

DECATUR PUBLIC SCHOOL DISTRICT #61  
BOARD OF EDUCATION  
AGENDA

Regular Meeting  
Keil Administration Building  
101 W. Cerro Gordo Street  
Decatur, IL 62523

April 25, 2023  
3:30 PM Open Session  
Closed Session Immediately Following  
6:30 PM Open Session Reconvened

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Legend: AI = Action Item      DI = Discussion Item      IO = Information Only

**Strategic Plan Mission:**

*The mission of Decatur Public Schools, the destination district of our community, is to unlock students' unique and limitless potential to achieve their personal aspirations as fully prepared, contributing citizens in a global society through learning experiences distinguished by:*

- *commitment to the whole person resulting in student growth and confidence*
- *relevant, innovative, personalized academic pathways that promote passion and pride*
- *a learning environment that fosters curiosity and the thirst for achievement and discovery*
- *a culture of diversity, adaptability, and resilience*
- *meaningful and lasting relationships*
- *extraordinary school and community connections*

**The Board of Education Parameters that Guide Our Work:**

- We will make decisions in the best interest of all students.
- We will treat all people with dignity and respect.
- We will seek input and collaboration throughout our diverse community.
- We will practice responsible stewardship of all our resources.

**AI 1.0 CALL TO ORDER**

**CALL FOR EXECUTIVE SESSION**

The Board of Education will meet in Closed Executive Session to conduct student discipline hearings, discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, the purchase or lease of real property for use of the public body, pending litigation and collective negotiating matters between the Board and its representatives.

Roll Call

**IO 2.0 PLEDGE OF ALLEGIANCE**

**AI 3.0 APPROVAL OF AGENDA APRIL 25, 2023**

**IO 4.0 DISTRICT HIGHLIGHTS**

- Baum Elementary School Student National Wrestling Folkstyle Champion and 12U Outstanding Wrestler
- Thanks to the DPS staff and the Decatur Community!

- Dennis Lab School PBL Night
- Eisenhower High School

**IO 5.0 PUBLIC PARTICIPATION**

- Identify oneself and be brief.
- Comments should be limited to 3 minutes.
- Any public comments submitted to the Board Secretary will be included in the record.

**DI 6.0 STUDENT AMBASSADORS' REPORT**

**BOARD DISCUSSION**

**AI 7.0 CONSENT ITEMS**

- A. Minutes: Open/Closed Meetings April 11, 2023
- B. Financial Conditions Report
- C. Job Descriptions:
  - a) Assistant Director of Macon-Piatt Special Education District (update)
  - b) Director of Macon-Piatt Special Education District (update)
- D. Acceptance of the grants from the Community Foundation/YLIA and California Casualty Management Co. for American Dreamer Stem Academy

**AI 8.0 ROLL CALL ACTION ITEMS**

- A. Vote on a Potential Student 2223-0016 Expulsion
- B. Vote on a Potential Student 2223-0020 Expulsion
- C. Vote on a Potential Student 2223-0021 Expulsion
- D. Vote on a Potential Student 2223-0023 Expulsion
- E. Vote on a Potential Student 2223-0024 Expulsion
- F. Personnel Action Items
- G. Superintendent of Schools Contract
- H. Memorandum of Understanding (MOU) between Decatur Public School District 61 and the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America Local Union No. 916
- I. 2023-2024 Athletics Plan
- J. Agreement between Decatur Public School District 61 and Hanover Research Center (2<sup>nd</sup> year)
- K. New K-8 Magnet School – Award of Bid Package 1 for Pre-Cast Concrete Walls
- L. New K-8 Magnet School – Award of Bid Package 2 for Main Electrical Switchgear
- M. New K-8 Magnet School – Award of Bid Package 3 for Chillers

**IO 9.0 IMPORTANT DATES**

**April** 29 2023 MacArthur High School Prom  
 – The Decatur Conference Center from 7:00PM to 10:00PM

**May** 06 2023 Eisenhower High School Prom  
 – The Decatur Club from 7:00PM to 10:00PM

- 12 2023 DPS Retirement Celebration
  - The Decatur Club, Doors Open at 5:30 PM, Program Starts at 6:00 PM
- 20 **MHS** Class of 2023 Graduation Ceremony
  - 11:00 AM, **MHS** Gymnasium
- 20 **EHS** Class of 2023 Graduation Ceremony
  - 2:00 PM, **EHS** Field (weather permitting)

**NEXT MEETING**

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, May 09, 2023 at the Keil Administration Building.

**AI 10.0 ADJOURNMENT**



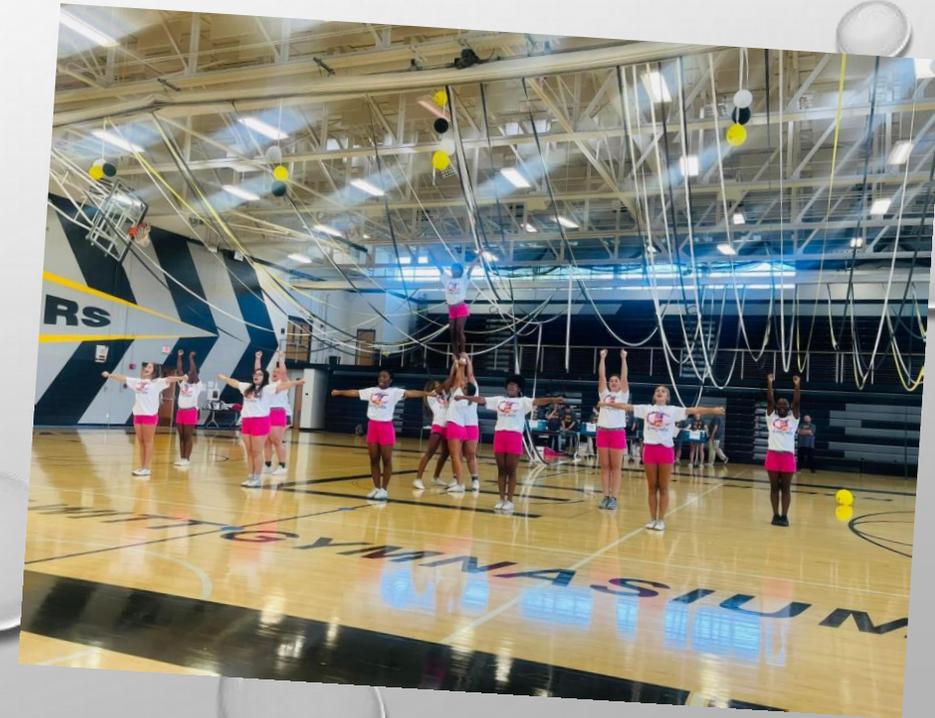
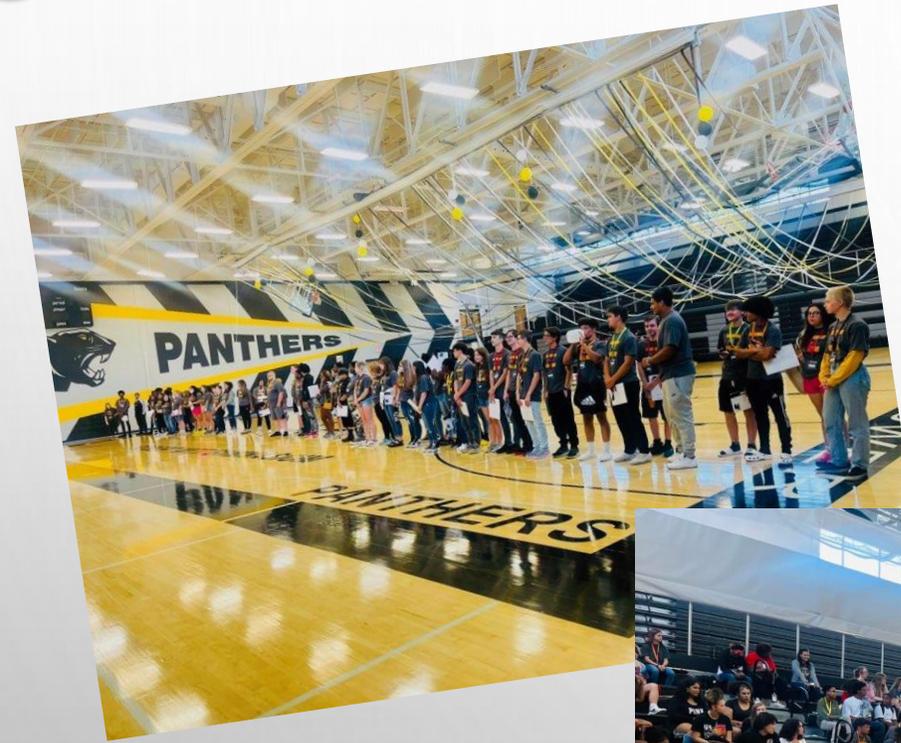
# *Eisenhower High School*

*April 25, 2023*



# Freshman Orientation

Incoming freshman come to school two days during the first week of August each year. They meet upperclassmen who will mentor them, play team building games, get the ipads, and learn about the building.



# Life Skills

Life Skills had a fun and busy year! We did a lot of learning in the classroom and in the community. Our students enjoyed our basketball games, vocational jobs in the community and serving coffee in our Panther Brew Crew Coffee shop. We visit our coffee partner Starbucks and learn how it runs. We have many cooking lessons including a Thanksgiving feast that our students helped prepare. The students went caroling to a local nursing homes, have lots of fun with panther pals and fun field trips. We are also looking forward to hosting our Panther Pawlooza next week!



# Panther- Pawlooza!!!



In EHS parking lot on April  
27th 9-2.

Panther-Pawlooza is an event to bring special education students together with general education students, teachers, and community members/businesses.

Who will be in attendance:

Macon-Piatt Essential and Life Skills students K-12+

# Local/Decatur Community Connections!!!!

- That Kid Place Foundation-Mobile Sensory Museum- owner Ryan Abbott
- Decatur Public Schools Foundation-Zach Shields
- Lambda State Foundation for Educational Studies
- Mr. Softee
- Del's Popcorn Express-Mt.Zion
- Travis Frederick
- Kathy Horath
- Dr. Michael Curry
- Dr. Amy Zahm
- Mr. Sergio Reyna
- EHS Teachers & Staff
- Decatur Art Council
- Scovill Mobile Zoo
- Pepsi
- McDonald's
- Starbucks
- Puritan Springs
- Jimmy Johns (jThreeINC)
- EHS FFA
- EHS Panther Pals
- EHS Art - teacher Molly Reeder Fous
- Kona Ice of Decatur



# Ag. Program

We have been busy with career exploration activities, mentorships with ADSA, raising animals, and fun classroom projects!



# Counselors

EHS Counselors have had a busy year! Lots of college fairs, career exploration field trips, community service opportunities, testing, community groups, and providing mental health support for our students.



# NHS

We currently have 16 senior members and have inducted 17 junior members who will be active next year. NHS receives no funding, and so our members and the advisor are covering costs by dues and donations. Our main project has been a partnership with Panther Pals (Life Skills students).



# Athletics



Eisenhower athletics exemplifies hard work, deduction, grit, and integrity. The students work diligently to build their programs and to achieve growth at every moment. We strive to support every event and student athlete. Go Panthers



# Community Service Day!

On April 19th, students from Eisenhower participated in a Live to Give Day at various locations around Decatur. Live to Give is one of the 7-Mindsets in our SEL program. Students did a variety of tasks such as gardening, cleaning, organizing, and serving others.



# Partners for Live to Give

- Maranatha Assembly
- Kiwanis Park (Decatur Park District)
- Water Street Mission
- New Life Pregnancy Center
- Wood Street Community Garden (Millikin)
- Muffley Elementary
- AG Farm
- African American Genealogical Society





*Thank You!*  
*Questions?*

**DECATUR DISTRICT 61 BOARD OF EDUCATION  
REGULAR MEETING MINUTES**

DATE/TIME: April 11, 2023

4:00 PM

LOCATION: Keil Administration Building  
101 W. Cerro Gordo Street  
Decatur, IL 62523

PRESENT: Andrew Taylor, President  
Bill Clevenger  
Al Scheider

Jason Dion, Vice President  
Kevin Collins-Brown  
Fred Spannaus

ABSENT: Alana Banks

STAFF: Superintendent Dr. Rochelle Clark, Board Secretary Melissa Bradford, Attorney Brian Braun and others

President Taylor called the meeting to order at 4:00 PM.

TOPIC	DISCUSSION	ACTION
<b>Call for Closed Executive Session</b>	<p>President Taylor called the meeting to order and moved into Closed Executive Session to conduct student discipline hearings and discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, seconded by Dr. Collins-Brown.</p> <p>President Taylor called for a Roll Call Vote: Aye: Spannaus, Clevenger, Collins-Brown, Dion, Scheider, Taylor Nay: None Absent: Banks Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	Board moved to Closed Executive Session at 4:00 PM.
<b>Returned to Open Session</b>	<p>President Taylor moved to return to Open Session, seconded by Dr. Collins-Brown. All were in favor.</p>	Open Session at 5:57 PM.
<b>Returned to Closed Executive Session</b>	<p>President Taylor called the meeting to order and allowed Mr. Scheider to return into Closed Executive Session to discuss litigation, negotiations and personnel contracts. It was moved by Mr. Scheider, seconded by Mr. Spannaus.</p> <p>President Taylor called for a Roll Call Vote: Aye: Taylor, Scheider, Dion, Collins-Brown, Clevenger, Spannaus Nay: None Absent: Banks Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	Closed Session at 6:05 PM.
<b>Returned to Open Session</b>	<p>President Taylor moved to return to Open Session, seconded by Dr. Collins-Brown. All were in favor.</p>	Open Session at 6:13 PM.

TOPIC	DISCUSSION	ACTION
<b>Open Session Continued</b>	President Taylor noted that the Board of Education had been in Closed Executive Session to conduct an employee discipline hearing, discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body. <u>No action was taken during Closed Executive Session.</u>	Information only.
<b>Pledge of Allegiance</b>	President Taylor led the Pledge of Allegiance.  President Taylor also noted that the Board of Education had been in Closed Executive Session to discuss litigation, personnel contracts and negotiations.	
<b>Approval of Agenda, April 11, 2023</b>	Superintendent Clark recommended the Board of Education approve the April 11, 2023 Open Session Board Meeting Agenda as presented.  Dr. Collins-Brown moved to approve the recommendation, seconded by Mr. Dion. All were in favor.	Agenda was approved as presented.
<b>District Highlights</b>	Maria Robertson, Director of Community Engagement, introduced and/or acknowledged the following District highlights: <ul style="list-style-type: none"> <li>● Summer Sign-Ups for Students and Family Resource Event <ul style="list-style-type: none"> <li>○ April 12<sup>th</sup>, MacArthur High School Gymnasium from 4:30pm-6:30pm</li> </ul> </li> <li>● Adopt a School Event <ul style="list-style-type: none"> <li>○ April 20<sup>th</sup>, Shilling Education Center at Scovill Zoo from 3:30pm-5:00pm</li> </ul> </li> <li>● Franklin Grove Elementary School <ul style="list-style-type: none"> <li>○ Interim Principal Stephanie Strang and Christin Portis, 4<sup>th</sup> Grade Teacher presented information regarding their focus on their: <ul style="list-style-type: none"> <li>▪ PBIS-Positive Behavioral Interventions and Supports <ul style="list-style-type: none"> <li>● Improve climate and culture</li> <li>● Improve student behaviors</li> </ul> </li> <li>▪ This intervention also helped increase student achievement.</li> </ul> </li> <li>○ Community Supports and Volunteers</li> </ul> </li> </ul>	Information only.
<b>Public Participation</b>	President Taylor noted that during Public Participation, the Board of Education asked for the following: <ul style="list-style-type: none"> <li>● Identify oneself and be brief.</li> <li>● Comments should be limited to 3 minutes.</li> <li>● Any public comments submitted to the Board Secretary will be included in the record.</li> </ul> <p>For our listening audience, please note that during any Board of Education meeting and public participation, Board Members do NOT respond and/or comment to public comments; ALL COMMENTS ARE REFERRED TO ADMINISTRATION. Furthermore, the Board refrains from referring to specific students or staff members by name, and requests that public commenters refrain from doing so as well.</p>	Information only.

TOPIC	DISCUSSION	ACTION
	<p>The request that you omit names was made to protect you from allegations of libel or slander or from violations of the Illinois School Student Records Act. It was not intended to shield an employee from criticism.</p>	
	<p>No one requested to speak and no documents to be added to the record.</p>	
<p><b>Student Ambassadors Board Discussion</b></p>	<p>No report.</p> <p>Mr. Scheider asked about the staff survey that was given to the Board of Education to review. Superintendent Clark replied that the Board of Education received another copy. She asked them to review and send any questions and/or concerns to her, then the Board of Education would meet to determine next steps.</p>	<p>Information only.</p> <p>Information only.</p>
<p><b>Reports from Admins Andreas Ag Academy</b></p>	<p>Zach Shields, Executive Director of the DPS Foundation, and Delia Jackson, Eisenhower High School Ag/FFA Teacher, presented a Dwayne O. Andreas AG Academy update (attached). The purpose of the program was to explore agriculture opportunities for students. Enrollment for the program was as follows:</p> <ul style="list-style-type: none"> <li>● Year 1: 2018-2019 Academic Year – 202 students</li> <li>● Year 2: 2019-2020 Academic Year – 361 students</li> <li>● Year 3: 2020-2021 Academic Year – 234 students</li> <li>● Year 4: 2021-2022 Academic Year – 435 students</li> <li>● Year 5: (Current 2023 Enrollment) – 465 Students</li> </ul>	<p>Information only.</p>
	<p>The FFA Educational Center was a 9 – 12-million-dollar investment. The construction should be completed in the Spring of 2023.</p>	
	<p>Courses were added and enrollment was increasing in this program. They were also working towards adding more dual-credit courses.</p>	
	<p>There will be transportation offered to the FFA Educational Center for students who enroll in the program.</p>	
	<p>Mr. Shields thanked DPS admins and departments for their support with the program.</p>	
<p><b>First Read: 2023-2024 Athletic Plan</b></p>	<p>Craig Bundy District Athletic Coordinator, presented information on the first read of the 2023-2024 Athletic Plan (attached). Mr. Bundy noted the following specific adjustments were as follows:</p> <ul style="list-style-type: none"> <li>● Admission costs.</li> <li>● List of co-op sports offered from both high schools.</li> <li>● High schools aligned with the Central State 8 Conference as it related to admission fees.</li> <li>● Basketball uniforms will be purchased for middle school; soccer was not needed this coming fall.</li> </ul>	<p>Information only.</p>

TOPIC	DISCUSSION	ACTION
<b>First Read: 2023-2024 Code of Conduct and Parent Handbook</b>	<p>Eldon Conn, Interim Director of Student Services, presented information on the first read of the 2023-2024 Code of Conduct and Parent Handbook (attached). Mr. Conn noted the following summary of changes:</p> <ul style="list-style-type: none"> <li>● Under <i>Age of Entrance</i>, remove early entrance criteria and changed language of age of entrance to match Board policy.</li> <li>● Added language to the <i>Magnet and Montessori</i> section.</li> <li>● Added heading “<i>Chronic Absenteeism</i>” under <i>Attendance and Truancy</i>.</li> <li>● Changed excused absences to read “twelve per year” from “three.”</li> <li>● Under <i>Alternative Education</i>, updated name William Harris to Garfield Learning Academy.</li> <li>● Added examples of inappropriate dress under “<i>Dress Code Violation</i>.”</li> <li>● Removed “Failure to Follow Directions” from Level I.</li> </ul> <p>The final 2023-2024 Code of Conduct and Parent Handbook will be recommended for approval during the April 25, 2023 Board meeting.</p> <p>Please note: During the school registration process, parents are provided a link to Student Code of Conduct and Parent Handbook. Electronic signature acquired they read document. The handbook is also available on the district website.</p>	Information only.
<b>Energy Contract Update</b>	<p>Kent Metzger, Director of Buildings and Grounds presented information regarding the Energy Contract (attached). The FINAL quote for the contract will be recommended after this presentation for Roll Call Item K. Natural Gas Contract between Decatur Public School District 61 and Constellation Energy.</p> <p>The Board of Education discussed the quotes with administration.</p> <p>The FINAL quote that will be recommended for Roll Call Item K. Natural Gas Contract between Decatur Public School District 61 and Constellation Energy will be 4.5134 per Dth for twenty-four months.</p>	Information only.
<b>Consent Items</b>	<p>Superintendent Clark recommended the Board of Education approve the Consent Items as presented, which included:</p> <ol style="list-style-type: none"> <li>A. Minutes: Open/Closed Meetings March 28, 2023</li> <li>B. Freedom of Information Report</li> <li>C. Bills</li> <li>D. Illinois Elementary School Association (IESA) Membership 2023-2024</li> <li>E. Illinois High School Association (IHSA) Memberships 2023-2024 <ul style="list-style-type: none"> <li>● Eisenhower High School</li> <li>● MacArthur High School</li> </ul> </li> <li>F. Parsons Elementary School Fundraiser</li> <li>G. School Board Policy:</li> </ol>	Motion Carried. Consent Items were approved as presented.

TOPIC DISCUSSION ACTION

- a) Policy 5:330: Educational Support Personnel – Sick Days, Vacation, Holidays, and Leaves (update)

Mr. Spannaus moved to approve the recommendation, seconded by Vice President Dion.

Dr. Collins-Brown asked for Superintendent Clark to send the information on School Board Policy 5:330. Superintendent Clark replied that she would re-send it to him and noted that the only additional request was the holiday after Christmas Day; all other additional requests were removed. Superintendent Clark noted that this was District-wide.

Hearing no questions, President Taylor called for a Roll Call Vote:  
 Aye: Collins-Brown, Spannaus, Taylor, Scheider, Clevenger, Dion  
 Nay: None  
 Absent: Banks  
 Roll Call Vote: 6 Aye, 0 Nay, 1 Absent

**Potential Student 2223-0017 Expulsion**

Superintendent Clark recommended the Board of Education authorize the issuance of a decision in the expulsion case for Student #2223-0017 consistent with the findings from the Hearing Officer’s Report, and that Student #2223-0017 be expelled from the Decatur Public School District, all events, property and activities of the District for the remainder of the 2022-2023 school year and all of the 2023-2024 school year.

Motion carried. Student 2223-0017 was approved to be expelled for the remainder of 22-23 SY, and all of the 23-24 SY as presented.

