

DECATUR PUBLIC SCHOOL DISTRICT #61  
BOARD OF EDUCATION  
AGENDA

Regular Meeting  
Keil Administration Building  
3<sup>rd</sup> Floor Conference Room  
1<sup>st</sup> Floor Board Room

April 23, 2019  
4:00 PM Open Session  
Closed Session Immediately Following  
6:30 PM Open Session Continuing

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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.

**IO 1.0 CALL TO ORDER – CALL FOR EXECUTIVE SESSION**

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

Roll Call

**IO 2.0 PLEDGE OF ALLEGIANCE**

**AI 3.0 APPROVAL OF AGENDA, APRIL 23, 2019**

**IO 4.0 PUBLIC PARTICIPATION**

- Identify oneself and be brief.
- Comments should be limited to 3 minutes.

**DI 5.0 STUDENT/EMPLOYEE/COMMUNITY RECOGNITION**

- **Teachers and Teaching Assistants Appreciation Week: May 5 – 11, 2019!**
  - National Teacher Appreciation Day is Tuesday, May 7, 2019.
- **National School Nurse Day is Wednesday, May 8, 2019.**
- **Recognition of Scott Davidson, District Instructional Technology Coordinator, as an Apple Distinguished Educator**
- **School Spotlight (S1)**
  - French Academy Magnet School

**BOARD AND/OR OTHER COMMITTEE REPORTS**

- Discipline Action
- Schedule B
- Finance
- DPS Foundation
- Policies
- Joint – City, DPS 61 and Park District
- Class Size, Parent-Teacher Advisory and Behavioral Intervention are under review pending policy change

**BOARD DISCUSSION**

**IO 6.0 SUPERINTENDENT’S REPORT**

- A. Athletic Update (S1)
- B. First Read of the Code of Conduct (S1)

**AI 7.0 ROLL CALL ACTION ITEMS**

- A. Personnel Action Items (S4)
- B. Employment of an Assistant Principal at Hope Academy (S4)
- C. HVAC Project for Enterprise Elementary/Montessori School (S2)
- D. HVAC Project for Pershing Early Learning Center (S2)
- E. Mobile Health Clinic MOU (S1)
- F. Fountas & Pinnell Classroom K-2 Resources (S1)
- G. High School Math Adoption (S1)
- H. Visual Arts Adoption (S1)
- I. Apple Distinguished Educator, Scott Davidson, Instructional Technology Coordinator

**AI 8.0 CONSENT ITEMS**

- A. Minutes: Open/Closed Meetings March 26, 2019
- B. Financial Conditions Report
- C. Treasurer’s Report
- D. Acceptance of Gift for the District (S1)
- E. Leveled Literacy Intervention K-1 Instructional Purchases for Baum Elementary, Dennis Lab School, Enterprise Montessori, Franklin Elementary, Garfield Montessori and Johns Hill Magnet Schools (S1)
- F. Leveled Literacy Intervention Grades 2-5 Instructional Purchases for Hope Academy (S1)

- G. Handwriting Materials for K-3 for Baum, Dennis, Durfee, Enterprise, Franklin, French, Garfield, Hope, Johns Hill, Muffley, Oak Grove, Parsons, South Shores, and Stevenson Schools (**S1**)
- H. Approval of Updates to School Board Policies

**IO 9.0 ANNOUNCEMENTS**

The Board of Education sends condolences to the family of:

Joanne A. Leyden, who passed away Friday, April 12, 2019. Mrs. Leyden was the mother of Jennifer Godfrey, Lead Secretary at Johns Hill Magnet School.

**IO 10.0 IMPORTANT DATES**

**April** 23 **No School** – Teacher Institute Day

25 Elementary Band Festival

– Eisenhower High School, 7:00 PM

27 Eisenhower High School Prom

30 Elementary Band Festival

– MacArthur High School, 7:00 PM

April 29-May 03 Secondary District Art Show on Display at the Madden Arts Center

**May** 03 Secondary District Art Show Reception

– Madden Arts Center, 5:00 PM – 7:30 PM

04 MacArthur High School Prom

05 African American Heritage (Kente Stole) Graduation Ceremony for Eisenhower and MacArthur Seniors

– 5:00 PM, EHS Auditorium

06-10 Elementary District Art Show on Display at the Madden Arts Center

09 District Secondary Choral Festival

– Eisenhower High School, 7:00 PM

10 Elementary District Art Show Reception

– Madden Arts Center, 5:00 PM – 7:00 PM

**Upcoming Dates for EHS Seniors**

**May** 01 EHS Senior Awards Assembly

– 9:00 AM, EHS Auditorium

06 EHS Academic and Scholarship Awards Night

– 6:00 PM, EHS Auditorium

09 EHS National Honor Society Induction Ceremony

– 7:00 PM, EHS Auditorium

10 EHS Life Skills Graduation and Picnic

– 11:00 AM, Rock Springs

18 EHS Class of 2019 Graduation Ceremony

– 7:30 PM, EHS Field (weather permitting)

**Upcoming Dates for [MHS Seniors](#)**

- May** 06 MHS National Honor Society Induction Ceremony  
– 6:00 PM, MHS Auditorium
- 07 MHS Academic and Scholarship Awards Night  
– 7:00 PM, MHS Auditorium
- 10 MHS Life Skills Graduation and Dance  
– 11:30 AM, Auditorium
- 18 MHS Class of 2019 Graduation Ceremony  
– 5:00 PM, MHS 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 14, 2019 in the 1<sup>st</sup> Floor Board Room at the Keil Administration Building.

**11.0 ADJOURNMENT**

# Elementary School Athletics

- 2018-2019 Status Update
- 2019-2020 Recommendation

Joe Caputo, Coach

Dr. Fred Bouchard, Assist. Supt. of Support Services

Board of Education Meeting, April 23, 2019



***“Try Everything”***



**Decatur  
Public  
Schools**

*Educating for Success*



# Elementary School Athletics Strategy Alignment

## ***Elementary School Athletics Aligns With...***

### **Strategy 1:**

*"We will ensure unique, innovative learning experiences for all students."*

### **Strategy 2:**

*"We will ensure a student-focused environment that expands learning beyond the traditional expectations to engage students."*

### **Strategy 5:**

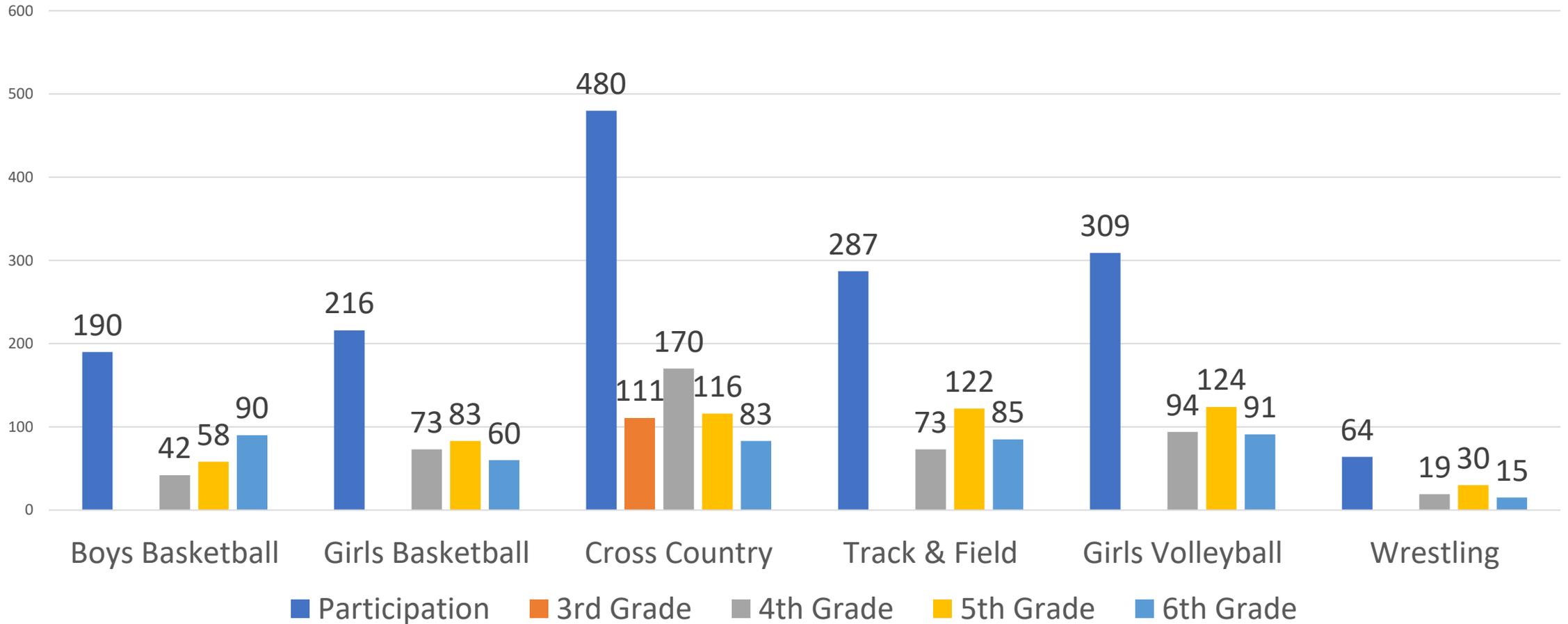
*"We will create and foster mutually beneficial relationships throughout the community."*



# Elementary School Athletics

## Total Participation 1546

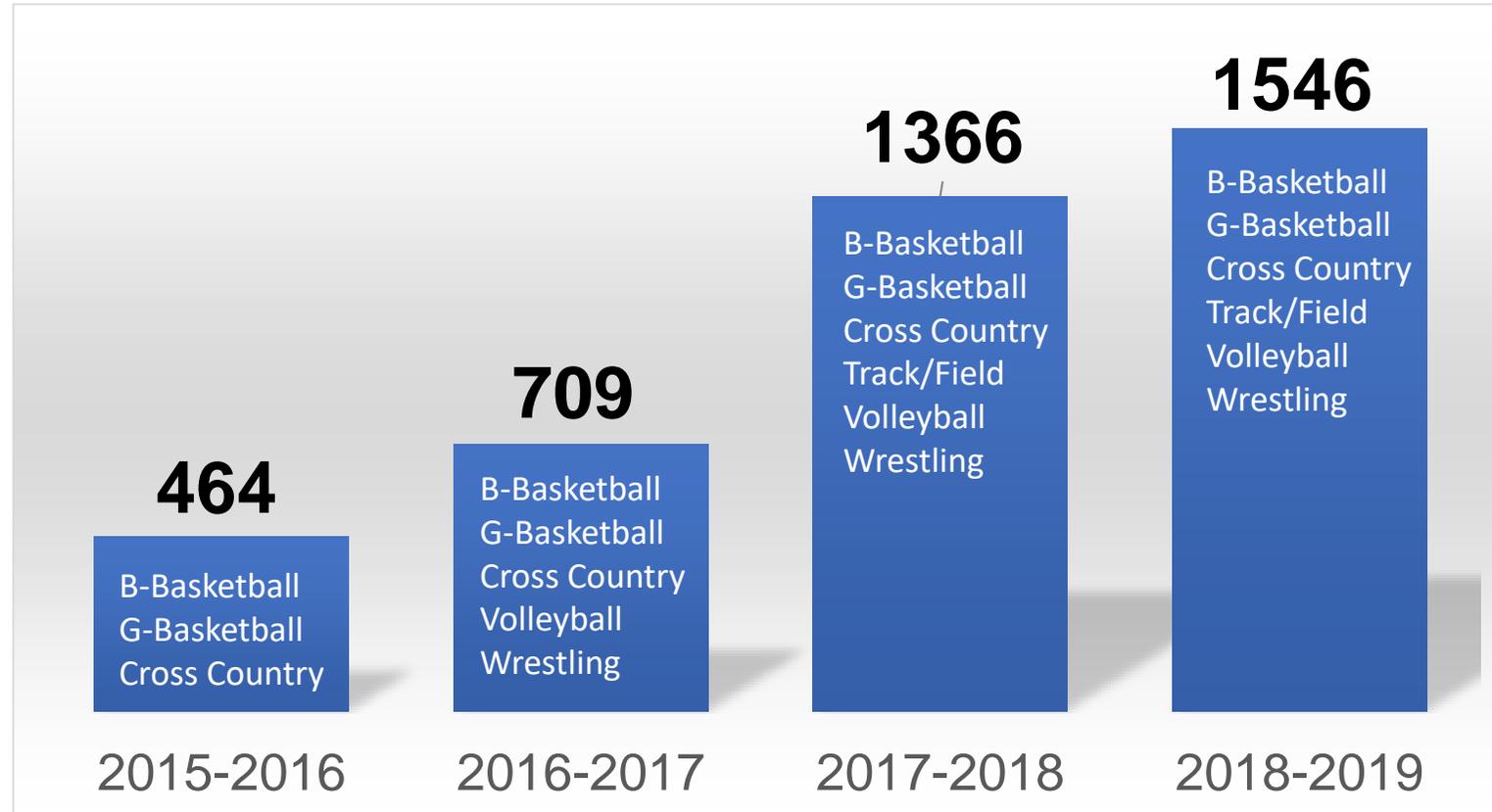
### 2018-2019





# Elementary School Athletics

Participation Growth  
2015-2016 - 2018-2019





# Elementary School Athletics

## Revenue & Expense

### 2018-2019

**Revenue** \$19,537  
**Expense** \$18,638  
**Balance** \$899

Activity	Expense	Revenue & Sponsorship	Balance
Basketball Boys 6 Grade	\$2398	\$3439	\$1041
Basketball Girls 4-5-6 Grade	\$3100	\$4098	\$998
*Cross Country Boys/Girls 3-4-5-6 Grade	\$10,000	\$10,000	\$0
Track & Field City Meet Boys & Girls 5-6 Grade	\$700	\$0	(\$700)
Volleyball Girls 4-5-6 Grade	\$2000	\$2000	\$0
Wrestling Showcase Boys/Girls 4-5-6 Grade	\$440	\$0	(\$440)
<b>Totals</b>	<b>\$18,638</b>	<b>\$19,537</b>	<b>*\$899</b>

\*Pending final revenue & expense update



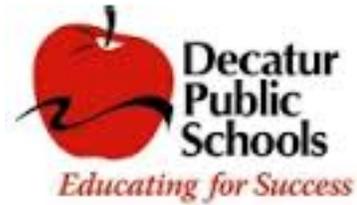
# Elementary School Athletics

## BOE Approved Funding 2018-2019

**Approved**    \$64,820  
**Actual**        \$58,120  
**Balance**        **\$6700**

Activity	Type	Coach Stipend	DISC Venue	Operations	Approved	Actual
Basketball Boys 6 Grade	Schedule B	Schedule B	\$6900	\$0	\$6900	*\$0
Cross Country Boys & Girls 3-4-5-6 Grade	Schedule B	Schedule B	\$0	\$5320	\$5320	\$5320
Basketball Girls 4-5-6 Grade	Pilot	\$15,000	\$6900	\$0	\$21,900	\$21,900
Track & Field Boys & Girls 5-6 Grade	Pilot	\$7500	\$0	\$0	\$7500	\$8100
Volleyball Girls 4-5-6 Grade	Pilot	\$15,000	\$4700	\$0	\$19,700	\$19,300
Wrestling Boys & Girls 4-5-6 Grade	Pilot	\$3500	\$0	\$0	\$3500	\$3500
	<b>Totals</b>	<b>\$41,000</b>	<b>\$18,500</b>	<b>\$5320</b>	<b>\$64,820</b>	<b>\$58,120</b>

\*Golden K Kiwanis Club Sponsorship



# Elementary School Athletics

Funding Request  
2019-2020

## History

2017-2018 \$51,000

2018-2019 \$64,820

Activity	Type	Stipend	DISC Venue	Operations	Total
Basketball Boys Regular Season	Schedule B	Schedule B	\$7000	\$2000	\$9000
Basketball Boys Season Ending Tourney	Schedule B	Schedule B	\$2700	\$0	\$2700
Basketball Girls Regular Season	Schedule B	Schedule B	\$8200	\$2000	\$10,200
Basketball Girls Season Ending Tourney	Schedule B	Schedule B	\$3000	\$0	\$3000
Volleyball Girls Regular Season	Schedule B	Schedule B	\$7000	\$1000	\$8000
Cross Country Boys/Girls	Schedule B	Schedule B	\$0	\$5320	\$5320
Track & Field Boys/Girls	Schedule B	Schedule B	\$0	\$1600	\$1600
Wrestling Boys/Girls	Schedule B	Schedule B	\$0	\$1000	\$1000
Hope-Harris Additional BBB, GBB, GVB Coach	Pilot	\$4050	\$0	\$0	\$4050
July Try Summer Sports Camp	Pilot	\$4625	\$0	\$2000	\$6625
Wrestling Boys/Girls Winter	Pilot	\$3500	\$0	\$1000	\$4500
Football 7-on-7	Pilot	\$3500	\$0	\$1000	\$4500
	<b>Total</b>	<b>\$15,675</b>	<b>\$27,900</b>	<b>\$16,920</b>	<b>*\$60,495</b>

\*Does not include future sponsorship dollars



# Elementary School Athletics

## Lessons Learned & Action Plans

### 2018-2019

What Did We Learn	Action Plan
<b>Coaches</b> Varying levels of coaching experience	<b>2019-2020</b> Coaches Clinic to share technical and/or interpersonal skill experiences
<b>Girls Basketball</b> DISC Locker Room Supervision	<b>2019-2020</b> DPS Security to help supervise DISC locker rooms during ballgames
<b>Playing Time</b> Ensure equitable playing time	<b>2019-2020</b> Continue A & B Team Concept as needed
<b>Tournament Venue</b> Limited gym availability due to game schedules	<b>2019-2020</b> Continue to partner with DISC for Regulars Season & Tourney games
<b>4-5-6 Grade Boys/Girls Wrestling</b> Increase program numbers	<b>2019-2020</b> DPS & Millikin to host Wrestling Demo
<b>Grades K-3<sup>rd</sup></b> Provide opportunities for Grades K-3 <sup>rd</sup>	<b>2019-2020</b> <ul style="list-style-type: none"> <li>• Grades K-3<sup>rd</sup> Included in "July Try" Summer Sports Camp</li> <li>• Grades K-2<sup>nd</sup> ¼ Mile Tot Trot Fall Cross Country</li> <li>• Grades 2<sup>nd</sup>-6<sup>th</sup> Winter Wrestling Pilot</li> <li>• Grades 2<sup>nd</sup>-6<sup>th</sup> Spring 7-on-7 Football Pilot</li> </ul>

# Continue to Collaborate

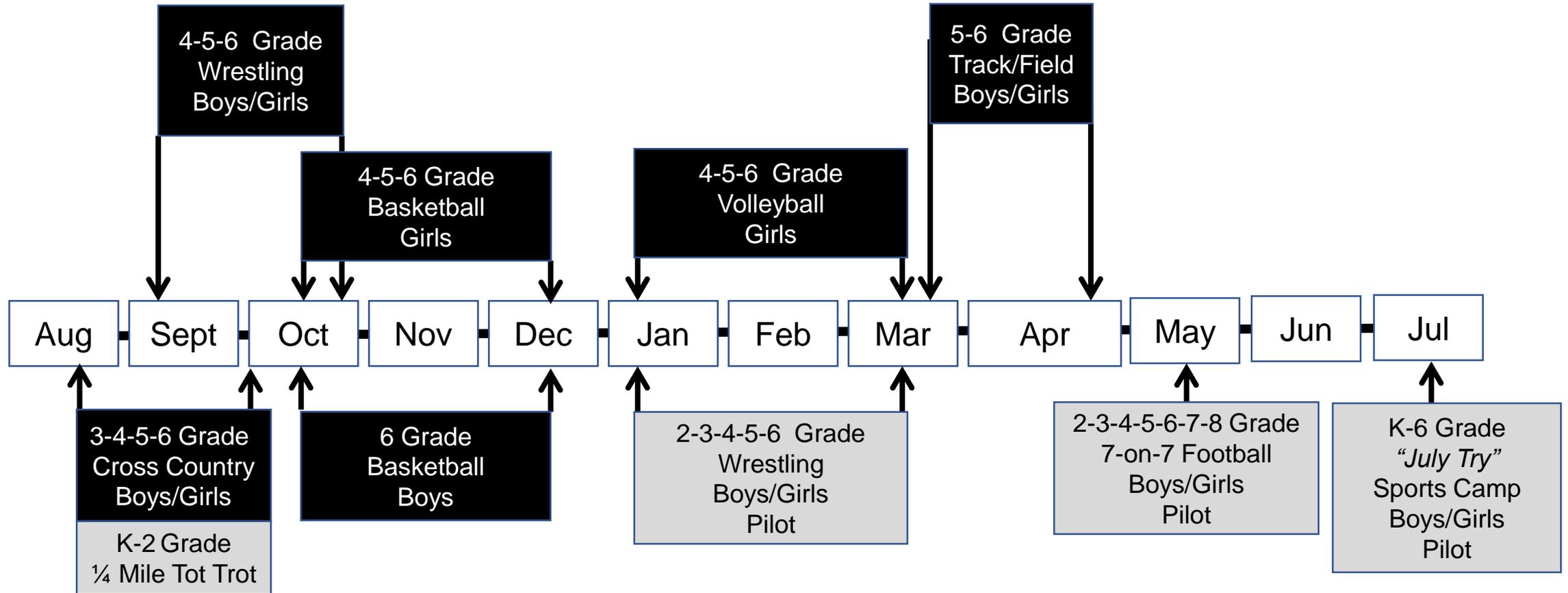
2019-2020

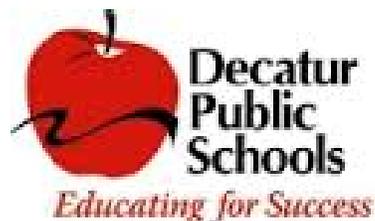




# Elementary School Athletics

Timeline  
2019-2020





**2019**  
*"July Try"*  
*Summer*  
**Sports Camp**

**Registrations Through 4/16**

School	Total
Muffley	37
Dennis	25
Garfield	23
French	22
Enterprise	20
Johns Hill	19
South Shores	15
Baum	12
Parsons	12
Hope	11
Franklin	9
Stevenson	9
Oak Grove	7
Durfee	6
<b>Total</b>	<b>227</b>

Grade	Total
3rd	45
2nd	39
4th	37
5th	35
1st	32
Kindergarten	23
6th	16
<b>Total</b>	<b>227</b>

Camp	Total
Soccer	118
Track & Field	115
Volleyball	96
Tennis	84
Boys Basketball	81
Wrestling	75
Girls Basketball	68
<b>Total</b>	<b>637</b>

Gender	Total
Boys	115
Girls	112
<b>Total</b>	<b>227</b>

**Pilot**

- DPS Boys/Girls Grades K-6<sup>th</sup>
- No Cost to DPS Families
- Coach Stipend + Supplies \$6625



# Recommendation

## 2019-2022

### As Schools Merge...

Year	School Merge	Boys Basketball	Girls Basketball	Girls Volleyball	Team 1	Team 2	Status
2019-2020	Hope-Harris @ Hope	22	24	42	Team 1	Team 2	Recommendation
2020-2021	Garfield-Enterprise @ TJ	24	26	32	Team 1	Team 2	Pending
2020-2021	French @ Enterprise	19	25	20	Team 1	Team 2	Pending
2021-2022	Muffley-Baum @ Muffley	28	26	44	Team 1	Team 2	Pending
2021-2022	Parsons-Stevenson @ Parsons	26	33	52	Team 1	Team 2	Pending
2021-2022	Franklin-Oak Grove @ Franklin	21	28	41	Team 1	Team 2	Pending

### Hope-Harris 2019-2020

- Form Teams 1 & 2
- Add BBB, GBB, GVB Coach
- Additional Stipend \$4050

### Benefits

- Encourages participation
- Avoids roster trimming

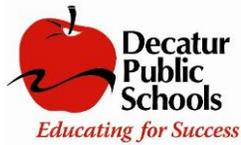
### Concerns

- Gym Availability
- Practice Schedules
- Re-Visit 6 Grade BBB Cut Policy



**Thank You**

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## Board of Education Decatur Public School District #61

<b>Date:</b> April 23, 2019	<b>Subject:</b> 2019-2020 Student Code of Conduct and Parent Handbook
<b>Initiated By:</b> Lawrence Trimble, Director of Student Services and the Discipline Action Committee	<b>Attachments:</b> PowerPoint Presentation highlighting summary of changes
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

The Discipline Action Committee meets each month during the school year to discuss topics relative to school discipline. This year we had changes to language along with a few additions to some of the sections. The suggested revisions were also reviewed by the district’s legal representative.

### **CURRENT CONSIDERATIONS:**

Central Office Administrators were given the opportunity to participate in these changes through email. The Discipline Action Committee’s major change is in the Visitors to School section and the Grading and Promotion section. Student Services would like to incorporate the following changes into the *2018-2019 Student Code of Conduct and Parent Handbook* for the 2019-2020 school year:

- Sentence added to encourage parents to complete the CEP form during registration.
- Change of language under Immunizations.
- Expansion of truant language to include being absent from one or more classes.
- Sentence added to let parents know seating is limited at the magnet and Montessori programs.
- Removal of the tardy chart regarding consequences for tardies. Update to reflect changes of unexcused absences from four to three.
- Announcing the new visitor management policy that was piloted at some locations in 2018-2019.
- Removal of old Grading and Promotion language with new language to align with the Standards Based grading.
- Changes to the Graduation Requirements section.
- Removal of the Grade Level Classification for high school and replaced with the cohort model.
- Changes to language in the Alternative Course Credit and Course Substitutions section.
- Addition of behavioral infractions not increasing to the Transfers within the District section as a criteria.
- Wording added in the Medications at School section reminding parents that medications must be renewed annually at the beginning of each school year.
- Language change under the Alternative Education Program to reflect the move and grade changes for Phoenix Academy.
- Change of the Alternative Intervention Room to CARE Room in Part C and the Discipline section.

- Removal of the AWARE section due to the grant ending.
- Addition of Mental Health Counselor Language
- Addition of Transition Room language
- Removal of Substance Abuse Restorative Practices due to the grant ending.

**FINANCIAL CONSIDERATIONS:**

None at this time.

**STAFF RECOMMENDATION:**

The Administration respectfully requests the Board of Education accept this informational report of the Changes to the 2018-2019 Student Code of Conduct and Parent Handbook for the 2019-2020 School Year as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

*Department of Student Services  
Board Presentation  
April 23, 2019*

*PROPOSED CHANGES TO THE  
STUDENT CODE OF CONDUCT AND PARENT HANDBOOK  
FOR  
2019-2020*

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*Presented by  
Lawrence Trimble, Director of Student Services*

# *Summary of changes*

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- Sentence added to encourage parents to complete the CEP form during registration.
- Change of language under Immunizations.
- Expansion of truant language to include being absent from one or more classes.
- Sentence added to let parents know seating is limited at the magnet and Montessori programs.
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- Announcing the new visitor management policy that was piloted at some locations in 2018-2019.
- Removal of old Grading and Promotion language with new language to align with the Standards Based grading.
- Changes to the Graduation Requirements section.

# *Summary of changes*

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- Removal of the Grade Level Classification for high school and replaced with the cohort model.
- Changes to language in the Alternative Course Credit and Course Substitutions section.
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- Change of the Alternative Intervention Room to CARE Room in Part C and the Discipline section.
- Removal of the AWARE section due to the grant ending.
- Addition of Mental Health Counselor Language
- Addition of Transition Room language
- Removal of Substance Abuse Restorative Practices due to the grant ending.

# How are we making our administrators and parents aware of the changes?

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Central Office Administrators were given the opportunity to send correspondence regarding changes they would like to see implemented.

Legal provides necessary changes

A Subcommittee of the Discipline Action Committee was created to review the changes of the Code of Conduct Book.

- Eldon Conn
- Chrissy Pettit
- Chris Shugart
- Leslie Johnson
- Lawrence Trimble

After tonight's first reading the Code of Conduct will be sent out to all Administration, Discipline Action for final review

Parents will receive a copy of the Code of Conduct book and an electronic copy will be placed on the district website.

How are we making our administrators and parents aware of the changes?

---

After Board meeting, a final review will be done by DLT, Administrators, and Discipline Action Committee any updates or changes will be submitted in the weekly update.

# Discipline Action Committee Members 2018-2019

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Lawrence Trimble- Co Chair

Dr. Paul Fregeau

Courtney Settles

Eldon Conn

Rise Davis

Chrissy Pettit

Jaya Lawary

Mary Ann Galligan

Chris Shugart-Co Chair

Beth Creighton

Courtney Carson

Jason Vicich

Brooke Harris

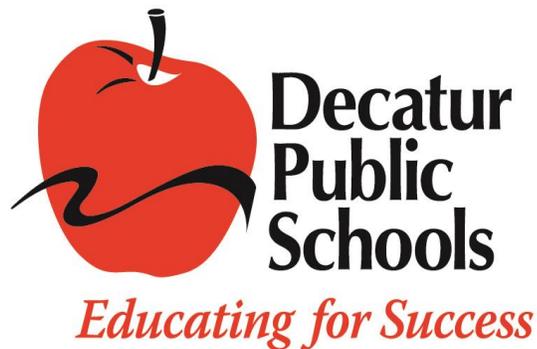
*Any questions?*

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**Decatur Public School District 61**  
**101 West Cerro Gordo Street**  
**Decatur, Illinois 62523**

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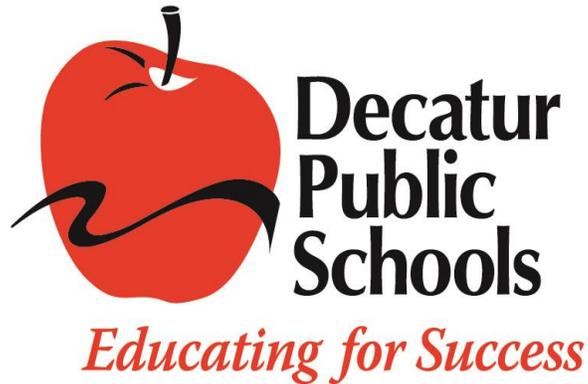
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**Student Code of Conduct**  
**And**  
**Parent Handbook**  
**~~2018-2019~~**  
**2019-2020**

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# Student Code of Conduct and Parent Handbook ~~2018-2019~~ **2019-2020**

Adopted by the Board of Education

July 27, 1999

*Revision Approved May 8, 2018*

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## Mission Statement

*The Discipline Action Committee of Decatur Public School District #61 is charged with maintaining and updating the language contained within the **Student Code of Conduct and Parent Handbook**. Our goal is to provide parents and students of District #61 with expectations for student conduct and the consequences for failure to adhere to the policies stated within the handbook. The Committee will update the handbook's language as dictated by changes to Federal and State laws and to meet District #61's needs. We will provide our*

*schools with the tools to promote positive, responsible standards of student behavior in order to provide quality educational environments free from disruptions that interfere with the learning process.*

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## SCHOOL ADMISSION PROCEDURE

All students must register for school each year on the dates and at the places designated by the Superintendent.

Students enrolling in the District for the first time must present a birth certificate or other reliable proof of identity and age, as well as proof of residence. Refer to *Health Requirements* in this publication for specific medical and dental requirements. Refer any enrollment questions to the school secretary.

### Age of Entrance

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school year. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

### Athletic Fee

Any Middle or High school student who is participating in an Athletic Activity is required to pay athletic fees as described. Fee maximums apply per FAMILY/per BUILDING.

Elementary and Middle School (grades K – 8): \$10 per sport/ \$50 maximum per family/per building  
High School (grades 9 – 12) - \$20 per sport/ \$100 maximum per family/per building

### Instructional Materials Fee

Each pupil is required to pay an instructional materials fee at the time of registration. Fees for the ~~2018-2019~~ **2019-2020** school year are:

*Early Childhood-Grade 6.....\$80.00*  
*Grades 7-12.....\$100.00*

The instructional materials fees are applied toward the purchase of basic and supplemental tests, hard-cover, paperback, periodicals, workbooks, and other related materials. Additional replacement costs are charged for materials lost or damaged beyond normal wear.

The District qualifies under the USDA Eligibility Provision (CEP) to provide breakfast and lunch to each child in the District at no charge to the student. The CEP designation does not qualify the child for free textbooks. In order to qualify for free textbooks, the child must be identified by the State as a "Direct Certification" student, or the parent must complete the appropriate application and file the paperwork with Aramark Services for evaluation. **We strongly encourage all parents to complete the CEP form as part of the registration process to help offset the Instructional Materials Fees.** Students who do not qualify will be notified by Aramark and the full instructional materials fee will apply.

Parents may establish a payment schedule with the school if they are unable to pay the entire fee at registration. Fees must be paid in full by February 1 to avoid credit bureau collection.

Students attending Macon-Piatt Special Education Programs from county school districts should register in their resident (county) school and pay the instructional materials fees required of that district. Decatur Public Schools will seek instructional materials fees from the Macon-Piatt Special Education District, rather than directly from the pupil.

## **Decatur Public Schools Check Policy**

If your check is returned, you authorize Decatur Public School District 61 and its agents to collect this item electronically through eCash Flow Services. The check writer will be assessed a check collection fee as allowed by law and will be responsible for all other collection costs.

## **Emergency Phone Contact**

In any school emergency, parents are immediately notified. The State of Illinois requires parents to provide the working telephone numbers of two responsible adults to be contacted when parents are not available. Failure to comply with this requirement may result in the student being denied the privilege of school attendance.

## **Health Requirements**

Parent(s)/guardian(s) shall present proof of their child's examinations and immunizations as required by the State of Illinois and the District. **Requirements shall be submitted on the first day of school.** All health forms are available at the individual schools and district website.

**Medical** examinations shall be performed by a physician licensed to practice medicine in all of its branches, or an Advanced Practice Nurse, or Physician's Assistant, and recorded on the State of Illinois Certificate of Child Health Examination form. Sports physical forms are not acceptable for this requirement. Examinations shall be conducted within one year prior to the date of first entry into:

1. Pre-K;
2. Kindergarten;
3. Sixth grade;
4. Ninth grade; and
5. Any grade level when it is the student's first entry into a school in Illinois.

**Dental** examinations shall be performed by a licensed dentist, and recorded on the Proof of School Dental Examination form. Examinations shall be conducted within 18 months prior to May 15 of the year your child enters:

1. Kindergarten;
2. Second grade; and
3. Sixth grade

**Immunizations** and screenings against preventable communicable diseases are required per Department of Health rules at the above intervals and/or as specified. All requirements are due by the first day of school. **All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> through 10<sup>th</sup> grade students must show evidence of receiving one MCV4 (meningococcal) vaccine and 12<sup>th</sup> grade students must show evidence of receiving two MCV4 (meningococcal) vaccine.**

Detailed information on required vaccines can be found in "School Health Guidelines" and the District website.

**Vision** Examinations shall be performed by an optometrist or ophthalmologist, and recorded on the appropriate State of Illinois Proof of Vision Examination Form. Examinations shall be conducted within one year prior to the date of first entry into Kindergarten or first entry into an Illinois school, and submitted to the school on or before the first day of school.

A student may be exempted from this policy's requirements on religious grounds if the student's parents/guardians present to the Superintendent or designee a signed Certification of Religious Exemption explaining the objection, and shall be signed by a health care provider that they have provided education to the parents or legal guardians about the benefits of immunizations and the health risks of not vaccinating students. A student may be exempted from immunizations on medical grounds if a physician provides a written verification on the examination form. All statements of medical

exemption must be approved by the Illinois Department of Public Health. ~~In August,~~ Parents/guardians will receive “Student Health Guidelines” which further explain all health requirements and policies required under 77 Illinois Administrative Code 665.280 and 665.520.

### **Magnet and Montessori Schools**

The parent/guardian must fill out a magnet application and attend a mandatory orientation before the student will be considered as entered into the Magnet lottery. This must be done within the time period of the open lottery. **The available seats are limited in these programs, so please take the time to make sure that the program you are applying for is the best program for your specific student’s needs.** If your child is accepted at one of the Magnet schools, you will need to fill out the required registration paperwork. Once you have accepted a seat at the school and the school year has started, your child will be required to remain at the location for that current school year. If you wish to remove your child from a Magnet school for the following school year, you must do so in writing before June 15. If you move out of the DPS boundary or leave the program, you will need to complete the lottery process again to re-enter for the following school year.

### **Cafeteria Services**

A complete Type A Breakfast and Type A Lunch is available in every school to every student at no charge to the student. The Type A lunch and breakfast consist of a combination of hot and cold foods prepared to meet a significant portion of the minimum daily nutritional requirements for good health, as established by the U.S. Department of Agriculture under the National School Lunch Act. Students are urged to eat the Type A lunch and breakfast each day, thereby assuring themselves of at least two well-balanced meals daily. Students may bring a lunch from home or participate in the school lunch program.

### **Transportation**

For student transportation information, or to make special arrangements or address changes concerning your child’s transportation, **please contact the school** that your child attends. **DO NOT** call the bus company—all changes **MUST** go through your school office.

Changes made during the course of the school year require a minimum of three days to become effective. Parents may be required to provide transportation for the student to and from school during this time.

Parents or legal guardians who provide transportation to and from school, because free transportation was not available for their students, may be eligible to receive money from the State of Illinois to help offset some costs for Decatur Public Transit bus fares or for private automobiles at the current approved rate. Your student must be under 21 on June 5th, be a full-time student, and reside more than one and one-half miles from school to be eligible. If you want to file a claim, you must go to the school your student attends by June 15th and file the claim in person. Funding of this program is determined by the State General Assembly and is not controlled by Decatur Public Schools.

Parents or legal guardians who provide transportation to and from school because their student(s) must walk to school under hazardous traffic conditions, may be eligible to receive money from the state to offset some costs of Decatur Public Transit fares or mileage reimbursement for private automobiles at the current approved rate. Your child must be under 21 by June 5th, be a full-time student, and within one and one-half miles from school. If you wish to file a claim, first you must go to the Regional Superintendent of Schools Office, 1690 Huston Dr., Decatur, IL 62526, and prepare a hazardous conditions form before February 1. When the form is approved by the state, you must then file a claim at your child’s school prior to June 15.

- **ISBE (Illinois State Board of Education)  
Pupil Transportation Frequently Asked Questions**

- **Is the district required to transport students who live less than one and one-half miles from their assigned attendance center?**

No. School boards may provide transportation for pupils living less than one and one-half miles as measured by the customary route of travel from the school attended and may make a charge for such transportation in an amount not to exceed the cost thereof, which shall include a reasonable allowance for depreciation of the vehicles so used. Statutory Citation: 105 ILCS 5/29-2

- **Who determines the locations of the bus stops (pickup/drop-off points)?**

The school board of the district is required to establish the bus stops (pickup/drop-off points) for eligible students at a point located not more than one and one-half miles from the exit of the property of each pupil assigned to such point. The school district is **not** required to provide door-to-door service. Statutory Citation: 105 ILCS 5/29-3

## ATTENDANCE & TRUANCY

### Definitions

**Truant** - A “truant” is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. **Truant also includes students who are absent for one or more class periods within the school day.**

**Valid Cause for Absence** - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student’s control as determined by the Board of Education, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

**Chronic or Habitual Truant** - A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent (9 unexcused days) or more of the current 180 regular attendance days.

**Truant Minor** - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources, have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

### **Truancy**

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- Parent-teacher conferences
- Student and/or family counseling
- Information about community agency services

If truancy continues after supportive services have been offered, the building principal shall refer the matter to the Regional Superintendent of Schools or designee. The designee may call upon the resources of outside agencies. The School Board, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers. Truancy may result in legal consequences.

## **Absence Notification**

A student's parent(s)/guardian(s) must: (1) upon their child's enrollment, provide working telephone numbers to the building principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the designated school official shall make a reasonable effort to notify the parent(s)/guardian(s) of their child's absence after the first class by telephoning the numbers given.

Students are expected to be present and to participate every day throughout the school year unless there is an appropriate reason for being absent. When a student is absent from class, credit for the course can be affected, as the student loses teacher instruction and class interaction. Students with an absence will be allowed to make up work for equal value upon request of the student or guardian. Request shall be done within 48 hours of the absence. Student will be allowed up to 1 day for every day the student is absent from school.

For anticipated absences, the student is required to bring a note (or phone call) from his or her parent/guardian prior to the absence. To be approved, absences must meet the excused absence criteria. Students returning to school with what they consider to be an approved absence must show proof or the absence will become unexcused. Students are allowed three excused parent notifications per quarter.

### **Excused Absence Criteria:**

Student will be allowed makeup privileges based on the Absence Notification information provided above.

- A. Parent/guardian notes describing illness for son/daughter. Parent notes that exceed three notes per quarter will be considered unexcused unless approved by the building principal.
- B. A verified doctor appointment: the student will be required to secure a written report from the doctor in order to be excused.
- C. Funeral: Funeral that requires traveling and absences more than three days shall be discussed with administration to be excused.
- D. Student illness verified in writing by a doctor or students sent home by school nurse.
- E. One college day for juniors and two college days for seniors with proof of the college attended.
- F. Court appearances.
- G. Absences due to extenuating circumstances shall be discussed and approved by an administrator.
- H. Out-of-school suspensions: Please refer to Section I, Part C, "Suspension Procedures," of the *Student Code of Conduct and Procedures Handbook* under "The Disciplinary Policy."
- J. Religious Observations.

### **Unexcused Absence Criteria:**

- A. Truancy from school.
- B. Returning to school without a note from parent/guardian or without prior notification (phone call or note) of absence.
- C. Absences explained by a parent/guardian note that exceed three days without a doctor's note or other unexcused absence.
- D. Any other reason not included in excused absences nor approved by an administrator.

### **Tardy Policy**

The Decatur Public Schools does not penalize students who come late to school occasionally for reasons recognized by the State of Illinois as valid causes for missing school. However, the district and the state consider a student who arrives late without valid cause, unexcused. If the tardiness becomes habitual, building administrators or designee will meet with parents/guardians to determine the cause and then begin interventions to assist the child and/or family. Tardies ultimately equal unexcused absences from school. Once a student reaches ~~four~~ **three** or more unexcused absences, the

parent/guardian will be sent a letter regarding truancy. A copy of that letter will also be sent to the Regional Office of Education. ~~Tardy counts start over at the beginning of each quarter.~~

<del>1-3 Cumulative Tardies</del>	<del>Student will be given a pass to class and recorded as tardy in the school system.</del>
<del>4-5 Cumulative Tardies</del>	<del>Student will be given a pass to class, recorded as tardy in the school system, and a letter mailed home informing parents.</del>
<del>6 Cumulative Tardies</del>	<del>Student will be given a pass to class, recorded as tardy in the school system, and parent conference scheduled with administrator or designee.</del>
<del>Subsequent Tardies</del>	<del>Student will be given a pass to class, recorded as tardy in the school system, and parent escort to class recommended in lieu of discipline ranging from lunch detention through 3 days in AIR.</del>

**Homebound Instruction**

Home services may be provided to a student if that student has a medical condition and will be out of school for a minimum of 10 days or more, or on an intermittent basis due to medical treatment. For Home Study to take place, a conference to determine eligibility must be held with the appropriate school administrator. If it is determined Home Study is the best option, parents will be given next steps which will include a Medical Certification Form to be completed by the parent and physician overseeing the child’s medical needs. *Pregnancy does not automatically qualify for Home Study.* (Students on Home Study are not allowed to take Driver’s Education and/or Behind the Wheel.)

**Student Employment**

~~The Superintendent shall develop procedures and present them to the Board of Education for its approval for excusing from attendance those students necessarily and lawfully employed.~~

**Visitors to the School**

~~The District encourages visits by School Board members, parents/guardians, citizens, and taxpayers to all School District buildings. All visitors must report to the main office and sign a visitor’s log, show identification, and wear a visitor’s badge. When leaving the building, visitors will sign out and return the visitor’s badge. If the purpose of a visit is to meet with staff, please call and schedule an appointment to prevent disruption to the learning environment. Teacher conferences outside of Parent/Teacher Conferences scheduled by the School District will be held outside school hours or during the teacher’s planning period.~~

Decatur Public Schools is pleased to announce that we will begin a more formal visitor management process in all of our schools to strengthen the district’s program for student and staff safety. The procedure will enable schools to screen all visitors against sexual offender registries in all 50 states and establish a consistent sign-in process across the district.

Please understand that the new process is not intended to discourage parents from visiting their children’s schools. We welcome visitors and encourage all parents to be an active part of their children’s educational experience. The goal is to enhance the safety and security of both students and staff by prohibiting school access to those who pose a potential threat. Visitors causing a disruption to the educational environment will be removed by building staff and authorities may be notified.

#### How It Will Work:

- All visitors, including parents, will be asked to report to the main office upon their arrival at the school
- A secretary or other office staff member will request that each visitor provide their driver's license or other state or federally issued photo ID
- The visitor's name, address and photo will be checked for a match to a national sexual offender database
- If no match is found, visitors will be issued a date-specific visitor's badge. These badges must be worn at all times while on the school grounds. Visitors must check in and receive a visitor badge each time they visit
- All visitors will be required to check out at the main office prior to leaving the building. Visitor badges will be collected, and office staff will destroy the badges so they cannot be reused
- Children who do not have a valid ID may be allowed to visit as long as they are accompanied at all times by an adult who has completed the ID process, and has been issued a badge

#### Equal Educational Opportunities

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

The Decatur Public Schools will, upon request of an individual, make reasonable accommodations in compliance with the ADA and Section 504 of the Rehabilitation Act. Requests shall be submitted to the Director of Human Resources.

### GRADING & PROMOTION

~~The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and/or guardians. The system shall also determine when promotion and graduation requirements are met.~~

#### **Elementary and Middle School**

~~KINDERGARTEN: To be promoted to Grade 1, a student must meet the following requirements:~~

- ~~Mastery of English Language Arts (reading, writing, listening, and speaking) standards~~
- ~~Mastery of the mathematics standards~~

~~GRADES 1-3: To be promoted to the next grade in Grades 1-3, a student must meet the following requirements:~~

- ~~A passing grade in English Language Arts (reading and writing)~~
- ~~A passing grade in mathematics~~

~~GRADES 4-5: To be promoted to the next grade in Grades 4-5, a student must meet the following requirements:~~

- ~~A passing grade in English Language Arts (reading and writing)~~
- ~~A passing grade in mathematics~~
- ~~A passing grade in science and social studies~~

~~GRADES 6-8: To be promoted to the next grade in Grades 6-8, a student must meet the following requirements:~~

- ~~• A passing grade in English Language Arts (reading and writing)~~
- ~~• A passing grade in mathematics~~
- ~~• A passing grade in science~~
- ~~• A passing grade in social studies~~

~~A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.~~

Decatur Public Schools is committed to the continuous development of students enrolled in the district's schools and to student achievement of the skills for the current grade assignment for promotion to a higher grade. Students will normally progress annually from grade to grade when in the judgement of the professional staff, it is in the best interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. The final decision to promote or retain a student rests with the school administration.

All promotion and retention procedures will align with the established District Problem Solving Team Procedures as well as school board policy 6:280 Grading and Promotion.

Decisions on whether to promote or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Act (IDEA) and as required by other applicable law. Promotion and retention of a student having an Individual Education Program (IEP) or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act shall be determined by the student's educational team.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom.

~~Promotion of a student having an Individual Education Program (IEP) or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act shall be determined by the student's educational team.~~

A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

## Homework

Students may have assignments to complete outside of school. Parents shall cooperate with teachers to see that the work is done. Homework assignments may be given at any level from kindergarten through high school for a wide variety of reasons:

- **To REINFORCE what was learned in class**
- **To PRACTICE what was learned in class**
- **To FINISH what was started in class**
- **To RESEARCH a topic chosen in class**

- To **STUDY** independently a topic started in class
- To **VISIT** a library
- To **EXPLORE** new fields

**You help your child when you:**

- Check each day to see if your child has a homework assignment and if he/she understands how to do it.
- Schedule a specific and uninterrupted time for doing the homework.
- Provide a quiet place for study.
- Let your child do his/her own work.
- Reinforce what was taught at school.
- Check the work to make sure your child understands and completes assignments.
- Ask your child to tell you what he/she has been studying or has learned.
- Check to see that all borrowed school materials are returned promptly and in good condition.
- Check to see that the homework is completed on time and taken to school.

**You hinder your child when you:**

- Do his/her homework for him/her.
- Disagree with or criticize the teacher and school.
- Nag or argue about homework.
- Show little interest.

**Note:** It is the responsibility of the parent to make transportation arrangements when your child stays for after-school help from the teacher.

**Free and Appropriate Public Education**

Decatur Public Schools is a member of the Macon-Piatt Special Education District (MPSED). Decatur provides a free and appropriate public education (FAPE) to all students. Questions about the Special Education District and the programs provided shall be directed to the Assistant Director of Special Education, 335 E. Cerro Gordo, Decatur, IL 62523, or call (217) 362-3055.

<b>GRADUATION INFORMATION</b>
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No student will be allowed to participate in the graduation ceremonies, or be listed in the graduation program unless all requirements for graduation have been completed. Any student who does not complete the requirements, but who completes the course work and provides official transcripts by the last day of summer before the next school year, will be considered a member of the graduating class. A contract outlining the course to be completed must be filed with a counselor and approved by the administration. No diploma will be issued until all of the requirements are met and the necessary transcripts have been received. If there are unique circumstances involved during the senior year, such as an extended illness, the principal may consider exceptions to this policy.

**High School Graduation Requirements**

A minimum of 22 credit hours is required for graduation from Decatur Public High Schools. Students are required to successfully complete the following to meet minimum requirements for high school graduation:

A minimum of 22 credit hours is required for graduation, distributed as described below;

**CLASS OF 2020**

<b>English</b>		4 credits
<b>Mathematics</b>	1 credit – Algebra 1 1 credit – Geometry	3 credits
<b>Science</b>	1 credit - Life Science 1 credit - Physical Science	2 credits
<b>Social Studies</b>	1 credit - World History (AP World History satisfies this requirement) 1 credit - United States History (Illinois and United States Constitution Exams) 0.5 credit- Civics (Grades 11 or 12, Illinois and United States Constitution Exams)	2.5 credits
<b>World Languages, or Art, or Music, or Vocational Education</b>		1 credit
<b>Physical Education or Waiver</b>	0.5 credit – Health  <b>Must be enrolled in PE for all four years and Health for one semester, unless a waiver is approved</b>	4 credits
<b>Consumer Education</b>	Depends on the specific course: Economics – 1 semester Honors Economics – 1 Semester Consumer Ed – 1 semester Independent Living – 1 semester Introduction to Business – 2 semesters Business, Marketing and Management – 2 semesters Vocational Cooperative Education ( <i>Levels 3 and 4</i> ) – 2 semesters Cooperative Work Education – 2 semesters	0.5 or 1 credit
<b>Electives</b>	<del>Depending on Consumer Education course (as listed above)</del> <b>Can be made up of any courses offered for high school credit. If courses are within any of the areas listed above, then the courses need to be above and beyond the credit requirements listed to count as elective credit.</b>	5 or 5.5 credits

**Service Learning Requirements**

Students must complete **6 hours of service learning for each year they are a student in Decatur Public Schools**. Student may not receive compensation for service hours. Projects can be academic or community based.

**Grade Level Classification**

A student is classified as a sophomore, junior, or senior using the following requirements:

**Sophomore Year: \_\_\_\_\_ 5.0 credits – must include:**

- 1.0 credit for English
- 1.0 credit for Math

**Junior Year: 11.0 credits – must include:**

- 2.0 credits for English
- 2.0 credits for Math (1.0 credit for Algebra X/Y students)
- 1.0 credits for Science
- 1.0 credit for Social Studies

**Senior Year: 16.0 credits – must include:**

- 3.0 credits for English
- 2.0 credits for Math
- 2.0 credits for Science
- 2.0 credits Social Studies

High school students are classified according to when they started high school and will progress using a cohort model.

- The first year a student enters high school they will be classified as a Freshman
- Then the following year after a student enters high school they will be classified as a Sophomore
- The third year following when a student enters high school they will be classified as a Junior
- The fourth year following when a student enters high school they will be classified as a Senior

If a student does not meet all the graduation requirements by the end of their 4th year after entering high school, they will remain a senior until they meet all requirements

A student will progress grade classification regardless of whether they are on track to graduate within four years.

