACCESS TO ELECTRONIC NETWORKS AND ACCEPTABLE USE POLICY.....	37
APPENDIX D	MEMORANDUM OF AGREEMENT - BENEFITS 403 (B).....	43
APPENDIX E	MEMORANDUM OF AGREEMENT – ADDITION OF LIBRARY ASSISTANT POSITION FOR CMS AND DIS	44
APPENDIX F	MEMORANDUM OF UNDERSTANDING – CLERICAL EDUCATIONAL ASSISTANTS AT CHS.....	45
APPENDIX G	MEMORANDUM OF AGREEMENT – EARLY RETIREMENT INCENTIVE	46

**AGREEMENT FOR EDUCATIONAL ASSISTANTS
RECOGNITION**

The Board of Education of Collinsville Community Unit School District No. 10, Collinsville, Illinois, hereinafter referred to as the "Employer," hereby recognizes the Collinsville Educational Assistants Association, an affiliate of the Illinois Education Association-NEA and the National Education Association, hereinafter referred to as the "Association," as the bargaining representative for wages, hours, and terms and conditions of employment, as set forth in the Illinois Educational Labor Relations Act for all Clerical Assistants, Library Assistants, and Assistants working with special education classes, Health Assistants, and Chapter I. The Board of Education is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, age, sex, handicap, impairment, veteran or marital status.

ARTICLE I: SENIORITY

- Section 1. Seniority shall date from the first day of continuous employment within the bargaining unit. As used in this Agreement, the term "continuous employment" shall be applied so as to begin on the actual date hired by the Board, and shall be so construed that absences from employment due to illness, accident or family death shall not cause a break in such continuous employment. Seniority right shall cease upon voluntary termination of employment, even though re-employed by the District at a later time.
- Section 2. All new employees shall serve a probationary period of ninety (90) working days while school is in session.
- Section 3. Seniority lists will be provided by the Board of Education at the beginning of the school year. Revised seniority lists will be provided on request but not to exceed two (2) such lists per year.

ARTICLE II: JOB VACANCIES

Section 1.

- A. A vacancy shall be defined as a permanent position, within or outside the bargaining unit, which has been newly created or which has previously existed and the Board intends to continue, but which is vacated due to transfer, promotion, reassignment, resignation, retirement, death, or termination. The term "vacancy" shall not apply to any position from which an employee is absent due to leave. Notices of all job vacancies will be posted in all schools and the administration building. During the summer months, vacancy notices will be posted in the schools where summer school is in session, in the administrative building, and a notice mailed to the Association officers. Such notices shall state the date of posting, nature of the job, the qualifications needed, possible salary classifications, length of the employment day and length of the employment year, if other than a full day and a full year job, the deadline for applying, and to whom the application is to be sent. Applications must be received on or before the deadline in order to be considered for the posted position. The Board will take no action to fill a vacancy on a permanent basis prior to the deadline. A vacancy will be posted for a minimum of ~~ten (10)~~ **five (5)** days before it is filled on a permanent basis.

A vacancy will be posted within five (5) working days after a Board meeting approving a newly created position or a vacancy in a permanent position. The Board of Education shall not employ a substitute in a vacancy for more than 20 working days.

If an employee is absent due to illness or a Board approved leave of absence, the Board shall have the right to employ a substitute for the duration of that employee's absence.

- B. Annually, during the summer months, those working less than twelve (12) months shall be notified by mail to their home, if requested in writing.
- C. Employees covered under this Agreement shall have the opportunity to apply for any vacancy in the District for which they qualify and shall not be discriminated against in any vacancy inside or outside of this bargaining unit.
- D. Any reduction in the employee's pay, i.e., in the rate paid, the number of days, weeks, or months worked shall be considered "disturbing" and shall permit that employee the right to "bump" any employee covered by this Agreement with lesser seniority.

Article II: Job Vacancies (cont'd.)

Section 2. Applications for positions posted must be received in the office specified in the posting on or before the deadline specified on the posting of the notice.

It is agreed by both parties that vacancies shall be filled by the most qualified applicant. When determining the qualifications of internal and external applicants, management shall take into consideration the following: strength of the applicant's interview, level of education, experience, ability, work performance and references. Current employees shall be fully considered for all vacancies for which they apply. When two (2) or more internal employees are the final applicants and have equal qualifications, the most senior employee will be selected for the position.

Section 3. Any Unit District employee who applies for a position within the District shall be notified, in writing, as to the outcome the day following the filling of the position.

Section 4. If an outside applicant(s) and an inside applicant(s) are being considered for a vacant position and are both equally qualified in the judgment of the administration, the inside applicant will be given the position. In the event that an outside candidate is selected over an inside candidate on a posted position, the internal denied candidate shall have the right to appeal to the Board/Administration. This appeal shall be made within one (1) week of the notification of the job assignment denial to the Superintendent. The review committee to consider this appeal shall be appointed by the President of the Board of Education. The employee may bring to this meeting an accompanying person or persons representing their interest.

Section 5. Employees covered under this Agreement will be privileged to examine and review their own test results and evaluations in connection with their application for a higher ranking position under this Agreement.

ARTICLE III: TERM OF EMPLOYMENT AND HOURS OF WORK

- Section 1. The work year of an Educational Assistant will be 180 days, corresponding to the 180 days teachers are on duty, including teacher workshops and institutes, except for the Library Assistant who will work five (5) days before the opening of school and five (5) days afterward. Educational Assistants are required to work the same duty hours as the teachers on Parent/Teacher conference days.
- Section 2. Each day shall consist of 7 work hours, and an additional 30 minute duty free lunch. Each work week shall consist of five (5) consecutive days, Monday through Friday, and shall conform to the duty days of teachers, including institutes and workshops.
- Section 3. All time worked in excess of the regular work day or regular work week shall be overtime and paid at the rate of one and one-half (1-1/2) times the employee's regular rate of pay. All time worked on any sixth (6th) consecutive day shall be paid at the rate of one and one-half (1-1/2) times the employee's regular rate of pay. All time worked on any seventh (7th) consecutive day shall be paid at the rate of two (2) times the employee's regular rate of pay. Any time worked on Sunday that is not regularly scheduled will be paid at two (2) times the employee's regular rate of pay.
- Section 4. Time charged to any paid absence shall count as time worked for the purpose of computing overtime.
- Section 5. All overtime worked must have the prior approval of the Supervisor.
- Section 6. When employees report to work as scheduled, they shall be allowed a minimum of fifty percent (50%) of their regularly scheduled hours of work or equivalent pay, unless otherwise notified no less than one (1) hour prior to the beginning of their shift. School closing emergency plans shall be posted in each building.
- Section 7. Any employee who works for three (3) or more hours past their regularly scheduled shift shall be allowed a thirty (30) minute paid lunch break and an additional thirty (30) minute paid lunch break for each ensuing three (3) hour period.
- Section 8. When an employee is called back to work, such work not being a continuation of their shift, they shall be paid a minimum of three (3) hours of work at one and one-half (1-1/2) times their regular rate of pay.

Article III: Term of Employment and Hours of Work (cont'd.)

Section 9. Assistants Displaced for Reasons Other than Reduction in Force (RIF)

In the event a CEAA member is displaced for a reason other than a RIF, the CEAA member shall be able to bump into any open position or bump any person with lower seniority within the Collinsville Educational Assistants bargaining unit.

The displaced CEAA member, who is highest in seniority, shall begin the bumping process, followed by the next highest in seniority. This process shall be followed until all displaced members have obtained a new position within the CEAA bargaining unit.

If two (2) or more employees are in the same position and are equal in seniority at the time of that position's displacement, then the tie shall be broken as follows:

- (a) Actual hiring date by the Board.
- (b) If a final tie-breaker is needed, the selection of the employee to be displaced will be made by the casting of lots, in the presence of all parties in interest.

Section 10. The following procedures shall govern the evaluation of non-probationary employees:

- 10.1 Purpose. The purpose of employee evaluation is to assess the employee's overall job performance as related to the employee's job description and the Educational Support Personnel (ESP) Evaluation Form. All evaluations shall be conducted in good faith toward this end and in accordance with the provisions of this Agreement.
- 10.2 Observation. Employee observation is ongoing. The administrator doing the evaluation will obtain information for the evaluation from the classroom teacher to which the Assistant is assigned (if applicable), first hand observation and first hand investigation.
- 10.3 Notification. Within twenty (20) work days following the beginning of the employee's work year, the administrator responsible for the employee's evaluation shall notify the employee as to the evaluation procedures, standards, instruments, and job description by which the employee is to be evaluated. No formal evaluations shall take place until this notification has been done.
- 10.4 Evaluation Process.
 - a) Non-probationary employees shall be evaluated in writing at least once every other year. New employees that complete their probationary period before or at the end of the first semester shall be evaluated in writing before the end of the second semester and shall be evaluated in writing at least once every other year thereafter. New employees that complete their probationary period during or at the end of the second semester shall be evaluated in writing the following school year and shall be evaluated in writing at least once every other year thereafter.

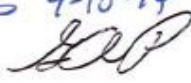
Article III: Term of Employment and Hours of Work (cont'd.)