Superintendent Clark confirmed that this expulsion was with NO stay for alternative education.

Vice President Dion moved to approve the recommendation, seconded by Mr. Spannaus. Hearing no questions, President Taylor called for a Roll Call Vote:  
 Aye: Spannaus, Scheider, Collins-Brown, Taylor, Dion, Clevenger  
 Nay: None  
 Absent: Banks  
 Roll Call Vote: 6 Aye, 0 Nay, 1 Absent

**Potential Student 2223-0018 Expulsion**

Superintendent Clark recommended the Board of Education authorize the issuance of a decision in the expulsion case for Student #2223-0018 consistent with the findings from the Hearing Officer’s Report, and that Student #2223-0018 be expelled from the Decatur Public School District, all events, property and activities of the District for the remainder of the 2022-2023 school year and all of the 2023-2024 school year, with a stay for alternative education.

Motion carried. Student 2223-0018 was approved to be expelled for the remainder of 22-23 SY, and all of the 23-24 SY as presented.

Dr. Collins-Brown moved to approve the recommendation, seconded by Mr. Spannaus. Hearing no questions, President Taylor called for a Roll Call Vote:  
 Aye: Collins-Brown, Spannaus, Scheider, Dion, Clevenger, Taylor  
 Nay: None

TOPIC	DISCUSSION	ACTION
	<p>Absent: Banks                      Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	
<b>Potential Student 2223-0019 Expulsion</b>	<p>Superintendent Clark recommended the Board of Education authorize the issuance of a decision in the expulsion case for Student #2223-0019 consistent with the findings from the Hearing Officer’s Report, and that Student #2223-0019 be expelled from the Decatur Public School District, all events, property and activities of the District for the remainder of the 2022-2023 school year and all of the 2023-2024 school year through the first semester of the 2024-2025 school year, with a stay for alternative education.</p> <p>Dr. Collins-Brown moved to approve the recommendation, seconded by Vice President Dion. Hearing no questions, President Taylor called for a Roll Call Vote:                      Aye: Scheider, Dion, Taylor, Collins-Brown, Spannaus, Clevenger                      Nay: None                      Absent: Banks                      Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Student 2223-0019 was approved to be expelled for the remainder of 22-23 SY, and all of the 23-24 SY as presented.</p>
<b>Personnel Action Items</b>	<p>Superintendent Clark recommended the Board of Education approve the Personnel Action Items listed in the Memo from Jason Fox, Director of Human Resources and the Human Resources Department as presented.</p> <p>Dr. Collins-Brown moved to approve the recommendation, seconded by Vice President Dion. Hearing no questions, President Taylor called for a Roll Call Vote:                      Aye: Taylor, Scheider, Clevenger, Spannaus, Collins-Brown, Dion                      Nay: None                      Absent: Banks                      Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Personnel Action Items were approved as presented.</p>
<b>Employment of a Director of P12 Teaching and Learning</b>	<p>Superintendent Clark recommended the Board of Education approve the Employment of Mary Brady as a Director of P12 Teaching and Learning, as presented.</p> <p>Dr. Collins-Brown moved to approve the recommendation, seconded by Vice President Dion. Hearing no questions, President Taylor called for a Roll Call Vote:                      Aye: Clevenger, Collins-Brown, Spannaus, Taylor, Dion, Scheider                      Nay: None                      Absent: Banks                      Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Mary Brady was approved as a Director of P12 T&amp;L as presented.</p>
<b>Employment of a Director of Student Services</b>	<p>Superintendent Clark recommended the Board of Education approve the Employment of Eldon Conn as the Director of Student Services, as presented.</p> <p>Dr. Collins-Brown moved to approve the recommendation, seconded by Mr. Spannaus. Hearing no questions, President Taylor called for a Roll Call Vote:                      Aye: Dion, Clevenger, Spannaus, Taylor, Scheider, Collins-Brown                      Nay: None</p>	<p>Motion carried. Eldon Conn was approved as the Director of Student Services as presented.</p>

TOPIC	DISCUSSION	ACTION
	<p>Absent: Banks                      Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	
<p><b>Employment of a Principal at Montessori Academy for Peace</b></p>	<p>Superintendent Clark recommended the Board of Education approve the Employment of Nathaniel Tallent as the Principal of Montessori Academy for Peace, as presented.</p> <p>Dr. Collins-Brown moved to approve the recommendation, seconded by Mr. Spannaus. Hearing no questions, President Taylor called for a Roll Call Vote:                      Aye: Collins-Brown, Clevenger, Spannaus, Scheider, Taylor, Dion                      Nay: None                      Absent: Banks                      Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Nathaniel Tallent was approved as the Principal at MAP as presented.</p>
<p><b>Employment of a Special Education Administrator</b></p>	<p>Superintendent Clark recommended the Board of Education approve the Employment of Elizabeth Lang as a Special Education Administrator, as presented.</p> <p>Mr. Scheider moved to approve the recommendation, seconded by Mr. Spannaus. Hearing no questions, President Taylor called for a Roll Call Vote:                      Aye: Scheider, Clevenger, Collins-Brown, Taylor, Spannaus, Dion                      Nay: None                      Absent: Banks                      Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Elizabeth Lang was approved as a SEA as presented.</p>
<p><b>Contract for Tyler Technology Cloud Hosting of School ERP (Infinite Visions)</b></p>	<p>Superintendent Clark recommended the Board of Education approve the Contract for Tyler Technology Cloud Hosting of School ERP (Infinite Visions), as presented.</p> <p>Dr. Collins-Brown moved to approve the recommendation, seconded by Vice President Dion. Hearing no questions, President Taylor called for a Roll Call Vote:                      Aye: Spannaus, Clevenger, Collins-Brown, Taylor, Dion, Scheider                      Nay: None                      Absent: Banks                      Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Contract for Infinite Visions-Tyler Tech was approved as presented.</p>
<p><b>Increase Existing Blanket Purchase Order Amounts for Menards</b></p>	<p>Superintendent Clark recommended the Board of Education approve to Increase Existing Blanket Purchase Order Amounts for Menards, as presented.</p> <p>Dr. Collins-Brown moved to approve the recommendation, seconded by Mr. Clevenger.</p> <p>Dr. Mike Curry, Chief Operational Officer, noted that they did not foresee the additional work at Stevenson (ROE) and Harris (MPSED). The District will be reimbursed by the ROE and MPSED.</p> <p>Hearing no questions, President Taylor called for a Roll Call Vote:                      Aye: Clevenger, Scheider, Dion, Taylor, Collins-Brown, Spannaus                      Nay: None</p>	<p>Motion carried. Increase Existing Blanket PO Amounts for Menards was approved as presented.</p>

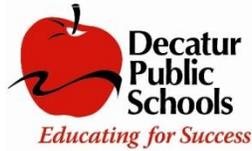
TOPIC	DISCUSSION	ACTION
	Absent: Banks Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	
<b>Natural Gas Contract with between Decatur Public School District 61 and Constellation Energy</b>	Superintendent Clark recommended the Board of Education approve the Natural Gas Contract with the final quote of <b>4.5134 for twenty-four months</b> between Decatur Public School District 61 and Constellation Energy, as presented.  Mr. Scheider moved to approve the recommendation, seconded by Mr. Spannaus. Hearing no questions, President Taylor called for a Roll Call Vote: Aye: Dion, Clevenger, Spannaus, Taylor, Scheider, Collins-Brown Nay: None Absent: Banks Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Motion carried. Final quote of <b>4.5134 for twenty-four months</b> for natural gas was approved as presented.
<b>Important Dates</b>	<b>IMPORTANT DATES</b> <u>April</u> 12 Community Summer Sign-ups for Students and Family Resource Event only. – MacArthur High School Gymnasium from 4:30pm-6:30pm 14 Interim Progress Report 20 Adopt a School Event – Shilling Education Center at Scovill Zoo from 3:30pm-5:00pm	Information
	<b>NEXT MEETING</b> The public portion of the next <u>regular</u> meeting of the Board of Education will be at 6:30 PM, Tuesday, April 25, 2023 at the Keil Administration Building.	
<b>Adjournment</b>	President Taylor asked for a motioned to adjourn. Dr. Collins-Brown motioned, seconded by Vice President Dion. All were in favor.	Board adjourned at 8:05 PM.

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Andrew Taylor, President

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Melissa Bradford, Board Secretary



## Board of Education Decatur Public School District 61

<b>Date:</b> April 25, 2023	<b>Subject:</b> Monthly Financial Conditions Report
<b>Initiated By:</b> Dr. Mike Curry, Chief Operational Officer	<b>Attachments:</b> Financial Conditions Report
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

The attached report illustrates the District’s year-to-date revenues and expenditures and provides an explanation of the financial conditions of the Decatur Public School District and Macon-Piatt Special Education District.

**CURRENT CONSIDERATIONS:**

As the District completes March, the ninth month of FY23, the Macon-Piatt Special Education District has expended 57.22% of its overall budget; Decatur 61 has expended 54.14% of its overall budget.

As of April 19, 2023, the State Comptroller is holding FY23 ISBE vouchers in the amount of \$3,477,606.54 of which \$2,686,387 is associated with Evidence-Based Funding and \$751,498 is associated with the Early Childhood Block Grant.

The District’s March 2023 month-end, Education Fund balance is \$42,711,742; the March 2022 month-end Education Fund balance was \$30,486,272.

**FINANCIAL CONSIDERATIONS:**

n/a

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Monthly Financial Conditions Report as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

**BOARD ACTION:** \_\_\_\_\_

**2022-2023 Decatur Public S.D. #61  
Fund Balance Summary - March 31, 2023**

<u>Fund</u>	<u>Fund Balance 07/01/22</u>	<u>Revenues Year to Date</u>	<u>Expenditures Year to Date</u>	<u>Net Cash Flow</u>	<u>Change in Fund Balance</u>	<u>Balance 03/31/23</u>	<u>Estimated Balance 06/30/23</u>
<b>DISTRICT # 61</b>							
<b>Education</b>	\$24,297,686	\$90,024,599	\$71,610,543	\$18,414,056	\$0	\$42,711,742	\$ 25,270,369
<b>Operation &amp; Maintenance</b>	\$1,726,331	\$6,244,572	\$6,118,847	\$125,725	\$0	\$1,852,056	\$ 1,804,288
<b>Debt Service</b>	\$9,828,518	\$7,175,238	\$5,621,519	\$1,553,719	\$0	\$11,382,237	\$ 7,154,534
<b>Transportation</b>	\$3,672,575	\$3,543,247	\$3,230,370	\$312,877	\$0	\$3,985,452	\$ 1,945,821
<b>IMRF</b>	\$135,342	\$3,592,455	\$2,528,766	\$1,063,689	\$0	\$1,199,031	\$ (194,654)
<b>Social Security</b>	\$929,217	\$1,889,919	\$1,852,918	\$37,001	\$0	\$966,218	\$ 552,240
<b>Capital Projects Fund</b>	\$9,147,766	\$51,320	\$1,976,806	(\$1,925,486)	\$0	\$7,222,280	\$ 8,483,227
<b>Working Cash</b>	\$5,926,430	\$490,467	\$0	\$490,467	\$0	\$6,416,897	\$ 6,286,330
<b>Tort Immunity/Judgment</b>	\$5,093,239	\$3,148,237	\$2,326,992	\$821,245	(\$340,951)	\$5,573,533	\$ 5,521,547
<b>Fire Prevention/Safety</b>	\$5,752,167	\$447,619	\$3,475,125	(\$3,027,506)	\$0	\$2,724,661	\$ -
<b>Totals District 61</b>	<b>\$66,509,271</b>	<b>\$116,607,673</b>	<b>\$98,741,886</b>	<b>\$17,865,787</b>	<b>(\$340,951)</b>	<b>\$84,034,107</b>	<b>\$ 56,823,702</b>
<b>Macon-Piatt Special Ed District</b>	<b>\$7,480,866</b>	<b>\$13,179,312</b>	<b>\$11,656,576</b>	<b>\$1,522,736</b>	<b>\$0</b>	<b>\$9,003,602</b>	<b>\$ 6,156,512</b>

**Macon-Piatt Special Education District**  
**Report Date: March 2023**  
**Financial Condition as of March 31, 2023**

**Percent of year passed: 75%**

	<b>Adopted Budget</b>	<b>Actual Y-T-D</b>	<b>Percent Received/Used</b>
12 Education	19,046,786	13,179,312	69.19%
22 Operation & Maintenance	-	-	0.00%
42 Transportation	-	-	0.00%
52 IMRF	-	-	0.00%
<b>Total Revenues</b>	<u>19,046,786</u>	<u>13,179,312</u>	<u>69.19%</u>

**Expenditures**

12 Education	18,545,439	10,654,133	57.45%
22 Operation & Maintenance	448,980	160,733	35.80%
42 Transportation	21,750	7,545	34.69%
52 IMRF	1,354,971	834,165	61.56%
<b>Total Expenditures</b>	<u>20,371,140</u>	<u>11,656,576</u>	<u>57.22%</u>

**Net Cash**

Total Revenues	19,046,786	13,179,312	69.19%
Total Expenditures	<u>20,371,140</u>	<u>11,656,576</u>	57.22%
Net Cash	<u>(1,324,354)</u>	<u>1,522,736</u>	

**Fund Balances**

	<b>Actual</b>
12 Education	<u>9,003,602</u>

**Decatur Public School District #61**  
**Report Date: March 2023**  
**Financial Condition as of March 31, 2022**

**Percent of year passed: 75%**

	<b>Revenues</b>	<b>Budget</b>	<b>Actual Y-T-D</b>	<b>Percent Received/Used</b>	<b>FY 22 Percent Received/Used As Of 3/31/22</b>
10	Education	141,006,354	90,024,599	63.84%	65.58%
20	Operation & Maintenance	7,946,441	6,244,572	78.58%	89.85%
30	Debt Service	5,363,921	7,175,238	133.77%	94.74%
40	Transportation	4,332,976	3,543,247	81.77%	90.43%
50	IMRF	2,615,500	3,592,455	137.35%	72.20%
51	Social Security	1,910,450	1,889,919	98.93%	99.55%
60	Capital Projects	5,700,000	51,320	0.90%	81.00%
70	Working Cash	359,900	490,467	136.28%	101.98%
80	Tort Immunity/Judgment	3,101,500	3,148,237	101.51%	104.38%
90	Fire Prevention/Safety	367,900	447,619	121.67%	101.85%
	<b>Total Revenues</b>	<b>172,704,942</b>	<b>116,607,673</b>	<b>67.52%</b>	<b>70.06%</b>

**Expenditures**

10	Education	140,033,671	71,610,543	51.14%	52.26%
20	Operation & Maintenance	7,868,484	6,118,847	77.76%	78.23%
30	Debt Service	8,037,905	5,621,519	69.94%	65.31%
40	Transportation	6,059,730	3,230,370	53.31%	56.22%
50	IMRF	2,945,496	2,528,766	85.85%	80.13%
51	Social Security	2,287,427	1,852,918	81.00%	70.88%
60	Capital Projects	6,364,539	1,976,806	31.06%	84.74%
70	Working Cash	-	-	0.00%	0.00%

80	Tort Immunity/Judgment	2,673,192	2,326,992	87.05%	55.63%
90	Fire Prevention/Safety	<u>6,120,067</u>	<u>3,475,125</u>	56.78%	52.98%
	Total Expenditures	<u>182,390,511</u>	<u>98,741,886</u>	54.14%	56.72%

**Net Cash**

Total Revenues	172,704,942	116,607,673	67.52%
Total Expenditures	<u>182,390,511</u>	<u>98,741,886</u>	54.14%
Net Cash	<u>(9,685,569)</u>	<u>17,865,787</u>	

**Fund Balances**

	<b>Actual</b>
10 Education	42,711,742
20 Operation & Maintenance	1,852,056
30 Debt Service	11,382,237
40 Transportation	3,985,452
50 IMRF	1,199,031
51 Social Security	966,218
60 Capital Projects	7,222,280
70 Working Cash	6,416,897
80 Tort Immunity/Judgment	5,573,533
90 Fire Prevention/Safety	<u>2,724,661</u>
Total Funds	<u>84,034,107</u>



## Board of Education Decatur Public School District #61

<b>Date:</b> April 25, 2023	<b>Subject:</b> Job Descriptions
<b>Initiated By:</b> Dr. Rochelle Clark, Superintendent	<b>Attachments:</b> Job Descriptions for: Assistant Director of Macon-Piatt Special Education Director of Macon-Piatt Special Education
<b>Reviewed By:</b> Macon-Piatt Special Education Executive Board and Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

Human Resources staff and administrators are updating job descriptions for compliance with state and federal laws, District policies and agreements; and the alignment of the descriptions with the essential duties and expectations of the positions.

**CURRENT CONSIDERATIONS:**

The below job descriptions were updated to align the responsibilities and duties with the expectations of the positions.

- Assistant Director of Macon-Piatt Special Education
- Director of Macon-Piatt Special Education

**FINANCIAL CONSIDERATIONS:**

These positions are within current budget.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve these job descriptions as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

**BOARD ACTION:** \_\_\_\_\_

**TITLE:** Assistant Director of Macon-Piatt Special Education

**PURPOSE:**

To assist the Director of Macon-Piatt Special Education in providing sound educational programs for students with disabilities. This includes, but is not limited to, recommending hiring of staff, supervising staff, and evaluating staff.

**QUALIFICATIONS:**

1. Master's degree in special education or a related field.
2. Type 75 Administrative Certificate and Director of Special Education Endorsement.
3. Minimum of two years of supervision and/or administration of special education services.
4. Minimum of three years successful work experience in the field of special education.
5. Knowledge of special education policies and procedures.
6. Ability to develop and implement plans for improvement of instruction and to function effectively as a member of the administrative team.
7. Ability to communicate effectively and professionally.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**IS A MEMBER OF:** The District Leadership Team when requested.

**REPORTS TO:** Director of Macon-Piatt Special Education District.

**SUPERVISES:**

- School Psychologists.
- Itinerant Staff as Applicable.
- Program Specialist as assigned.

**MAINTAINS LIAISON WITH:**

- All Administrators
- Local and State Agencies dealing with special education services
- Special Education Staff

**ESSENTIAL FUNCTIONS:**

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Coordinates recruitment, employment, promotion and dismissal of Certified and Non-Certified Special Education Staff as assigned.
2. Analyzes staff to student ratios and make staffing recommendations.
3. Evaluates and develops administrative and support personnel assignments.
4. Consults, disseminate information, and act as a resource to Special Education Administration and Staff on special education policies and procedures.

5. Maintains liaison with the Illinois State Board of Education, Area Special Education Cooperatives, assigned District Administration, Community Agencies, and Universities.
  6. Makes recommendations to update District level policies, procedures, criteria, and forms to reflect changes in special education rules and regulations.
  7. Coordinates Special Education Professional Development opportunities for Administrators, Special Education and General Education Staff.
  8. Develops and disseminates yearly needs assessment surveys to determine professional development needs throughout the cooperative.
  9. Coordinates the development and implementation of summer programming services including extended school year and case study evaluations.
  10. Acts as a mentor to Special Education Administrators.
  11. Facilitates meetings with parents, staff, and administration to resolve individual programming issues.
  12. Acts as a District resource in the implementation of special education policies and procedures and 504.
  13. Participates in District level and special education administrative meetings, advisory committee meetings, and task force meetings as assigned.
  14. Maintains current in the field of education.
  15. Helps to ensure compliance with special education laws, practices, and procedures.
  16. Consults with building principals regarding special education needs and/or concerns hindering student academic progress.
  17. Assists the Director with routine oversight of student Individual Education Plans (IEP).
  18. Attends trainings, seminars, conferences, or professional development designed to strengthen his/her pedagogy.
  19. Under the direction of the Special Education Director, monitors, reviews, and makes recommendations regarding the cooperative's budget.
  20. Assists the Director in ensuring students with disabilities in the member Districts are receiving appropriate accommodations.
  21. Under the direction of the Special Education Director, help to ensure there are collaborative opportunities in place to keep families and stakeholders abreast of the progress of the programs and academic progress of students that attend.
  22. Performs such other tasks and assume such other responsibilities as may be assigned.
- Note:** Reliable transportation is needed.

### **TERMS OF EMPLOYMENT:**

Salary to be established by the Board. Twelve-month position (260 days).

### **GRADE LEVEL:** 16

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

## **PHYSICAL DEMANDS**

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift.

Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

## **MENTAL DEMANDS**

Administrator must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Administrator must be prepared to handle accidents and emergencies at any time.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Administrator will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Administrator will have to supervise, or make sure students are supervised at all times.

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**TITLE:** Director of Macon-Piatt Special Education (MPSED)

**PURPOSE:**

To provide sound educational programs for P-12 students with disabilities. This includes, but is not limited to, placement, staffing, supervising, and evaluating staff.

**QUALIFICATIONS:**

1. Master's degree in special education or a related field.
2. Type 75 Administrative Certificate and Director of Special Education Endorsement.
3. Minimum of three years of supervision and/or administration of special education services.
4. Minimum of five years successful work experience in the field of special education.
5. Knowledge of special education law and special education finance.
6. Excellent interpersonal and leadership skills, with strength in written and oral communication.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Macon-Piatt Special Education Executive Board

**SUPERVISES:**

- Assistant Director of Macon-Piatt Special Education
- Special Education Administrators
- Staff when appropriate

**MAINTAINS LIAISON WITH:**

- All Administrators
- Local and State Agencies dealing with special education services

**ESSENTIAL FUNCTIONS:**

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Makes recommendations of change to cooperative and/or member district board policies.
2. Administers Board Policies, Administrative Regulations, and Board-Employee Agreements as are applicable to the operations of the Special Education District.
3. Attends all Macon-Piatt Special Education District Board meetings and present information when requested.
4. Administers and supervises special education programs and services in compliance with State and Federal regulations.
5. Makes recommendations for the employment and dismissal of Certified and Non-Certified Special Education Staff.
6. Prepares and manages the Macon-Piatt Special Education District budget.
7. Prepares and submits all State Special Education Claims.