- Sophomore student that is on track to graduate will start with a minimum of 5 credits including 1 specifically in English, mathematics, and science.
- Junior that is on track to graduate will start with a minimum of credits including 2 specifically in English, mathematics, and science and 1 specifically in social studies.
- Senior that is on track to graduate will start with a minimum of credits including 3 specifically in English and 2 specifically in mathematics, science and social studies.

**Please Note:** The classification of students who have participated in home schooling or other alternative educational placements will be determined by the administration on an individual basis upon entering high school.

**Alternative Course Credit and Course Substitutions**

~~Correspondence Courses, Distance Learning (including Virtual or Online Courses), Exchange Programs, Summer School, College Dual Credit and Credit Recovery can be earned for credit toward graduation.~~

~~Credits received from other districts or school systems not affiliated with Decatur Public Schools will be reviewed by the building principal or designee for credit and/or course compatibility.~~

~~In addition, no student shall receive a certificate of graduation without passing a satisfactory examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. **The building principal or designee is responsible for notifying students and their parents/guardians of the District's graduation requirements.**~~

A student will receive high school credit for successfully completing any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools. High school transfer credits from schools approved by the state and certified by the North Central Association (NCA) or its equivalent will be evaluated by the administration. The conversion formula is typically one-half Carnegie unit of credit equals 1 semester credit hour.

Credit toward graduation requirements may be earned from colleges, and from approved correspondence courses with the prior approval of the counselor and administration.

Credits earned will be counted in the grade point average according to the regular grading scale. Credits earned from schools in foreign countries will be calculated according to the regular grading scale only.

In addition, no student shall receive a certificate of graduation without passing a satisfactory examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

Students may receive college credit through a variety of credit offerings. A student who successfully completes community college courses may receive high school credit, provided the student is a junior or senior in good academic standing; the course is approved in advance by the student and guidance counselor and the high school administration; the student assumes responsibility for all fees; and the course would be transferable to a four-year college. Three (3) semester hours credit shall be considered the equivalent of one-half (0.5) of credit toward graduation.

**The building principal or designee is responsible for notifying students and their parents/guardians of the District's graduation requirements.**

### **Physical Education Requirements**

1. A student must pass a semester of physical education for each semester in attendance, up to eight (8) semesters, unless the student is excused by a physician or by the school administration, or through an IEP. The physical education requirement includes one (1) semester of health education, which is offered in the freshman year. Health Education is required even though participation in physical education may be excused.
2. Physical education is counted in the units of credit required for graduation. One-half (.5) unit of academic credit is granted for health education.
3. Administrative reasons for waiver of one (1) or more semesters of physical education are:
  - a. Students enrolled in work-study programs that do not allow time for physical education.
  - b. Participation in an alternative/technical/vocational school program which does not permit the possibility of physical education. Such students are excused only when recommended by the administrator of the program and approved by the Superintendent or designee.
  - c. Summer school courses in physical education may be taken following promotion from the 8<sup>th</sup> grade. Credit for physical education may be earned by completing summer courses, regular courses or a combination thereof.
  - d. Students in grades 11 or 12 may request exemption from physical education for the following reasons:
    - i. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local minimum graduation standards is required for admission. The student may be granted an exemption from physical education if the student cannot work the course into this year's or future schedules and needs to use physical education time to schedule the specific course.
    - ii. The student lacks sufficient course credit or lacks one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits, or lack credits due to other causes may qualify.
    - iii. The student athlete may take an extra course in place of physical education during the duration of the sports season.
      - a. A student athlete is a student who is currently participating in interscholastic athletics or who, based upon previous experience, is expected to participate during the junior or senior year. Current or past experience shall be certified by the inclusion of the student athlete's name on the season-ending IHSA eligibility certificate.

- iv. A student who is enrolled in a program through the Heartland Technical Academy.
- v. Students in grades 10, 11, or 12 may request exemption from physical education due to enrollment in marching band (*first semester only*).

### **Early Graduation**

Decatur High Schools are designed to be four-year institutions. While the overwhelming majority of students attend high school for the full four years, it is possible to graduate after seven semesters. The school is not responsible to provide courses in a specific sequence to allow a student to graduate early.

Students who intend to graduate early must complete an application with their guidance counselor by December 1<sup>st</sup> of their junior year. Upon the completion of the application, the counselor will submit a request to the principal. In order to graduate early, a student must meet all requirements for graduation by the last day of final exams in December. Seniors intending to graduate early must meet with their counselor to ensure that all requirements are met. The eighth (8<sup>th</sup>) semester of PE will be waived under those circumstances.

Students who graduate early are allowed to participate in all spring senior activities, which include prom and graduation ceremonies as well as any graduation activities. Early graduates will be invited to attend any applicable awards assemblies or honor banquets. Early graduates who qualify are eligible to receive Graduation Honors but will not be considered to speak at graduation as the selected Summa Cum Laude speaker or Orator. Students who graduate early may not participate in any extracurricular activities after final exams in December.

Transfer students must complete one full semester at Decatur High Schools to be eligible for early graduation.

### **Graduation Honor Requirements – (determined after 7 semesters)**

#### **Summa Cum Laude** (Must meet all of the following criteria)

- At least a 4.0 GPA
- Attain an SAT benchmark score of 1420 – 1600

#### **Magna Cum Laude** (Must meet all of the following criteria)

- At least a 3.50 GPA
- Attain an SAT benchmark score of 1250 – 1410

#### **Cum Laude** (Must meet all of the following criteria)

- At least a 3.00 GPA
- Attain an SAT benchmark score of 1080 – 1240

#### **Gold Delta**

- Students who have attended a Decatur Public High School for two or more semesters and have a GPA of at least 3.50 will receive the Gold Delta recognition. Early graduates are eligible.

#### **Orator**

- The Orator must have attended a Decatur Public High School for two or more semesters and have a GPA of at least a 3.50. Early graduates are NOT eligible.

### **Graduation Speakers**

- **Summa Cum Laude** – Students who qualify for Summa Cum Laude may apply to speak at graduation. A committee consisting of administrators, counselors, teachers, parents and students will select the speaker from the qualified applicants. Early graduates are NOT eligible.
- **Orator** – The Orator is the student who has been selected by the senior class to speak during the graduation ceremonies.

### **Re-Enrollment**

Re-enrollment shall be denied to any individual 19 years of age or older who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided recommendations for alternatives, including adult education programs that lead to graduation or receipt of a GED. This section does not apply to students eligible for special education under the Individuals with Disabilities Act or accommodation plans under the Americans with Disabilities Act.

### **Student Identification**

In order to provide a safer school environment, the district has provided student identification (I.D.) cards to students at the middle and high schools. The I.D.'s allow for admittance into the schools, as well as admission at extracurricular activities. It is stressed that the I.D. be in the student's possession at all times. Refer to the school handbook for specific school procedures concerning student identification.

## **GIFTED EDUCATION**

The gifted identification process has been developed to satisfy Illinois State rules and regulations and meet the particular needs of the District 61 school community.

Gifted identification takes place towards the end of second grade. FastBridge is the Universal Screener assessment used to screen students recommended for additional gifted testing. Students scoring in the 80<sup>th</sup> percentile or above on Fastbridge will be considered for additional gifted testing utilizing the CoGAT (Form 8) assessment. The CoGAT assesses verbal skills (language), quantitative (math), and nonverbal skills (spatial reasoning).

Teachers and parents may recommend that students be tested at any time during the year.

### Subjective Criteria

At the beginning of each school year, district principals and staff are notified of students identified as gifted. Included in this notification is specific data identifying areas where students are gifted.

### **Nomination/Withdrawal Procedure**

Students who do not meet the objective criteria may be nominated to the gifted list by a core academic educator or parent/guardian. One of the following must be submitted in writing to the Director of Curriculum & Instruction, along with written confirmation by at least one other district academic educator who is familiar with, but not related to, the student:

- ☐ A narrative documenting the learning characteristics of the student.
- ☐ Completion of Joseph Renzulli's Scale for Rating the Behavioral Characteristics for the student.

Nominations will be considered for the current school year up to the end of the first quarter.

As needed, a meeting involving educators and/or parents, Gifted Services staff, and (when age appropriate) the student, may be arranged to discuss the nomination or withdrawal recommendation.

### District Identification Schedule

Gifted Services systematically identifies students with objective measures at the following intervals:

Grade 2 – Fastbridge

Grade 6- Fastbridge recheck

Grade 9 – PSAT

### **Summer School**

Summer School may be offered for students from pre-kindergarten through grade twelve. Remedial, developmental, and enrichment programs are designed to meet individual student needs. Dates, times

and locations of classes vary. Information regarding summer school is available in each school building in March.

### **Parent Participation**

Each school in District #61 seeks to involve parents as active partners to assist students to reach their academic goals. The Parent-Teacher Association (PTA) and formal booster clubs welcome parents to be part of their organizations. Volunteers are welcome to assist in the classrooms and with a variety of activities within the schools.

Schools with Title I programs have developed formal **School-Parent Compacts**. The Compact is intended to identify the role that students, parents, teachers, and administrators will provide in order to enhance student achievement.

#### School-Parent Compact

It shall be the goal and purpose of Decatur Public Schools to provide a high-quality curriculum and instruction in a supportive learning environment that enables the children served under Title I to meet the State's student academic achievement standards. Parents can foster this purpose by carefully monitoring attendance, homework, and behavior. Parents shall stress the need to make learning a priority. Parents are encouraged to visit the school and become involved in their children's educational career; and are encouraged to be active in the educational decisions of the child and be supportive of extra-curricular participation by their children.

Students will be given the opportunity to be successful in school and life. They will attend classes taught by highly qualified staff and be given a curriculum which will help them to achieve an education which is second to none in Illinois. They will be assessed based on the Illinois Standards of Learning. Additional assistance will be provided to students who fall behind in educational endeavors. Services include, but are not limited to, tutoring and appropriate referrals to additional programs as indicated.

Each Title I school has developed a **Parent Involvement Policy** which outlines how parents may actively participate in the education of their child(ren). The District's Parent Involvement Policy is outlined in Board Policy 6:170, "Title 1 Programs," with exhibits for both the district level and school levels. This policy and related exhibits may be accessed on the District's website, [www.dps61.org](http://www.dps61.org), by clicking on the "Our District" tab and the "District Policies" tab.

### **The Abused and Neglected Child Reporting Act**

Whenever there is cause to suspect that a child (any person under the age of 18 years) is "abused" or "neglected," the Illinois law requires school personnel to report it to the Department of Children and Family Services (DCFS).

**"Abused child"** means a child whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent: a) inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function; b) creates a substantial risk of physical injury to such child, by other than accidental means, which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function; c) commits or allows to be committed any sex offense against such child, as defined in the Criminal Code of 2012 or in the Wrongs to Children Act, and extending those definitions of sex offenses to include children under 18 years of age; d) commits or allows to be committed an act or acts of torture upon such child; e) inflicts excessive corporal punishment or, in the case of a person working for an agency who is prohibited from using corporal punishment, inflicts corporal punishment upon a child or adult resident with whom the person is working in his or her professional capacity; (f) commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal

Code of 2012, against the child; (g) causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substances Act or in violation of the Methamphetamine Control and Community Protection Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription; or (h) commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons as defined in Section 10-9 of the Criminal Code of 2012 against the child. A child shall not be considered abused for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act.

**"Neglected child"** means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or medical or other remedial care recognized under State law as necessary for a child's well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is subjected to an environment which is injurious insofar as (i) the child's environment creates a likelihood of harm to the child's health, physical well-being, or welfare and (ii) the likely harm to the child is the result of a blatant disregard of parent, caretaker, or agency responsibilities; or who is abandoned by his or her parents or other person responsible for the child's welfare without a proper plan of care; or who has been provided with interim crisis intervention services under Section 3-5 of the Juvenile Court Act of 1987 and whose parent, guardian, or custodian refuses to permit the child to return home and no other living arrangement agreeable to the parent, guardian, or custodian can be made, and the parent, guardian, or custodian has not made any other appropriate living arrangement for the child; or who is a newborn infant whose blood, urine, or meconium contains any amount of a controlled substance as defined in subsection (f) of Section 102 of the Illinois Controlled Substances Act or a metabolite thereof, with the exception of a controlled substance or metabolite thereof whose presence in the newborn infant is the result of medical treatment administered to the mother or the newborn infant. A child shall not be considered neglected for the sole reason that the child's parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time. A child shall not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child shall not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act. A child shall not be considered neglected or abused solely because the child is not attending school in accordance with the requirements of Article 26 of The School Code, as amended.

In addition to the report to DCFS, District #61 personnel will report all real or suspected abuse to the Juvenile Offices of the Decatur Police Department.

### **Student Transfer from District 61**

Pupils of parents who move from District 61 after the beginning of the current school year may continue to attend school within the District on a tuition-free basis for the remainder of the school year only. Transportation, regular attendance, and punctuality for pupils who move for any of the exemptions noted are the responsibility of the parents and pupils.

### **Student Assignments and Transfers within District 61**

The Decatur Public Schools will enroll students who reside with a natural parent or legal guardian within the boundaries of the Decatur Public School District #61. Unless exempted under other provisions of this policy, the student shall attend school in the attendance center in which the parent or guardian resides. **[NOTE: Hereafter, "parent(s)" refers to natural parent(s) or legal guardian(s).]**

A. High Mobility Area/Educational Stabilization Plan (ESP) for Elementary (K-6)

Each year Decatur School District 61 shall identify an elementary high mobility area within the community. The boundaries of the mobility area shall be announced annually. Elementary students moving within the mobility area during a school year shall complete the year in their respective school of origin for that year. Decatur School District 61 will provide transportation within the mobility area for those students meeting the mile-and-a-half criterion for being transported.

1. Elementary students moving from the mobility area to outside the area, or elementary students moving from school to school outside the area, or into the area, shall be encouraged to complete the school year in their school of origin if the conditions below are followed:
  - 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;
  - d. An elementary student wishing to remain in the school of origin shall be permitted to do so if continued attendance will not cause District class size to be exceeded;
  - e. If the elementary student lives more than a mile-and-a-half from the school of origin and can get to a designated bus stop, he/she may ride a school bus to-and-from the school of origin provided space is available on the bus; and
  - f. Elementary students shall begin the following school year in the school within their attendance area.

NOTE: **This exemption may be revoked if items a, b, or c are not maintained.**

B. Transfers within the District

1. If the parent(s) of a student move(s) **to another school boundary** after ~~September 1<sup>st</sup>~~ **the start** of the school year, the student may complete the current school year at the same school. These actions are possible provided the criteria listed below are met:

- a. Parent(s) provide transportation;
- b. Absenteeism and tardiness shall **not** increase beyond the student's previous record; and
- c. **Behavioral infractions do not increase; and**
- d. The student shall be picked up promptly after school

NOTE: **This exemption may be revoked if items a, b, ~~or~~ c or d are not maintained.**

2. Students who have attended a given school while enrolled in Decatur Public Schools for their entire high school career and whose parents/legal guardian move from the attendance area traditionally served by that school may **petition to** remain in that school and retain eligibility regarding residence for the twelfth (12th) grade, provided the student has completed eleventh (11th) grade, earned 18 credits, and meets the criteria listed below:

- a. Parent(s) provide transportation; **and**
- b. Absenteeism and tardiness shall **not** increase beyond the student's previous record; **and**
- c. **Behavioral infractions do not increase; and**
- d. The student shall be picked up promptly after school

NOTE: **This exemption may be revoked if items a, b, c or d ~~or e~~ are not maintained.**

3. The parent of any student enrolled may petition Student Services for possible transfer to another school within the district. Requests to transfer from one DPS attendance center school to another DPS school must be completed on the form, "Student Request for School Transfer," and must be approved by the Director of Student Services ~~and Assistant Superintendent or designee~~ before the transfer can occur. **Transfer Requests into a Magnet school will not be accepted.** Student Services will report the decision to the petitioning parents of the student. If the petition has been approved, the student may become a transfer student to the new school until the student completes the highest grade level provided at the new school, provided the criteria listed below are met:

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

NOTE: **This transfer may be revoked if items a, b, c or d are not maintained.**

**SPORTS ELIGIBILITY NOTE:** A student may LOSE EXTRACURRICULAR ELIGIBILITY upon transferring. Please refer to the IHSA/IESA guidelines for further information, which can be found at [www.ihsa.org](http://www.ihsa.org) (high school) and [www.iesa.org](http://www.iesa.org) (middle school).

4. If a student's attendance center is determined by a health or psychological problem, the student will become eligible for athletics immediately if within the first ten (10) days of a semester, or within one calendar month following the date of a transfer later in the semester.
5. A student seeking admission into the Decatur Public Schools must meet all eligibility prerequisites as mandated by State law; and must also present a completed good standing form from the school from which the student is transferring. Students who are not in good standing are covered under Board Policy 7:50, and must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into Decatur Public Schools. Students transferring into Decatur Public Schools not in good standing shall be referred to Student Services.
6. A student with a health or psychological problem may attend another school when recommended by a physician and approved by Student Services.
7. When a student is placed in a special education program, the Individual Education Plan (IEP) may limit the type of school facility which the student can attend. Normally, the student will attend the section of the appropriate program which is closest to his/her home. Exceptions may be made in unique situations determined by the student's IEP or in cases where there is no space available in the closest section.

### **Homeless Children**

You are considered homeless if you live in a shelter or motel, share housing because you lost your housing for economic reasons, live in a campground, car, old building or other temporary shelter, or you don't have a permanent address.

You have the right to:

- Enroll your child in school immediately, even without school or medical records.
- Get help from the district liaison with immunizations and/or medical records.
- Choose your child's old school or school closest to where you are living now.
- Get transportation to and from school for your child under certain circumstances.
- Dispute enrollment or transportation decisions.
- Participate in your child's education.

If you need help, please call Student Services at 362-3060.

### **Procedure for School Problems**

Parents and visitors to schools must first report to the school office upon entering the building for any reason. When problems arise that are child- or school-centered, parents shall make every effort to find a solution with the child's teacher. If no satisfactory solution is found, **the channel of appeal is:**

- 1) Building ~~Principal~~; **Administrator**
- 2) Director of Student Services;
- 3) Appropriate Assistant Superintendent;
- 4) Superintendent;
- 5) Board of Education.

Every effort will be made to find fair and equitable solutions to all problems.

### **Parents Right to Know Qualifications of Educators Notification Letter**

Federal law requires districts to inform parents/guardians that they may request information about the professional qualifications of any teacher who is teaching their child. If you have any questions or need additional information, please feel free to contact Human Resources at 362-3031.

### **School Student Records**

The principal is the official records custodian of each school. Student records are maintained at the school of last attendance until five (5) years after the student's normal graduation from high school. At that time, temporary records are destroyed and permanent records transferred to the central office for microfilming.

The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) and the rules promulgated by the Illinois State Board of Education.

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal (ISSRA, Section 2(e); Section 4(e)).
2. "Student Temporary Record" means all information contained in a school student record but not contained in the student permanent record. Such information may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student, all subject to regulations of the State Board. The information shall include information provided under Section 8.6 of the Abused and Neglected Child Reporting Act. In addition, the student temporary record shall include information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction. For purposes of this provision, serious disciplinary infractions means: infractions involving drugs, weapons, or bodily harm to another. (ISSRA, Section 4(f)).
3. Parents/legal guardians have the right to:
  - a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than ten (10) school days after the date of receipt of such request by the official records custodian. The time for response may be extended by the school district by not more than five (5) business days from the original due date for any of the following reasons: (1) the requested records are stored in whole or in part at other locations than the office having charge of the requested records; (2) the request requires the collection of a substantial number of specified records; (3) the request is couched in categorical terms and requires an extensive search for the records responsive to it; (4) the requested records have not been located in the course of routine search and additional efforts are being made to locate them; (5) the request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) of this Section without unduly burdening or interfering with the operations of the school district; or (6) there is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district or among 2 or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request. A student shall have the right to inspect and copy his/her school student permanent record. The school charges for copies. No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying (ISSRA, Section 5(d)).
  - b. Have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record.
  - c. Challenge the accuracy, relevance or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.
    - (i) The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
    - (ii) An informal conference will be held within fifteen (15) school days of receipt of the request for a hearing.
    - (iii) If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.

- d. File a complaint with the US Department of Education concerning alleged failure by the District to comply with the requirements of the Family Educational Rights and Privacy Act. The address is Family Policy Compliance Office, USDOE, 400 Maryland Avenue, SW, Washington D.C. 20202-5901.
4. No school student records or information contained therein may be released, transferred, disclosed, or otherwise disseminated, except as follows:
    - a. to a parent or student or person specifically designated as a representative by a parent (ISSRA, Section 6(a)(1));
    - b. to an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest (ISSRA, Section 6(a)(2));
    - c. to the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such services shall be deemed conclusive and ten (10) school days after such service, if the parents make no objection, the records may be transferred to the requesting school (ISSRA, Section 6(a)(3); Rules, Section 375.70(a));
    - d. to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released and person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records (ISSRA, Section 6(a)(4); Rules, Section 375.70(d)(2));
    - e. pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order of the terms of the order, the nature, and substance of the information proposed to be released in compliance with such order, and an opportunity to inspect, copy, and challenge the contents of the school student records (ISSRA, Section 6(a)(5); Rules, Section 375.70(c)(3));
    - f. to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents (ISSRA, Section 6(a)(6); Rules Section 375.70(b));
    - g. to juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. For purposes of this Section "juvenile authorities" means: (i) a judge of the circuit court and members of the staff of the court designated by the judge; (ii) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (iii) probation officers and court-appointed advocates for the juvenile authorized by the judge hearing the case; (iv) any individual, public or private agency having custody of the child pursuant to court order; (v) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (vi) any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (vii) law enforcement officers and prosecutors; (viii) adult and juvenile prisoner review boards; (ix) authorized military personnel; (x) individuals authorized by court. (ISSRA, Section 6.5)
    - h. subject to regulations of the Illinois State Board of Education in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release (ISSRA, Section 6(a)(7); Rules, Section 375.60);

- i. to any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released.
5. In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October 1 of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, gender, telephone listing, date and place of birth, grade level, major field of study, participation on officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, parents' names, mailing addresses, electronic mail addresses and telephone numbers, and the most previous educational agency or institution attended. Additionally, FERPA requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent.

**Sex Equity**

No student shall, based on sex, sexual orientation, or gender identity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the *Uniform Grievance Procedure* provided in Board Policy 2:260. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of the School code). Board Policy 2:260 may be accessed on the District's website, [www.dps61.org](http://www.dps61.org) by clicking on the "Our District" tab and the "District Policies" tab.

**Sexual Harassment Policy**

Sexual harassment of students is prohibited. Any student who engages in sexual harassment (whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex) will be disciplined.

Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the Building Principal, Assistant Building Principal or a counselor. Students may choose to report to a person of the students' same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student or by an adult shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

Persons who believe they are victims of sexual harassment may also contact the District's Nondiscrimination Coordinators and Complaint Managers:

Title	Director of Student Services	Human Resources Director
Address	101 W. Cerro Gordo, Decatur, IL 62523	101 W. Cerro Gordo, Decatur, IL 62523
Phone	217-362-3060	217-362-3031

Title	Assistant Superintendent	Assistant Superintendent
Address	101 W. Cerro Gordo, Decatur, IL 62523	101 W. Cerro Gordo, Decatur, IL 62523
Phone	217-362-3016	217-362-3014

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Adopted: March 25, 2015

### **Care of Students With Diabetes**

The Illinois legislature enacted the *Care of Students with Diabetes Act* (“Act”) effective December 1, 2010 (105 ILCS 145/1 et. Seq). The Act **requires a parent or guardian** to submit a Diabetes Care Plan to the school for any student who seeks assistance with diabetes care in the school setting or who has been managing his or her diabetes care in the school setting.

Under the Act, specific information must be provided in the Diabetes Care Plan such as physician instructions for the student’s diabetes management and designation of appropriate school staff who will provide and supervise services for the student. Therefore, parents and guardians are encouraged to collaborate with the student’s physician and school personnel in the creation of the plan.

**The Diabetes Care Plan must be submitted to the school at the beginning of each school year,** upon enrollment, as soon as practical following a student’s diagnosis, or when a student’s care needs change during the school year. **It is the parent or guardian’s responsibility** to inform the school in a timely manner of any changes to the Diabetes Care Plan recommended by the student’s physician.

In addition to the Diabetes Care Plan, **parents must also complete forms provided by the school district regarding authorization for the administration of medication** and authorization for designated district representatives to communicate directly with the student’s physician regarding the necessary management of the student’s diabetes. **Failure to do so may result in a welfare safety call to the Department of Children and Family Services (DCFS).**

To assist the school district in safely transporting the student, the Act also requires that an information sheet be provided to any school employee who transports a student for school-sponsored activities. The information sheet identifies potential emergencies that may occur as a result of the student’s diabetes and the appropriate responses to such emergencies. Parents must assist the district in the completion of the transportation information sheet by providing the information and authorizations necessary to complete the form.

To begin the process of completing the Diabetes Care Plan and other required documents, the parent or guardian must contact the student’s building principal.

### **Life-Threatening Food Allergy Management Program**

The District has implemented a policy for managing students with life-threatening food allergies (Board Policy 7:285). If your student has a life-threatening food allergy, you must inform the building principal and submit the necessary health information and medication authorization forms to the school. A meeting will then be scheduled to review the health information submitted by the student’s physician, assess the student’s allergy management needs and develop an individual health care plan and emergency action plan for the student. An individual health care plan indicates the steps the school will

take to accommodate the individual needs of the student with a life-threatening food allergy in school and at school-related activities. The accommodations provided in an individual health care plan will depend on the age of the student, the allergens involved and the facilities at the school. An emergency action plan indicates the specific treatment steps school personnel will take if a student has a life-threatening allergic reaction while at school or at a school-related activity.

### **Asthma**

Public Act 099-0843 requires schools to request an Asthma Action Plan (AAP) from parents of students with asthma.

### **Medications at School**

Only in exceptional cases, where failure to take a prescribed medication could jeopardize the student's health and/or education, may medication be taken in school. Taking of medication is limited to students with long-term chronic illness or disability. **Antibiotics and over-the-counter drugs (e.g., Tylenol, cough medications, and cough drops) will not be taken at school.** Homeopathic products derived from minerals, botanical substances, animal parts, microorganisms, and other sources will not be taken at school. **The nurse may decline to administer a medication that does not meet guidelines, that might be given outside of school hours, or that might jeopardize student safety.**

Authorization for the administration of both prescription and non-prescription drugs at school shall be provided on Student Health Form 24A (acquired from schools or physicians) and shall consist of written order obtained from the student's licensed prescriber and written request by the parent or guardian that medication be given during school hours. **All medication authorizations must be renewed annually by the beginning of each school year.**

During enrollment, parents or guardians shall receive "Student Health Guidelines" which further explain all health requirements and policies.

### **Protection of Pupil Rights Act**

Parents have the right to inspect all instructional materials, including teacher's manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation of their child (such instructional materials do not include academic tests or assessments).

Parents shall have the right to inspect a survey created by a third party before it is administered and distributed to their student. Said surveys may be obtained by contacting the appropriate school office and/or teacher. Parents shall have the right to be informed of the arrangements made to protect student privacy with regard to surveys requesting particular personal information.

Parents shall have the right to inspect any instructional material used as part of their child's educational curriculum by contacting the appropriate teacher to establish a mutually convenient time for viewing. **Instructional material does not include academic tests or academic assessments.**

Parents shall have the right to notification of any physical examinations or screenings which the district may administer to the student.

Parents shall have the right to inspect any collection instrument used for the purpose of marketing or selling of personal information. Parents may opt-out of this process by filing with the appropriate school office a non-disclosure request form by September 1<sup>st</sup> of each school year.

Parents shall have the right to refuse consent for their child to submit to and/or to request protections of student privacy for any survey that reveals the following information:

- a. Political affiliations or beliefs of the student or the student's parent;
- b. Mental or psychological problems of the student or parent;

- c. Sex behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or the student's parent; or
- h. Income (other than that required by Illinois law to determine eligibility for participation in a program or for receiving financial assistance).

Any parent interested in further information concerning the exercise of these rights shall contact the Superintendent.

### **Rights Under the School Visitation Rights Act**

Parents of students attending Illinois Schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act (820 ILCS 147/1). Employed parents who have worked for an employer for at least six consecutive months, who work at least half-time, and who are unable to meet with educators because of a work conflict must be given leave of up to 8 hours during the school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this time can be taken on any given day and leave under this Act may not be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. The District will provide documentation for parents' use confirming the date and time of each school visitation upon a parent's request for such documentation. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours, when it is practicable and the District is readily able to do so.

### **Teen Dating Violence Policy**

As required by state law, the Board of Education of Decatur Public Schools has adopted a Board Policy which prohibits teen dating violence; incorporates age-appropriate education about teen dating violence in grades 7 through 12; and establishes procedures for the manner in which school employees are to respond to incidents of teen dating violence that take place at the school, on school grounds, as a school-sponsored activity or in vehicles used for school-provided transportation. Teen dating violence means a pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person where one or both persons are 13 to 19 years of age, or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person where one or both of the persons are 13 to 19 years of age. A copy of the Board Policy can be obtained by contacting the building principal or Superintendent or on the District's website ([www.dps61.org](http://www.dps61.org)).

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

*Notification (105 ILCS 75/15)*

Decatur Public Schools shall not request or require a student to provide the password or other account-related information in order to gain access to an account or social media profile. In the event of an investigation, students will be required to cooperate, and information regarding activity on an account or social media profile will be required to be shared in order to make a factual determination.

### **Parent Sex Offender and Violent Offender Notification**

State law requires the District notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. The Department of State Police maintains a statewide Sex Offender Database for the purpose of identifying sex offenders. Parents/guardians can access the Statewide Sex Offender database by going to the following website: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). There is a users' agreement to accept and this will take you to this website: <http://www.isp.state.il.us/sor/sor.cfm>. Individual names can be searched by county or town. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at <http://www.isp.state.il.us/cmvo/>.

### **Parents Right to Opt-out of Health Education Activities**

No pupil shall be required to take part or participate in any classroom activity which involves Reproductive Health, Diseases, or Sexual Abuse Prevention. Parents can pick up the Opt-out Form from the school office.

### **Extracurricular and Co-Curricular Activities**

The Superintendent shall approve all District-sponsored extracurricular and co-curricular activities using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of members.
2. Membership is limited to students currently enrolled in the District.
3. Fees are reasonable and do not exceed the actual cost of operation.
4. Student body desires are considered.
5. The activity will be supervised by a school-approved sponsor.

Selection of members or participants is at the discretion of the sponsors or coaches. The student must meet the academic criteria set forth in the Board policy 6:190, *Extracurricular and Co-Curricular Activities*. Student and his/her parent(s)/guardian must provide written consent to random drug and alcohol testing as outlined in Board policy 7:300.

Students in grades 9-12 must satisfy the Illinois High School Association Scholastic standing requirements as well as each standard required by the attending Decatur Public Schools high school. Check with your attending high school for weekly passing work requirements. Any student participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met.



## **DISTRICT 61 AND STUDENT CODE OF CONDUCT**

In order for District 61 to achieve its goal of educating Decatur's children, the school community has to establish expectations and standards of conduct for its members. All of the community's members play significant roles in the successful operation of our schools. Students, their parents, teachers, and school administrators bear responsibilities and possess rights. The following Rights and Responsibilities suggest everyone's proper role in the process.

## RIGHTS AND RESPONSIBILITIES

### Rights of Students

- To attend school unless removed from school pursuant to District 61's Student Disciplinary Policy.
- To attend school in a safe and orderly environment.
- To enjoy the full benefit of their educational efforts without disruption from or towards other students.
- To have reasonable access to school personnel.
- To be informed of school rules and regulations.
- To be respected and treated courteously by staff members and administration.

### Responsibilities of Students

- To attend school and classes regularly, on time, and to leave the school campus immediately at the end of the school day unless supervised by school personnel.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general going to, coming from and during school.
- To achieve to the best of his/her ability.
- To be accountable for all actions.
- To report any knowledge of infractions to the student code of conduct book to the proper authority.

Note: Participation in and/or attendance at activities are a privilege and not a right. It is the student's responsibility to maintain eligibility by maintaining appropriate academic and behavioral standards.

## **Rights of Parents/Guardians**

- To have their children educated in a safe and orderly environment.
- To have school personnel work cooperatively and in a timely fashion with parents.
- To be informed of district policies, regulations and school rules.
- To review their child's record with appropriate assistance and supervision from staff.
- To visit school and to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To be respected and treated courteously by staff members and administration.

## **Responsibilities of Parents/Guardians**

- To set a positive example for their children by treating staff members with respect.
- To visit school and to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To ensure that their children are fed and clothed to the best of their ability.
- To teach positive behavior to their children.
- To take on and accept the primary responsibility for rearing their children.
- To cooperate with the school in bringing about improvements designed to enhance the educational climate for all students.
- To provide the school with accurate information regarding the legal residence, guardianship, telephone number, medical data, and other facts which may help the school to ensure the safety and welfare of their children.
- To become familiar with district policies, school rules, and regulations, and to support reasonable disciplinary measures as applied by school personnel.
- To provide their children with a quiet study area and encourage their academic endeavors.
- To ensure that their children attend school on a regular basis and arrive at school on time prepared to work.
- To encourage their child to report known infractions to the student code of conduct book to the proper authority.
- Call and report known school infractions to the student code of conduct book to the proper authority.

## **Rights of Staff Members**

- To expect and receive the attention, effort, and participation of students.
- To have parental and administrative support when enforcing rules designed to provide an appropriate learning climate.
- To provide a learning atmosphere where interruptions are held to an absolute minimum.
- To be respected and treated courteously by parents and students.

## **Responsibilities of Staff Members**

- To set a positive example for their students by treating parents and students with respect.
- To consider the personal worth of each individual student as a single, unique, important human being.
- To express consistently high expectations for the achievement and behavior of all students.
- To equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions.
- To ensure that all students are treated equitably.
- To recognize different ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To inform parents and students with timely or periodic reports, including all pertinent information related to the student's school experience.
- To continuously review their own performance and strive for professional growth.
- To initiate and enforce individual classroom and school rules consistently.
- Follow proper procedures in terms of infractions and consequences as outlined in the student code of conduct book.

## **Rights of Administrators**

- To initiate building rules, regulations, and procedures as needed to establish and maintain a safe and orderly environment in which appropriate learning and teaching conditions prevail.
- To expect that all school employees recognize and fulfill their role to provide and ensure an appropriate learning environment.

## **Responsibilities of Administrators**

- To set a positive example for their students by treating parents and students with respect.
- To provide leadership that will establish, encourage, and promote effective teaching and optimal learning.
- To establish, publicize, and enforce school rules that facilitate learning and promote good citizenship attitudes and habits.
- To hold students accountable for their conduct and to take prompt and appropriate action.
- To request assistance from the faculty, as well as the district's support personnel, community agencies, and resources when appropriate.
- To be sensitive to the concerns expressed by students, staff, parents and community.
- To act in the best interests of the students, staff and school.
- To establish procedures to address discipline problems.
- To provide in-service to staff in areas of discipline.
- To assist students in meeting the challenge of positive social behavior.
- To enforce the student code of conduct book with fidelity and consistency.

## STANDARDS OF CONDUCT

### General Conduct

It is necessary for any community to establish rules of conduct for its members if it is to achieve its goals. The school community is no exception. The school environment includes not only the school/district grounds, but also includes attendance and participation in all extracurricular activities and other school-related functions scheduled on or off the school campus, or while riding the school bus. Therefore, certain rules of behavior have been established for students. Students have the following responsibilities, and failure to carry out these responsibilities may result in disciplinary action:

1. It is the responsibility of each student to conduct himself/herself in the classroom in such a manner that does not interfere with his/her own learning or the learning of others in the class.
2. It is the responsibility of each student to attend class on time and to be prepared to participate.
3. It is the responsibility of each student to help keep the building clean; not to litter, mark on or deface school property and community areas.
4. It is the responsibility of each student to respect all staff and other students, and to be honest, polite and friendly. Directions are to be complied with regardless of whether a student is in the classroom, in the halls, in the cafeteria, at extracurricular activities, or at any other location on the school grounds. The perception that "he/she is not my teacher, so why should I listen to him/her" is to be avoided.
5. Students are not permitted to smoke in the building or on the school grounds or at school activities.
6. It is the responsibility of each student to keep doorways, hallways, restrooms and stairs clear at all times.
7. It is the responsibility of each student to leave the area in the event a disruption involving students occurs. The student's mere presence as an onlooker tends to lend support and encouragement to those students causing the disruption.
8. Verbal or physical harassment, bullying, and/or intimidation will not be tolerated while at school. Any student who experiences such a situation shall report the incident to the principal or his/her designee as soon as possible. No student shall try to settle the problem himself/herself by allowing the situation to escalate into a physical confrontation.
9. **It is the responsibility of each student to assist in promoting a safe and secure environment. This includes reporting anything out of the ordinary or questionable to the nearest staff member and to practice good safety habits such as not propping open doors, letting in school visitors who have arrived not in the office and letting a staff member know if they are witness to a potential crime, weapon or violation**
10. During fire or disaster drills it is the responsibility of each student to move quickly and quietly to the assigned safety areas. Appropriate instructions given by school personnel are to be obeyed. The health and safety of many people depends upon cooperation from students.
11. It is the responsibility of students to observe the same appropriate standards of conduct at extracurricular activities (home or away) as they do at school. Violence, disruptive behavior, involvement with drugs or alcohol at extracurricular activities or on fan buses will result in serious disciplinary action. Such action may include suspension and/or expulsion from school, suspension from attendance and/or participation at future extracurricular activities, and/or police action. Parents may be required to pick up their student at an out-of-town function.
12. Students shall not engage in Sexual Misconduct which includes, but is not limited to, sexual advances, request for sexual favors, and exhibit sexually motivated physical/verbal conduct or communications of any sexual nature. See Sexual Misconduct on page 53.
13. All students are entitled to have the opportunity to obtain maximum benefit from their educational experience. Thus, it is necessary to have rules and regulations that provide an educational climate in which learning can best take place. Students who show disrespect for the rights of others and disregard regulations may be subject to disciplinary action, which could include suspension or expulsion. In addition, they may be subject to removal from extracurricular activities and/or positions of leadership (i.e., Student Council, officer of Student Council or class).

## **Bus Conduct**

According to School Board Policy, certain misbehavior and misconduct will be grounds for suspension from riding the school buses. It will be the responsibility of the parent/guardian to provide transportation to and from school if this occurs. Behaviors include:

1. Prohibited student conduct as defined in the Student Code of Conduct Policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants. (*Please see the guidelines provided by the building incorporated in the student bus schedules.*)

Video/audio cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

Students suspended from the school bus who do not have alternate transportation to school shall have the opportunity to complete make up work for equivalent academic credit. It is the responsibility of the parent/guardian to notify the school that the student does not have alternate transportation.

## **Student Dress Code (K-12<sup>th</sup> Grade)**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Principals shall have the authority to determine proper attire for the school. An administrator may require that a student change into appropriate clothing. Continued failure to comply with the student dress code may result in disciplinary action.

## **Student Uniform Policy (High School)**

The Board of Education has adopted a School Uniform Policy currently applicable only to high school students. All high school students are expected to wear an adopted school uniform that is consistent with the District Uniform Policy. A parent or guardian of a student may request for the student to be exempted from the uniform requirement on religious grounds. In order to exercise this option, the parent or guardian must present to the Superintendent a signed, written statement of objection detailing the grounds of objection.

High school students failing to comply with the School Uniform Policy will be provided with appropriate "loaned clothing" from the school's uniform bank. If no such "loaned clothing" is available, the student will call home or be sent home to secure a change of clothes to comply with the Uniform Policy. The "loaned clothing" shall be returned no later than the end of the next school day. Non-compliance with the School Uniform Policy may result in disciplinary action.

## **Decatur Public Schools**

### **High School Uniform Expectations**

4. Approved Colors:
  - a. EHS – black, grey, white, yellow
  - b. MHS – blue, black, grey, white
5. Approved Tops:
  - c. Solid, school-colored polo shirts, sweatshirts, cardigans, sweaters, vests, jackets, and school athletic/letterman jackets
  - d. School-issued polo shirts

6. Approved Bottoms:
  - e. Solid khaki or black pants, including cargo worn at the waist
  - f. Solid khaki or black knee-length skirts or shorts worn at the waist
  - g. Solid leggings/tights allowed in school colors under knee-length skirts only
7. Spirit Day Guidelines:
  - h. Building principals will work with student leaders (SYAC/Student Council) to identify dates and appropriate apparel for Spirit Days
  - i. Students may pay \$1 to wear jeans on Spirit Days to support the cause or activity
  - j. School hoodies are allowed on Spirit Days; hoods must be down during the school day
8. Items Not Allowed:
  - k. Hoodies (except on Spirit Days), yoga pants, house shoes, hats, scarves, doo-rags, bandannas and sweatbands on forehead
  - l. Logos that are the predominant feature of clothing
  - m. Clothing that interferes with the learning of other students
  - n. Clothing that contains profanity or references to alcohol or illegal substances

*\*\* School uniforms should give students a sense of belonging to their high school and create an identity for the school. Please continue supporting our efforts to help our young people become responsible, caring, and productive citizens in our community.*

## THE DISCIPLINARY POLICY

### SECTION I

<b>ADMINISTRATIVE PROCEDURES</b>
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The Board of Education believes that its primary goal is to prepare students to be productive, contributing members of the society through education. The Board encourages the most effective use of educational strategies and techniques to achieve this goal. It is within this spirit that the Code of Conduct was created to address students' behavior in and around the school as well as during school-related functions. The Code outlines specific behaviors that are both disruptive to the educational process and/or illegal and subject to disciplinary action.

The Board recognizes that conduct is learned, and acceptable conduct, like its academic counterpart, can be taught. While disruptive conduct will not be tolerated, the Board encourages the use of educational interventions to correct the unacceptable behavior. The corrective actions taken will also be guided by preventative and educational objectives. Finally, the Board is committed to creating an environment that is safe for students and staff, and promotes learning.

The Decatur Public School District 61 considers habitual, disruptive behavior unacceptable. In most cases, a system of progressive discipline (violations and consequences) will be followed. **Should severe or repeated misbehavior occur, the building administrator reserves the right to administer appropriate discipline in alignment with the range of administrative consequences/interventions.**

#### **Hard & Soft Lockdown**

The lockdown of a school is not a form of student discipline. Lockdowns are used when there is danger in or near the school and students and staff need to be protected from danger. A lockdown involves securing doors and windows in an attempt to keep intruders from gaining access to staff and students.

In the event of a preventative or SOFT LOCKDOWN, exterior doors are secured and no one is allowed in or out of the building; however, the routine of the school is maintained (or may be restricted) consistent with an external threat (such as a robbery at a nearby facility, suspicious activity in an area, gas leak at a nearby facility, etc). In the event of a full or HARD LOCKDOWN, there is a total cessation of school activity, no teaching, students seek shelter, classrooms are locked or doors closed, silence is maintained in the building, no one is allowed in or out of the building. Hard lockdowns are normally reserved for serious security situations.

### **Alternative Education Program**

As a means of progressive intervention and assisting students who may require a more structured environment, the Decatur Public School District provides a voluntary Alternative Instruction and Social Intervention Services for grades 6-12 which is housed at Phoenix Academy, the Harris Alternative School for grades K-12 and the Tech Academy with Milligan Academy for grades 6-12, and Futures for high school. Students will be eligible for recommendation after the schools have exhausted available and appropriate interventions at the building level. All recommendations are reviewed by the Alternative Education transition committee to determine approval and length of time, as well as assist in establishing interventions upon transition. The mission of these services is to implement quality instructional practices in a small class environment. Interventions are geared towards social development so students may achieve academic and behavioral success. Students in this program will have the opportunity to return to their respective learning environment upon completion of their Plan of Success.

Students eligible for this program whose parent(s)/guardian(s) do not consent to placement in the program are subject to all disciplinary procedures contained in Parts A-D below.

### **Part A**

#### **GENERAL PROCEDURES**

1. Students committing acts of gross disobedience/misconduct as defined herein may be disciplined in any manner provided in this policy, including detention, being assigned to an Alternative Intervention, the CARE Room, suspension out of school, suspension from the school bus, or expulsion.
2. When a student is suspended from school, it is that student's responsibility to keep up with class assignments. Upon request, teachers will provide and will evaluate make-up work resulting from suspension, although in some cases (science experiments, for instance) alternate assignments may be provided.
  - Students suspended from school will be allowed to make up missed work for full credit. Request for missed work shall be made within 48 hours of a student's return from suspension. Student will be allowed up to 1 day for every day the student is suspended from school.
3. Teachers may remove disruptive students from the classroom by sending them to the office. Teachers may also detain students after school when parents are notified. The building administrator will develop a procedure for handling disruptive students when he or she is away from the building. This procedure shall be made known to the staff.
4. Before removing any student from the school or the school bus during the school day, the building administrator will make reasonable efforts to notify the parent or guardian. He or she will make reasonable efforts to ensure the safety of the student. The student may be retained until the end of the day unless parents, guardians or emergency contacts can be reached.
5. School personnel may use reasonable physical force or restraint against a student to the extent the staff member reasonably deems such force or restraint necessary:
  - to defend or protect him/herself from the student; or
  - to defend or protect other persons from the student; or
  - to prevent or stop fights, breaches of the peace, and other disruptions; or

- to prevent damage to the property of the district or other persons; or
- to remove a student from any location, room or assembly where his/her continued presence creates a risk or threat of physical harm to himself/herself or others, or of damage to school property, or of unreasonable interference with the school or classroom instruction or program.

## Part B

### EXPULSION HEARINGS AND BOARD SUSPENSION REVIEW HEARINGS

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student shall be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall include:
  - a) The time, date, and place for the hearing.
  - b) What will happen during the hearing.
  - c) The specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d) A statement that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student shall not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a) Detail the specific reasons why removing the student from his or her learning environment is in the best interest of the school.
  - b) Provide a rationale for the specific duration for the recommended expulsion.
  - c) Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

- d) Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

## Part C

### SUSPENSION PROCEDURES AND NOTIFICATION

#### ~~Alternative Intervention Room (AIR)~~ CARE Room

The Superintendent or designee is authorized to maintain an ~~Alternative Intervention~~ a CARE Room. The program shall include, at a minimum, each of the following:

1. Before assigning a student to the ~~Alternative Intervention~~ CARE Room, students will understand the nature of the interventions being assigned per the infraction presented.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work in the ~~Alternative Intervention~~ CARE Room for equivalent academic credit.

#### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. Written notice of suspension to the parent(s)/guardian(s) and the student, which shall include:
  - a) Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b) Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c) Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d) Provide a rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e) Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted;

- b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student; and
  - c) That the student's continuing presence in school would either:
    - i) Pose a threat to the safety of other students, staff, or members of the school community, or
    - ii) Substantially disrupt, impede, or interfere with the operation of the school.
- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (c) and (d) in number 4, above.

## Part D

### SPECIAL EDUCATION GENERAL PROCEDURES AND DISCIPLINARY ACTIONS

- The District shall comply with the provisions of the Individuals With Disabilities Education Act ("IDEA") when disciplining students.
- No special education student will be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his disability may be expelled pursuant to Expulsion Procedures, except that such disabled student shall receive educational services as provided in the IDEA.
- A special education student may be suspended for an aggregate of ten (10) days of school per school year, regardless of whether the student's gross disobedience/ misconduct is a manifestation of his disabling condition, except that such student shall receive educational services in accordance with the IDEA.
- Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the exclusion is warranted because maintaining the student in his current placement is substantially likely to result in injury to himself or others.
- A special education student who has carried a weapon to school or to a school function; who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function; or who has inflicted serious bodily injury upon another person while at school or at a school function may be removed from his current placement and placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

#### **Special Education Suspension Procedures**

1. All suspension notices and suspension review procedures set forth under Suspension Procedures must be followed in suspending a special education student. In addition, a special education student who is suspended from school shall receive educational services in accordance with the IDEA.
2. The parents/guardians shall be informed in writing that they may request a case study evaluation or a due process hearing pursuant to the Special Education Rules and Regulations and the procedural safeguards of the IDEA.

3. No later than ten (10) school days after the decision to suspend the student for an aggregate of 10 or more days, the District shall convene a meeting to review the relationship between the student's disability and the behavior subject to the disciplinary action, in accordance with the provisions described in Paragraphs 2 – 4 below. In addition to reviewing whether the conduct is a manifestation of the student's disability, the team shall also review and, if appropriate, modify the student's behavior management plan. If there is no behavior management plan in place, the District shall develop an assessment plan to address the behavior.

### **Special Education Expulsion Procedures**

1. Prior to making a recommendation to expel a special education student, the authorized administrator will convene a Manifestation Determination Review (MDR) to determine whether the student's act of gross disobedience/misconduct is a manifestation of his disability.
2. At the Manifestation Determination Review, the MDR team shall include the members of the student's IEP team and other qualified personnel, including, but not limited to, the authorized administrator familiar with the act of misconduct.
3. In carrying out the Manifestation Determination Review, the team shall consider, in terms of the behavior subject to the disciplinary action, all relevant information, including:
  - (a) Evaluation and diagnostic results, including relevant information supplied by the parents;
  - (b) Observations of the student; and
  - (c) The student's IEP and placement.
4. The team shall make the following determinations regarding whether the student's conduct was a manifestation of his/her disability:
  - Was the misconduct caused by, or did it have a direct and substantial relationship to, the student's disability? OR
  - Was the misconduct the direct result of the LEA's failure to implement the IEP?
5. If, at the manifestation review conference, it is determined that the behavior of the student was a manifestation of his disability, the authorized administrator will not recommend expulsion. The authorized administrator may request a review of the appropriateness of the educational placement of the student in accordance with the Special Education Rules and Regulations. During the period necessary to propose a new placement, the student will remain in his then-current placement unless:
  - The student has not previously been suspended for a period exceeding ten (10) school days during the same school year, in which case the student may be suspended for a maximum of ten (10) school days less such previous suspension(s);
  - Parents and school district agree on an interim placement; or
  - The school district obtains an order from a court of competent jurisdiction or a State of Illinois hearing officer changing the then-current placement or providing for other appropriate relief.
6. If, at the manifestation review conference, it is determined that the behavior of the student was not a manifestation of his disability, the authorized administrator may recommend expulsion to the Board. The expulsion notice to the parents/guardians sent pursuant to Expulsion Notification under Expulsion Hearings and Board Suspension Review Hearings, will also include three (3) additional statements that:
  - (a) The parents are entitled to all rights provided under the IDEA and those set forth in the Special Education Rules and Regulations, as available to the parents from the School District. A copy of parents' rights shall be included with the notice of the expulsion hearing.
  - (b) In addition to issues regularly determined at an expulsion hearing, the authorized administrator must present evidence that the manifestation review team met and concluded that the student's misconduct was not a manifestation of his disability, which shall be duly noted by the Board of Education.
  - (c) The administration shall ensure that relevant special education and disciplinary records of the student are transmitted for consideration by the Board of Education.

7. If a special education student is expelled from school in accordance with the procedures set forth above, the District shall convene an IEP meeting to develop an educational program to deliver educational services to the student during such period of expulsion.

**Special Education Disciplinary Actions**

The following caveats apply to the items in the list: (1) Disciplinary actions must have no adverse effect on IEP goals and objectives; and (2) disciplinary actions must not be applied in a discriminatory manner.

Written Reprimand	Permissible.
Written Warning	Permissible.
Isolated Time Out	Permissible if included in the student’s (IEP) behavior management plan, and must be followed up with specific documentation and shared with the parent.
Study Carrels	Permissible.
Restriction of Privileges(Social Probation)	Permissible.
Physical Restraint	Permissible ONLY if student is a danger to self or others and must be followed up with specific documentation and shared with parent.
Detention (lunch, recess, after school)	Permissible.
In-School Suspension	Permissible if <del>supervised by certified special education teacher</del> <b>support from certified SPED is available</b> and/or if student’s IEP is carried out.
Aversive Therapy/Devices	PROHIBITED.
Bus Suspension	Permissible. Counts as part of 10-day aggregate days of suspension if the child is unable to attend school because of the bus suspension.
Exclusion from Extracurricular Activities	Permissible as long as participation is not central to achievement of IEP goal.
Emergency Suspensions	Permissible for up to an aggregate of ten (10) consecutive school days if the procedures described in Section E are followed.
Suspension	Permissible for no more than ten aggregate school days per year if the procedures described in Part E are followed.
Alternative School Placement	Permissible as long as change of placement is made through regular IEP process.