- b) Within the first twenty (20) work days of each school year, the administrator will conference with each Assistant under his/her supervision to discuss job performance expectations.
- c) Prior to the written evaluation being prepared, the administrator will conference with the Assistant at least one time to review the Assistant's job performance to **date if there are identified concerns**. The Assistant will be given a written summary of any conference within five (5) working days following the conference.
- d) Before the end of a school year in which an Assistant is being evaluated, the Assistant shall meet with the Administrator to discuss the final written evaluation. The Assistant shall be given a copy of the written evaluation. The Assistant must sign the evaluation; however by signing the evaluation, the Assistant only acknowledges that (s)he received a copy of the evaluation. The signature does not acknowledge agreement with the contents of the evaluation. No such report shall be submitted to the central office, placed in the employee's file, or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.
- e) Right to Respond. The employee has a right to attach his/her comments to the evaluation. Employee comments to be attached to the evaluation must be received within five (5) working days of the final evaluation conference.
- f) Changes to Evaluation. Evaluations, once signed by the employee and the administrator, shall not be changed unless the changes are first explained and agreed to by the employee and the administrator.

Section 11: Employees shall have the right to examine and copy the contents of their personnel file in accordance with the Illinois Personnel Record Review Act.

Article III: Term of Employment and Hours of Work (cont'd.)
 Section 12.

COLLINSVILLE UNIT SCHOOL DISTRICT #10
 CEAA PERSONNEL PERFORMANCE EVALUATION

TA 3:05 9-10-14
 JMD 

Employee: _____
 Date of Evaluation: _____

Job Title: _____
 Evaluator: _____

Building: _____

Rate each item by selecting the phrase or phrases that most closely describes the employee's actual work performance.

Category	X	Exceeds Expectations	X	Meets Expectations	X	Needs Improvement
1. Job Knowledge: Understanding of all phases of work and applies this knowledge to daily tasks.		Thorough knowledge of job requirements and department (if applicable). Can work independently and handle new situations.		Good working knowledge of job.		Limited knowledge of job. Not completely aware of functions of the job. Needs additional training.
2. Time Management: Able to prioritize. Schedules and deadlines are met. Effective use of time and resources to produce expected results.		Completes work in appropriate time. Consistently uses time and resources effectively.		Schedules and deadlines are met. Uses time and resources effectively.		Takes too long to perform work. Wastes time. Schedules and deadlines are not met.
3. Quality of Work Performed: Accuracy, thoroughness, neatness, attention to detail.		Tasks are performed correctly. Maintains consistent performance through the completion of assigned tasks.		Tasks are completed at a satisfactory level.		Work is carelessly done. Constant checking is required.
4. Initiative: Willingness to accept and perform responsibilities and assignments. Seeks a better way to achieve results. Works with minimal instruction or guidance.		Consistently shows initiative in anticipating and completing related and unrelated jobs. Alert to better ways to achieve results.		Does routine work without awaiting instructions. Anticipates and follows through on some related jobs.		Frequently needs instruction. Does not anticipate and follow through on related jobs.
5. Adaptability: Ability to adjust and meet new situations. Accepts and adopts new ideas, situations and/or conditions. Flexible.		Adjusts to the unexpected and accepts new ideas, situations and/or conditions.		Able to adjust to most changes, new situations and interruptions.		Unable to adjust to change and situations as they occur. Inflexible.
6. Dependability: Extent to which an employee can be counted on to carry out instructions and fulfill responsibilities in a timely, conscientious manner.		Requires little supervision. Can be counted on for successful completion of work. A very reliable employee.		Requires some supervision. Can be counted on to meet most schedules and deadlines. Reliable in most situations.		Requires extensive supervision. Needs constant reminders about details. Cannot be counted on to meet schedules and deadlines. Reliability is questionable.
7. Attitude and Ability to Relate to Others: Maintains good relationships with students, colleagues and parents. The level to which the employee shows interest, cooperation and enthusiasm in his/her work.		Demonstrates tact, courtesy, self-control, patience and respect in all situations. Cooperative. Assists others. Consistently positive about work and the district. Inspires teamwork. Projects a positive attitude.		Demonstrates tact, courtesy, self-control, patience and/or respect in most situations. Projects a good attitude. Shows general enthusiasm for work.		Has difficulty in demonstrating tact, courtesy, self-control, patience and/or respect. Often projects a negative attitude. Lacks enthusiasm for work. Seems dissatisfied.

Updated 6/23/2014

(over)

Article III: Term of Employment and Hours of Work (cont'd.)

Category	X	Exceeds Expectations	X	Meets Expectations	X	Needs Improvement
8. Confidentiality: A thorough understanding of the importance of confidentiality relating to all matters.	<input type="checkbox"/>	All seen or overheard school matters are held in strict confidence. A high standard of confidentiality is maintained.	<input type="checkbox"/>	Maintains acceptable level of confidentiality. Uses discretion when discussing school-related matters.	<input type="checkbox"/>	Repeatedly shares confidential matters. No confidentiality is maintained.
9. District & Building Procedures: Follows approved procedures and guidelines.	<input type="checkbox"/>	All procedures are followed. Initiative is taken to suggest and implement new procedures when necessary.	<input type="checkbox"/>	Procedures are followed as expected.	<input type="checkbox"/>	Procedures are not followed.
10. Acceptable Attendance	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<i>Acceptable if employee does not use more than the allotted sick/personal days unless approved extenuating circumstances</i>	
11. Appropriate Attire	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		

OVERALL RATING	<input type="checkbox"/>	EXCEEDS EXPECTATIONS	<input type="checkbox"/>	MEETS EXPECTATIONS	<input type="checkbox"/>	NEEDS IMPROVEMENT
-----------------------	--------------------------	----------------------	--------------------------	--------------------	--------------------------	-------------------

Exceeds Expectations – Must have at least three Exceeds Expectations and no Needs Improvement.

Meets Expectations – No more than one Needs Improvement

Needs Improvement – Two or more Needs Improvement.

Comments:

Employee Comments:

The employee's signature does not indicate agreement with the contents of the evaluation. It is an acknowledgement that the evaluation has been completed and received by the employee. The employee may attach additional written comments to the evaluation, if so desired.

Employee's Signature

Date

Evaluator's Signature

Date

ARTICLE IV: EMPLOYEE DISCIPLINE

Section 1. No non-probationary employee shall be disciplined or dismissed without just cause. For the purpose of this Agreement, discipline shall be constructive in nature and shall be defined as follows:

- A. A written reprimand which is to be placed in an employee's file.
- B. Suspension with or without pay.
- C. Dismissal.

No disciplinary action, nor any material related to discipline, may be placed in an employee's personnel records unless the employee has first been given a copy of such material, given the opportunity to discuss such material with the appropriate administrator, and given the opportunity to attach a response to the material.

The Superintendent of the District shall provide a written statement of cause for discipline or dismissal. Violation of this Agreement by an employee may be regarded as cause for discipline or dismissal.

ARTICLE V: GRIEVANCE PROCEDURE

Section 1. Definitions:

1. A grievance is defined as a complaint by an employee, a group of employees or the Association that there has been a violation, misinterpretation or misapplication of one or more specific provisions of this Agreement or Board policy directly affecting the employees covered by this Agreement.
2. An “aggrieved person” is a person or persons making the claim.
3. A “party in interest” is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. The failure of an employee to act on any grievance within the prescribed time limits, will act as a bar to any further appeal and an administrator’s failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
5. All time limits consist of employee working days, except when a grievance is not resolved before the close of the current school term, time limits shall consist of all weekdays in order that the matter may be resolved as soon thereafter as possible.
6. In the event a grievance is filed which might not be finally resolved at “Step Two” under the time limits set forth herein by the end of the school term, and which, if left unresolved until the beginning of the following school term could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced; therefore, the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practical.

Section 2. Procedures:

The parties acknowledge it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications. The employee shall be entitled to have a representative of the Association present to assist during such informal communications. If the matter is not resolved informally, a formal grievance may be filed in accordance with the following procedure:

1. STEP ONE

The grievant and/or the Association shall present the grievance in writing, on a form to be adopted for this purpose by the parties, to the immediately involved supervisor no later than twenty (20) days following the act or omission giving rise to the grievance or, whichever comes first, the date the grievant and/or the Association knew or reasonably should have known of such act or omission,

Article V: Grievance Procedure (cont'd.)

with a maximum time limit of ninety (90) days. The written grievance shall state the specific violation, misinterpretation, or misapplication of the Agreement or Board policy alleged to be violated and the remedy requested. The immediately involved supervisor shall provide a written answer to the grievant and the Association no later than ten (10) days after receipt of the written grievance with reasons for the decision. If the grievance deals with a personal concern between the grievant and the Principal or immediate supervisor, the grievant shall have the option to proceed directly to the Superintendent.

2. STEP TWO

If the grievance is not resolved at Step One, then the grievance shall be sent to the Superintendent no later than ten (10) days after receipt of the Step One answer. The Superintendent shall arrange for a meeting with the representatives of the Association to take place no later than ten (10) days after his/her receipt of the appeal to attempt to resolve the grievance. Each party shall have the right to include in its presentation such witnesses and advisors as it deems necessary. Upon conclusion of this meeting, the Superintendent shall have ten (10) days in which to provide a written decision with reasons for the decision.