MPSED Board Approved 04/20/23

PENDING DPS BOE APPROVAL 04/25/2023

8. Monitors the implementation of the Medicaid Administrative Outreach Program and Fee-For-Service Program for the Macon-Piatt Special Education District.
9. Writes and monitors the implementation of all special education grants as requested by member Districts.
10. Provides leadership, evaluation, and technical assistance for all special education programs in member districts as well as the MPSED programs to meet the needs of students with a wide range of disabilities.
11. Develops a collaborative working relationship with all stakeholders related to providing educational programs for students with disabilities.
12. Arranges for pupil attendance at private schools when the Macon-Piatt Special Education District does not have an appropriate program.
13. Regularly attends seminars and workshops providing current information on legal liability avoidance and other risk management topics pertinent to the responsibilities of this position and/or professional development designed to strengthen his/her pedagogy.
14. Participates in specific IEP meetings, discussions, mediations, and due process hearings to resolve issues regarding special education.
15. Shares knowledge of various special education learning modalities.
16. Regularly evaluates the effectiveness of the special education programs and the day-to-day operation.
17. Helps to ensure there are collaborative opportunities in place to keep families and stakeholders abreast of the progress of the programs and academic progress of students that attend.
18. Employee must be able to present information through multiple means (i.e., in-person workshops or virtual platforms).
19. Performs such other tasks and assume such other responsibilities as may be assigned.  
**Note:** Reliable transportation is needed.

#### **TERMS OF EMPLOYMENT:**

Salary to be established by the Board. Twelve-month position (260 days).

#### **GRADE LEVEL:** 18

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Cooperative Board Policy on Evaluation of Professional Personnel. Evaluation completed by the Macon-Piatt Special Education Executive Board.

#### **PHYSICAL DEMANDS**

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift.

Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

### **MENTAL DEMANDS**

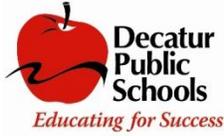
Administrator must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Administrator must be prepared to handle accidents and emergencies at any time.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Administrator will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Administrator will have to supervise, or make sure students are supervised at all times.

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## Board of Education Decatur Public School District #61

<b>Date:</b> April 25, 2023	<b>Subject:</b> American Dreamer Stem Academy Acceptance
<b>Initiated By:</b> Querida Ellis, Principal at American Dreamer Stem Academy	<b>Attachments:</b> N/A
<b>Reviewed By:</b> Dr. Michael Curry Chief Operational Officer and Dr. Rochelle Clark Superintendent	

**BACKGROUND INFORMATION:**

Board Policy 8:80 states that the Board of Education accepts grants from any education foundation or other entity or individual provided the grant can be used in a manner compatible with the Board’s educational objectives and policies.

**CURRENT CONSIDERATIONS:**

American Dreamer Stem Academy is wishing to accept two grants. The first grant is from the Community Foundation/YLIA for \$1,830 for 8 weeks of wellness for middle school students to include yoga and nutrition. The second grant is from the California Casualty Management Co. for \$1,000 for the Thomas R. Brown Athletics Grant. This grant will be for shoes and kneepads for the volleyball team to utilize for the upcoming season.

**FINANCIAL CONSIDERATIONS:**

There is no cost to the District. Revenues collected would be used to assist the students in middle school and on the volleyball team.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the acceptance of the grants from the Community Foundation/YLIA and California Casualty Management Co. as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

**BOARD ACTION:** \_\_\_\_\_



**Board of Education  
Decatur Public School District #61**

<b>Date:</b> April 25, 2023	<b>Subject:</b> Personnel Action
<b>Initiated By:</b> Jason E. Fox, Director of Human Resources, and the Human Resources Department	<b>Attachments:</b> 11 Pages of Personnel Action
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

Per Board Policy 5:30: Hiring Process and Criteria – The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School board policy on equal employment opportunities and minority recruitment.

**CURRENT CONSIDERATIONS:**

All offers of employment are contingent upon the approval of the Board of Education. Accordingly, anyone who is offered and begins employment prior to the approval of the Board of Education understands that they will do so as a substitute. If the approval of the Board of Education is obtained, these substitutes will then be made whole retroactive to their first day of employment.

**FINANCIAL CONSIDERATIONS:**

These positions are in the budget.

**STAFF RECOMMENDATION:**

The Administration respectfully requests the Board of Education approve all Personnel Action Items as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

**BOARD ACTION:** \_\_\_\_\_

**To: Board of Education**  
**From: Jason E. Fox, Director of Human Resources**  
**Date: April 21, 2023**  
**Board Date: April 25, 2023**  
**Re: Personnel Action**

**EMPLOYMENT RECOMMENDATIONS**

**TEACHERS:**

Name	Position	Effective Date
Alyssa Clendenen	Cross Categorical, Stephen Decatur	August 10, 2023
Deonte Mosely	Music, American Dreamer ( <i>Pending Licensure</i> )	August 10, 2023
Yocelyng Stark	Speech Language Pathologist, Parsons ( <i>Pending Licensure</i> )	August 10, 2023

*Pending Licensure- will begin as a Substitute Teacher in the position until Illinois Teacher Licensure is received.*

**OFFICE PERSONNEL:**

Name	Position	Effective Date
Allison Lancaster	Secretary to the Principal, Franklin Grove	May 2, 2023

**CUSTODIAN:**

Name	Position	Effective Date
Christopher Reed	2nd Shift Custodian (All Schools), Buildings & Grounds	April 24, 2023

**SECURITY OFFICER:**

Name	Position	Effective Date
Damien Brown	School Security Officer, Parsons	April 24, 2023

**TEAMSTER:**

Name	Position	Effective Date
Terry Holloway	Teamsters Truck Driver, Buildings & Grounds	May 1, 2023

**EXTENDED DAY PERSONNEL:**

Name	Position	Effective Date
Kristy Johnson	Site Coordinator, Various	April 17, 2023

**SUMMER SCHOOL 2023****TEACHERS:**

Name	Position	Effective Date
Kristi Adams	Grades 3-6, Hope Academy	June 5, 2023
Sarah Bell	Cross Categorical, Hope Academy	June 5, 2023
Atalece Bird	Middle School English Language Arts, Hope Academy	June 5, 2023
Kristine Boomer	ESL, Hope Academy	June 5, 2023
Marcy Braden	Grades 3-6, Hope Academy	June 5, 2023
Paige Brehm	Middle School Math, Hope Academy	June 5, 2023
Sarah Brice	Pre K-2, Hope Academy	June 5, 2023
Angela Bryles	Grades 2-8 Gifted, Hope Academy	June 5, 2023
Kimberly Carver	APEX, Eisenhower	June 5, 2023
Ann Downey	Pre K-2, Hope Academy	June 5, 2023
Patty Elam	Pre K-2, Hope Academy	June 5, 2023
Dena Flanigan	Grades 3-6, Hope Academy	June 5, 2023
Jodi Folmsbee	Pre K-2, Hope Academy	June 5, 2023
Jackie Hayes	Counselor, Eisenhower	June 5, 2023
Raymond Hoffman	Pre K-2, Hope Academy	June 5, 2023
Megan Holt	Grades 2-8, Hope Academy	June 5, 2023
Michelle Houchins	Middle School Math, Hope Academy	June 5, 2023
Brittany Huff	APEX, Eisenhower	June 5, 2023
Stephen Jones	APEX, MacArthur	June 5, 2023

Stuart Leo	APEX, MacArthur	June 5, 2023
Nicole Long	Middle School English Language Arts, Hope Academy	June 5, 2023
Stacey Long	Grades 3-6, Hope Academy	June 5, 2023
Autumn Lourash	Grades 3-6, Hope Academy	June 5, 2023
Tucker Mathieson	Math, Eisenhower	June 5, 2023
Jessica Meier	Grades 3-6, Hope Academy	June 5, 2023
Tessa Meinders	Pre K-2, Hope Academy	June 5, 2023
Kandice Michener	Grades 3-6, Hope Academy	June 5, 2023
Alicia Morris	Grades 3-6, Hope Academy	June 5, 2023
Kelli Murray	Coordinator, Hope Academy	June 5, 2023
Tisha Neely	Grades 3-6, Hope Academy	June 5, 2023
Diane Orr	Pre K-2, Hope Academy	June 5, 2023
Denisha Patrick	Coordinator, Hope Academy	June 5, 2023
Daniel Peters	APEX, MacArthur	June 5, 2023
Melissa Prasun	Pre K-2, Hope Academy	June 5, 2023
Norma Ramos	ESL, Hope Academy	June 5, 2023
Ashley Ridley	APEX, MacArthur	June 5, 2023
Kelsey Rigsby	Pre K-2, Hope Academy	June 5, 2023
Ashley Robinson	Grades 3-6, Hope Academy	June 5, 2023
Owedra Sanders	APEX, Eisenhower	June 5, 2023
Amanda Seider	APEX, Eisenhower	June 5, 2023
Samantha Stark	APEX Coordinator, Eisenhower	June 5, 2023
Angela Thomas	Dual Enrollment, Eisenhower	June 5, 2023
Shawn Todd	High School Math, Unassigned	June 5, 2023

Katherine White	APEX, MacArthur	June 5, 2023
Ann Zuehlke-Denoyer	English, Eisenhower	June 5, 2023

**CORRECTION TO START DATE**

**ADMINISTRATIVE SUPPORT:**

Name	Position	Effective Date
Abby Minick	Student Interventionist, SELA	July 24, 2023
Matthew Swarthout	EMS I, IT	April 24, 2023

**TRANSFERS**

**TEACHERS:**

Name	Position	Effective Date
Hannah Freese	From Cross Categorical, Eisenhower to Life Skills, Baum	August 10, 2023
Megan Noel	From Grade 1, Muffley to Grade 2, Muffley	August 10, 2023

**TEACHING ASSISTANTS:**

Name	Position	Effective Date
Ashlei Amettis	From K/1 Instructional Assistant, Hope Academy to K/2 Assistant, Hope Academy	August 9, 2023
Lisa Anderson	From K/1 Instructional Assistant, Parsons to K/2 Assistant, Parsons	August 9, 2023
Amber Baker	From K/1 Instructional Assistant, Dennis Kaleidoscope to K/2 Assistant, Dennis Kaleidoscope	August 9, 2023
Courtney Barding	From K/1 Instructional Assistant, Muffley to K/2 Assistant, Muffley	August 9, 2023
Angelia Beckwith-Watts	From K/1 Instructional Assistant, Parsons to K/2 Assistant, Parsons	August 9, 2023
Jill Bone	From Instructional Assistant, American Dreamer to K/2 Assistant, American Dreamer	August 9, 2023

Serita Carmen	From Care(Calm)/Recovery Assistant, Hope Academy to K/2 Assistant, Baum	August 9, 2023
Mary Carr	From K/1 Instructional Assistant, South Shores to K/2 Assistant, South Shores	August 9, 2023
Michael Carr	From Grant Funded Assistant, South Shores to K/2 Assistant, South Shores	August 9, 2023
Cathy Coffey	From Grant Funded Assistant, Muffley to K/2 Assistant, Muffley	August 9, 2023
JoDee Crocker	From K/1 Instructional Assistant, American Dreamer to K/2 Assistant, American Dreamer	August 9, 2023
Dawn Davis	From K/1 Instructional Assistant, Johns Hill to K/2 Assistant, Johns Hill	August 9, 2023
Susan Eggers	From K/1 Instructional Assistant, Baum to K/2 Assistant, Baum	August 9, 2023
Amanda Faith	From K/1 Instructional Assistant, South Shores to K/2 Assistant, South Shores	August 9, 2023
Trajon Frye	From Instructional Assistant, Hope Academy to K/2 Assistant, Hope Academy	August 9, 2023
Seth Greenwell	From K/1 Instructional Assistant, Baum to K/2 Assistant, Baum	August 9, 2023
Tina Griffey	From LPN Assistant, Montessori Academy 8 hours per day to LPN Assistant, Floater/Various, 8 hours per day	April 24, 2023
Natasha Hamilton	From Leave to K/2 Assistant, Parsons	August 9, 2023
Brittany Hogan	From Instructional Assistant, American Dreamer to K/2 Assistant, American Dreamer	August 9, 2023
Holly Houser	From Cross Categorical Assistant, Parsons to K/2 Assistant, Parsons	August 9, 2023
Cheryl Jackson	From K/1 Instructional Assistant, Johns Hill to K/2 Assistant, Johns Hill	August 9, 2023
Mara Johannes	From Special Ed Assistant, Pershing to K/2 Assistant, Johns Hill	August 9, 2023

Katlyn Kelly	From Grant Funded Assistant, South Shores to K/2 Assistant, South Shores	August 9, 2023
Shelby Kennan	From K/1 Instructional Assistant, Hope Academy to K/2 Assistant, Hope Academy	August 9, 2023
Clarice Lancaster	From K/1 Instructional Assistant, Parsons to K/2 Assistant, Parsons	August 9, 2023
Amanda Landgrebe	From K/1 Instructional Assistant, Baum to K/2 Assistant, Baum	
Lisa Larry	From K/1 Instructional Assistant, Johns Hill to K/2 Assistant, Johns Hill	August 9, 2023
Scott Miller	From K/1 Instructional Assistant, Hope Academy to K/2 Assistant, Hope Academy	August 9, 2023
Suzanne Minton	From K/1 Instructional Assistant, Franklin Grove to K/2 Assistant, Franklin Grove	August 9, 2023
Mary Morrow	From Teaching Assistant, Parsons to K/2 Assistant, Parsons	August 9, 2023
Kaley Nidiffer	From Grant Funded Assistant, Parsons to K/2 Assistant, Parsons	August 9, 2023
Lydia Peoples	From Grant Funded Assistant, Franklin Grove to K/2 Assistant, Franklin Grove	August 9, 2023
Cynthia Phillips	From K/1 Instructional Assistant, Franklin Grove to K/2 Assistant, Franklin Grove	August 9, 2023
Jersei Ricks	From K/1 Instructional Assistant, Dennis Kaleidoscope to K/2 Assistant, American Dreamer	August 9, 2023
Brandy Sills	From K/1 Instructional Assistant, South Shores to K/2 Assistant, South Shores	August 9, 2023
Patrice Springfield	From K/1 Instructional Assistant, Franklin Grove to K/2 Assistant, Franklin Grove	August 9, 2023
Shannon Suhl	From Grant Funded Assistant, Franklin Grove to K/2 Assistant, Franklin Grove	August 9, 2023

Mikahla Sumption-Brown	From Grant Funded Assistant, Parsons to K/2 Assistant, Parsons	August 9, 2023
Amanda Swigert	From K/1 Instructional Assistant, Hope Academy to K/2 Assistant, Hope Academy	August 9, 2023
Tiffany Tangney	From K/1 Instructional Assistant, Muffley to K/2 Assistant, Muffley	August 9, 2023
Hannah Urquhart	From Hardship Assistant, Parsons to K/2 Assistant, Parsons	August 9, 2023
Kiona Waldrop	From K/1 Instructional Assistant, Johns Hill to K/2 Assistant, Johns Hill	August 9, 2023
Lisa Wherry	From K/1 Instructional Assistant, American Dreamer to K/2 Assistant, American Dreamer	August 9, 2023
Christina Wilen	From K/1 Instructional Assistant, Parsons to K/2 Assistant, Parsons	August 9, 2023
Latasha Woods	From K/1 Instructional Assistant, Johns Hill to K/2 Assistant, Johns Hill	August 9, 2023

MAINTENANCE:

Name	Position	Effective Date
Thomas Bray	From 2nd Shift Maintenance Worker, Buildings & Grounds to 1st Shift Maintenance Worker, Buildings & Grounds	April 17, 2023
Andrew Fuiten	From 2nd Shift Maintenance Worker, Buildings & Grounds to 1st Shift Maintenance Worker, Buildings & Grounds	April 17, 2023

CATEGORY CHANGES:

Name	Position	Effective Date
Danny Hainline	From Maintenance Foreman, Buildings & Grounds to 1st Shift Maintenance Worker, Buildings & Grounds	April 12, 2023

Chuck Jones	From Care(Calm)/Recovery Room Assistant, Stephen Decatur to Student Interventionist, Student Services	April 17, 2023
Timothy Shelley	From TAEOP Caseworker, Student Services to Student Interventionist, Student Services	April 17, 2023
William Derek Spates	From Care(Calm)/Recovery Room Assistant, MacArthur to Physical Education Teacher, MacArthur	April 17, 2023

### **RESIGNATIONS**

#### TEACHERS:

Name	Position	Effective Date
Katherine Ganley	Middle School Art, Johns Hill	End of the 2022-2023 School Year
Ashley Kaczynski	Grade 4, Johns Hill	May 30, 2023
Vanessa Kelson	Grade 2, Muffley	End of the 2022-2023 School Year
Jessica McBride	Grade 2, Franklin Grove	May 30, 2023
Anika Steger	Math, MacArthur	May 30, 2023

#### OFFICE PERSONNEL:

Name	Position	Effective Date
Gloria Chalmers	Curriculum/Textbook Secretary, PDI	August 4, 2023

#### TEACHING ASSISTANT:

Name	Position	Effective Date
Serita Carman	From Leave	April 7, 2023

#### CUSTODIAN:

Name	Position	Effective Date
Shelley Dotson	2nd Shift Custodian, Buildings & Grounds	April 17, 2023





- The following staff member should be compensated **\$1,500.00** for the X-Step for her years of service to Decatur Public Schools:

Lisa Carr

- The following staff members should be compensated for participating in Pilot Preview on April 13, 2023 at PDI:

Kelli Murray	\$165.00	Ashley Robinson	\$33.00
Pamela Blades	\$33.00	Crystal Rora	\$33.00
Michelle Brown	\$33.00	Carrie Sager	\$41.25
Angela Bryles	\$33.00	Kimberly Taylor	\$33.00
Melissa Cripe	\$33.00	Kellen Warner	\$41.25
Sara Daykin	\$33.00	Kristy Watrous	\$33.00
Taryn Diaz	\$33.00	Olivia Mannlein	\$41.25
Patty Elam	\$33.00	Aryn Dobrinick	\$33.00
Elizabeth Harding	\$33.00	Megan Noel	\$49.50
Michelle Houchins	\$49.50	Colleen Veitengruber	\$33.00
Carolynn Keizer	\$41.25	Sara Kelly	\$33.00
Emily Kelley	\$33.00	Nicole Genet	\$33.00
Jessica Meier	\$49.50	Jill Hubbard	\$33.00
Tessa Meinders	\$33.00		
Stephanie Meis	\$49.50		

- The following staff members should be compensated for participating in 3rd & 4th Quarter Committee/LT Meeting Stipends from January 4-April 30, 2023 at Parsons:

Greg Green	\$66.68	Candice Michener	\$50.01
Kathryn Rodgers	\$66.68	Lisa Landacre	\$50.01
Elizabeth Case	\$66.68	Stacey Wilson	\$50.01
Elizabeth Karakachos	\$66.68	Jaime Goodman	\$50.01
Olivia Mannlein	\$66.68	Ashley Ignatowski	\$50.01
Heather Groves	\$66.68	Alicia Rosier	\$50.01
Theresa Tozer	\$66.68	Mary Watts	\$50.01
Carrie Sager	\$50.01	April Flint	\$50.01
Jaci Cecil	\$50.01	Grace Oxley	\$50.01
Sheree Park	\$50.01	C Roxann Kennedy	\$50.01
Hannah Bird	\$50.01	Melissa Goede	\$50.01
Christina Woo	\$50.01	Andrea Wakeland	\$66.68
Peter Brown	\$50.01	Tara Lueras	\$50.01
Lyndsay Lemanczyk	\$50.01	Elizabeth Turner	\$83.35
Caitlin Brock	\$50.01		

- The following staff member should be compensated **\$1,500.00** for the X-Step for her years of service to Decatur Public Schools:

Kelly Buechler

**SUPERINTENDENT CONTRACT**  
**Fiscal Year 2023-2026**

This Contract made and entered into this \_\_\_ day of April, 2023, by and between the Board of Education of Decatur Public School District No. 61, Decatur, Illinois (hereinafter “the Board” or “the District”) and Dr. Rochelle Clark (hereinafter “the Superintendent”), ratified at the meeting of the Board held on April 25, 2023, as found in the minutes of that meeting.

**IT IS AGREED:**

This performance-based Contract replaces the employment contract currently in effect between the Board and Superintendent as of the commencement date of this Contract in Paragraph 1. In accordance with 105 ILCS 5/10-23.8, the Superintendent and Board confirm that the Superintendent met the goals and indicators of student performance and academic improvement in the previous contract.

**1. Employment.** The Superintendent is hereby hired and retained from July 1, 2023, to June 30, 2026, as Superintendent of the District.

**2. Duties.** The duties and responsibilities of the Superintendent shall be all those duties incident to the office of the Superintendent as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon an Superintendent; and to perform such other duties normally performed by a Superintendent as from time to time may be assigned to the Superintendent by the Board. The work day, work year, contract year, holidays and holiday pay for the Superintendent shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022 ).

**3. Salary.** The Board shall set the Superintendent’s salary. For the period from April 12, 2023 through June 30, 2023 inclusive, the superintendent’s annual salary shall be increased to Two Hundred Six Thousand Six Hundred and 83/100 (\$206,600.83). For the 2023-2024 school year (July 1, 2023 to June 30, 2024) the amount of the Superintendent’s salary shall be Two Hundred Twelve Thousand Seven Hundred Ninety-Eight and 85/100 Dollars (\$212,798.85) and for the 2024-2025 school year (July 1, 2024-June 30, 2025) the amount of the Superintendent’s salary shall be Two Hundred Nineteen Thousand One Hundred Eighty-Two and 82/100 Dollars (\$219,182.82). For the periods extending from July 1, 2025 to June 30, 2026 the amount of the Superintendent’s salary shall be Two Hundred Twenty-Five Thousand Seven Hundred Fifty-Eight and 31/100 (\$225,758.31). The Superintendent hereby agrees to devote such time, skill, labor and attention to her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of Superintendent for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with the Superintendent, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board approved motion.

**4. Pension.** In addition to the salary of the Superintendent as set forth hereinabove in paragraph 3, the Board shall pay 9.8901% of the salary set forth in paragraph 3 (or 9.0% deducted

from the resulting gross). The resulting gross shall be computed by adding the salary in paragraph 3 to 9.8901% of the salary in paragraph 3 as an employer paid pension contribution consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36. Such payments shall be consideration for this Contract, shall be creditable earnings for purposes of Teacher Retirement System pension calculations and Superintendent did not have the option of choosing to receive such amount directly instead of having such contribution paid by the employer to the Teacher Retirement System of the State of Illinois.

**5. T.H.I.S.** From and out of the salary and pension payments of the Superintendent, as set forth hereinabove in paragraphs 3 and 4, the Board shall withhold any such amount as may be required by law, on behalf of the Superintendent to the Teacher Health Insurance Security Fund.