Expulsion

Permissible if act of disobedience/misconduct is not a manifestation of the student's disability and if educational services are provided to the student.

## Part E

### SEARCHES OF STUDENTS AND STUDENT LOCKERS/SEIZURE OF PROPERTY

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment. School authorities are authorized to conduct searches of students and their personal effects where there is reasonable and individualized suspicion that the student is committing, is about to commit, or has committed an offense. "School Authorities" includes school liaison police officer. See the complete policy in Section III, Part D, of this document.

## Part F

### PROCEDURES FOR HANDLING MISCONDUCT ON BUS

1. A bus driver shall work with children to minimize misconduct on the bus.
2. If a student misbehaves on a bus, the driver may issue a Bus Misconduct Referral. A copy of the referral shall be given to the student, the school and the bus company. A representative of the bus company must report serious misbehavior to the principal or designee on the same day or in the morning of the next school day. Upon receiving a misconduct referral, the principal or designee shall make the determination of the action to be taken and shall notify the bus company and parents/guardian. (Parents/guardians shall be notified in writing. They shall be expected to sign the letter and return it promptly to the principal or designee.) Conduct resulting in a bus suspension of 1-10 days shall be determined at the discretion of the principal or designee. Conduct resulting in a bus suspension of greater than 10 days shall be determined at the discretion of the Board.
3. If the student's conduct is severe, the principal or designee may use any of the steps outlined under Section II, Part B, *Range of Administrative Consequences/Interventions*, in disciplining the student. The bus company and parents shall be notified of action taken.
4. Special education students who are removed from the bus and do not attend school because of the bus suspension will have these days counted as part of the ten (10) day limit.

The district is not responsible for the conduct of students at the city bus stop. This responsibility lies with the parents.

## SECTION II

### GENERAL CONSEQUENCES

## Part A

### EXPECTATIONS

Students representing their school or attending a school-sponsored activity at a location other than their own school shall conform to the same standards of conduct expected in the school. Infractions are subject to the appropriate Administrative Discipline Consequences. Police or juvenile authorities and the Superintendent of Schools shall be notified of illegal infractions.

Teachers at every level must be on the alert for behavioral problems which indicate a need for help. Early detection and consistent work with the student and parents/guardians enhances the probability for successful adjustment. Administrative Discipline Consequences shall be implemented which assist in teaching the acceptable behavior when at all possible.

Any of the procedures described in Administrative Discipline Consequences may be utilized to try to prevent minor problems from becoming major problems (except as limited by the student conduct regulations—see Part B, *Range of Administrative Consequences/Interventions*).

- Each teacher is expected to maintain a classroom climate favorable to learning and to handle most behavioral problems through teacher-student interaction. Teachers are to establish a Classroom Management Plan to be approved by the appropriate administrator and implemented prior to making an office referral, unless the behavior is of such serious nature that immediate office referral is warranted.
- If the above procedures are not producing the desired results, the teacher shall confer with the principal, counselor, social worker or assistant principal. The participants shall implement whatever plans they devise for corrections.
- If deemed advisable, a parent/guardian-teacher-student conference may be held.
- A modified school day or temporary time-out from normal activity may be used as an intervention if deemed necessary. This shall not be considered a suspension.

If a student persists in unacceptable behavior, the student shall be sent to the principal or assistant principal at the secondary level and the principal or the acting principal at the elementary level. Administrators may use any of the following appropriate Administrative Discipline Consequences/Interventions outlined in this code of conduct, depending upon the seriousness of the behavioral problem. See Part C, *Definitions for Consequences*, for distinction.

**Part B**

**RANGE OF ADMINISTRATIVE CONSEQUENCES/INTERVENTIONS**

The following range of consequences/interventions may be used to address student misbehavior. This list does not display a required sequence of disciplinary actions. These consequences/interventions may be utilized in any order at the discretion of the administrator, except where Board approval is required.

<ul style="list-style-type: none"> <li>• <del>Alternative—Intervention</del> CARE Room (AIR)</li> <li>• Transition Room</li> <li>• Detention (before/after school or lunch)</li> <li>• Expulsion (Board approval required)</li> <li>• Out-of-School Suspension</li> <li>• Parent Contact</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to an Alternative Education Program</li> <li>• Restitution</li> <li>• Social Probation</li> <li>• Supervision Room/Isolated Time-Out</li> <li>• Warning</li> </ul>
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Parent notification shall occur for all consequences/interventions excluding warnings and lunch detentions and shall be made by: writing, email, text, phone, and/or in person. Support Services may occur at all levels in the *Range of Administrative Consequences/Interventions*.

**DEFINITIONS OF CONSEQUENCES/INTERVENTIONS (placed in alphabetical order)**

Alternative Intervention CARE Room (AIR)

~~Alternative Intervention~~ CARE Room serves a multifunctional purpose to support the needs of the student. This room will serve as an opportunity for students to self-regulate, participate in behavioral modification strategies, self-reflection, coping skills, and other restorative practices. In addition to support strategies, students will be given the opportunity to complete academic assignments for equivalent credit.

### Transition Room

Transition Room supports the extended needs of students at the Secondary level. This room is used for students needing additional academic support, credit recovery, extended care, and for students transitioning to and from alternative education. This room's purpose is to prevent the lapse of academic progress while providing unique educational opportunities.

### Detention

Time assigned the student by a staff member or administrator to be served outside of the academic portion of the school day.

### Expulsion

Board of Education approved exclusion of a student for a period of time greater than ten (10) attendance days but not to exceed two (2) calendar years. Expelled students are not allowed on District #61 property or allowed to attend any activity sanctioned by the Decatur Schools until their term of expulsion has been completed, except for the limited purpose of attending an alternative school on district property.

### Out-of-School Suspension

A temporary exclusion of a student from school (including all activities sanctioned by Decatur Schools), from all school district property, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) attendance days unless approved by the Board of Education. A student may be suspended from riding the school bus in excess of ten (10) attendance days for safety reasons. It is the responsibility of the parent to transport the student to and from school if the student is suspended from the bus. (Refer to Part E, *Special Education Suspension Procedures*, for special education students.)

### Parent Contact

Parents/Guardians are notified of the discipline concern by phone, mail, and/or in person.

### Parent Conference

A formal scheduled meeting with parents/guardians to discuss a student's behavior.

### Referral to an Alternative Education Program

Referral to an alternative education program, which students attend in place of their regular attendance center. If more than 10 days, parents/guardians will need to agree to the length of stay in writing.

### Restitution

Students may be required to perform simple work consistent with the nature of the offense committed to remedy the damage which they or others have caused to property or grounds—for example: removal of gum from under desks and seats, repair of damaged property, removal of gang identifiers painted on buildings, repair of grounds damaged by vehicles, etc. Restitution can be assessed based on equivalent replacement or compensation for loss, damage, or injury caused.

### Social Probation

Exclusion from participation in and/or attendance at an extracurricular school-sanctioned activity.

### Supervision Room/Isolated Time-Out

Temporary holding situation: Students are placed in the Supervision Room for one or two class periods after a staff member has removed them from a class or situation for disciplinary reasons. During a

supervision period, the student will work on class assignments under the supervision of a district employee (used with students with IEPs).

#### Warning

Students are told that repeated offense(s) will result in more severe disciplinary action.

### Part C

## INTERVENTIONS AND RESOURCES

### **Support Services**

Services which may be recommended and/or provided to students and/or families by varying levels of district employees, including building level intervention team members and Student Services employees. These services may include, but are not limited to, counseling, monitoring, and follow-ups by district staff.

### **Continuum of Support Services**

The creation of a positive school culture requires students, families, teachers, and administrators to work together to uphold and respect each other's rights and responsibilities.

### **AWARE (Advancing Wellness and Resilience in Education) Counselors**

#### Overview

~~Decatur Public Schools has partnered with Heritage Behavioral Health Center to provide AWARE Counselors to the six Project IL AWARE Schools (MacArthur High School, Stephen Decatur Middle School, South Shores Elementary, Durfee Magnet, Garfield Montessori, and Phoenix Academy). The goals of the Project IL AWARE grant are to increase access to comprehensive and coordinated behavioral health services, establish a Multi-Tiered System of Support (MTSS), and increase mental health literacy. This will be accomplished by housing AWARE Counselors in the buildings.~~

### **Mental Health Counselors**

Per the Illinois Mental Health and Developmental Disabilities Code (405 ILCS 5/3-501(a), minors between the ages of 12-17 are allowed to receive up to eight (8) 90-minute sessions of counseling before the worker makes a service decision. Parent/guardian permission is required for more than the eight (8) sessions.

### **Multi-Tiered System of Support**

Schools have been working to develop their continuum of available and appropriate support services. These services are accessible to all students, and the frequency (as well as duration) of interventions increase based on the needs of students. A Multi-Tiered System of Support provides three tiers of intervention, and a problem-solving process for students both academically and behaviorally. The tiers provide a layering approach to intervening with additional targeted skill-building for students.

Tier 1- provides intervention and prevention supports for all students.

Tier 2- provides intervention for students who have received all Tier 1 supports and are identified based on accumulated data points as needing additional support.

Tier 3- provides intervention for students who have received all Tier 1 and Tier 2 supports and are identified based on accumulated data points as needing more intensive supports.

Within the Multi-Tiered System of Support, schools use evidence-based approaches and practices for students needing additional supports.

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach that helps schools use effective interventions accurately and successfully.

Behavior Intervention Support Team (BIST) is a behavior management plan that partners adults with students to help them manage and regulate disruptive or hurtful behavior over time.

Restorative Practices is a philosophy that seeks to establish norms of behavior and recognize any and all harm done to relationships and individuals, with the goal of making things right. Restorative Practices' three main goals are Accountability, Community Safety, and Competency Development.

## Part D

### DISCIPLINE VIOLATIONS AND RANGES OF CONSEQUENCES

All parents/guardians and students shall be aware that some of the acts listed below, as well as violations of the Safe School Zone, can also bring criminal prosecution and penalties as well as school disciplinary action, even if methods such as Restorative Justice are used. The school, the police or state's attorney, parents/guardians and/or students can bring legal action. The District will notify the police department of any act involving illegal drugs, weapons, and/or battery of district employees.

#### INFRACTIONS FOR LEVEL ONE

Violation of the District drug policy occurs when a student or students are involved in using, being under the influence, possessing, distributing, purchasing, or selling illegal drugs or controlled substances on school district property or at any school event or activity. ***Infractions are reported electronically (known as referrals) by staff to administration.*** The asterisk (\*) indicates violations that may be reported to the police.

#### **Disruptive Behavior/Horseplay**

Disruptive Behavior/Horseplay occurs when a student engages in a brief behavior that disrupts the education of others. Examples: tapping their pencil on the desk, singing, making jokes.

#### **Dress Code Violation**

Dress Code Violation occurs when a student is determined by a staff member to be out of compliance with the dress code or uniform policy and refuses to become compliant.

#### **Failure to Serve Detention**

Failure to Serve Detention occurs when a student knowingly fails to serve a detention as prescribed by principal or his/her designee.

#### **Tardy (Repeated Unexcused)**

The Decatur Public Schools do not penalize students who come late to school occasionally for reasons recognized by the State of Illinois as valid causes for missing school. Please refer to pages 9-10 regarding the district tardy policy. Students who arrive tardy to class during the school day disrupt the lesson and hinder learning. Students are considered tardy to class when they arrive to class after the tardy bell (start of class) without a valid pass from the building administrator or designee. If the tardiness becomes habitual, administrators or designee will meet with parents/guardians to determine the cause and develop a plan of assistance. Tardies to class will start over each quarter.

### LEVEL ONE CONSEQUENCES

ELEMENTARY	SECONDARY
First Offense and Subsequent Offenses <ul style="list-style-type: none"> <li>Parent/Guardian Contact through 3 days in Alternative Intervention CARE Room</li> </ul>	First Offense and Subsequent Offenses <ul style="list-style-type: none"> <li>Parent/Guardian Contact through 3 days in Alternative Intervention CARE Room</li> </ul>

**Possible Interventions for Level One**

- Circles Class meetings
- ~~Alternative Intervention~~ CARE Room
- **Transition Room**
- Utilization of buddy classrooms
- Time-outs
- Classroom Triage
- Restorative conversations
- Building-Wide Expectation matrices
- Universal Expectations

\* Each classroom has a matrix of interventions for students which covers behavioral expectations and how the system is designed.

**INFRACTIONS FOR LEVEL TWO**

**Defiance**

Defiance occurs when a student or students fail to follow reasonable directions of school personnel. Examples: Pull up your pants, report to the office, and sit down.

**Electronic Devices**

Electronic Devices violation occurs when a student makes/receives incoming calls and/or text messaging for personal use during instructional time, or uses an electronic device to take a video of students or staff during the school day or school-sanctioned events without permission. An example of unauthorized video recording is taking a video of staff or students during class or recording fights between students; this includes, but is not limited to: electronic signaling devices, cell phones, pagers, laptops, computers, hand-held devices of any kind, or a cellular radio telecommunication.

**Profanity/Obscenity**

Profanity/Obscenity occurs when a student or students use profane and/or obscene language or gestures and/or are in possession of magazines/literature with an overt sexual content.

**Skipping**

Skipping occurs when a student has been caught not attending a class or does not have a valid excuse or pass for not being in class.

**Technology/Network Violation**

Technology/Network Violation occurs when a student is involved with the district's computer system in a way that is prohibited as described in the Internet and Technology Use Policy. Violations can be minor or major. Examples of this include, but are not limited to: inappropriate videos, Facebook, email, music sites, pictures, etc. as outlined on pages 55-59. Some violations can be considered a major offense and will most likely result in a suspension from school or greater.

**\*Theft Under \$20**

The taking or using of public or private property that does not belong to the perpetrator without permission or authorization is prohibited. Restitution will be a part of the punishment whenever possible. Student(s) involved in theft can be arrested based on the Illinois Criminal Code. Theft (Minor) occurs when a student is involved with the taking or using of public or private property of nominal value without permission or authorization. (Examples include, but are not limited to: pencils, paper, school supplies, cash not exceeding \$20.00, food or drink items, etc.)

**\*Tobacco/Possession Paraphernalia**

Possession of tobacco or tobacco-related products including, but not limited to, cigarette lighter, cigarette paper, and electronic cigarettes is prohibited in Decatur Public Schools. The term “possession” includes having control, custody, or care of an object or substance, regardless of whether or not the item is on the student’s person, or contained in another item belonging to, or under the control of, the student, such as in the student’s backpack, automobile, locker, desk, or other property. Police or juvenile authorities may be contacted.

**Verbal Confrontation (No Physical Contact)**

Verbal Confrontation (No Physical Contact) occurs when a student uses violent or derogatory language towards any student or staff member. When a staff member identifies him/herself and tells the student to stop, the student shall do so immediately.

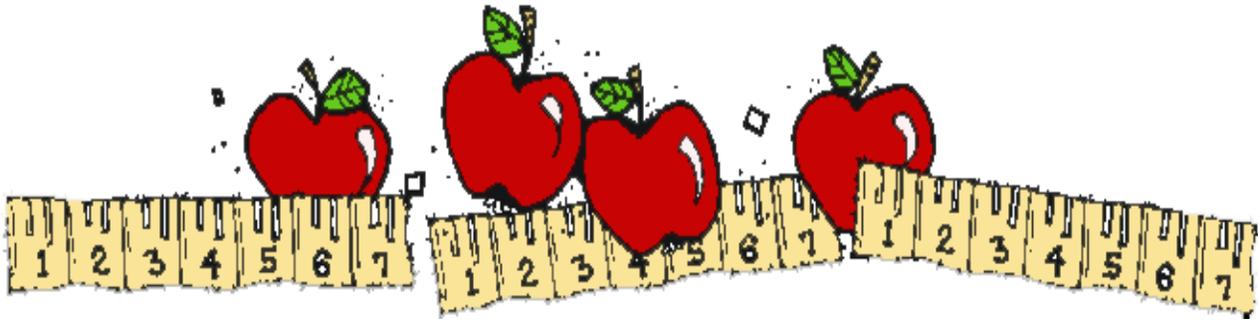
**LEVEL TWO CONSEQUENCES**

<b>ELEMENTARY</b>	<b>SECONDARY</b>
First and Subsequent Offenses <ul style="list-style-type: none"> <li>• Parent/Guardian Contact through 3 days Out-of-School Suspension</li> </ul>	First and Subsequent Offenses <ul style="list-style-type: none"> <li>• Parent/Guardian Contact through 3 days Out-of-School Suspension</li> </ul>

**Possible Interventions for Level Two**

- Circles Class meetings
- ~~Alternative Intervention~~ CARE Room for self-regulation
- Transition Room
- Classroom Triage
- Restorative Conversations
- Academic and/or Behavioral Planning Meetings
- Performing in School Community Service
- Ripple Effects
- Referral to Department of Student Services
- Check-in/Check-out or Check and Connect
- Social Skills group
- Mentoring

# Know the Rules



## INFRACTIONS FOR LEVEL THREE

### **Gambling**

Gambling occurs when a student is on school grounds, at a school function, or on school transportation and engages in an activity where money, cards, dice, or mutual items of interest are being used as a reward.

### **Gross Defiance**

Gross Defiance occurs when a student or students persistently refuse to follow staff directions and/or challenge the staff authority and school rules in such a manner that it places the student(s) or others in a dangerous situation.

### **Gross Disruptive Behavior/Horseplay**

Gross Disruptive Behavior/Horseplay occurs when a student or students are involved in rough play or behavior that could cause injury, and/or make statements (hoax) that result in the disruption of class, and continue after a staff member has repeatedly redirected those actions. Examples: tripping students in the hallway, running and throwing objects, flipping desk, and wrestling.

### **Harassment/Bullying**

Decatur Public Schools will not tolerate harassment, intimidating conduct, bullying, or cyber-bullying that interferes with a student's educational performance, or creates a hostile educational environment.

[\*Harassment or bullying based on gender, race, religion or sexual orientation are defined below.]

Bullying, intimidation, hazing and harassment are prohibited while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or during any school-sponsored education program or activity; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or through the transmission of information from a computer that is accessed at a non-school-related location, activity, function or program, or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school, if the bullying causes a substantial disruption to the educational or orderly operation of the school.

## **Definitions of Bullying**

Bullying means any intentional written, verbal, non-verbal, or physical behavior or action against another student, including (but not limited to) any threatening, insulting or dehumanizing gesture including cyber-bullying via social media and other internet outlets. The behavior(s) occur repetitively towards others and has or can be reasonably predicted to:

- (1) Exhibit an imbalance of power against another student;
- (2) Place the student or students in reasonable fear of harm to the student's person or property;
- (3) Cause a substantially detrimental effect on the student's physical or mental health;
- (4) Substantially interfere with the student's academic performance; and/or
- (5) Substantially interfere with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

## **Types of Bullying**

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Excluding/leaving out someone on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

## **Harassment or Bullying Based on Disability**

Harassment based on disability occurs when a student(s) performs unwanted actions against another person or group based on their mental or physical disability, perceived mental or physical disability, or medical condition. Examples include, but are not limited to, making threats and/or demands, name-calling, cruel comments, taunts, hand or body gestures, written documentation, harassment, intimidation, stalking, physical violence, destruction of property, retaliation for asserting or alleging an act of bullying, or attempting to make someone feel fearful in the educational environment.

## **Harassment or Bullying Based on Gender**

Harassment or bullying based on gender occurs when a student(s) commits an act of non-sexual intimidation or abusive behavior toward a person or group based on the person's actual or perceived sex, including harassment based on gender identity, gender expression, and non-conformity with gender stereotypes. Examples: making threats and/or sex-based demands, cruel comments, taunts, hand or body gestures, public humiliation, communication, or attempting to make someone feel fearful in the educational environment.

## **Harassment or Bullying Based on Race, Color, or National Origin**

Harassment based on race, color, or national origin occurs when a student(s) performs an act of bullying or harassment (as defined above) against another person or group based on their race, color of

their skin, facial features, texture of their hair, or national origin. Examples: making threats and/or demands, racial or ethnic slurs, cruel comments based on race or ethnicity, taunts, hand or body gestures, written comments or communications, or attempting to make someone feel fearful in the educational environment.

**Harassment or Bullying Based on Religion**

Harassment based on religion occurs when a student(s) performs an act of bullying or harassment (as defined above) against another person or group based on their religious beliefs or perceived religious beliefs. Examples: making threats and/or demands, religious slurs, cruel comments, taunts, hand or body gestures, written communication, or attempting to make someone feel fearful in the educational environment.

**Harassment or Bullying Based on Sexual Orientation**

Harassment based on sexual orientation occurs when a student(s) performs an act of bullying or harassment (as defined above) against another person or group based on their sexual orientation, or perceived gender or sexual orientation, or for failing to conform to stereotypical notions of masculinity or femininity. Examples: making threats and/or demands; cruel comments such as calling someone “fag,” “queer,” “homo,” or “dyke”; taunts; hand or body gestures; written documentation; or attempting to make someone feel fearful in the educational environment.

- There is a form available for parents to fill out if they feel their child is the victim of bullying. This form can be found on the DPS 61 website under Student Services. Click on Bullying Prevention to find the link and print the form.

**\*Theft (Over \$20)**

The taking or using of public or private property that does not belong to the perpetrator without permission or authorization is prohibited. Restitution will be a part of the punishment whenever possible. Student(s) involved in theft can be arrested based on the Illinois Criminal Code. Theft over \$20 occurs when a student is involved with the taking or using of public or private property of DPS, staff or students more than nominal value without permission or authorization. Police or juvenile authorities may be contacted.

**\*Vandalism**

Vandalism occurs when a student is involved with destruction of, or causes damage to, public or private property. Restitution will be part of the discipline. The parents/guardians and student will be billed by the business office for the cost of damages. Students may also be required to perform work to repair damage caused to property or grounds. Police or juvenile authorities may be contacted.

**LEVEL THREE CONSEQUENCES**

<b>ELEMENTARY</b>	<b>SECONDARY</b>
First and Subsequent Offenses <ul style="list-style-type: none"> <li>• Parent/Guardian Contact through referral to Alternative Education placement</li> <li>• Restitution (if applicable)</li> </ul>	First and Subsequent Offenses <ul style="list-style-type: none"> <li>• Parent/Guardian Contact through referral to Alternative Education placement</li> <li>• Restitution (if applicable)</li> </ul>

### Possible Interventions for Level Three

- Circles Class meetings
- Classroom Triage
- Restorative conversations
- Peer Mediation
- Referral to Problem-Solving Team
- Academic and/or Behavioral Planning meetings
- Ripple Effects
- Referral to Department of Student Services
- Referral to Outside Agency support services
- FBA/BIP
- Restorative Conferences
- Referral to Alternative Education for short-term stay
- Targeted Check-in/Check-out or Check and Connect
- Social Skills group
- Mentoring

### INFRACTIONS FOR LEVEL FOUR

#### **\*Acts Disrupting School**

Students participating in an activity or act that results in a major disruption to the school environment or endangers the well-being of all students, staff, or school. Police or juvenile authorities may be contacted.

#### **\*Alcohol Influence/Possession**

Possession of alcoholic beverages or any substance containing alcohol is prohibited. A student who is on school property or at a school activity and is under the influence of alcohol will be treated as though he has alcohol in his possession. The term "possession" includes having control, custody, or care of an object or substance, regardless of whether or not the item is on the student's person, or contained in another item belonging to, or under the control of, the student, such as in the student's backpack, automobile, locker, desk, or other property. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions or to be on school property, and will be treated as though they had the prohibited substance, as applicable, in their possession. Police or juvenile authorities may be contacted.

#### **\*Arson**

Arson occurs when a student participates or is involved in deliberately setting fire to property. Police or juvenile authorities may be contacted.

#### **\*Bomb Threat**

Bomb Threat occurs when a student is involved with making threats to blow up the school, or any portion of the school, or other district property whether it is intentional or a hoax. Police or juvenile authorities will be contacted. This may result in criminal penalties for any student who makes a bomb threat involving school or on school grounds.

#### **\*Extortion**

The attempts to obtain the money or the possessions of another person by the use of threats or force. Police or juvenile authorities may be contacted.

### **\*False Alarms**

False Alarms violation occurs when a student is involved with, but is not limited to, intentionally pulling the fire alarm when there is no fire or threat of a fire, or making calls to 911 or police to report false information (hoax) that results in the disruption of school or school activities. Police or juvenile authorities may be contacted. This may result in criminal penalties for any student who makes a threat or false report involving school or on school grounds.

### **\*Forced Sexual Misconduct (Criminal Sexual Assault)**

Forced Sexual Misconduct (Criminal Sexual Assault) includes an act of sexual penetration through the use of force or threat of force, or when the person commits the act knowing that the victim is unable to understand the nature of the act, or is unable to give knowing consent; or the perpetrator is 17 years of age or over and holds a position of trust, authority or supervision in relation to the victim. Police or juvenile authorities will be contacted.

### **\*Gang-Like Activities**

Gang-Like Activities occur when any person(s) whose purpose includes the commission of any act that violates any school rule or violates any local, state or federal law, are on school grounds, on a school bus or at any school or school-related activity, and engage in any activity including, but not limited to, the following:

1. Wearing, using, possessing, drawing, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, or any other thing(s) that are evidence of membership or affiliation in any gang;
2. Committing any act or omission or using any speech, either verbal, non-verbal or symbolic (such as gestures or handshakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act in furtherance of the interests of any gang or gang activity, including but not limited to: (a) inciting violence or acting in a violent manner where students, faculty, staff or others are placed in danger or placed in a position where danger may be anticipated; (b) acting in a manner or causing others to act in a manner where property is or may be damaged or defaced; (c) intimidating a person to perform or omit to perform an act as defined by Section 12-6 of the Illinois Criminal Code; (d) soliciting others for membership in any gang; (e) requesting any person to pay protection money; (f) extorting money, gambling and/or engaging in prostitution; and (g) engaging in an act that violates any school policy or local, state or federal law. Police or juvenile authorities may be contacted.

### **\*Illegal Drugs/Controlled Substances (Under the Influence, Possession, Sale or Distribution)**

Illegal Drugs/Controlled Substances occurs when a student or students are involved in using, being under the influence, possessing, distributing, purchasing, or selling the following on school district property or at any school event or activity:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
- b. Any substance that contains chemicals which produce effects similar to illegal substances, including, but not limited to, cathinones/bath salts, and synthetic cannabinoids/Spice and K2.
- c. Any anabolic steroid unless being administered in accordance with a physician's prescription.
- d. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list, unless administered in accordance with a physician's prescription.
- e. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions. Students who are not authorized to have prescription medications at school under the District's Medication at School guidelines may not be in possession of prescription medication on school property.
- f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause

intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- h. Drug paraphernalia, including all equipment, products and materials of any kind which are intended to be used unlawfully to: (a) ingest, inhale, inject, or otherwise introduce into the human body, cannabis, illegal drugs, controlled substances, synthetic cannabinoids, or look-alikes thereof, into the body; or (b) process, prepare, test, package, store, or conceal cannabis, illegal drugs, controlled substances, synthetic cannabinoids or look-alikes thereof.

The term "possession" includes having control, custody, or care of an object or substance, regardless of whether or not the item is on the student's person, or contained in another item belonging to, or under the control of, the student, such as in the student's backpack, automobile, locker, desk, or other property. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions or to be on school property, and will be treated as though they had the prohibited substance, as applicable, in their possession. Police or juvenile authorities may be contacted. In cases involving marijuana, narcotic drugs or methamphetamines, police will be contacted.

**\*Physical Attack/Fight With a Firearm or Explosive Device Against Staff**

Physical Attack/Fight With a Firearm or Explosive Device Against Staff occurs when a student **intentionally or unintentionally** causes or attempts to make physical contact with any staff with or while in the possession of any firearm or explosive device. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students who instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities will be contacted. A firearm or explosive device refers to any weapon that is designed to expel a projectile by the action of an explosive. This includes guns, bombs, grenades, rockets, pipe bombs or similar devices designed to explode and capable of causing bodily harm or property damage.

**\*Physical Attack/Fight With a Firearm or Explosive Device Against a Student**

Physical Attack/Fight With a Firearm or Explosive Device Against a Student occurs when a student intentionally causes or attempts to make physical contact with any student with or while in the possession of any firearm or explosive device. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students who instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities will be contacted. A firearm or explosive device refers to any weapon that is designed to expel a projectile by the action of an explosive. This includes guns, bombs, grenades, rockets, pipe bombs or similar devices designed to explode and capable of causing bodily harm or property damage

**\*Physical Attack/Fight With a Weapon Against Staff**

Physical Attack/Fight With a Weapon Against Staff occurs when a student **intentionally or unintentionally** makes physical contact with staff with or while in the possession of **any object** that can be used as a weapon, not including a firearm or explosive device. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students who instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities will be contacted. Weapons include but are not limited to: knives, tasers, BB guns, air soft pistols, paintball guns, brass knuckles, billy clubs, or any

other object if used or attempted to be used in a menacing manner or to cause bodily harm, including look-alike weapons.

**\*Physical Attack/Fight With a Weapon Against Students**

Physical Attack/Fight With a Weapon Against Students occurs when a student intentionally makes or attempts to make physical contact with any student with **any object** that can be used as a weapon, not including a firearm or explosive device. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students who instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities will be contacted. Weapons include, but are not limited to: knives, tasers, BB guns, air soft pistols, paintball guns, brass knuckles, billy clubs, or any other object if used or attempted to be used in a menacing manner or to cause bodily harm, including look-alike weapons.

**\*Physical Confrontation With Staff**

Physical Confrontation With Staff occurs when a student is involved with ***intentionally or unintentionally*** causing injury or attempting to cause injury to the staff member. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Prohibited actions include (but are not limited to) the intentional or unintentional pushing or hitting of staff when staff is attempting to break up a confrontation between students.

**\*Physical Confrontation With Students**

Physical Confrontation With Students occurs when a student intentionally causes or attempts to cause physical injury to any student. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Police or juvenile authorities may be contacted.

**\*Robbery**

Robbery occurs when a student or students knowingly take an item or items not belonging to them from a person by the use of physical force or by threatening the imminent use of force. Example: demanding an item with the threat of bodily injury. Police or juvenile authorities may be contacted.

**\*Robbery With a Firearm**

Robbery With a Firearm occurs when a student or students knowingly take an item or items not belonging to them with the use of a firearm. Example: approaching someone with a firearm and demanding items. Police or juvenile authorities will be contacted.

**\*Robbery With a Weapon**

Robbery With a Weapon occurs when a student or students knowingly take an item or items not belonging to them from a person with the use of a weapon. Example: approaching someone with a weapon that can cause injury when used and demanding items from the person. Police or juvenile authorities will be contacted.

**\*Robbery Without a Weapon**

Robbery Without a Weapon occurs when a student knowingly takes an item or items not belonging to them from a person with the intent to steal the item. Police or juvenile authorities may be contacted.

**\*Sexual Battery**

Sexual Battery is any unwanted contact with an intimate part of a person's body, whether directly or through clothing. Police or juvenile authorities will be contacted.

**\*Sexual Misconduct**

Sexual Misconduct includes, but is not limited to, students engaging in sex, providing sexual favors and/or other acts of a sexual or arousing nature, exposing one's body parts, showing or distributing

pornography, touching, sexting, and/or use of any social media in this context, and talk of a sexual nature while on any school property (including school bus), school functions, or school-related events.

**\*Threats to Staff With a Firearm**

Threats to Staff With a Firearm occurs when a person uses a firearm for the purpose of intimidating or causing the staff member to be in fear of physical injury to their person. Firearm includes any weapon that is designed to expel a projectile by the action of an explosive. This includes guns, bombs, grenades, rockets, pipe bombs or similar devices designed to explode and capable of causing bodily harm or property damage. Police or juvenile authorities will be contacted.

**\*Threats to Students With a Firearm**

Threats to Students With a Firearm occurs when a person uses a firearm for the purpose of intimidating or causing the student to be in fear of physical injury to their person. Firearm includes any weapon that is designed to expel a projectile by the action of an explosive. This includes guns, bombs, grenades, rockets, pipe bombs or similar devices designed to explode and capable of causing bodily harm or property damage. Police or juvenile authorities will be contacted.

**\*Threats to Staff With a Weapon**

Threats to Staff With a Weapon occurs when a student uses any item for the purpose of intimidating or causing a staff member to be in fear of physical injury to their person. Police or juvenile authorities will be contacted. Weapons include, but are not limited to, knives, baseball bats, medical paraphernalia, pipes, bottles, locks, scissors, pencils and pens (if used or attempted to be used in a menacing manner or to cause bodily harm).

**\*Threats to Students With a Weapon**

Threats to Students With a Weapon occurs when a student uses any item for the purpose of intimidating or causing a student to be in fear of physical injury to their person while in a school building, on school grounds, or any school-related activities. Weapons include, but are not limited to, medical paraphernalia, knives, baseball bats, pipes, bottles, locks, sticks, pencils and pens (if used or attempted to be used in a menacing manner or to cause bodily harm). Police or juvenile authorities will be contacted.

**\*Threats to Staff Without a Weapon**

Threats to Staff Without a Weapon occur when a student is involved with actions or conduct that causes or attempts to cause a staff member to be in fear of physical injury to their person or damage to their personal property. Police or juvenile authorities may be contacted.

**\*Threats to Students Without a Weapon**

Threats to Students Without a Weapon occur when a student is involved with actions or conduct that causes or attempts to cause any student to be in fear of physical injury to their person or damage to their personal property. Police or juvenile authorities may be contacted.

**\*Trespassing/Loitering**

Trespassing/Loitering occurs when a student is suspected of being on school property without authorization and refuses to show proper identification or leave when directed to do so by any staff member. **The police may be notified and student may be subject to arrest.**

**\*Weapon-Related**

**I. Weapon-Related: Possession (a)**

Possession, use, control or transfer of guns, firearms, rifles, shotguns, knives (not including a knife that is prohibited by law) or tasers or look-alikes is prohibited in school buildings, on campus (school grounds) or at a school activity. Look-alikes include, but are not limited to, BB guns, air-soft pistols, paintball guns, cigarette lighters and laser pointers shaped like a gun.

**II. Weapon-Related: Possession (b)**

Possession of explosives and all other weapons, including (but not limited to) weapons as defined by Section 24-1 of the Criminal Code (720 ILCS 5/24-1), including knives that are prohibited by law, brass knuckles, billy clubs, or look-alikes thereof, is prohibited in school buildings, on campus (school grounds) or at a school activity.

**LEVEL FOUR CONSEQUENCES**

<b>ELEMENTARY</b>	<b>SECONDARY</b>
First and Subsequent Offenses <ul style="list-style-type: none"> <li>• Parent/Guardian Contact through recommendation for up to 2 calendar years of expulsion</li> </ul>	First and Subsequent Offenses <ul style="list-style-type: none"> <li>• Parent/Guardian Contact through recommendation for up to 2 calendar years expulsion</li> </ul>

**Possible Interventions for Level Four**

- Circles Class meetings
- **Transition Room**
- Classroom Triage
- Restorative conversations
- Referral to Problem-Solving Team
- Referral to outside agency for behavioral intervention support
- Academic and/or Behavioral Planning meetings
- Ripple Effects
- ~~Substance Abuse Restorative Practices program~~
- Referral to Department of Student Services
- Referral to Outside Agency support services
- FBA/BIP
- Restorative Conferences
- Referral to Alternative Education
- Targeted Check-in/Check-out or Check and Connect
- Social Skills group
- Mentoring

**SECTION III**

**OTHER POLICIES**

**Part A**

**INTERNET and TECHNOLOGY USE POLICY**

**Acceptable Use**

The use of DPS 61 technology resources is a privilege and not a right. The privilege of using the technology resources provided by DPS 61 is not transferable or extendable by students to groups outside the district and terminates when a person is no longer a student of DPS 61. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the School District technology resources may be denied, and the appropriate disciplinary action may be applied per the Student Code of Conduct. Law enforcement agencies may be notified in appropriate cases.

#### DPS 61 Student Responsibilities:

- Read, understand and follow the DPS 61 Acceptable Use Policy.
- Use devices in a responsible and ethical manner.
- Obey general school rules and district policies concerning behavior.
- Use technology resources in an appropriate manner that does not result in the informational damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Use any information obtained via DPS 61’s network at your own risk. DPS 61 specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Report physical damage to devices immediately to the Technology Department.
- Secure devices against theft or loss.
- Help DPS 61 protect devices by contacting the Technology Department about any security problems encountered.
- Monitor all activity on your account(s).
- Turn off and secure devices after you are done working to protect work and information. Securing the devices includes storing device out of sight and in a secure location.
- Respect the rights of copyright owners.

#### Prohibited Student Activities:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates any existing DPS 61 Board Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Spamming or sending mass or inappropriate emails.
- Gaining access to others’ accounts.
- Gaining access to others’ files and/or data without permission.
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Bypassing the DPS 61 web filter through a web proxy, phone tethering, and any other means, including utilizing a non-district network during the school day.
- Bullying.

#### Device Care:

The devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excess pressure.

- Do not expose the device to any liquid, including water, drinks, rain, etc.
- Do not lean on the top of the device when it is closed.
- Do not place anything near the device to put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Do not “bump” the device against desks, lockers, walls, car doors, floors, etc.
- Never leave any object on the keyboard.
- No labels or stickers may be applied to the computer without prior approval of the Technology Department.
- Students are responsible for maintaining their individual devices and keeping them in good working order.
- Clean the screen with a soft, dry cloth or anti-static cloth or with a screen cleaner designed specifically for LCD-type screens.

Device cases furnished by DPS 61 must be returned with only normal wear and no alterations to avoid paying a case replacement fee.

Devices that malfunction or are damaged must be reported to the DPS 61 Technology Department. The school district will be responsible for repairing devices that malfunction.

Devices that have been damaged from student misuse, neglect or accident will be repaired. If the damages to a device are not covered under the warranty, and/or do not have it covered under their homeowner’s insurance, the student’s family will be responsible for the total cost of repairs up to the replacement cost of the device. Students may be provided a temporary device while their assigned device is being repaired.

Devices that are stolen must be reported within twenty-four (24) hours to the building administrator, Technology Department, appropriate Police Department, or appropriate County Sheriff’s Department. Police reports shall not be filed if the device is misplaced or left unintentionally. Devices that are lost must be reported to DPS 61 Technology Department through an established procedure.

#### Legal Propriety:

Students must comply with trademark and copyright laws and all license agreements. If the student is unsure, ask a staff member for guidance.

Use or possession of hacking software is strictly prohibited and violators are subject to discipline. Violation of applicable state or federal law may result in criminal prosecution and/or disciplinary action by the District, including expulsion or police involvement.

The Decatur Public School District owns and operates the equipment and software that compose our network resources. The school is obligated to take steps to insure that all facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of the District’s network resources or district-owned devices is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete any electronic file.

The District does not have control of the information on the Internet or incoming emails, nor does it provide any technical barriers to account holders accessing the full range of information while not

connected to the School District's network. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of Decatur Public Schools District. While the District's intent is to make Internet access available for educational goals and objectives, account holders may have the ability to access other materials as well. Students shall obey the Acceptable Use Policy when using the Internet on the network and/or the device.

District account holders take full responsibility for their access to the District's network resources and Internet. Specifically, DPS 61 makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder;
2. The costs, liability or damages incurred as a result of access to school network; or
3. Any consequences of service interruptions.

This policy exists along with all other District policies, rules, guidelines and procedures. Specific items not covered here may be addressed by other policies, District rules, guidelines, or procedures at the discretion of the Board of Education or its designee.

#### Security:

1. Do not leave laptops in unsupervised areas.
2. Staff will confiscate unsupervised or abandoned laptops.
3. Avoid using the laptop in areas where damage or theft is likely.
4. During after-school activities, students are still expected to maintain the security of the laptop. Students participating in sports events shall store laptops and use the same security measures as with their other personal items.
5. Each laptop has identifying labels including the serial number that is tied to the student. Students must not modify or destroy these labels.

#### Parent/Guardian Responsibilities:

1. Sign the Student/Parent Computer Agreement.
2. In order for students to be allowed to take their computers home, a student and his/her parent/guardian must sign the Student/Parent Computer Loan Agreement.
3. Monitor student use.
  - a. The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved. Suggestions include:
    - i. Investigate and apply parental controls available through your Internet service provider and/or your wireless router.
    - ii. Develop a set of rules/expectations for computer use at home. Don't forget rules for social networking, instant messaging, e-mailing, online gaming and using webcams. Some websites provide parent/child agreements for you to sign. The district will not block websites or otherwise limit the use of the device outside of school.
    - iii. Demonstrate a genuine interest in what your students are doing on the computer. Ask questions and request that they show you their work often.
2. Continually dialogue with your children about online safety.
  - a. Help your child(ren) understand what information shall be private.

- b. Explain that children shall post only information that you—and they—are comfortable with others seeing.
- c. Go where your child goes online or follow your child online.
- d. Teach your child(ren) to recognize and report:
  - i. Cyberbullying
  - ii. Online predators
  - iii. Exposure to inappropriate materials

### **Student and Parent Agreement**

1. Devices and computer bags, when stored in lockers, must be stored so that they will not be damaged by other locker contents.
2. Devices must be with the student at all times when transporting and using the device outside of the classroom.
3. Students whose parents have signed a Student/Parent Computer Loan Agreement and have been given permission by Decatur Public Schools staff will take devices home.

Do not:

- Allow others (other than a parent or district employee) to use your device.
- Use another student's device.
- Reveal your full name, personal address, phone number, school name or personal identifying characteristics (i.e., hair color, age, etc.) to anyone online.
- Deface your device or computer bag with stickers, markers, or graffiti, or remove any markings or tags placed there by technology staff.

Students are expected to:

- Convey the details about any knowledge of a security problem to their teacher without discussing it with other students.
- Notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Notify a teacher or administrator immediately if they accidentally access an inappropriate website.
- All videotaping, pictures, and any audiovisual recording is prohibited unless authorized by a teacher, principal or instructional coach as part of a class project.

The student will return the device to the school:

- At the end of the year and/or when requested by school administration;
- If he/she transfers to another school within Decatur Public Schools; or
- If he/she withdraws from Decatur Public Schools.

If the device is not returned to the school in any of the above scenarios within three (3) days after the initial withdrawal or transfer, it will be reported as stolen and a police report will be submitted to law enforcement. The device contains permanent tracking software so that missing laptops can be located by law enforcement.

Decatur Public Schools assumes no responsibility for any unauthorized charges, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal or unauthorized use of its computers (such as copyright violations).

Decatur Public Schools may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. Decatur Public Schools reserves the right to confiscate the property at any time.

*Notification (105 ILCS 75/15)*

Decatur Public Schools shall not request or require a student to provide a password or other account-related information in order to gain access to an account or social media profile. In the event of an investigation, students will be required to cooperate, and information regarding activity on an account or social media profile will be required to be shared in order to make a factual determination.

**Part B**

**ATHLETIC CODE**

**Extracurricular Athletics**

Student participation in School Board-approved extracurricular athletic activities is contingent upon the following:

1. The student must attain the academic standards set forth in the Parent-Student Handbook.
2. Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. A physical examination of the student must be conducted by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation must be submitted to the Building Athletic Director.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a written statement from the parent(s)/guardian(s) that the student is covered under a family insurance plan.

The Principal or Athletic Director shall maintain the necessary records to ensure student compliance with this policy.

Adopted: April 8, 1997

**Part C**

**SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent or a designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search shall be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, if the search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. A written report shall be made by school authorities who conducted the search and given to the Superintendent when drugs or weapons are found.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Adopted: July 8, 1997

**Part D**

**BULLYING AND HARASSMENT**

**Preventing Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall:

1. Fully implement and enforce each of the following Board policies:
  - a. 7:20, *Bullying, Intimidation and Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
  - b. 7:190, *Student Behavior*. This policy is to provide effective discipline and practices that ensure the safety and dignity of students and staff while maintaining a positive, weapons-free and drug-free environment, and keeping school property and the property of others secure.
  - c. 7:310, *Restrictions on Publications*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct; (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action; and (c) protecting students against retaliation for reporting such conduct.

2. Examine the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment, and contemplate taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Include bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation—and the State law requirement—that teachers and other certificated employees maintain discipline; and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourage all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involve students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicate the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicate this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment, and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engage in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assess the effectiveness of the various strategies, programs, and procedures and report the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Comply with State and federal law and ensure alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

- LEGAL REF.: 405 ILS 49/, Children's Mental Health Act  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7  
23 Ill.Admin.Code §§1.240 and §1.280.
- CROSS REF.: 2:240 (Board Policy Development)  
5:230 (Maintaining Student Discipline)  
6:60 (Curriculum Content)  
6:65 (Student Social and Emotional Development)  
7:20 (Harassment of Students Prohibited)  
7:190 (Student Discipline)  
7:220 (Bus Conduct)  
7:230 (Misconduct by Students with Disabilities)

## Part E

<b>PARENT-TEACHER ADVISORY COMMITTEE</b>
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Per Illinois School Code 105 ILCS 5/10-20.14 (from Ch. 122, par. 10-20.14):

Sec. 10-20.14. Student discipline policies; parent-teacher advisory committee.

(a) To establish and maintain a parent-teacher advisory committee to develop with the school board or governing body of a charter school policy guidelines on pupil discipline, including school searches and bullying prevention as set forth in Section 27-23.7 of this Code. School authorities shall furnish a copy of the policy to the parents or guardian of each pupil within 15 days after the beginning of the

school year, or within 15 days after starting classes for a pupil who transfers into the district during the school year, and the school board or governing body of a charter school shall require that a school inform its pupils of the contents of the policy. School boards and the governing bodies of charter schools, along with the parent-teacher advisory committee, must annually review their pupil discipline policies, the implementation of those policies, and any other factors related to the safety of their schools, pupils, and staff.

(a-5) On or before September 15, 2016, each elementary and secondary school and charter school shall, at a minimum, adopt pupil discipline policies that fulfill the requirements set forth in this Section, subsections (a) and (b) of Section 10-22.6 of this Code, Section 34-19 of this Code if applicable, and federal and State laws that provide special requirements for the discipline of students with disabilities.

(b) The parent-teacher advisory committee in cooperation with local law enforcement agencies shall develop, with the school board, policy guideline procedures to establish and maintain a reciprocal reporting system between the school district and local law enforcement agencies regarding criminal offenses committed by students. School districts are encouraged to create memoranda of understanding with local law enforcement agencies that clearly define law enforcement's role in schools, in accordance with Section 10-22.6 of this Code.

(c) The parent-teacher advisory committee, in cooperation with school bus personnel, shall develop, with the school board, policy guideline procedures to establish and maintain school bus safety procedures. These procedures shall be incorporated into the district's pupil discipline policy.

(d) The school board, in consultation with the parent-teacher advisory committee and other community-based organizations, must include provisions in the student discipline policy to address students who have demonstrated behaviors that put them at risk for aggressive behavior, including without limitation bullying, as defined in the policy. These provisions must include procedures for notifying parents or legal guardians and early intervention procedures based upon available community-based and district resources.

(Source: P.A. 99-456, eff. 9-15-16.)

## Part F

### DISTRIBUTION OF POLICY

Copies of the Discipline Policy and Procedures will be furnished to the parents/guardians of each elementary student and to students at the secondary level at the beginning of the school year or within fifteen (15) days after the school year begins, or within fifteen (15) school days after a transfer student begins classes in District 61.

### DECATUR PUBLIC SCHOOLS ADDRESSES AND TELEPHONE NUMBERS

Superintendent  
Decatur Public Schools  
101 W. Cerro Gordo  
Decatur, IL 62523  
217-362-3012

Assistant Superintendent, **Teaching & Learning**  
Decatur Public Schools  
101 W. Cerro Gordo  
Decatur, IL 62523  
217-362-3014

Assistant Superintendent, **Support Services**  
Decatur Public Schools  
101 W. Cerro Gordo  
Decatur, IL 62523

Macon-Piatt Special Education Director  
Decatur Public Schools  
335 E. Cerro Gordo  
Decatur, IL 62523

217-362-3016

Director of Student Services  
Decatur Public Schools  
300 E. Eldorado St.  
Decatur, IL 62523  
217-362-3060

217-362-3055

Director of Human Resources  
Decatur Public Schools  
101 W. Cerro Gordo  
Decatur, IL 62523  
217-362-3031

Access District 61 information any time, day or night, by logging on to [www.dps61.org](http://www.dps61.org), or by tuning in to cable Channel 22.

~~DECATUR PUBLIC SCHOOLS DISTRICT 61~~  
**AREA POLICE AND FIRE DEPARTMENT NUMBERS**

**EMERGENCY**

**NON EMERGENCY**

Note: This is not an inclusive listing of all of the possible services for the topic areas listed. Rather, it is hoped that the staff, parents and students of the district can use this handbook as a starting point in their search for community-based services. Names, addresses and phone numbers may change without notice; but it is our intent to provide you with the most updated information.

