

INTERGOVERNMENTAL AGREEMENT BETWEEN  
PARTICIPATING DISTRICTS FOR THE  
COLLINSVILLE AREA VOCATIONAL CENTER

## AUTHORIZATION

This Joint Agreement for the Collinsville Area Vocational Center is executed under the authority of The School Code of Illinois.

### ARTICLE 1 GENERAL

Section 1            NAME

The Cooperative created hereby shall be known as the Collinsville Area Vocational Center. (Hereinafter referred to as the CAVC).

Section 2            PURPOSE

The purpose of the CAVC shall be 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.

Section 3            MEMBERSHIP

3-1    Membership in this program shall be open to the following school districts: Bethalto #8, East Alton / Wood River #14, Collinsville Unit #10, Dupo #196, Edwardsville Unit #7, Highland Unit #5, Lebanon Unit #9, Mascoutah Unit #19, Roxana Unit #1, and Triad Unit #2.

3-2    Membership by districts not initial signatories to this agreement shall be by petition. Membership in the CAVC may be granted by two-thirds (2/3) vote of the Collinsville Area Vocational Center Administrative Council and by meeting such conditions as established by said council. The new members shall appropriately execute this agreement.

3-3    Membership shall continue and member districts shall be bound, hereby, from year to year unless they give written notice twelve (12) months preceding the beginning of the fiscal year (July) in which they plan to withdraw.

- 3-4 Any district failing to abide by its agreement with the participating schools may be excluded from membership by a two-thirds (2/3) vote of the Administrative Council.
- 3-5 All matters of membership shall be determined by the Administrative Council.
- 3-6 In the event of withdrawal of any member district, such district shall be reimbursed for tuition due, or make payment of outstanding obligations to the CAVC.

ARTICLE II  
ORGANIZATION AND OPERATION

Section 1 ADMINISTRATIVE COUNCIL – FUNCTION & PURPOSE

- 1-1 The Administrative Council shall be composed of the Superintendent or a delegated representative from each of the participating districts.
- 1-2 The term of office of each Administrative Council member shall be at the will of the body appointing such member, except that each appointed member's term should generally be at least one (1) year in duration to ensure continuity.
- 1-3 The Administrative Council shall meet at least once per semester. The meeting date shall be set by policy.
- 1-4 A special meeting of the Administrative Council may be called by the (Director) upon request of any three (3) member schools. Notification of a special meeting may be done by phone or in writing. Notification of a special meeting must reach all members at least 48 hours in advance of the meeting. Such notification shall contain the time, place, and purpose of the meeting.
- 1-5 The Administrative Council shall, from its membership, elect a chairman and a secretary, who shall serve for a term of one (1) year each.

- a. The chairman shall perform all of the functions customarily inherent in a presiding office.
  - b. The secretary shall perform all of the functions customarily inherent in the office of the secretary.
  - c. The Administrative Council shall duly elect both the chairman and the secretary.
- 1-6 All meetings shall be conducted according to accepted parliamentary procedure.
- 1-7 A majority of all members shall constitute a quorum but no action shall be taken unless approved by a majority vote of the total membership.
- 1-8 Each school district shall be accorded one vote.
- 1-9 The Administrative Council shall assist and advise the Administrative District:
- a. in developing and approving general policies which are in keeping with the educational policies of the Member Districts;
  - b. in developing and approving regulations and procedures designed to implement these policies;
  - c. in making all substantive decisions relating to the operation of the CAVC.

Section 2 ADMINISTRATIVE DISTRICT

- 2-1 One-member district, Collinsville Community Unit District #10, shall be designated as the Administrative District. This designation shall be on a permanent basis confirmed by mutual consent of the Administrative Council.
- 2-2 Said Administrative District shall be the operating agent for purposes of positive legal identity required to execute the program in accordance with applicable state and federal laws, rules and regulations.