**6. Evaluation.** Annually, but no later than March 1<sup>st</sup> of each year, the Board shall review with the Superintendent progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community. A summary of the evaluation will be provided to the Superintendent in writing within thirty (30) days following the evaluation, pursuant to the District's evaluation plan for administrators.

**7. Academic Improvement and Student Performance Goals.** This contract is a performance-based contract linked to student performance and academic improvement of the District. The Superintendent shall strive to meet the goals during the term of this Contract. The parties agree the goals and indicators are linked to student performance and academic improvement of the District.

Annually, the Superintendent, with the assistance of her administrative team, shall:

(a) foster academic achievement among all learners in a student-centered learning environment;

(b) establish a collaborative culture District-wide that improves the climate for learning in all schools; and

(c) align organizational structure and resources to improve efficiency, effectiveness, and the financial health of the School District.

In addition, the parties agree that in the initial three and one-half (3 ½) months of the first full year of this Contract, July 1, 2023 through October 15, 2023, the Superintendent shall develop goals to enhance District-wide student performance and academic achievement as well as the indicators to measure same. The goals and indicators will be submitted to the Board not later than the October 2023 Board meeting for discussion and approval.

**8. License.** The Superintendent shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as Superintendent in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

**9. Other Work.** The Superintendent may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of her duties as Superintendent. The Superintendent shall have the responsibility to inform the Board of such outside activity in a timely fashion.

**10. Discharge for Good Cause.** Throughout the term of this Contract, the Superintendent shall be subject to discharge for good cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that the Superintendent shall have the right to service of written charges, notice of hearing and a hearing before the Board. If the Superintendent chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by the Superintendent. Failure to comply with the terms and conditions of this Contract after notice and a reasonable opportunity to correct, when appropriate, shall also be sufficient cause for purposes of discharge, as provided in this Contract.

**11. Termination by Contract.** During the term of this Contract, the Board and Superintendent may mutually agree, in writing, to terminate this Contract.

**12. Referrals to Superintendent.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to the Superintendent for study and recommendation.

**13. Professional Activities.** The Superintendent shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, such costs of attendance shall be paid by the Board upon receipt of a full, itemized account of such costs.

**14. Allowance for Use of Personal Car.** The Board shall pay Six Hundred Dollars and No/100 (\$600.00) per month to the Superintendent for mileage expenses incurred by the Superintendent while using the Superintendent's personal vehicle for the conduct of approved District business. The allowance shall be pursuant to the District's policies, rules and regulations.

**15. Membership Dues.** The Board shall pay the cost of Superintendent's annual membership dues as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**16. Medical Insurance.** Superintendent shall be provided with medical insurance and medical insurance options as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**17. Life Insurance.** Superintendent shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022 ).

**18. Vacation.** Superintendent shall be provided with vacation days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**19. Sick Leave and Personal Leave.** Superintendent shall be provided with sick leave and personal leave days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**20. Disability.** Should the Superintendent be unable to perform the duties and obligations of this Contract, by reason of illness, accident or other cause beyond the Superintendent's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable or of such nature as to make the performance of the Superintendent's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. The Superintendent shall provide medical evidence of her ability to perform the essential functions of her job to the Board President upon request.

**21. Criminal Records Check.** Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

**22. Contract Extension.** At the end of any year of this Contract, the Board and the Superintendent may mutually agree to extend the employment of the Superintendent for a multi-year period of up to five (5) years. In such event, the Board shall take specific action to discontinue this Contract and enter into a multi-year Contract of Employment as allowed by law. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify the Superintendent in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

**23. Notice.** Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered or certified mail, postage prepaid, addressed:

To the Board:  
President, Board of Education  
Decatur School District No. 61  
Keil Administrative Center  
101 W. Cerro Gordo Street  
Decatur, Illinois 62523

To the Superintendent:  
Rochelle Clark  
(address on file)

**24. Headings.** Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

**25. Copies of Contract.** This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

**26. Severability.** It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

**27. Jurisdiction.** This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

**28. Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

**29. Relevant Law.** This Contract is authorized under the provisions of 105 ILCS 5/10-23.8.

**IN WITNESS WHEREOF,** the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

\_\_\_\_\_  
**Superintendent**

**Board of Education  
Decatur Public School District No. 61**

By: \_\_\_\_\_  
**President**

**ATTEST:**

\_\_\_\_\_  
**Secretary**

## Memorandum of Understanding

The following Memorandum of Understanding has been agreed upon in an interim bargaining agreement between the party-signatories below. The salary schedule information included in this Memorandum of Understanding shall supersede any related salary information in the 2021-2025 Teamsters Agreement. The bargaining unit work agreement in this Memorandum of Understanding shall be status quo going forward.

The following list provides clarification of what is considered bargaining work for individuals who are members of the Teamster's Bargaining Unit within Decatur Public Schools No. 61.

1. Teamsters to maintain control of those items under the DPS inventory control system. Teamsters will pick up, load, transport, and restock all newly purchased items under DPS inventory control systems. Teamsters will pick, load, and transport those items to be used by building occupants, and those materials and supplies utilized by custodians on a routine and/or reoccurring basis. Teamsters will pick those items under inventory control that will be used by maintenance staff, but maintenance staff shall be allowed to load and transport those items if no Teamsters are available to load and transport those items in a timely fashion to allow maintenance staff to complete their assigned tasks in an efficient manner.
2. Teamsters will be responsible for loading and transporting building contents within DPS, including furniture items such as instructional supplies and materials.
3. Teamsters will be responsible for fueling, checking and topping-off fluids, airing tires, and maintaining cleanliness (interior and exterior) of vehicles, excluding those vehicles operated by the maintenance staff maintenance foreman, custodial supervisor, custodial foreman and/or the Director of Buildings and Grounds (hereinafter referred to as "B&G").
4. Teamsters will continue to run what is commonly referred to as the "Mail Routes" and preform all tasks currently associated with the current "Mail Routes".
5. Teamsters will be responsible for picking, loading, and transporting all materials and supplies on all planned projects where time allows those items to be delivered in a time effective manner. Including materials and supplies purchased from an outside vendor that does not supply its own delivery or transportation. Both parties agree that circumstances frequently change, and flexibility must be allowed which gives maintenance staff the ability to perform their tasks as efficiently as possible at a building level.
6. All identified responsibilities and tasks listed in paragraphs 1-5 and any additional responsibilities that evolve from those tasks shall remain with the Teamsters but for the exceptions listed below due to an emergency situation or work that is time sensitive to be completed. Every effort will be made to coordinate with the Teamster's Foreman to facilitate the performance and execution of the following tasks:
  - a. B&G Administration and B&G Administrative Support shall have the ability to acquire, pick, load and transport hand and power tools, along with fuel, lubricants and supplies to the buildings for use of maintenance staff and/or custodians.
  - b. B&G Administration and B&G Administrative Support Staff shall have the ability to pick up and transport custodial supplies and equipment.

- c. Maintenance staff shall load, secure, and transport those items that maintenance staff have removed or salvaged during the course of their daily activities and those items that need to be returned to storage.
  - d. Maintenance staff, Information Technology staff, I.T. Administration and I.T. Administrative Support staff shall load, secure, and transport those non-inventoried items stored within DPS storage areas, or newly purchased.
  - e. Information Technology staff, I.T. Administration, and I.T. Administrative support staff shall load, secure, and transport those inventoried items stored within DPS storage areas, or newly purchased.
  - f. Maintenance staff shall load, secure, and transport equipment that maintenance staff have received training to operate, or routinely operate during the normal course of their work activities.
  - g. Maintenance staff, B&G Administration, and B&G Administrative Support staff shall move vehicles, trailers, and road-capable equipment to and from sales and/or repair vendors as needed.
7. Teamsters shall not be responsible for transportation of money from the District office to District buildings or from District buildings to the District office.
8. Teamsters shall not be responsible for transportation and delivery of documentation to District employees subject to disciplinary action and/or termination.
9. Nothing limits the Union from requesting information and data related to the determination made by B&G Administration, B&G Administrative Support, Maintenance staff, Information Technology staff, or other managers regarding assigning non-Teamster to preform Union work for efficiency purposes, emergencies, or other management reasoning.
10. Nothing in this Memorandum of Understanding shall be construed as forfeiture of Teamsters rights to the bargaining unit work under Article 1 of the current collective bargaining agreement except for such instances specially defined herein. It is understood by both parties that from time-to-time emergency situations arise or that materials are not on hand to finish a job already in progress within necessary time constraints. Failure of DPS District to properly plan for acquisition of or transportation of needed supplies or materials and/or failure to properly staff the Teamsters unit shall not be just cause for non-Teamster personnel to perform bargaining unit work.

Brad Dalton

	2022-2023	2023-2024	2024-2025
Driver Rate	\$ 32.62	\$ 33.20	\$ 33.78
Foreman Rate	\$ 2.75	\$ 3.00	\$ 3.25
Total Rate	\$ 35.37	\$ 36.20	\$ 37.03

	2022-2023	2023-2024	2024-2025
Probation	\$ 22.53	\$ 23.03	\$23.53
0 Years/Step 1	\$ 25.53	\$ 26.53	\$27.53
1 years/Step 2	\$ 25.71	\$ 26.72	\$27.72
2 Years/Step 3	\$ 25.89	\$ 26.91	\$27.91
3 Years/Step 4	\$ 26.07	\$ 27.10	\$28.10
4 Years/Step 5	\$ 26.25	\$ 27.29	\$28.29
5 Years/Step 6	\$ 26.43	\$ 27.48	\$28.48
6 Years/Step 7	\$ 26.61	\$ 27.67	\$28.67
7 Years/Step 8	\$ 26.79	\$ 27.86	\$28.86
8 Years/Step 9	\$ 26.97	\$ 28.05	\$29.05
9 Years/Step 10	\$ 27.15	\$ 28.24	\$29.24
10 Years/Step 11	\$ 27.33	\$ 28.43	\$29.43
11 Years/Step 12	\$ 27.51	\$ 28.62	\$29.62
12 Years/Step 13	\$ 27.69	\$ 28.81	\$29.81
13 Years/Step 14	\$ 27.87	\$ 29.00	\$30.00
14 Years/Step 15	\$ 28.05	\$ 29.19	\$30.19
15 Years/Step 16	\$ 28.23	\$ 29.38	\$30.38
16 Years/Step 17	\$ 28.41	\$ 29.57	\$30.57
17 Years/Step 18	\$ 28.59	\$ 29.76	\$30.76
18 Years/Step 19	\$ 28.77	\$ 29.95	\$30.95
19 Years/Step 20	\$ 28.95	\$ 30.14	\$31.14
20 Years/Step 21	\$ 29.13	\$ 30.33	\$31.33
21 Years/Step 22	\$ 29.31	\$ 30.52	\$31.52
22 Years/Step 23	\$ 29.49	\$ 30.71	\$31.71
23 Years/Step 24	\$ 29.67	\$ 30.90	\$31.90
24 Years/Step 25	\$ 29.85	\$ 31.09	\$32.09
25 Years/Step 26	\$ 30.03	\$ 31.28	\$32.28
26 Years/Step 27	\$ 30.21	\$ 31.47	\$32.47
27 Years/Step 28	\$ 30.39	\$ 31.66	\$32.66
28 Years/Step 29	\$ 30.57	\$ 31.85	\$32.85
29 Years/Step 30	\$ 30.75	\$ 32.04	\$33.04
30 Years/Step 31	\$ 33.64	\$ 36.38	\$34.79
31 Years/Step 32	\$ 32.16	\$ 34.88	\$33.26

This Memorandum of Understanding entered into this \_\_\_ day of \_\_\_\_\_, 2023 by:

International Brotherhood of Teamsters, Chauffeurs,  
Warehousemen and Helpers of America  
Local Number 916

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Business Agent

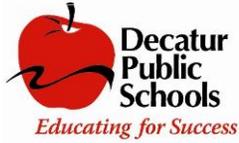
Board of Education  
Decatur Public School District No. 61

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President

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Secretary



## Board of Education Decatur Public School District #61

<b>Date:</b> April 25, 2023	<b>Subject:</b> 2023-2024 Athletics Plan
<b>Initiated By:</b> Craig Bundy, District Athletic Coordinator	<b>Attachments:</b> <ul style="list-style-type: none"> <li>• Middle School 2023-24 Parent/Student Guide</li> <li>• High School 2023-24 Athletic Director Policy/Handbook</li> </ul>
<b>Reviewed By:</b> Dr. Michael Curry, Chief Operational Officer, and Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

Handbooks: The High School Athletics Policy Handbook and the Middle School Athletics Parent Student Guides are reviewed by the Principal and Athletic Director. Additions and or modifications are updated including policies, fee schedules, official rates and concussion protocol and presented for approval. All high school official rates and fee schedules are aligned with the Central State 8 Conference.

**CURRENT CONSIDERATIONS:**

Uniforms: The uniform rotation plan will continue to be followed this year, except for middle school basketball uniforms for boys and girls moving up one year in the rotation, in place of new soccer uniforms. The consensus among middle school athletic directors is the soccer uniforms are in great condition and are not in the need of replacement, and the basketball uniforms are in poor condition and need to be replaced. This is a ONE TIME EXCEPTION to the uniform rotation plan, and the plan will be followed in preceding years.

**FINANCIAL CONSIDERATIONS:**

None at this time.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Middle School 2023-24 Parent/Student Athletic Guide and the High School 2023-24 Athletic Director Policy/Handbook as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

**BOARD ACTION:** \_\_\_\_\_



**Middle School  
Athletics  
Parent/Student  
Guide**

**2023-2024 School Year**

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## **PHILOSOPHY OF THE DECATUR PUBLIC SCHOOLS ATHLETIC PROGRAM**

The athletic program is an integral part of the education of all students who attend the Decatur Public Schools. Our goals and objectives are consistent with and comparable to those of the school district. All students have an equal opportunity to participate in athletic programs. No student shall be deprived of the right to participate because of lack of financial resources, nationality, race, color, religion, or sex, sexual orientation, disability, or marital status.

The Middle School Athletics Parent/Student Guide is designed for middle school parents and middle school students. The information is annually reviewed and updated by administrators, athletic directors, and coaches.

The athletic program will be broad based and as extensive as the facilities, staff, and finances can adequately support.

The leadership shall be of the highest quality so as to exemplify to the participants the desired type of individual to be developed from the athletic program.

The measurement of success of the leadership is not limited to win/loss records. It includes the success experienced in helping each participant develop his/her talents and desirable personal characteristics to their fullest.

The athletic program is a laboratory where students experience many of life's situations. Participation in this laboratory activity offers students the opportunity to improve character, dignity, self-worth, and concern for others. Students may learn to develop these human traits and grow as individuals to the extent of their capacity.

## **STATEMENT OF PURPOSE FOR THE ATHLETIC PROGRAM OF DPS #61**

- A. Participation helps develop character, social competence, cooperation, and moral and ethical values that are an everyday part of our society.
- B. Participation develops a mutual respect for all who are involved in the competition: teammates, opponents, coaches, and officials.
- C. Participants must learn to abide by the rules, regulations, and decisions of officials, just as we all must abide by the laws that govern our society.
- D. Participation leads to a better understanding of our democratic ideals, social and economic well-being, and the spirit of fair play.
- E. Participation teaches a student that discipline and self-sacrifice are necessary ingredients of teamwork, if the end result is to be accomplished.
- F. Through participation, the individual will develop a healthy body, a sound mind, and a better understanding of individual differences.
- G. Participation provides valuable lessons which are learned in the course of competition; for example, winning, as well as losing, reflects team effort.
- H. Competition helps to develop the fundamental processes that lead to emotional maturity and self-control.
- I. Participation in the athletic program will cause participants and spectators to look forward to attending school, resulting in an improved student attitude toward school and school-related activities.
- J. Participation in athletic competition will give students an opportunity to achieve, not only for themselves, but for their team and school community and receive their just rewards in return.
- K. The individual school administration must provide adequate control and safety measures for the participants, officials, and spectators in order to insure the proper atmosphere for interscholastic events.
- L. Members of the athletic staff shall abide by the rules and regulations and officials' decisions which govern each sport, maintain the highest standard of ethics, recognize each participant as an individual, conduct themselves in a manner befitting their responsibilities, and develop the kind of rapport with the total school community that will improve the total educational program.

## **STUDENT CODE OF ETHICS**

**Decatur Public Schools 61 considers the welfare of the student our priority consideration.**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. Decatur Public Schools Administration and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords.

Any conduct that results in dishonor to the athlete, the team, the school, or Decatur Public Schools will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic programs and will not be tolerated.

The student's first responsibility is to acquire a quality education. Our athletic programs are co-curricular activities, and the students first priority must be academic achievement.

Athletes are representatives of their school, and their actions and behavior must be such as to reflect a respected image of themselves, fellow students, parents, school, and community. They will spend a great amount of time and effort in participation with their respective sport, but hopefully, they will find it to be a rewarding and enjoyable experience that will be important to them now and in the years to come.

### **DPS #61 ATHLETIC CODE PROCEDURES**

1. Coaches' rules shall be written and distributed so all participants and parents may read and review them. Rules will be shared through mandatory parent meetings.
2. Each coach will hold a team meeting to review team rules with the participants at the beginning of the sport season to make sure the participants are aware of them. A copy of the team rules, seasonal activity participation, and the Athletic Code will be distributed to the parents, or available online, attached to a participation permission form.
3. Coaches' rules must also include consequences for students who violate the rules.
4. Any student accused of violating a rule and subject to a consequence of a suspension of greater than three (3) games shall be informed of the nature of the offense and may request a hearing before the Principal and Athletic Director.

## **PROCEDURAL OFFENSES IN VIOLATION OF THE ATHLETIC CODE**

A student found in violation of the Athletic Code may receive consequences up to and including dismissal from the team/activity for the remainder of the season or school year. Such violations include, but are not limited to:

- Use, possession, transfer, attempted transfer, sale or attempted sale of alcohol, tobacco products, e-cigarettes and/or any controlled/illegal substances or any lookalike, including any substance held out to be a drug, alcohol or tobacco product.
- Violations of individual coaches' rules, insubordination, poor sportsmanship, conduct detrimental to the team and to school spirit.
- Violations of academic integrity and ethics.
- Violations of the DPS 61 Student Code of Conduct.

## **DISCIPLINARY ACTION / ENFORCEMENT**

### ***Participation in athletics is a privilege.***

- A student who violates the Athletic Code and who has been provided a hearing and assessed a consequence cannot avoid the consequence by transferring to another Decatur Public School. The penalty will be enforced at the student's new school before the student can become eligible for participation.
- When a student is dropped from his/her team for disciplinary reasons, it is important that he/she receive a fair notice and that he/she be given a hearing.
- All coaches are responsible for reviewing the athletic code, individual school rules, and rules for their respective sport during the first week of practice with the Athletic Director, assistant coaches, students, and parents.

## **OUT-OF-SCHOOL SUSPENSION / CARE – TRANSITION ROOM PLACEMENT**

Any situation where a student athlete is receiving an out-of-school suspension for disciplinary reasons by the Building Administrator automatically deems said student unable to practice and/or compete in any athletic events scheduled for the duration of the suspension. The student and parent/legal guardian shall be notified by the Building Administrator as such.

This includes the date the suspension is issued, and any weekends/ school holidays, throughout the time until the student returns to regular class attendance status. The appropriate sport Coach(s) and Athletic Director shall be notified by Building Administration upon any student athlete being suspended from school.

In example, a student athlete is suspended on Friday morning for a disciplinary infraction and is out of school for the suspension through Monday... successfully returning to classes Tuesday morning. This student CANNOT participate in any school-sponsored athletic event, nor practice, beginning Friday thru Monday night... They may resume activities Tuesday morning.

In the case where a student athlete is placed in the school's Care Room or Transition Room for disciplinary action reasons by the Building Administrator, resulting in a 1/2 day placement or more, the same denial of athletic participation and notification shall occur - as indicated for an out-of-school suspension. *\*Placements less than the individual school's "1/2 day bell schedule" will not result in any suspension of participation in athletics.*



The Association shall be known as the Illinois Elementary School Association (IESA) The Association shall be registered with the State of Illinois as a not -for -profit corporation.

- The Association through the employment of the instrumentalities hereinafter established shall:
  - Regulate all the interscholastic activities in which its member schools may engage; and
  - Perform such other functions related to interscholastic activities as may from time to time be approved and adopted by the Board of Directors.
- In the performance of these functions, the ultimate educational objectives of the Association are:
  - To elevate standards of sportsmanship
  - To encourage the growth of responsible citizenship; and
  - To encourage academic excellence

### **ACADEMIC ELIGIBILITY**

The IESA requires that a weekly grade check is completed for every athlete who is on a competition athletic roster. This report must be completed on the same day of each week and athletes must be notified of any failing grade. The IESA determines eligibility considering all grades that are reported on the quarterly report card. The athlete must pass each class in which he or she is enrolled with a grade of D or better. If an athlete has a failing grade in any of his or her classes, the athlete is ineligible the next week and will continue to be ineligible until all failing grades have been raised to at least a D.

Eligibility can be recorded in one of two methods: Skyward computer program printouts or Teacher/Athletic Director hard copy checklists. Coaches may address grade issues with individual athletes who are showing signs of grade trouble in classes. In some cases, the coach will request a parent conference to help the student athlete improve his or her grades.

Most schools run grades the day before a week concludes, which in most weeks, is Thursday. Some weeks, however, are shorter due to in-service days and holidays. Those weeks' grades must be submitted the day before the week concludes.

The element of eligibility that confuses athletes and their parents is that the measure is always a week behind the week of the contests. The athlete can be showing passing grades after the weekly grade check has been recorded but is still excluded from participation due to the failing grades that were recorded at the end of the prior week.

***The grade recorded on the weekly eligibility check is final and cannot be changed at a later date.***

*Ex: Grades are turned in Thursday and show that a student athlete is failing a subject, but when the parent looks on Skyward on Friday afternoon, it shows as a passing grade. That athlete is still ineligible for any event the following week.*

#### **The cutoff day must be the same each week and reporting must be consistent.**

Once the grades are turned in and the computer grade check run, print the weekly report and retain (in files) as proof of grades. Notify the athlete, coach, teachers and athletic administration. A report of ineligibility should be delivered to an ineligible athlete before he or she leaves the building on the last day of each week.