3. STEP THREE

If the grievance is not resolved at Step Two, the grievance may be appealed in writing to the Board of Education no later than ten (10) days after receipt of the Superintendent's decision. The Board of Education shall arrange for a review to take place no later than fifteen (15) days after the Board's receipt of the grievance. Such review will be conducted in committee session. The grievant and the Association shall have the right to have present such witnesses and representatives as they deem necessary. A full record of such meeting will be kept and made available upon request to any party in interest. Upon conclusion of the review, the President of the Board of Education shall have fifteen (15) days in which to file the written decision of the Board with the grievant and the Association, with reasons for the decision.

4. STEP FOUR

If the grievance is not satisfactorily resolved at Step Three, the Association, at its option, may submit the matter to binding arbitration. If a demand for arbitration is not filed within thirty (30) days following the date the Association receives the Step Three answer, the grievance shall be deemed withdrawn. The Association shall send notice of the demand for arbitration to the Board of Education at the time the demand is made. Within fifteen (15) days following the date the Board receives the demand for arbitration, the Board and the Association shall attempt to agree on the selection of an arbitrator. If the parties are unable to agree on the selection of an arbitrator within

Article V: Grievance Procedure (cont'd.)

the said fifteen (15) days, the demand for arbitration shall be submitted to the American Arbitration Association (AAA) which shall act as administrator of the proceedings in accordance with its Voluntary Arbitration Rules.

The arbitrator to whom any grievance shall be submitted in accordance with the provisions of this Article shall, insofar as may be necessary for the determination of such grievance, have authority to interpret and apply the provisions of this Agreement, but such arbitrator shall not have the authority to alter, or add to or subtract from, in any way, the terms and conditions of this Agreement.

The decision of the arbitrator shall be final and binding upon the Board and the Association unless contrary to the laws of the State of Illinois. Binding arbitration is not applicable to the negotiation process.

The cost of arbitration shall be borne equally by the Board of Education and the Collinsville Educational Assistants' Association.

Section 3. Stipulations

1. Bypassing Steps:

If the Association and the Superintendent agree, any Step of the grievance procedure may be bypassed and the grievance brought directly to the next Step.

2. Released Time:

Should the administration schedule a grievance hearing during working hours that necessitates the presence of an employee and/or Association representative, the employee and/or Association representative shall be released from their regular assignment without loss of pay. Should an arbitration proceeding be scheduled during working hours, the Association president(s) or designee(s), the Association Grievance Committee chairperson or designee, and the grievant(s) shall be released from their regular assignments without loss of pay to attend the entire arbitration proceeding. Any witnesses called by the Association to give testimony at an arbitration proceeding shall be released from their regular assignments without loss of pay for the time that is necessary for them to come to the arbitration proceeding, give their testimony, and return to their regular assignment. The administration shall be advised by the Association prior to the hearing as to the number of witnesses expected to be called.

3. Grievance Withdrawal:

A grievance may be withdrawn at any level without establishing precedent.

Article V: Grievance Procedure (cont'd.)

4. Class Grievance:

Class grievances involving more than one employee and/or one or more supervisors, grievances involving an administrator above the building level, or a grievance that applies to the C.E.A.A. itself may be initially filed at Step Two.

5. No Reprisals Clause:

No reprisals shall be taken by the District against any employee because of the employee's participation in a grievance.

6. Representation:

An employee shall have the right to have an Association representative present at all levels of this grievance procedure, and no employee shall be required to discuss a grievance without the presence of an Association representative.

7. Disclosure of Pertinent Information:

The District shall promptly provide, upon request by the Association, all information and material pertinent to a grievance within seven (7) days following the District's receipt of such request.

8. Filing of Materials

All records and materials related to a grievance shall be filed separately from the personnel files of employees.

ARTICLE VI: HOLIDAYS

The following days will be observed as paid holidays for all full-time CEAA members: Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Presidents' Day, Martin Luther King Jr. Day and Easter. All above listed holidays will be observed as paid holidays for all members (full-time and part-time) hired before January 1, 2009. Part-time employees hired after January 1, 2009 are not entitled to holiday pay.

In the event any of the above holidays occur when school is in session, the employee shall receive two (2) times their regular rate of pay for this holiday.

Should an employee be required to work on an authorized holiday when school is not in session, all time so worked will be paid at one and one-half (1-1/2) times their regular rate of pay in addition to the holiday pay.

Should any employee be on any paid leave when any of the above holidays occur, they shall receive holiday pay in addition to their paid leave.

Twelve month Educational Assistants receive the same number of holidays as twelve month Secretaries.

When any of the above holidays fall on a Saturday and/or Sunday, the preceding Friday and/or following Monday will be observed as a holiday.

If the school district decides to observe a five day spring break then the Columbus and Easter Holidays will be observed during the spring break period. The remaining three days will be unpaid days off as now observed at the Easter break and Casimir Pulaski Day. If the School District does not adopt a five day spring break, then the observed holiday schedule remains the same as observed in past years. To take effect 2014-2015 school year.

ARTICLE VII: VACATIONS

Educational Assistants who are full-time 12 month employees are entitled to vacations. Vacations shall accrue at the following rates for the effective period of this Agreement.

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

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

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

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

Any first year employee whose anniversary date of employment is between January 1 and June 30, inclusive, shall be entitled to vacation as of July 1 at the rate of one-half (1/2) day of vacation for each full month of service prior to July 1. Any regular employee who transfers from less than full-time employment to a full-time position will receive the full amount of vacation due regardless of when they transfer within the fiscal year.

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

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

Any Educational Assistant who becomes a full-time 12 month employee and has been serving as an Educational Assistant for the School District under this Agreement in a less than 12 month position shall receive years of service credit based upon total months served as an Educational Assistant divided by 12.

Any regular employee who transfer to a 12 month position will be granted their appropriately earned vacation days one year following the transfer when the position begins at the start of the school year. If the position begins other than the start of the school year, the vacation days will be prorated and available for use at the start of the next fiscal year.

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

ARTICLE VIII: SICK LEAVE

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

<u>No. Months Worked</u>	<u>No. Days Granted Per Year</u>
9 months or 180 days	11
9-1/2	11-1/2
10	12
10-1/2	12-1/2
11	13
11-1/2	13-1/2
12	14

Maximum accumulation allowed: unlimited.

Does not include summer school, night school, or substitute employment.

Any employee starting work after school is in session shall receive sick leave benefits on a pro-rated basis for the time worked that school year; i.e., one (1) day per month for every employee starting after the school year begins.

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

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

Section 4. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family. The immediate family, for the purposes of this Section, shall include: parents, spouse, domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, corresponding in-law relations and any relative living in the same household.

Article VIII: Sick Leave (cont'd.)

Educational Assistants who are absent because of personal illness or injury for an extended period of time may be required by the Administration, upon return, to present a written release from their physician to their immediate supervisor.

Section 5. Reasonable time at full pay, usually not to exceed three (3) days unless special arrangement is made with the immediate supervisor, shall be granted for funeral leave. Such leave will not be deducted from sick leave. Funeral leave will be granted for death of members of the immediate family. Immediate family, for the purpose of this Section, shall include: parents, spouse, domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, corresponding in-law relations, and any relative living in the same household.

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

Section 6. Absence due to duty-connected injury shall not be deducted from the employee's accumulated sick leave if the employee receives worker's compensation. In the event of an absence related to a duty-connected injury, the District shall provide only worker's compensation as determined by the insurance carrier effective with the current payroll.

In the event said employee was enrolled for family insurance at least three (3) full months prior to being on worker's compensation, the District shall provide said coverage to the employee at no cost to the employee for a period not to exceed two (2) years.

If the employee does not receive worker's compensation, the employee may use their sick leave.

Section 7. Upon leaving the service of the Unit District, each employee who has accumulated 355 or more hours of unused earned absence shall receive a benefit equal to 100% of the employee's normal daily rate for each day of unused earned absence but not to exceed \$4,500.

Upon leaving the service of the Unit District, each employee who has accumulated 545 or more hours of unused earned absence shall receive a benefit equal to 100% of the employee's normal daily rate for each day of unused earned absence but not to exceed \$7,500.

If the employee provides sufficient notice to the School District, compensation for the unused sick leave may be made in equal installments over 3 quarters, payable 7 months prior, 4 months prior, and on the final paycheck so long as the payments do not subject the District to any IMRF 6% penalty. Any sick leave monies that are not paid to the employee because of the 6% penalty limit, will be considered a retirement severance benefit and will be paid to the employee on the 65th day after the employee's last day of work. This severance payment will not be treated as creditable earnings under IMRF.

Article VIII: Sick Leave (cont'd.)

In the event the amount due the employee under this Section changes because of the number of accumulated hours at termination, the final paycheck will reflect the appropriate adjustment.

Whenever said benefit is paid, only the unpaid unused sick days will be reported to the Illinois Municipal Retirement Fund.

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

Section 8. Sick Leave Bank.