- 2-3 This agreement on Organization and Operation shall be reviewed in three years, and the Administrative Council shall have the power, based on a two-thirds (2/3) vote of the membership to amend this Agreement.
- 2-4 The Administrative District shall be responsible for the execution of all administrative functions as determined by said Administrative Council including legal and fiscal matters.
- 2-5 The Administrative District shall have the right to withdraw from that capacity at the end of any fiscal year provided that notice is given to the Administrative Council by January 1<sup>st</sup> of that fiscal year. Such notice would cause the Administrative Council to review the operation of the CAVC and to amend the INTERGOVERNMENTAL AGREEMENT in order to provide for the administration of the CAVC beginning with the next fiscal year.
- 2-6 The Administrative District shall have the right to call special meetings of the Administrative Council by giving proper notice. Meetings may also be called pursuant to the provisions of the Illinois Open Meetings Act (IL. Rev. Stat. 1985, Ch. 102, Sec. 41, et seq.). All meetings shall be held in accordance with said Act.

### Section 3 DUTIES OF ADMINISTRATIVE PERSONNEL

- 3-1 The Director shall be responsible for the operation of the CAVC in accordance with policy established by the Administrative District subject to the advisory recommendations of the Administrative Council. His or her duties include supervision of professional and non-professional staff, budgeting, financial planning and management, curriculum development, the filing of required state reports, and other tasks necessary for the efficient operation of the CAVC.
- 3-2 Shall implement CTE Programs following the guidelines set forth by ISBE, and ensure approved programs continue to meet the size, scope, and quality definitions of ISBE. Ensure the completion of applicable needs

assessments necessary to meet the requirements of Part 256 and Perkins V.

Section 4 ADVISORY COMMITTEE

- 4-1 The Administrative Council will act in an advisory capacity.
- 4-2 The CAVC in cooperation with Southwestern Illinois College and Lewis & Clark Community College shall utilize a regional advisory committee.
- 4-3 The CAVC staff will serve on the regional advisory committee when possible and also continue to make professional contact with their program area.

ARTICLE III  
PROGRAM AND/OR SERVICES

Section 1 TYPES OF PROGRAM AND/OR SERVICES

- 1-1 The types of programs and services offered will be determined by the Administrative District based on the recommendations received from the Director and Administrative Council, information received from community studies, Advisory Committee recommendations, applicable governmental agencies, and other reliable resources.
- 1-2 List of program offerings
  - a. Auto Body
  - b. Auto Mechanics
  - c. Building Trades
  - d. Clinical Health Occupations
  - e. Criminal Justice
  - f. Cyber Security
  - g. Dental Assistant
  - h. Electronics
  - i. Early Childhood Education
  - j. Education Practicum
  - k. Food Service
  - l. Landscape Management

- m. Precision Machining
- n. Teaching as a Profession
- o. Urban Agriculture
- p. Welding

- 1-4 Programs may be offered only during morning or afternoon sections.
- 1-5 Enrollment figures will determine the number of sections for each program.
- 1-6 Each member district may determine through Board of Education action which CAVC programs/courses are offered to their students.
- 1-7 Each member district shall determine the eligibility of its students for CAVC programs.
- 1-8 Each member district will present an annual pre-enrollment report on or before April 1 which provides preliminary levels of participation within the shared CAVC programs for the following school year.
- 1-9 To be eligible for participation in a CAVC program, a private or parochial school student must first document legal residence within one of the Member Districts. To be enrolled, an eligible private or parochial school student must register for the program as a part-time student at the public school district within which he/she resides. The public school district then becomes responsible for tuition and other approved costs resulting from private school students' participation.
- 1-10 Students attending the CAVC have the opportunity to become members of four student organizations.
  - a. SKILLS/USA
  - b. HOSA – Health Occupations Students of America
  - c. NTHS – National Technical Honor Society
  - d. Educators Rising