## **2.040 SCHOLASTIC STANDING**

**2.041** All contestants shall be in grades five through eight (5-8) and shall not have passed eighth grade standing. At no time, may a student who is in fourth grade or lower practice or participate with a member school.

**2.042** A student shall be doing passing work as determined by the local school district in all school subjects and the school shall certify compliance with this By-Law. Use of a player, contestant, or participant shall be deemed such certification.

**2.043** For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Monday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school's grading period.

**2.044** The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week.

**2.045** For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.

**2.046** In cases where a contest has been postponed or re-scheduled, the current week eligibility shall be used to determine a student's eligibility. For example, a contest is scheduled to be played on Tuesday and because of poor weather, the contest is rescheduled for two weeks later. A student who was grade eligible for the originally scheduled game but is ineligible during the week of the rescheduled game is not eligible. Conversely, a student who was ineligible the week of the originally scheduled game and is grade eligible the week of the rescheduled contest is eligible to play.

## **IESA Penalties: Ejections for Unsportsmanlike Behavior**

***The IESA Board of Directors approved a change to the penalties assessed to players, coaches, and now fans who are removed from a contest for unsportsmanlike behavior. These changes will become effective with the start of the 2020-21 school year.***

Consequences for behaviors meriting ejection from a school sponsored event:

### **A. Student – Athletes:**

- 1<sup>st</sup> ejection: the student is required to miss the next 2 contests and complete the National Federation of State High School Association Sportsmanship course. This course can be found at [www.iesa.org](http://www.iesa.org) Upon course completion, a printed certificate of completion must be submitted to the IESA via the school Athletic Director.
- 2<sup>nd</sup> ejection(same sport): the student is required to miss the next 5 contests and pay \$100 fine to the IESA.

### **B. Coaches:**

- 1<sup>st</sup> ejection: the coach is required to miss the next 2 contests, pay \$100 fine and complete the National Federation of State High School Association Sportsmanship course. This course can be found at [www.iesa.org](http://www.iesa.org) Upon course completion, a printed certificate of completion must be submitted to the IESA via the school Athletic Director.
- 2<sup>nd</sup> ejection: the coach will be required to miss the next 5 contests and pay \$250 fine to the IESA.

### **C. Fans/Parents:**

- Removal from ALL future contests until completion of the National Federation of State High School Association Sportsmanship course. This course can be found at [www.iesa.org](http://www.iesa.org) Upon course completion, a printed certificate of completion must be submitted to the IESA via the school Athletic Director.

## **IESA Transfer Rules 2.060**

A transfer student is defined as one who transfers from one school to another school after the first day of classes at his/her school.

Effective with the start of the 2022-23 school year, a student who transfers after the first day of practice in a given activity will be allowed to join the team for his or her new school only if he/she did not tryout, practice, or participate in a contest for the previous school prior to the beginning of the IESA regulated season. They would still need to sit 10 days before participating in a contest for the new school.

A student who transfers from one school to another is eligible immediately if the school from which he/she transfers is involved in a co-op with the school to which he/she is transferring.

## CONFERENCE AFFILIATION: Soy City Conference

The following schools: American Dreamer, Dennis Lab, Hope Academy, Johns Hill Magnet, Montessori Academy of Peace, Robertson Charter, and Stephen Decatur are members of the Soy City Conference.

No conference commitments shall be made which would be inconsistent with the athletic policies of the Decatur Public Schools.

### Participating Schools & Activities

- **American Dreamer:** Baseball (Co-Op), Softball (Co-Op), Cross Country, Soccer (Co-Op), Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field
- **Dennis Lab:** Baseball, Softball (Co-Op), Cross Country, Soccer, Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field
- **Hope Academy:** Baseball (Co-Op), Softball (Co-Op), Cross Country, Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field
- **Johns Hill Magnet:** Baseball (Co-Op), Softball (Co-Op), Cross Country, Soccer, Girls Basketball, Chess Club, Show Choir, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field
- **Montessori Academy of Peace:** Baseball, Softball, Cross Country, Soccer, Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field
- **Stephen Decatur:** Baseball, Softball, Cross Country, Soccer, Girls Basketball, Boys Basketball, Cheerleading, Wrestling, Girls Volleyball, Track & Field

### Tryouts / Team Roster Cuts/Sports Physicals

In all sports/activities where there are “roster limitations”, there is a chance that the school’s coaching staff might have to hold tryouts and make roster cuts to meet these limits due to the number of students trying out. The IESA and/or DPS restricts roster numbers in the following sports/activities: Softball, Baseball, Soccer, Girls Basketball, Boys Basketball, Cheerleading, and Volleyball.

The District requires a minimum of a 3-day tryout in Middle School sports/activities where cuts are deemed necessary. The try-out schedule will be designated by the coach and Athletic Director. **A current physical MUST be on file with the office, nurse, or Athletic Director prior to try-out for an activity. These Physicals must be renewed EVERY year of participation.** A pre-season informational meeting will be held (in addition to in-school announcements and/or fliers and online notifications) as to when a specific sport/activity will begin tryouts or practices. Coaches will determine (with the assistance of the school’s Athletic Director) a practice schedule utilizing the availability of the school’s athletic facilities. Every effort will be made to notify all students (prior to the beginning of a sport season) as to when tryouts/practices will begin.

Team roster cuts may be based upon (but not limited to) the student’s: ability in the sport; age/academic status; disciplinary/behavior issues in school; attendance at tryouts/practices/contests; and their ability to work cooperatively with other team athletes and coaches in the sport.

## **ACTIVITY / PARTICIPATION FEES:**

Every student athlete is expected to pay a participation fee of \$10.00 per sport upon making the team and by the end of the first week of regular practice activity. There is a \$50 maximum per student/school year. If a parent/guardian writes a check, it must be made out to the school of enrollment.

## **Dual Participation in Middle School Sports\***

In DPS61, Middle School students may participate in more than one athletic activity at a time throughout the school year. Due to the various calendar dates over which DPS/IESA sports seasons occur, there might be a situation where a student wishes to try-out for/participate in more than 1 sport and/or activity at the same time (dual participation). In the instances where this occurs, the student athlete must determine, in writing, which sport/activity is their primary activity at the beginning of the seasons in conflict. Their commitment of a “primary” sport/activity will indicate their 1<sup>st</sup> area priority (choice) in the event of a scheduling conflict between 2 or more co-existing athletic events. \*A copy of the athlete’s choice of their primary sport/activity will be on file with the school Athletic Director and given to all coaches involved.

The precedent for attendance at/participating in the primary sport/activity is as follows:

- Games over Practice
- Primary choice Games over secondary choice Games
- Games/Practices over Open Gyms
- Primary practices over secondary practices.
- In the event where there are overlapping /conflicting practices the coaches shall get together to work out a shared time schedule so that the student might be able to attend both sports where the overlap might occur.
- No coach may penalize a student athlete participating in multiple overlapping activities for missing a practice or contest when following the precedent set above.

## **Daily Attendance / Athletic Contest Participation:**

District policy states that a student must be “in attendance” at school at least ½ day on the day of an athletic contest in order to be allowed to participate in that day’s contest.

*Each individual school’s “1/2 day” is determined by their actual bell schedule... \*i.e.: a ½ day at an “early dismissal school” might be 10:45 AM, whereas at a “later dismissal school” their ½ day might be 12:05 PM.*

Items such as “doctor/dentist appointments, funerals, and court appearances.” are all excused providing that the parent/legal guardian signs the student in/out at the school office for said events.

\*School-sponsored events, such as off-campus field trips and performances are also excused.

## **Punctuality**

**Parent will bring their child to practice on time and they will pick up their child from practice, home games and away games no later than 10 minutes after practice or game is over. The coaches stay to protect your child, please respect the coach by being responsible. Failure to be to practice on time and coming later than 10 minutes to pick your child up, may affect their playing time.**

## Parental Concerns Policy

A copy of the team rules, seasonal activity participation, and the Athletic Code will be distributed to parents and attached to the permission form. Coaches shall have mandatory parent meeting before the start of the sport season and review their rules and schedules. Parents are expected to be role models of good sportsmanship and support for the sport that their student participates.

In the event that a parent has a concern involving a coach or sport program that their student participates; the following guidelines shall be followed:

1. Concerns such as playing time, player positions, coaching philosophy and/or game strategy are **NOT** items warranting individual coach/parent discussion.
2. No conversations between player, coach, or parent should occur within 24 hours of situation.
3. The student-athlete should directly address the coach to attempt to resolve the issue at hand.
4. Other parent concerns shall be addressed by the parent making an appointment with the coach for a private parent/coach conversation to discuss the concern and reach a resolution. Parent/Coach conversations should **not** be conducted in front of the players or during scheduled practice times.
5. If the parent/coach meeting does not resolve the concern, the parent may request a meeting with the Athletic Director, Coach, and Parent to further discuss the concern and reach a resolution.
6. If this meeting does not resolve the concern, a final meeting including the Principal, the Athletic Director, the Coach, and the Parent will be scheduled to discuss the concern.
7. The Principal is the administrative head of all inter-scholastic activities in the school and is the IESA District Representative for the District. The FINAL decision and appeal for a resolution of the concern will be made by the Principal after the FINAL meeting.

## ADMISSION PRICES PER EVENT

Soccer, Baseball / Softball, Cross Country, Track & Field = FREE

Boys & Girls Basketball, Volleyball, Wrestling =	\$2	K – 12
	\$3	Adults
	Free	Seniors

**Decatur Public Schools #61**  
**Middle School Interscholastic –Extramural Information and Permission Form**

**General**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Birthdate: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Present Age \_\_\_\_\_ Grade \_\_\_\_\_ Sex \_\_\_\_\_ E-mail: \_\_\_\_\_

School Attending \_\_\_\_\_

Person to Notify in Case of Emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Participation Fee**

A \$10 fee per activity will be paid by the participant when the final rosters in athletics and cheerleading are determined. **(\$50.00 max per family/per building) The participation fee is due to the Athletic Director by the of the 1<sup>st</sup> full week of regular practice.**

**Disclaimer of Liability**

The Decatur Public Schools, its athletic department, and its staff do not assume any liability for any injuries incurred while a student is participating in athletics, or while student is in route to or from any athletic contest.

Students participating the athletic program and using the equipment and facilitates of Decatur Public Schools do so at their own risk. Sports are physical in nature, and those who elect to participate must recognize that injuries may occur which could be crippling for life. Two sports, which have a greater potential for injury because they are contact sports are football and wrestling.

The Decatur Public Schools and its staff shall not be liable for any damages arising from personal injury sustained by the participant. The participant and his/her parents assume full responsibility for any damages or injuries which may occur during practice, games, travel to and from athletic contests, and so hereby fully and forever exonerate and discharge the Decatur Public Schools, its athletic department, its staff, its Board of Education employees, and agents from any and all clams, demands, damages, rights of action, causes of action present or future whether the same be known, anticipated, or unanticipated results from or arising out of participation in athletics and the use of school district facilities while a member of an athletic team.

**PERMISSION TO PARTICIPATE AND CONFIRMATION OF RECEIPT OF AHTLETIC CODE, SEASONAL ACTIVITY PARTICIPATION.**

I have reviewed the attached athletic code, seasonal activity participation, and team rules with the student listed above. We agree that he/she will abide by them. The above student has my permission to take part in all sports offered in the interscholastic and/or extramural program.

I have reviewed this document carefully, and I understand and agree to abide by the information. I confirm that my son or daughter is covered by insurance.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

## DPS #61: AGREEMENT TO PARTICIPATE

Each student and his or her parent/guardian must read and sign this *Agreement to Participate* each year before being allowed to participate in interscholastic sport(s) or intramural athletics. The completed *Agreement* shall be returned to the Coach.

Student name (printed)

1. I wish to participate in the following interscholastic sport(s): \_\_\_\_\_ (fill in blank)
2. Before I will be allowed to participate, I must provide the School District with a certificate of physical fitness (if participating in interscholastic sport(s), the Pre-Participation Physical Examination Form serves this purpose), and complete any forms required by the Illinois Elementary School Association (IESA)
3. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
4. I understand that Board policy 7:305, ***Student Athlete Concussions and Head Injuries***, requires, among other things, that a student athlete who exhibits signs and symptoms, or behaviors consistent with a concussion or head injury must be removed from participation or competition at that time and that such student will not be allowed to return to play unless cleared to do so by a physician licensed to practice medicine in all its branches or a certified athletic trainer and subject to all District return-to-play and return-to-learn protocols.
5. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and, in all travel, involved. I agree to hold the District, its employees, agents, coaches, school board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Activity Preference Sheet

\* Students should rank ONLY the activities in which they are planning to participate during the school year.

\* Students should rank their interest in participating from 1 (highest) to .....

\* The higher ranked activity will take priority if a conflict between the events arises during the course of the school year. Coaches of the involved activities will make all reasonable accommodations to decrease the amount of conflicts.

<u>ACTIVITY</u>	<u>SEASON RANGE</u>	<u>RANK</u>
<u>Girls Softball</u>	..... 1st week of Aug - 4th week of Sept	- _____
<u>Boys Baseball</u>	..... 1st week of Aug - 1st week of Oct	- _____
<u>Cross Country</u>	..... 1st week of Aug - 3rd week of Oct	- _____
<u>Show Choir</u>	..... 3rd week of Aug - 3rd week of Mar	- _____
<u>Girls Basketball</u>	..... 4th week of Aug - 2nd week of Dec	- _____
<u>Scholastic Bowl</u>	..... 1st week of Oct - 1st week of May	- _____
<u>Boys Basketball</u>	..... 3rd week of Oct - 3rd week of Feb	- _____
<u>Cheerleading</u>	..... 3rd week of Oct - 3rd week of Feb	- _____
<u>Wrestling</u>	..... 4th Week of Nov - 2nd week of Mar	- _____
<u>Volleyball</u>	..... 4th week of Nov to 3rd week of Mar	- _____
<u>Chess Club</u>	..... 1st week of Dec - 4th week of Feb	- _____
<u>Track &amp; Field</u>	..... 4th week of Feb to 4th week of May	- _____

\* Season ranges are based on the IESA guidelines for the start of practice to the conclusion of the post season.

*created 1/2021*

## Parent Participation Permit

To be read and signed by the parent/guardian of the student: \_\_\_\_\_

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above Agreement to Participate and understand its terms.
  
2. I acknowledge having received the attached Concussion Information Sheet.
  
3. I understand that all sports can involve many risks of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Emergency Contact Information

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Day phone number: \_\_\_\_\_

Evening phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Other: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Day phone number: \_\_\_\_\_

Evening phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Other: \_\_\_\_\_

## Parental Concerns Policy

A copy of the team rules, seasonal activity participation, and Athletic Code will be distributed to parents and attached to the permission form. Coaches shall have a mandatory parent meeting before the start of the sport season to review their rules, expectations, and schedules. Parents & Players are expected to attend their respective activity meeting(s). Parents are expected to be role models of good sportsmanship and support for their students' school.

In the event that a parent has a concern involving a coach or program that their student participates; the following guidelines shall be followed.

- 1) Concerns such as playing time, player positions, coaching philosophy and/or game strategy are **NOT** items warranting individual coach/parent discussion.
- 2) No conversations between player, coach, or parent should occur within 24 hours of situation.
- 3) The student-athlete should directly address the coach to attempt to resolve the issue at hand.
- 4) Other parent concerns shall be addressed by the parent making an appointment with the coach for a private parent/coach conversation to discuss the concern and reach a resolution. Parent/Coach conversations should **not** be conducted in front of the players or during scheduled practice times.
- 5) If the parent/coach meeting does not resolve the concern, the parent may request a meeting with the Athletic Director, Coach, and Parent to further discuss the concern and reach a resolution.
- 6) If this meeting does not resolve the concern, a final meeting including the Principal, the Athletic Director, the Coach, and the Parent will be scheduled to discuss the concern.
- 7) The Principal is the administrative head of all inter-scholastic activities in the school and is the IESA District Representative for the District. The FINAL decision and appeal for a resolution of the concern will be made by the Principal after the FINAL meeting.

*I have received and reviewed the Parent/Student Guide & Handbook for DPS #61 for Middle School Athletics.*

Print: \_\_\_\_\_ Sign: \_\_\_\_\_



**■ PREPARTICIPATION PHYSICAL EVALUATION**

**MEDICAL ELIGIBILITY FORM**

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

- Medically eligible for all sports without restriction
- Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of
  
- Medically eligible for certain sports
  
- Not medically eligible pending further evaluation
- Not medically eligible for any sports

Recommendations: \_\_\_\_\_

I have examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined on this form. A copy of the physical examination findings are on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete (and parents or guardians).

Name of health care professional (print or type): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of health care professional: \_\_\_\_\_, MD, DO, NP, or PA

**SHARED EMERGENCY INFORMATION**

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Other information: \_\_\_\_\_

Emergency contacts: \_\_\_\_\_

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**■ PREPARTICIPATION PHYSICAL EVALUATION**

**HISTORY FORM**

Note: Complete and sign this form (with your parents if younger than 18) before your appointment.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Date of examination: \_\_\_\_\_ Sport(s): \_\_\_\_\_

Sex assigned at birth (F, M, or intersex): \_\_\_\_\_ How do you identify your gender? (F, M, or other): \_\_\_\_\_

List past and current medical conditions. \_\_\_\_\_

Have you ever had surgery? If yes, list all past surgical procedures. \_\_\_\_\_

Medicines and supplements: List all current prescriptions, over-the-counter medicines, and supplements (herbal and nutritional).

Do you have any allergies? If yes, please list all your allergies (ie, medicines, pollens, food, stinging insects).

Patient Health Questionnaire Version 4 (PHQ-4)				
<i>Over the last 2 weeks, how often have you been bothered by any of the following problems? (Circle response.)</i>				
	Not at all	Several days	Over half the days	Nearly every day
Feeling nervous, anxious, or on edge	0	1	2	3
Not being able to stop or control worrying	0	1	2	3
Little interest or pleasure in doing things	0	1	2	3
Feeling down, depressed, or hopeless	0	1	2	3

(A sum of  $\geq 3$  is considered positive on either subscale [questions 1 and 2, or questions 3 and 4] for screening purposes.)

GENERAL QUESTIONS (Explain "Yes" answers at the end of this form. Circle questions if you don't know the answer.)		
	Yes	No
1. Do you have any concerns that you would like to discuss with your provider?		
2. Has a provider ever denied or restricted your participation in sports for any reason?		
3. Do you have any ongoing medical issues or recent illness?		
HEART HEALTH QUESTIONS ABOUT YOU		
	Yes	No
4. Have you ever passed out or nearly passed out during or after exercise?		
5. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
6. Does your heart ever race, flutter in your chest, or skip beats (irregular beats) during exercise?		
7. Has a doctor ever told you that you have any heart problems?		
8. Has a doctor ever requested a test for your heart? For example, electrocardiography (ECG) or echocardiography.		

HEART HEALTH QUESTIONS ABOUT YOU (CONTINUED)		
	Yes	No
9. Do you get light-headed or feel shorter of breath than your friends during exercise?		
10. Have you ever had a seizure?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY		
	Yes	No
11. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 years (including drowning or unexplained car crash)?		
12. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?		
13. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?		

<b>BONE AND JOINT QUESTIONS</b>	<b>Yes</b>	<b>No</b>
14. Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint, or tendon that caused you to miss a practice or game?		
15. Do you have a bone, muscle, ligament, or joint injury that bothers you?		
<b>MEDICAL QUESTIONS</b>	<b>Yes</b>	<b>No</b>
16. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
17. Are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
18. Do you have groin or testicle pain or a painful bulge or hernia in the groin area?		
19. Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant <i>Staphylococcus aureus</i> (MRSA)?		
20. Have you had a concussion or head injury that caused confusion, a prolonged headache, or memory problems?		
21. Have you ever had numbness, had tingling, had weakness in your arms or legs, or been unable to move your arms or legs after being hit or falling?		
22. Have you ever become ill while exercising in the heat?		
23. Do you or does someone in your family have sickle cell trait or disease?		
24. Have you ever had or do you have any problems with your eyes or vision?		

<b>MEDICAL QUESTIONS (CONTINUED)</b>	<b>Yes</b>	<b>No</b>
25. Do you worry about your weight?		
26. Are you trying to or has anyone recommended that you gain or lose weight?		
27. Are you on a special diet or do you avoid certain types of foods or food groups?		
28. Have you ever had an eating disorder?		
<b>FEMALES ONLY</b>	<b>Yes</b>	<b>No</b>
29. Have you ever had a menstrual period?		
30. How old were you when you had your first menstrual period?		
31. When was your most recent menstrual period?		
32. How many periods have you had in the past 12 months?		

**Explain "Yes" answers here.**

**I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.**

Signature of athlete: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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**Keep for Personal Records**



■ PREPARTICIPATION PHYSICAL EVALUATION

PHYSICAL EXAMINATION FORM

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

PHYSICIAN REMINDERS

- 1. Consider additional questions on more-sensitive issues.
- Do you feel stressed out or under a lot of pressure?
- Do you ever feel sad, hopeless, depressed, or anxious?
- Do you feel safe at your home or residence?
- During the past 30 days, did you use chewing tobacco, snuff, or dip?
- Do you drink alcohol or use any other drugs?
- Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
- Have you ever taken any supplements to help you gain or lose weight or improve your performance?
- Do you wear a seat belt, use a helmet, and use condoms?
2. Consider reviewing questions on cardiovascular symptoms (Q4-Q13 of History Form).

Table with columns for EXAMINATION, MEDICAL, MUSCULOSKELETAL, and findings (NORMAL, ABNORMAL FINDINGS). Rows include Height, Weight, BP, Pulse, Vision, Corrected, Appearance, Eyes, ears, nose, and throat, Lymph nodes, Heart, Lungs, Abdomen, Skin, Neurological, Neck, Back, Shoulder and arm, Elbow and forearm, Wrist, hand, and fingers, Hip and thigh, Knee, Leg and ankle, Foot and toes, and Functional.

^ Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a combination of those.

Name of health care professional (print or type): \_\_\_\_\_ Date: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
Signature of health care professional: \_\_\_\_\_, MD, DO, NP, or PA

## Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### Symptoms may include one or more of the following:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Headaches</li><li>• “Pressure in head”</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patterns</li></ul> | <ul style="list-style-type: none"><li>• Amnesia</li><li>• “Don’t feel right”</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays)</li><li>• Repeating the same question/comment</li></ul> |
|--|--|

### Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

**What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete’s safety.

**If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to-Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child’s coach if you think that your child may have a concussion. Remember it’s better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:  
<http://www.cdc.gov/ConcussionInYouthSports/>

**Student/Parent Consent and Acknowledgements**

By signing this form, we acknowledge we have been provided information regarding concussions.