**STATE OF ILLINOIS TOLL-FREE NUMBERS**

City	911	Police	(217) 424-2711
		Fire	(217) 429-5201
		IL State Police	(217) 265-0050

Adoption Information	<a href="http://state.il.us/dcfs/adoption/index.shtml">http://state.il.us/dcfs/adoption/index.shtml</a>	<b>800-572-2390</b>
AIDS Hotline	<a href="http://hab.hrsa.gov/gethelp/statehotlines.html">http://hab.hrsa.gov/gethelp/statehotlines.html</a>	800-243-2437

<b>Aging, Senior Assistance and Elder Abuse Hotline</b>	<a href="http://www.illinois.gov/aging/Resources/Pages/helpline-main.aspx">Http://www.illinois.gov/aging/Resources/Pages/helpline-main.aspx</a>	800-252-8966
<b>Advocacy Office for Children and Families</b>	<a href="http://www.state.il.us/dcfs/docs/AdvocBro.pdf">http://www.state.il.us/dcfs/docs/AdvocBro.pdf</a>	800-232-3798
<b>Amtrak</b>	<a href="http://www.amtrak.com/contact-us">http://www.amtrak.com/contact-us</a>	800-872-7245
<b>Army National Flood Insurance</b>	<a href="http://www.dnr/illinois.gov/waterresources/pages/faq's.aspx">http://www.dnr/illinois.gov/waterresources/pages/faq's.aspx</a>	800-638-6620
<b>Arson Hotline</b>	<a href="http://www.sfm.illinois.gov/fireservice/arsonhotline.aspx">http://www.sfm.illinois.gov/fireservice/arsonhotline.aspx</a>	800-252-2947
<b>Arts Council, Illinois</b>	<a href="http://www.arts.illinois.gov/contact-us">http://www.arts.illinois.gov/contact-us</a>	800-237-6994
<b>Attorney General's Office/ Consumer Protection</b>	<a href="http://www.illinoisattorneygeneral.gov/consumers/">http://www.illinoisattorneygeneral.gov/consumers/</a>	800-386-5438
<b>Cancer Information Service</b>	<a href="http://www.cancer.gov/global/contact">http://www.cancer.gov/global/contact</a>	800-422-6237
<b>Child Abuse Hotline (Report Suspected Abuse)</b>	<a href="http://www.state.il.us/dcfs/GAQ/faq_CPF.shtml">http://www.state.il.us/dcfs/GAQ/faq_CPF.shtml</a>	800-252-2873
<b>Parents Anonymous (Child Abuse)/Administration for Children and Families</b>	<a href="https://www.childwelfare.gov/pubs/usermanuals/neglect_93/neglectl.cfm">https://www.childwelfare.gov/pubs/usermanuals/neglect_93/neglectl.cfm</a>	800-421-0353
<b>Circuit Breaker Assistance</b>	<a href="http://www.willcountyseniors.org/faq.php">http://www.willcountyseniors.org/faq.php</a>	800-732-8866
<b>Citizens Utility Board (CUB)</b>	<a href="http://www.citizensutilityboard.org/">http://www.citizensutilityboard.org/</a>	800-669-5556
<b>Client Assistance Program (Disability Rights)</b>	<a href="http://www.dhs.state.il.us/page.aspx?item=29978">http://www.dhs.state.il.us/page.aspx?item=29978</a>	800-641-3929
<b>Crime Victim Clearinghouse, Attorney General</b>	<a href="http://www.illinoisattorneygeneral.gov/victims/">http://www.illinoisattorneygeneral.gov/victims/</a>	800-228-3368
<b>Dental Referral Services</b>	<a href="http://www.isds.org/">http://www.isds.org/</a>	800-252-2930
<b>Disability Determination Services</b>	<a href="http://www.dhs.state.il.us/page.aspx?item=29979">http://www.dhs.state.il.us/page.aspx?item=29979</a>	800-637-8856
<b>Disabled Individual Assistance Program and Unemployment</b>	<a href="http://www.dhs.state.il.us/page.aspx?">http://www.dhs.state.il.us/page.aspx?</a>	800-275-3677
<b>Drug and Alcohol Abuse</b>	<a href="http://www.samhsa.gov/treatment/">http://www.samhsa.gov/treatment/</a>	800-662-4357
<b>Energy Assistance and Weatherization</b>	<a href="http://www2.illinois.gov/KeepWarm/Pages/FamilyAssistance.aspx">http://www2.illinois.gov/KeepWarm/Pages/FamilyAssistance.aspx</a>	800-252-8643
<b>Emergency Services &amp; Disaster Agency</b>	<a href="http://www.epa.state.il.us/emergency-response/">http://www.epa.state.il.us/emergency-response/</a>	800-782-7860
<b>Foster Parenting Hotline</b>	<a href="http://www.state.il.us/dcfs/fosterindex.shtml">http://www.state.il.us/dcfs/fosterindex.shtml</a>	800-624-5437
<b>Hearing Impaired Phone Access</b>	<a href="http://www.illinoisrelay711.com/content.htm">http://www.illinoisrelay711.com/content.htm</a>	TTY users 800-526-0844 Voice users 800-526-0857 TTY distributor 800-833-0048 VCO 877-826-1130
<b>Illinois Housing Authority</b>	<a href="http://portal.hud.gov/hudportal/HUD?src=/states/illinois/renting/hawebsites">http://portal.hud.gov/hudportal/HUD?src=/states/illinois/renting/hawebsites</a>	800-942-8439
<b>Help me Grow-Futures for Kids</b>		800-323-4769
<b>Illinois Dept. of Human Services (Medical</b>	<a href="http://www.dhs.state.il.us/page.aspx?item=29722">http://www.dhs.state.il.us/page.aspx?item=29722</a>	800-843-6154

Assistance, Mental Health,  
WIC)

Illinois State Board of Education	<a href="http://www.isbe.net/">http://www.isbe.net/</a>	800-845-8749
HIV & STD Hotline	<a href="http://hab.hrsa.gov/gethelp/statehotlines.html">http://hab.hrsa.gov/gethelp/statehotlines.html</a>	800-243-2437
Literacy Hotline	<a href="http://www.idaillinois.org/utills/getfile/collection/edi/id/624853/filename/633889.pdf">http://www.idaillinois.org/utills/getfile/collection/edi/id/624853/filename/633889.pdf</a>	800-321-9511
Medicare & Medicaid/Fraud or Abuse	<a href="http://www.cms.gov/Medicare-Medicaid-Coordination/Fraud-Prevention/FraudAbuseforConsumers/ReportsFraudandSuspectedFraud.html">http://www.cms.gov/Medicare-Medicaid-Coordination/Fraud-Prevention/FraudAbuseforConsumers/ReportsFraudandSuspectedFraud.html</a>	800-447-8477
Missing Children – “I-Search” (Illinois)	<a href="http://www.isp.state.il.us/">http://www.isp.state.il.us/</a>	800-843-5763
Nursing Home Information and Abuse	<a href="http://www.illinois.gov/aging/ProtectionAdvocacy/LTCOmbuds-men/Pages/ombuds-reporting.aspx">http://www.illinois.gov/aging/ProtectionAdvocacy/LTCOmbuds-men/Pages/ombuds-reporting.aspx</a>	800-252-4343
Organ/Tissue Donor Information	<a href="http://www.organdonor.gov/about/data.html?qclid=CJnWosigx-cACFVQV7AodM3wAMQ">http://www.organdonor.gov/about/data.html?qclid=CJnWosigx-cACFVQV7AodM3wAMQ</a>	800-210-2106
Poison Control (Statewide)	<a href="http://illinoispoisoncenter.org/">http://illinoispoisoncenter.org/</a>	800-942-5969 800-222-1222
Public Aid/Medicaid Food Stamps & Other Information	<a href="http://www.dhs.state.il.us/page.aspx?item=33698">http://www.dhs.state.il.us/page.aspx?item=33698</a>	800-252-8635
Medicare & Medicaid, to Report Fraud or Abuse		800-447-8477
Public Health Family Hotline (Parents Too Soon, Prenatal and Newborn Care, and Supplemental Food/WIC)	<a href="http://www.dhs.state.il.us/page.aspx?item=30513">http://www.dhs.state.il.us/page.aspx?item=30513</a>	800-545-2200
School Violence Tip Line	<a href="http://illinoisattorneygeneral.gov/children/schoolviolence.html">http://illinoisattorneygeneral.gov/children/schoolviolence.html</a>	800-477-0024
Secretary of State’s Office	<a href="http://www.illinois.gov/Pages/default.aspx">http://www.illinois.gov/Pages/default.aspx</a>	800-252-8980
Seniors and Persons with Disabilities Hotline	<a href="http://www.illinois.gov/aging/Pages/default.aspx">http://www.illinois.gov/aging/Pages/default.aspx</a>	800-252-2904
Toll-Free Directory Assistance	<a href="Http://www.tollfreeda.com/faq.cfm">Http://www.tollfreeda.com/faq.cfm</a>	800-555-1212
Veterans Affairs	<a href="http://www2.va.gov/directory/guide/facility.asp?ID-848">http://www2.va.gov/directory/guide/facility.asp?ID-848</a>	800-827-1000

A list of local agencies for Decatur, IL is listed on the following pages. If you have an emergency and need immediate assistance with things such as housing or other agencies, please call **211**.



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

<b>Date:</b> April 23, 2019	<b>Subject:</b> Personnel Action
<b>Initiated By:</b> Deanne Hillman, Director of Human Resources, and the Human Resources Department	<b>Attachments:</b> 14 Pages of Personnel Action
<b>Reviewed By:</b> Dr. Paul Fregeau, 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: Deanne Hillman**  
**Human Resources Director**  
**Date: April 18, 2019**  
**Board Date: April 23, 2019**  
**Re: Personnel Action**

**EMPLOYMENT RECOMMENDATIONS**

**TEACHER:**

Name	Position	Effective Date
Annie Brahler	Social Emotional Alternative Program, SEAP	August 12, 2019
Katherine Fehrenbach	Science, MacArthur	August 12, 2019
Paula Gruen	Grade 1, Oak Grove	August 12, 2019
Blair Paulson	Grade 3, Oak Grove ( <i>Pending Licensure</i> )	August 12, 2019
Hang (Carrie) Woollen	Transitional Programs of Instruction, MacArthur	August 12, 2019

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

**OFFICE PERSONNEL:**

Name	Position	Effective Date
Annah Hulva	Part-time Secretary, Harris Alternative Education, 4 hours per day	August 12, 2019

**TEMPORARY SUMMER ASSIGNMENT**

**TEAMSTERS:**

Name	Position	Effective Date
Dennis Ritchhart	Truck Driver, Buildings & Grounds	May 27, 2019

**TRANSFERS**

**TEACHERS:**

Name	Position	Effective Date
Sarah Andrews	From Grade 4, Johns Hill to Grade 5, Johns Hill	August 12, 2019

Alison Bickel	From Grade 3, Oak Grove to Grade 5, Oak Grove	August 12, 2019
Debbie Boerger	From Middle School Social Studies, Thomas Jefferson to Middle School Social Studies, Stephen Decatur	August 12, 2019
James Brase	From Certified School Nurse, Johns Hill/Harris to Certified School Nurse, Hope Academy	August 12, 2019
Chelsea Brewer	From Essential Skills, Harris to Essential Skills, Hope Academy	August 12, 2019
Whitney Brown	From Grade 2, Harris to Grade 3, Hope Academy	August 12, 2019
Dawn Camacho	From Life Skills, Harris to Life Skills, Enterprise	August 12, 2019
Shelly Chabak	From Middle School Language Arts, Thomas Jefferson to Middle School Language Arts, Stephen Decatur	
Alyssa Conrad	From Kindergarten, Harris to Grade 1, Hope Academy	August 12, 2019
Susan Conway	From Guidance Counselor, Thomas Jefferson to Guidance Counselor, Stephen Decatur	August 12, 2019
Anne Cooper	From Physical Education, Thomas Jefferson to Physical Education, Stephen Decatur	August 12, 2019
Jackalyn Creason	From Grade 6, Baum to Grade 5/6, Harris Alternative Ed	August 12, 2019
Julie Dahlke	From Social Worker, Thomas Jefferson to Social Worker, Stephen Decatur	August 12, 2019
Abby DeLong	From TAEOP Caseworker, Student Services to Kindergarten/Grade 1, Harris Alternative Ed	August 12, 2019
Megan Devine	From Cross Categorical, Thomas Jefferson to Cross Categorical, Stephen Decatur	August 12, 2019
Sara Devore	From Essential Skills, Thomas Jefferson to Essential Skills, Stephen Decatur	August 12, 2019

Kristina Donley	From Grade 3, Harris to Grade 4, Hope Academy	August 12, 2019
Ashton Doty	From Grade 1, Harris to Grade 1, Hope Academy	August 12, 2019
Aubrey Downing	From Pre-K, Garfield to Middle School, Garfield	August 12, 2019
Mary Evans	From Kindergarten, South Shores to Grade 2, South Shores	August 12, 2019
Lisa Foster	From Life Skills, Harris to Life Skills, Enterprise	August 12, 2019
Stacy Goodman	From Health, Thomas Jefferson to Health, Stephen Decatur	August 12, 2019
Matthew Grossman	From Middle School Math, Thomas Jefferson to Middle School Math, Stephen Decatur	August 12, 2019
Heather Groves	From Grade 1, Harris to Grade 1, Hope Academy	August 12, 2019
Joni Grubbs	From Grade 2, Baum to Instructional Specialist, Oak Grove	August 12, 2019
Alissa Gruenewald	From Grade 1, Oak Grove to Pershing Pre-K, Oak Grove	August 12, 2019
Dawn Hawkins	From Grade 3, Parsons to Grade 5, Parsons	August 12, 2019
Justin Hayes	From SED, Thomas Jefferson to SED, Stephen Decatur	August 12, 2019
(Gary) Mike Hopkins	From Physical Education, Thomas Jefferson to Physical Education, Stephen Decatur	August 12, 2019
Jennifer Hopkins	From Middle School Language Arts, Thomas Jefferson to Middle School Language Arts, Stephen Decatur	August 12, 2019
Melissa Hopkins	From Middle School Math, Thomas Jefferson to Middle School Math, Stephen Decatur	August 12, 2019
Melissa Horton	From Kindergarten, Durfee to Cross Cat, Durfee ( <i>Pending Licensure</i> )	August 12, 2019

Colleen Johnson	From Life Skills, Parsons to Cross Cat, Parsons	August 12, 2019
Penny Jones	From Middle School Social Studies, Thomas Jefferson to Middle School Social Studies, Stephen Decatur	August 12, 2019
Sarah Jones	From Middle School Math, Thomas Jefferson to Middle School Math, Stephen Decatur	August 12, 2019
Michelle Knap	From Middle School Science, Thomas Jefferson to Middle School Science, Stephen Decatur	August 12, 2019
Nicole Long	From Middle School Language Arts, Thomas Jefferson to Middle School Language Arts, Stephen Decatur	August 12, 2019
Autumn Lourash	From Grade 5, Harris to Middle School Language Arts, Hope Academy	August 12, 2019
Jamie Mansfield	From Middle School Careers, Thomas Jefferson to Middle School Careers, Stephen Decatur	August 12, 2019
Molly Miller	From Instructional Specialist, Harris to Instructional Specialist, Hope Academy	August 12, 2019
Katherine Moore	From Middle School Science, Thomas Jefferson to Middle School Science, Stephen Decatur	August 12, 2019
Madeline Morthland	From SED, Franklin to SED, Muffley	August 12, 2019
Michelle Nixon	From Cross Categorical, Harris to Cross Categorical, Hope Academy	August 12, 2019
Rebekah Novak	From Grade 1, Dennis to Kindergarten, Harris Alternative Ed	August 12, 2019
April Parks	From Life Skills, Thomas Jefferson to Life Skills, Stephen Decatur	August 12, 2019
Obeckyo Quinn	From Social Worker, Harris to Social Worker, Hope Academy	August 12, 2019

Penny Salefski	From Cross Categorical, Thomas Jefferson to Cross Categorical, Stephen Decatur	August 12, 2019
Danyel Schwartzle	From Essential Skills, Harris to Essential Skills, Hope Academy	August 12, 2019
Tracy Sexton-Long	From Grade 2, Harris to Grade 2, Hope Academy	August 12, 2019
Ashlee Smith	From Life Skills, Thomas Jefferson to Life Skills, Stephen Decatur	August 12, 2019
Hillary Spence	From Life Skills, Harris to Life Skills, Parsons	August 12, 2019
Jason Surian	From Kindergarten, Harris to Kindergarten, Hope Academy	August 12, 2019
Ashley Swanson	From SED, Thomas Jefferson to SED, Stephen Decatur	August 12, 2019
Jennifer Thomas	From Instructional Specialist, Thomas Jefferson to Instructional Specialist, Stephen Decatur	August 12, 2019
Michelle Tucker	From Computers, Thomas Jefferson to Business/Marketing, Stephen Decatur	August 12, 2019
Amanda Werkheiser	From Grade 1, Oak Grove to Grade 2, Oak Grove	August 12, 2019
Katherine Whicker	From Pre-K, Southeast to Pershing Pre-K, Baum	August 12, 2019
Dee Wicker	From Grade 5, Harris to Grade 5, Hope Academy	August 12, 2019
Christy Worrell	From Certified School Nurse, South Shores/Dennis, 0.5 FTE to Certified School Nurse, Harris Alternative Education/SEAP/South Shores	August 12, 2019
Angela Young	From Social Worker, Thomas Jefferson to Social Worker, Stephen Decatur	August 12, 2019
Ashley Zook	From Life Skills, Thomas Jefferson to Life Skills, Stephen Decatur	August 12, 2019

Ann Zuehlke-Denoyer	From Cross Categorical, Thomas Jefferson to Cross Categorical, Stephen Decatur	August 12, 2019
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*Pending Licensure- will begin as a Substitute Teacher in the position until Illinois Teacher Licensure is received.*

TEACHING ASSISTANTS:

Name	Position	Effective Date
Angela Barnett	From Essential Skills Assistant, Harris, 6 hours per day to Essential Skills Assistant, Hope Academy , 6 hours per day	August 12, 2019
Marion Bolerjack	From Life Skills Assistant, Harris, 6 hours per day to Life Skills Assistant, Enterprise, 6 hours per day	August 12, 2019
Kelly Buechler	From K/1st Assistant, Harris, 6 hours per day to K/1st Assistant, Hope Academy , 6 hour per day	August 12, 2019
Tiara Butler	From Essential Skills Assistant, Thomas Jefferson, 6.25 hours per day to Essential Skills Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
Claire Cunningham	From Life Skills Assistant, Harris, 6 hours per day to Life Skills Assistant, Parsons, 6 hours per day	August 12, 2019
Stefanie Cunningham	From Life Skills Assistant, Thomas Jefferson, 6.25 hours per day to Life Skills Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
Cindy Davis	From Life Skills Assistant, Thomas Jefferson, 6.25 hours per day to Life Skills Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
Megan Dellert	From Essential Skills Assistant, Harris, 6 hours per day to Essential Skills Assistant, Hope Academy , 6 hours per day	August 12, 2019
Kimberly Flesch	From SED Assistant, Franklin, 6 hours per day to SED Assistant, Muffley, 6 hours per day	August 12, 2019

Megan Fonner	From SED Assistant, Franklin, 6 hours per day to SED Assistant, Muffley, 6 hours per day	August 12, 2019
Tina Griffey	From LPN Assistant, Parsons/Oak Grove/Franklin/MacArthur to LPN Assistant, MacArthur/Oak Grove	August 12, 2019
Derek Grove	From SED Assistant, Franklin to SED Assistant, Muffley	April 23, 2019
Kathy Hendricks	From K/1st Assistant, Harris, 6 hours per day to K/1st Assistant, Hope Academy, 6 hours per day	August 12, 2019
Jeanette Henneberry	From Cross Categorical Assistant, Thomas Jefferson, 6.25 hours per day to Cross Categorical Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
Crista Hjort	From Life Skills Assistant, Harris, 6 hours per day to Life Skills Assistant, Parsons, 6 hours per day	August 12, 2019
Myla Johnson	From Life Skills Assistant, Thomas Jefferson, 6.25 hours per day to Life Skills Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
Charles Jones	From Student Transition Room Assistant, Thomas Jefferson, 6.5 hours per day to Student Transition Room Assistant, Stephen Decatur, 6.5 hours per day	August 12, 2019
Sarah Jones	From Life Skills Assistant, Harris, 6 hours per day to Life Skills Assistant, Enterprise, 6 hours per day	August 12, 2019
Marilyn Lange	From LPN Assistant, Thomas Jefferson, 7.5 hours per day to LPN Assistant, Stephen Decatur, 7.5 hours per day	August 12, 2019
Susan Marien	From SED Assistant, Thomas Jefferson, 6.25 hours per day to SED Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019

Susan Martin	From Essential Skills Assistant, Harris, 6 hours per day to Essential Skills Assistant, Hope Academy , 6 hours per day	August 12, 2019
Megan Moran	From Essential Skills Assistant, Harris, 6 hours per day to Essential Skills Assistant, Hope Academy , 6 hours per day	August 12, 2019
Cindy O'Dear	From Essential Skills Assistant, Thomas Jefferson, 6.25 hours per day to Essential Skills Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
Jarod Oldham	From SED Assistant, Franklin, 6 hours per day to SED Assistant, Muffley, 6 hours per day	August 12, 2019
Evelyn Park	From Life Skills Assistant, Harris, 6 hours per day to Life Skills Assistant, Enterprise, 6 hours per day	August 12, 2019
Latasha Patton	From LPN Assistant, Harris, 6.5 hours per day to LPN Assistant, Hope Academy , 6.5 hours per day	August 12, 2019
Stephanie Peck	From LPN Assistant, Harris, 7 hours per day to LPN Assistant, Hope Academy , 7 hours per day	August 12, 2019
Michael Phillips	From Life Skills Assistant, Thomas Jefferson, 6.25 hours per day to Life Skills Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
Alexsandra Reynolds	From Care (Calm) Recovery Room Assistant, Harris, 6.5 hours per day to Care (Calm) Recovery Room Assistant, Hope Academy, 6.5 hours per day	August 12, 2019
Angela Rice	From LPN Assistant, Baum/Muffley/Johns Hill, 6.5 hours per day to LPN Assistant, Baum/Muffley/RCC, 6.5 hours per day	August 12, 2019
Melissa Rodgers	From Essential Skills Assistant, Harris, 6 hours per day to Essential Skills Assistant, Hope Academy, 6 hours per day	August 12, 2019

Lori Sapp	From Life Skills Assistant, Thomas Jefferson, 6.25 hours per day at Life Skills Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
Ronda Smith	From LPN Assistant, Dennis/Oak Grove, 6 hours per day to LPN Assistant, Dennis/French, 6 hours per day	August 12, 2019
Thaddeus Smith	From Life Skills Assistant, Thomas Jefferson, 6.75 hours per day to Life Skills Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019mc
Mary Thompson	From Essential Skills Assistant, Thomas Jefferson, 6.25 hours per day to Essential Skills Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
Barbara Tucker	From Essential Skills Assistant, Harris, 6 hours per day to Essential Skills Assistant, Hope Academy, 6 hours per day	August 12, 2019
Janet Vercellino	From Library Media Assistant, Thomas Jefferson, 6 hours per day to Library Media Assistant, Stephen Decatur, 6 hours per day	August 12, 2019
Jennifer Voorhees	From Library Media Assistant, Harris, 5.5 hours per day to Library Media Assistant, Hope Academy , 5 hours per day	August 12, 2019
Monty Wilson	From SED Assistant, Thomas Jefferson, 6.25 hours per day to SED Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
Karen Wooden	From SED Assistant, Thomas Jefferson, 6.25 hours per day to SED Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
Dianne Wooters	From LPN Assistant, Durfee/Hope Academy /French, 6.5 hours per day to LPN Assistant, Durfee/Johns Hill, 6.5 hours per day	August 12, 2019
Katie Wright	From Essential Skills Assistant, Thomas Jefferson, 6.25 hours per day to Essential Skills Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019

Crystal Young	From Life Skills Assistant, Thomas Jefferson, 6.25 hours per day to Life Skills Assistant, Stephen Decatur, 6.25 hours per day	August 12, 2019
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OUTREACH:

Name	Position	Effective Date
Christiana Crutchfield	From School Nurse, Franklin/Oak Grove/Parsons to School Nurse, Franklin/Oak Grove	August 12, 2019
Lorie Frame	From School Nurse, Durfee/Hope Academy to School Nurse, Durfee/Johns Hill	August 12, 2019
Tiffany Hart	From School Nurse, French/Southeast/SEAP/RCC to School Nurse, Dennis/French	August 12, 2019
Anastacia Johansen	From Nurse, Thomas Jefferson to Nurse, Stephen Decatur	August 12, 2019

OFFICE PERSONNEL:

Name	Position	Effective Date
Angelia Diggs	From Secretary to the Middle School Principal, Thomas Jefferson to Secretary to the Middle School Principal, Stephen Decatur	July 1, 2019
Kimberly Palmer	From Secretary to the Middle School Principal, SDMS to Small Learning Academies Secretary, SDMS	August 12, 2019
Kia Softley-Brummett	From Part time K-8 Secretary (6 hours per day), Hope Academy to Main Office Receptionist, SDMS	August 12, 2019
Philip Worthey	From Secretary to Elementary Principal, Harris to Secretary to K-8 Principal, Hope Academy	July 1, 2019

**SECURITY PERSONNEL:**

Name	Position	Effective Date
Jimmy Washington	From School Security Officer, Thomas Jefferson, 7.5 hours per day to School Security Officer, Stephen Decatur, 7.5 hours per day	August 12, 2019

**CUSTODIANS:**

Name	Position	Effective Date
Joseph Brown	From 2nd Shift Custodian, Parsons/MacArthur to 1st Shift Rover, All Schools	April 22, 2019
Kenneth Hentz	From 1st Shift Rover, All Schools to 1st Shift Head Custodian, Johns Hill	April 8, 2019
Jordan Softley	From 2nd Shift, Eisenhower to 2nd Shift Head Custodian, Eisenhower	April 8, 2019

**MAINTENANCE:**

Name	Position	Effective Date
Scott Tapscott	From 2nd Shift Maintenance Worker, Buildings & Grounds to 1st Shift Maintenance Worker, Buildings & Grounds	April 8, 2019

**RESIGNATIONS****ADMINISTRATION:**

Name	Position	Effective Date
Rhonda Thornton	Grants Administrator, Business Office	June 28, 2019
Helena Linda Winstaley	SEA, Macon Piatt	June 5, 2019

**TEACHERS:**

Name	Position	Effective Date
Jordan Rahar	Montessori Grades 1-3, Garfield	May 24, 2019
Julie Ryan	Grade 2, Dennis	May 24, 2019

William Pitts	Instructional Specialist, French	End of the 2018-2019 School Year
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**OFFICE PERSONNEL:**

Name	Position	Effective Date
Sydney Potts	Secretary to the Assistant Superintendent, Keil	May 17, 2019
Amy Schmahl	Secretary to the Elementary Principal, Parsons	April 30, 2019

**TEACHING ASSISTANTS:**

Name	Position	Effective Date
Mariela Babb	Bilingual Assistant, Johns Hill	April 18, 2019
Anisa Gallagher	Essential Skills, Thomas Jefferson	April 8, 2019
Shayla Hawkins	Care Room Assistant, Franklin	April 10, 2019

**RETIREMENTS**

**MAINTENANCE:**

Name	Position	Effective Date
Michael Wetzel	Maintenance Worker, Buildings & Grounds	June 4, 2019

**TEACHING ASSISTANT:**

Name	Position	Effective Date
Susan Rohman	KDG/1 Instructional Assistant, Baum	End of the 2019-2020 School Year

**COMPENSATION RECOMMENDATIONS:**

- The following staff members should be compensated for participating in ESSA Homework Hangout from March-April 2019 at Dennis:
 

Shannon Carter	\$115.50	Janet Loehr	\$98.63
Cassie Mann	\$132.00		
- The following staff members should be compensated for participating in the Leadership Team Meeting on November 12, 26, 2018 & January 14, 28, February 11, 25, 2019 at Durfee:
 

Teri Moore	\$297.00	Shannon O'Connor	\$99.00
Christine Seaver	\$297.00	Holly Kitson	\$297.00
Heather Herron	\$297.00	Mary Brady	\$297.00

Kelsea Hirsch \$297.00

- The following staff members should be compensated for participating in Maker Space Mondays on March 11, 18, April 1, 4, 2019 at Baum:

Pam Blades	\$247.50	Linda Weedle	\$148.50
Annette Belue	\$99.00	Susan Rohman	\$117.00
Katie Hill	\$148.50		

- The following staff members should be compensated for participating in Daily 5 Training on February 27, 2019 at PDI:

Ashley Atchason	\$33.00	Jennifer Theis	\$33.00
Jarry Brown	\$33.00	Erin Miller	\$33.00
Carol Dance	\$33.00	Rajillia Sullivan	\$33.00
Ashley Kitson	\$33.00	Brooke Taylor	\$33.00
Alicia Morris	\$33.00	Molly Miller	\$66.00
Alex Nichols	\$33.00	Melissa Goede	\$33.00
Linda Stubblefield	\$33.00		

- The following staff members should be compensated for participating in Afterschool Tutoring from April 2-4, 2019 at South Shores:

Eldon Conn	\$255.75	Crystal Rora	\$214.50
Debra Harper	\$123.75	Sue Howland	\$198.00
Joshua Fazekas	\$231.00	Heather Scott	\$181.50
Jennifer Kapchinske	\$88.00	Douglas Sprague	\$24.75
Carl Williams	\$132.00	Bobbi Clark	\$132.00
Tricia Athey	\$132.00	Robert Schwent	\$162.30
Mary Evans	\$214.50	Raymond Hoffman	\$108.20
Greg Smith	\$181.50	Crystal Hendricks	\$129.84
Sara Kennedy	\$132.00		

- The following staff member should be compensated **\$132.00** for participating in Tutoring from March 5-19, 2019 at Dennis:

Laura Turner

- The following staff members should be compensated **\$16.67** for participating in Grades 1 Standards Based Grading Feedback Session on April 15, 2019 at PDI:

Merijha Branson	Molly Miller
Sara Daykin	Tarika Mootrey
Rhonda Ganley	Diane Orr
Macie Gillis	Julie Turner
Heather Groves	Carl Williams
Sarah Hott	Carie Hughes
Roxann Kennedy	Ashley Kitson
Cassie Mann	Kelli Murray

- The following staff member should be compensated **\$16.67** for participating in Encore Standards Based Grading on April 15, 2019 at PDI:

Taylor Torreson	Deborah Kwasny
Dolores Bloomfield	Elizabeth Turner
Angel Allen	Terry Wolpert
Ashley Faulkner	Julie Daly
Traci Hayward	Rhonda Cox
- The following staff member should be compensated **\$264.00** for participating in After School Tutoring from April 9-11, 2019 at South Shores:  
Eldon Conn
- The following staff member should be compensated **\$3,500.00** for the X-Step for her years of service to Decatur Public Schools:  
Susan Rohman
- The following staff member should be compensated **\$4,000.00** for the X-Step for his years of service to Decatur Public Schools:  
Michael Wetzel

To: Dr Paul Fregeau, Superintendent  
From: Deanne Hillman, Director of Human Resources  
Date: April 23, 2019  
Re: Administrative Recommendation

The following person is recommended for the position of the K-8 Assistant Principal at Hope Academy.

Lindsay Hale  
2622 Tanglewood Dr  
Decatur IL 62521

Education:

2001 M.S. Education, Eastern Illinois University, Charleston, Illinois  
1998 B.S. Education, Eastern Illinois University, Charleston, Illinois

Experience:

2018-present Special Ed Administrator, Decatur Public School District, Decatur, IL  
2015-2018 Cross Categorical Teacher, Decatur Public School District,  
Decatur, IL  
2014-2015 Principal Consultant, Illinois State Board of Education,  
Springfield, IL  
2009-2014 Special Education Administrator, Decatur Public School District,  
Decatur, IL  
1999-2009 SED/Cross Categorical Teacher, Decatur Public School District,  
Decatur, IL

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For payroll purposes only

Effective: July 29, 2019

Pro-rated Yes: No:  Level 14 Step 21

Base: \$78,948.00 Number of full contract days: 195  
TRS: as allowable

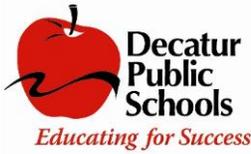
Pro-rated contract Number of pro-rated contract days:  
Base: \$  
TRS: as allowable

Certified Number: 502080

Account Number: 10.72.2410.0103.0.112

Salary Approved \_\_\_\_\_

Date \_\_\_\_\_



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

<b>Date:</b> April 23, 2019	<b>Subject:</b> Air Conditioning and Heating for Enterprise Elementary/Montessori School
<b>Initiated By:</b> Steve Kline, Director of Buildings and Grounds	<b>Attachments:</b> Bids and Scope of work
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

Currently Enterprise is only air-conditioned in the 1974 addition.

**CURRENT CONSIDERATIONS:**

The proposed services are install the new HVAC systems for the original 1956 portions of the building.

**FINANCIAL CONSIDERATIONS:**

Accept the proposed bid from King-Lar for \$666,200.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve and accept the Proposed Bid from King-Lar in the amount of \$666,200.00 for the Air Conditioning and Hearing at Enterprise Elementary/Montessori School as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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



## SIGN-IN SHEET

BID OPENING: HVAC LapwoodBID # Enterprise + PerchingDATE: 4/4/19

	NAME	COMPANY	PHONE	EMAIL
1	Kris Prather	Henson Robinson Co.	(217) 544-9451	Kris@henson-robinson.com
2	Lucas Lamb	King L&F Co.	(217) 454-3981	<del>PL</del>
3	Tara Zentara	EL Pruitt	412-331-8909	tzentara@elpruitt.com
4	Dennis Welch	EL Pruitt	422-9590	dwelch@elpruitt.com
5	Matthew Peters	Burdick	217-429-2385	mpeters@burdickplumbing.com
6	Ken Klein	AEX	217 577-4620	kklein@nexllp.com
7	Pat Corrigan	"	"	pcorrigan@nexllp.com
8	(Jonnie Watson	DAS)		
9				
10				

BID FORM

TO:  
Decatur Public School District (Owner)  
101 W. Cerro Gordo Street  
Decatur, IL 62523

FOR:  
HVAC Upgrades for  
Enterprise Elementary School  
2115 S. Taylor Road  
Decatur, IL 62521

DATE: 4-4-2019 (Bidder to enter date)

SUBMITTED BY: (Bidder to enter name and address)

Burdick Plumbing & Heating Co Inc  
R75 N. 20th St.  
Decatur, IL 62521

1.01 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Architectural Expressions, LLP for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

CONTRACT

(\$ 750,000)  
Seven hundred Fifty Thousand Dollars dollars.

- B. We have included the required security Bid Bond as required by the Instruction to Bidders.
- C. All applicable federal taxes are excluded and State of Illinois taxes are excluded from the Bid Sum.

1.02 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
  2. Furnish the required bonds within seven days of receipt of Notice of Award.
  3. Commence work within seven days after written Notice to Proceed of this bid.

BID FORM

**TO:**  
Decatur Public School District (Owner)  
101 W. Cerro Gordo Street  
Decatur, IL 62523

**FOR:**  
HVAC Upgrades for  
Enterprise Elementary School  
2115 S. Taylor Road  
Decatur, IL 62521

**DATE:** 4-4-19 (Bidder to enter date)

**SUBMITTED BY: (Bidder to enter name and address)**

E.L. Pruitt Company  
3090 Colt Road  
Springfield, IL 62707

**1.01 OFFER**

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Architectural Expressions, LLP for the above mentioned project, we the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

CONTRACT

(\$ 659,580.00)  
Six hundred fifty nine thousand five hundred eighty dollars.

- B. We have included the required security Bid Bond as required by the Instruction to Bidders.
- C. All applicable federal taxes are excluded and State of Illinois taxes are excluded from the Bid Sum.

**1.02 ACCEPTANCE**

- A. This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
  2. Furnish the required bonds within seven days of receipt of Notice of Award.
  3. Commence work within seven days after written Notice to Proceed of this bid.

**BID FORM**

**TO:**  
Decatur Public School District (Owner)  
101 W. Cerro Gordo Street  
Decatur, IL 62523

**FOR:**  
HVAC Upgrades for  
Enterprise Elementary School  
2115 S. Taylor Road  
Decatur, IL 62521

**DATE:** April 4, 2019 (Bidder to enter date)

**SUBMITTED BY: (Bidder to enter name and address)**

King-Lar Company  
2020 East Olive Street  
Decatur, Illinois 62526

**1.01 OFFER**

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Architectural Expressions, LLP for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

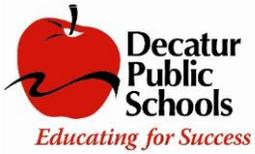
**CONTRACT**

( \$ 623,000.00 )  
Six Hundred Twenty-Three Thousand and no/100 dollars.

- B. We have included the required security Bid Bond as required by the Instruction to Bidders.
- C. All applicable federal taxes are excluded and State of Illinois taxes are excluded from the Bid Sum.

**1.02 ACCEPTANCE**

- A. This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
  2. Furnish the required bonds within seven days of receipt of Notice of Award.
  3. Commence work within seven days after written Notice to Proceed of this bid.



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

<b>Date:</b> April 23 2019	<b>Subject:</b> Air Conditioning and Heating for Pershing Early Learning Center
<b>Initiated By:</b> Steve Kline- Director of Buildings and Grounds	<b>Attachments:</b> Bids and Scope of work
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

Currently Pershing is only air-conditioned in the 2003 addition.

**CURRENT CONSIDERATIONS:**

The proposed services are to install the new HVAC systems for the original 1955 portions of the building.

**FINANCIAL CONSIDERATIONS:**

Accept the proposed bid from King-Lar for \$636,000.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve and accept the Proposed Bid from King-Lar in the amount of \$636,000.00 for the Air Conditioning and Hearing at Pershing Early Learning Center as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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



## SIGN-IN SHEET

BID OPENING: HVAC LapwoodBID # Enterprise + PerchingDATE: 4/4/19

	NAME	COMPANY	PHONE	EMAIL
1	Kris Prather	Henson Robinson Co.	(217) 544-9401	Kris@henson-robinson.com
2	Lucas Lamb	King L&F Co.	(217) 454-3981	<del>PL</del>
3	Tara Zentara	EL Pruitt	412-331-8909	tzentara@elpruitt.com
4	Dennis Welch	EL Pruitt	422-9590	dwelch@elpruitt.com
5	Matthew Peters	Burdick	217-429-2385	mpeters@burdickplumbing.com
6	Ken Klein	AEX	217 577-4620	kklein@nexllp.com
7	Pat Corrigan	"	"	pcorrigan@nexllp.com
8	(Jonnie Watson	DAS)		
9				
10				

BID FORM

TO: Decatur Public School District (Owner)  
101 W. Cerro Gordo Street  
Decatur, IL 62523

FOR: HVAC Upgrades for  
Pershing Early Learning Center  
2912 N. University Avenue  
Decatur, IL 62526

DATE: 4-4-2014 (Bidder to enter date)

SUBMITTED BY: (Bidder to enter name and address)

DORNIK T & H CO INC.  
1175 N. 20<sup>TH</sup> ST.  
DECATUR, IL. 62521

1.01 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Architectural Expressions, LLP for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

CONTRACT

(\$ 752,000)  
Seven Hundred Eighty Two Thousand dollars.

- B. We have included the required security Bid Bond as required by the Instruction to Bidders.
- C. All applicable federal taxes are excluded, and State of Illinois taxes are excluded from the Bid Sum.

1.02 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
  2. Furnish the required bonds within seven days of receipt of Notice of Award.
  3. Commence work within seven days after written Notice to Proceed of this bid.

**BID FORM**

**TO:**  
Decatur Public School District (Owner)  
101 W. Cerro Gordo Street  
Decatur, IL 62523

**FOR:**  
HVAC Upgrades for  
Perching Early Learning Center  
2912 N. University Avenue  
Decatur, IL 62526

**DATE:** 4-4-19 (Bidder to enter date)

**SUBMITTED BY: (Bidder to enter name and address)**

E.L. Pruitt Company  
3090 Colt Road  
Springfield, IL 62707

**1.01 OFFER**

- A. Having examined the Place of the Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Architectural Expressions, LLP for the above-mentioned project, we the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

CONTRACT

(\$ 1,268,800<sup>00</sup>)  
Six hundred sixty eight thousand eight hundred dollars.

- B. We have included the required security Bid Bond as required by the Instruction to Bidders.
- C. All applicable federal taxes are excluded, and State of Illinois taxes are excluded from the Bid Sum.

**1.02 ACCEPTANCE**

- A. This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
  2. Furnish the required bonds within seven days of receipt of Notice of Award.
  3. Commence work within seven days after written Notice to Proceed of this bid.

**BID FORM**

**TO:**  
Decatur Public School District (Owner)  
101 W. Cerro Gordo Street  
Decatur, IL 62523

**FOR:**  
HVAC Upgrades for  
Pershing Early Learning Center  
2912 N. University Avenue  
Decatur, IL 62526

**DATE:** 4/4/19 (Bidder to enter date)

**SUBMITTED BY: (Bidder to enter name and address)**

Henson Robinson Company  
3550 Great Northern Ave  
Springfield, IL 62711

**1.01 OFFER**

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Architectural Expressions, LLP for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

**CONTRACT**

(\$ 775,196.00)

~~Seven Hundred Seventy Five Thousand, One Hundred Ninety Six~~ dollars.  
and no /100

- B. We have included the required security Bid Bond as required by the Instruction to Bidders.
- C. All applicable federal taxes are excluded, and State of Illinois taxes are excluded from the Bid Sum.

**1.02 ACCEPTANCE**

- A. This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
  2. Furnish the required bonds within seven days of receipt of Notice of Award.
  3. Commence work within seven days after written Notice to Proceed of this bid.

**BID FORM**

**TO:**  
Decatur Public School District (Owner)  
101 W. Corro Gordo Street  
Decatur, IL 62523

**FOR:**  
HVAC Upgrades for  
Pershing Early Learning Center  
2912 N. University Avenue  
Decatur, IL 62526

**DATE:** April 4, 2019 (Bidder to enter date)

**SUBMITTED BY: (Bidder to enter name and address)**

King-Lar Company  
2020 East Olive Street  
Decatur, Illinois 62526

**1.01 OFFER**

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Architectural Expressions, LLP for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

**CONTRACT**

( \$ 636,000.00----- )  
Six Hundred Thirty-Six Thousand and no/100-----dollars.

- B. We have included the required security Bid Bond as required by the Instruction to Bidders.
- C. All applicable federal taxes are excluded, and State of Illinois taxes are excluded from the Bid Sum.

**1.02 ACCEPTANCE**

- A. This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
  2. Furnish the required bonds within seven days of receipt of Notice of Award.
  3. Commence work within seven days after written Notice to Proceed of this bid.

# Crossing Healthcare Mobile Health Unit

Julie Brilley, MPH  
Chief Development and Planning Officer



# Increasing Access to Quality Healthcare

## **Our Vision**

People achieving their highest quality of life.

## **Our Mission**

Providing excellent comprehensive healthcare that is affordable and accessible for the medically underserved.

# Decatur Public Schools Strategic Plan

**Strategy 3:** *"We will establish a support network that will identify and address students' physical, social/emotional, and mental health needs to allow each student to reach their full potential."*

**Result Statement 4: 3.** *Increase resources for students with identified physical, social/emotional, and mental health needs through innovative collaborations with community partners.*

# Crossing Healthcare Mobile Health Unit

- Overview
- Services
- Access
- Referrals
- Schedule



# Project Status

- Announcement and Information on Website
- May 2<sup>nd</sup> DPS Principal Meeting
- Ongoing Mobile Unit Advisory Panel Meetings
- Summer 2019: School/Community Events
- August 2019: Begin Offering Services

# Questions or Comments

Thank you!



## **AGREEMENT FOR HEALTH SERVICES**

This Agreement, made and entered into by and between the Board of Education of Decatur Public School District No. 61 (hereinafter "School District" or "District") and Crossing Healthcare, a federally qualified health center (hereinafter "Crossing");

### **WITNESSETH:**

**WHEREAS**, the School District student population is occasionally in need of medical, behavioral, and dental health services to address health issues that impact students' ability to learn and perform at school; and

**WHEREAS**, the School District desires to provide a program for medical, behavioral, and dental health services at its schools; and

**WHEREAS**, said medical, behavioral, and dental health services will be supplemental, in addition to, and separate from the educational program offered by the District; and

**WHEREAS**, the provision of medical, behavioral, and dental health services requires a high degree of professional skill in which the fitness of the individual and entity play a critical role; and

**WHEREAS**, the parties have reached mutually acceptable terms for the provision of such health services and wish to memorialize the same herein;

**NOW, THEREFORE**, in consideration of the mutual terms, covenants and conditions contained herein, it is agreed by and between the parties as follows:

1. **Incorporation of Preambles.** The parties find that all of the preambles contained herein are full, true and correct and do incorporate them into this Agreement by this reference.

2. **Services to be Performed by Crossing.** Crossing shall, during the period of this Agreement, and as deemed appropriate for the type of medical, behavioral or dental care provided,

supply a physician assistant or nurse practitioner, a certified medical assistant, a dental hygienist, dental assistant, dentist, licensed clinical social worker, and/or bachelors degree level behavioral health counselor to the District to provide medical, behavioral, and dental health services including, but not limited to:

- A. **Medical and Reproductive Health Services:** Crossing shall provide referred District students with physicals, immunizations, and medical services addressing acute care needs. Reproductive health services – including STI testing and treatment, pregnancy testing, and birth control – may be provided to District high school students without a referral.
- B. **Behavioral Health.** Crossing shall provide referred District students with behavioral health services, including counseling.
- C. **Dental Care:** Crossing shall provide referred District students with dental exams, cleanings, sealants, fillings, and extractions. Exams, cleanings, and sealants shall be administered by Crossing at a portable dental program located in the school. Students needing fillings and extractions shall be referred to Crossing’s mobile health clinic or the Crossing Dental Clinic. The parties agree that services under this subsection (“Dental Care”) shall not begin until April 2020.

The parties agree that Crossing shall be the exclusive health center to provide District students with the mobile health services and portable dental services outlined above. As acknowledged in subsection C above (“Dental Care”), Crossing shall provide dental care to District students beginning in April of 2020. The parties agree that another health center shall provide dental care to District students until April 2020.

3. **Services to be Performed by the District.** The District shall, during the term of this Agreement, provide Crossing with: an exterior map of each school with designated parking

locations and power source locations; reasonable space for portable dental services within the school buildings; and routine maintenance of the mobile unit, as outlined in Exhibit A. The District shall also assist, as necessary, with calls to parents regarding the provision of follow-up services.

4. **Referral Procedure.** The School District shall develop referral procedures and shall refer students to Crossing as it deems necessary. Crossing shall not have access to any students and/or student records (or information by which an individual student may be identified) as defined by the Illinois School Student Records Act (ISSRA) and/or Family Educational Rights and Privacy Act (FERPA) absent prior written consent from the student's parent or guardian.

5. **Compensation.** Compensation for the services rendered by Crossing under this Agreement shall be solely provided by each student's health insurance carrier.

6. **Term.** This Agreement shall be effective June 1, 2019 and shall terminate, without notice, on May 31, 2020.

7. **Early Termination.** Either party may terminate this Agreement, prior to the termination date, without penalty, upon ninety (90) days prior written notice.

8. **Designated Representatives.**

A. The School District's Superintendent or his designee shall provide Crossing with the contact information of the District staff member designated to oversee scheduling for the mobile health services outlined in Section 2 of this Agreement.

B. The Superintendent or his designee shall also provide Crossing with the names and contact information of District staff that shall serve as Points of Contact for Crossing within each individual school building.

C. Crossing shall provide the School District's Superintendent with the contact information of its Program Coordinator. The Program Coordinator shall collaborate

with the District in scheduling the mobile health services outlined in Section 2 of this Agreement.

**9. Relationship of Parties.** Crossing enters into this Agreement, and will remain throughout the term of this Agreement, an independent contractor. Crossing agrees that Crossing and Crossing's agents or employees are not and will not become employees, partners, agents, or principals of the District while this Agreement is in effect.

Crossing and Crossing's employees are not entitled to the rights or benefits afforded to District employees, including disability or unemployment insurance, worker's compensation, medical insurance, sick leave, or any other employment benefit. Crossing is responsible for providing at Crossing's sole expense, disability, unemployment, worker's compensation, and other insurance, training permits, and licenses for Crossing and for Crossing's employees and subcontractors, as required by law. Crossing is responsible for paying when due all taxes, including estimated taxes and sales taxes, incurred as a result of the compensation paid to Crossing for services performed under this Agreement.

Crossing agrees to comply with all federal, state, and municipal laws, rules, regulations, and District policies and regulations, that are now or may in the future become applicable to Crossing's business, equipment, and personnel engaged in an operation covered by this Agreement or accruing out of the performance of such operations. Specifically, Crossing is hereby provided the following information regarding District Policies and Regulations relating to health, safety, confidentiality of student records, non-discrimination, and sexual harassment. Public schools are governed by state and federal laws and District policies. When independent contractors work with students and staff in schools, they must abide by these directives:

**Confidentiality:** During Crossing's association with the District, it may have access to confidential and sensitive information regarding a child, family, or staff member. Student information in schools is governed by the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA). These federal and state laws prohibit information from a student's educational record to be released without prior written parent permission. Crossing is prohibited from disclosing to the public the identity of any student eligible for or receiving services without the written permission of the student's parents.

**Child Abuse:** If a child (or family) referred to Crossing shares information that may indicate the child is abused or in danger, the Crossing employee who receives this information shall report it immediately to the student's principal. Under the Illinois Abused and Neglected Child Reporting Act, 325 ILCS 5/1 et seq., medical providers are mandated reporters and are thereby required to report suspected child abuse to the Department of Children and Family Services when they have reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child.

**Non-discrimination:** No student or staff person shall be treated differently, spoken to disrespectfully, or denied services on the basis of race, religion, sex, sexual orientation, disability, age, national origin or marital status. Each student and staff person is to be treated with respect and dignity.

**Sexual Harassment:** No student or staff person shall be subjected to inappropriate, unwelcome sexual overtures that interfere with the individual's education or work.

Examples of prohibited conduct include unwarranted name calling, comments, touching, jokes, and compliments of a sexual nature.

**10. Method and Supervision of Performance.** The actual performance and oversight of all services performed under Section 2 of this Agreement shall be by Crossing. The District may designate a representative who shall at all times have access to the location for the provision of services under this Agreement for the purposes of observing or inspecting the work performed by Crossing and to judge whether such work is being performed by Crossing in accordance with the provisions hereof and to secure the satisfactory completion thereof.

**11. Insurance.** Crossing shall at its sole expense secure and maintain professional and general liability insurance coverage in the amounts of: \$1,000,000.00 per occurrence, and \$3,000,000.00 in the aggregate. The District Board of Education and its officers and employees shall be named as additional named insured in Crossing's insurance policy. Proof of insurance coverage shall be submitted for District records.

**12. Background Check Required.** Crossing, and any and all employees of Crossing providing services under this Agreement, shall provide the District, prior to the provision of such services, a copy of an Illinois criminal history background check that indicates the employee may have contact with school children (see: 105 ILCS 5/10-21.9(f)). Failure of Crossing to comply with this section shall be grounds for the District to immediately terminate this Agreement.

**13. Indemnification.** Crossing agrees to protect, defend, indemnify, and to hold harmless the District, its officers, agents, and employees, from any and all claims and losses resulting from the performance of the Agreement and from any and all claims and losses resulting from injury to any person who may be injured by Crossing in the performance of this Agreement.

**14. Waiver.** The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver or relinquishment of that right or power for all or any other items.

**15. Severability.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

**16. No Assignment.** Neither this Agreement, nor any interest therein, or claim hereunder, shall be assigned or transferred by Crossing to any party or parties without written approval by District.

**17. Notices.** Any notice required under this Agreement 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 District:**  
Superintendent of Schools  
Decatur Public School  
District No. 61  
101 W. Cerro Gordo Street  
Decatur, IL 62523

**To Crossing:**  
Chief Executive Officer  
Crossing Healthcare  
320 Central Avenue  
Decatur, IL 62523

**18. Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the services to be provided by Crossing, and contains all of the covenants and agreements between the parties with respect to said services. Each party to this Agreement acknowledges that no representation, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any parties, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date written after its signature by an authorized agent below.

**BOARD OF EDUCATION  
DECATUR PUBLIC SCHOOL DISTRICT NO.  
61**

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

**ATTEST:**

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

**CROSSING HEALTHCARE**

By: James Andrew 4.10.19  
**Its CEO**

# Exhibit A

## Maintenance Schedule

### Farber Bus

#### Power

Power – 100A 240V 60Hz Single Phase Power

#### Oil/Filters

ENGINE OIL 15W-40 meets CES-20081

GENERATOR OIL (~8 L) 10W30 meets API CLASS CF or Higher

GENERATOR COOLANT Ethylene Glycol 50% Commercial Heavy Duty Meets ASTM D5345  
1/2 coolants and 1/2 distilled water if not premixed.

GENERATOR FILTERS  
 Oil: 01FO091  
 Fuel: 08FF081  
 Air with Plastic Canister: 03BF0203

MAINTENANCE SERVICE TERM	SEE NOTE	DAILY	EVERY 25 HOURS	EVERY 100 HOURS	EVERY 250 HOURS	EVERY 500 HOURS	EVERY 1000 HOURS	REMARKS
Engine Oil Level Deterioration & Leakage		X						
Engine Oil Change	*			X				
Oil Filter Change				X				
Coolant Level		X						
Coolant Leakage		X						



MAINTENANCE SERVICE TERM	SEE NOTE	DAILY	WEEKLY	BI-WEEKLY	MONTHLY	SEMI ANNUALLY	ANNUALLY	REMARKS
Vehicle Wash			X					
Vehicle Wax						X		
Check Window Seals						X		
Check Front Cap Seals						X		
Check Seals on Roof						X		Air Conditioners, Awnings etc..
Clean Air Conditioning Filters				X				
Wax Floors							X	
Clean Plumbing Tanks							X	
Tighten Cabinet Hardware						X		
Check Slide out Hydraulic Oil	***						X	
Check Hydraulic Jacks Oil	***						X	
Clean Leveling Jacks					X			

Lubricate Locks Internal & External						X		
<b>MAINTENANCE SERVICE TERM</b>	<b>SEE NOTE</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>BI-WEEKLY</b>	<b>MONTHLY</b>	<b>SEMI ANNUALLY</b>	<b>ANNUALLY</b>	<b>REMARKS</b>
Check Plumbing Connections							X	
Check Battery Condition					X			
Check Water Level In Batteries					X			
Check Main Engine Oil		X						
Check Main Engine Coolant		X						
Check Tire Pressure			X					
Check Lights		X						
Lubricate Entry Step					X			

\* Engine oil and filter must be changed after the first 50 hours of operation. Then every 100 hours or once a year whichever comes first.