## Section 2 PROGRAM MANAGEMENT

- 2-1 The Administrative District shall employ the Director of the CAVC. He or she shall be held directly responsible to and report to the Administrative District. The Administrative District will define his or her duties, responsibilities, and authority. The Director and all employees shall be placed under contract with the Administrative District in accordance with applicable laws, rules, and regulations.
- 2-2 A Guidance Coordinator may be appointed, and his or her duties, responsibilities, and authority shall be recommended by the Director and defined by the Administrative Council.
- 2-3 The Administrative District shall employ instructors. They shall be assured of all rights and benefits as designated by the Administrative District's Teacher Agreement. The Director shall recommend Instructors.
- 2-4 Policies relative to the development, implementation, and supervision of the instructional program and employment of other personnel shall be formulated by the Administrative District subject to the assistance and advisory recommendations of the Administrative Council. These policies shall be administered by the Director and his or her staff under the supervision of the Administrative District in accordance with established written procedures.
- 2-5 The Administrative District shall organize and effectively maintain a system of communication and participation with and by persons, organizations, and groups within the community and member district. The Administrative District shall establish and maintain efficient liaison with all applicable state and other governmental agencies.
- 2-6 Equitable Access.  
CAVC recognizes the importance of equity, diversity, and inclusion throughout all aspects of a student's educational experience.



2.6.1 CAVC will provide equitable access for all students beginning in 11th grade and continuing throughout their schooling with career exploration, career preparation, and academic and social support.

2.6.2 CAVC will provide targeted support services, informed by evidence-based practice, for special populations.

2.6.3 CAVC in collaboration with EFE System #450 evidence-based professional learning and resources to support Member District programs in collecting and using data to improve activities and services for those who are members of special populations, which will benefit all students.

2.6.4 CAVC will collaborate with community-based organizations, the workforce development system, business partners, and families to build partnerships that support students, create programs that ensure equitable access and supports, create opportunities for work-based learning and ensure access to high-quality programming.

## ARTICLE IV HOUSING

### Section 1 PROGRAM SITE

- 1-1 All programs will be housed at CAVC with the exception of the Cosmetology program which will be housed at Precision Point School of Cosmetology.
- 1-2 Students in some programs will be doing clinical experience at the following locations:
  - a. Health Occupations
    - 1. Anderson Hospital, Caseyville Rehab,
    - 2. And/Or Liberty Village
    - 3. And/Or Stillwater Senior Living
  - b. Dental Assistant
    - 1. Local Dental Offices (TBD)
  - c. Child Care

1. CUSD #10 Elementary and Intermediate Schools and/or member schools dependent on the home school of the student.

d. Building Trades

1. CAVC Building Lots

Section 2 OFFICIAL OFFICE

- 2-1 The CAVC office is located at:  
2201 South Morrison Ave  
Collinsville, IL 62234  
(618) 346-6320, ext. 7 - Office  
(618) 346-6242 – Fax  
jmcginni@cusd.kahoks.org

- 2-2 The Administrative District Office is located at:  
201 West Clay  
Collinsville, IL 62234  
(618) 346-6350 - Office

ARTICLE V  
FINANCE

Section 1 – FINANCE

- 1-1 A tentative budget of proposed expenditures shall be prepared by the CAVC Director in cooperation with the Administrative District's Business Manager and presented to the Administrative Council in June.
- 1-2 A final budget shall be presented to the Administrative Council in August.
- 1-3 Participating districts shall participate in the expenses of operating an area vocational center as mandated by the 75<sup>th</sup> General Assembly House Bill #1104 in the Senate, dated June 8, 1967.
- 1-4 Each member district shall pay the Administrative District such sums of money on a tuition basis as computed from the approved operating budget for that fiscal year. Minus state reimbursement.

- 1-5 Tuition shall be charged each semester. 1st-semester tuition is based on the enrollment numbers provided by districts on July 1 of the upcoming school year. 2nd-semester tuition payments will be based on the number of students enrolled in CAVC on the 10th day of the 2nd semester. All payments will be payable upon receipt.
- 1-6 When all accounts have been closed and audited, adjustments will be made for any deficits encountered during the operation of the CAVC for that fiscal year.
- 1-7 When all accounts have been closed and audited, and a surplus occurs, that surplus will be applied to the next fiscal year's operating budget.
- 1-8 Participating districts shall record their payment to the Administrative District as tuition paid – Joint Agreement.
- 1-9 Accounting procedures shall conform to the directives of the Illinois State Board of Education, including but not limited to those regarding administrative costs and capital outlay.
- 1-10 The Administrative District shall maintain accounts of the CAVC annual operating expenses and shall make these available to the Administrative Council as needed and requested.
- 1-11 The Administrative District shall conduct at least an annual audit of the CAVC in accordance with Section 3-15.1 of The School Code of Illinois, as amended.
- 1-12 Operating expenses shall be defined as all documentable expenditures which have accrued to the Administrative District as the result of having administered and operated the CAVC.
- 1-13 The Director shall review all grant expenditures submitted by CAVC to confirm they align with the grant expenditure guidelines.