A Sick Leave Bank will be established to provide extended sick leave to employees who, as a consequence of a Board-approved prolonged personal illness or hospitalization and recovery, have exhausted their accumulated sick leave. The Sick Leave Bank will be subject to the following guidelines:

1. All employees covered by this Agreement shall have the opportunity to participate in the Bank. Participation in the Bank by an employee shall be voluntary. An employee who is not a participant in the Bank shall not be eligible to withdraw days from the Bank.
2. A three-member Sick Leave Bank committee will be established each school year to act as the governing body for the administration of the Sick Leave Bank. Said committee shall consist of two (2) employees named by the Association, and an administrator named by the Superintendent. The Sick Leave Bank committee shall be authorized to promulgate written rules and regulations for the implementation and administration of the Bank. If the Board goes against the unanimous recommendation of the committee, they must state their reasons in writing.
3. Employees desiring to participate in the Bank shall file written notification of such desire with the Sick Leave committee at any time from the first full week of school through September 15 of any school year. The employee's participation in the Bank shall continue from year to year unless revoked in writing by the employee between the first full week of school and September 15 of any year. Employees must have accumulated at least twenty (20) unused sick days to be eligible to join the bank.

Article VIII: Sick Leave (cont'd.)

4. Each employee participating in the Bank shall contribute yearly two (2) non-redeemable sick days to the Bank. If the Bank contains sixty (60) or more days at the end of a school year, no additional contributions shall be made for the following year, except that new participants shall be required to contribute a minimum of (2) days.
5. No employee will be able to withdraw days from the Sick Leave Bank until their own accumulated sick leave days have been exhausted and a request has been presented to the Sick Leave Bank committee for Sick Leave Bank withdrawal, accompanied by a doctor's written verification of the employee's illness.
6. Members of the Sick Leave Bank will be eligible to withdraw a maximum of twenty (20) sick leave days from the Bank per year. If a member uses all her/his sick leave days but does not withdraw days from the Sick Leave Bank, she/he is eligible, for the following year only, to withdraw the maximum amount of days from the Bank, after her/his current sick leave days are exhausted. The member will not be eligible to withdraw again until the member has accumulated twenty (20) additional sick leave days.
7. Any days remaining in the Bank at the end of a school year will be carried forward to the next school year.
8. In the event the Bank is depleted of days before the end of the school year, the Bank will cease to furnish benefits for the remainder of that year.
9. The Sick Leave Bank will not apply for normal maternity/paternity leave or child-care, or for persons receiving worker's compensation.
10. If the employee commences to draw disability benefits under the State Retirement System, she/he will cease to draw benefits from the Sick Leave Bank.
11. Should the Bank be dissolved for any reason with days remaining in the Bank, the days shall be returned to all currently participating employees on a pro-rated basis.

Section 9. Maternity and Paternity Leave.

Maternity or paternity leave shall be granted by the Board without pay. Leave shall not exceed one calendar year per birth or adoption, and the employee shall retain and accrue seniority. The employee shall advance a step on the salary schedule provided that the employee has completed at least 80 days of the school year.

Leave shall run concurrently with the employee's Family and Medical Leave Act (FMLA) leave.

The employee shall notify the Assistant Superintendent of the intent to take a maternity or paternity leave and the dates the leave is requested at least 30 days prior to the date the leave is to commence.

Article VIII: Sick Leave (cont'd.)

Sick leave may be used if needed for medical reasons if either (1) the employee is unable to work either prior to commencement of leave or following the designated return to work date; or (2) the employee is required to care for a pregnant spouse. Use of sick leave may require a physician's statement.

Maternity or paternity leave may be granted to any employee who furnishes satisfactory evidence of pending adoption proceedings and who applies to the Board.

Subject to the regulation of the insurance carrier, employees on maternity or paternity leave may, by their own arrangement and at their own cost, continue their membership in the insurance plan of the District upon expiration of the first twelve (12) weeks of such unpaid leave.

Employees returning from maternity or paternity leave shall be assigned to a position for which they are qualified, but not necessarily the exact assignment held prior to taking leave.

Extension of maternity or paternity leave may be granted by mutual agreement in the event of an unforeseen problem.

Prior to an employee's return to duty from maternity or paternity leave, a statement from their physician attesting to their physical ability to resume their duties must be presented to their immediate supervisor.

ARTICLE IX: SUBSTITUTES

Section 1. In the event a substitute, extra, or temporary employee is hired to help regular employees in the District who are under this Agreement, such employee's rate of pay shall be established by the Board of Education.

When a substitute works for twenty (20) work days in a bargaining unit position that is currently held by a bargaining unit member but from which the bargaining unit member is temporarily absent, the substitute will be paid at the beginning Assistant's salary rate (Step 1, 1st year) retroactive to the first day in said position. Fringe benefits will not accrue for substitutes merely by working for more than 20 work days.

Any employee, in classifications covered by this Agreement, who leaves the employment of the District in good standing because of a reduction in staff as determined by the Board of Education, shall be paid at the same rate of all other Assistants' substitutes as established by the Board.

Section 2. Substitute employees shall receive no fringe benefits of this Agreement.

Section 3. Such substitute employees shall be used only to assist or supplement the regular employees and shall not take the place of a regular employee except in cases of absence of the regular employee.

Section 4. Substitutes will be provided for any employee who is absent three (3) days or more if a qualified substitute is available and notice of absence sufficient.

Section 5. Educational Assistants working less than twelve (12) months who are interested in working as a substitute during Christmas and spring breaks and during the summer months, shall notify the administrator responsible for employment in that department, in writing, indicating their interest at the start of any school year. This information will be disseminated to the proper supervisor. The Board is not required to fill the substitute position with regular staff and/or on a seniority basis. Regular employees who work as substitutes will be paid the standard substitute rate of pay as applicable to Substitute Educational Assistants and Secretaries.

ARTICLE X: GENERAL PROVISIONS

- Section 1. Leaves of absence, without pay, may be granted by the Board of Education to employees for legitimate reasons. Such leave shall not be for more than one (1) year, but may be extended upon review and approval by the Board. Seniority will not accrue during leave of absence.
- Section 2. No work normally done by employees covered by this Agreement shall be done by any employee in any other classification in the Unit District.
- Section 3. Insurance:
- A. For each full-time employee who desires to participate, the Board shall pay 100% of the cost of the premium for single coverage under a group health insurance plan for the duration of this contract.
 - B. The Board shall continue to provide health insurance coverage to eligible employees through MISSVIC.
 - C. In addition to the Board's contribution for single coverage, the Board shall contribute \$75.00 per month for each employee toward a group health plan for family/spouse/domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), coverage for each full-time employee who desires to participate in the family/spouse/ domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), plan for the duration of this agreement.
 - D. All employees are subject to eligibility requirements.
 - E. Insurance Committee. A representative committee made up of all groups of employees (with at least 25% of the committee members named by the Association) will evaluate the insurance coverage, company, etc. The parties understand and agree that so long as the District continues to provide insurance through MISSVIC under a contract for insurance coverage, premium costs and benefits shall be determined by MISSVIC. Prior to the expiration of any contract with MISSVIC the Insurance Committee and Board may mutually agree to renew the MISSVIC contract. If either the Board or the Insurance Committee proposes that insurance coverage be provided by an insurance carrier other than MISSVIC then the Board and Insurance Committee shall negotiate the proposed change in the insurance carrier/company, coverage, etc. and further agree that these negotiations must be completed prior to the deadline for renewing any existing insurance carrier contract.
 - F. For employees whose term of employment is twelve (12) months per year, insurance shall continue for so long as the individual remains an employee of the District. For employees whose term of employment is nine (9) months per year or more but less than twelve (12) months per year, coverage shall be on a twelve (12) month per year basis for so long as the individual remains an employee of the District.

Article X: General Provisions (cont'd)

- G. Employees whose work week is twenty-five (25) hours or more shall receive the full individual premium payment as noted above. Those whose regular work week is at least seventeen and one-half (17 1/2) hours but less than twenty-five (25), shall receive one-half of the individual premium payment if enrolled in the individual plan. If the seventeen and one-half (17 1/2) but less than twenty-five (25) hour employee enrolls in the family plan, the Board of Education shall pay an additional \$27.50 per month for dependent coverage.
- H. The District shall also provide eligible employees with 100% Board paid dental insurance and life insurance (\$11,000 life insurance coverage per employee) for the duration of this agreement.

Section 4. Any employee who is a member of any group recognized by the Board of Education, or who has applied for membership in any such group, shall be granted a payroll deduction of dues upon written request. Executed dues deduction request forms shall be furnished to the Director of Business Affairs prior to the first of the month in which the deduction goes into effect. The District shall not be responsible for any make-up deductions. Such authorization for dues deductions shall continue in effect from year to year unless revoked, in writing, prior to June 15 for the ensuing year.

Section 5. When an employee in classifications covered by this Agreement is required to attend a meeting, they shall be paid for all time so spent.

Section 6. The Board shall grant three (3) personal leave per year at full pay subject to the following conditions:

1. Such leave shall be accumulative up to a maximum of four (4) days, but cannot be taken the day before or after a school holiday or vacation.
2. Once an employee has accumulated the maximum of four (4) unused personal leave days, any additional personal leave days granted to the employee pursuant to this Section will accumulate as sick leave.
3. Any request for personal leave shall be made at least three (3) calendar days prior to the date requested (except in emergencies) to the District switchboard operator. Stating the reason for the request shall not be required.
4. It is understood that personal leave is for important business reasons which cannot be transacted outside of school hours.
5. Any employee who has accumulated personal leave days in excess of four (4) prior to the effective date of this Agreement shall have all such accumulated personal leave days in excess of four (4) converted into sick days and added to her/his sick leave accumulation upon the effective date of this Agreement. Such conversion shall be reflected on the employee's paycheck stub for the payroll period immediately following the effective date of this Agreement.