\*\* Air filter replacement interval will vary depending on operating conditions. Adverse conditions may require frequent service.

**\*\*\* Be sure slide room and or Jacks are fully retracted before checking fuel levels. HWH Specialty Hydraulic Oil is recommended. In an emergency Dexron automatic transmission fluid can be used. DO NOT USE Brake Fluid or Hydraulic Jack Fluid.**



## Board of Education Decatur Public School District #61

<b>Date:</b> April 23, 2019	<b>Subject:</b> Fountas & Pinnell Classroom K-2 Resources
<b>Initiated By:</b> Charlotte Thompson, Director of Curriculum and Instruction- Elementary	<b>Attachments:</b> Balanced Literacy Framework Heinmann Quotes for Baum, Dennis, Durfee, Enterprise, Franklin, French, Garfield, Hope, Johns Hill, Muffley, Oak Grove, Parsons, South Shores, and Stevenson Schools and PDI
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

During the 2<sup>nd</sup> semester of 2018, Stevenson Elementary piloted Fountas and Pinnell (F&P) Classroom resources (Shared Reading and Interactive Read Aloud). In addition, we added Parsons Elementary K-2 at the start of the 2018-2019 school year. The Professional Development Institute staff created a balanced literacy framework document to delineate what a reading block should look like daily at the elementary level. We realized there was a disconnect between expectations and resources. Rather than look at a basal series again, we looked at sub components to the literacy block and analyzed resources from there.

**CURRENT CONSIDERATIONS:**

All core classroom teachers in our elementary buildings would receive Interactive Read Aloud, Shared Reading, Word Study/Phonics, and Minilesson components to F&P Classroom. The components of F&P Classroom will help Decatur Public School students and teachers meet the high expectations of the Common Core State Standards in English Language Arts. It will further give continuity of literacy support from Kindergarten through 2nd grade for the 2019-2020 school year. Professional development would be provided in June and again in August for staff members to familiarize themselves with the new resources.

**FINANCIAL CONSIDERATIONS:**

\$430,000 of the Instructional Materials budget is allocated to this purchase of literacy resources K-2 submitted in this proposal.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the invoices for Heinmann (presented by building) to provide literacy resources in Grades K-2 as presented and further acknowledge Fountas and Pinnell Classroom (F&P) as board adopted curriculum.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

FROM THE CREATORS OF THE F&P TEXT LEVEL GRADIENT™



# K-2 Curriculum Recommendation

The **FUTURE** of Literacy Education is Here

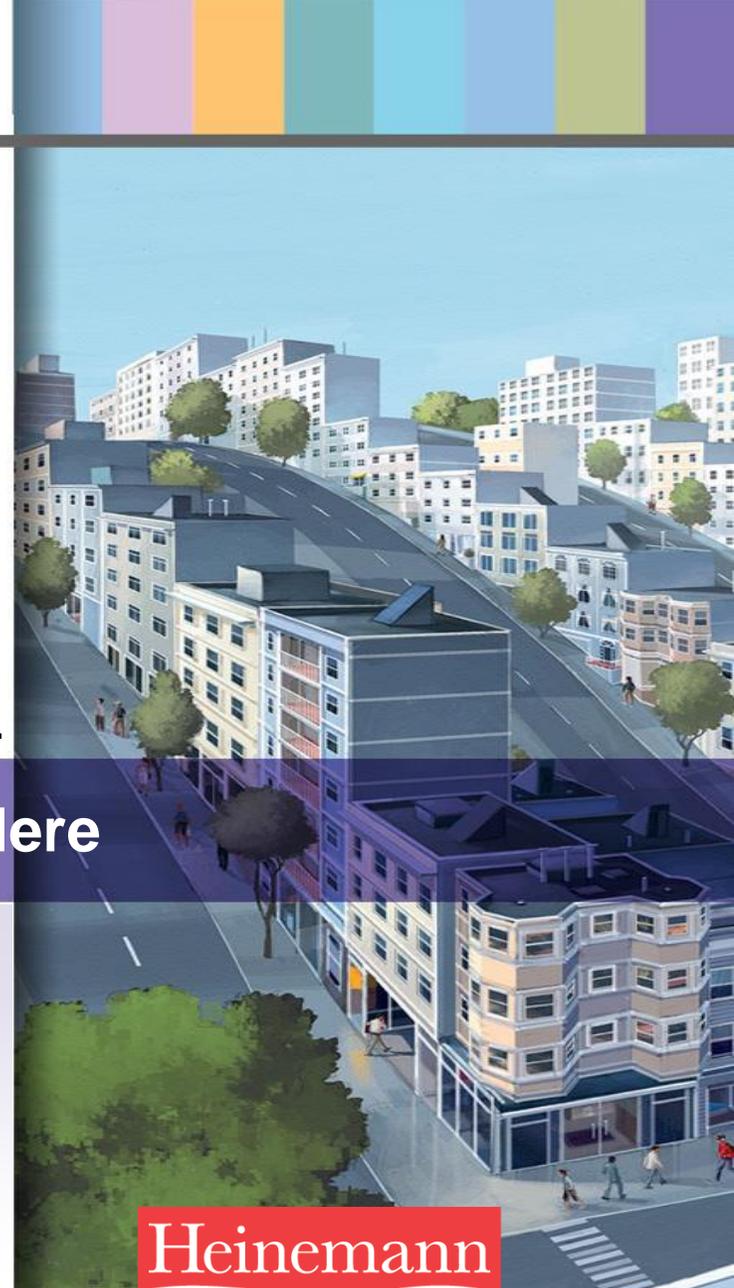
**April 23, 2019**

**Presentation by:**

Charlotte Thompson

Julie Turner

Christelle Harding



**Heinemann**

DEDICATED TO TEACHERS

# DPS Non-Negotiables

## ELA

1. ELA block MUST be 90 minutes!!! (at minimum)
2. 6 Traits Writing instruction
3. Differentiation (Guided reading/Readers Workshop) must be a part of every literacy block
4. Differentiated groups at the student's instructional level should be fluid based on data and student need (flexible grouping). In other words- students should not be staying in the same level fall / winter / spring
5. At minimum you must meet with your lowest reading group **daily**
6. Students should be provided multiple opportunities to read throughout the day: whole group, small group/guided reading, independent reading
7. K-3 Handwriting instruction (15 minutes daily tops)

# Pilot of Materials

- Stevenson K-2 (Began January 2018)
  - began as a funded request from the JME
- Parsons K-2 (Began August 2018)



# Interactive Read Aloud



## What Interactive Read Aloud Looks Like:

- Done daily during the reading block for no more than 10-15 minutes
- Teacher reads the text **to** the students and encourages deep discussion of text
- Students discuss text in either whole-class discussion or “Turn and Talk”
- Students think, talk and write about texts
- Students make connections between books in the text set
- 120 titles giving buildings the autonomy to select their own stories throughout the year in addition
- Lesson cards are provided for each story with explicit directions for how to instruct the lesson

PLT

PROFESSIONAL  
LEARNING TOOLS

IRA

SR

PWS

RML

GR

BC

IR

# Shared Reading

## What Shared Reading Looks Like:

- Done daily during the reading block for no more than 10-15 minutes
- Teacher reads the text **with** the students and encourages deep discussion of text focusing on vocabulary and comprehension
- Big Books K-2 with 6 smaller books for students to encounter
- Purpose is to develop language- the teacher models the thinking process/strategies during the lesson
- Lesson cards are provided for each story with explicit directions for how to instruct the lesson
- These lessons could span over a 2-3 day period for the selected text



PLT

PROFESSIONAL  
LEARNING TOOLS

IRA

SR

PWS

RML

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BC

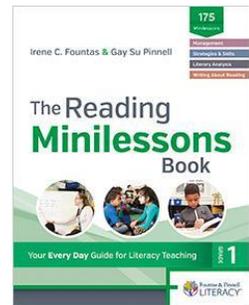
IR

# Reading Minilessons



## What Reading Minilessons Looks Like:

- The goal of all minilessons is to help children to think and act like readers and to build effective processing strategies while reading continuous text independently.
- Provides additional scripted lesson guidance to teachers for their student's needs
- Focused / practical lessons on:
  - Management
  - Literary Analysis
  - Strategies & Skills
  - Writing About Reading



**PLT**

PROFESSIONAL  
LEARNING TOOLS

**IRA**

**SR**

**PWS**

**RML**

**GR**

**BC**

**IR**

# Phonics, Spelling, and Word Study



Phonics, Spelling, and Word Study Lesson

## What Phonics, Spelling, Word Study Looks Like:

- Done daily during the reading block as a whole group lesson to start (mini lesson) followed by independent/small group practice/application of skills
- Focuses on word patterns rather than memorizing unconnected words
- Provides hands on practice for students

PLT

PROFESSIONAL  
LEARNING TOOLS

IRA

SR

PWS

RML

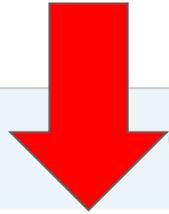
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BC

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# A SUMMARY

A comprehensive and cohesive system for high-quality, classroom-based literacy instruction.



Whole Class	Small Groups	Individuals
 <b>Interactive Read-Aloud</b>	 <b>Guided Reading</b>	 <b>Independent Reading (and Confering)</b>
 <b>Shared Reading</b>	 <b>Book Clubs</b>	 <b>Phonics, Spelling, and Word Study (Apply)</b>
 <b>Reading Minilessons</b>	 <b>Phonics, Spelling, and Word Study (Apply)</b>	
 <b>Phonics, Spelling, and Word Study (Teach and Share)</b>		

# Specialty Programs

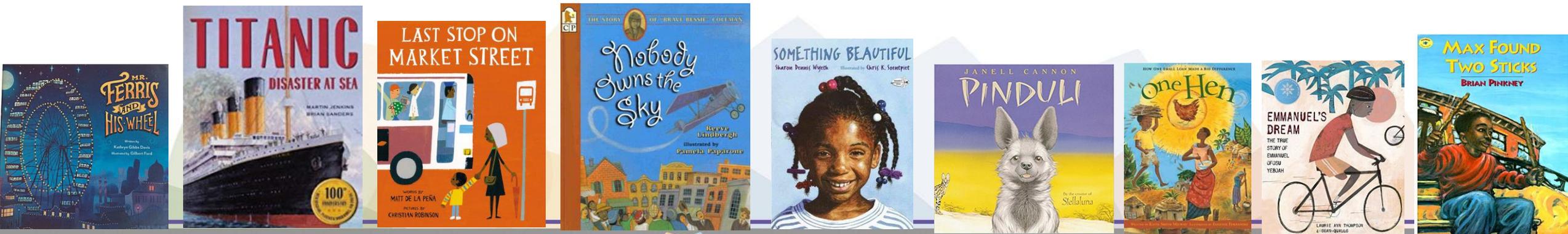
- F&P Classroom materials would not deter from speciality programs (Arts Integration, Montessori, PBL, Daily 5, STEM, etc.)- it is meant to complement these programs
- These resources would provide consistency for the reading block for all K-2 teachers in the district
- If we are expecting teachers to follow a balanced literacy framework with all the components- we have to ensure that we provide resources for teachers to utilize

# Training for Staff

- June 3 or August 7, 8- Kindergarten
- June 4 or August 7, 8- 1st Grade
- June 5 or August 7, 8- 2nd Grade
- October PLC- FPC would provide workshops during all breakout sessions
  
- All implementation PD would be provided by Heinemann
- June 6 & 11- Implementation PD would also be provided to administrators of elementary/K-8 buildings
  
- We are further evaluating additional PD options during the school year (a more wrap around approach) but are awaiting further guidance from ISBE on the calendar

# Why Choose F&P Classroom

- Provides text rich lessons for students to encounter the 5 core areas of literacy: phonemic awareness, phonics, fluency, vocabulary, and comprehension
- Honors the work of DPS Balanced literacy Framework but provides **consistent** resources to teachers K-2
- Provides much needed guidance and support for the literacy block to new teachers to DPS
- Provides a balance between fiction and nonfiction selections
- Materials contain questions and tasks that require students to use text-based evidence- this is a MAJOR identified area of focus in the intermediate grades and beyond
- Diverse populations want to know they can identify with the characters in a story. They want to know that their heritage is acknowledged.
  - F&P Classroom provides a balance of including a variety of ethnicities in the literature selections



Thank You!

Questions?



mainella

361 Hanover Street, Portsmouth, NH 03801

ORDERS/CUSTOMER SERVICE
TEL:800-225-5800 FAX:877-231-6980
P.O.BOX 6926
Portsmouth, NH 03802-6926
www.heinemann.com
Pubnet SAN:210-5829 CODE:HEP
Federal ID#:06-1154537 GST:#125-218-917

Z

QUOTE : 5471952

BILL TO: 2DECATUR0

SHIP TO: 9568887

DECATUR SCHOOL DISTRICT #61
101 WEST CERRO GORDO
DECATUR IL 62523

BAUM ELEMENTARY SCHOOL
801 LAKE RIDGE AVE
DECATUR IL 62521

Table with columns: Account Number, PURCHASE ORDER NUMBER, DATE, SPECIAL INSTRUCTIONS, TERMS, PAGE NO., ITEM, ISBN, UNITS, DESCRIPTION, LIST PRICE, DISC, NET PRICE. Contains multiple rows of item details including Fountas/Phonics and Fountas/FPC Shared Reading materials.



ORDERS/CUSTOMER SERVICE  
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 DECATUR IL 62523

BAUM ELEMENTARY SCHOOL  
 801 LAKE RIDGE AVE  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	978-0-325-09688-9	2	FPC SR GRADE K LITTLE BK BOX 1			
E09689	978-0-325-09689-6	2	FPC SR GRADE K LITTLE BK BOX 2			
E09690	978-0-325-09690-2	2	FPC SR GRADE K LITTLE BK BOX 3			
E09691	978-0-325-09691-9	2	FPC SR GRADE K LITTLE BK BOX 4			
E09805	978-0-325-09805-0	2	FPC SR GRADE K TEACHER BOX			
*****						
E09829	978-0-325-09829-6	2	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09786	978-0-325-09786-2	2	FPC IRA GRADE K BOX 1			
E09787	978-0-325-09787-9	2	FPC IRA GRADE K BOX 2			
E09788	978-0-325-09788-6	2	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	978-0-325-09830-2	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09789	978-0-325-09789-3	2	FPC IRA GRADE 1 BOX 1			
E09790	978-0-325-09790-9	2	FPC IRA GRADE 1 BOX 2			
E09791	978-0-325-09791-6	2	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	978-0-325-09831-9	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09792	978-0-325-09792-3	2	FPC IRA GRADE 2 BOX 1			
E09793	978-0-325-09793-0	2	FPC IRA GRADE 2 BOX 2			
E09794	978-0-325-09794-7	2	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	978-0-325-09861-6	2	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	198.00
E09862	978-0-325-09862-3	2	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	198.00
E09863	978-0-325-09863-0	2	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	198.00
E10550	978-0-325-10550-5	2	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	878.00
***** PREPACK CONTAINS *****						



mainella

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Z

QUOTE : 5471952

BILL TO: 2DECATUR0

SHIP TO: 9568887

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

BAUM ELEMENTARY SCHOOL  
801 LAKE RIDGE AVE  
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	978-0-325-10551-2	2	Phonics Gr 1 2ed Box 1			
E09294	978-0-325-09294-2	2	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 26,430.00  
SHIPPING : 1,057.20

Reference	Total Units	Shipping Weight	Shipping Method
5471952	22	1,444.16	GROUND COMMERCIAL

QUOTATION AMOUNT 27,487.20  
PAYABLE IN U.S. FUNDS:



ORDERS/CUSTOMER SERVICE  
 TEL:800-225-5800 FAX:877-231-6980  
 P.O.BOX 6926  
 Portsmouth, NH 03802-6926  
 www.heinemann.com  
 Pubnet SAN:210-5829 CODE:HEP  
 Federal ID#:06-1154537 GST:#125-218-917

mainella

361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5471954

BILL TO: 2DECATUR0

SHIP TO: 10272544

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

DENNIS LAB SCHOOL  
 1499 W MAIN ST  
 DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	0-325-07683-9	2	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	878.00
E10502	0-325-10502-2	2	Phonics Gr 2 2ed Box 1			
E10503	0-325-10503-0	2	PHONICS GR 2 READY RESOURCES *****			
E09782	0-325-09782-8	2	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09674	0-325-09674-0	2	FPC SR GRADE 1 BIG BK BOX 1			
E09675	0-325-09675-9	2	FPC SR GRADE 1 BIG BK BOX 2			
E09823	0-325-09823-9	4	FPC SR BIG BOOK STORAGE BIN			
E09681	0-325-09681-3	2	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	0-325-09682-1	2	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	0-325-09683-X	2	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	0-325-09684-8	2	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	0-325-09806-9	2	FPC SR GRADE 1 TEACHER BOX *****			
E09783	0-325-09783-6	2	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	3,300.00
E09676	0-325-09676-7	2	FPC SR GRADE 2 BIG BK BOX 1			
E09685	0-325-09685-6	2	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	0-325-09686-4	2	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	0-325-09807-7	2	FPC SR GRADE 2 TEACHER BOX			
E09823	0-325-09823-9	2	FPC SR BIG BOOK STORAGE BIN *****			
E09784	0-325-09784-4	2	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09678	0-325-09678-3	2	FPC SR GRADE K BIG BK BOX 1			
E09679	0-325-09679-1	2	FPC SR GRADE K BIG BK BOX 2			
E09823	0-325-09823-9	4	FPC SR BIG BOOK STORAGE BIN			



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 Pubnet SAN:210-5829 CODE:HEP  
 Federal ID#:06-1154537 GST:#125-218-917

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361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5471954

BILL TO: 2DECATUR0

SHIP TO: 10272544

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

DENNIS LAB SCHOOL  
 1499 W MAIN ST  
 DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	0-325-09688-0	2	FPC SR GRADE K LITTLE BK BOX 1			
E09689	0-325-09689-9	2	FPC SR GRADE K LITTLE BK BOX 2			
E09690	0-325-09690-2	2	FPC SR GRADE K LITTLE BK BOX 3			
E09691	0-325-09691-0	2	FPC SR GRADE K LITTLE BK BOX 4			
E09805	0-325-09805-0	2	FPC SR GRADE K TEACHER BOX			
*****						
E09829	0-325-09829-8	2	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09786	0-325-09786-0	2	FPC IRA GRADE K BOX 1			
E09787	0-325-09787-9	2	FPC IRA GRADE K BOX 2			
E09788	0-325-09788-7	2	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	0-325-09830-1	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09789	0-325-09789-5	2	FPC IRA GRADE 1 BOX 1			
E09790	0-325-09790-9	2	FPC IRA GRADE 1 BOX 2			
E09791	0-325-09791-7	2	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	0-325-09831-X	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09792	0-325-09792-5	2	FPC IRA GRADE 2 BOX 1			
E09793	0-325-09793-3	2	FPC IRA GRADE 2 BOX 2			
E09794	0-325-09794-1	2	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	0-325-09861-1	2	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	198.00
E09862	0-325-09862-X	2	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	198.00
E09863	0-325-09863-8	2	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	198.00
E10550	0-325-10550-2	2	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	878.00
***** PREPACK CONTAINS *****						



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Z

QUOTE : 5471954

BILL TO: 2DECATUR0

SHIP TO: 10272544

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

DENNIS LAB SCHOOL  
1499 W MAIN ST  
DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	0-325-10551-0	2	Phonics Gr 1 2ed Box 1			
E09294	0-325-09294-X	2	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 26,430.00  
SHIPPING : 1,057.20

Reference	Total Units	Shipping Weight	Shipping Method
5471954	22	1,444.16	GROUND COMMERCIAL

QUOTATION AMOUNT 27,487.20  
PAYABLE IN U.S. FUNDS:



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QUOTE : 5471955

BILL TO: 2DECATUR0

SHIP TO: 9629165

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

DURFEE MAGNET SCHOOL  
 1077 W GRAND AVE  
 DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	978-0-325-07683-6	3	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	1,317.00
E10502	978-0-325-10502-4	3	Phonics Gr 2 2ed Box 1			
E10503	978-0-325-10503-1	3	PHONICS GR 2 READY RESOURCES ***** PREPACK CONTAINS *****			
E09782	978-0-325-09782-4	3	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	10,725.00
E09674	978-0-325-09674-2	3	FPC SR GRADE 1 BIG BK BOX 1			
E09675	978-0-325-09675-9	3	FPC SR GRADE 1 BIG BK BOX 2			
E09823	978-0-325-09823-4	6	FPC SR BIG BOOK STORAGE BIN			
E09681	978-0-325-09681-0	3	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	978-0-325-09682-7	3	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	978-0-325-09683-4	3	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	978-0-325-09684-1	3	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	978-0-325-09806-7	3	FPC SR GRADE 1 TEACHER BOX ***** PREPACK CONTAINS *****			
E09783	978-0-325-09783-1	3	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	4,950.00
E09676	978-0-325-09676-6	3	FPC SR GRADE 2 BIG BK BOX 1			
E09685	978-0-325-09685-8	3	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	978-0-325-09686-5	3	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	978-0-325-09807-4	3	FPC SR GRADE 2 TEACHER BOX			
E09823	978-0-325-09823-4	3	FPC SR BIG BOOK STORAGE BIN ***** PREPACK CONTAINS *****			
E09784	978-0-325-09784-8	2	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09678	978-0-325-09678-0	2	FPC SR GRADE K BIG BK BOX 1			
E09679	978-0-325-09679-7	2	FPC SR GRADE K BIG BK BOX 2			
E09823	978-0-325-09823-4	4	FPC SR BIG BOOK STORAGE BIN			



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QUOTE : 5471955

BILL TO: 2DECATUR0

SHIP TO: 9629165

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

DURFEE MAGNET SCHOOL  
 1077 W GRAND AVE  
 DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	978-0-325-09688-9	2	FPC SR GRADE K LITTLE BK BOX 1			
E09689	978-0-325-09689-6	2	FPC SR GRADE K LITTLE BK BOX 2			
E09690	978-0-325-09690-2	2	FPC SR GRADE K LITTLE BK BOX 3			
E09691	978-0-325-09691-9	2	FPC SR GRADE K LITTLE BK BOX 4			
E09805	978-0-325-09805-0	2	FPC SR GRADE K TEACHER BOX			
*****						
E09829	978-0-325-09829-6	2	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09786	978-0-325-09786-2	2	FPC IRA GRADE K BOX 1			
E09787	978-0-325-09787-9	2	FPC IRA GRADE K BOX 2			
E09788	978-0-325-09788-6	2	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	978-0-325-09830-2	3	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	3,240.00
***** PREPACK CONTAINS *****						
E09789	978-0-325-09789-3	3	FPC IRA GRADE 1 BOX 1			
E09790	978-0-325-09790-9	3	FPC IRA GRADE 1 BOX 2			
E09791	978-0-325-09791-6	3	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	978-0-325-09831-9	3	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	3,240.00
***** PREPACK CONTAINS *****						
E09792	978-0-325-09792-3	3	FPC IRA GRADE 2 BOX 1			
E09793	978-0-325-09793-0	3	FPC IRA GRADE 2 BOX 2			
E09794	978-0-325-09794-7	3	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	978-0-325-09861-6	2	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	198.00
E09862	978-0-325-09862-3	3	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	297.00
E09863	978-0-325-09863-0	3	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	297.00
E10550	978-0-325-10550-5	3	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	1,317.00
***** PREPACK CONTAINS *****						



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QUOTE : 5471955

BILL TO: 2DECATUR0

SHIP TO: 9629165

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

DURFEE MAGNET SCHOOL  
1077 W GRAND AVE  
DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	978-0-325-10551-2	3	Phonics Gr 1 2ed Box 1			
E09294	978-0-325-09294-2	3	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 34,891.00  
SHIPPING : 1,395.64

Reference	Total Units	Shipping Weight	Shipping Method
5471955	30	1,928.53	GROUND COMMERCIAL

QUOTATION AMOUNT 36,286.64  
PAYABLE IN U.S. FUNDS:



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QUOTE : 5471956

BILL TO: 2DECATUR0

SHIP TO: 9497685

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

ENTERPRISE ELEMENTARY SCH  
 2115 S TAYLOR RD  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	978-0-325-07683-6	3	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	1,317.00
E10502	978-0-325-10502-4	3	Phonics Gr 2 2ed Box 1			
E10503	978-0-325-10503-1	3	PHONICS GR 2 READY RESOURCES ***** PREPACK CONTAINS *****			
E09782	978-0-325-09782-4	3	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	10,725.00
E09674	978-0-325-09674-2	3	FPC SR GRADE 1 BIG BK BOX 1			
E09675	978-0-325-09675-9	3	FPC SR GRADE 1 BIG BK BOX 2			
E09823	978-0-325-09823-4	6	FPC SR BIG BOOK STORAGE BIN			
E09681	978-0-325-09681-0	3	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	978-0-325-09682-7	3	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	978-0-325-09683-4	3	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	978-0-325-09684-1	3	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	978-0-325-09806-7	3	FPC SR GRADE 1 TEACHER BOX ***** PREPACK CONTAINS *****			
E09783	978-0-325-09783-1	3	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	4,950.00
E09676	978-0-325-09676-6	3	FPC SR GRADE 2 BIG BK BOX 1			
E09685	978-0-325-09685-8	3	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	978-0-325-09686-5	3	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	978-0-325-09807-4	3	FPC SR GRADE 2 TEACHER BOX			
E09823	978-0-325-09823-4	3	FPC SR BIG BOOK STORAGE BIN ***** PREPACK CONTAINS *****			
E09784	978-0-325-09784-8	3	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	10,725.00
E09678	978-0-325-09678-0	3	FPC SR GRADE K BIG BK BOX 1			
E09679	978-0-325-09679-7	3	FPC SR GRADE K BIG BK BOX 2			
E09823	978-0-325-09823-4	6	FPC SR BIG BOOK STORAGE BIN			



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361 Hanover Street, Portsmouth, NH 03801

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QUOTE : 5471956

BILL TO: 2DECATUR0

SHIP TO: 9497685

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

ENTERPRISE ELEMENTARY SCH  
 2115 S TAYLOR RD  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	978-0-325-09688-9	3	FPC SR GRADE K LITTLE BK BOX 1			
E09689	978-0-325-09689-6	3	FPC SR GRADE K LITTLE BK BOX 2			
E09690	978-0-325-09690-2	3	FPC SR GRADE K LITTLE BK BOX 3			
E09691	978-0-325-09691-9	3	FPC SR GRADE K LITTLE BK BOX 4			
E09805	978-0-325-09805-0	3	FPC SR GRADE K TEACHER BOX			
*****						
E09829	978-0-325-09829-6	3	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	3,240.00
***** PREPACK CONTAINS *****						
E09786	978-0-325-09786-2	3	FPC IRA GRADE K BOX 1			
E09787	978-0-325-09787-9	3	FPC IRA GRADE K BOX 2			
E09788	978-0-325-09788-6	3	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	978-0-325-09830-2	3	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	3,240.00
***** PREPACK CONTAINS *****						
E09789	978-0-325-09789-3	3	FPC IRA GRADE 1 BOX 1			
E09790	978-0-325-09790-9	3	FPC IRA GRADE 1 BOX 2			
E09791	978-0-325-09791-6	3	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	978-0-325-09831-9	3	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	3,240.00
***** PREPACK CONTAINS *****						
E09792	978-0-325-09792-3	3	FPC IRA GRADE 2 BOX 1			
E09793	978-0-325-09793-0	3	FPC IRA GRADE 2 BOX 2			
E09794	978-0-325-09794-7	3	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	978-0-325-09861-6	3	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	297.00
E09862	978-0-325-09862-3	3	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	297.00
E09863	978-0-325-09863-0	3	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	297.00
E10550	978-0-325-10550-5	3	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	1,317.00
***** PREPACK CONTAINS *****						



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Federal ID#:06-1154537 GST:#125-218-917

Z

QUOTE : 5471956

BILL TO: 2DECATUR0

SHIP TO: 9497685

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

ENTERPRISE ELEMENTARY SCH  
2115 S TAYLOR RD  
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	978-0-325-10551-2	3	Phonics Gr 1 2ed Box 1			
E09294	978-0-325-09294-2	3	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 39,645.00  
SHIPPING : 1,585.80

Reference	Total Units	Shipping Weight	Shipping Method
5471956	33	2,166.24	GROUND COMMERCIAL

QUOTATION AMOUNT 41,230.80  
PAYABLE IN U.S. FUNDS:



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QUOTE : 5471962

BILL TO: 2DECATUR0

SHIP TO: 10272543

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

B.FRANKLIN ELEMENTARY  
 2440 N SUMMIT AVE  
 DECATUR IL 62526

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	0-325-07683-9	2	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	878.00
E10502	0-325-10502-2	2	Phonics Gr 2 2ed Box 1			
E10503	0-325-10503-0	2	PHONICS GR 2 READY RESOURCES *****			
E09782	0-325-09782-8	2	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09674	0-325-09674-0	2	FPC SR GRADE 1 BIG BK BOX 1			
E09675	0-325-09675-9	2	FPC SR GRADE 1 BIG BK BOX 2			
E09823	0-325-09823-9	4	FPC SR BIG BOOK STORAGE BIN			
E09681	0-325-09681-3	2	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	0-325-09682-1	2	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	0-325-09683-X	2	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	0-325-09684-8	2	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	0-325-09806-9	2	FPC SR GRADE 1 TEACHER BOX *****			
E09783	0-325-09783-6	2	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	3,300.00
E09676	0-325-09676-7	2	FPC SR GRADE 2 BIG BK BOX 1			
E09685	0-325-09685-6	2	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	0-325-09686-4	2	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	0-325-09807-7	2	FPC SR GRADE 2 TEACHER BOX			
E09823	0-325-09823-9	2	FPC SR BIG BOOK STORAGE BIN *****			
E09784	0-325-09784-4	2	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09678	0-325-09678-3	2	FPC SR GRADE K BIG BK BOX 1			
E09679	0-325-09679-1	2	FPC SR GRADE K BIG BK BOX 2			
E09823	0-325-09823-9	4	FPC SR BIG BOOK STORAGE BIN			



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QUOTE : 5471962

BILL TO: 2DECATUR0

SHIP TO: 10272543

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

B.FRANKLIN ELEMENTARY  
 2440 N SUMMIT AVE  
 DECATUR IL 62526

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	0-325-09688-0	2	FPC SR GRADE K LITTLE BK BOX 1			
E09689	0-325-09689-9	2	FPC SR GRADE K LITTLE BK BOX 2			
E09690	0-325-09690-2	2	FPC SR GRADE K LITTLE BK BOX 3			
E09691	0-325-09691-0	2	FPC SR GRADE K LITTLE BK BOX 4			
E09805	0-325-09805-0	2	FPC SR GRADE K TEACHER BOX			
*****						
E09829	0-325-09829-8	2	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09786	0-325-09786-0	2	FPC IRA GRADE K BOX 1			
E09787	0-325-09787-9	2	FPC IRA GRADE K BOX 2			
E09788	0-325-09788-7	2	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	0-325-09830-1	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09789	0-325-09789-5	2	FPC IRA GRADE 1 BOX 1			
E09790	0-325-09790-9	2	FPC IRA GRADE 1 BOX 2			
E09791	0-325-09791-7	2	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	0-325-09831-X	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09792	0-325-09792-5	2	FPC IRA GRADE 2 BOX 1			
E09793	0-325-09793-3	2	FPC IRA GRADE 2 BOX 2			
E09794	0-325-09794-1	2	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	0-325-09861-1	2	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	198.00
E09862	0-325-09862-X	2	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	198.00
E09863	0-325-09863-8	2	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	198.00
E10550	0-325-10550-2	2	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	878.00
***** PREPACK CONTAINS *****						



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QUOTE : 5471962

BILL TO: 2DECATUR0

SHIP TO: 10272543

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

B.FRANKLIN ELEMENTARY  
2440 N SUMMIT AVE  
DECATUR IL 62526

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	0-325-10551-0	2	Phonics Gr 1 2ed Box 1			
E09294	0-325-09294-X	2	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 26,430.00  
SHIPPING : 1,057.20

Reference	Total Units	Shipping Weight	Shipping Method
5471962	22	1,444.16	GROUND COMMERCIAL

QUOTATION AMOUNT 27,487.20  
PAYABLE IN U.S. FUNDS:



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QUOTE : 5471964

BILL TO: 2DECATUR0

SHIP TO: 10229560

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

FRENCH ACADEMY  
 520 W WOOD STREET  
 DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	0-325-07683-9	2	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	878.00
E10502	0-325-10502-2	2	Phonics Gr 2 2ed Box 1			
E10503	0-325-10503-0	2	PHONICS GR 2 READY RESOURCES ***** PREPACK CONTAINS *****			
E09782	0-325-09782-8	2	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09674	0-325-09674-0	2	FPC SR GRADE 1 BIG BK BOX 1			
E09675	0-325-09675-9	2	FPC SR GRADE 1 BIG BK BOX 2			
E09823	0-325-09823-9	4	FPC SR BIG BOOK STORAGE BIN			
E09681	0-325-09681-3	2	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	0-325-09682-1	2	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	0-325-09683-X	2	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	0-325-09684-8	2	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	0-325-09806-9	2	FPC SR GRADE 1 TEACHER BOX ***** PREPACK CONTAINS *****			
E09783	0-325-09783-6	2	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	3,300.00
E09676	0-325-09676-7	2	FPC SR GRADE 2 BIG BK BOX 1			
E09685	0-325-09685-6	2	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	0-325-09686-4	2	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	0-325-09807-7	2	FPC SR GRADE 2 TEACHER BOX			
E09823	0-325-09823-9	2	FPC SR BIG BOOK STORAGE BIN ***** PREPACK CONTAINS *****			
E09784	0-325-09784-4	2	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09678	0-325-09678-3	2	FPC SR GRADE K BIG BK BOX 1			
E09679	0-325-09679-1	2	FPC SR GRADE K BIG BK BOX 2			
E09823	0-325-09823-9	4	FPC SR BIG BOOK STORAGE BIN			



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QUOTE : 5471964

BILL TO: 2DECATUR0

SHIP TO: 10229560

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

FRENCH ACADEMY  
 520 W WOOD STREET  
 DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	0-325-09688-0	2	FPC SR GRADE K LITTLE BK BOX 1			
E09689	0-325-09689-9	2	FPC SR GRADE K LITTLE BK BOX 2			
E09690	0-325-09690-2	2	FPC SR GRADE K LITTLE BK BOX 3			
E09691	0-325-09691-0	2	FPC SR GRADE K LITTLE BK BOX 4			
E09805	0-325-09805-0	2	FPC SR GRADE K TEACHER BOX			
*****						
E09829	0-325-09829-8	2	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09786	0-325-09786-0	2	FPC IRA GRADE K BOX 1			
E09787	0-325-09787-9	2	FPC IRA GRADE K BOX 2			
E09788	0-325-09788-7	2	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	0-325-09830-1	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09789	0-325-09789-5	2	FPC IRA GRADE 1 BOX 1			
E09790	0-325-09790-9	2	FPC IRA GRADE 1 BOX 2			
E09791	0-325-09791-7	2	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	0-325-09831-X	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09792	0-325-09792-5	2	FPC IRA GRADE 2 BOX 1			
E09793	0-325-09793-3	2	FPC IRA GRADE 2 BOX 2			
E09794	0-325-09794-1	2	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	0-325-09861-1	2	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	198.00
E09862	0-325-09862-X	2	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	198.00
E09863	0-325-09863-8	2	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	198.00
E10550	0-325-10550-2	2	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	878.00
***** PREPACK CONTAINS *****						



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QUOTE : 5471964

BILL TO: 2DECATUR0

SHIP TO: 10229560

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

FRENCH ACADEMY  
520 W WOOD STREET  
DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	0-325-10551-0	2	Phonics Gr 1 2ed Box 1			
E09294	0-325-09294-X	2	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 26,430.00  
SHIPPING : 1,057.20

Reference	Total Units	Shipping Weight	Shipping Method
5471964	22	1,444.16	GROUND COMMERCIAL

QUOTATION AMOUNT 27,487.20  
PAYABLE IN U.S. FUNDS:



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QUOTE : 5471966

BILL TO: 2DECATUR0

SHIP TO: 10272541

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

GARFIELD MONTESSORI SCHOOL  
 300 MEADOW TERRACE PL  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	0-325-07683-9	3	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	1,317.00
E10502	0-325-10502-2	3	Phonics Gr 2 2ed Box 1			
E10503	0-325-10503-0	3	PHONICS GR 2 READY RESOURCES ***** PREPACK CONTAINS *****			
E09782	0-325-09782-8	3	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	10,725.00
E09674	0-325-09674-0	3	FPC SR GRADE 1 BIG BK BOX 1			
E09675	0-325-09675-9	3	FPC SR GRADE 1 BIG BK BOX 2			
E09823	0-325-09823-9	6	FPC SR BIG BOOK STORAGE BIN			
E09681	0-325-09681-3	3	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	0-325-09682-1	3	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	0-325-09683-X	3	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	0-325-09684-8	3	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	0-325-09806-9	3	FPC SR GRADE 1 TEACHER BOX ***** PREPACK CONTAINS *****			
E09783	0-325-09783-6	3	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	4,950.00
E09676	0-325-09676-7	3	FPC SR GRADE 2 BIG BK BOX 1			
E09685	0-325-09685-6	3	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	0-325-09686-4	3	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	0-325-09807-7	3	FPC SR GRADE 2 TEACHER BOX			
E09823	0-325-09823-9	3	FPC SR BIG BOOK STORAGE BIN ***** PREPACK CONTAINS *****			
E09784	0-325-09784-4	3	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	10,725.00
E09678	0-325-09678-3	3	FPC SR GRADE K BIG BK BOX 1			
E09679	0-325-09679-1	3	FPC SR GRADE K BIG BK BOX 2			
E09823	0-325-09823-9	6	FPC SR BIG BOOK STORAGE BIN			



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QUOTE : 5471966

BILL TO: 2DECATUR0

SHIP TO: 10272541

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

GARFIELD MONTESSORI SCHOOL  
 300 MEADOW TERRACE PL  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	0-325-09688-0	3	FPC SR GRADE K LITTLE BK BOX 1			
E09689	0-325-09689-9	3	FPC SR GRADE K LITTLE BK BOX 2			
E09690	0-325-09690-2	3	FPC SR GRADE K LITTLE BK BOX 3			
E09691	0-325-09691-0	3	FPC SR GRADE K LITTLE BK BOX 4			
E09805	0-325-09805-0	3	FPC SR GRADE K TEACHER BOX			
*****						
E09829	0-325-09829-8	3	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	3,240.00
***** PREPACK CONTAINS *****						
E09786	0-325-09786-0	3	FPC IRA GRADE K BOX 1			
E09787	0-325-09787-9	3	FPC IRA GRADE K BOX 2			
E09788	0-325-09788-7	3	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	0-325-09830-1	3	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	3,240.00
***** PREPACK CONTAINS *****						
E09789	0-325-09789-5	3	FPC IRA GRADE 1 BOX 1			
E09790	0-325-09790-9	3	FPC IRA GRADE 1 BOX 2			
E09791	0-325-09791-7	3	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	0-325-09831-X	3	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	3,240.00
***** PREPACK CONTAINS *****						
E09792	0-325-09792-5	3	FPC IRA GRADE 2 BOX 1			
E09793	0-325-09793-3	3	FPC IRA GRADE 2 BOX 2			
E09794	0-325-09794-1	3	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	0-325-09861-1	3	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	297.00
E09862	0-325-09862-X	3	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	297.00
E09863	0-325-09863-8	3	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	297.00
E10550	0-325-10550-2	3	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	1,317.00
***** PREPACK CONTAINS *****						



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QUOTE : 5471966

BILL TO: 2DECATUR0

SHIP TO: 10272541

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

GARFIELD MONTESSORI SCHOOL  
300 MEADOW TERRACE PL  
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	0-325-10551-0	3	Phonics Gr 1 2ed Box 1			
E09294	0-325-09294-X	3	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 39,645.00  
SHIPPING : 1,585.80

Reference	Total Units	Shipping Weight	Shipping Method
5471966	33	2,166.24	GROUND COMMERCIAL

QUOTATION AMOUNT 41,230.80  
PAYABLE IN U.S. FUNDS:



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QUOTE : 5471968

BILL TO: 2DECATUR0

SHIP TO: 9591111

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

HOPE ACADEMY  
 955 N ILLINOIS  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	978-0-325-07683-6	4	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	1,756.00
E10502	978-0-325-10502-4	4	Phonics Gr 2 2ed Box 1			
E10503	978-0-325-10503-1	4	PHONICS GR 2 READY RESOURCES *****			
E09782	978-0-325-09782-4	4	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	14,300.00
E09674	978-0-325-09674-2	4	FPC SR GRADE 1 BIG BK BOX 1			
E09675	978-0-325-09675-9	4	FPC SR GRADE 1 BIG BK BOX 2			
E09823	978-0-325-09823-4	8	FPC SR BIG BOOK STORAGE BIN			
E09681	978-0-325-09681-0	4	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	978-0-325-09682-7	4	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	978-0-325-09683-4	4	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	978-0-325-09684-1	4	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	978-0-325-09806-7	4	FPC SR GRADE 1 TEACHER BOX *****			
E09783	978-0-325-09783-1	4	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	6,600.00
E09676	978-0-325-09676-6	4	FPC SR GRADE 2 BIG BK BOX 1			
E09685	978-0-325-09685-8	4	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	978-0-325-09686-5	4	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	978-0-325-09807-4	4	FPC SR GRADE 2 TEACHER BOX			
E09823	978-0-325-09823-4	4	FPC SR BIG BOOK STORAGE BIN *****			
E09784	978-0-325-09784-8	4	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	14,300.00
E09678	978-0-325-09678-0	4	FPC SR GRADE K BIG BK BOX 1			
E09679	978-0-325-09679-7	4	FPC SR GRADE K BIG BK BOX 2			
E09823	978-0-325-09823-4	8	FPC SR BIG BOOK STORAGE BIN			



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QUOTE : 5471968

BILL TO: 2DECATUR0

SHIP TO: 9591111

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

HOPE ACADEMY  
 955 N ILLINOIS  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	978-0-325-09688-9	4	FPC SR GRADE K LITTLE BK BOX 1			
E09689	978-0-325-09689-6	4	FPC SR GRADE K LITTLE BK BOX 2			
E09690	978-0-325-09690-2	4	FPC SR GRADE K LITTLE BK BOX 3			
E09691	978-0-325-09691-9	4	FPC SR GRADE K LITTLE BK BOX 4			
E09805	978-0-325-09805-0	4	FPC SR GRADE K TEACHER BOX			
*****						
E09829	978-0-325-09829-6	4	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	4,320.00
***** PREPACK CONTAINS *****						
E09786	978-0-325-09786-2	4	FPC IRA GRADE K BOX 1			
E09787	978-0-325-09787-9	4	FPC IRA GRADE K BOX 2			
E09788	978-0-325-09788-6	4	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	978-0-325-09830-2	4	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	4,320.00
***** PREPACK CONTAINS *****						
E09789	978-0-325-09789-3	4	FPC IRA GRADE 1 BOX 1			
E09790	978-0-325-09790-9	4	FPC IRA GRADE 1 BOX 2			
E09791	978-0-325-09791-6	4	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	978-0-325-09831-9	4	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	4,320.00
***** PREPACK CONTAINS *****						
E09792	978-0-325-09792-3	4	FPC IRA GRADE 2 BOX 1			
E09793	978-0-325-09793-0	4	FPC IRA GRADE 2 BOX 2			
E09794	978-0-325-09794-7	4	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	978-0-325-09861-6	4	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	396.00
E09862	978-0-325-09862-3	4	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	396.00
E09863	978-0-325-09863-0	4	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	396.00
E10550	978-0-325-10550-5	4	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	1,756.00
***** PREPACK CONTAINS *****						



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Z

QUOTE : 5471968

BILL TO: 2DECATUR0

SHIP TO: 9591111

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

HOPE ACADEMY  
955 N ILLINOIS  
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	978-0-325-10551-2	4	Phonics Gr 1 2ed Box 1			
E09294	978-0-325-09294-2	4	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 52,860.00  
SHIPPING : 2,114.40

Reference	Total Units	Shipping Weight	Shipping Method
5471968	44	2,888.32	GROUND COMMERCIAL

QUOTATION AMOUNT 54,974.40  
PAYABLE IN U.S. FUNDS:



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Z

QUOTE : 5471971

BILL TO: 2DECATUR0

SHIP TO: 9867824

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

JOHN HILL MAGNET SCHOOL  
 1025 JOHNS AVENUE  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	978-0-325-07683-6	2	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	878.00
E10502	978-0-325-10502-4	2	Phonics Gr 2 2ed Box 1			
E10503	978-0-325-10503-1	2	PHONICS GR 2 READY RESOURCES ***** PREPACK CONTAINS *****			
E09782	978-0-325-09782-4	2	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09674	978-0-325-09674-2	2	FPC SR GRADE 1 BIG BK BOX 1			
E09675	978-0-325-09675-9	2	FPC SR GRADE 1 BIG BK BOX 2			
E09823	978-0-325-09823-4	4	FPC SR BIG BOOK STORAGE BIN			
E09681	978-0-325-09681-0	2	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	978-0-325-09682-7	2	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	978-0-325-09683-4	2	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	978-0-325-09684-1	2	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	978-0-325-09806-7	2	FPC SR GRADE 1 TEACHER BOX ***** PREPACK CONTAINS *****			
E09783	978-0-325-09783-1	2	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	3,300.00
E09676	978-0-325-09676-6	2	FPC SR GRADE 2 BIG BK BOX 1			
E09685	978-0-325-09685-8	2	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	978-0-325-09686-5	2	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	978-0-325-09807-4	2	FPC SR GRADE 2 TEACHER BOX			
E09823	978-0-325-09823-4	2	FPC SR BIG BOOK STORAGE BIN ***** PREPACK CONTAINS *****			
E09784	978-0-325-09784-8	2	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09678	978-0-325-09678-0	2	FPC SR GRADE K BIG BK BOX 1			
E09679	978-0-325-09679-7	2	FPC SR GRADE K BIG BK BOX 2			
E09823	978-0-325-09823-4	4	FPC SR BIG BOOK STORAGE BIN			



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QUOTE : 5471971

BILL TO: 2DECATUR0

SHIP TO: 9867824

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

JOHN HILL MAGNET SCHOOL  
 1025 JOHNS AVENUE  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	978-0-325-09688-9	2	FPC SR GRADE K LITTLE BK BOX 1			
E09689	978-0-325-09689-6	2	FPC SR GRADE K LITTLE BK BOX 2			
E09690	978-0-325-09690-2	2	FPC SR GRADE K LITTLE BK BOX 3			
E09691	978-0-325-09691-9	2	FPC SR GRADE K LITTLE BK BOX 4			
E09805	978-0-325-09805-0	2	FPC SR GRADE K TEACHER BOX			
*****						
E09829	978-0-325-09829-6	2	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09786	978-0-325-09786-2	2	FPC IRA GRADE K BOX 1			
E09787	978-0-325-09787-9	2	FPC IRA GRADE K BOX 2			
E09788	978-0-325-09788-6	2	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	978-0-325-09830-2	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09789	978-0-325-09789-3	2	FPC IRA GRADE 1 BOX 1			
E09790	978-0-325-09790-9	2	FPC IRA GRADE 1 BOX 2			
E09791	978-0-325-09791-6	2	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	978-0-325-09831-9	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09792	978-0-325-09792-3	2	FPC IRA GRADE 2 BOX 1			
E09793	978-0-325-09793-0	2	FPC IRA GRADE 2 BOX 2			
E09794	978-0-325-09794-7	2	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	978-0-325-09861-6	2	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	198.00
E09862	978-0-325-09862-3	2	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	198.00
E09863	978-0-325-09863-0	2	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	198.00
E10550	978-0-325-10550-5	2	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	878.00
***** PREPACK CONTAINS *****						



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QUOTE : 5471971

BILL TO: 2DECATUR0

SHIP TO: 9867824

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

JOHN HILL MAGNET SCHOOL  
1025 JOHNS AVENUE  
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	978-0-325-10551-2	2	Phonics Gr 1 2ed Box 1			
E09294	978-0-325-09294-2	2	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 26,430.00  
SHIPPING : 1,057.20

Reference	Total Units	Shipping Weight	Shipping Method
5471971	22	1,444.16	GROUND COMMERCIAL

QUOTATION AMOUNT 27,487.20  
PAYABLE IN U.S. FUNDS:



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QUOTE : 5471974

BILL TO: 2DECATUR0

SHIP TO: 2DECATUR03

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

MUFFLEY ELEMENTARY SCHOOL  
 88 SOUTH COUNTRY CLUB ROAD  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	978-0-325-07683-6	3	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	1,317.00
E10502	978-0-325-10502-4	3	Phonics Gr 2 2ed Box 1			
E10503	978-0-325-10503-1	3	PHONICS GR 2 READY RESOURCES *****			
E09782	978-0-325-09782-4	3	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	10,725.00
E09674	978-0-325-09674-2	3	FPC SR GRADE 1 BIG BK BOX 1			
E09675	978-0-325-09675-9	3	FPC SR GRADE 1 BIG BK BOX 2			
E09823	978-0-325-09823-4	6	FPC SR BIG BOOK STORAGE BIN			
E09681	978-0-325-09681-0	3	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	978-0-325-09682-7	3	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	978-0-325-09683-4	3	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	978-0-325-09684-1	3	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	978-0-325-09806-7	3	FPC SR GRADE 1 TEACHER BOX *****			
E09783	978-0-325-09783-1	3	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	4,950.00
E09676	978-0-325-09676-6	3	FPC SR GRADE 2 BIG BK BOX 1			
E09685	978-0-325-09685-8	3	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	978-0-325-09686-5	3	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	978-0-325-09807-4	3	FPC SR GRADE 2 TEACHER BOX			
E09823	978-0-325-09823-4	3	FPC SR BIG BOOK STORAGE BIN *****			
E09784	978-0-325-09784-8	2	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09678	978-0-325-09678-0	2	FPC SR GRADE K BIG BK BOX 1			
E09679	978-0-325-09679-7	2	FPC SR GRADE K BIG BK BOX 2			
E09823	978-0-325-09823-4	4	FPC SR BIG BOOK STORAGE BIN			



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QUOTE : 5471974

BILL TO: 2DECATUR0

SHIP TO: 2DECATUR03

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

MUFFLEY ELEMENTARY SCHOOL  
 88 SOUTH COUNTRY CLUB ROAD  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	978-0-325-09688-9	2	FPC SR GRADE K LITTLE BK BOX 1			
E09689	978-0-325-09689-6	2	FPC SR GRADE K LITTLE BK BOX 2			
E09690	978-0-325-09690-2	2	FPC SR GRADE K LITTLE BK BOX 3			
E09691	978-0-325-09691-9	2	FPC SR GRADE K LITTLE BK BOX 4			
E09805	978-0-325-09805-0	2	FPC SR GRADE K TEACHER BOX			
*****						
E09829	978-0-325-09829-6	2	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09786	978-0-325-09786-2	2	FPC IRA GRADE K BOX 1			
E09787	978-0-325-09787-9	2	FPC IRA GRADE K BOX 2			
E09788	978-0-325-09788-6	2	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	978-0-325-09830-2	3	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	3,240.00
***** PREPACK CONTAINS *****						
E09789	978-0-325-09789-3	3	FPC IRA GRADE 1 BOX 1			
E09790	978-0-325-09790-9	3	FPC IRA GRADE 1 BOX 2			
E09791	978-0-325-09791-6	3	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	978-0-325-09831-9	3	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	3,240.00
***** PREPACK CONTAINS *****						
E09792	978-0-325-09792-3	3	FPC IRA GRADE 2 BOX 1			
E09793	978-0-325-09793-0	3	FPC IRA GRADE 2 BOX 2			
E09794	978-0-325-09794-7	3	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	978-0-325-09861-6	2	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	198.00
E09862	978-0-325-09862-3	3	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	297.00
E09863	978-0-325-09863-0	3	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	297.00
E10550	978-0-325-10550-5	3	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	1,317.00
***** PREPACK CONTAINS *****						



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Z

QUOTE : 5471974

BILL TO: 2DECATUR0

SHIP TO: 2DECATUR03

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

MUFFLEY ELEMENTARY SCHOOL  
88 SOUTH COUNTRY CLUB ROAD  
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	978-0-325-10551-2	3	Phonics Gr 1 2ed Box 1			
E09294	978-0-325-09294-2	3	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 34,891.00  
SHIPPING : 1,395.64

Reference	Total Units	Shipping Weight	Shipping Method
5471974	30	1,928.53	GROUND COMMERCIAL

QUOTATION AMOUNT 36,286.64  
PAYABLE IN U.S. FUNDS:



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QUOTE : 5471978

BILL TO: 2DECATUR0

SHIP TO: 9596773

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

OAK GROVE ELEMENTARY SCHOOL  
 2160 W CENTER  
 DECATUR IL 62526

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	978-0-325-07683-6	2	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	878.00
E10502	978-0-325-10502-4	2	Phonics Gr 2 2ed Box 1			
E10503	978-0-325-10503-1	2	PHONICS GR 2 READY RESOURCES *****			
E09782	978-0-325-09782-4	2	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09674	978-0-325-09674-2	2	FPC SR GRADE 1 BIG BK BOX 1			
E09675	978-0-325-09675-9	2	FPC SR GRADE 1 BIG BK BOX 2			
E09823	978-0-325-09823-4	4	FPC SR BIG BOOK STORAGE BIN			
E09681	978-0-325-09681-0	2	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	978-0-325-09682-7	2	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	978-0-325-09683-4	2	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	978-0-325-09684-1	2	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	978-0-325-09806-7	2	FPC SR GRADE 1 TEACHER BOX *****			
E09783	978-0-325-09783-1	2	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	3,300.00
E09676	978-0-325-09676-6	2	FPC SR GRADE 2 BIG BK BOX 1			
E09685	978-0-325-09685-8	2	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	978-0-325-09686-5	2	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	978-0-325-09807-4	2	FPC SR GRADE 2 TEACHER BOX			
E09823	978-0-325-09823-4	2	FPC SR BIG BOOK STORAGE BIN *****			
E09784	978-0-325-09784-8	2	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09678	978-0-325-09678-0	2	FPC SR GRADE K BIG BK BOX 1			
E09679	978-0-325-09679-7	2	FPC SR GRADE K BIG BK BOX 2			
E09823	978-0-325-09823-4	4	FPC SR BIG BOOK STORAGE BIN			



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 Pubnet SAN:210-5829 CODE:HEP  
 Federal ID#:06-1154537 GST:#125-218-917

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Z

QUOTE : 5471978

BILL TO: 2DECATUR0

SHIP TO: 9596773

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

OAK GROVE ELEMENTARY SCHOOL  
 2160 W CENTER  
 DECATUR IL 62526

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	978-0-325-09688-9	2	FPC SR GRADE K LITTLE BK BOX 1			
E09689	978-0-325-09689-6	2	FPC SR GRADE K LITTLE BK BOX 2			
E09690	978-0-325-09690-2	2	FPC SR GRADE K LITTLE BK BOX 3			
E09691	978-0-325-09691-9	2	FPC SR GRADE K LITTLE BK BOX 4			
E09805	978-0-325-09805-0	2	FPC SR GRADE K TEACHER BOX			
*****						
E09829	978-0-325-09829-6	2	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09786	978-0-325-09786-2	2	FPC IRA GRADE K BOX 1			
E09787	978-0-325-09787-9	2	FPC IRA GRADE K BOX 2			
E09788	978-0-325-09788-6	2	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	978-0-325-09830-2	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09789	978-0-325-09789-3	2	FPC IRA GRADE 1 BOX 1			
E09790	978-0-325-09790-9	2	FPC IRA GRADE 1 BOX 2			
E09791	978-0-325-09791-6	2	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	978-0-325-09831-9	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09792	978-0-325-09792-3	2	FPC IRA GRADE 2 BOX 1			
E09793	978-0-325-09793-0	2	FPC IRA GRADE 2 BOX 2			
E09794	978-0-325-09794-7	2	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	978-0-325-09861-6	2	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	198.00
E09862	978-0-325-09862-3	2	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	198.00
E09863	978-0-325-09863-0	2	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	198.00
E10550	978-0-325-10550-5	2	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	878.00
***** PREPACK CONTAINS *****						



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Federal ID#:06-1154537 GST:#125-218-917

Z

QUOTE : 5471978

BILL TO: 2DECATUR0

SHIP TO: 9596773

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

OAK GROVE ELEMENTARY SCHOOL  
2160 W CENTER  
DECATUR IL 62526

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	978-0-325-10551-2	2	Phonics Gr 1 2ed Box 1			
E09294	978-0-325-09294-2	2	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 26,430.00  
SHIPPING : 1,057.20

Reference	Total Units	Shipping Weight	Shipping Method
5471978	22	1,444.16	GROUND COMMERCIAL

QUOTATION AMOUNT 27,487.20  
PAYABLE IN U.S. FUNDS:



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Z

QUOTE : 5471986

BILL TO: 2DECATUR0

SHIP TO: 9901607

DECATUR SCHOOL DISTRICT #61
101 WEST CERRO GORDO
DECATUR IL 62523

PARSONS ELEMENTARY
3591 MACARTHUR ROAD
DECATUR IL 62526

Table with columns: Account Number, PURCHASE ORDER NUMBER, DATE, SPECIAL INSTRUCTIONS, TERMS, PAGE NO., ITEM, ISBN, UNITS, DESCRIPTION, LIST PRICE, DISC, NET PRICE. Includes items like FOUNTAS /PHONICS LESSONS GR 2 2ED and FOUNTAS /READING MINILESSONS GRK.