ARTICLE VI  
TRANSPORTATION

Section 1 - TRANSPORTATION

1-1 Each participating district shall assume the responsibility of providing transportation for students of that district attending courses at the CAVC and will make separate claims for reimbursement to the State of Illinois. Participating districts may at their own risk allow students to drive themselves to CAVC.

ARTICLE VII  
ADMISSION, TERMINATION, WITHDRAWAL, AND REMOVAL

Section 1 - ADMISSION

Non-member districts may petition for membership in the CAVC in accordance with ARTICLE I, Section 3-2 of this Intergovernmental Agreement.

Section 2 - TERMINATION

This Agreement may be terminated in the event that all Member Districts so agree. The vote to terminate must occur twelve (12) months prior to the July 1 termination date and notice shall be given to the Illinois State Board of Education. CAVC assets shall be distributed in accordance with the interests vested in each asset. The Member Boards of Education must vote to terminate this Intergovernmental Agreement.

Section 3 - WITHDRAWAL

3-1 Member Districts may withdraw from participation in this Intergovernmental Agreement, provided they give written notice twelve (12) months preceding the beginning of the fiscal year (July) in which they plan to withdraw. The notification

shall be provided to the State Board of Education and each Member District.

3-2 If a Member District gives written notice of withdrawal, that District is to continue participation and financial obligation until withdrawal is effective.

Section 4 - REMOVAL

A district may be removed from membership by a two-thirds (2/3) vote of the Administrative Council. Notification of a proposed removal shall be given to the Member District and the Illinois State Board of Education at least 90 days prior to the end of the fiscal year. A hearing shall be held within sixty (60) days of the notification to remove a Member District. The Illinois State Board of Education shall be notified of the call for a hearing and any Administrative Council action to remove, after the hearing. A removed district shall be responsible for all financial obligations incurred while a Member.

ARTICLE VIII  
PROVISIONS FOR AMENDMENTS

Section 1 The provisions of the Intergovernmental Agreement may be changed upon approval by a two-thirds (2/3) vote of the Administrative Council.

1-2 Member Boards of Education shall act on a proposed amendment within 60 days by executing a Resolution to approve Cooperative Agreement, as provided in Exhibit A, which is attached hereto and incorporated herein by reference. Ratification of the amendment will be deemed to take place when two-thirds (2/3) of the districts have voted passage. Failure of a district to act within 60 days shall be deemed to be a vote for the amendment. The amendment will take effect upon ratification unless it provides otherwise.

## ARTICLE IX - APPROVAL AND FILING

### 10-1 Approval

10.1.1 Approval: This Agreement, as amended and restated, shall be considered approved upon its approval by all members. This Agreement shall replace all previous agreements between and among the parties on the subject matter herein.

10.1.2 Effective Date: This Agreement is effective as of approval by 2/3 of member districts.

10.1.3 Filing: This Agreement and any amendment hereafter approved shall be filed with the Illinois State Board of Education.

EXHIBIT A

Approved by the participating districts, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
District Name and Number

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
County

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
District Name and Number

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
County

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
District Name and Number

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Secretary

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Chairman

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District Name and Number

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Secretary

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County

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Chairman



EXHIBIT B

COLLINSVILLE AREA VOCATIONAL CENTER  
JOINT AGREEMENT RESOLUTION

Whereas, present statutes allow school districts to jointly offer programs for better educational advantages, and

Whereas, an efficient and proper program may not feasibly be conducted by one district alone, and

Whereas, Section 10-22.31a of The School Code of Illinois authorizes joint agreement between several school districts, through their school boards, to establish such programs:

Now, therefore, let it be resolved that District Number 10, Madison County, Collinsville, Illinois, be authorized to enter into a joint agreement with other school districts of Madison – St. Clair Counties, and be bound thereby, and

Be it further resolved that the President and Secretary of this Board are hereby authorized to direct and execute said joint agreement, a copy of which is attached hereto, and

Be it further resolved that this Board of Education hereby approves of the Program for the \_\_\_\_\_ school year as presented, copy of which program is attached hereto.