Article X: General Provisions (cont'd.)

- Section 7. Payday shall be every other Friday as established by Board Policy. Educational Assistants shall have the option of receiving their salaries on a nine (9) month basis or on a twelve (12) month basis. Educational Assistants who choose the 9 month plan shall receive twenty-one (21) bi-weekly pays commencing in September and ending in June. Assistants who choose the 12 month plan shall receive twenty-six (26) or twenty-seven (27) bi-weekly pays commencing in September and ending in August. An employee who desires to change from a 12 month to a 9 month pay basis, or vice versa, must notify the Payroll Office in writing prior to August 15 as to their desire to change. Any new full-time Educational Assistant hired January 15, 1992, or thereafter, shall be placed on the twelve (12) month pay plan and shall not have the option to select an alternate pay plan.
- Section 8. Employees covered by this Agreement will be guaranteed no loss in pay while serving jury duty or appearing as a subpoenaed witness in any court action. The difference in pay above that paid for jury duty will be paid the employee.
- Section 9. All new employees are required to have a medical examination at their own expense. If an employee is required to have subsequent medical examinations as a condition of continued employment or for payment of sick leave benefits, the cost of the examinations shall be at the expense of the employer.
- Section 10. When a summer school program requires the employment of an Educational Assistant, it will be offered first to the available Educational Assistants on a seniority basis. If any Educational Assistant is not available at the time the job is open because they are already working for Unit 10 on their regular position, such Educational Assistant shall be eligible to work on a seniority basis in the summer school position when their regular job is completed. Reasons other than working for Unit 10 will not be accepted for late placement in a summer school program as it pertains to this Section. The rate of pay will be determined in accordance with guidelines established by the Board of Education.
- Educational Assistants working less than twelve (12) months who are interested in summer school employment shall respond to the summer school vacancy postings for the position in which they are interested.

Article X: General Provisions (cont'd)

- Section 11. Employees required to drive their personal automobiles in the course of their employment, or otherwise using their automobiles in authorized service to the District, shall be reimbursed at the rate consistent with District policy effective January 1, 1998. Mileage reimbursement must be approved by the supervisor and submitted to the Business Office within 60 calendar days. Requests not submitted within that time frame will not be eligible for reimbursement.
- Section 12. The term of the agreement is from July 1, ~~2014~~ **2015** through June 30, ~~2015~~ **2017**. If a new Agreement has not been reached prior to the expiration date, this Agreement shall be extended until a new Agreement is reached.
- Section 13. The interpretation of this contract for the Association shall be made by the Chairperson of the negotiating committee for this present contract, the UniServ Director, and the present officers; for the Board of Education, interpretation shall be made by the Chairperson of the Board negotiating committee, the Superintendent, and the Assistant Superintendents.
- Section 14. Telephone facilities shall be made available to personnel for their reasonable use for school related business. Efforts will be made to provide public pay phone facilities. Personal calls on school phones, except in emergencies, are discouraged. If a personal long distance toll call is made, this charge must be billed to the employee's home.
- Section 15. Employees covered by this Agreement shall not engage in a strike except under the conditions as shown in Section 13 of the Illinois Educational Labor Relations Act (H.B. 1530).
- Section 16. Employees who are required to file a statement of Economic Interests must file the form and provide the school Business Office with a copy of the employee's receipt of filing not later than the required filing date. Notification of the need to provide a copy of receipt to the Board Office shall be given 30 days in advance of any withholding of salary payments. In the event such evidence is not provided to the Business Office, the District shall withhold salary payments to the employee until compliance is provided.
- Section 17. Fair Share: The following provision shall apply to members of the bargaining unit who were members of the Association on or after October 25, 1991, and to all members of the bargaining unit hired after October 25, 1991.
1. Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.

Article X: General Provisions (cont'd.)

2. In the event that the bargaining unit member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the employer shall deduct the fair share fee from the wages of the non-member.
3. Such fee shall be paid to the Association by the employer no later than ten (10) days following deduction.
4. In the event of any legal action against the employer brought in a court of Administrative agency because of its compliance with this Article, the Association agrees to defend such action at its own expense and through its own counsel provided:
 1. The employer gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires; and
 2. The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and all appellate levels.
5. The Association agrees that in any action so defended, it will indemnify and hold harmless the employer from any liability for damages (actual or punitive), penalties, fines or interest and costs imposed by a final judgment of a court of administrative agency as a direct consequence of the employer's compliance with this Article.
 2. This indemnification obligation is understood not to apply in cases where the employer is willfully misapplying the provisions of this Article by deducting amounts not in accordance with this Article or by deducting amounts from employees not subject to deduction under this Article.
 3. Where the parties are in disagreement as to the employer's obligation under this Article, the Association may make an appropriate written demand upon the employer to conduct itself in accordance with any correct Association's interpretation of this Article. If the employer thereafter refuses to defer to any correct Association's interpretation, then the indemnification obligation will not apply.

Article X: General Provisions (cont'd.)

6. The obligation to pay a fair share fee will not apply to any employee who, on the basis of a bonafide religious tenet or teaching of a church or religious body of which such employee is a member, objects to the payment of a fair share to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment in behalf of the employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

Section 18. Release time for CEAA business: The Association shall have up to ten (10) days per year without loss of pay to attend administration pre-approved Association business, subject to prior approval of the Superintendent or his designee. The CEAA shall pay the District an amount equal to the cost of a substitute for such time if a substitute is used. Official request for such released time shall be made by the President of the Association to the Superintendent or his designee.

Section 19. Safety: A committee composed of a Board representative, school administrator, Special Education administrator, and CEAA members will review concerns.

Section 20. Medication/Medical Procedure: A committee composed of a Board representative, school administrator, Special Education administrator, and CEAA members will review concerns.

Section 21. Employees shall not be subject to involuntary transfers anywhere in the Unit No. 10 school district, except by the Superintendent after a conference with all impacted personnel. The CEAA member shall have the right to union representation upon his/her request.

Section 22. In an attempt to keep the Association informed, an agenda of all regular and special meetings of the Board will be provided to the Association President(s) prior to the meeting, along with minutes of the preceding meeting, including but not limited to new and proposed changes to Board policies.

Section 23. The Association Officers or Board of Directors shall meet at regular 3 (three) month intervals with the Superintendent of Schools or his/her designee to discuss matters of common concern. These matters may include but are not limited to (1) practices that affect the welfare of pupils and/or employees, (2) alleged violation of contract that may develop because of the lack, misinterpretation or misapplication of Board or administrative policy, (3) the professional conduct of staff, and (4) matters that reflect on the School District and/or the paraprofessional/assistant profession.

ARTICLE XI: ASSISTANTS LAYOFF

In the event of a layoff in any classification covered by this Agreement, the youngest employee in seniority will be laid off first. If two (2) or more employees are equal in seniority at the time of the decision to layoff, then the tie shall be broken as follows:

- (a) Actual hiring date by the Board.
- (b) If a final tie-breaker is needed, the selection of the employee to be laid off will be made by the casting of lots, in the presence of all parties in interest.

The person originally affected shall be able to bump into an open position or bump any person with lower seniority within the CEAA bargaining unit. The person bumping to a different position must meet the qualifications of that position as determined by the immediate supervisor. If qualifications have not been met, the Educational Assistant can bump into any open position or bump another employee with lower seniority within the CEAA bargaining unit until a final placement has been made. If there is doubt on qualifications, a sixty (60) day probation period will be established to determine actual qualifications while on the job.

If the employee is denied bumping rights or recall from layoff because of qualifications, s/he shall be notified, in writing, of the reasons and this shall be subject to the grievance procedure.

The senior person actually laid off will be hired back first, the second senior person laid off shall be hired back next, etc., provided the person is qualified. Refusal in accepting a job of equal or more hours and months of work and rate of pay offered by the Board (not including the school's disqualification) severs any obligation on the part of the Board to hire this person at any later date or time.

Seniority shall be based on a monthly, not a yearly, count from work as an Educational Assistant.

No new employee shall be hired in this classification while qualified employees are on layoff.