**Student**

Student Name (Print): \_\_\_\_\_

Grade: \_

Student Signature: \_\_\_\_\_

Date: \_

**Parent or Legal Guardian**

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_

Relationship to Student: \_\_\_\_\_

Each year IESA member schools are required to keep a signed Acknowledgement and Consent form and a current Pre-participation Physical Examination on file for all student athletes.



# **High School Athletics Policy Handbook**

**2023-2024  
School Year**

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## **PHILOSOPHY OF THE DECATUR PUBLIC SCHOOLS ATHLETIC PROGRAM**

The athletic program is an integral part of the education of all students who attend the Decatur Public Schools. Our goals and objectives are consistent with and comparable to those of the school district. All students have an equal opportunity to participate in athletic programs. No student shall be deprived of the right to participate because of lack of financial resources, nationality, race, color, religion, or sex, sexual orientation, disability, or marital status.

The athletic program will be broad based and as extensive as the facilities, staff, and finances can adequately support.

The leadership shall be of the highest quality so as to exemplify to the participants the desired type of individual to be developed from the athletic program.

The measurement of success of the leadership is not limited to won and lost records. It includes the success experienced in helping each participant develop his/her talents and desirable personal characteristics to their fullest.

The athletic program is a laboratory where students experience many of life's situations. Participation in this laboratory activity offers students the opportunity to improve character, dignity, self-worth, and concern for others. Students may learn to develop these human traits and grow as individuals to the extent of their capacity.

## **STATEMENT OF PURPOSE FOR THE ATHLETIC PROGRAM OF SCHOOL DISTRICT 61**

- A. Participation helps develop character, social competence, cooperation, and moral and ethical values that are an everyday part of our society.
- B. Participation develops a mutual respect for all who are involved in the competition: teammates, opponents, coaches, and officials.
- C. Participants must learn to abide by the rules, regulations, and decisions of officials, just as we all must abide by the laws that govern our society.
- D. Participation leads to a better understanding of our democratic ideals, social and economic well-being, and the spirit of fair play.
- E. Participation teaches a student that discipline and self-sacrifice are necessary ingredients of team work, if the end result is to be accomplished.
- F. Through participation, the individual will develop a healthy body, a sound mind, and a better understanding of individual differences.
- G. Participation provides valuable lessons which are learned in the course of competition; for example, winning, as well as losing, reflects team effort.
- H. Competition helps to develop the fundamental processes that lead to emotional maturity and self-control.
- I. Participation in the athletic program will cause participants and spectators to look forward to attending school, resulting in an improved student attitude toward school and school-related activities.
- J. Participation in athletic competition will give students an opportunity to achieve, not only for themselves, but for their team and school community and receive their just rewards in return.
- K. The individual school administration must provide adequate control and safety measures for the participants, officials, and spectators in order to insure the proper atmosphere for interscholastic events.
- L. Members of the athletic staff shall abide by the rules and regulations and officials' decisions which govern each sport, maintain the highest standard of ethics, recognize each participant as an individual, conduct themselves in a manner befitting their responsibilities, and develop the kind of rapport with the total school community that will improve the total educational program.

## **ORGANIZATION AND ADMINISTRATION THE ILLINOIS HIGH SCHOOL ASSOCIATION**

Dwight D. Eisenhower and Douglas MacArthur High Schools are members of the state association which determines the overall pattern for inter-school athletics in Illinois.

As stated in the constitution of the IHSA:

This Association shall be known as the Illinois High School Association (IHSA). It shall be the purpose of this Association to provide leadership for the development, supervision, and promotion of interscholastic competition and other activities in which its member schools engage. Participation in such interscholastic activities offers eligible students experiences in an educational setting which may provide enrichment to the educational experience.

This Association, through the employment of the instrumentalists, hereinafter shall:

1. supervise and regulate all of the interscholastic activities in which its member schools may engage; and
2. perform such other functions related to interscholastic activities as may from time to time be approved and adopted by the membership.

In the performance of these functions, the objectives of the Association shall be:

1. to stress the educational importance, the cultural values, the appreciations and skills involved in all interscholastic activities, and to promote cooperation and friendship;
2. to regulate interscholastic programs in both character and quantity according to the accepted objectives of secondary education so that interscholastics shall not unduly interfere with nor abridge the regular program of teachers and students in the performances of their regular day to day school duties;
3. to encourage economy in the time of the student and teacher personnel devoted to interscholastic activities;
4. to encourage economy in expenses of interscholastic activities; and to promote only those activities which enhance the school's desired educational goals.

## **CONFERENCE AFFILIATION**

The two Decatur public high schools (Dwight D. Eisenhower and Douglas MacArthur) are members of the Central State 8 Conference.

No conference commitments shall be made which would be inconsistent with the athletic policies of the Decatur high schools.

## **THE DECATUR SCHOOL BOARD**

The Board of Education, responsible directly to the people, is the supreme educational agency for the public schools.

The duties of the Board of Education in athletic matters may be considered to be the same as for education generally. They are as follows:

1. interpreting the needs of the community and requirements of the professional organization;
2. developing policies in accordance with the law and in accordance with the educational needs and wishes of the people;
3. approving means by which professional agents and agencies may make these policies effective;
4. furnishing financial means which provide physical and educational conditions by which organized activity may be carried on;
5. appraising the efficiency of the agents and of the service rendered in terms of their value to the community;
6. keeping the people intelligently informed of the purpose, value, conditions, and needs of the public education within the community.

## **THE SUPERINTENDENT OF SCHOOLS**

The executive function is delegated to the Superintendent of Schools who is charged with the responsibility for devising means and ways of executing efficiently the policies adopted by the Board of Education.

The Superintendent of Schools recommends to the Board of Education the appointment of principals, coaches, assistant coaches, supervisors, and others who are given any responsibility for the handling of inter-school athletics.

He or she approves all policies and procedures recommended by his/her staff and is, in fact, directly responsible to the school board for the successful performance of the organization.

## **THE HIGH SCHOOL PRINCIPALS**

The high school principal is the administrative head of the inter-scholastic athletic activities just as he/she is of all other activities at the school.

As members of Administrative Cabinet, the high school principals help formulate policies. As administrative heads of the schools, they are directly responsible to the state athletic association and the Deputy Superintendent of Schools for the conduct of the schools' athletic activities.

Some specific duties of the Administrative Team and/or Athletic Director are:

1. certifying the eligibility of all players,
2. signing contracts for games,
3. signing contracts for officials,
4. representing the school's position concerning issues which are presented by the IHSA and the Athletic Conference.
5. management and consistent monitoring of the overall athletic program.

## **PROCEDURE FOR ESTABLISHING ATHLETIC POLICY GUIDE**

The athletic directors receive input from the coaching staff in their buildings. Annually, the athletic directors then meet to make recommendations for additions, revisions, or deletions to the present policy.

Recommendations are then taken to the Assistant Superintendent, Chief Financial Officer and/or designated designee. Items recommended by the athletic directors and approved by the Assistant Superintendent become included in the athletic policy guide. Changes to the policy guide must be approved by the Board of Education.

## **THE COACHES CODE OF ETHICS**

(National Federation Interscholastic Coaches Association)

The function of a coach is to educate students through participation in interscholastic competition. The activity shall be designed to enhance academic achievement and never interfere with opportunities for academic success. Each student shall be treated with the upmost respect, and his or her as welfare must be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

The coach must be aware that he or she has a tremendous influence, either good or ill, in the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall follow the social media rules and guidelines as outlined by District policy.

The coach shall uphold the honor and dignity of the profession. In all personal contact with the students, officials, athletic directors, school administrators, the state high school athletic

association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

The coach shall not exert pressure on faculty members to give student special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

### **ATHLETIC PROGRAM INTERSCHOLASTIC PROGRAM**

Each of the high schools will offer a program for boys which consists of football, basketball, baseball, cross country, track and field, tennis, golf, soccer, and wrestling. The girl's program will include cross country, soccer, volleyball, tennis, golf, basketball, bowling, track and field, and softball. The following sports are offered as a co-op between the 2 high schools: Cross Country, Tennis, Soccer, Golf. Cheerleading and E-Sports are co-educational programs offered at both high schools. DPS also offers swimming as individual entries for the IHSA series.

Our district also sponsors representatives to state meets for sports in which we do not have teams. Please see the section entitled "Special Entry Program" for guidelines.

The following chart includes the sports and number of contests permitted in each sport including all tournaments except the IHSA series.

	Varsity	JV/Sophomore	Freshman
Football	9 games	9	9
Basketball	31 games		
Baseball	35 games	35 games	
Bowling	20 dates		
Cross Country	I = 18 dates T = 15 dates		
Golf	18 dates		
Soccer	25 games		
Softball	35 games	35 games	
Tennis	I = 20 dates		
Track & Field	I = 21 dates T = 18 dates	8 outdoor	
Volleyball	31 games		
Wrestling	T=18+0 Trn T=17+1 Trn T=16+2 Trn T=15+3 Trn T=14+4 Trn	12	

\* The number of contests permitted is restricted to the number listed for the two squads. The IHSA sponsored tournaments are permitted in addition to the number of contests listed.

### Additional Program Guidelines:

If, because of the shortage of coaches, a coach cannot be hired to coach a team, the team may not be formed.

## GUIDELINES FOR CUTTING

Each participant shall be assured a minimum of three practices before he/she is cut. The number three is used for sports where a large number of candidates try out and there is a limited amount of practice time before the first scheduled contest. Where a fewer number try out, the coach may want to permit more practices before making his first cut. Students, who report late due to participation in other approved school district sports or activities, will have the opportunity to participate in a least three practices before they are cut.

Every effort shall be made by the coach to provide each candidate with an opportunity to demonstrate his/her skill in as many areas as feasible which relate to that particular sport and with the proper equipment to demonstrate this skill.

In all of his/her contact with the players, the coach must make every effort to treat all candidates fairly and as impartially as possible, recognizing that he may know some candidates from previous associations.

It shall also be the responsibility of the coach, when asked, to encourage, advise, and counsel those athletes cut from the squad to help them prepare for the following year and better understand the reasons for being cut.

### **DISCIPLINARY ACTION**

Participation in athletics is a privilege.

When a student is dropped from his/her team for disciplinary reasons, it is important that he/she receive a fair notice and that he/she be given an opportunity to appeal to administration.

All coaches are responsible for reviewing the athletic code, individual school rules, and rules for their respective sport during the first week of practice with the Athletic Director, assistant coaches, students, and parents.

### **ATHLETIC DIRECTOR AND ATHLETIC OFFICIALS**

#### Hiring of Officials

The hiring of officials shall be mutually satisfactory to the schools involved in the contest concerned. Decatur Public Schools also will conform with conference rules pertaining to the selection of officials. For varsity basketball contests involving intra-city teams, three officials will be hired.

#### Number of Officials (Boys Contests)

<b>Sport</b>	<b>Varsity</b>	<b>Jr. Varsity</b>	<b>Sophomore</b>	<b>Fr-Soph</b>	<b>Freshman</b>
<b>Baseball</b>	2			2	
<b>Basketball</b>	3		3		2
<b>Football</b>	5		4		4
<b>Soccer</b>	3				
<b>Track</b>	2				
<b>Wrestling</b>	2				

#### Number of Officials (Girls Contests)

<b>Sport</b>	<b>Varsity</b>	<b>Jr. Varsity</b>	<b>Sophomore</b>	<b>Fr-Soph</b>	<b>Freshman</b>
<b>Basketball</b>	3		3		
<b>Softball</b>	2			2	
<b>Track</b>	2				
<b>Volleyball</b>	2		2		2
<b>Lines Judges=2</b>					
<b>Soccer</b>	3				

Please refer to the "Finger Tip Facts and Figures" to determine the pay rate.

## **TRANSPORTATION POLICY**

The guidelines for using school district transportation are:

- A. A yellow school bus or school activity bus shall be used whenever possible. This is the safest means of transportation for our athletes.
- B. A school district van shall be used when there are eight or fewer people making the trip (eight passenger vans includes the driver). Consideration may also be given to using the vans when they are not being used for other school district business and it is more economical to take vans than a bus. For example, vans may be used to transport basketball or wrestling teams to holiday tournaments.

Only school district employees with a valid driver's license shall be permitted to drive a school van. No school employee may transport students in school or private vehicles unless authorized by the administration.

- C. The district prefers that a coach not use his/her personal vehicle to transport players to an athletic contest. If a coach receives permission to transport in his/her vehicle he/she must show adequate insurance coverage, each student must sign a permission form, and the coach will be reimbursed the current school district's rate for mileage when using a personal vehicle for this purpose.
- D. Students are expected to arrive and return from athletic events with their team and coach in the district provided transportation. In the rare event that a student must leave the activity due to an unusual event, the student's parent/legal guardian must present to the student's coach a note signed by them indicating they are taking the student with them and relieving the school of their responsibility of transporting the student back to the school building. A student may only leave with their parent/legal guardian. The District reserves the right to require court documentation of parental / guardian status when releasing a student to a parent/legal guardian.
- E. Every effort will be made to minimize transportation needs through the scheduling of activities.

When ordering a bus or van, a bus request shall be completed electronically. The bus request forms for fall and winter sports shall be submitted prior July 1<sup>st</sup>. Bus requests for spring sports shall be submitted by February 1<sup>st</sup>.

## **TRANSPORTATION PROCEDURES**

The Decatur Public School District provides transportation for IHSA sanctioned contests using the following as guidelines. All arrangements for the transportation of students is to be arranged by the district's transportation department, phone 362-3026.

**High School:** Transportation is restricted to active participants. Active participants include students expected to be in uniform, student manager(s), school district paid coaches, approved volunteer coaches, trainer, adults paid to act as scorekeepers or minor officials, athletic directors, and school/district administrators. Persons not eligible to ride include parents, student spectators, pom pon squads, spouses/children.

**Cheerleaders:** The district-paid cheerleading advisor must accompany the cheerleaders on the bus.

**Bus Information:** All buses must be requested through the normal district procedure. Athletics have a priority over other types of events only if ordered in advance and in this manner. Buses utilized for athletic transportation have a capacity of 62 if seated 3 to a seat. If seated 2 to a seat, the capacity is 44.

**Vans:** District 61 has a fleet of 5 student vans. Seating capacity is 8 persons including the driver. The transportation department may rent cars or vans which meet state requirements when necessary. Students are never allowed to drive district-owned or rented vehicles and are never given mileage reimbursement. Drivers must be district-approved persons. The vans are to be picked up the day of use and returned immediately after use.

**Personal Cars:** District 61 prefers that personal vehicles are not used. In limited circumstances, the district will pay a coach mileage in lieu of using a district van. A coach should never be required to drive his/her own vehicle when transporting student athletes to compete in out-of-town IHSA events. A coach is required to have administrative permission to use his/her personal vehicle prior to the event, shall submit proof of insurance, and student athletes shall be required to submit a permission form if riding in a coach's personal vehicle. Student athletes shall never be permitted to use private vehicles as transportation to compete in an out-of-town event. Students will not be reimbursed for mileage.

Vans and buses may be used for reward purposes, such as team trips to University of Illinois games. Trips to theme parks cannot be charged to the transportation or education fund. School buses and vans may be used, if available, but must be paid for from building and/or activity funds.

### TRANSPORTATION POLICY FOR INTRA-CITY GAMES

Sport	Transportation – Furnished	Transportation – Not Furnished
Varsity Football	X	
JV Football	X	
Sophomore Football	X	
Freshman Football	X	
Varsity Basketball (Boys and Girls)		X
JV Basketball		X
Sophomore Basketball*		X
Freshman Basketball*		X
Varsity Wrestling		X
Fr-Soph Wrestling*		X

Varsity Baseball		X
Fr-Soph Baseball*	X	X
Varsity Soccer (Boys and Girls)*		X
Varsity Softball		X
Fr-Soph Softball*	X	X
Varsity Track*		X
Fr-Soph Track*	X	X
Varsity Volleyball*		
Fr-Soph Volleyball*	X	X

\*Bus may be used if the game is scheduled on a school day, at a time when a school bus is available. If a bus is used, coaches will not be paid mileage. Pending need.

## **STUDENT CODE OF ETHICS**

**Decatur Public Schools 61 considers the welfare of the student our priority consideration.**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. Decatur Public Schools Administration and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords.

Any conduct that results in dishonor to the athlete, the team, the school, or Decatur Public Schools will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic programs and will not be tolerated.

### **Policy Regarding Parental Concerns**

A copy of the team rules, seasonal activity participation, and the Athletic Code will be distributed to parents and attached to the permission form. Coaches shall have mandatory parent meetings before the start of the sport season and review their rules and schedules. Parents are expected to be role models of good sportsmanship and support for the sport that their student participates.

In the event that a parent has a concern involving a coach or sport program that their student participates, the following guidelines shall be followed:

1. Concerns such as playing time, player positions, coaching philosophy or game strategy are NOT items warranting individual coach/parent discussion.
2. Other parent concerns shall be addressed by the parent making an appointment with the coach for a private parent/coach conversation to discuss the concern and reach a resolution.
3. If the meeting between the parent and coach does not resolve the concern, the parent may request a meeting with the Athletic Director and the coach to further discuss the concern and reach a resolution.
4. If this meeting does not resolve the concern, a final meeting between the Principal, the Athletic Director, the coach and the parent will be scheduled to discuss the concern.

5. The Principal is the administrative head of all inter-scholastic activities in the school and is the IHSA or IESA District Representative for the District. The final decision and appeal for a resolution of the concern will be made by the Principal after the final meeting.
6. Do not approach the coaches or players immediately following a game.

## **DECATUR PUBLIC SCHOOLS ATHLETIC CODE**

### **PROCEDURES**

1. Coaches' rules shall be written and distributed so all participants and parents may read and review them. Rules will be shared through mandatory parent meetings.
2. Each coach will hold a team meeting to review team rules with the participants at the beginning of the sport season to make sure the participants are aware of them. A copy of the team rules, seasonal activity participation, and the Athletic Code will be distributed to the parents, or available online, attached to a participation permission form.
3. Coaches' rules must also include consequences for students who violate the rules.
4. Any student accused of violating a rule and subject to a consequence of a suspension of greater than three (3) games shall be informed of the nature of the offense and may request a hearing before the Principal and Athletic Director.

### **OFFENSES IN VIOLATION OF THE HIGH SCHOOL ATHLETIC CODE**

**A student found in violation of the Athletic Code may receive consequences up to and including dismissal from the team/activity for the remainder of the season or school year. Such violations include, but are not limited to:**

- **Use, possession, transfer, attempted transfer, sale or attempted sale of alcohol, tobacco products, e-cigarettes and/or any controlled/illegal substances or any lookalike, including any substance held out to be a drug, alcohol or tobacco product.**
- **Violations of individual coaches' rules, insubordination, poor sportsmanship, conduct detrimental to the team and to school spirit.**
- **Violations of academic integrity and ethics.**
- **Violations of the DPS 61 Student Code of Conduct.**

### **ENFORCEMENT**

A student who violates the Athletic Code and who has been provided a hearing and assessed a consequence cannot avoid the consequence by transferring to another Decatur Public High School. The penalty will be enforced at the student's new school before the student can become eligible for participation.

## **SEASONAL ACTIVITY PARTICIPATION**

Limited dual participation in activities is permissible. The philosophy of our district is to permit a student with a special talent to contribute to the success of an activity in an additional program. The student must designate one activity as his/her primary activity. His/her first commitment is to the activity that he/she is considered to have designated as his/her primary activity.

To apply this guideline to a situation where a student has a conflict between school activities, the following procedure will be followed to resolve the situation:

- Step 1** The student shall inform teachers, coaches, etc. of the conflict and attempt to resolve the situation on his/her own.
- Step 2** Unresolved conflicts will be jointly discussed by both instructors in an attempt to reach resolution. Where possible, teachers/coaches will work to share the student fairly between conflicting activities. Consideration will be given to the nature and importance of the opposing activities. For example, games/matches, competitions, and performances take precedence over practices.
- Step 3** If the conflict cannot be resolved in the preceding steps, the matter shall be appealed to the building level administration for resolution. Resolution will then involve consideration of the designated primary activity and the nature and importance of the conflicting activity. Care will be taken to resolve the conflict in the best interest of the student and the school.

No penalty shall be assessed to the student if the resolution procedure results in a missed practice, performance, competition, etc.

**Examples of dual participation in two athletic teams are:**

1. A soccer player who wishes to punt, kick field goals, and/or kick off for football.  
Special note - players who cross over from soccer to football need to be physically conditioned to football situations.
2. A volleyball player who wishes to participate in girls IHSA golf tournament.
3. A baseball or softball player who can fill in on the relay team for track.
4. A cheerleader must be permitted to participate in spring sports.

Sophomores, Juniors, or Seniors who quit a fall sport may not go out for a winter sport until the fall sports season is over. Special circumstances will be considered in an appeal.

Sophomores, Juniors, or Seniors who quit a winter sport may not go out for a spring sport until the winter sports season is over. Special circumstances will be considered in an appeal.

A freshman shall be allowed to leave a team on or before the first day of school for a fall sport and on or before Thanksgiving for a winter sport without being penalized.

**STUDENT ASSIGNMENTS, RESIDENCY, AND TRANSFERS**

Student enrollment and attendance center assignments shall be governed by the Decatur School District No. 61 policies and the Illinois school residency laws found in the *Illinois School Code*.

- A. If the parent(s) of a middle/high school student move(s) after the start of the school year, the *Illinois School Code* allows that student to complete the current school year only at the same school. IHSA Athletic Eligibility By-Laws require a ruling on IHSA eligibility by the Executive Director in the event of such circumstances.
- B. Students who have attended one school while enrolled in Decatur Public Schools for their entire high school career and whose parents, custodial parent, or court appointed guardian

move from the attendance area traditionally served by that school following the student's completion of the eleventh (11<sup>th</sup>) grade, may remain in that school and retain eligibility if the student has attained senior classification by the beginning of the new academic year and with the appropriate amount of credits subject to IHSA eligibility restrictions and the DPS 61 criteria below:

- a. Parent(s) provide transportation.
- b. Absenteeism and tardiness shall not increase beyond the student's previous record.
- c. The student shall be picked up promptly after school or practice.