.....

CERTIFICATION

I, \_\_\_\_\_, Secretary of the Board of Education of \_\_\_\_\_, District Number \_\_\_\_\_, \_\_\_\_\_ County, Illinois, do hereby certify that the above and foregoing is true and correct copy of a certain resolution which was duly passed by said Board at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_\_.

ATTEST:

|                    |        |                    |        |
|--------------------|--------|--------------------|--------|
| _____              |        | _____              |        |
| President of Board |        | Secretary of Board |        |
| _____              |        | _____              |        |
| District Number    | County | District Number    | County |
| _____              |        | _____              |        |
| City               | State  | City               | State  |

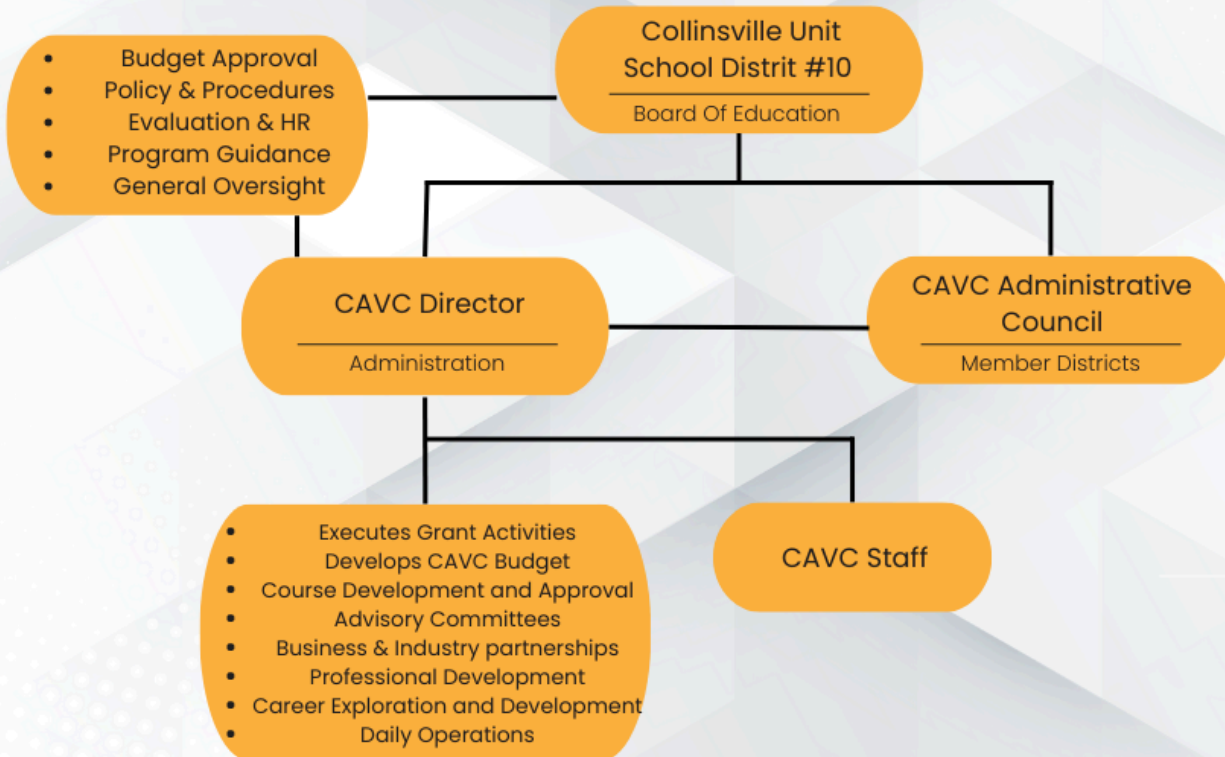
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DIRECTIONS: Please fill out the duplicate form. Keep one (1) copy for your file and return (1) copy to the Collinsville Area Vocational Center

# CAVC

Collinsville Area Vocational Center

## ORGANIZATIONAL CHART



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