ARTICLE XII: ASSISTANTS SALARY RATES

Assistants with fewer than 30 semester college hours:

<u>Step</u>	<u>Hourly Rates</u>		
	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
1	12.02	12.08	12.17
2	12.38	12.44	12.54
3	12.76	12.82	12.92
4	13.14	13.21	13.30
5	13.53	13.60	13.70
6	13.94	14.01	14.11
7	14.35	14.42	14.53
8	14.79	14.86	14.98
9	15.23	15.31	15.42
10	15.69	15.77	15.89
11	16.08	16.16	16.28
12	16.44	16.52	16.65
13	16.77	16.85	16.98
14	17.06	17.15	17.27
15	17.31	17.40	17.53
16	17.57	17.66	17.79
17	17.84	17.93	18.06
18	18.11	18.20	18.34
19	18.38	18.47	18.61
20	18.65	18.74	18.88

Assistants with 30 semester college hours or more:

<u>Step</u>	<u>Hourly Rates</u>		
	<u>2014-2015</u>	<u>2015-16</u>	<u>2016-17</u>
1	12.70	12.76	12.86
2	13.08	13.15	13.24
3	13.47	13.54	13.64
4	13.88	13.95	14.05
5	14.29	14.36	14.47
6	14.73	14.80	14.91
7	15.16	15.24	15.35
8	15.61	15.69	15.81
9	16.09	16.17	16.29
10	16.57	16.65	16.78
11	17.07	17.16	17.28
12	17.58	17.67	17.80
13	18.11	18.20	18.34
14	18.65	18.74	18.88
15	19.21	19.31	19.45
16	19.79	19.89	20.04
17	20.38	20.48	20.64
18	20.99	21.09	21.25
19	21.62	21.73	21.89
20	22.27	22.38	22.55

ARTICLE XII: ASSISTANTS SALARY RATES (cont'd.)

The he 2014-15_salary increase will be retroactive to the first day of the 2014-15 school year.

A RIF (reduction in force) substitute in good standing shall be paid at the same rate as established by the Board of Education for all other assistant substitutes.

When a person is initially employed, that person is considered as having one year experience. A person obtains additional years of experience only at the beginning of a school year and must have earned a complete year of experience, i.e., a person must be employed on the first day of a school year to obtain a year of experience, except for those persons hired for the 1994-95 school year and thereafter will be entitled to a year of experience credit if that person becomes employed on or before the 30th work day of the school year, or is a substitute in that position on or before the 30th work day, and is subsequently employed in that position.

Any assistant who has been covered by this agreement and has obtained 30 semester college hours or more shall be able to transfer the salary schedule step they were on for assistants with fewer than 30 semester hours as years on the salary schedule for Assistants with 30 semester college hours or more, that is, an assistant who has 5 years experience and fewer than 30 semester college hours would be paid under step 5 on that schedule, but if the person became eligible for the other schedule that person would then be paid on the fourth year of the 30 semester college hours or more schedule. In the event the step rate for the fewer than 30 semester hours is more than the year rate, then the employee would be placed on the closest year of the schedule which first provides a raise.

Effective March 1, 1983, deductions from employees for IMRF shall be placed in a tax sheltered status.

ARTICLE XIII: ASSOCIATION AND EMPLOYEE RIGHTS

An employee shall have the right to have Association representation at all meetings and any follow up meetings that could result in reprimand, discipline, discharge or adverse employment action against the employee. The supervisor, administrator, or Board shall notify the employee and the Association Representative in writing at least three (3) workdays in advance of any such meetings (except in cases in which the administrator determines is an emergency) giving reasons for the meeting.

ARTICLE XIV: EFFECT OF AGREEMENT

IN WITNESS WHEREOF, this Agreement is entered into this _____ day of _____, **2014 2015**, by the Board of Education of Collinsville Community Unit District No. 10, through its President and Secretary, and by the Collinsville Educational Assistants Association, IEA-NEA, through its duly authorized representatives.

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

By _____
President

By _____
Secretary

By _____
Negotiations Committee Chairman

**COLLINSVILLE EDUCATIONAL ASSISTANTS
ASSOCIATION, IEA/NEA**

By _____
President

By _____
Secretary

By _____
Negotiation Committee Chairman

APPENDIX A

GRIEVANCE FORM

(For use with Collective Bargaining Agreement between the Board and the
Collinsville Educational Assistants' Association, IEA-NEA)

Grievant

Work Location or Assignment

DESCRIPTION OF GRIEVANCE:

DATE OF OCCURRENCE:

ARTICLES AND/OR POLICIES IN QUESTION:

REMEDY REQUESTED:

DATE: _____

Signature of Grievant

(If additional sheets need to be attached to this Grievance Form to provide additional space for description, remedies, explanations, responses, position statement, etc., please make reference to any attachments in the appropriate place on this Grievance form.)

Appendix A: Grievance Form (cont.)

Page 2

(STEP 1) Grievance Received by _____ on _____ (date)

Principal or Immediately Involved Supervisor's Response:

Date

Principal or Immediately Involved Supervisor's Signature

Position of Grievant:

Date

Grievant's Signature

(STEP 2) Grievance Received by _____ on _____ (date)

Superintendent's Response:

Date

Superintendent's Signature

Position of Grievant:

Date

Grievant's Signature

Appendix A: Grievance Form (cont.)

Page 3

(STEP 3) Grievance Received by _____ on _____ (date)
Board of Education's Response:

Date

Board of Education Representative's Signature

Position of Grievant:

Date

Grievant's Signature

(STEP 4)

Name of Mediator:

Disposition of Grievance:

Date of Disposition

Mediator's Signature

(STEP 5)

Name of Arbitrator:

Arbitrator's Decisions:

Date of Decision

Arbitrator's Signature

APPENDIX B: LETTER OF UNDERSTANDING - ELEMENTARY RELIEF AIDES

September 15, 1997

LETTER OF UNDERSTANDING

GENERAL JOB DESCRIPTION FOR UNIT 10 ELEMENTARY RELIEF (PLAYGROUND) AIDES

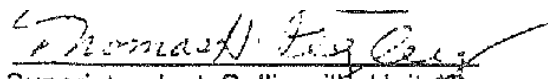
It is understood that the main responsibility for Relief (Playground) Aides is to supervise the students during recess periods in the morning, noon, and afternoon.

The following additional duties shall be performed by the Relief Aides upon the direction of the Building Principal:

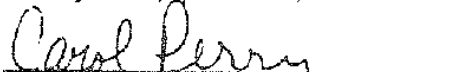
- a. Relief Aides may supervise students in the building libraries. They may check out books to students and generally straighten up the library so that it is organized. This does not include record keeping and ordering books.
- b. Relief Aides may run off materials and do copy work for PTA functions and activities.
- c. Relief Aides may cut out materials/lettering and put up work in the hallways and on bulletin boards but not in the classrooms.
- d. Relief Aides may answer the main office phones during the thirty minutes when the Secretary is on her lunch break, but should not do any other office functions during that time unless an emergency arises.
- e. Relief Aides may answer the phone when secretaries are called away from their office responsibilities for a short period of time because of some unexpected emergency.
- f. Relief Aides may help with students' supervision in the cafeterias, bathroom and hallways of the buildings.

Relief Aides are not to be assigned the following responsibilities:


- a. Relief Aides are not to run off materials for the building staff.
- b. Relief Aides are not to grade papers for teachers.
- c. Relief Aides are not to provide help in the classroom during Art, Music and P.E. instruction, and should not work with students in any instructional situation.
- d. Relief Aides are not to provide Health Aide services except in an emergency.


Superintendent, Collinsville Unit 10

⁻³ 
Sandy Kolo, President, CEA


Carol Perry, President, CEA


Jeannette Deppe, President, CEAA


Shirley Cavaletti, Local 316,
Office Employees

APPENDIX C: Personnel Access to Electronic Networks and Acceptable Use Policy

CUSD Board Policy 6:235 – Personnel Access to Electronic Networks and Acceptable Use Policy

Terms


The following terms, when used herein, shall be defined as follows for purposes of implementation and administration of this policy:

- a. District Electronic Network or Network- the computer hardware and software, including the electronic communications system contained therein which is the property of Collinsville Community Unit District #10.
- b. Negligence - the doing of some act which a person of ordinary prudence would not have done under similar circumstances or the failure to do what a person of ordinary prudence would have done under similar circumstances.
- c. Data - information and/or documents which are the property of Collinsville Community Unit District #10, a staff member, or a student thereof and which an employee does not otherwise have normal access to or use of as part of her/his normal employment duties. The term "data" shall not refer to such items as tests, worksheets, material normally assigned to or distributed to students or staff by the employee as part of his/her normal employment duties, student records maintained by the employee, student grades assigned by the employee, or other curricular and extracurricular material normally prepared and used by the employee during the course of her/his normal employment duties.

Overview

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. The District may hold the user responsible for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of the *Personnel Access To Electronic Networks and Acceptable Use Policy*.

8/5/11 3:15 PM J.D.


APPENDIX C: Personnel Access to Electronic Networks and Acceptable Use Policy

Curriculum

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Compliance with Copyright Laws

The Board of Education intends to adhere to all copyright laws as applied to computer software. The Board also intends to comply with the license agreements and/or policy statements contained in the software packages used in the District. Therefore, all software used on District computers or computer networks shall be purchased by the Board, properly licensed and registered with the publisher, and installed by the Director of Technology or other designated personnel.

Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Personnel Access To Electronic Networks and Acceptable Use Policy* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;

8/15/11 3:15 PM

J.D.


APPENDIX C: Personnel Access to Electronic Networks and Acceptable Use Policy

2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including “hacking” and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted access to the District’s Electronic Network. All use of the District’s Electronic Network shall be consistent with the District’s goal of promoting education excellence by facilitating resource sharing, innovation, and communication. This policy does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Personnel Access To Electronic Networks and Acceptable Use Policy* may result in the loss of privileges, disciplinary action in accordance with the applicable provisions of the appropriate collective bargaining agreement, and/or appropriate legal action. Users shall be subject to disciplinary action under this policy only after they have been given a copy of this policy. Employees will be required to give a signature acknowledging receipt of a copy of this policy.