#### C. Transfer Rules for Athletics

1. If a student's attendance center is determined by an IEP Team, the student shall be eligible at either their home high school or eligible at both their home high school or the school housing the special education setting as governed by IHSA by-laws.
2. If a student transfers from one attendance center to another attendance center in the Decatur School District, IHSA rules will apply in all cases.

Also, the Decatur Public Schools shall abide by the IHSA Athletic Eligibility By-Laws for all provisions including Attendance (3.010), Residence (3.030), Transfer (3.040), and Scholastic Standing (3.020).

### **SCHOLASTIC STANDING**

The Board of Education Policy states:

Students in grades 9-12 must satisfy the Illinois High School Association's scholastic standing requirements (in District 61 the requirement of passing at least 25 credit hours of high school work per week). Any student participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met.

Each team coach will provide the athletic director a list of participants that will be used to generate the official eligibility list. The athletic director will then provide the official participant list to the eligibility secretary who will in turn generate a master eligibility list. The secretary will then provide this official list to each teacher for the eligibility grade checks. Each week the eligibility secretary will provide to the athletic director, appropriate coach, and the building principal a list of any student athlete who is failing and/or is ineligible for athletic participation the next week. It is imperative that all teachers enter grades into the grading system by Thursday midnight. The period of ineligibility shall run from Monday morning through Sunday evening following the grade check announcement on Friday. A student shall be declared academically ineligible if he/she is not passing twenty-five credit hours of course work for the preceding week of the scheduled contests.

### **MAKING THE WEEKLY ELIGIBILITY CHECK**

The following procedure shall be followed in making the weekly eligibility check. "Twenty-five (25) credit hours of high school work" is defined as any combination of subjects, accepted by local high school authorities in determining the requirements for graduation and which accumulates at least two (2) credits or its equivalent per semester. Since the rules require that a

student must be passing in twenty-five (25) credit hours per week, a weekly check of each student athlete's scholastic eligibility is necessary.

Most important to note is that "a student must satisfy all academic standards (i.e., pass five classes with a grade of D or above)" is determined to measure a student's performance on a cumulative basis from the beginning of a semester through the date on which the check is made.

Schools shall conduct this weekly check in a consistent manner convenient to its individual operations. Student eligibility or ineligibility is then enforced on the Monday following the date of the check. For example, consider a school which checks eligibility every Wednesday. Records are processed through the computer and a printout of all athletes' standings is given to the athletic director on Friday. His office reviews the list and reports Thursday afternoon to the principal that a student is not passing twenty-five (25) hours as of this check. The principal informs the student and coaches on Friday morning that the student is not passing the required work and is, thus, ineligible for one week, beginning the following Monday morning. The student may play in contests held that evening or on Saturday, the next day; however, the entire next week, the student is ineligible.

## **AGE**

### **IHSA By-Law**

4.061: "A student shall be eligible through age nineteen (19) unless the student shall become twenty (20) during a sport season, in which event eligibility shall terminate on the first day of such season (as the season is defined in Section 5.000 of these By-laws).

## **ATHLETIC INJURIES**

The procedure for reporting accidents in the interscholastic program shall be as follows:

Accidents that occur in the interscholastic program shall be reported on the Decatur Public Schools Student Accident Report form using the same criteria for reporting as in any other reportable accident. The accident form shall be completed and provided to the school office.

School District 61 contracts HSHS St. Marys to provide athletic training services. Athletic Trainer will provide Services within the scope of his/her license under the provisions of 225 ILCS 5/1 et seq., referred to as the Illinois Athletic Trainers Practice Act, and 68 Illinois Administrative Code 1160. Athletic Trainer will offer treatment options, including without limitation, ice, heat, therapeutic exercises, taping and bracing. Athletic Trainer may only suggest over-the-counter medication. When appropriate, Athletic Trainer may suggest further testing or treatment. Documentation of the Services will be provided and a copy made available for the athlete's record file.

## **INSURANCE**

The District has an accident insurance policy in place that covers all student athletes. Requirement for student proof of insurance is no longer necessary.

## **PHYSICAL EXAMINATION**

Students in their first seven (7) semesters of attendance shall have filed with their high school principal a certificate of physical fitness issued by a licensed physician not more than one year preceding practice or participation in any interscholastic athletic contest or activity. Students in their eighth (8th) semester of attendance shall have filed with their high school principal a certificate of physical fitness issued by a licensed physician not more than thirteen (13) months preceding practice or participation in any interscholastic athletic contest or activity.

## **PARENT PERMITS**

Parent permit forms will be provided by the district. Each participant shall be required to have a signed form on file in the athletic director's office before the student may participate in any sport. A sample of a parent permit may be found on page **PARTICIPATION FEE**

All students who participate in the athletic program will be assessed a participation fee. The participation fee is \$20 per sport or a total cap of \$100 per family, (please refer to the Finger Tips Facts and Figures on page 33). The fee will be used to offset the cost of supplies and other program expenses. The procedure for collecting the money is:

- A. Participant should pay the fee before he/she is permitted to compete unless he/she has successfully completed a DPS 61 fee waiver.
- B. In those sports where it is necessary to cut, only those students who make the squad will be expected to pay.

## **POLICY FOR STUDENT-ATHLETE PARTICIPATION AND GAME DAY ATTENDANCE**

**Student-athletes must be in attendance at least one-half day on the day of an activity to be eligible to participate that day. The school administration will make all eligibility decisions concerning any unusual circumstances.**

## **STANDARDS AND AWARDS FOR INTERSCHOLASTIC SPORTS**

In addition to meeting the minimum standards for earning awards as outlined below, a participant must complete the season in good standing as determined by the athletic director and the coach of that particular sport. In case of injury, the participant's record shall count only for those games in which he/she was physically able to participate.

The criteria for earning awards in the various sports are:

### Football

A player must participate in one-third or more of the total number of quarters.

### Basketball

A player must participate in one-third or more of the total number of quarters.

### Baseball and Softball

A player shall participate in at least one-half of the games; a pitcher in one-third of the games.

### Bowling

A player must bowl in one-third of the games bowled by the team.

### Soccer

A participant must play in at least one-third of the quarters which the team plays.

### Volleyball

A varsity player must participate in one-third of all games played; a junior varsity player in one-third of all games that are played.

### Cross Country, Golf, Tennis, Track, Wrestling

A player shall receive one point for participation in a meet or match or two points if the player wins his match, but not on a forfeit, or if he scores points in a track meet.

Freshman and sophomore awards in all sports shall be determined in the same way as varsity awards. Participants who have finished the season in good standing and do not qualify for a plaque or certificate medallion shall be given a certificate of appreciation.

### Standards for Cheerleaders

Awards shall be governed by the Cheerleader's Constitution.

### Special Awards

Patches (4 inches) may be purchased for state championship team members or for individuals who win a state championship.

A senior who has participated three full seasons in any given sport shall be awarded a plaque at the completion of his senior year of competition in that sport.

**DECATUR PUBLIC SCHOOLS**  
**-District Forms-**

**DECATUR PUBLIC SCHOOLS**  
**Agreement to Participate**

**Each student and his or her parent/guardian must read and sign this *Agreement to Participate* each year before being allowed to participate in interscholastic sport(s) or intramural athletics. The completed *Agreement* shall be returned to the Coach.**

**Student name (printed)**

1. I wish to participate in the following interscholastic sport(s): \_\_\_\_\_ (fill in blank)
2. Before I will be allowed to participate, I must provide the School District with a certificate of physical fitness (if participating in interscholastic sport(s), the Pre-Participation Physical Examination Form serves this purpose), and complete any forms required by the Illinois High School Association (IHSA).
3. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
4. I understand that Board policy 7:305, *Student Athlete Concussions and Head Injuries*, requires, among other things, that a student athlete who exhibits signs and symptoms, or behaviors consistent with a concussion or head injury must be removed from participation or competition at that time and that such student will not be allowed to return to play unless cleared to do so by a physician licensed to practice medicine in all its branches or a certified athletic trainer and subject to all District return-to-play and return-to-learn protocols.
5. The Concussion Oversight Team shall establish each of the following based on peer review scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention: A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have cause a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to learn protocol.
6. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved. I agree to hold the District, its employees, agents, coaches, school board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s)

or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

**Student signature:**

**Date:**

## Parent Permit

To be read and signed by the parent/guardian of the student:

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above *Agreement to Participate* and understand its terms.
  
2. I acknowledge having received the attached *Concussion Information Sheet*.
  
3. I understand that all sports can involve many **risks of injury**, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

**Parent/Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Emergency Contact Information

**Name:** \_\_\_\_\_ **Relationship to student:** \_\_\_\_\_

**Day phone number:** \_\_\_\_\_ **Evening phone number:** \_\_\_\_\_

**Cell phone number:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship to student:** \_\_\_\_\_

**Day phone number:** \_\_\_\_\_ **Evening phone number:** \_\_\_\_\_

**Cell phone number:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship to student:** \_\_\_\_\_

**Day phone number:** \_\_\_\_\_ **Evening phone number:** \_\_\_\_\_

**Cell phone number:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship to student:** \_\_\_\_\_

**Day phone number:** \_\_\_\_\_ **Evening phone number:** \_\_\_\_\_

**Cell phone number:** \_\_\_\_\_ **Other:** \_\_\_\_\_

## **IHSA Pre-participation Examination Link**

<https://www.ihsa.org/documents/sportsMedicine/Pre-participation%20Examination%202012-13.pdf>

## Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

<b>Symptoms may include one or more of the following:</b>	
<ul style="list-style-type: none"> <li>• Headaches</li> <li>• “Pressure in head”</li> <li>• Nausea or vomiting</li> <li>• Neck pain</li> <li>• Balance problems or dizziness</li> <li>• Blurred, double, or fuzzy vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish or slowed down</li> <li>• Feeling foggy or groggy</li> <li>• Drowsiness</li> <li>• Change in sleep patterns</li> </ul>	<ul style="list-style-type: none"> <li>• Amnesia</li> <li>• “Don’t feel right”</li> <li>• Fatigue or low energy</li> <li>• Sadness</li> <li>• Nervousness or anxiety</li> <li>• Irritability</li> <li>• More emotional</li> <li>• Confusion</li> <li>• Concentration or memory problems (forgetting game plays)</li> <li>• Repeating the same question/comment</li> </ul>

<b>Signs observed by teammates, parents and coaches include:</b>
<ul style="list-style-type: none"> <li>• Appears dazed</li> <li>• Vacant facial expression</li> <li>• Confused about assignment</li> <li>• Forgets plays</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily or displays incoordination</li> <li>• Answers questions slowly</li> <li>• Slurred speech</li> <li>• Shows behavior or personality changes</li> <li>• Can’t recall events prior to hit</li> <li>• Can’t recall events after hit</li> <li>• Seizures or convulsions</li> <li>• Any change in typical behavior or personality</li> <li>• Loses consciousness</li> </ul>

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion shall be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion shall be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance and adherence to the School District's return-to-play and return-to-learn protocols. Close observation of the athlete shall continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy. Per the HSHS St. Mary's Athletic Trainer agreement, the District shall adhere to the IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

**For current and up-to-date information on concussions you can go to:  
<http://www.cdc.gov/ConcussionInYouthSports/>**

**Adapted by the Illinois High School Association from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport, Document created 7/1/2011. Reviewed 4/24/2013.**



## IHSA Sports Medicine Acknowledgement & Consent Form

### **IHSA PERFORMANCE-ENHANCING SUBSTANCE TESTING POLICY**

In 2008, the IHSA Board of Directors established the association's Performance-Enhancing Substance (PES) Testing Program. Any student who participates in an IHSA-approved or sanctioned athletic event is subject to PES testing. A full copy of the testing program and other related resources can be accessed on the IHSA Sports Medicine website. Additionally, links to the PES Policy and the association's Banned Drug classes are listed below. School administrators are able to access the necessary resources used for program implementation in the IHSA Schools Center.

IHSA PES Testing Program

<http://www.ihsa.org/documents/sportsMedicine/2014-15/2014-15%20PES%20policy%20final.pdf>

IHSA Banned Drug Classes

<http://www.ihsa.org/documents/sportsMedicine/2014-15/2014-15%20IHSA%20Banned%20Drugs.pdf>

### **IHSA STEROID TESTING POLICY CONSENT TO RANDOM TESTING**

As a prerequisite to participation in IHSA athletic activities, we agree that I/our student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have reviewed the policy and understand that I/our student may be asked to submit to testing for the presence of performance-enhancing substances in my/our student's body either during IHSA state series events or during the school day, and I/our student do/does hereby agree to submit to such testing and analysis by a certified laboratory. We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my/our student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at [www.IHSA.org](http://www.IHSA.org). We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject me/our student to penalties as determined by IHSA.

A complete list of the current IHSA Banned Substance Classes can be accessed at

<http://www.ihsa.org/documents/sportsMedicine/2014-15/2014-15%20IHSA%20Banned%20Drugs.pdf>

## ACKNOWLEDGEMENT AND CONSENT

### Student/Parent Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions and the IHSA Performance-Enhancing Testing Policy. We also acknowledge that we are providing consent to be tested in accordance with the procedures outlined in the IHSA Performance-Enhancing Testing Policy.

#### Student

Student Name (Print): \_\_\_\_\_ Grade (9-12): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Parent or Legal Guardian

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

#### Consent to Self Administer Asthma Medication

As a patient under my care, \_\_\_\_\_, is prescribed to self-administer the following asthma medication.

Medication: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_

Time/Special Circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Printed Name of Physician**                      **Signature of Physician**                      **Date**

I, \_\_\_\_\_, do hereby give my son/daughter, \_\_\_\_\_, Permission to self-administer his/her asthma medication as prescribed by his/her physician during athletic competition.

\_\_\_\_\_  
**Printed Name of Parent/Guardian**                      **Signature of Parent/Guardian**                      **Date**

## DECATUR PUBLIC SCHOOL DISTRICT 61 STUDENT ACCIDENT REPORT

Student's Name \_\_\_\_\_ Home Address \_\_\_\_\_  
 School \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Male \_\_\_ Female \_\_\_  
 Date of Accident \_\_\_\_\_ Exact Time \_\_\_\_\_ A.M. \_\_\_ P.M. \_\_\_  
 Place of Accident: School Building \_\_\_ School Grounds \_\_\_ To/From School \_\_\_  
 Other \_\_\_\_\_  
 Non-School: Home \_\_\_ Other \_\_\_ Number of Days Absent From School\* \_\_\_\_\_

(\*If student is absent for an extended period of time, send preliminary report. Send revision when student returns to school.)

<p><b>DESCRIPTION OF ACCIDENT:</b> How did it happen? What was student doing? List the conditions existing. Specify machinery or other equipment involved. Describe the school accident to the extent that you feel a person who has not seen the accident will know what has happened. <b><i>Was student taken to emergency room or a doctor's office?</i></b></p>	<p><b>MAJOR CAUSE OF ACCIDENT</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Basketball</td> <td><input type="checkbox"/> Ran together</td> </tr> <tr> <td><input type="checkbox"/> Classroom</td> <td><input type="checkbox"/> Scuffling/fighting</td> </tr> <tr> <td><input type="checkbox"/> Fall</td> <td><input type="checkbox"/> Struck by moving object</td> </tr> <tr> <td><input type="checkbox"/> Football</td> <td><input type="checkbox"/> Struck fixed object</td> </tr> <tr> <td><input type="checkbox"/> Free Play</td> <td><input type="checkbox"/> Stepped on object</td> </tr> <tr> <td><input type="checkbox"/> Icy Conditions</td> <td><input type="checkbox"/> Tripped</td> </tr> <tr> <td><input type="checkbox"/> Kicked</td> <td><input type="checkbox"/> Twisted body joint</td> </tr> <tr> <td><input type="checkbox"/> P.E. Class</td> <td><input type="checkbox"/> Wrestling</td> </tr> <tr> <td><input type="checkbox"/> Pushed</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other (specify):</td> <td></td> </tr> </table>	<input type="checkbox"/> Basketball	<input type="checkbox"/> Ran together	<input type="checkbox"/> Classroom	<input type="checkbox"/> Scuffling/fighting	<input type="checkbox"/> Fall	<input type="checkbox"/> Struck by moving object	<input type="checkbox"/> Football	<input type="checkbox"/> Struck fixed object	<input type="checkbox"/> Free Play	<input type="checkbox"/> Stepped on object	<input type="checkbox"/> Icy Conditions	<input type="checkbox"/> Tripped	<input type="checkbox"/> Kicked	<input type="checkbox"/> Twisted body joint	<input type="checkbox"/> P.E. Class	<input type="checkbox"/> Wrestling	<input type="checkbox"/> Pushed		<input type="checkbox"/> Other (specify):																										
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Signature of person in charge \_\_\_\_\_ Report prepared by \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date of Report \_\_\_\_\_

**SEND ORIGINAL OF THIS REPORT TO KEIL BUSINESS OFFICE – ATTENTION: C  
KEEP A COPY FOR YOUR RECORDS**

(Rev.8/07)

**ATHLETIC FINGER TIP FACTS AND FIGURES**  
**DPS HIGH SCHOOL EVENTS (not including conference, district and state contest)**

**TICKET PRICES**

Any under high school age Child/Student, must be accompanied by their parent/guardian to be admitted to any athletic event. Once admitted to the athletic event, it is recommended the Child/Student be chaperoned by a parent/guardian at all times.

<b>General Admission</b>	<b>Adult</b>	<b>Student</b>
Varsity Football & Boys Varsity Basketball	\$5.00	\$3.00
Volleyball & Girls Varsity Basketball	\$5.00	\$3.00
Varsity Boys Wrestling	\$5.00	\$3.00
Underclass Football & Basketball	\$3.00	\$2.00
Senior Citizen with Medicare Card	\$3.00	
Varsity Soccer	Free	Free
Baseball, Softball, Track & Field	Free	Free
<b>All Sports Season Pass</b>	\$50.00	
<b>Student Participation Fee</b>	\$20.00 per sport	

**OFFICIALS**

Football		Volleyball		Cross Country	
	CS8		CS8		CS8
Varsity	\$85.00 / 5	Varsity + JV	\$70.00 / 2	Conference Starter	\$75.00 / 1
JV	\$65.00 / 4	Varsity Lines Judge	\$20.00 / 2		
Freshman	\$65.00 / 4	V/JV/S	\$95.00 / 2		
		Freshman (3 out of 5)	\$50.00 / 2		
		Tournaments	By host		
Boys and Girls Basketball		Baseball		Swimming	
	CS8		CS8		CS8
Varsity	\$80.00 / 3	Varsity	\$70.00 / 2 or 3	Dual or Triangular	\$90.00 / 1
JV	\$60.00 / 3	JV	\$60.00 / 2	Quad	\$100.00 / 1
Freshman A & B	\$80.00 / 2	Freshman	\$60.00 / 2	Conference Meet - Manager	\$200.00 / 1
Freshman	\$60.00 / 2	Varsity DH	\$140.00 / 2 or 3	Conference Meet - Officials	\$150.00 / 3
Fresh/JV	\$120.00 / 2	Varsity Triple	\$210.00 / 3		
Tournament	By host	Varsity + JV	\$130.00 / 2	Wrestling	
		Fresh/JV DH	\$120.00 / 2		CS8
Soccer		Softball		Varsity Dual (2 teams)	\$85.00 / 1
	CS8		CS8	Varsity 2 Duals	\$125.00 / 1
Varsity	\$70.00 / 2 or 3	Varsity	\$70.00 / 2	Varsity Double Dual Tri (3 teams)	\$155.00 / 1
Varsity + JV	\$110.00 / 2 or 3	JV	\$60.00 / 2	Varsity Double Dual Split Mats	\$120.00 / 2
JV	\$55.00 / 2	Freshman	\$60.00 / 2	Varsity Triple Dual Quad	\$155.00 / 2
Tournament	By Host	JV DH	\$120.00 / 2	Sophomore Dual	\$75.00 / 1
		Varsity DH	\$140.00 / 2	Sophomore 2 Duals	\$115.00 / 1
Track		Varsity Triple	\$210.00 / 2	Soph Double Dual Tri	\$135.00 / 1
	CS8	Varsity + JV Innings	\$100.00 / 2	Soph Double Dual Split Mats	\$110.00 / 2
Starter Official Dual	\$75.00 / 1			Soph Triple Dual Quad	\$135.00 / 2
Starter Official Triangular	\$80.00 / 1			Tournaments	By Host
Conference Meet Starter	\$140.00 / 1				
Conference Meet Asst. Starter	\$80.00 / 1				
Invites	By Host				

**HOME GAME PERSONNEL**

Ancillary duties for game day or miscellaneous support personnel will follow the Board approved Flat Rate Short-term Rate of Pay.

**2022-2023 Athletics**

- Game Day Personnel – Operations (Hourly \$15.00)
- Game Day Personnel - Score Board Operator / Score Keeper (Hourly \$15.00)
- Game Day Personnel - Gym Manager (Hourly \$15.00)
- Track/Field Timer (Trained) – (Daily \$150.00 Per Timer)
- Cross Country Timer (Trained) – (Daily \$150.00 Per Timer)

**HOME GAME PERSONNEL ATHLETIC TIME SHEET**

\_\_\_\_\_  
Name of Employee

SPORT	ACCOUNT CODE	DATE	JOB DESCRIPTION	HOURLY RATE	TIME		TOTAL TIME
					From	To	
					/	/	
					/	/	
					/	/	
					/	/	

If the employee is not a regular staff member and this is his/her first job for the district, we need for him/her to visit the Personnel Department to complete employment information. They will not be paid until the paperwork is processed by the Personnel Department.

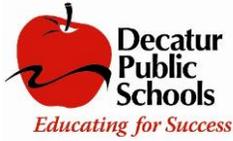
TO BE COMPLETED BY THE BUSINESS OFFICE

Rate per hour \_\_\_\_\_ Total hours \_\_\_\_\_

Amount to be paid \_\_\_\_\_

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Principal



## Board of Education Decatur Public School District #61

<b>Date:</b> April 25, 2023	<b>Subject:</b> Hanover Research Center
<b>Initiated By:</b> Eldon Conn, Director of Student Services	<b>Attachments:</b> Contract & Service Description
<b>Reviewed By:</b> Dr. Jay Marino, Assistant Superintendent of Support Services, and Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

Decatur Public Schools has been working to restructure and modify the Multi-Tiered System of Support (MTSS) process for all students. The Multi-Tiered System of Support governs the process whereby student receive services and support at each school building. Universal supports, data decision rules, intermediate and tertiary supports are grouped within this academic and behavioral process. DPS61 has partnered with Hanover Research for the past year as they have provided support and researched best practices in the areas of: equity planning, strategic planning, student services, and data analytics. DPS61 would like to continue our relationship with Hanover Research into the 23-24 school year as we seek to progress in our comprehensive MTSS improvement efforts.

**CURRENT CONSIDERATIONS:**

The Hanover Research agreement is in alignment with the Resolution on Racism Section 9 to create a revised discipline system with Restorative Practices embedded. This service agreement will help us review and analyze the Research Based survey administered to staff last year as we further engage staff in understanding MTSS process, how to utilize data to guide the Professional Development plan for staff, and to assist the district in program and resource evaluation in comparison with research and best practices. The partnership agreement will include a hybrid of virtual and in-person meetings.

**FINANCIAL CONSIDERATIONS:**

The Administration requests that the Board of Education to approve the second-year contract (agreement) with Hanover Research Center for the amount of \$94,500.00 of which funds have been set aside in District Title Grants for the 2023-2024 school year, as presented.

**STAFF RECOMMENDATION:**

Approve the contract.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

**BOARD ACTION:** \_\_\_\_\_

# Hanover Research

4401 Wilson Blvd, 9th Floor, Arlington VA 22203  
Phone: (202) 559-0057 Fax: (202) 204-5802

# Services Agreement

Order Form Information			
Date	2/22/2023	Valid Until	4/24/2023
Quotation #	Q-02812	Prepared By	Mary Kate Taylor

Bill-to Information		Contact Information	
Customer Name	Decatur Public Schools	Contact Name and Email	Rochelle Clark rclark@dps61.org
Billing Contact Name and Email	Decatur Public Schools Payable acctspay@dps61.org	Address	101 W. Cerro Gordo Street, Decatur, IL United States

Quantity	Description	Start Date	End Date	Amount
1.00	K12 Advisory Queue with Workshop	4/27/2023	4/26/2024	\$94,500.00
If you have any questions concerning this quotation, please contact: <b>Mary Kate Taylor mtaylor@hanoverresearch.com</b>				<b>\$94,500.00</b>
Thank you for your business!				

Invoicing Schedule	
Payment Due Date	Amount
5/26/2023	\$94,500.00

## STANDARD TERMS & CONDITIONS:

1. This order form is made effective this day and shall remain valid until **4/24/2023** after which, if not accepted by the Client by signature below, it shall become null and void.
2. All prices are in US dollars.
3. Prices do not include taxes. Client shall be responsible for any applicable taxes. Please forward tax-exempt certificate for new Clients, as appropriate.
4. Failure to pay promptly will result in project postponement or suspension of service.
5. Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, infographic development costs, postage/printing for mass mailings, etc. With prior written approval, Client agrees to pay for all such Additional Services to either Hanover or directly to such third-party vendor if requested. If Additional Services are estimated to cost exceed \$10,000, Client shall either (1) contract directly with the third-party vendor(s) for such Additional Services, or (2) execute an additional order form stating the estimated fees and pre-pay to Hanover Research such estimated fees for the Additional Services prior to the project kick-off.

This agreement “**Agreement**” between The Hanover Research Council LLC (“**Hanover Research**”) and Client runs from the Effective Date to the End Date. Under this Agreement, Client has the authority to request research services on any topic (the “**Research Services**”), as well as the right to ask Hanover Research to expedite work of particular urgency. All Research Services are available to Client on a subscription basis within the confines of a sequential research queue, in that Hanover will perform up to one (1) Research Services project at a time, per queue purchased as noted in the Order Form. Client shall, in its discretion, prioritize the research projects that form the basis of the Research Services as it deems appropriate. Research Services may include but are not limited to: custom research reports; survey design, administration and analysis; interviews with industry/issue experts; secondary research; data analysis; and benchmarking (product/service comparison, key performance and efficiency metrics).

**SIGNATURE:**

Does Customer require a Purchase Order (PO)?

If Yes, please provide PO#:

This Order Form between The Hanover Research Council LLC (“Hanover Research”) and **Decatur Public Schools** hereby incorporates by reference the following terms and conditions (“Client Services Terms - Education”) that are available for review by Client online at: (<http://www.hanoverresearch.com/client-services-terms-conditions-education/>) (collectively with any applicable Order Forms, the “Agreement”). Client’s signature below shall be deemed its acceptance and acknowledgement of the Agreement. Each person signing this Order Form represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Order Form and the Agreement.

Client Name	Decatur Public Schools	Hanover Research	Hanover Research Council LLC
Client Signature		Hanover Research Signature	
Date Signed		Date Signed	



## Board of Education Decatur Public School District #61

<b>Date:</b> April 25, 2023	<b>Subject:</b> New K-8 Magnet School - Award of Bid Package 1 for Architectural Precast Concrete Wall Panels
<b>Initiated By:</b> Kent Metzger, Director of Buildings and Grounds	<b>Attachments:</b> Bid Tabulation Letter and Form from BLDD Architects dated April 16, 2023 & Coleman & Associates MBE Documentation
<b>Reviewed By:</b> Michael Curry, Chief Operating Officer	

### BACKGROUND INFORMATION:

The DPS 61 Board of Education decided to build a new K-8 Magnet School at the former Oak Grove site using ESSERS 3 grant funds. As required by the ESSERS 3 parameters, DPS must expend those funds by a predetermined date. Due to supply chain delays, certain construction materials require long lead times for acquisition. In order to meet the required ESSERS 3 expenditure date, the BOE has opted to acquire long lead time items in advance of bidding the General Construction bids. As the project moves forward, the General Construction bidders will be informed that DPS has purchased the items included under this bid package, and those items will be assigned to General Contract for installation during the construction process. DPS maintains a commitment to Minority Business Enterprise (MBE) goals.

### CURRENT CONSIDERATIONS:

The design architect, BLDD, and their consulting engineers projected a lead time of 28-32 weeks for the architectural precast concrete wall panels. The estimated cost was projected to be \$ \$3,109,450.00. As the architectural precast concrete panels are a project-critical component, BLDD's projected schedule identifies the architectural precast panels need to be on site as soon as possible. The bid package received a total of five (5) bids. Bids ranged from \$2,884,000.00 to \$3,996,825.00. The low bid from Midwest Precast Concrete with a bid of \$2,884,000.00. Midwest Precast Concrete has requested a waiver of the fifteen (15%) minority business enterprise (MBE) goal established by DPS #61 Policy 4:61. The Good Faith Effort (GFE) committee's recommendation is that a waiver of the fifteen percent (15%) minority business enterprise (MBE) goal for subject project should be granted. Based on information provided, Midwest Precast Concrete is the lowest responsible bidder.

### FINANCIAL CONSIDERATIONS:

The materials and labor covered by these bids will be paid for under ESSERS 3.

### STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education accept and approve the bids as detailed in the Bid Tabulation Letter and Form. The awarded amount to Midwest Precast Concrete will be \$2,884,000.00 as presented.

### RECOMMENDED ACTION:

- Approval
- Information
- Discussion

**BOARD ACTION:** \_\_\_\_\_



April 16, 2023

Board of Education  
Decatur Public School District # 61  
101 W Cerro Gordo Street  
Decatur, IL 62523

Re: New K-8 Magnet School  
**Bid Package 1 - Architectural Precast Concrete**  
BLDD Project # 216EX61.400  
**BID TABULATION**

Enclosed is a Bid Tabulation Form showing the results of the bids opened on 4/13/2023 for the above-referenced project. We have reviewed the bid of Midwest Precast Concrete, and it appears to be in order.

Please advise if the Owner intends to accept the Base Bid as submitted by Midwest Precast Concrete in the amount of Two Million Eight Hundred Eighty-Four Thousand Dollars (\$2,884,000).

We also recommend maintaining a construction contingency of approximately 5% of the bid amount to cover unforeseen conditions that may occur during construction.

Please notify us of the board's actions concerning this bid.

Sincerely,

BLDD Architects, Inc.

A handwritten signature in black ink, appearing to read "Kimberly Kurtenbach".

Kimberly Kurtenbach  
Project Architect

enclosure(s)

cc: File

H:\CI\216EX61.400 DPS New K-8 Magnet School\Correspondence\Owner\01 Bid Package 1 - Architectural Precast Concrete\216EX61.400 - DPS New Magnet - BP 1 - Bid Tab Ltr.docx

### Bid Tabulation Form

**PROJECT NAME:** Bid Package 1 - Architectural Precast Concrete  
 DPS New K-8 Magnet School  
**CLIENT:** Decatur Public School District #61  
**LOCATION:** Via Zoom  
**BLDD PROJECT:** 216EX61.400

**DATE:** 4/13/2023  
**TIME:** 2:00 PM

Contractor	Bid Bond	Addendum 001-003 Received	Base Bid 1	Total
Dukane Precast Inc.	5%	Yes	\$3,996,825.00	\$3,996,825.00
High Concrete Group LLC.	5%	Yes	\$3,707,700.00	\$3,707,700.00
International Concrete Products Inc.	5%	Yes	\$3,544,188.00	\$3,544,188.00
Lombard Architectural Precast	5%	Yes	\$3,754,000.00	\$3,754,000.00
Midwest Precast Concrete (MPC)	5%	Yes	\$2,884,000.00	\$2,884,000.00

Decatur Public School District #61

DPS 2023 Architectural Precast Concrete-- Project 216EX61.400

Good Faith Effort Evaluation (GFE) Committee Evaluation for Minority Business Enterprise (MBE) Goals

Period of GFE Review: April 13—April 17, 2023

Date of GFE Committee FINAL Recommendation: April 17, 2023

**Good Faith Effort Committee Recommendation**

Midwest Precast Concrete has requested a waiver of the fifteen (15%) minority business enterprise (MBE) goal established by DPS #61 Policy 4:61. The Good Faith Effort committee’s recommendation is that a waiver of the fifteen percent (15%) minority business enterprise (MBE) goal for subject project should be granted. The basis for the recommendation for granting the waiver is:

- a) The bidder contacted and solicited five (5) local MBE contractors. Phone discussions to solicit interest were held with three and they declined to bid. Two of the five MBE vendors did not respond to two separate outreach attempts by April 11, 2023.
- b) The type and nature of the work is specialized and requires advanced knowledge of means and methods to perform caulking, grouting, and other services for the size and type of precast concrete wall panels. A significant number of MBE contractors in the east central IL area have not had this type of work experience and exposure.

**Discussion**

The consultant spoke with a precast concrete panel fabricator and installer on March 2. This contractor stated that the means and methods for executing the project were: (1) a bidder would furnish, erect and install the precast concrete panels with their own crews, or (2) furnish the panels and a local erection crew would install. Further, the opportunity for MBE participation would be the work scope of caulking and grouting the concrete panels during installation. This is carpentry-related work however fairly specialized with respect to precast concrete panels. A single MBE vendor was identified with the experience to perform erection work assuming prefabrication and delivery of panels only. Five other MBE vendors with carpentry and concrete experience were identified and were provided a preliminary scope of work that described caulking and grouting in early April.

The following activities were undertaken in order to generate interest with MBE contractors. Using the IL Commission on Equity and Inclusion (CEI) business enterprise program (BEP) database profiles six MBE vendors appeared to contain relevant experience for the subject project.

Date	Description of Activity
2/22/2023	BLDD provided a list of seven (7) precast concrete panel construction companies provided to consultant to contact and discuss MBE goals, how vendors may meet, and offer assistance. Two vendors were reached. Messages left for return calls at remainder.
2/27/2023	Consultant called five (5) prime bidder precast concrete contractors to discuss new K--8 school opportunity and learn how they might utilize MBEs to meet MBE goals.

Decatur Public School District #61

DPS 2023 Architectural Precast Concrete-- Project 216EX61.400

Good Faith Effort Evaluation (GFE) Committee Evaluation for Minority Business Enterprise (MBE) Goals

Period of GFE Review: April 13—April 17, 2023

Date of GFE Committee FINAL Recommendation: April 17, 2023

3/2/2023	Consultant called two (2) prime bidder precast concrete contractors to discuss new K--8 school opportunity and learn how they might utilize MBEs to meet MBE goals.
3/7/2023	Consultant engaged a large Champaign MBE contractor to discuss bidding project as a prime bidder that would erect panels. Subject firm declined to bid due to existing backlog of work.
4/4/2023	Consultant engaged a new Champaign MBE contractor to inform them of project scope and interest/ability to bid as a subcontractor. MBE contractor did not have relationship with Laborer's union to perform the scope of work required for caulking and grouting.
4/4/2023	Consultant received email from apparent low prime bidder seeking assistance in identifying MBE contractors. Apparent low bidder provided description of MBE scopes of work.
4/5/2023	List of five MBE construction contractors with experience in carpentry and concrete were identified from lists of MBE construction vendors and emailed to bidders.
4/5/2023	Consultant provided a list of five MBE contractors for the addendum to project bidding documents including the contact information for five MBE construction contractors.
4/10/2023	Apparent low bidder (Midwest Precast Concrete) contacted all five MBE construction contractors in the addendum seeking bids.
4/11/2023	Apparent low bidder (Midwest Precast Concrete) re-contacted all five MBE construction contractors in the project addendum seeking bids. Three declined to bid, two did not respond to their solicitation.

**Conclusion**

Available opportunities for MBE inclusion were identified early in the project advertisement period and MBE contractors were solicited to generate interest and involvement. The apparent low bidder reached out to the consultant April 4, 2023 and provided a scope of work description for MBE contractors. Consultant supplied apparent low bidder with a list of MBE contractors consistent with scope of work. The apparent low bidder contacted all the MBE contractors listed, however they were unable to secure a bid.



April 17, 2023

Dr. Michael Curry  
Chief Financial Officer  
Decatur Public School District #61  
101 W. Cerro Gordo Street  
Decatur, IL 62523

RE: Minority Business Enterprise (MBE) Good Faith Effort Committee Findings and Recommendation—  
Architectural Precast Concrete—Project 216EX61.400

Dear Dr. Curry,

During the April 13, 2023 bid opening and subsequent bid scrub Midwest Precast Concrete Enterprises submitted the apparent low bid out of a total of five (5) bids received. The minority business enterprise (MBE) goal established by Decatur Public School Board policy 4-61 is fifteen (15%). Midwest Precast Concrete Enterprises did not meet the fifteen (15%) MBE goal and requested a waiver. A request for a waiver requires submission of good faith effort documentation by Midwest Precast Concrete Enterprises.

A review of their good faith effort documentation found that they had reached out to several MBE contractors with the apparent categories of construction skilled trades in sufficient time and manner which would have allowed MBEs to bid if they were interested. Coleman and Associates, Inc. also performed 1:1 outreach with two specific contractors to encourage interest in bidding.

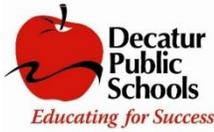
In conclusion Midwest Precast Concrete Enterprises was not successful in garnering any MBE participation towards the fifteen (15%) MBE goal. Therefore, given the documentation of good faith effort and additional effort by the consultant to generate interest, the recommendation of the good faith effort committee is that Midwest Precast Concrete Enterprises should move forward in the bid and award process.

Respectfully,

Fred Coleman III, Ph.D.  
MBE Consultant to DPS #61

C: Kent Metzger, Director of Buildings and Grounds, DPS #61

Kim Kurtenbach, Associate, BLDD



## Board of Education Decatur Public School District #61

<b>Date:</b> April 25, 2023	<b>Subject:</b> New K-8 Magnet School - Award of Bid Package 2 for Main Electrical Switchgear
<b>Initiated By:</b> Kent Metzger, Director of Buildings and Grounds	<b>Attachments:</b> Bid Tabulation Letter and Form from BLDD Architects dated April 14, 2023
<b>Reviewed By:</b> Michael Curry, Chief Operating Officer	

**BACKGROUND INFORMATION:**

The DPS 61 Board of Education decided to build a new K-8 Magnet School at the former Oak Grove site using ESSERS 3 grant funds. As required by the ESSERS 3 parameters, DPS must expend those funds by a predetermined date. Due to supply chain delays, certain construction materials require long lead times for acquisition. In order to meet the required ESSERS 3 expenditure date, the BOE has opted to acquire long lead time items in advance of bidding the General Construction bids. As the project moves forward, the General Construction bidders will be informed that DPS has purchased the items included under this bid package, and those items will be assigned to General Contract for installation during the construction process. DPS maintains a commitment to Minority Business Enterprise (MBE) goals, but the items included under this bid package are strictly supplies and therefore are exempt from MBE goal requirements.

**CURRENT CONSIDERATIONS:**

The design architect, BLDD, and their consulting engineers projected a lead time of 64-67 weeks for the main electrical switchgear. The estimated cost was projected to be \$50,000. As the main electrical switchgear in a project-critical component, BLDD’s projected schedule identifies the main electrical switchgear needs to be on site by August 2024. The bid package received a total of six (6) bids. Only one bid from Dunker Electric met the criteria of delivery of prior to August 2024, making Dunker Electric the lowest responsible bidder due to expedited delivery of 445 calendar days with a bid of \$98,733.00.

**FINANCIAL CONSIDERATIONS:**

The equipment covered by these bids will be paid for under ESSERS 3.

**STAFF RECOMMENDATION:**

The Administration respectfully requests the Board of Education accept and approve the bids as detailed in the Bid Tabulation Letter and Form. The awarded amount to Dunker Electric of Decatur, IL will be \$98,733.00 as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

**BOARD ACTION:** \_\_\_\_\_



April 14, 2023

Board of Education  
Decatur Public School District # 61  
101 W Cerro Gordo Street  
Decatur, IL 62523

Re: New K-8 Magnet School  
**Bid Package 2 - Main Electrical Switchgear**  
BLDD Project # 216EX61.400  
**BID TABULATION**

Enclosed is a Bid Tabulation Form showing the results of the bids opened on 4/13/2023 for the above-referenced project. The contract requires delivery by August of 2024. Dunker Electric Supply's expedited bid meets the required timeline of the project. We have reviewed the bid of Dunker Electric Supply, Inc. and it appears to be in order.

Please advise if the Owner intends to accept the Base Bid as submitted by Dunker Electric Supply, Inc. in the amount of Ninety-Eight Thousand Seven Hundred Seventy-Three Dollars (\$98,773).

Please notify us of the board's actions concerning this bid and we will issue a Notice of Award.

Sincerely,

BLDD Architects, Inc.

A handwritten signature in black ink, appearing to read "Kimberly Kurtenbach", is written over a light blue horizontal line.

Kimberly Kurtenbach  
Project Architect

enclosure(s)

cc: File

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### Bid Tabulation Form

**PROJECT NAME:** Bid Package 2- Main Electrical Gear

DPS New K-8 Magnet School

**DATE:** 4/13/2023

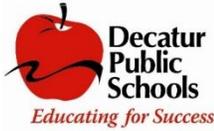
**CLIENT:** Decatur Public School District #61

**TIME:** 2:00 PM

**LOCATION:** Via Zoom

**BLDD PROJECT:** 216EX61.400

Contractor	Bid Bond	Addendum Received		Base Bid 1	Comments
Agile Supply Company	5%	Yes		\$107,204.16	
Dunker Electric	5%	Yes		\$80,625.00	543 Days
Dunker Electric	5%	Yes		\$98,733.00	Expedited 445 Days
Graybar	5%	Yes		\$101,130.00	
Springfield Electric	5%	No		\$101,136.00	
Tepper Electric Supply		Yes		\$94,503.00	483 Days



## Board of Education Decatur Public School District #61

<b>Date:</b> April 25, 2023	<b>Subject:</b> New K-8 Magnet School - Award of Bid Package 3 for Chillers
<b>Initiated By:</b> Kent Metzger, Director of Buildings and Grounds	<b>Attachments:</b> Bid Tabulation Letter and Form from BLDD Architects dated April 14, 2023
<b>Reviewed By:</b> Michael Curry, Chief Operating Officer	

### **BACKGROUND INFORMATION:**

The DPS 61 Board of Education decided to build a new K-8 Magnet School at the former Oak Grove site using ESSERS 3 grant funds. As required by the ESSERS 3 parameters, DPS must expend those funds by a predetermined date. Due to supply chain delays, certain construction materials require long lead times for acquisition. In order to meet the required ESSERS 3 expenditure date, the BOE has opted to acquire long lead time items in advance of bidding the General Construction bids. As the project moves forward, the General Construction bidders will be informed that DPS has purchased the items included under this bid package, and those items will be assigned to General Contract for installation during the construction process. DPS maintains a commitment to Minority Business Enterprise (MBE) goals, but the items included under this bid package are strictly supplies and therefore are exempt from MBE goal requirements.

### **CURRENT CONSIDERATIONS:**

The design architect, BLDD, and their consulting engineers projected a lead time of 50-55 weeks for the air conditioning system chillers. The estimated cost was projected to be \$200,000. As the air conditioning system chillers are project-critical components, BLDD's projected schedule identifies the equipment needs to be on site prior to the main electrical switchgear. The bid package received a total of two (2) bids: 1) Trane for \$169, 671.00 with a delivery date of 336 days; and 2) EL Pruitt Company for \$226,847.00.

### **FINANCIAL CONSIDERATIONS:**

The equipment covered by these bids will be paid for under ESSERS 3.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests the Board of Education accept and approve the bids as detailed in the Bid Tabulation Letter and Form. The awarded amount to Trane will be \$169,671.00 as presented.

### **RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

**BOARD ACTION:** \_\_\_\_\_



April 14, 2023

Board of Education  
Decatur Public School District # 61  
101 W Cerro Gordo Street  
Decatur, IL 62523

Re: New K-8 Magnet School  
**Bid Package 3 - Chillers**  
BLDD Project # 216EX61.400  
**BID TABULATION**

Enclosed is a Bid Tabulation Form showing the results of the bids opened on 4/13/2023 for the above-referenced project. We have reviewed the bid of Trane, and it appears to be in order.

Please advise if the Owner intends to accept the Base Bid as submitted by Trane in the amount of One Hundred Sixty-Nine Thousand Six Hundred Seventy-One Dollars (\$169,671).

Please notify us of the board's actions concerning this bid and we will issue a Notice of Award.

Sincerely,

BLDD Architects, Inc.

A handwritten signature in black ink, appearing to read "Kimberly Kurtenbach", is written over a light blue horizontal line.

Kimberly Kurtenbach  
Project Architect

enclosure(s)

cc: File

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