All users of the District’s computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Use of Unauthorized Software/Unauthorized Copying of Software

- a. Staff members shall not be permitted to load or copy software (District-owned or personal) without the express written permission of the Director of Technology or designee. All software used on District computers or computer networks shall be, properly licensed and registered, and installed by the Director of Technology or designee.
- b. Staff members shall not be permitted to copy any District owned software without the express written permission of the Director of Technology or designee.

Unauthorized Access/Sharing Passwords

- a. Staff members shall not tamper with, attempt to gain or gain access to computer data to which a staff member has no security authorization (such as, but not limited to, financial, employee, and student information). All staff members are prohibited from intentionally or negligently allowing students or other individuals (such as, but not limited to, friends, relatives, District employees, etc.) to access or update information under their network login name and password.

8/5/11 3:15 PM JD


APPENDIX C: Personnel Access to Electronic Networks and Acceptable Use Policy

- b. All staff members are prohibited from sharing stand alone computer and/or network login names and passwords. Passwords must be kept confidential and should be changed at regular intervals.


Modifying, Damaging, Destroying or Copying of Data

- a. Staff members shall not in any manner modify, damage, destroy, or copy any data belonging to the School District or any staff member or student thereof without express written permission from the Director of Technology or designee.
- b. Any staff member who vandalizes or otherwise intentionally damages any District hardware or software, shall be responsible for payment of all repair, service and/or replacement costs.
- c. Staff members shall not attach any external devices to the District network without prior written approval from the Director of Technology or designee.

Unacceptable Use

Employees of the District are responsible for their actions and activities involving the District Electronic Network and Internet. Examples of unacceptable use include:

- a. Intentionally using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- b. Downloading copyrighted material for other than personal use;
- c. Using the network or District equipment for commercial gain;
- d. Invading the privacy of individuals;
- e. Using another user's account or password;
- f. Intentionally posting material authored or created by another without his/her consent;
- g. Intentionally posting anonymous messages;
- h. Partisan political activities; campaigning for or against public policy questions that appear on a ballot; promoting election issues or candidates for collective bargaining units;
- i. Intentionally accessing, submitting, posting, publishing or displaying any defamatory, abusive, obscene, profane, pornographic, threatening, racially offensive, harassing or illegal materials, and material of a sexual nature that is inappropriate in a school environment;


8/6/11 3:15 PM J.D.


APPENDIX C: Personnel Access to Electronic Networks and Acceptable Use Policy

- j. Authoring and/or editing, FROM SCHOOL DISTRICT EQUIPMENT OR USING THE DISTRICT NETOWRK, district or personal web pages that contain any nudity or pornography; copyright infringement; material that is threatening, abusive, harassing, defamatory, invasive of privacy or publicity rights, vulgar, obscene, profane, indecent, or otherwise objectionable; content that promotes, encourages, or provides instructional information about illegal activities---specifically hacking, cracking, or phreaking, including posting other peoples' or district private information; and any software, information, or other material that contains a virus, "Trojan Horse", "worm" corrupted data, or any other harmful or damaging component; hate propaganda or hate mongering, swearing, or fraudulent material or activity; and
- k. Using the network while access privileges are suspended or revoked.
- l. Using the Network to perform any acts of cyber-harassment or cyberstalking (as defined by Illinois Compiled Statutes 720 ILCS 135 Harassing and Obscene Communications Act. Section 1 (720 ILCS 135/1-2)

Staff Use of Electornic Mail Communication

- 1. Electronic mail communication using Distirct email addresses shall be used for educational or school business purposes only. Staff shall not be allowed to use the School District's electronic mail communication for personal messages, anonymous messages or communications unrelated to an education or school business related issue. Staff shall not use electronic mail communication to create, communicate, repeat or otherwise convey or receive any message or information which is illegal, indecent, obscene, harmful to minors, imapporpriate for minors, child pornography, defamatory, likely to constitute harassment of another student, staff member or any other individual, likely to cause disruption in the schools, or is otherwise inconsistent with the District's curriculum and educational mission.
- 2. Staff shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them unless for a legitimate and bonafide educational reason or safety precaution, and as directed by the Superintendent or his/her designee.

8/5/11 3:15pm J.D.


APPENDIX C: Personnel Access to Electronic Networks and Acceptable Use Policy

Violations

The failure of any student or staff member to follow the terms of this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Any staff member who violates the *Personnel Access To Electronic Networks and Acceptable Use Policy* shall be subject to disciplinary action up to and including dismissal in accordance with the applicable provisions of the appropriate collective bargaining agreement and/or The School Code. The Superintendent or designee and/or the Building Principal will make all decisions regarding whether or not a user has violated the *Personnel Access To Electronic Networks and Acceptable Use Policy* and may deny, revoke or suspend access at any time. A user who disagrees with a decision made by the Superintendent, designee, and/or the Building Principal regarding whether or not a user has violated the *Personnel Access To Electronic Networks and Acceptable Use Policy* may appeal such decision through the grievance procedure of the appropriate collective bargaining agreement.

Additionally, if staff member conduct constitutes a violation of copyright laws, the staff member may be subject to prosecution under such laws. Any staff member who intentionally or negligently damages or destroys District hardware and/or software shall also be responsible for all costs associated with repair and/or replacement parts and services.

LEGAL REF.: Children’s Internet Protection Act, P.L. 106-554., 20 U.S.C § 6801 et seq., 47 U.S.C. § 254(h) and (l), 720 ILCS 135/0.01.


CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright for Publication or Sale of Instructional Materials and Computer Programs Developed by Employees), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:230 (Library Resource Center), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Publications)

ADMIN PROC.: 6:235-AP (Administrative Procedure - Access to Electronic Networks), 6:235-E2 (Exhibit - Authorization for Electronic Network Access)

APPROVED: April 20, 1999

REVISED: July 15, 2002

September 27, 2010

8/5/11 3:15 PM J.D.


APPENDIX D: BENEFITS 403(b)

MEMORANDUM OF AGREEMENT

Benefits 403(b)

- 1) The District will contract with a third-party administrator (TPA) to serve as the third-party administrator of the District's 403(b) plan.
- 2) All aspects of the 403(b) plan shall comply with federal laws and regulations.
- 3) The District will have the TPA to include the following in the District's 403(b) plan, provided that 1) the item does not cost the District any additional fees/expenses and 2) the item is permitted under federal laws and regulations. The TPA will determine whether or not any of the items will result in an additional cost to the District.
 - a) Current vendors will be included in the 403(b) plan provided the vendor meets all criteria and obligations to be included in the plan.
 - b) The transfers of funds ("exchanges") between approved products offered by different providers are allowed.
 - c) Include information sharing agreements for legacy products to which new investments are not being made.
 - d) 403(b) plan and benefit details provided to all employees under the universal availability requirement.
 - e) Include contribution limits "as permitted by law that are standard in 403(b) plans," including the catch up provisions for those 50 years of age and older and catch up provisions for products and/or plans that had catch up provisions for those with 15 years of service.
 - f) The opportunities to enroll in plan products and opportunities to change investments.
 - g) Provide online access to accounts.
 - h) Include the product features such as Roth IRA and 457(b) contributions to offer flexibility, loans, financial hardship withdrawals, transfers into and out of plan (through information sharing agreements), rollovers from other qualified plans into plan, and payrolls slots for any and all providers.
- 4) Prior to the District implementing a change to the 403(b) plan or changing third-party administrators, the District will notify its labor organizations and meet its bargaining obligations consistent with the Illinois Educational Labor Relations Act. The current TPA or any subsequent third-party administrator can have the ability to make changes to the plan only to ensure it remains in compliance with federal laws and regulations and all employees shall be notified of any said changes.

APPENDIX E: ADDITION OF LIBRARY ASSISTANT POSITION FOR CMS AND DIS


MEMORANDUM OF AGREEMENT

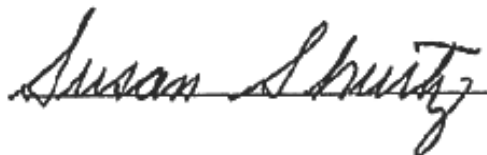
Addition of Library Assistant Position for CMS and DIS

1. Library Assistants are covered under the terms of CEAA contract.
2. The District currently employs one (1) library assistant and, in accordance with Article III, Section 1, is employed 190 workdays each school year.
3. The district proposes adding one 180 day library assistant position to provide services to Collinsville Middle School and to Dorris Intermediate School.
4. The new 180 day library assistant position will not reduce the workdays of the current 190 day library assistant.
5. The existing bargained library assistant job description will apply to the newly created 180 day library assistant position.
6. All other provisions of the CEAA contract will apply to the newly created 180 day library assistant position.

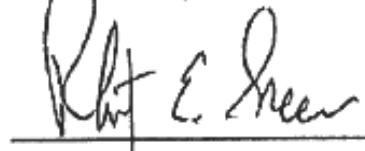
This Memorandum of Agreement is signed this _____ day of October, 2011.

**For the Collinsville Educational Assistants
Association,**

 _____

 _____

**For the Board of Education of Collinsville
School District,**

 _____

APPENDIX F: CLERICAL EDUCATIONAL ASSISTANTS AT CHS

MEMORANDUM OF AGREEMENT

September 9, 2013

Clerical Educational Assistants serving at CHS are expected to help cover duties related to checking in visitors with the Raptor system.

MEMORANDUM OF AGREEMENT

EARLY RETIREMENT INCENTIVE

The Board of Education of Collinsville Community Unit School District No. 10 is offering a onetime early retirement incentive program to the Collinsville Educational Assistants Association, IEA/NEA. This retirement program will not be included in the CEAA collective bargaining agreement and, instead, would constitute a one-time Memorandum of Agreement between the Board and CEAA.

A. The Board shall recognize the service of full-time educational assistants who have rendered at least fifteen (15) years of full-time IMRF creditable service to Collinsville Community Unit School District No. 10 and who are eligible to receive regular retirement pension benefits through the Illinois Municipal Retirement Fund of the State of Illinois.

1. Requirements to Qualify – To be eligible for this benefit, an educational assistant must comply with all of the following requirements and limitations:

- a. Must have a minimum of fifteen (15) years of full-time IMRF service in the Collinsville School District at the time the retirement notice is submitted in order to be eligible for this early retirement incentive; and
- b. Must be eligible to retire with the Illinois Municipal Retirement Fund and submit a statement from IMRF confirming retirement eligibility; and
- d. Must submit an irrevocable letter of resignation for retirement. As many as the last three (3) years of an employee's career may be included in the pre-retirement period. An irrevocable letter of resignation establishing the date of retirement will create and determine the length of the pre-retirement period; and
- e. No educational assistant may participate in this program unless they have sufficient service credit with the Illinois Municipal Retirement Fund to exempt the employer from the payment of any penalty or other additional amount to the Illinois Municipal Retirement Fund, including but not payments to fund an educational assistants' annuity; and

2. The irrevocable letter of resignation for retirement must be submitted to the Superintendent on or before January 9, 2015 and indicate a retirement date no later than the end of the 2016-2017 school year. The pre-retirement period may be from 1 to 3 years in duration. Employees who file by January 9, 2015 may indicate a retirement date of June 30, 2015, 2016 or 2017. Employees indicating retirement in 2015 will have a pre-retirement period of 1 year. Employees indicating retirement in 2016 will have a pre-retirement period of 2 years. Employees indicating retirement in 2017 will have a pre-retirement period of 3 years.

B. Total payment due under the Collinsville Retirement Program will be as follows:

One year retirement notice: \$500
Two year retirement notice: \$1,000
Three year retirement notice: \$1,500

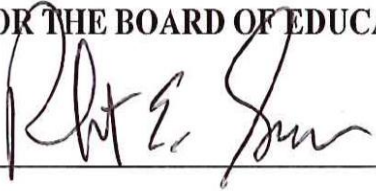
C. This retirement program payment may be paid in two forms -1) IMRF creditable earnings and/or 2) a retirement severance payment—and shall be paid according to the following procedures.

1. A calculation will be made comparing the employee's creditable earnings of the immediately previous year with his/her creditable earnings of the year he/she gave notice. If such creditable earnings are less than 106% of his/her creditable earnings of the previous year, that portion of the retirement program payment (\$500) will be paid to the employee as creditable earnings in the last pay period in June, but in no case shall an employee's creditable earnings from any source cause the employee's creditable earnings to exceed 106% of his/her previous year's creditable earnings and the \$500 retirement payment will be reduced in an amount to ensure the teacher's creditable earnings does not exceed a 6% increase.
2. For each succeeding year of the notice period, a comparison will be made between the employee's creditable earnings of the previous year and the current year. That portion of the program payment up to a maximum of \$500 will be paid to the employee as creditable earnings in the last pay period of June in each subsequent year of the retirement program, but in no case shall an employee's creditable earnings from any source cause the employee's creditable earnings to exceed 106% of his/her previous year's creditable earnings and the \$500 retirement payment will be reduced in an amount to ensure the educational assistant's creditable earnings does not exceed a 6% increase.
3. In the event the entire program payment due the employee is not paid as creditable earnings during the notice period, the remaining balance will be paid to the employee as a severance payment. Such payment shall be made on the 65th day after the employee's last workday and/or receipt of his/her last paycheck, whichever comes last. This severance payment will not be treated as creditable earnings under IMRF.
4. In the event an employee who elects this retirement incentive and subsequently becomes ineligible to retire on the date designated in his/her irrevocable notice because (s)he does not have sufficient years of IMRF creditable service (e.g., educational assistant expected to retire with 35 years of IMRF service by using 2 years of sick leave but had to use a number of sick leave days, pursuant to The School Code, and is no longer able to purchase 2 years of service credit), the Board may allow the employee to rescind his/her retirement or the Board may move the effective retirement date to the first date on which the employee obtains thirty-five (35) years of creditable service (including accumulated sick leave). The educational assistant will not be required to pay back any retirement benefits received, but shall be removed from the retirement program. Moreover, the educational assistant shall not be eligible to re-enter the retirement program.

5. The parties agree that if the state pension statute and/or regulations change in any manner during the term of this agreement that would create a penalty or additional cost to the District for offering this retirement program to employees, the parties will re-open and renegotiate this retirement program language.


6. The parties agree that any educational assistant who has submitted his/her notice of resignation for retirement purposes, and which was accepted by the Board of Education prior to the date this language is ratified, will be required to retire on the date indicated in his/her retirement notice, but will be eligible for the retirement benefit for the duration of his/her employment. For example, an educational assistant that has already submitted a resignation letter to retire at the end of the 2014-2015 school year will be eligible for the one year retirement program payment of \$500 – the educational assistant cannot now modify his/her retirement date in order to extend his/her employment to receive additional retirement program payments.

FOR THE BOARD OF EDUCATION:



10-7-14
Date

FOR THE CEAA:



10-6-14
Date

10.3. Approval of CHS Course Proposals and
Course Modifications for the 2015-16 School Year
- ITEM TABLED

10.4. Resolution to Approve Accounting
Procedures to Allocate Collinsville Area
Vocational Center End of Fiscal Year Surplus
Funds to the Next Year's Operating Budget

**RESOLUTION TO APPROVE ACCOUNTING PROCEDURES TO ALLOCATE
COLLINSVILLE AREA VOCATIONAL CENTER END OF FISCAL YEAR SURPLUS
FUNDS TO THE NEXT YEAR'S OPERATING BUDGET**

WHEREAS, the Joint Agreement for the Collinsville Area Vocational Center (“CAVC”) is organized and created pursuant to the Illinois School Code, 105 ILCS 5/10-22.31a; and

WHEREAS, the purpose of the CAVC is to provide specialized vocational programs in an area vocational center for all students of the participating school districts that need and can profit from such education and training; and

WHEREAS, in accordance with the CAVC Joint Agreement, Collinsville Community Unit School District No. 10 is the designated Administrative District and is responsible for appointing and employing a CAVC Director, and

WHEREAS, the CAVC Director is responsible for overseeing the daily operations of the CAVC program and preparing a tentative annual budget for the program; and

NOW THEREFORE, be it resolved by the Administrative District of Collinsville Area Vocational Center, as follows:

Section 1: Consistent with the CAVC Joint Agreement, Article V, Section 1-7, surplus funds at the end of a fiscal year shall not be recorded, for accounting purposes, as payable accounts to CAVC member districts.

Section 2: The CAVC Director, in accordance with the Joint Agreement, Article V, Section 1-7, upon the closing and audit of all CAVC accounts at the end of a fiscal year, shall apply all surplus funds, if any, to the next fiscal year’s operating budget.

Section 3: The CAVC Director, in preparing the tentative budget, shall allocate any such end of fiscal year surplus funds to the next fiscal year’s operating budget to any CAVC line item expenditure(s) she/he deems appropriate.

Section 4: That this Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 21st day of September, 2015, by the following vote:

AYES:

NAYS:

ABSENT:

Board President, CAVC Administrative District

ATTEST:

Secretary, CAVC Administrative District

10.5. Presentation of New Board Policy on Adult
Suicide Prevention Procedures

10.6. Presentation of Board Policy Updates

10.7. Approval of Activity Account for CHS
Cross Country Team

10.8. Approval of Agreement Between
Collinsville Unit #10 Board of Education and
Local 316 Office Employees

11. Closed Session

12. New Business (Continued)

12.1. Consider Approval of Resolution to
Intervene in Commercial Appeal before the
Property Tax Appeal Board

13. Personnel

13.1. Certified Employee Resignation

13.2. Revised Recommendation for Activity
Sponsors at Collinsville High School

13.3. Recommendation for Activity Sponsors at
Collinsville Middle School

13.4. Non-Certified Employee Recommendations
for Employment

13.5. Motion to Post Health Care Attendants

13.6. Recommendation for Coaches

13.7. Motion to Approve Band Stipend

13.8. Motion to Approve Elementary Stipends

14. Student Discipline

14.1. Student Discipline - Expulsion

14.2. Student Discipline - Expulsion

15. Adjourn