MERCHANDISE : 2,350.00
SHIPPING : 94.00

Table with columns: Reference, Total Units, Shipping Weight, Shipping Method. Row 1: 5471986, 10, 188.16, GROUND COMMERCIAL

QUOTATION AMOUNT 2,444.00
PAYABLE IN U.S. FUNDS:



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QUOTE : 5471987

BILL TO: 2DECATUR0

SHIP TO: 9727154

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

SOUTH SHORES ELEMENTARY SCH  
 2500 S FRANKLIN ST RD  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	978-0-325-07683-6	2	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	878.00
E10502	978-0-325-10502-4	2	Phonics Gr 2 2ed Box 1			
E10503	978-0-325-10503-1	2	PHONICS GR 2 READY RESOURCES *****			
E09782	978-0-325-09782-4	2	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09674	978-0-325-09674-2	2	FPC SR GRADE 1 BIG BK BOX 1			
E09675	978-0-325-09675-9	2	FPC SR GRADE 1 BIG BK BOX 2			
E09823	978-0-325-09823-4	4	FPC SR BIG BOOK STORAGE BIN			
E09681	978-0-325-09681-0	2	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	978-0-325-09682-7	2	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	978-0-325-09683-4	2	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	978-0-325-09684-1	2	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	978-0-325-09806-7	2	FPC SR GRADE 1 TEACHER BOX *****			
E09783	978-0-325-09783-1	2	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	3,300.00
E09676	978-0-325-09676-6	2	FPC SR GRADE 2 BIG BK BOX 1			
E09685	978-0-325-09685-8	2	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	978-0-325-09686-5	2	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	978-0-325-09807-4	2	FPC SR GRADE 2 TEACHER BOX			
E09823	978-0-325-09823-4	2	FPC SR BIG BOOK STORAGE BIN *****			
E09784	978-0-325-09784-8	2	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	7,150.00
E09678	978-0-325-09678-0	2	FPC SR GRADE K BIG BK BOX 1			
E09679	978-0-325-09679-7	2	FPC SR GRADE K BIG BK BOX 2			
E09823	978-0-325-09823-4	4	FPC SR BIG BOOK STORAGE BIN			



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QUOTE : 5471987

BILL TO: 2DECATUR0

SHIP TO: 9727154

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

SOUTH SHORES ELEMENTARY SCH  
 2500 S FRANKLIN ST RD  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	978-0-325-09688-9	2	FPC SR GRADE K LITTLE BK BOX 1			
E09689	978-0-325-09689-6	2	FPC SR GRADE K LITTLE BK BOX 2			
E09690	978-0-325-09690-2	2	FPC SR GRADE K LITTLE BK BOX 3			
E09691	978-0-325-09691-9	2	FPC SR GRADE K LITTLE BK BOX 4			
E09805	978-0-325-09805-0	2	FPC SR GRADE K TEACHER BOX			
*****						
E09829	978-0-325-09829-6	2	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09786	978-0-325-09786-2	2	FPC IRA GRADE K BOX 1			
E09787	978-0-325-09787-9	2	FPC IRA GRADE K BOX 2			
E09788	978-0-325-09788-6	2	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	978-0-325-09830-2	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09789	978-0-325-09789-3	2	FPC IRA GRADE 1 BOX 1			
E09790	978-0-325-09790-9	2	FPC IRA GRADE 1 BOX 2			
E09791	978-0-325-09791-6	2	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	978-0-325-09831-9	2	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	2,160.00
***** PREPACK CONTAINS *****						
E09792	978-0-325-09792-3	2	FPC IRA GRADE 2 BOX 1			
E09793	978-0-325-09793-0	2	FPC IRA GRADE 2 BOX 2			
E09794	978-0-325-09794-7	2	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	978-0-325-09861-6	2	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	198.00
E09862	978-0-325-09862-3	2	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	198.00
E09863	978-0-325-09863-0	2	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	198.00
E10550	978-0-325-10550-5	2	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	878.00
***** PREPACK CONTAINS *****						



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Federal ID#:06-1154537 GST:#125-218-917

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QUOTE : 5471987

BILL TO: 2DECATUR0

SHIP TO: 9727154

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

SOUTH SHORES ELEMENTARY SCH  
2500 S FRANKLIN ST RD  
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	978-0-325-10551-2	2	Phonics Gr 1 2ed Box 1			
E09294	978-0-325-09294-2	2	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 26,430.00  
SHIPPING : 1,057.20

Reference	Total Units	Shipping Weight	Shipping Method
5471987	22	1,444.16	GROUND COMMERCIAL

QUOTATION AMOUNT 27,487.20  
PAYABLE IN U.S. FUNDS:



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Z

QUOTE : 5471988

BILL TO: 2DECATUR0

SHIP TO: 9615754

DECATUR SCHOOL DISTRICT #61
101 WEST CERRO GORDO
DECATUR IL 62523

STEVENSON ELEMENTARY SCHOOL
3900 NEELEY AVE
DECATUR IL 62526

Table with columns: Account Number, PURCHASE ORDER NUMBER, DATE, SPECIAL INSTRUCTIONS, TERMS, PAGE NO., ITEM, ISBN, UNITS, DESCRIPTION, LIST PRICE, DISC, NET PRICE. Includes item details for Fountas/Phonics lessons and ready resources.

MERCHANDISE : 2,350.00
SHIPPING : 94.00

Summary table with columns: Reference, Total Units, Shipping Weight, Shipping Method. Row 1: 5471988, 10, 188.16, GROUND COMMERCIAL

QUOTATION AMOUNT 2,444.00
PAYABLE IN U.S. FUNDS:



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QUOTE : 5471990

BILL TO: 2DECATUR0

SHIP TO: 9461720

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

CHARLOTTE THOMPSON  
 PROFESSIONAL DEVELOPMENT INST  
 BOLAND BUILDING  
 601 NORTH CHURCH STREET  
 DECATUR IL 62523

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E07683	978-0-325-07683-6	1	FOUNTAS /PHONICS LESSONS GR 2 2ED ***** PREPACK CONTAINS *****	548.75	20.00	439.00
E10502	978-0-325-10502-4	1	Phonics Gr 2 2ed Box 1			
E10503	978-0-325-10503-1	1	PHONICS GR 2 READY RESOURCES *****			
E09782	978-0-325-09782-4	1	FOUNTAS /FPC SHARED READING GRADE 1 ***** PREPACK CONTAINS *****	4,468.75	20.00	3,575.00
E09674	978-0-325-09674-2	1	FPC SR GRADE 1 BIG BK BOX 1			
E09675	978-0-325-09675-9	1	FPC SR GRADE 1 BIG BK BOX 2			
E09823	978-0-325-09823-4	2	FPC SR BIG BOOK STORAGE BIN			
E09681	978-0-325-09681-0	1	FPC SR GRADE 1 LITTLE BK BOX 1			
E09682	978-0-325-09682-7	1	FPC SR GRADE 1 LITTLE BK BOX 2			
E09683	978-0-325-09683-4	1	FPC SR GRADE 1 LITTLE BK BOX 3			
E09684	978-0-325-09684-1	1	FPC SR GRADE 1 LITTLE BK BOX 4			
E09806	978-0-325-09806-7	1	FPC SR GRADE 1 TEACHER BOX *****			
E09783	978-0-325-09783-1	1	FOUNTAS /FPC SHARED READING GRADE 2 ***** PREPACK CONTAINS *****	2,062.50	20.00	1,650.00
E09676	978-0-325-09676-6	1	FPC SR GRADE 2 BIG BK BOX 1			
E09685	978-0-325-09685-8	1	FPC SR GRADE 2 LITTLE BK BOX 1			
E09686	978-0-325-09686-5	1	FPC SR GRADE 2 LITTLE BK BOX 2			
E09807	978-0-325-09807-4	1	FPC SR GRADE 2 TEACHER BOX			
E09823	978-0-325-09823-4	1	FPC SR BIG BOOK STORAGE BIN *****			
E09784	978-0-325-09784-8	3	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	10,725.00
E09678	978-0-325-09678-0	3	FPC SR GRADE K BIG BK BOX 1			
E09679	978-0-325-09679-7	3	FPC SR GRADE K BIG BK BOX 2			
E09823	978-0-325-09823-4	6	FPC SR BIG BOOK STORAGE BIN			



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Z

QUOTE : 5471990

BILL TO: 2DECATUR0

SHIP TO: 9461720

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

CHARLOTTE THOMPSON  
 PROFESSIONAL DEVELOPMENT INST  
 BOLAND BUILDING  
 601 NORTH CHURCH STREET  
 DECATUR IL 62523

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09688	978-0-325-09688-9	3	FPC SR GRADE K LITTLE BK BOX 1			
E09689	978-0-325-09689-6	3	FPC SR GRADE K LITTLE BK BOX 2			
E09690	978-0-325-09690-2	3	FPC SR GRADE K LITTLE BK BOX 3			
E09691	978-0-325-09691-9	3	FPC SR GRADE K LITTLE BK BOX 4			
E09805	978-0-325-09805-0	3	FPC SR GRADE K TEACHER BOX			
*****						
E09829	978-0-325-09829-6	3	FOUNTAS /FPC INTERACTIVE R-A GRADE K	1,350.00	20.00	3,240.00
***** PREPACK CONTAINS *****						
E09786	978-0-325-09786-2	3	FPC IRA GRADE K BOX 1			
E09787	978-0-325-09787-9	3	FPC IRA GRADE K BOX 2			
E09788	978-0-325-09788-6	3	FPC IRA GRADE K TEACHER BOX			
*****						
E09830	978-0-325-09830-2	1	FOUNTAS /FPC INTERACTIVE R-A GRADE 1	1,350.00	20.00	1,080.00
***** PREPACK CONTAINS *****						
E09789	978-0-325-09789-3	1	FPC IRA GRADE 1 BOX 1			
E09790	978-0-325-09790-9	1	FPC IRA GRADE 1 BOX 2			
E09791	978-0-325-09791-6	1	FPC IRA GRADE 1 TEACHER BOX			
*****						
E09831	978-0-325-09831-9	1	FOUNTAS /FPC INTERACTIVE R-A GRADE 2	1,350.00	20.00	1,080.00
***** PREPACK CONTAINS *****						
E09792	978-0-325-09792-3	1	FPC IRA GRADE 2 BOX 1			
E09793	978-0-325-09793-0	1	FPC IRA GRADE 2 BOX 2			
E09794	978-0-325-09794-7	1	FPC IRA GRADE 2 TEACHER BOX			
*****						
E09861	978-0-325-09861-6	3	FOUNTAS /READING MINILESSONS GRK	123.75	20.00	297.00
E09862	978-0-325-09862-3	1	FOUNTAS /READING MINILESSONS GR1	123.75	20.00	99.00
E09863	978-0-325-09863-0	1	FOUNTAS /READING MINILESSONS GR2	123.75	20.00	99.00
E10550	978-0-325-10550-5	1	FOUNTAS /PHONICS LESSONS GR 1 2ED	548.75	20.00	439.00
***** PREPACK CONTAINS *****						



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QUOTE : 5471990

BILL TO: 2DECATUR0

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

SHIP TO: 9461720  
CHARLOTTE THOMPSON  
PROFESSIONAL DEVELOPMENT INST  
BOLAND BUILDING  
601 NORTH CHURCH STREET  
DECATUR IL 62523

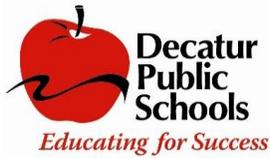
Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-27-2019		Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10551	978-0-325-10551-2	1	Phonics Gr 1 2ed Box 1			
E09294	978-0-325-09294-2	1	PHONICS GR 1 READY RESOURCES			
			***** ***** <b>BACKORDERS AND MISC</b> ***** *****			
			QUOTATION PRICES VALID FOR 30 DAYS			

MERCHANDISE : 22,723.00

SHIPPING : 908.92

Reference	Total Units	Shipping Weight	Shipping Method
5471990	17	1,197.5	GROUND COMMERCIAL

QUOTATION AMOUNT 23,631.92  
PAYABLE IN U.S. FUNDS:



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

<b>Date:</b> April 23, 2019	<b>Subject:</b> High School Math Resources Adoption
<b>Initiated By:</b> Dr. Joshua Peters, Director of Curriculum and Instruction - Secondary	<b>Attachments:</b> National Geographic Learning/Cengage Learning Price Quotes and School Savers Quote
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**CURRENT CONSIDERATIONS:**

This year PDI worked with the high school math teachers as well as the 8<sup>th</sup> grade algebra teachers to look at new resources. This is a continuation of the work that was done last year in purchasing new resources K-8 in Math. After careful consideration, the teachers selected Big Ideas as the resource they would like to use for the next six years to support their student learning and growth. This provides a great blend of both paper and digital resources to best support the needs of all of our students. The courses that these purchases will support are Algebra X, Algebra Y, Algebra I, Hon. Algebra I, Geometry, Hon. Geometry, Algebra II, Hon. Algebra II, Hon. PreCalculus, and AP Calculus. Also as a part of the resource request is class sets of graphing calculators for each building.

**FINANCIAL CONSIDERATIONS:**

There are two quotes from National Geographic Learning/Cengage Learning. One is for \$307,980.00 and the other is for \$42,360.00 totalling \$350,340.00. The other quote from School Savers is for \$32,017.95. The total for all three quotes comes to \$382,357.95. The Funding will be from the District's Instructional Materials budget.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve this High School Math Resources Adoption Proposal in the total amount of \$382,357.95 as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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



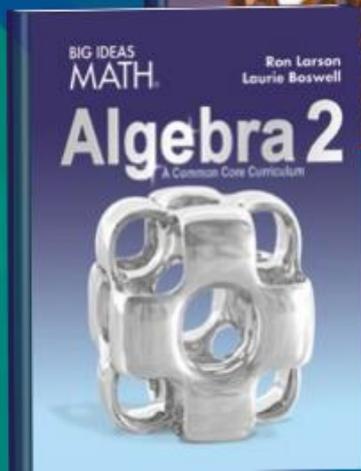
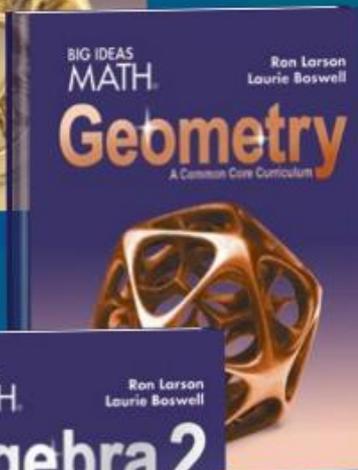
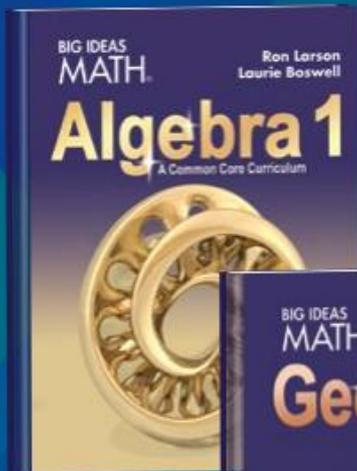
**High School Math Resource  
Adoption Recommendation  
Decatur Public Schools  
April 23, 2019**

**Teachers looked at 10 different publishers and then narrowed it down to three programs to pilot.**

**We piloted three programs for Algebra 1, Geometry, and Algebra 2.**

**We piloted two programs for PreCalculus and AP Calculus.**

**We piloted at both high schools as well as in 8th grade Algebra.**



# Teachers chose *Larson Big Ideas Math*

Algebra X/Y

Algebra 1

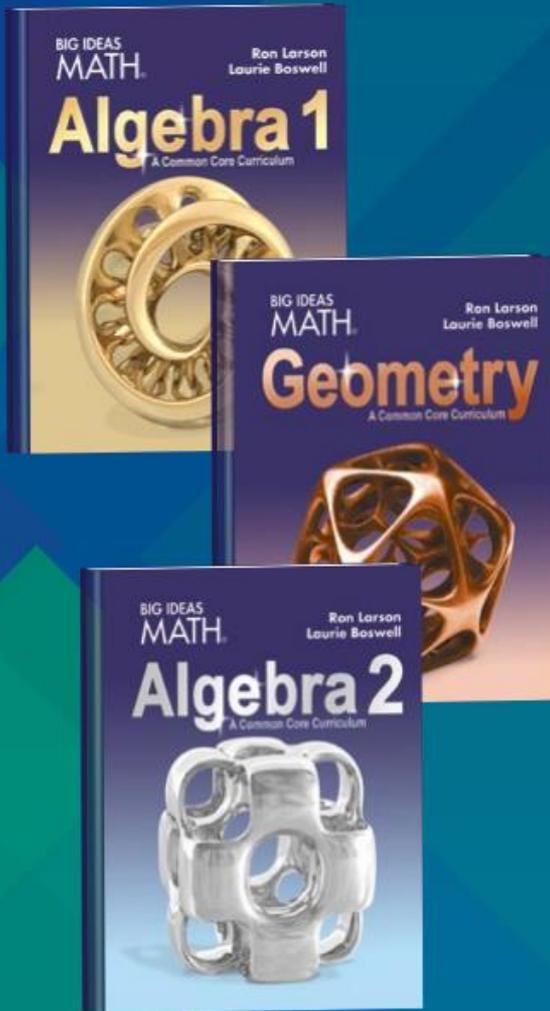
Honors Algebra 1

Geometry

Honors Geometry

Algebra 2

Honors Algebra 2



Pedagogical approach follows best practices:

- provides evidence-based teaching strategies
- monitors the impact on learning
- uses and connects mathematical representations
- poses purposeful questions with problem solving
- builds procedural fluency, promoting reasoning
- elicits evidence of student thinking
- connects to real world applications

# Key Features in Print for Teachers

## **Textbook:**

- Exploration
- Monitoring Progress
- Laurie's Notes
- Differentiated instruction: basic, average, & advanced + DOK
- Chapter review section, Chapter Test, and Cumulative Assessments.

## **Assessment Book:**

- Mid-chapter quiz, Test A, Test B and Rubric based alternative assessment
- Life-skills performance task

## **Chapter Resources:**

- Family introduction letter
- Class starter, warm-up, cumulative warm-up
- Practice A & B, enrichment per lesson

# Key Features in Print for Students

## Student Textbook

## Student Journal

- *Maintaining Mathematical Proficiency*
- *Guided Note Taking Skills*
- *Vocabulary*
- *Extra Practice*

**Students like the Student Journal because it is straightforward practice without integrated problems, and they get to KEEP it for future use!**

# Key Features in Digital for Teachers

How would you rate your understanding?



- Dynamic Classroom has multiple options to differentiate instruction delivery as well as student assessment & engagement.
- Link assignments to Google Classroom
- For formative assessment, students can rate their understanding at the end of a lesson for immediate teacher feedback.
- Teachers get instant reports and can use this data to drive their instruction.
- Assignments on the web match the questions from the textbook and can be differentiated with options such as limiting the number of times a student can check an

# Key Features in Digital for Teachers

The screenshot shows a digital textbook interface. At the top, the title '2.1 Writing and Graphing Inequalities' is displayed. Below the title, the text reads: 'Tell whether -4 is a solution of each inequality.' Two problems are listed: 'a.  $x + 8 < -3$ ' and 'b.  $-4.5x > -21$ '. A 'SOLUTION' section follows. For problem 'a', it shows the inequality  $x + 8 < -3$  with the instruction 'Write the inequality.' Below this, the substitution  $-4 + 8 < -3$  is shown with a question mark above the 8, and the instruction 'Substitute -4 for x.' This is followed by the simplified inequality  $4 < -3$  with a red 'X' next to it and the instruction 'Simplify.' The text then states '4 is not less than -3.' and concludes with a red play button icon and the text 'So, -4 is not a solution of the inequality.' The video player interface at the bottom shows a progress bar and a 'View this video in Spanish' option.

- Online resources are available in PDF and editable Word documents.
- Save your own notes digitally!
- Teachers have access to ALL K-12 online textbooks for assignments.
- A student is out sick? Have a substitute teacher? Need to differentiate into small groups? Students need to see it again? Video explanations are available for every section in the book!

# Key Features in Digital for Students

## Assignments Online - User Friendly

- Check their answers
- Watch a video and/or contact a live tutor
- Download a pdf of the book (no WiFi needed)
- Desmos, an online graphing tool

## Dynamic Classroom

- Complete explorations
- Click through lesson & watch videos
- Add their own notes to the page

Skills Review Handbook addresses deficits in understanding.

# Key Features in Digital for Students

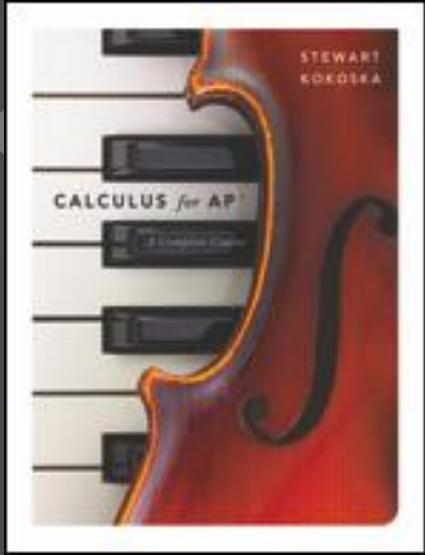
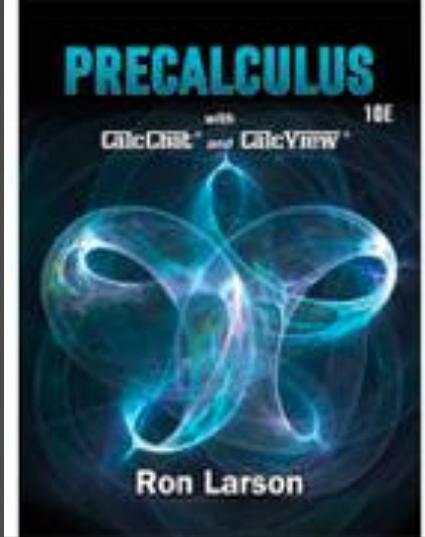
## Student Feedback:

“You can check your answers immediately and if it’s wrong, you can almost always talk to somebody to help you figure it out.”

“Don’t need to bring home a textbook and can easily check answers.”

“I like that I can access the e-book whenever I need to.”

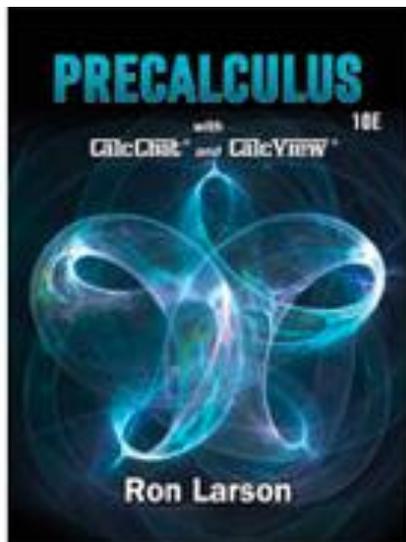
“It checks your answer right away.”



Teachers Chose  
*Larson PreCalculus 10e* for  
Honors PreCalculus and  
*Stewart/Kokoska Calculus for AP*  
for AP Calculus.

# Larson PreCalculus 10e

## Print Text



## Technology



- Instant Feedback & Grading
- Customizable eBook
- Personalized Study Plans
- Chat About It Tutors
- Video Tutorials

## Larson Website

<http://www.larsonprecalculus.com>



# Larson PreCalculus 10e

## Teacher Resources

- Cognero Test Generator
- Solutions Manual (online)
- PowerPoint Lecture Slides

## Additional Student Resources

- Student Note-taking Guide (print)
- Study Guide with Student Solutions Manual (print)

**PRECALCULUS**

with  
CaleCart<sup>™</sup> and CaleView<sup>™</sup>

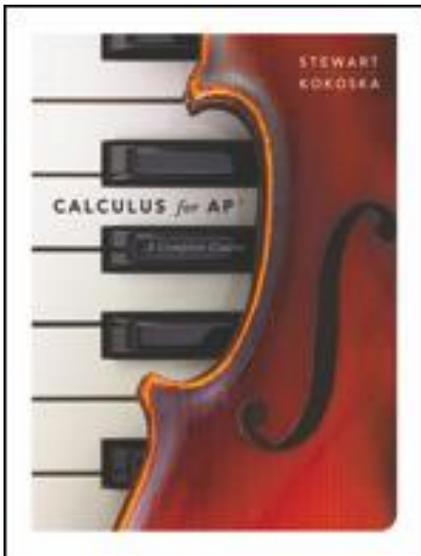
10E



Ron Larson

# Stewart/Kokoska Calculus for AP

## Print Text

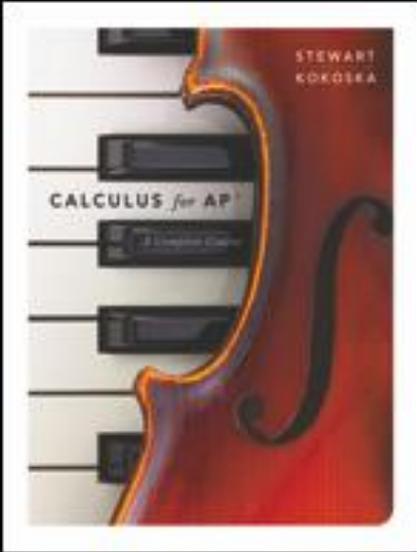


## Technology



- Instant Feedback & Grading
- Customizable eBook
- Personalized Study Plans
- Chat About It Tutors
- Video Tutorials

# Stewart/Kokoska Calculus for AP



## Resources -

### For Teachers:

- AP Teacher's Resource Guide
- Teacher's Edition
- Cognero Test Generator
- Complete Solutions Manual (print)
- PowerPoint Lecture Slides

### For Students:

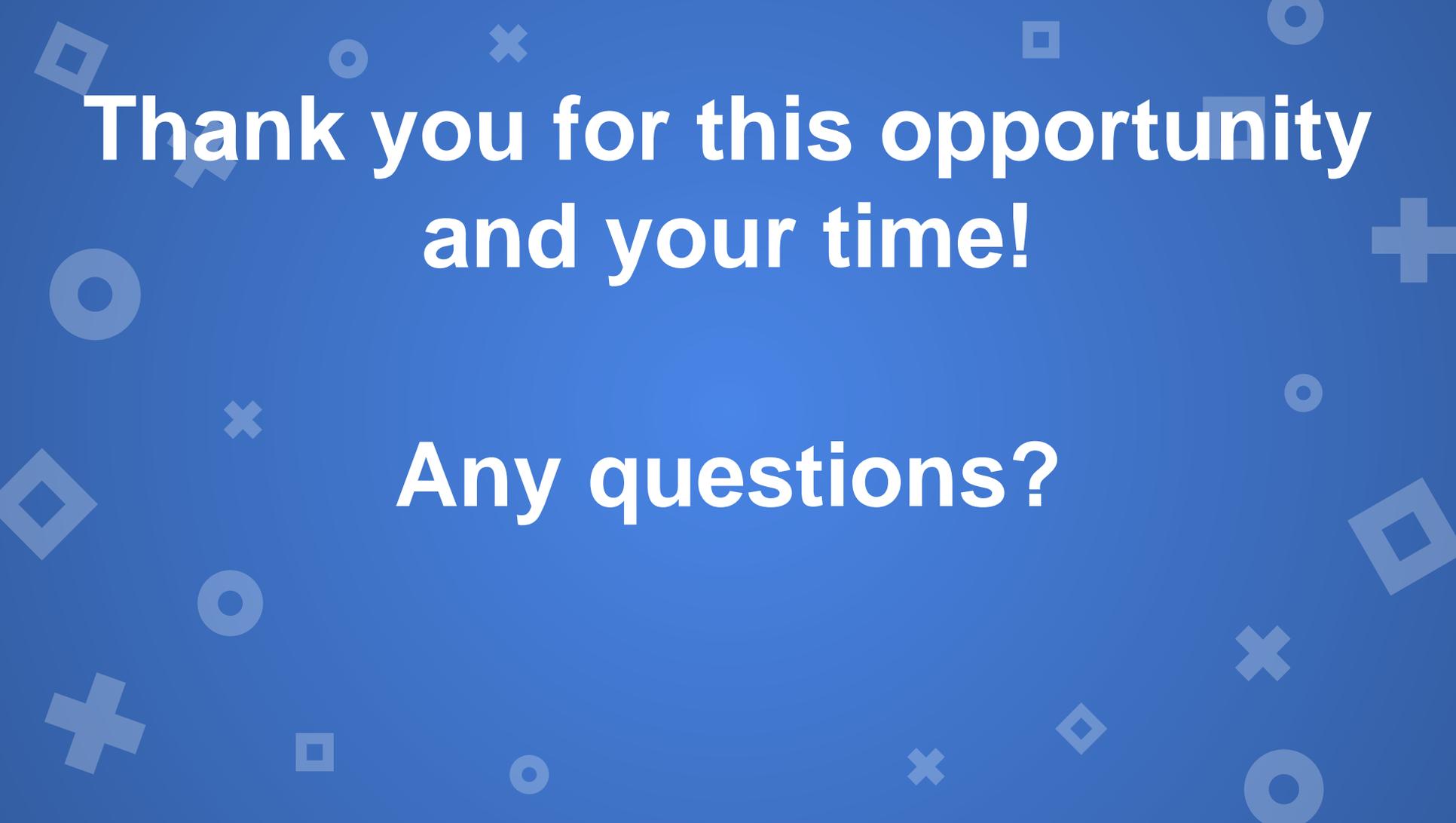
- FastTrack to 5 AP Test Preparation Workbook
- Student Solutions Manual (print)

# TI-84+CE Graphing Calculators

- The TI-84 Plus CE is approved for use on the following exams:
  - PSAT\*, SAT\*, and ACT® college entrance exams
  - AP\* Exams that allow or require a graphing calculator
- The TI Rechargeable Battery conveniently recharges using a USB cable, wall charger or TI-84 Plus C Charging Station.
- Vibrant backlit color screen
- Enhanced screen readability with high-resolution, backlit display
- Distinguish between multiple graphs and plots with color-coded equations, plots and objects
- Make graphs easier to read by adding grid lines

## Support and Next Steps

- There will be training this summer on the new resources available for the teachers and for the administrators.
- There is also training built in each year for six years for continued support as well as to support any new teachers that are hired each year.
- There are also days built into the schedule this summer to look at how these new resources align with our standards alignment, scope and sequences and common assessments.

The background is a solid blue color with various light blue geometric shapes scattered across it, including squares, circles, and crosses. The text is centered and written in a bold, white, sans-serif font.

**Thank you for this opportunity  
and your time!**

**Any questions?**



**Purchase Order No:**

Confidential Price Quote (3581499)

Attach relevant files  Max. PDF size: 10MB (Max: 3 files)

4/18/2019

Pricing on this Proposal Guaranteed: **9/16/2019**

**Presented To:** Kelli Murray, [kmmurray@dps61.org](mailto:kmmurray@dps61.org)

**Prepared By:** Kyle Rapp, (800) 543-0487 x11445, [kyle.rapp@cengage.com](mailto:kyle.rapp@cengage.com)

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Cengage Learning  
–ATTN: Order Fulfillment  
10650 Toebben Drive  
Independence, KY 41051  
(800) 354-9706  
<http://NGL.Cengage.com/CustomerSupport>

Quoted Products: Big Ideas AGA CC - Premium

Qty	Update Qty	Product	Price	Quoted Price	Total
1200	<input type="text"/>	<a href="#">Big Ideas Math: A Common Core Curriculum Algebra 1 Premium Student Resource Package (6-year access)</a> Larson 1st Edition [K12, 2019] 9781642087420 / 1642087424		\$116.00	\$139,200.00
27	<input type="text"/>	<a href="#">Big Ideas Math: A Common Core Curriculum Algebra 1 Teacher Resource Package (6-year access)</a> Larson 1st Edition [K12, 2019] 9781642087482 / 1642087483		\$290.00	\$7,830.00
775	<input type="text"/>	<a href="#">Big Ideas Math: A Common Core Curriculum Geometry Premium Student Resource Package (6-year access)</a> Larson 1st Edition [K12, 2019] 9781642087987 / 164208798X		\$116.00	\$89,900.00
17	<input type="text"/>	<a href="#">Big Ideas Math: A Common Core Curriculum Geometry Teacher Resource Package (6-year access)</a> Larson 1st Edition [K12, 2019] 9781642088045 / 1642088048		\$290.00	\$4,930.00
570	<input type="text"/>	<a href="#">Big Ideas Math: A Common Core Curriculum Algebra 2 Premium Student Resource Package (6-year access)</a> Larson 1st Edition [K12, 2019] 9781642088427 / 1642088420		\$116.00	\$66,120.00
16	<input type="text"/>	<a href="#">Big Ideas Math: A Common Core Curriculum Algebra 2 Teacher Resource Package (6-year access)</a> Larson 1st Edition [K12, 2019] 9781642088489 / 164208848X		\$0.00	<b>FREE</b>
1	<input type="text"/>	<a href="#">Big Ideas Math®: Basic Implementation</a> Larson 1st Edition [K12, 2017] 9781680333336 / 168033333X		\$0.00	<b>FREE</b>

Sub-Total: \$307,980.00

+ Estimated Shipping and/or Process Fee: \$0.00

**TOTAL: \$307,980.00**

**Please attach a copy of the quote to the Purchase Order.**

Thank you for your interest in Cengage Learning products.

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Confidential Price Quote (3581550)

Attach relevant files  Max. PDF size: 10MB (Max: 3 files)

4/16/2019

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**Presented To:** Kelli Murray, [kmmurray@dps61.org](mailto:kmmurray@dps61.org)

**Prepared By:** Kyle Rapp, (800) 543-0487 x11445, [kyle.rapp@cengage.com](mailto:kyle.rapp@cengage.com)

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Cengage Learning  
–ATTN: Order Fulfillment  
10650 Toebben Drive  
Independence, KY 41051  
(800) 354-9706  
<http://NGL.Cengage.com/CustomerSupport>

Quoted Products: Upper Level Math

Qty	Update Qty	Product	Price	Quoted Price	Total
180	<input type="text"/>	<b><a href="#">Bundle: Precalculus, 10th Student Edition + WebAssign (6-year access)</a></b> Larson 10th Edition [K12, 2018] 9781337466608 / 1337466603		\$173.75	\$31,275.00
2	<input type="text"/>	<b><a href="#">Annotated Instructor's Edition for Larson's Precalculus, 10th</a></b> Larson 10th Edition [STM, 2018] 9781337279765 / 1337279765		\$0.00	<b>FREE</b>
2	<input type="text"/>	<b><a href="#">IAC K12AE COGNERO PRECALCULUS</a></b> Larson 10th Edition [K12, 2018] 9781337794893 / 1337794899		\$0.00	<b>FREE</b>
60	<input type="text"/>	<b><a href="#">Bundle: Calculus for AP®: A Complete Course, 1st Student Edition + WebAssign (6-year access)</a></b> Stewart 1st Edition [K12, 2019] 9781337858021 / 1337858021		\$184.75	\$11,085.00
2	<input type="text"/>	<b><a href="#">Calculus for AP®: A Complete Course, Teacher's Edition</a></b> Stewart 1st Edition [K12, 2019] 9781337282772 / 1337282774		\$0.00	<b>FREE</b>
2	<input type="text"/>	<b><a href="#">Calculus for AP®: A Complete Course, Complete Solutions Manual</a></b> Stewart 1st Edition [K12, 2019] 9781337553643 / 1337553646		\$0.00	<b>FREE</b>
2	<input type="text"/>	<b><a href="#">Calculus for AP®: A Complete Course, Teacher's Resource Guide</a></b> Stewart/Kokoska 1st Edition [K12, 2019] 9781337559386 / 1337559385		\$0.00	<b>FREE</b>
2	<input type="text"/>	<b><a href="#">IAC K12AE COGNERO AP CALCULUS</a></b> Stewart/Kokoska 1st Edition [K12, 2019] 9781337553650 / 1337553654		\$0.00	<b>FREE</b>
2	<input type="text"/>	<b><a href="#">INSTR K12AE WBS AP CALCULUS</a></b> Stewart/Kokoska 1st Edition [K12, 2019] 9781337553780 / 1337553786		\$0.00	<b>FREE</b>
1	<input type="text"/>	<b><a href="#">Big Ideas Math®: Basic Implementation</a></b> Larson 1st Edition [K12, 2017] 9781680333336 / 168033333X		\$0.00	<b>FREE</b>

Sub-Total: \$42,360.00

+ Estimated Shipping and/or Process Fee: \$0.00

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**TOTAL: \$42,360.00**

**Please attach a copy of the quote to the Purchase Order.**

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# SCHOOL SAVERS

3809 Pine Ave  
 Long Beach, CA 90807  
 Email POs to orders@schoolsavers.com

## Quote

<b>Date</b>	<b>SS Quote #</b>
Apr 17, 2019	133819
<b>SS Telephone</b>	<b>SS Fax</b>
(800) 221-2120	(562) 988-0888

**Please deliver to >>> LANA FORSYTHE**

Billing Information
DECATUR SCHOOL DIST #61 ACCOUNTS PAYABLE 101 WEST CERRO GORDO DECATUR, IL 62523

Quotation For
LANA FORSYTHE  lforsythe@dps61.org 217-362-3040 x 032007

<b>Cust. Ref. #</b>	<b>Salesperson</b>	<b>Quote Expires</b>	<b>Ship Method</b>	<b>Terms</b>
Forsythe	Bill Wilson	May 17, 2019	Best Way	Net 30 -by Check

Item Code	Part Number	Description	Qty	Price	Ext. Price
99516	TI-84+CE CLASS SET	3 teacher packs plus case	8	3,977.40	31,819.20

**NOTES** Total 240 calculators, 24 charging stations, 8 cases.

<b>Subtotal</b>	31,819.20
<b>Tax</b>	0.00
<b>Freight</b>	198.75
<b>Total</b>	32,017.95





## Board of Education Decatur Public School District #61

<b>Date:</b> April 23, 2019	<b>Subject:</b> Visual Art Curriculum Resource Adoption K-12
<b>Initiated By:</b> Dr. Joshua Peters, Director of Curriculum- Secondary	<b>Attachments:</b> Quotes and Quote Pricing Spreadsheet
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**CURRENT CONSIDERATIONS:** This is the visual art resource adoption materials that the teachers have requested to support the growth of their program for K-12 for the next 6 years. They will still have their existing annual consumable budgets that are tied back to their buildings to support their annual needs.

**FINANCIAL CONSIDERATIONS:**

We have included all of the quotes for the recommendation. The total for the entire recommended Adoption would be \$93,942.43. The Funding will be from the District's Instructional Materials budget.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve this Proposal for the Visual Art Curriculum Resource Adoption Grades K-12 in the amount of \$93,942.43 as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

**K-12 VISUAL ART RESOURCE  
ADOPTION RECOMMENDATION  
DECATUR PUBLIC SCHOOLS**



**APRIL 23, 2019**

# THE PROCESS



- **THE ART TEACHERS MET THROUGHOUT THIS YEAR TO WORK COLLABORATIVELY ON IDENTIFYING WHAT RESOURCES THEY NEED TO HELP GROW AND IMPROVE THEIR PROGRAMS OVER THE NEXT SIX YEARS**
- **ALSO WORKED COLLABORATIVELY AND COMMUNICATED VIA EMAIL, TEXT AND SHARED DOCUMENTS ON GOOGLE DRIVE.**
- **THE GROUP WANTED TO MAKE SURE EVERYONE HAD THE OPPORTUNITY TO GIVE INPUT ON THEIR CURRICULAR NEEDS.**
- **WORKED TO ALLOCATE FUNDING EQUITABLY BETWEEN THE SCHOOLS AND PROGRAMS TO ALLOW FOR CONSISTENCY AND COLLABORATION WHILE ALSO PROMOTING AUTONOMY, CREATIVITY, AND VOICE.**

# EXAMPLES OF RESOURCES

- **PRINTMAKING SUPPLIES**
- **3D SCULPTURE SUPPLIES**
- **ART STORAGE FOR STUDENT PROJECTS**
- **EASELS**

- **ARTWORK DISPLAY BOARDS**
- **DRYING RACKS**
- **A TEXTBOOK ON PRINTMAKING**
- **A TEXTBOOK ON PHOTOGRAPHY**
- **PHOTOGRAPHY SUPPLIES**





**ULTIMATELY, THE RECOMMENDATION FROM THE TEACHERS IS TO PURCHASE MATERIALS THAT INCORPORATE NEW ART TECHNIQUES, SUPPORT NEW CLASSES AND MAINTAIN THE QUALITY OF THE EXISTING PROGRAM.**

**THANK YOU FOR THIS OPPORTUNITY AND YOUR TIME!**



**ANY QUESTIONS?**

**SUMMARY OF ART TASK FORCE QUOTE PRICING 2019 2020**

SCHOOL	BLICK	B&H PHOTO	BLACK & CO	DAVIS	FOLLETT	GREAT LAKES CLAY	NASCO	SCHOOL SPECIALTY	STRIGLOS	TRIARCO
BAUM	\$1,838.31									
DENNIS	\$3,757.83									
DURFEE	\$1,838.31									
EHS	\$15,596.62	\$707.60	\$19.20		\$70.74	\$522.00				
ENTERPRISE	\$1,838.31									
FRANKLIN	\$1,838.31									
FRENCH	\$3,189.92									
GARFIELD	\$2,553.39									
HARRIS	\$1,662.19									
HOPE	\$3,563.75									
J HILL	\$3,484.15									
MHS	\$16,456.88	\$4,009.20	\$1,707.26	\$4,352.70						
MUFFLEY	\$2,501.73									
O GROVE	\$1,838.31									
PARSONS	\$1,838.31									
SDMS	\$4,840.67							\$1,246.07	\$1,047.95	
S SHORES	\$1,838.31									
STEVENSON	\$1,838.31									
PDI	\$238.42						\$7,050.10	\$256.30		\$401.28
<b>TOTAL SPENT</b>										
<b>\$93,942.43</b>	<b>\$72,552.03</b>	<b>\$4,716.80</b>	<b>\$1,726.46</b>	<b>\$4,352.70</b>	<b>\$70.74</b>	<b>\$522.00</b>	<b>\$7,050.10</b>	<b>\$1,502.37</b>	<b>\$1,047.95</b>	<b>\$401.28</b>



PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 158208 MICHAEL E BAUM ELEM SCHOOL 801 S LAKE RIDGE AVE DECATUR, IL 62521-4348  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-103 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

n/a

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	8	\$17.74	\$141.92
3	62147-7364	PLUMAGE FEATHERS KELLY GRN .5OZ	4	\$1.56	\$6.24
4	60923-1012	CHENILLE STEMS ASST 100/PK 12IN	2	\$1.44	\$2.88
5	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	4	\$24.17	\$96.68
6	61196-1009	CREATIVITY STREET SPOTTED FEATHRS CLSP	1	\$21.59	\$21.59
7	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	2	\$19.99	\$39.98
8	00073-1029	RICHESN TEMPRA CAKES STD CLR SET9	15	\$6.80	\$102.00
9	13501-2085	CLR SCRATCH PAPER MULTI 8.5X11 50/PK	2	\$17.95	\$35.90
10	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	2	\$279.44	\$558.88
11	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
12	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
13	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
14	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	1	\$4.14	\$4.14
15	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$1838.31
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$1838.31

**Notes:**

- Prices quoted include dockside delivery only unless otherwise stated. If a dock is not available, we offer LIFT GATE service (driver lowers merchandise from truck to curb) and INSIDE DELIVERY (items set just inside door at ground level) for additional fees.
- Additional shipping fees subject to correction if quantity adjustments are made for items with additional shipping fees quoted.
- Blick is not responsible to unload, uncrate, remove or dispose of debris, assemble or install products.
- We accept "Future Orders". POs placed in advance are held until ship dates specified on order (within same calendar year). No invoice obligation until delivery.



PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 158218 DENNIS ELEMENTARY SCHOOL 1499 W MAIN ST DECATUR, IL 62522-1909  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-89 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**  
Prices include handling

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	52314-1001	STORAGE CABINET !DO 12 CUBBY STORAGE	1	\$274.28	\$274.28
2	11423-9012	CONSTRCTN PAPR STORG 16.875X26.875X18.5	5	\$24.92	\$124.60
3	52014-2053	LUXOR HD UTILITY CART !DN BLK 3SHLF TUB	1	\$99.58	\$99.58
4	22718-1023	DRAWING BOARD 23X26 W/CLIP	30	\$10.42	\$312.60
5	21388-9336	SHARPIE METALLIC SLVR 36CT CLSPK	3	\$41.98	\$125.94
6	00011-0099	BLICK PREM TEMPERA !N BASIC GAL 6/SET	2	\$126.87	\$253.74
7	01751-1024	LYRA OPAQ WC 24/SET/WHT W/BRUSH	10	\$12.44	\$124.40
8	10209-1039	BLICK DRAWING PAPER WHT 18X24 REAM 80LB	6	\$51.58	\$309.48
9	04992-1020	ADULT APRON LRG DENIM W/ADJ NECK	30	\$8.64	\$259.20
10	15906-1002	STOREX CADDIES LARGE 5 PK ASSORTED	5	\$21.87	\$109.35
11	50584-1001	FLDS-TO-A-TABLE EASL !DO 28.5IN X 37.5IN	2	\$120.65	\$241.30
12	03317-1000	DISPOSABLE CUPS 1000/PK	1	\$65.12	\$65.12
13	57661-1007	PERFORMANCE SCISSORS 7IN DOUBLE THUMB	30	\$4.38	\$131.40
14	51216-5017	MOBILE STOR CAB !DT BLU 36X24X78IN	2	\$663.42	\$1326.84
				<b>Subtotal</b>	\$3757.83
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$3757.83

- Notes:**
- Prices quoted include dockside delivery only unless otherwise stated. If a dock is not available, we offer LIFT GATE service (driver lowers merchandise from truck to curb) and INSIDE DELIVERY (items set just inside door at ground level) for additional fees.
  - Additional shipping fees subject to correction if quantity adjustments are made for items with additional shipping fees quoted.
  - Blick is not responsible to unload, uncrate, remove or dispose of debris, assemble or install products.
  - We accept "Future Orders". POs placed in advance are held until ship dates specified on order (within same calendar year). No invoice obligation until delivery.



PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 158206 DURFEE MAGNET ELEMENTARY SCH 1077 W GRAND AVE DECATUR, IL 62522-1500  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-104 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

n/a

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	8	\$17.74	\$141.92
3	62147-7364	PLUMAGE FEATHERS KELLY GRN .5OZ	4	\$1.56	\$6.24
4	60923-1012	CHENILLE STEMS ASST 100/PK 12IN	2	\$1.44	\$2.88
5	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	4	\$24.17	\$96.68
6	61196-1009	CREATIVITY STREET SPOTTED FEATHRS CLSP	1	\$21.59	\$21.59
7	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	2	\$19.99	\$39.98
8	00073-1029	RICHESN TEMPRA CAKES STD CLR SET9	15	\$6.80	\$102.00
9	13501-2085	CLR SCRATCH PAPER MULTI 8.5X11 50/PK	2	\$17.95	\$35.90
10	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	2	\$279.44	\$558.88
11	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
12	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
13	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
14	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	1	\$4.14	\$4.14
15	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$1838.31
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$1838.31

**Notes:**

- Prices quoted include dockside delivery only unless otherwise stated. If a dock is not available, we offer LIFT GATE service (driver lowers merchandise from truck to curb) and INSIDE DELIVERY (items set just inside door at ground level) for additional fees.
- Additional shipping fees subject to correction if quantity adjustments are made for items with additional shipping fees quoted.
- Blick is not responsible to unload, uncrate, remove or dispose of debris, assemble or install products.
- We accept "Future Orders". POs placed in advance are held until ship dates specified on order (within same calendar year). No invoice obligation until delivery.



PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 DickBlick.com

<b>To:</b>  <b>Customer#:</b> 158207 EISENHOWER HIGH SCHOOL 1200 S 16TH ST DECATUR, IL 62521-3834  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-90 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

Prices include handling  
 SAN-44879 is not a Blick item #

\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\*

	Item	Description	Qty	Unit Price	Total
1	57219-1025	LT DUTY STAPLE GUN STAPLES 1/4IN	10	\$1.82	\$18.20
2	64209-1120	WAXED THREAD NEUTRAL 20YD 3PK	4	\$8.44	\$33.76
3	57413-1202	XACTO BLADES NO2 DISPENSER	6	\$6.33	\$37.98
4	64209-1020	WAXED THREAD 20YD ROLL 3PK	4	\$8.44	\$33.76
5	18973-1005	CLEAR ACRYLIC PANELS 5X7 .060THK	50	\$1.66	\$83.00
6	18973-1008	CLEAR ACRYLIC PANELS 8X10 .06THK	50	\$3.53	\$176.50
7	18973-1018	CLEAR ACRYLIC PANELS 18X24 .06THK	5	\$11.39	\$56.95
8	40329-1020	AKUA PIN PRESS 20IN	1	\$193.58	\$193.58
9	57037-1005	PRECISN TEACHR SCSSR 8 1/4IN LONG	30	\$3.64	\$109.20
10	33401-1014	SCULPTURE WIRE 350FT 12 GAUGE	4	\$21.71	\$86.84
11	33400-1435	ALUMINUM WIRE 14 GAUGE 350FT	4	\$12.07	\$48.28
12	57219-1000	LT DUTY STAPLE GUN CHROME	6	\$13.97	\$83.82
13	22718-1023	DRAWING BOARD 23X26 W/CLIP	30	\$10.42	\$312.60
14	21620-1004	ANATOMICAL SKELETONS PLASTIC SKULL	6	\$27.98	\$167.88
15	33602-1002	SOAPSTONE 2LB PCS 5/BOX	5	\$33.58	\$167.90
16	30406-0129	F SEMI-OPAQUE GLAZE CLASSPK 12 PINTS	1	\$160.91	\$160.91
17	30482-2026	BLICK GLOSS GLAZE BLK PT	12	\$8.93	\$107.16
18	30482-4076	BLICK GLOSS GLAZE BUTTERSCTCH PT	8	\$8.93	\$71.44
19	30482-3196	BLICK GLOSS GLAZE CANDY APPLE PT	10	\$8.93	\$89.30
20	30482-1009	BLICK GLOSS GLAZE CLASS PACK 1	3	\$45.91	\$137.73
21	30482-7056	BLICK GLOSS GLAZE EMRLD ISLE PT	8	\$8.93	\$71.44
22	30482-5206	BLICK GLOSS GLAZE INDGO PT	10	\$8.93	\$89.30
23	30482-1046	BLICK GLOSS GLAZE IVRY PT	8	\$8.93	\$71.44
24	30482-4066	BLICK GLOSS GLAZE LMN PT	5	\$8.93	\$44.65
25	30482-4916	BLICK GLOSS GLAZE MNDRIN PT	5	\$8.93	\$44.65
26	30482-5076	BLICK GLOSS GLAZE SKY BLU PT	5	\$8.93	\$44.65
27	30482-6516	BLICK GLOSS GLAZE VLT PT	5	\$8.93	\$44.65
28	51304-1006	DRYING RACK 100 SHL !DO 10X18 100SHF	3	\$478.76	\$1436.28
29	57330-1002	ACCO BINDER CLIP 2IN LRG 12BOX ZZ	3	\$5.00	\$15.00

30	57330-4114	ACCO BINDER CLIP 1 1/4IN MED 12BOX	5	\$2.39	\$11.95
31	57330-4034	ACCO BINDER CLIP 3/4IN SMALL 12BOX	4	\$0.87	\$3.48
32	55430-1018	BLICK ALUM RULER 18IN	20	\$1.76	\$35.20
33	55430-1024	BLICK ALUM RULER 24IN	20	\$1.99	\$39.80
34	06222-1108	DB GOLDN TAKLON FLAT 108PC ECONOMY	5	\$124.21	\$621.05
35	56004-1001	BLICK MASTRBW CMPASS BLICK MASTRBW COMPSS	15	\$6.06	\$90.90
36	03117-1069	BLCK STL PLT KNFE RGM KNIFE SET6	10	\$25.24	\$252.40
37	00011-5008	BLICK PREM TEMPERA BLU 64OZ	3	\$13.52	\$40.56
38	00011-7008	BLICK PREM TEMPERA GRN 64OZ	2	\$13.52	\$27.04
39	00011-4508	BLICK PREM TEMPERA ORG 64OZ	2	\$13.52	\$27.04
40	00011-3008	BLICK PREM TEMPERA RED 64OZ	3	\$13.52	\$40.56
41	00011-6508	BLICK PREM TEMPERA VLT 64OZ	2	\$13.52	\$27.04
42	00011-4008	BLICK PREM TEMPERA YLW 64OZ	3	\$13.52	\$40.56
43	05857-0729	DB SCHLSTC WONDR WHT RND WC SET 72 CLASS PK SCHLST	5	\$102.87	\$514.35
44	57559-2506	BLICK CUTTING MAT 12X18 GRY/BLK	15	\$7.61	\$114.15
45	57559-2585	BLICK CUTTING MAT 8.5X12 GRY/BLK	30	\$4.23	\$126.90
46	18862-9509	BLICK WD GALLERY FRME BLK 18INX24IN	6	\$21.63	\$129.78
47	00711-9088	BLICKRYLIC MTLIC GOLD 64OZ	1	\$16.64	\$16.64
48	72239-1009	CRYSTAL COLORWHEEL 24X18 POSTER	1	\$17.58	\$17.58
49	52112-1001	HANN DRAWING BOARD !DT STORAGE CABINET	1	\$1294.99	\$1294.99
50	22220-2144	BLICK GRAPHITE PENCL CLASS PACK 144/CT	2	\$58.38	\$116.76
51	06078-1449	DYNASTY GOLD SYN 144/PC CANISTER	5	\$149.29	\$746.45
52	06000-0409	DNSTY GLD FL WSH GLZ B-2200 40PC CANISTER	5	\$116.71	\$583.55
53	60961-1336	NATURAL REED 1LB 1/2IN	2	\$11.86	\$23.72
54	60961-1326	NATURAL REED 1LB 1/4IN	1	\$11.98	\$11.98
55	51143-1010	FLOURISH MESH PANEL !DN WALL 10FTX7FT	1	\$429.99	\$429.99
56	51143-1005	FLOURISH MESH PANEL !D WALL 5FTX7FT	2	\$321.74	\$643.48
57	52318-1020	PAPER STORGE CABINET !DT 48WX30DX36-1/2INH	1	\$1586.99	\$1586.99
58	52317-1030	PORTFLIO STORG CABNT !DT 39INX30INX33IN H	1	\$801.99	\$801.99
59	51143-1012	FLOURISH MESH PANEL !D HOOK/CLIP 12/BAG	6	\$10.08	\$60.48
60	55315-0006	ARTOGRAPH LIGHTRACER 12X18 LT TRACER II	1	\$70.04	\$70.04
61	12722-1005	BINDING NEEDLES 5 PER PKG	8	\$4.96	\$39.68
62	24126-1018	INTERTAPE MASK TAPE 18MMX60YD 3/4IN	40	\$1.44	\$57.60
63	33083-1010	FPC TOOLS MINI LONG NECK PLIER	12	\$2.97	\$35.64
64	18988-2009	PICTURE HANGING HDWR ALL PURPOSE KIT	3	\$6.88	\$20.64
65	11502-1048	WHITE KRAFT PAPER !N 48X1000FT 40LB ROLL	1	\$77.88	\$77.88
66	18988-1009	PICTURE HANGING HDWR HOOK KIT	4	\$2.11	\$8.44
67	34920-1063	PRO NEEDLE TOOL 6-1/8IN	10	\$2.08	\$20.80
68	03426-1875	RCTNGL PLSTC PALETTE 8.75X11.75 4SQ 5RND	30	\$2.45	\$73.50
69	30130-1010	AMACO KILN SHELVES 26X13X5/8 HLF OCTG 6	6	\$54.38	\$326.28
70	30387-1035	STUDENT POTTERY TOOLS 35/SET	1	\$11.72	\$11.72
71	60961-1376	NATURAL REED 1LN NO2	1	\$11.17	\$11.17
72	60961-1332	NATURAL REED 3/32IN RND NO3	2	\$11.17	\$22.34
73	30334-1003	SCRAPER SERRATED EDG 3 3/4IN	4	\$1.71	\$6.84

74	30334-1004	SCRAPER 4IN	15	\$1.46	\$21.90
75	11601-1135	BACKGROUND PAPER ARCTIC WHT 53INX12YD	2	\$25.95	\$51.90
76	11601-2605	BACKGROUND PAPER SLATE GRY 53INX12YD	2	\$31.79	\$63.58
77	30129-1300	SHELF SUPPORT 1X1X4	12	\$1.47	\$17.64
78	30129-1400	SHELF SUPPORT 1X1X6	12	\$1.75	\$21.00
79	30129-1600	SHELF SUPPORT 1X1X8	12	\$2.15	\$25.80
80	51143-1024	FLOURISH MESH PANEL !D S HOOK 24/BAG	3	\$4.69	\$14.07
81	40105-1004	SPDBALL HRD RUB BRAY 4IN	20	\$6.57	\$131.40
82	40203-1029	SPDBALL LINO CUTTERS SET NO2 W/6 CUTTERS	15	\$10.91	\$163.65
83	40104-1003	SPDBALL SFT RUB BRAY 3IN	20	\$10.86	\$217.20
84	64916-0100	PUSH PINS STAINLES STEEL 100BX	9	\$10.78	\$97.02
85	57222-2000	LONG ARM STAPLER BLACK	2	\$26.58	\$53.16
86	35145-2020	BOSTCH DSKTP STAPLER BLK CLASSC ALL METAL	10	\$5.33	\$53.30
87	45105-1064	STEEL BURNISHER 6 3/8IN BENT	30	\$8.49	\$254.70
88	07400-1046	DB STUDIO CANVAS PAD 12X16 10 SHEET	10	\$7.54	\$75.40
89	23606-0000	GLUE GUN LOW TRIGFED LOW TEMP	15	\$7.13	\$106.95
90	45212-0000	ETCHING NEEDLE TWIST	30	\$6.23	\$186.90
91	01598-2144	REEVES WATER MIXABLE 10ML 144/TUBE SET	2	\$72.90	\$145.80
92	01598-2024	REEVES WATER MIXABLE 10ML 24/TUBE SET	4	\$10.33	\$41.32
93	00462-1015	W/N ARTISAN OIL IH TITNM WHT 200ML	3	\$14.91	\$44.73
94	30327-1018	WIRE CLAY CUTTER 18IN	15	\$1.80	\$27.00
95	33099-1001	RICHSN HVY DTY WIRE CLAY CUTTER	2	\$2.47	\$4.94
96	18862-9523	BLICK WD GALLERY FRME BLK 9INX12IN	10	\$10.19	\$101.90
97	18862-9505	BLICK WD GALLERY FRME BLK 11INX14IN	10	\$11.03	\$110.30
98	18862-9508	BLICK WD GALLERY FRME BLK 16INX20IN	6	\$14.98	\$89.88
99	57497-1002	XACTO KNIFE NO2 MED WT W/CAP	40	\$4.41	\$176.40
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Subtotal</b>	\$15596.62
				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$15596.62

**Notes:**

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PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 158221 ENTERPRISE ELEMENTARY SCHOOL 2115 S TAYLOR RD DECATUR, IL 62521-9103  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-105 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**  
Prices include handling

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	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	8	\$17.74	\$141.92
3	62147-7364	PLUMAGE FEATHERS KELLY GRN .5OZ	4	\$1.56	\$6.24
4	60923-1012	CHENILLE STEMS ASST 100/PK 12IN	2	\$1.44	\$2.88
5	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	4	\$24.17	\$96.68
6	61196-1009	CREATIVITY STREET SPOTTED FEATHRS CLSP	1	\$21.59	\$21.59
7	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	2	\$19.99	\$39.98
8	00073-1029	RICHESN TEMPRA CAKES STD CLR SET9	15	\$6.80	\$102.00
9	13501-2085	CLR SCRATCH PAPER MULTI 8.5X11 50/PK	2	\$17.95	\$35.90
10	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	2	\$279.44	\$558.88
11	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
12	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
13	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
14	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	1	\$4.14	\$4.14
15	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$1838.31
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$1838.31

- Notes:**
- Prices quoted include dockside delivery only unless otherwise stated. If a dock is not available, we offer LIFT GATE service (driver lowers merchandise from truck to curb) and INSIDE DELIVERY (items set just inside door at ground level) for additional fees.
  - Additional shipping fees subject to correction if quantity adjustments are made for items with additional shipping fees quoted.
  - Blick is not responsible to unload, uncrate, remove or dispose of debris, assemble or install products.
  - We accept "Future Orders". POs placed in advance are held until ship dates specified on order (within same calendar year). No invoice obligation until delivery.



PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 60034899 BENJAMIN FRANKLIN ELEM SCHOOL 2440 N SUMMIT AVE DECATUR, IL 62526-3181  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-106 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

n/a

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	8	\$17.74	\$141.92
3	62147-7364	PLUMAGE FEATHERS KELLY GRN .5OZ	4	\$1.56	\$6.24
4	60923-1012	CHENILLE STEMS ASST 100/PK 12IN	2	\$1.44	\$2.88
5	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	4	\$24.17	\$96.68
6	61196-1009	CREATIVITY STREET SPOTTED FEATHRS CLSP	1	\$21.59	\$21.59
7	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	2	\$19.99	\$39.98
8	00073-1029	RICHESN TEMPRA CAKES STD CLR SET9	15	\$6.80	\$102.00
9	13501-2085	CLR SCRATCH PAPER MULTI 8.5X11 50/PK	2	\$17.95	\$35.90
10	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	2	\$279.44	\$558.88
11	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
12	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
13	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
14	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	1	\$4.14	\$4.14
15	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$1838.31
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$1838.31

**Notes:**

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PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 60034901 MARY W FRENCH ACADEMY 520 W WOOD ST DECATUR, IL 62522-3112  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-91 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

n/a

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	5	\$17.74	\$88.70
3	23605-0000	GLUE GUN REG TRIGFED REG TRIGGER FED	2	\$6.34	\$12.68
4	23810-1001	ELMERS GLUE 30CT ALL PURPS STCKS	1	\$30.38	\$30.38
5	23602-1015	GLUE STICKS MINI REG 10IN 5LB	1	\$28.08	\$28.08
6	22856-1048	GRAY STUMP CLASSPK 48PC	1	\$11.11	\$11.11
7	60923-1012	CHENILLE STEMS ASST 100/PK 12IN	10	\$1.44	\$14.40
8	14907-1045	SCRATCH STICKS 100/PK	1	\$4.19	\$4.19
9	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	6	\$24.17	\$145.02
10	00073-1019	RICHESEN TEMPRA CAKES STD CLR SET6	25	\$4.83	\$120.75
11	11406-1009	TRU-RAY CONST PAPER !N COMBO ASSRT CLRS HVY	3	\$97.48	\$292.44
12	10209-1025	BLICK DRAWING PAPER !N WHT 24X36 REAM 60LB	2	\$85.78	\$171.56
13	22046-1250	SARGENT ART CLR PNCL 250/CT CLASSPK	4	\$33.09	\$132.36
14	55737-1007	HELIX PLASTC COMPASS LOCKING SAFETY POINT	25	\$1.58	\$39.50
15	21507-1024	BLICK ART GUM ERASER 1X1X1/2 BX24 ZZ	5	\$5.14	\$25.70
16	21412-2050	XACTO ELEC PCNL SHRP POWERHOUSE BLACK	2	\$30.42	\$60.84
17	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	1	\$279.44	\$279.44
18	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
19	11406-1009	TRU-RAY CONST PAPER !N COMBO ASSRT CLRS HVY	2	\$97.48	\$194.96
20	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
21	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
22	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	4	\$4.14	\$16.56
23	51216-5017	MOBILE STOR CAB !DT BLU 36X24X78IN	1	\$663.42	\$663.42
24	14907-1045	SCRATCH STICKS 100/PK	1	\$4.19	\$4.19
25	65208-1005	CLASSROOM YARN ASST ALL COLOR ASST	1	\$25.54	\$25.54
26	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$3189.92

<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.	<b>Shipping</b>	\$0.00
	<b>Quote Total</b>	\$3189.92

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PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 1558203 GARFIELD MONTESSORI MAGNET SCH 300 MEADOW TERRACE PL DECATUR, IL 62521-5252  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-98 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**  
Prices include handling

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	8	\$17.74	\$141.92
3	20103-1109	CRAYOLA REG CRAYON 832 CT 64 COLORS	1	\$51.66	\$51.66
4	62147-7364	PLUMAGE FEATHERS KELLY GRN .5OZ	4	\$1.56	\$6.24
5	60923-1012	CHENILLE STEMS ASST 100/PK 12IN	2	\$1.44	\$2.88
6	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	4	\$24.17	\$96.68
7	61196-1009	CREATIVITY STREET SPOTTED FEATHRS CLSP	1	\$21.59	\$21.59
8	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	2	\$19.99	\$39.98
9	00073-1029	RICHESN TEMPRA CAKES STD CLR SET9	15	\$6.80	\$102.00
10	13501-2085	CLR SCRATCH PAPER MULTI 8.5X11 50/PK	2	\$17.95	\$35.90
11	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	2	\$279.44	\$558.88
12	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
13	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
14	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
15	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	1	\$4.14	\$4.14
16	51216-5017	MOBILE STOR CAB !DT BLU 36X24X78IN	1	\$663.42	\$663.42
17	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$2553.39
				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$2553.39
<p><b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.</p>					

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<b>To:</b>  <b>Customer#:</b> 60034905 WILLIAM HARRIS ELEM SCHOOL 620 E GARFIELD AVE DECATUR, IL 62526-4599  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-92 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**  
Prices include handling

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	8	\$17.74	\$141.92
3	20103-1109	CRAYOLA REG CRAYON 832 CT 64 COLORS	2	\$51.66	\$103.32
4	62147-7364	PLUMAGE FEATHERS KELLY GRN .5OZ	4	\$1.56	\$6.24
5	60923-1012-2	CHENILLE STEMS ASST 100/PK 12IN	1	\$2.88	\$2.88
6	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	4	\$24.17	\$96.68
7	61196-1009	CREATIVITY STREET SPOTTED FEATHRS CLSP	1	\$21.59	\$21.59
8	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	2	\$19.99	\$39.98
9	00073-1029	RICHESEN TEMPRA CAKES STD CLR SET9	15	\$6.80	\$102.00
10	13501-2085	CLR SCRATCH PAPER MULTI 8.5X11 50/PK	2	\$17.95	\$35.90
11	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	1	\$279.44	\$279.44
12	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
13	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
14	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
15	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	1	\$4.14	\$4.14
16	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$1662.19
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$1662.19

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<b>To:</b>  <b>Customer#:</b> 63014337 HOPE ACADEMY 955 N ILLINOIS ST DECATUR, IL 62521-1427  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-93 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

Prices include handling

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	12909-1000	VERTICAL PAPER RACK !D 36IN 1/ROLL	1	\$191.07	\$191.07
2	51333-1001	BLICK PRINT RACK BEECHWOOD	1	\$36.28	\$36.28
3	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
4	30207-8034	WARES TRUCK !DO DEBCOR	1	\$620.95	\$620.95
5	15906-1001	STOREX CADDIES SMALL 5 PK ASSORTED	3	\$12.43	\$37.29
6	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	15	\$17.74	\$266.10
7	30357-0000	CLAY CUTTER NYLON	2	\$0.87	\$1.74
8	23810-1204	ELMERS GLUE 4OZ SCHOOL	25	\$0.83	\$20.75
9	21218-1109	CRAYOLA CLASSIC MRKR BX/256 BRD CLASSPK	3	\$61.90	\$185.70
10	03489-5202	DENIM APRON WEARM 19X28 APRON	35	\$5.11	\$178.85
11	61536-1001	GLASS BEADS ASRTD 1LB BAG	2	\$6.71	\$13.42
12	55784-1005	SHAPES TEMPLATE PRMRY 5/CT	25	\$6.38	\$159.50
13	33407-1009	TWISTEEZ BOX200	6	\$27.98	\$167.88
14	11406-2003	TRU-RAY CONST PAPER BLACK 9X12	10	\$1.66	\$16.60
15	11406-5003	TRU-RAY CONST PAPER BLUE 9X12	5	\$1.66	\$8.30
16	11406-1009	TRU-RAY CONST PAPER !N COMBO ASSRT CLRS HVY	2	\$97.48	\$194.96
17	21519-1024	BLICK SOAP ERASER 1X1X1/2 BOX24 ZZ	12	\$4.34	\$52.08
18	22220-2144	BLICK GRAPHITE PENCL CLASS PACK 144/CT	4	\$58.38	\$233.52
19	40305-2006	BLICK WC BLOCK PRNT INK BLK 1LB	2	\$11.56	\$23.12
20	40305-5006	BLICK WC BLOCK PRNT INK BLU 1LB	2	\$11.56	\$23.12
21	40403-1012	PRINT FOAM BRD 4X6 100SHT	2	\$8.43	\$16.86
22	40401-1001	SOFT KUT PRINT BLOCK 4X6	35	\$1.46	\$51.10
23	40305-3016	BLICK WC BLOCK PRNT INK LT RED 1LB	2	\$11.56	\$23.12
24	40401-1001	SOFT KUT PRINT BLOCK 4X6	30	\$1.46	\$43.80
25	40305-1006	BLICK WC BLOCK PRNT INK WHT 1LB	2	\$11.56	\$23.12
26	55463-1006	SHATTERPROOF RULER 6IN	25	\$0.69	\$17.25
27	24126-1018	INTERTAPE MASK TAPE 18MMX60YD 3/4IN	20	\$1.44	\$28.80
28	30540-1040	MOIST CLAY !F WHT W/GROG 50LB	5	\$30.63	\$153.15

29	11501-1124	BLICK PSTR BOND PAPR WHT 36IN 24LB/50YD	4	\$29.38	\$117.52
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Subtotal</b>	\$3563.75
				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$3563.75

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PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 158204 JOHNS HILL MAGNET SCHOOL 1025 E JOHNS AVE DECATUR, IL 62521-2798  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-94 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

Prices include handling

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	22220-2144	BLICK GRAPHITE PENCL CLASS PACK 144/CT	4	\$58.38	\$233.52
2	21519-1024	BLICK SOAP ERASER 1X1X1/2 BOX24 ZZ	12	\$4.34	\$52.08
3	06078-1449	DYNASTY GOLD SYN 144/PC CANISTER	1	\$149.29	\$149.29
4	11406-1009	TRU-RAY CONST PAPER !N COMBO ASSRT CLRS HVY	2	\$97.48	\$194.96
5	11406-2003	TRU-RAY CONST PAPER BLACK 9X12	10	\$1.66	\$16.60
6	11406-5003	TRU-RAY CONST PAPER BLUE 9X12	5	\$1.66	\$8.30
7	33407-1009	TWISTEEZ BOX200	6	\$27.98	\$167.88
8	61536-1001	GLASS BEADS ASRTD 1LB BAG	2	\$6.71	\$13.42
9	40401-1001	SOFT KUT PRINT BLOCK 4X6	35	\$1.46	\$51.10
10	40403-1012	PRINT FOAM BRD 4X6 100SHT	2	\$8.43	\$16.86
11	15906-1001	STOREX CADDIES SMALL 5 PK ASSORTED	3	\$12.43	\$37.29
12	55784-1005	SHAPES TEMPLATE PRMRY 5/CT	25	\$6.38	\$159.50
13	55463-1006	SHATTERPROOF RULER 6IN	25	\$0.69	\$17.25
14	40100-1006	EDUCATIONL HARD POLY 6IN BRAYER	6	\$9.42	\$56.52
15	30357-0000	CLAY CUTTER NYLON	2	\$0.87	\$1.74
16	11501-1124	BLICK PSTR BOND PAPR WHT 36IN 24LB/50YD	4	\$29.38	\$117.52
17	24126-1018	INTERTAPE MASK TAPE 18MMX60YD 3/4IN	20	\$1.44	\$28.80
18	06222-1108	DB GOLDN TAKLON FLAT 108PC ECONOMY	5	\$124.21	\$621.05
19	21267-2009	PRANG MARKERS WSHABL MASTR PK 200ST	1	\$67.02	\$67.02
20	51308-1006	TABLE DRYING RACK !DT 10X18 50SHF	1	\$354.38	\$354.38
21	12909-1000	VERTICAL PAPER RACK !D 36IN 1/ROLL	1	\$191.07	\$191.07
22	20066-1336	CRAYOLA OIL PASTELS 336CT CLASSPK	1	\$33.63	\$33.63
23	21416-1002	PENCIL SHARPNR MAPED DUAL HOLE METL	24	\$1.14	\$27.36
24	55463-1012	SHATTERPROOF RULER 12IN	24	\$1.14	\$27.36
25	50512-1050	CONDA TABLE EASEL METAL W/WING SUPPORTS	30	\$8.21	\$246.30
26	00011-0049	BLICK PREM TEMPERA FLUOR PINTS 6/PK	2	\$35.10	\$70.20
27	00011-0099	BLICK PREM TEMPERA !N BASIC GAL 6/SET	1	\$126.87	\$126.87
28	00073-1019	RICHESEN TEMPRA CAKES STD CLR SET6	6	\$4.83	\$28.98

29	00073-1009	RICHESN TEMPRA CAKES SET OF 9 COLOR CAKES	6	\$6.86	\$41.16
30	00395-0249	ANGORA WC SET 24 PAN SET	6	\$12.07	\$72.42
31	00369-1109	BLICK LIQ WC ASRTD 10/CLR 8OZ BLTS	1	\$27.12	\$27.12
32	30327-1018	WIRE CLAY CUTTER 18IN	15	\$1.80	\$27.00
33	33099-1001	RICHSN HVY DTY WIRE CLAY CUTTER	2	\$2.47	\$4.94
34	30334-1004	SCRAPER 4IN	15	\$1.46	\$21.90
35	30334-1003	SCRAPER SERRATED EDG 3 3/4IN	4	\$1.71	\$6.84
36	34920-1063	PRO NEEDLE TOOL 6-1/8IN	10	\$2.08	\$20.80
37	30387-1035	STUDENT POTTERY TOOLS 35/SET	1	\$11.72	\$11.72
38	00711-9088	BLICKRYLIC MTLG GOLD 64OZ	1	\$16.64	\$16.64
39	22220-2144	BLICK GRAPHITE PENCL CLASS PACK 144/CT	2	\$58.38	\$116.76
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Subtotal</b>	\$3484.15
				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$3484.15

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PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 158217 MACARTHUR HIGH SCHOOL 1499 W GRAND AVE DECATUR, IL 62522-1411  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-95 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

Prices include handling

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	17111-1270	LOGAN BLADES 270 PKG 100	1	\$20.08	\$20.08
2	40316-2101	GAMBLIN ETCHING INK BONE BLK 1LB	2	\$15.52	\$31.04
3	40316-4221	GAMBLIN ETCHING INK HANSA YLW LT 1LB	1	\$22.54	\$22.54
4	40316-3601	GAMBLIN ETCHING INK NAPHTL RED 1LB	1	\$19.42	\$19.42
5	40316-5221	GAMBLIN ETCHING INK PRUSSN BLU 1LB	1	\$19.42	\$19.42
6	40316-1491	GAMBLIN ETCHING INK ETCHING WHT 1LB	1	\$15.52	\$15.52
7	20827-2060	LIQUID SUMI INK BLK 60OZ	2	\$46.12	\$92.24
8	18973-1008	CLEAR ACRYLIC PANELS 8X10 .060THK	24	\$3.53	\$84.72
9	18973-1005	CLEAR ACRYLIC PANELS 5X7 .060THK	36	\$1.66	\$59.76
10	34134-1800	BLICK PLASTER CLOTH 4INX5YD	10	\$1.93	\$19.30
11	34916-1003	3M SANDPAPER COARSE 9X11 10/PK	3	\$6.98	\$20.94
12	34916-1403	3M SANDPAPER MED 9X11 10/PK	3	\$6.27	\$18.81
13	33400-1435	ALUMINUM WIRE 14 GAUGE 350FT	8	\$12.07	\$96.56
14	33407-1009	TWISTEEZ BOX200	2	\$27.98	\$55.96
15	00711-7068	BLICKRYLIC PHTHLO GRN 64OZ	6	\$12.83	\$76.98
16	00711-5238	BLICKRYLIC ULTRA BLU 64OZ	10	\$12.83	\$128.30
17	00462-8045	W/N ARTISAN OIL BRNT SIENNA 200ML	2	\$14.91	\$29.82
18	00462-4255	W/N ARTISAN OIL CAD YLW PLE HU 200ML	2	\$14.91	\$29.82
19	00462-5275	W/N ARTISAN OIL FRNCH ULTRMRN 200ML	2	\$14.91	\$29.82
20	00462-2025	W/N ARTISAN OIL LAMP BLK 200ML	1	\$14.91	\$14.91
21	00462-3395	W/N ARTISAN OIL PERM ALIZ CRIM 200ML	2	\$14.91	\$29.82
22	00462-5225	W/N ARTISAN OIL PRSSN BLU 200ML	2	\$14.91	\$29.82
23	00462-1015	W/N ARTISAN OIL IH TITNM WHT 200ML	3	\$14.91	\$44.73
24	11420-1006	DB ECNO CONSTRUCTION ASSORTED 12X18 50CT	10	\$2.55	\$25.50
25	13825-1009	400 SERS PRINTMAKNG 18 X 24 15 SH/PD	100	\$18.41	\$1841.00
26	20418-1019	GEN CHARCOAL PENCIL CLSSPK ASRTMNT	2	\$57.98	\$115.96
27	21939-1001	CHARCOAL STICKS CLASSROOM ART PACK	2	\$64.83	\$129.66
28	22220-2144	BLICK GRAPHITE PENCL CLASS PACK 144/CT	2	\$58.38	\$116.76
29	21962-2279	BLICK CHARCOAL VINE MED CANISTER	1	\$53.72	\$53.72

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art materials

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30	20519-1119	CRAYOLA CLR PENCIL CLSPK BX/462	4	\$62.47	\$249.88
31	24146-1060	BLICK/UTR BL PNT TAPE 1INX60YDS	6	\$6.07	\$36.42
32	24126-1024	INTERTAPE MASK TAPE 24MMX60YD 1IN	72	\$1.81	\$130.32
33	50826-2042	XYLEM PEDESTAL !DO BLK 15X15X42IN	6	\$296.58	\$1779.48
34	51143-1065	FLOURISH MESH PANEL !D 65IN CARRY BAG	2	\$74.98	\$149.96
35	51202-1015	TOTE TRAY !D DEB 15	12	\$21.06	\$252.72
36	51143-4010	FLOURISH MESH PANEL !DN WALL 10X7 W/WHEEL	2	\$471.99	\$943.98
37	21651-1004-12	BLICK MANIKIN FEMALE 12IN	1	\$57.36	\$57.36
38	21651-1003	BLICK MANIKIN MALE 12IN	12	\$4.78	\$57.36
39	51143-1012	FLOURISH MESH PANEL !D HOOK/CLIP 12/BAG	4	\$10.08	\$40.32
40	30242-1001	BRENT KILN CART !DN W/SHELVES	1	\$670.92	\$670.92
41	32922-1040	KILN WASH 40LB	1	\$47.98	\$47.98
42	30328-1105	CERAMIC LOOP 5IN 5PEAR	24	\$3.13	\$75.12
43	30328-1005	CERAMIC LOOP 5IN 3ROUND	24	\$3.13	\$75.12
44	30328-1205	CERAMIC LOOP 5IN 6TRI	24	\$3.27	\$78.48
45	52588-1018	LYPTUS AND STL STOOL 18IN	20	\$69.38	\$1387.60
46	51291-2603	STUDIO STORAGE CART !D SMOKE 3 DRAWER	6	\$49.66	\$297.96
47	18301-1060	LOGAN SIMPLEX ELITE 60IN MAT CUTTR 760-1	1	\$349.98	\$349.98
48	63237-1010	NEEDLE FELTING TOOLS PEN STYLE	35	\$9.28	\$324.80
49	52322-2084	PRTFL/CNVS STRG CBNT !DT MAPLE 36WX30DX84H	1	\$1301.82	\$1301.82
50	30130-1010	AMACO KILN SHELVES 26X13X5/8 HLF OCTG 6	6	\$54.38	\$326.28
51	13541-1001	SCRATCH KNIFE/HOLDER 12PK	4	\$13.11	\$52.44
52	30304-1009	BOXWD CLAY TOOL SETS SET38 6IN	5	\$19.98	\$99.90
53	30129-1400	SHELF SUPPORT 1X1X6	12	\$1.75	\$21.00
54	30129-1600	SHELF SUPPORT 1X1X8	12	\$2.15	\$25.80
55	30129-1300	SHELF SUPPORT 1X1X4	12	\$1.47	\$17.64
56	51143-1024	FLOURISH MESH PANEL !D S HOOK 24/BAG	2	\$4.69	\$9.38
57	22945-1002	BLICK SKETCH BOARD 23.5INX26IN	30	\$11.12	\$333.60
58	30241-1114	BRENT SLAB ROLLER !DT SR14 W/ LEG SET	1	\$2102.99	\$2102.99
59	05419-2001	STUDENT HAKE BRUSH 1IN	30	\$7.42	\$222.60
60	05419-2003	STUDENT HAKE BRUSH 3IN	30	\$16.39	\$491.70
61	30217-8143	UTILITY CART !DT BEIGE 25.6X44	2	\$471.00	\$942.00
62	03041-1010	PLASTIC TRAY 10 WELL RND EACH	250	\$0.46	\$115.00
63	30345-1010	ROLLING PINS 10IN WOOD	12	\$9.67	\$116.04
				<b>Subtotal</b>	\$16456.88
				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$16456.88
<p><b>Please reference the Quote # and Customer # provided above when placing your order.</b></p> <p>Purchase orders under \$50 will be charged a \$5 fee for handling.</p>					

**Notes:**

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PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 60034902 MUFFLEY ELEMENTARY SCHOOL 88 S COUNTRY CLUB RD DECATUR, IL 62521-4499  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-96 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**  
Prices include handling

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	8	\$17.74	\$141.92
3	62147-7364	PLUMAGE FEATHERS KELLY GRN .5OZ	4	\$1.56	\$6.24
4	60923-1012	CHENILLE STEMS ASST 100/PK 12IN	2	\$1.44	\$2.88
5	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	4	\$24.17	\$96.68
6	61196-1009	CREATIVITY STREET SPOTTED FEATHRS CLSP	1	\$21.59	\$21.59
7	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	2	\$19.99	\$39.98
8	00073-1029	RICHESN TEMPRA CAKES STD CLR SET9	15	\$6.80	\$102.00
9	13501-2085	CLR SCRATCH PAPER MULTI 8.5X11 50/PK	2	\$17.95	\$35.90
10	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	2	\$279.44	\$558.88
11	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
12	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
13	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
14	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	1	\$4.14	\$4.14
15	51216-5017	MOBILE STOR CAB !DT BLU 36X24X78IN	1	\$663.42	\$663.42
16	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$2501.73
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$2501.73

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PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 158214 OAK GROVE ELEMENTARY SCHOOL 2160 W CENTER ST DECATUR, IL 62526-3398  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-99 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**  
Prices include handling

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	8	\$17.74	\$141.92
3	62147-7364	PLUMAGE FEATHERS KELLY GRN .5OZ	4	\$1.56	\$6.24
4	60923-1012	CHENILLE STEMS ASST 100/PK 12IN	2	\$1.44	\$2.88
5	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	4	\$24.17	\$96.68
6	61196-1009	CREATIVITY STREET SPOTTED FEATHRS CLSP	1	\$21.59	\$21.59
7	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	2	\$19.99	\$39.98
8	00073-1029	RICHESN TEMPRA CAKES STD CLR SET9	15	\$6.80	\$102.00
9	13501-2085	CLR SCRATCH PAPER MULTI 8.5X11 50/PK	2	\$17.95	\$35.90
10	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	2	\$279.44	\$558.88
11	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
12	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
13	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
14	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	1	\$4.14	\$4.14
15	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$1838.31
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$1838.31

- Notes:**
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PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 60034903 PARSONS ACCELERATED ELEM SCH 3591 N MACARTHUR RD DECATUR, IL 62526-1452  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-100 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

n/a

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	8	\$17.74	\$141.92
3	62147-7364	PLUMAGE FEATHERS KELLY GRN .5OZ	4	\$1.56	\$6.24
4	60923-1012	CHENILLE STEMS ASST 100/PK 12IN	2	\$1.44	\$2.88
5	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	4	\$24.17	\$96.68
6	61196-1009	CREATIVITY STREET SPOTTED FEATHRS CLSP	1	\$21.59	\$21.59
7	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	2	\$19.99	\$39.98
8	00073-1029	RICHESN TEMPRA CAKES STD CLR SET9	15	\$6.80	\$102.00
9	13501-2085	CLR SCRATCH PAPER MULTI 8.5X11 50/PK	2	\$17.95	\$35.90
10	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	2	\$279.44	\$558.88
11	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
12	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
13	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
14	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	1	\$4.14	\$4.14
15	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$1838.31
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$1838.31

**Notes:**

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PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 DickBlick.com

<b>To:</b>  <b>Customer#:</b> 158216 STEPHEN DECATUR MIDDLE SCHOOL 1 N EDUCATIONAL PARK DR DECATUR, IL 62526-2548  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-97 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

22809-1001 is discontinued

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	00395-0249	ANGORA WC SET 24 PAN SET	6	\$12.07	\$72.42
2	06005-1039	AQUA FLOW BRUSH 3 PACK SET	6	\$3.28	\$19.68
3	42910-1004	DB ECONOMY BAREN 4IN DIA	12	\$9.11	\$109.32
4	62800-2050	MAYSVILL COTTON WARP BLK	2	\$7.01	\$14.02
5	40303-1009	SPDBALL BLOCKPRT INK STARTER SET	6	\$16.13	\$96.78
6	40305-2007	BLICK WC BLOCK PRNT INK BLK 5OZ	6	\$5.50	\$33.00
7	00369-1109	BLICK LIQ WC ASRTD 10/CLR 8OZ BLTS	1	\$27.12	\$27.12
8	00011-0099	BLICK PREM TEMPERA !N BASIC GAL 6/SET	1	\$126.87	\$126.87
9	00011-0049	BLICK PREM TEMPERA FLUOR PINTS 6/PK	2	\$35.10	\$70.20
10	40100-1004	EDUCATIONL HARD POLY 4IN BRAYER	6	\$7.33	\$43.98
11	40100-1006	EDUCATIONL HARD POLY 6IN BRAYER	6	\$9.42	\$56.52
12	40100-1008	EDUCATIONL HARD POLY 8IN BRAYER	6	\$10.07	\$60.42
13	06078-1449	DYNASTY GOLD SYN 144/PC CANISTER	1	\$149.29	\$149.29
14	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	3	\$19.99	\$59.97
15	46911-1020	PRESS BLANKETS 1/16X10.5X19 CTCH/EC	2	\$7.76	\$15.52
16	65208-1005	CLASSROOM YARN ASST ALL COLOR ASST	1	\$25.54	\$25.54
17	11503-1048	NATURAL KRAFT PAPER !N 48X1000FT 40LB ROLL	1	\$61.65	\$61.65
18	11506-2048	ART KRAFT ART PAPER BLK 48INX200FT	2	\$27.72	\$55.44
19	20066-1336	CRAYOLA OIL PASTELS 336CT CLASSPK	1	\$33.63	\$33.63
20	20117-4009	SPECIALTY CRAYONS CLASSPACK 400CT	1	\$32.14	\$32.14
21	21218-1109	CRAYOLA CLASSIC MRKR BX/256 BRD CLASSPK	1	\$61.90	\$61.90
22	20522-0009	CRAYOLA WC PENCIL 24/SET	24	\$5.39	\$129.36
23	33795-2022	CRICUT EXPLORE AIR 2 BLACK SE	1	\$239.98	\$239.98
24	23887-1004	ELMERS NR GLUE ALL 4OZ	24	\$1.16	\$27.84
25	23887-1009	ELMERS NR GLUE ALL 128OZ	1	\$13.26	\$13.26
26	23869-5630	ELMER WASH SCHL GLUE 30 CLSPK .21OZ STICK	1	\$10.86	\$10.86
27	21416-1002	PENCIL SHARPNR MAPED DUAL HOLE METL	24	\$1.14	\$27.36
28	01751-1024	LYRA OPAQ WC 24/SET/WHT W/BRUSH	10	\$12.44	\$124.40
29	24149-1101	BLICK MASKNG TAPE PH NTRL 1INX60YD	12	\$6.25	\$75.00



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30	33214-1006	CRAYOLA MODEL MAGIC VALUE PK WHT 6LB	1	\$45.28	\$45.28
31	10228-1023	TRURITE SULPHT DRAW 9X12 90LB 500RM WHT	6	\$15.34	\$92.04
32	10228-1006	TRURITE SULPHT DRAW 12X18 90LB 500RM WHT	6	\$29.15	\$174.90
33	24146-1060	BLICK/UTR BL PNT TAPE 1INX60YDS	12	\$6.07	\$72.84
34	57033-1600	FISKARS EDGERS CONTEMPRY 6/PK	1	\$10.58	\$10.58
35	21518-3052	PINK PEARL ERASER SM DOZ ZZ	3	\$4.46	\$13.38
36	21267-2009	PRANG MARKERS WSHABL MASTR PK 200ST	1	\$67.02	\$67.02
37	45029-1001	ECONO ETCH MODEL II !N W/STEEL BED PLATE	1	\$584.79	\$584.79
38	51319-0000	RCHSN ACDMY PRNT RCK !O HARDWOOD	1	\$160.86	\$160.86
39	20508-1209	PRISMACOLOR CLR PNCL ASRTD 12/SET	15	\$9.98	\$149.70
40	46911-1120	PRESS BLANKETS 1/8X10.5X19 PUSH/ECO	2	\$10.97	\$21.94
41	06032-1009	SLIGHTLY IMPERFECT ASSORT BRUSH 42SET	1	\$20.32	\$20.32
42	65011-0000	SCHOOL LOOM LOOM	3	\$55.52	\$166.56
43	57096-1008	MULTI PURPOSE SCISSR 8IN EA	15	\$2.99	\$44.85
44	21316-0129	SHARPIE FINE PT MRKR 12/CLR POUCH	24	\$8.03	\$192.72
45	21315-1089	SHARPIE ULTRA FINE ASSORTED 8/CT	24	\$5.70	\$136.80
46	21315-2003	SHARPIE ULTRA FINE BLK 0.3MM	72	\$0.77	\$55.44
47	21316-2026	SHARPIE FINE PT MRKR BLACK 36 CT TUB	6	\$29.98	\$179.88
48	55463-1012	SHATTERPROOF RULER 12IN	24	\$1.14	\$27.36
49	23720-1350	ELMERS SPRAY ADHESVE !H EXTRA STRONG 13.5OZ	2	\$9.50	\$19.00
50	60889-1018	CRICUT VINYL STNCL MATRL 12X48IN	2	\$6.38	\$12.76
51	50512-1050	CONDA TABLE EASEL METAL W/WING SUPPORTS	30	\$8.21	\$246.30
52	00073-1019	RICHSN TEMPRA CAKES STD CLR SET6	6	\$4.83	\$28.98
53	00073-1009	RICHSN TEMPRA CAKES SET OF 9 COLOR CAKES	6	\$6.86	\$41.16
54	22809-1005	SHADE-TEX RUB PLATES TEXTILE DESIGN SET	1	\$6.00	\$6.00
55	11406-1009	TRU-RAY CONST PAPER !N COMBO ASSRT CLRS HVY	1	\$97.48	\$97.48
56	10081-1056	CANSON WC PK 12X18 100SHT PK	2	\$33.79	\$67.58
57	10081-1033	CANSON WC PK 9X12 100SHT PK	12	\$16.38	\$196.56
58	46911-1210	PRESS BLANKETS 1/4X10.5X19GY CSH/EC	1	\$9.34	\$9.34
59	46911-1110	PRESS BLANKETS 1/4X10.5X19WHT CS/EC	1	\$24.78	\$24.78
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Subtotal</b>	\$4840.67
				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$4840.67

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- We accept "Future Orders". POs placed in advance are held until ship dates specified on order (within same calendar year). No invoice obligation until delivery.



PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 158211 SOUTH SHORES ELEMENTARY SCHOOL 2500 S FRANKLIN STREET RD DECATUR, IL 62521-5302  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-101 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

n/a

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	8	\$17.74	\$141.92
3	62147-7364	PLUMAGE FEATHERS KELLY GRN .5OZ	4	\$1.56	\$6.24
4	60923-1012	CHENILLE STEMS ASST 100/PK 12IN	2	\$1.44	\$2.88
5	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	4	\$24.17	\$96.68
6	61196-1009	CREATIVITY STREET SPOTTED FEATHRS CLSP	1	\$21.59	\$21.59
7	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	2	\$19.99	\$39.98
8	00073-1029	RICHESN TEMPRA CAKES STD CLR SET9	15	\$6.80	\$102.00
9	13501-2085	CLR SCRATCH PAPER MULTI 8.5X11 50/PK	2	\$17.95	\$35.90
10	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	2	\$279.44	\$558.88
11	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
12	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
13	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
14	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	1	\$4.14	\$4.14
15	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$1838.31
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$1838.31

- Notes:**
- Prices quoted include dockside delivery only unless otherwise stated. If a dock is not available, we offer LIFT GATE service (driver lowers merchandise from truck to curb) and INSIDE DELIVERY (items set just inside door at ground level) for additional fees.
  - Additional shipping fees subject to correction if quantity adjustments are made for items with additional shipping fees quoted.
  - Blick is not responsible to unload, uncrate, remove or dispose of debris, assemble or install products.
  - We accept "Future Orders". POs placed in advance are held until ship dates specified on order (within same calendar year). No invoice obligation until delivery.



PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 **DickBlick.com**

<b>To:</b>  <b>Customer#:</b> 158227 STEVENSON ELEMENTARY SCHOOL 3900 N NEELY AVE DECATUR, IL 62526-1915  ATTN: LForsythe@dps61.org	<b>Quote Details:</b>  <b>Quote #:</b> QBP1545-102 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>To Order:</b>  <b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com
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**Comments:**

n/a

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	57056-1010	PAPER SHAPERS VICTORIAN 5/PK	1	\$11.03	\$11.03
2	33214-0002	CRAYOLA MODEL MAGIC ASST 2LB	8	\$17.74	\$141.92
3	62147-7364	PLUMAGE FEATHERS KELLY GRN .5OZ	4	\$1.56	\$6.24
4	60923-1012	CHENILLE STEMS ASST 100/PK 12IN	2	\$1.44	\$2.88
5	13512-0009	SCRATCH LITE SHEETS 8INX9IN 30/PK	4	\$24.17	\$96.68
6	61196-1009	CREATIVITY STREET SPOTTED FEATHRS CLSP	1	\$21.59	\$21.59
7	07015-1023	DB ECONO CANVS PANEL 9INX12IN 24/PK	2	\$19.99	\$39.98
8	00073-1029	RICHESN TEMPRA CAKES STD CLR SET9	15	\$6.80	\$102.00
9	13501-2085	CLR SCRATCH PAPER MULTI 8.5X11 50/PK	2	\$17.95	\$35.90
10	51303-1006	BACK TO BACK RACK !DO 12X16 60SHF	2	\$279.44	\$558.88
11	51134-2800	FOLDING SCREEN !DT SATIN ALUM H60XW72	1	\$657.80	\$657.80
12	67104-1072	DO-A-DOT ART 72 CT WITH DISPLAY	1	\$143.98	\$143.98
13	28981-1100	WOOD CRAFT STICKS NATURAL 1000CT	1	\$4.24	\$4.24
14	61432-1005	NATURAL FEATHERS 1/2OZ ASRTMNT	1	\$4.14	\$4.14
15	57056-1011	PAPER SHAPERS ROYAL 5/PACK	1	\$11.05	\$11.05
				<b>Subtotal</b>	\$1838.31
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$1838.31

**Notes:**

- Prices quoted include dockside delivery only unless otherwise stated. If a dock is not available, we offer LIFT GATE service (driver lowers merchandise from truck to curb) and INSIDE DELIVERY (items set just inside door at ground level) for additional fees.
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PO Box 1267 Galesburg, IL 61402-1267 Phone 800-704-7744 Fax 800-621-8293 DickBlick.com

<b>To:</b>	<b>Quote Details:</b>	<b>To Order:</b>
<b>Customer#:</b> 60034899 DECATUR SCHOOL DISTRICT 61 101 W CERRO GORDO ST  DECATUR, IL 62523-1001  ATTN: LForsythe@dps61.org	<b>Quote #:</b> QBP1545-107 <b>Valid:</b> 04/17/2019 - 07/16/2019 <b>FOB:</b> Destination <b>Lead Time:</b> 7 - 14 days ARO <b>Terms:</b> NET 30 days <b>Shipping:</b> 0 <b>Prepared By:</b> Natalie Ingle	<b>Phone:</b> 800-447-8192 <b>Fax:</b> 800-621-8293 <b>Email:</b> PurchaseOrders@dickblick.com

**Comments:**

Price includes handling

**\*\* TERMS ARE BASED UPON CREDIT APPROVAL \*\***

	Item	Description	Qty	Unit Price	Total
1	54911-5010	FOLDNG SHOPPING CART !D BLU FAB WHT FRAME	2	\$119.21	\$238.42
<b>Please reference the Quote # and Customer # provided above when placing your order.</b> Purchase orders under \$50 will be charged a \$5 fee for handling.				<b>Subtotal</b>	\$238.42
				<b>Shipping</b>	\$0.00
				<b>Quote Total</b>	\$238.42

**Notes:**

- Prices quoted include dockside delivery only unless otherwise stated. If a dock is not available, we offer LIFT GATE service (driver lowers merchandise from truck to curb) and INSIDE DELIVERY (items set just inside door at ground level) for additional fees.
- Additional shipping fees subject to correction if quantity adjustments are made for items with additional shipping fees quoted.
- Blick is not responsible to unload, uncrate, remove or dispose of debris, assemble or install products.
- We accept "Future Orders". POs placed in advance are held until ship dates specified on order (within same calendar year). No invoice obligation until delivery.



# Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

<b>Phone:</b> 800-947-8003 212-239-7503	<b>Fax:</b> 800-858-5517 212-239-7759	<b>Email:</b> Education: <a href="mailto:emailbids@bhphoto.com">emailbids@bhphoto.com</a> Corporate: <a href="mailto:corporatesales@bhphoto.com">corporatesales@bhphoto.com</a>	Fed Gov: <a href="mailto:federsales@bhphoto.com">federsales@bhphoto.com</a> State and Local: <a href="mailto:biddept@bhphoto.com">biddept@bhphoto.com</a>
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The Professional's Source

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Federal ID#: 15-2768071

Prices Are Valid Until:

05/01/19

Quote No.: 800931980

Reference No.: R160901

Sold To:

Decatur School District #61  
101 West Cerro Gordo  
Attn: Accounts Payable  
DECATUR, IL 62523

Ship To:

Macarthur High School  
1499 W Grand Avenue  
Attn: Andrew Jones  
DECATUR, IL 62522

Bill Phone: (217)362-3029

(217)362-3153

Work Phone: (217)362-3023 Ext.:A/P

Date	Customer Code	Terms	Salesperson	Ship Via
04/17/19	20732426	N/A	83Z	FDX GROUND

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
2	MONOPRICE MP SELECT MINI 3D PRINTER/REG	MO15365 (15365)	180.93	361.86
5	MONOPRICE 3D PRINTER FILAMENT PLA 1.75mm 1kg-BLK/REG	MO10551 (10551)	18.30	91.50
5	MONOPRICE 3D PRINTER FILAMENT PLA 1.75mm 1kg-BLU/REG	MO11043 (11043)	18.30	91.50
5	MONOPRICE 3D PRNTR FLMNT PLA 1.75mm 1kg-BRTORNGE/REG	MO11045 (11045)	18.30	91.50
5	MONOPRICE 3D PRNTR FLMNT PLA 1.75mm 1kg-BRGHTGRN/REG	MO11044 (11044)	18.30	91.50
5	MONOPRICE 3D PRINTER FILAMENT PLA 1.75mm 1kg-RED/REG	MO10553 (10553)	18.30	91.50
5	MONOPRICE 3D PRNTR FLMNT PLA 1.75mm 1kg-CRSTLCLR/REG	MO11551 (11551)	18.30	91.50

Continued on Next Page ...



# Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

<b>Phone:</b> 800-947-8003 212-239-7503	<b>Fax:</b> 800-858-5517 212-239-7759	<b>Email:</b> Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
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Federal ID#: 15-2768071

Quote No.: 800931980

Date	Customer Code	Terms	Salesperson	Ship Via
04/17/19	20732426	N/A	Slsm	FDX GROUND

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
5	MONOPRICE 3D PRINTR FLMNT PLA 1.75mm 1kg-FLRPRPL/REG	MO11552 (11552)	18.30	91.50
5	MONOPRICE 3D PRINTER FILAMENT PLA 1.75mm 1kg-GLD/REG	MO12299 (12299)	18.30	91.50
5	MONOPRICE 3D PRINTER FILAMENT PLA 1.75mm 1kg-WHT/REG	MO10552 (10552)	18.30	91.50

PLEASE NOTE: -----  
 \*\*\*\*\*UPCOMING SCHEDULE CHANGE \*\*\*\*\*  
 We will be closed From Fri April 19th Through Sat April 27th  
 We will reopen on Sunday April 28th, at 10:00 AM  
 \*\*\*\*\*  
 \*\*\*\* Please reference your quote number on all PO's \*\*\*\*  
 Certain items may be enforced by vendor to sell at the  
 vendor-imposed price posted at the time of order.

<b>Payment Type -</b> NO PAYMENT TYPE SELECTED	<b>- Amount</b>	<b>Sub-Total:</b> 1,185.36
		<b>Shipping:</b> Free STND
		<b>Total:</b> 1,185.36



# Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

<b>Phone:</b> 800-947-8003 212-239-7503	<b>Fax:</b> 800-858-5517 212-239-7759	<b>Email:</b> Education: <a href="mailto:emailbids@bhphoto.com">emailbids@bhphoto.com</a> Corporate: <a href="mailto:corporatesales@bhphoto.com">corporatesales@bhphoto.com</a>	Fed Gov: <a href="mailto:federsales@bhphoto.com">federsales@bhphoto.com</a> State and Local: <a href="mailto:biddept@bhphoto.com">biddept@bhphoto.com</a>
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Federal ID#: 15-2768071

Prices Are Valid Until:

04/30/19

Quote No.: 800667320

Sold To:

Decatur School District #61  
101 West Cerro Gordo  
Attn: Accounts Payable  
DECATUR, IL 62523

Bill Phone: (217)362-3029

Work Phone: (217)362-3023 Ext.:A/P

Date	Customer Code	Terms	Salesperson	Ship Via
04/16/19	20732426	N/A	ICG	MULTIPLE
Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	DORAN RC PRINT AIR DRYER/REG <i>This Is A Special Order Item, And Is Not Returnable.</i>	DORC500A (RC500A)	527.19	527.19
1	IMPACT BACKGROUND SUPPORT SYSTEM (12') w/BAG/STUD <i>This Item Has a Student Special Price.</i>	IMBGSS12 (3046)	78.71	78.71
1	IMPACT BACKGROUND SYSTEM(12') /3 MUSLIN/CHROM/STUD <i>This Item Has a Student Special Price.</i>	IMBGSS12K2 (BGS1012SK3)	213.99	213.99
	CONSISTS OF:			
	1 IMPACT BACKGROUND SUPPORT SYSTEM (12') w/BAG/STUD <i>This Item Has a Student Special Price.</i>	IMBGSS12 (3046)		
	1 IMPACT 10x12' BACKGROUND - CHROMA GREEN/REG	IMBGCG1012 (BGCG1012)		
	1 IMPACT 10x12' BACKGROUND - SOLID BLACK/REG	IMBGB1012 (BGB1012)		
	1 ANGLER MUSLIN BACKGROUND - 10x12' (WHITE)/STUD <i>This Item Has a Student Special Price.</i>	AN2543W1012 (2543W1012)		
1	IMPACT 10x12' BKGRND- CRUSHED MUSLIN GRY MIST/STUD <i>This Item Has a Student Special Price.</i>	IMBGC1012GM (BGC1012GM)	52.46	52.46

Continued on Next Page ...



# Government, Education, and Corporate Department

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The Professional's Source

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Federal ID#: 15-2768071

Quote No.: 800667320

Date	Customer Code	Terms	Salesperson	Ship Via
04/16/19	20732426	N/A	Sism	MULTIPLE

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
10	JOBY GRIPTIGHT PRO TELEPOD/REG	JOJB01534 (JB01534)	97.95	979.50
2	LEGACY SAFELIGHT RED w/DIMMER (5.5x6.5")/REG	LE62012 (62012)	39.19	78.38
3	POLAROID PRO TABLE TOP PHOTO STUDIO KIT/REG	POPLPSLED (PLPSLED)	88.19	264.57
2	SAVAGE LED 60W (500w) 2 LT/STAND/UMB/CASE KIT/REG	SALED60KR (LED60KR)	133.27	266.54
10	SAVAGE LED 30w 5600K BULB/REG	SALL30 (LED30)	36.25	362.50
2	KENSINGTON PRESENTER EXPERT GREEN LASER MEMORY/REG	KEK72427AM (K72427AM)	59.95	119.90
6	JOBY GRIPTIGHT PRO TELEPOD/REG	JOJB01534 (JB01534)	97.95	587.70

PLEASE NOTE: -----  
 \*\*\*\*\*UPCOMING SCHEDULE CHANGE \*\*\*\*\*  
 We will be closed From Fri April 19th Through Sat April 27th  
 We will reopen on Sunday April 28th, at 10:00 AM  
 \*\*\*\*\*

Continued on Next Page ...



# Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

<b>Phone:</b> 800-947-8003 212-239-7503	<b>Fax:</b> 800-858-5517 212-239-7759	<b>Email:</b> Education: <a href="mailto:emailbids@bhphoto.com">emailbids@bhphoto.com</a> Corporate: <a href="mailto:corporatesales@bhphoto.com">corporatesales@bhphoto.com</a>	Fed Gov: <a href="mailto:federsales@bhphoto.com">federsales@bhphoto.com</a> State and Local: <a href="mailto:biddept@bhphoto.com">biddept@bhphoto.com</a>
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The Professional's Source

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Federal ID#: 15-2768071

Quote No.: 800667320

Date	Customer Code	Terms	Salesperson	Ship Via
04/16/19	20732426	N/A	Sism	MULTIPLE

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
	<p>**** Please reference your quote number on all PO's ****</p> <p>Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.</p>			

<b>Payment Type -</b> NO PAYMENT TYPE SELECTED	<b>- Amount</b>	<b>Sub-Total:</b> 3,531.44  <b>Shipping:</b> Free STND  <b>Total:</b> 3,531.44
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1717 E GARFIELD AVE (62526)  
 PO BOX 1160  
 DECATUR, IL 62525-1160  
 217-428-4424 FAX:217-428-1439

# Quote 1117875

Location: 11    Date: 04/11/19    Page: 1 OF 1

002173  
 DECATUR PUBLIC SCHOOL DIST 61  
 101 W CERRO GORDO  
 DECATUR, IL 62523

Ship To:  
 DECATUR PUBLIC SCHOOL DIST 61  
 101 WEST CERRO GORDO  
 DECATUR, IL 62523

## CONFIDENTIAL

Dates/Contact	Terms/Freight	Customer
Quote Date: 04/11/19	Pmt Terms: Net 30	P/O#: DPS61
Expire Date: 05/11/19	Ship Via: BLACK & COMPANY TRUCK	Rel#:
Written By: DEM	Freight Terms: FREIGHT IN ONLY	Job#: EISENHOWER HIGH SCHO

Ln#	Product/Description	Quantity	Price	U/M	Extension
1	<b>HYDE-04352</b> HYDE 04352 3IN FLEXIBLE JOINT SCRAPER PK5 VALUE SERIES	10	1.9200	EA	19.20
		BC806192			

STOCKED ITEMS HERE

Freight Charges may apply to Non-stock Items

Merchandise Total	Handling	Misc Charge	Tax	Freight	Invoice Total
19.20	0.00	0.00	0.00	0.00	19.20





1717 E GARFIELD AVE (62526)  
 PO BOX 1160  
 DECATUR, IL 62525-1160  
 217-428-4424 FAX:217-428-1439

<b>Quote 1117873</b>		
Location: 11	Date: 04/11/19	Page: 1 OF 1

002173  
 DECATUR PUBLIC SCHOOL DIST 61  
 101 W CERRO GORDO  
 DECATUR, IL 62523

Ship To:  
 DECATUR PUBLIC SCHOOL DIST 61  
 101 WEST CERRO GORDO  
 DECATUR, IL 62523

**CONFIDENTIAL**

Dates/Contact	Terms/Freight	Customer
<b>Quote Date:</b> 04/11/19	<b>Pmt Terms:</b> Net 30	<b>P/O#:</b> DPS61
<b>Expire Date:</b> 05/11/19	<b>Ship Via:</b> BLACK & COMPANY TRUCK	<b>Rel#:</b>
<b>Written By:</b> DEM	<b>Freight Terms:</b> FREIGHT IN ONLY	<b>Job#:</b> MACARTHUR HIGH SCHOO

Ln#	Product/Description	Quantity	Price	U/M	Extension
1	<b>PCCO-C2002</b> PORTER CABLE AIR COMPRESSOR 120V .8HP 6GAL TANK BC820434	1	151.2700	EA	151.27
2	<b>B&amp;DT-DCD980M2</b> DEWALT DCD980M2 20V 1/2 CORDLE DRILL/DRIVER KIT 4AH BC824170	2	285.3300	KIT	570.66
3	<b>MILW-2460-21</b> MILWAUKEE 2460-21 12V ROTARY TOOL KIT VS 1/8IN COLLET BC830329	4	127.7400	EA	510.96
4	<b>PCCT-BN200C</b> PORTER-CABLE BN200C AIR BRAD NAILER 5/8-2IN KIT BC846450	1	88.5700	KIT	88.57
5	<b>CREW-K3H15</b> CREWS K3H15 +1.5 KLONDIKE MAGNIFIER CLEAR LENS BC598886	60	6.4300	PR	385.80

\*\*\*\*\*  
 LEAD TIME 7-9 DAYS  
 FOB SHIPPING POINT  
 \*\*\*\*\*

Freight Charges may apply to Non-stock Items

Merchandise Total	Handling	Misc Charge	Tax	Freight	Invoice Total
1,707.26	0.00	0.00	0.00	0.00	1,707.26



Submit orders to:  
 Davis Publications, Inc.  
 50 Portland Street  
 Worcester, MA 01608  
 Phone: 1-800-533-2847  
 Fax: 508-753-3834  
 email: orders@davisart.com  
 Davis Representative: Jim Burnette  
 Jburnette@Davisart.com

**Proposal for Decatur School District 61**

Product	ISBN	Price		Quantity	Total
Experience Printmaking: Print Student Edition	978-0-87192-982-2	\$65.95	x	30	\$1,978.50
Experience Printmaking: Print Teacher Edition*	978-0-87192-983-9	\$89.95	x	1	Complimentary
Experience Printmaking: Studio Support Masters*	978-0-87192-985-3	\$25.95	x	1	Complimentary
Experience Printmaking: Vocabulary Masters and Art & Artist Profiles*	978-0-87192-987-7	\$25.95	x	1	Complimentary
Experience Printmaking: Assessment Masters*	978-0-87192-986-0	\$25.95	x	1	Complimentary
Focus on Photography, 2nd Edition: Print Student Edition	978-1-61528-476-4	\$65.95	x	30	\$1,978.50
Focus on Photography, 2nd Edition: Print Teacher Edition*	978-1-61528-594-5	\$89.95	x	1	Complimentary
Focus on Photography, 2nd Edition: Studio Support Masters*	978-1-61528-595-2	\$25.95	x	1	Complimentary
Focus on Photography, 2nd Edition: Vocabulary Masters and Art & Artist Profiles*	978-1-61528-602-7	\$25.95	x	1	Complimentary
Focus on Photography, 2nd Edition: Assessment Masters*	978-1-61528-597-6	\$25.95	x	1	Complimentary

<b>Subtotal</b>	<b>\$3,957.00</b>
<b>10% Shipping</b>	<b>\$395.70</b>
<b>Grand Total</b>	<b>\$4,352.70</b>

Free 1 year print subscription of SchoolArts Magazine for Teacher with each class set  
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April 17, 2019

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are on **FOLLETT 2371121A**. **There are a few older books out of print. I don't see any exact title subs in our System at this time. If you need help finding materials please search Follett's web sites [www.FollettLearning.com](http://www.FollettLearning.com) or even [www.titlewave.com](http://www.titlewave.com) or give us a call and we can help.**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!

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Sales Consultant  
[dloome@follett.com](mailto:dloome@follett.com)  
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**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
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2371121A	04/17/19	MAIL	AMYT	HOLD FOR PO
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FILE NO. 1244

BILL TO: 1244390

DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

SHIP

TO:

EISENHOWER HIGH SCHOOL  
1200 S 16TH ST  
DECATUR, IL 62521-3885

Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1) DOVE 1976 AMERICAN TRADEMARK DESIGNS AD (P) ISBN: 0-486-23259-X ISBN-13: 9780486232591 Book	1	1	SOURCING AND AVAILABLE NEW	13.00	13.00
(2) F&W 2010 CREATIVE WORKSHOP 80 CHALLENGES TO SHARPEN YOUR AD (P) ISBN: 1-60061-797-2 ISBN-13: 9781600617973	1	1	AVAILABLE (NEW)	21.33	21.33
(3) WARN 2016 DRAPLIN DESIGN CO PRETTY MUCH EVERYTHING {HC} AD ISBN: 1-41972-017-1 ISBN-13: 9781419720178 Book	1	1	AVAILABLE (NEW)	27.08	27.08
(4) TASC 2015 LOGO MODERNISM {HC} AD ISBN: 3-8365-4530-6 ISBN-13: 9783836545303 Book	1	1	AVAILABLE (NEW)	58.06	58.06
(5) PEAR 2006 BRAND GAP AD (P) ISBN: 0-321-34810-9	1	1	SOURCING AND AVAILABLE NEW	20.39	20.39
(6) PEAR 2007 ZAG THE NUMBER ONE STRATEGY OF HIGH PERFORMANCE AD (P) ISBN: 0-321-42677-0	1	1	SOURCING AND AVAILABLE NEW	20.36	20.36
(7) FES 1975 DESIGNING CORPORATE SYMBOLS {HC} ISBN: 0-910158-32-0	1	1	OUT OF STOCK - OUT OF PRINT.	0.00	0.00
(8) PEAR 2016 BRAND FLIP THE WHY CUSTOMERS NOW RUN COMPANIES (P) ISBN: 0-13-417281-7	1	1	SOURCING AND AVAILABLE NEW	16.99	16.99
(9) THOM 1973 TRADEMARKS AND SYMBOLS SYMBOLICAL DESIGN {HC} ISBN: 0-442-24564-5	1	1	OUT OF STOCK OUT OF PRINT.	0.00	0.00

TOTAL READY TO SHIP:	0.00
SALES TAX:	0.00
SHIPPING:	0.00
TOTAL ON ORDER / IN TRANSIT:	106.47
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00
SOURCING AND AVAILABLE NEW	70.74

ESTIMATED SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00
<hr/>	
<b>TOTAL AVAILABLE &amp; SOURCING</b>	<b>177.21</b>

Issue your PO for \$177.21 for all books expected to be available as well as those we are sourcing for you.

<b>Ready to Ship:</b>	These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.
<b>Available:</b>	"Available to order" upon request, subject to publisher availability.
<b>In Transit to FSS:</b>	These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.
<b>Sourcing:</b>	These books are actively being sought but are not guaranteed available.
<b>Out of Stock:</b>	These books are not available to order at this time.
* : Prices on New Publisher Materials are subject to change.	

**Return Policy:**

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials, FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.

**Subject:** FW: NEEDING QUOTE PLEASE  
**Date:** Thursday, April 18, 2019 at 8:22:19 AM Central Daylight Time  
**From:** Lana Forsythe  
**To:** Joshua Peters  
**Attachments:** image001.jpg

---

**From:** Tim Pfiffner [mailto:tpfiffner@greatclay.com]  
**Sent:** Thursday, April 18, 2019 8:18 AM  
**To:** Lana Forsythe <LForsythe@dps61.org>  
**Subject:** RE: NEEDING QUOTE PLEASE

Lana-

Following is a quote for the requested materials:

<u>QTY</u>	<u>ITEM</u>	<u>PRICE</u>	<u>TOTAL</u>
50	RMGLA GOLDART	.26	13.00
600	RMHAW HAWTHORNE	.26	156.00
300	RMOM4 OM4	.23	69.00
400	RMRDA REDART	.30	120.00
150	RMFL325 FLINT	.46	69.00
1	PALLET		10.00
1	SHIPPING ESTIMATE		85.00
		<b>TOTAL</b>	<b>522.00</b>

Thank you,

**Tim**

Tim Pfiffner  
***Great Lakes Clay***  
***1-800-258-8796***  
***1-847-366-5478 cell***

---

**From:** Lana Forsythe [mailto:LForsythe@dps61.org]  
**Sent:** Tuesday, April 16, 2019 2:41 PM  
**To:** [greatclay@greatclay.com](mailto:greatclay@greatclay.com)  
**Subject:** NEEDING QUOTE PLEASE

Could I please get a quote ASAP for the following?

EHS  
1200 S 16<sup>TH</sup> ST  
DECATUR, IL 62521

GREAT LAKES CLAY	RMGLA	ART CLAY - GOLDART CLAY -per pound	50
GREAT LAKES CLAY	RMHAW35	ART CLAY - HAWTHORN BOND MESH FIRE CLAY	600
GREAT LAKES CLAY	RMOM4	ART CLAY - OM4 BALL CLAY - per pound	300
GREAT LAKES CLAY	RMRDA	ART CLAY - REDART CLAY - per pound	400
GREAT LAKES CLAY	RMB325	BENTONITE 325- per pound	150

Thank you.



Lana Forsythe  
PDI Textbooks  
601 N. Church St  
Decatur, IL 62522  
217-362-3040 EXT 032007

CONFIDENTIALITY NOTICE: This transmission is intended and restricted for use by the above addressee only. It may contain confidential and/or privileged information exempt from disclosure under federal or state law. In the event some other person or entity receives this transmission, said recipient is hereby notified that any dissemination, distribution, or duplication of this transmission or its contents is prohibited. If you should receive this transmission in error, please notify us immediately by replying to

this e-mail or calling (217) 362-3000, delete the file from your system, and destroy any hard copies of this transmission. Thank you. Decatur Public School District 61, Decatur, Illinois.

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If you have any problems reading the attached documents, or if you do not receive all the pages call 800-558-9595

Date April 16, 2019

Destination RKCOX@DPS61.ORG

From Phone Sales--Leann Dexter Ext# 1374

To RHONDA COX

Subject Pricing Request

Comment

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Established 1941**

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Phone 800-558-9595 Fax 800-372-1236 Website www.eNasco.com E-mail info@eNasco.com

Pricing Request Number 1909153

April 16, 2019

CONTACT: COX

Bill To 410-007-00 DECATUR SCHOOL DIST 61 101 W CERRO GORDO ST DECATUR IL 62523-1080	Ship To PROFESSIONAL DELV INST BOLAND BLDG 601 N CHURCH ST DECATUR IL 62522-2107
---	--

Shipping Instructions: FEDEX GRND

Special Note:

217/3623040

Cust P/O Number: NEEDPO

Contract: 41431

Special Remark: PRICING REQUEST

RKCOX@DPS61.ORG

Item Number	Qty	U/M	Description	Unit Price	Extended
0300426	A	12	EA MANIKIN WOOD MALE 12" LBS: 9.72	4.28* *(5.35 @ -20%)	51.36
0300427	A	12	EA MANIKIN WOOD FEMALE 12" LBS: 9.72	4.28* *(5.35 @ -20%)	51.36
9701230	A	10	PK PAPER TISSUE ASST 20X30 LBS: 15.00	9.40* *(11.75 @ -20%)	94.00
9707742	A	2	EA RACK DRYING BACK TO BACK LBS: 80.00 PAY SHIPPING ON RACK	217.68* *(272.10 @ -20%)	435.36
9710925	A	22	PK KNIVES SCRATCH STRAIGHT 12 LBS: 4.18	8.76* *(10.95 @ -20%)	192.72
9712082	A	1	PK MARKER CRAY FINE PK/200 LBS: 4.00	61.44* *(76.80 @ -20%)	61.44
9712084	A	9	PK MARKER CRAY CONTIP PK/256 LBS: 90.00	67.92* *(84.90 @ -20%)	611.28
9714424	A	44	ST PASTELS JR CHUBBIES ST12 LBS: 38.72	5.95*	261.80
9715025	A	50	PK SCRATCHBOARD BLK 11X14 12 LBS: 44.00	8.32* *(10.40 @ -20%)	416.00
9716048	BA	15	PK SCISSOR SNIPPY BLUNT 5" LBS: 22.50	10.11*	151.65

Item Number	Qty	U/M	Description	Unit Price	Extended
9716081	A	20	PK PAPER WC 90# 11X15 PK/100 LBS: 100.00	26.92* *(33.65 @ -20%)	538.40
9718043	A	2	PK PENCILS CRAY W/C CLSPK/240 LBS: 15.00	50.96* *(63.70 @ -20%)	101.92
9718517	A	50	PK BOARD POSTER WHT 22X28 50 LBS: 550.00	17.28* *(21.60 @ -20%)	864.00
9723378	A	4	EA CRAYON CONST PPR REG 400 LBS: 24.00	40.56* *(50.70 @ -20%)	162.24
9725434	A	22	PK GLUE WASH PURP .24OZ PK30 LBS: 27.50	12.00* *(15.00 @ -20%)	264.00
9726609	A	22	ST BRUSH ROYAL VALUE PACK/30 LBS: 9.68	8.60* *(10.75 @ -20%)	189.20
9726858	A	12	PK MARKER SHARPIE FINE BLK 36 LBS: 15.00	34.60* *(43.25 @ -20%)	415.20
9727103	A	6	RM PAPER DRAW WHITE 80# 9X12 LBS: 60.00	13.36* *(16.70 @ -20%)	80.16
9727141	A	11	ST PAPER CONST 12X18 PK1200 LBS: 528.00	46.28* *(57.85 @ -20%)	509.08
9728123	A	1	PK GLAZE AMACO PT CLSPK/36 LBS: 69.00	553.20* *(691.50 @ -20%)	553.20
9729038	A	38	ST PASTELS NASCO ST48 LBS: 57.00	12.16* *(15.20 @ -20%)	462.08
9731215	A	22	PK PAPER W/C 9X12 90# PK100 LBS: 77.00	16.64* *(20.80 @ -20%)	366.08
9717998	AA	10	BX MARKER SHARPIE ULTRA BLK12 LBS: 3.80	10.52* *(13.15 @ -20%)	105.20
TB17801	A	25	EA RULER SAFE-T FLEX 12"/30CM*DNV* LBS: 4.75	.48* *(.60 @ -20%)	12.00
9727104	A	1	RM PAPER DRAW WHITE 80# 12X18 LBS: 21.00	29.04* *(36.30 @ -20%)	29.04

\*\*TOTAL WEIGHT: 1879.57

\*\*NET TOTAL 6978.77  
 SHIPPING (QUOTED) 71.33  
 TAX AMOUNT .00  
 TOTAL AMOUNT \$7050.10

\* This pricing request expires 05/29/2019



**School  
Specialty**

P.O. Box 8030  
APPLETON WI 54912-8030

Send Orders & Correspondence to:

SCHOOL SPECIALTY  
PO BOX 1579  
APPLETON WI 54912-1579

Toll Free Phone: (888) 388-3224  
Toll Free Fax: (888) 388-6344

Corporate FID# 39-0971239

## Quote

Quote Number: 7790018056 (Ver. 1) Page 1 of 1  
 Quote Effective Date: 17-Apr-2019  
 Quote Expiration Date: 16-Jul-2019 Currency: USD  
 Customer Number: 248909  
 PO Number:

**Ship To:** PROFESSIONAL DEVELOPMENT INSTITUTE  
601 N CHURCH ST  
DECATUR IL 62522-2107

**Bill To:** DECATUR SCHOOL DISTRICT 61  
101 W CERRO GORDO ST  
DECATUR IL 62523-1001

Quantity	UOM	Quoted Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
<b>The following item(s) will ship to:</b>							
				<b>PROFESSIONAL DEVELOPMENT INSTITUTE 601 N CHURCH ST DECATUR IL 62522-2107</b>			
11	EA	726877	726877	FRAMES MAT 12X18 BLACK PACK OF 12	18.39	12.32	135.52
11	EA	003879	003879	FRAMES MAT 9X12 BLACK PACK OF 12	16.39	10.98	120.78
						<b>Taxes:</b>	<b>\$0.00</b>
						<b>Shipping/Handling:</b>	<b>\$0.00</b>
						<b>Total:</b>	<b>\$256.30</b>



**School  
Specialty**

P.O. Box 8030  
APPLETON WI 54912-8030

Send Orders & Correspondence to:

SCHOOL SPECIALTY  
PO BOX 1579  
APPLETON WI 54912-1579

Toll Free Phone: (888) 388-3224  
Toll Free Fax: (888) 388-6344

Corporate FID# 39-0971239

## Quote

Quote Number: 7790018058 (Ver. 1) Page 1 of 1  
 Quote Effective Date: 17-Apr-2019  
 Quote Expiration Date: 16-Jul-2019 Currency: USD  
 Customer Number: 248909  
 PO Number:

**Ship To:** STEPHEN DECATUR MIDDLE SCHOOL  
1 EDUCATIONAL PARK  
DECATUR IL 62526-2548

**Bill To:** DECATUR SCHOOL DISTRICT 61  
101 W CERRO GORDO ST  
DECATUR IL 62523-1001

Quantity	UOM	Quoted Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
<b>The following item(s) will ship to:</b>							
				<b>STEPHEN DECATUR MIDDLE SCHOOL 1 EDUCATIONAL PARK DECATUR IL 62526-2548</b>			
12	EA	1546366	1546366	STOOL - CS NEOROK - STOOL HEIGHT 18 - RUBBE R BASE - SPECIFY FRAME / SEAT COLOR OPTION CLASS - CS NEOCLASS/NEOMOVE SHELL COLOR OPTION EBONY (PP) - CLASSROOM SELECT	99.95	74.96	899.52
1	EA	726877	726877	FRAMES MAT 12X18 BLACK PACK OF 12	18.39	12.32	12.32
1	EA	003879	003879	FRAMES MAT 9X12 BLACK PACK OF 12	16.39	10.98	10.98
1	EA	207457	207457	FRAMES MAT WHITE 12 X 18	16.39	10.98	10.98
1	EA	409656	409656	MATS PREMIUM PRECUT WHITE 8X10 PACK OF 10	12.59	8.44	8.44
1	EA	248456	248456	MATS PREMIUM PRECUT BLACK 12X16 PK OF 10	28.09	18.82	18.82
1	EA	248464	248464	MATS PREMIUM PRECUT BLACK 18X24 PACK OF 10	65.09	43.61	43.61
1	EA	1507054	1507054	MAT - CANDO PREMIUM YOGA MAT - BLUE - 68 IN X 24 IN X 1/4 IN - ECO-FRIENDLY - CASE OF 10	199.19	133.46	133.46
						<b>Taxes:</b>	<b>\$0.00</b>
						<b>Shipping/Handling:</b>	<b>\$107.94</b>
						<b>Total:</b>	<b>\$1,246.07</b>

## QUOTE FOR SDMS 2019 2020 ART TASK FORCE



Quote: 4.16 L Forsythe

**Decatur Public Schools.** JOANIE WATSON  
Acct #207200  
101 W. Cerro Gordo  
Decatur, IL 62523  
217-362-3000

Item #	Description	UOM	Qty	Customer Price	Line Total
HEWD3Q20A	PageWide Pro 477dw Multifunction Printer, Copy/Fax/Print/Scan	EA	1	499.99	\$499.99
HEWF6T84AN	HP 972X, (F6T84AN) High Yield Black Original PageWide Cartridge	EA	1	139.99	\$139.99
HEWL0S01AN	HP 972X, (L0S01AN) High Yield Magenta Original PageWide Cartridge	EA	1	135.99	\$135.99
HEWL0R98AN	HP 972X, (L0R98AN) High Yield Cyan Original PageWide Cartridge	EA	1	135.99	\$135.99
HEWL0S04AN	HP 972X, (L0S04AN) High Yield Yellow Original PageWide Cartridge	EA	1	135.99	\$135.99
				<b>Subtotal:</b>	\$1,047.95
				<b>Tax:</b>	\$0.00
				<b>Total:</b>	\$1,047.95



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[www.eTRIARCO.com](http://www.eTRIARCO.com)

If you have any problems reading the attached documents, or if you do not receive all the pages call 800-328-3360

Date April 17, 2019  
Destination lforsythe@dps61.org  
From Order Editors--MICHELLE THOMAS  
To LANA FORSYTHE  
Subject Pricing Request  
Comment



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Pricing Request Number 1909215

April 17, 2019

**CONTACT:**

Bill To 320-925-00 DECATUR SCHOOL DISTRICT 61 ACCOUNTS PAYABLE 101 W CERRO GORDO ST DECATUR IL 62523-1080	Ship To PROFESSIONAL DEVELOPMENT INST FORSYTHE, LANA 601 N CHURCH ST DECATUR IL 62522-2107
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Shipping Instructions: FEDEX GRND

Special Note: 217/3623023

Cust P/O Number: PRICING

Contract: 44137

Special Remark: SEE EDITING NOTE

Item Number	Qty	U/M	Description	Unit Price	Extended
RA17562	D	22 BX	SHARPIE CHSEL TIP BK BX/12 LBS: 15.18	10.16* *(12.70 @ -20%)	223.52 T
550177	D	11 PK	FADELESS 12X18 100 SHT LBS: 33.00	16.16* *(20.20 @ -20%)	177.76 T

**TOTAL WEIGHT:	48.18	**NET TOTAL	401.28
		SHIPPING (FREE)	.00
		TAX AMOUNT	.00
		TOTAL AMOUNT	\$401.28

\* This pricing request expires 05/30/2019

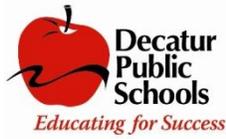
\*\*\*\*\*  
PLEASE REFER TO PRICING REQUEST #1909215 OR INCLUDE A COPY OF THIS PRICING  
WHEN PLACING YOUR ORDER TO ENSURE YOU RECEIVE THESE PRICES.

REFERENCE YOUR DISCOUNT QUOTE #44137  
\$99 MINIMUM ORDER (AFTER DISCOUNT IS APPLIED) PER DELIVERY ADDRESS  
...FREE SHIPPING UNLESS OTHERWISE NOTED.

\*\*\*\*\*  
WHEN READY TO PLACE YOUR ORDER PLEASE USE ONE OF THE FOLLOWING:  
MAIL: TRIARCO 463 PARK ST FORT ATKINSON, WI 53538  
PHONE: 800-328-3360  
EMAIL: ORDERS@TRIARCOARTS.COM

Item Number	Qty	U/M	Description	Unit Price	Extended
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FAX: 877-727-2380



## Board of Education Decatur Public School District #61

<b>Date:</b> April 23, 2019	<b>Subject:</b> Recognition of Scott Davidson, District Instructional Technology Coordinator, as an Apple Distinguished Educator
<b>Initiated By:</b> Todd Covault, EdD, Chief Operational Officer	<b>Attachments:</b> N/A
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

Apple Incorporated has a program recognizing Apple Distinguished Educators (ADEs). There are 2,447 ADEs worldwide representing 45 Countries. Only 943 of these ADEs are in the Americas.

Created in 1994, this program recognizes K-12 and higher-education pioneers who are using Apple technology to transform teaching and learning. Scott will be the first ADE in central Illinois.

Scott Davidson, our own Instructional Technology Coordinator, has been selected to join this exclusive group, the Apple Distinguished Educators Class of 2019.

### **CURRENT CONSIDERATIONS:**

In order for Mr. Davidson to participate in this program, the Board must support this endeavor. Scott will be required to travel to Maryland for his in-depth training. Scott is willing to participate during the summer months beyond his normal work year, but there are other periods of time when he might need release time from his work assignment to participate in the ongoing program.

Apple is willing to provide the District with respective housing, ground transportation, and meals during his participation.

### **FINANCIAL CONSIDERATIONS:**

Under the Illinois Gift Ban Act, Scott is able to accept curriculum training and materials. The curriculum development is provided at no cost to Scott or the District. Scott is able to accept respective on-site meals from Apple that do not exceed \$75 per day.

The respective round trip flight would be paid from the District's Title II funding with an estimated cost of \$350.

Ground transportation and housing associated with the trip would be provided as a gift to the District for which the District would reassign to Mr. Davidson.

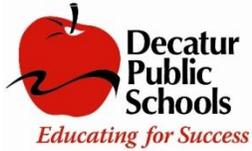
**STAFF RECOMMENDATION:**

The Administration recommends that the Board accept the Distinguished Training Gift from Apple including Housing and Ground Transportation and Reassign the Gift to Scott Davidson, District Instructional Technology Coordinator, as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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



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

<b>Date:</b> April 23, 2019	<b>Subject:</b> Monthly Financial Conditions Report
<b>Initiated By:</b> Todd Covault, EdD, Chief Operational Officer	<b>Attachments:</b> Financial Conditions Report
<b>Reviewed By:</b> Dr. Paul Fregeau, 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 FY19, the Macon-Piatt Special Education District has expended 74.58% of its overall budget; Decatur 61 has expended 62.91% of its overall budget.

As of April 15, 2019, the State Comptroller is holding FY19 ISBE vouchers in the amount of \$2,750,200 of which \$1,924,970.56 is associated with transportation and \$566,505 is associated with the Early Child Block Grant.

The District’s March 2019 month-end education fund balance is \$24,106,306; the March 2018 month-end education fund balance was \$15,406,084.

**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:** \_\_\_\_\_

**2018-2019 Decatur Public S.D. #61  
Fund Balance Summary - March 31, 2019**

<u>Fund</u>	<u>Fund Balance 07/01/18</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 03/31/19</u>	<u>Budget Balance 06/30/19</u>
<b>DISTRICT # 61</b>							
<b>Education</b>	\$10,874,486	\$73,628,677	\$60,396,857	\$13,231,820	\$0	<b>\$24,106,306</b>	<b>\$ 7,852,472</b>
<b>Operation &amp; Maintenance</b>	\$2,118,280	\$3,506,827	\$4,831,679	(\$1,324,852)	\$0	<b>\$793,428</b>	<b>\$ 2,118,280</b>
<b>Debt Service</b>	\$906,083	\$7,198,719	\$5,716,188	\$1,482,531	\$0	<b>\$2,388,614</b>	<b>\$ 1,484,183</b>
<b>Transportation</b>	\$2,836,093	\$3,314,474	\$3,240,171	\$74,303	\$0	<b>\$2,910,396</b>	<b>\$ 2,836,093</b>
<b>IMRF</b>	\$883,941	\$2,583,843	\$1,835,856	\$747,987	\$0	<b>\$1,631,928</b>	<b>\$ 1,084,513</b>
<b>Social Security</b>	\$1,682,346	\$1,442,008	\$1,509,325	(\$67,317)	\$0	<b>\$1,615,029</b>	<b>\$ 773,749</b>
<b>Capital Projects Fund</b>	\$3,088,535	\$242,183	\$221,515	\$20,668	\$0	<b>\$3,109,203</b>	<b>\$ 2,066,035</b>
<b>Working Cash</b>	\$4,395,079	\$408,920	\$0	\$408,920	\$0	<b>\$4,803,999</b>	<b>\$ 4,766,244</b>
<b>Tort Immunity/Judgment</b>	\$2,000,597	\$2,830,954	\$1,214,079	\$1,616,875	(\$535,604)	<b>\$3,081,868</b>	<b>\$ 1,941,337</b>
<b>Fire Prevention/Safety</b>	\$3,340,258	\$376,378	\$20,276	\$356,102	\$0	<b>\$3,696,360</b>	<b>\$ 1,097,183</b>
<b>Totals District 61</b>	<b>\$32,125,698</b>	<b>\$95,532,983</b>	<b>\$78,985,946</b>	<b>\$16,547,037</b>	<b>(\$535,604)</b>	<b>\$48,137,131</b>	<b>\$ 26,020,089</b>
<b>Macon-Piatt Special Ed District</b>	<b>\$3,875,617</b>	<b>\$16,583,157</b>	<b>\$16,144,280</b>	<b>\$438,877</b>	<b>\$0</b>	<b>\$4,314,494</b>	<b>\$ 3,875,617</b>

**Macon-Piatt Special Education District**  
**Report Date: March 2019**  
**Financial Condition as of March 31, 2019**

**Percent of year passed: 75%**

	<b>Revenues</b>	<b>Adopted Budget</b>	<b>Actual Y-T-D</b>	<b>Percent Received/Used</b>
12	Education	21,646,481	16,583,157	76.61%
22	Operation & Maintenance	-	-	0.00%
42	Transportation	-	-	0.00%
52	IMRF	-	-	0.00%
	<b>Total Revenues</b>	<u>21,646,481</u>	<u>16,583,157</u>	<u>76.61%</u>

**Expenditures**

12	Education	20,051,945	15,141,667	75.51%
22	Operation & Maintenance	358,470	174,964	48.81%
42	Transportation	26,150	5,269	20.15%
52	IMRF	1,209,916	822,380	67.97%
	<b>Total Expenditures</b>	<u>21,646,481</u>	<u>16,144,280</u>	<u>74.58%</u>

**Net Cash**

Total Revenues	21,646,481	16,583,157	76.61%
Total Expenditures	<u>21,646,481</u>	<u>16,144,280</u>	74.58%
Net Cash	<u>-</u>	<u>438,877</u>	

**Fund Balances**

	<b>Actual</b>
12 Education	<u>4,314,494</u>

**Decatur Public School District #61**  
**Report Date: March 2019**  
**Financial Condition as of March 31, 2019**

**Percent of year passed: 75%**

	<b>Revenues</b>	<b>Budget</b>	<b>Actual Y-T-D</b>	<b>Percent Received/Used</b>	<b>FY 18 Percent Received/Used As Of 3/31/18</b>
10	Education	90,523,564	73,628,677	81.34%	68.29%
20	Operation & Maintenance	5,858,250	3,506,827	59.86%	35.07%
30	Debt Service	8,117,100	7,198,719	88.69%	71.04%
40	Transportation	6,882,287	3,314,474	48.16%	71.17%
50	IMRF	2,878,063	2,583,843	89.78%	55.93%
51	Social Security	1,442,245	1,442,008	99.98%	45.33%
60	Capital Projects	210,000	242,183	115.33%	89.42%
70	Working Cash	371,165	408,920	110.17%	88.46%
80	Tort Immunity/Judgment	2,791,640	2,830,954	101.41%	51.64%
90	Fire Prevention/Safety	373,425	376,378	100.79%	55.75%
	<b>Total Revenues</b>	<b>119,447,739</b>	<b>95,532,983</b>	<b>79.98%</b>	<b>67.22%</b>

**Expenditures**

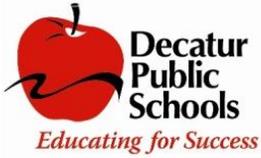
10	Education	93,545,578	60,396,857	64.56%	68.57%
20	Operation & Maintenance	5,858,250	4,831,679	82.48%	70.75%
30	Debt Service	7,539,000	5,716,188	75.82%	75.24%
40	Transportation	6,882,287	3,240,171	47.08%	56.18%
50	IMRF	2,677,491	1,835,856	68.57%	82.63%
51	Social Security	2,350,842	1,509,325	64.20%	70.44%
60	Capital Projects	1,232,500	221,515	17.97%	75.10%
70	Working Cash	-	-	0.00%	100.00%
80	Tort Immunity/Judgment	2,850,900	1,214,079	42.59%	53.81%
90	Fire Prevention/Safety	2,616,500	20,276	0.77%	82.23%
	<b>Total Expenditures</b>	<b>125,553,348</b>	<b>78,985,946</b>	<b>62.91%</b>	<b>68.26%</b>

**Net Cash**

Total Revenues	119,447,739	95,532,983	79.98%
Total Expenditures	125,553,348	78,985,946	62.91%
<b>Net Cash</b>	<b>(6,105,609)</b>	<b>16,547,037</b>	

**Fund Balances**

	<b>Actual</b>
10 Education	24,106,306
20 Operation & Maintenance	793,428
30 Debt Service	2,388,614
40 Transportation	2,910,396
50 IMRF	1,631,928
51 Social Security	1,615,029
60 Capital Projects	3,109,203
70 Working Cash	4,803,999
80 Tort Immunity/Judgment	3,081,868
90 Fire Prevention/Safety	3,696,360
<b>Total Funds</b>	<b>48,137,131</b>



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

<b>Date:</b> April 23, 2019	<b>Subject:</b> Treasurer's Report
<b>Initiated By:</b> Todd Covault, EdD, Chief Operational Officer	<b>Attachments:</b> Treasurer's Report
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

The attached report details the District's investments and the status of the District's cash as of March 31, 2019.

**CURRENT CONSIDERATIONS:**

N/A

**FINANCIAL CONSIDERATIONS:**

N/A

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Treasurer's Report as presented.

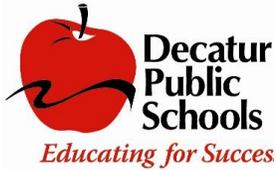
**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

**DECATUR PUBLIC SCHOOL DISTRICT #61**  
**TREASURER'S REPORT**  
**MARCH 2019**

	Cash/Investments as of 02/28/19	Receipts	Disbursements	Change/Interest	Cash/Investments as of 03/31/19
Education	27,066,349.10	8,968,388.46	10,161,812.40	55,882.95	25,928,808.11
Operations & Maintenance	1,515,564.38	9,443.52	728,706.33	1,403.41	797,704.98
Debt Service	1,875,192.98	513,177.10	0.00	242.91	2,388,612.99
Transportation	2,866,397.30	2,421.52	66,702.12	4,263.54	2,806,380.24
IMRF	1,817,954.94	0.07	189,169.08	3,142.11	1,631,928.04
Social Security	1,821,849.79	0.47	209,579.43	2,758.90	1,615,029.73
Capital Projects	3,218,995.21	0.00	111,387.07	1,594.46	3,109,202.60
Working Cash	4,794,063.43	0.00	0.00	9,935.91	4,803,999.34
Tort/Judgment Immunity	3,188,037.64	271.60	131,773.41	5,332.18	3,061,868.01
Fire Prevention & Safety	3,705,161.11	0.00	13,797.82	4,996.55	3,696,359.84
Macon-Piatt Special Education	4,643,475.09	1,987,468.06	2,327,319.50	10,020.67	4,313,644.32
Activities	552,334.39	53,864.28	16,508.23	980.82	590,671.26
	57,065,375.36	11,535,035.08	13,956,755.39	100,554.41	54,744,209.46
				Dr. Todd Covault	03/31/19



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

<b>Date:</b> April 23, 2019	<b>Subject:</b> Accepting a Gift for the District
<b>Initiated By:</b> Charlotte Thompson, Director of Curriculum and Instruction- Elementary	<b>Attachments:</b> Millikin Trust Approval Letter
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

Board Policy 8:80 states that the Board of Education accepts gifts from any education foundation or other entity of individual provided the gift can be used in a manner compatible with the Board’s educational objectives and policies. All gifts received become the School District’s property.

**CURRENT CONSIDERATIONS:**

Charlotte Thompson submitted a request for \$41,117.16 to purchase additional Leveled Literacy Intervention (LLI) Tier II instructional literacy materials for Baum, Dennis, Enterprise, Franklin, Garfield, and Johns Hill. In addition, a continuation of support request in the amount of \$144,732.20 was made for Hope Academy to pursue becoming a Daily 5 school, similar to what had previously been supported at Harris Elementary. The James Millikin Estate reviewed the submissions and made a decision to award both requests to Decatur Public Schools.

Upon Board approval, Charlotte Thompson will begin to order these resources for our teachers and students to have access to.

**FINANCIAL CONSIDERATIONS:**

The cumulative value of the donation is \$185,849.36. On Friday, April 3, 2019, the district received notification that the checks for both requests arrived.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education accept the gracious donations from the James Millikin Estate in the amounts of \$41,117.16 and \$144,732.20 as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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



**ERICKSON DAVIS**  
**MURPHY, JOHNSON & WALSH, LTD.**

WWW.ERICKSONDAVISLAW.COM

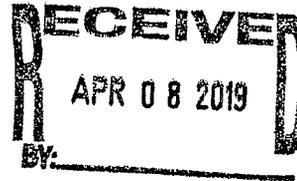
W. SCOTT MURPHY  
MICHAEL A. WALSH  
JACK KILEY  
CHRISTOPHER L. SIUDYLA  
DAVID N. REIMER  
JORDAN T. KLEIN  
JACOB J. SWANSON

132 S. WATER ST., SUITE 610  
DECATUR, IL 62523  
217-428-0948 T  
217-428-0996 F

131 S. MORGAN ST., SUITE 2  
SHELBYVILLE, IL 62565  
217-774-2948 T  
217-428-0996 F

FREDERICK P. ERICKSON (RETIRED)  
GARRY E. DAVIS (RETIRED)  
EVAN H. JOHNSON (1943-2015)

April 1, 2019



Charlotte Thompson, Director of  
Curriculum & Instruction - Elementary  
Decatur Public School District No. 61  
601 N. Church Street  
Decatur, IL 62523

**RE: Decatur Public School Reading Improvement Grant Request dated November 13,  
2018 and Hope Academy K-5 Literacy Proposal dated December 18, 2018**

Dear Ms. Thompson:

I am following up on my February 26, 2019 letter in regards to the James Millikin Estate. As indicated in said correspondence, the Trustees of the James Millikin Estate elected to distribute \$41,117.16 and \$144,732.20 to the Decatur Public School District No. 61 for the purposes stated in the respective proposals for the Reading Improvement Grant dated November 13, 2018 and for the Level Literacy Intervention Kits for 6 Reading Recovery Buildings and the Hope Academy K-5 Literacy Proposal for classroom design, instruction materials, staff training, and professional learning.

We enclosed herewith two (2) checks payable to the Decatur Public School District No. 61 in the amounts of \$41,117.16 and \$144,732.20 to be used for the purposes stated in the respective proposals referenced in this letter and in the February 26, 2019 letter.

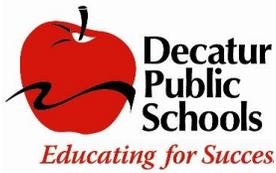
Very Truly Yours,

ERICKSON, DAVIS, MURPHY, JOHNSON  
& WALSH, LTD.

Christopher L. Siudyla

CLS/psm  
Enclosure (2)

cc: Dr. Paul D. Fregeau, Superintendent Decatur Public School District No. 61 (with no enclosure)



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

<b>Date:</b> April 23, 2019	<b>Subject:</b> Leveled Literacy Intervention K-1 Instructional Purchases for Baum Elementary, Dennis Lab School, Enterprise Montessori, Franklin Elementary, Garfield Montessori, and Johns Hill Magnet
<b>Initiated By:</b> Charlotte Thompson, Director of Curriculum and Instruction- Elementary	<b>Attachments:</b> Crossland Literacy Quotes for LLI Materials for Baum Elementary, Dennis Lab School, Enterprise Montessori, Franklin Elementary, Garfield Montessori, and Johns Hill Magnet
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

At the beginning of 2019, a proposal was presented to the Millikin Estate for additional Tier II literacy materials to benefit the district. We've been implementing LLI in our Reading Recovery buildings in grade K-1 with incredibly positive results. In our proposal, we asked for Leveled Literacy Intervention kits for 6 additional buildings to provide Tier II small group instructional support and creating consistency districtwide.

**CURRENT CONSIDERATIONS:**

On February 26, 2019, we were notified we were the successful recipient of the grant (see attached approval letter). In addition, on April 4, 2019, the district received a check in the amount of \$41,117.16. The six attached quotes from Crossland Literacy include purchasing the LLI Orange (Kindergarten) and LLI Green (1<sup>st</sup> Grade) kits for Baum Elementary, Dennis Lab School, Enterprise Montessori, Franklin Elementary, Garfield Montessori, and Johns Hill Magnet School.

**FINANCIAL CONSIDERATIONS:**

A separate account code was created to be used for the sole purpose of this grant. No district dollars will be spent in the attached quotes.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Leveled Literacy Intervention K-1 Instructional Material Purchases for Baum Elementary, Dennis Lab School, Enterprise Montessori, Franklin Elementary, Garfield Montessori, and Johns Hill Magnet as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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



ORDERS/CUSTOMER SERVICE  
 TEL:800-225-5800 FAX:877-231-6980  
 P.O.BOX 6926  
 Portsmouth, NH 03802-6926  
 www.heinemann.com  
 Pubnet SAN:210-5829 CODE:HEP  
 Federal ID#:06-1154537 GST:#125-218-917

fosscc

361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5466545

BILL TO: 2DECATUR0

SHIP TO: 9568887

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

BAUM ELEMENTARY SCHOOL  
 801 LAKE RIDGE AVE  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E06077	978-0-325-06077-4	1	FOUNTAS /LLI ORANGE GRADE K 2ND ED ***** PREPACK CONTAINS *****	3,625.00	20.00	2,900.00
E08750	978-0-325-08750-4	1	LLI Orange Carton #1 2ed			
E08751	978-0-325-08751-1	1	LLI Orange Carton #2 2ed			
E08752	978-0-325-08752-8	1	LLI Orange Carton #3 2ed			
E08753	978-0-325-08753-5	1	LLI Orange Carton #4 2ed			
E08754	978-0-325-08754-2	1	LLI Orange Carton #5 2ed			
E08755	978-0-325-08755-9	1	LLI Orange Carton #6 2ed			
E08756	978-0-325-08756-6	1	LLI Orange Carton #7 2ed			
E08757	978-0-325-08757-3	1	LLI Orange Carton #8 2ed			
E09668	978-0-325-09668-1	1	LLI Orange RR Carton 1			
E09669	978-0-325-09669-8	1	LLI Orange RR Carton 2 *****			
E06079	978-0-325-06079-8	1	FOUNTAS /LLI GREEN GRADE 1 2ND ED ***** PREPACK CONTAINS *****	4,270.00	20.00	3,416.00
E08758	978-0-325-08758-0	1	LLI Green Carton #1 2ed			
E08759	978-0-325-08759-7	1	LLI Green Carton #2 2ed			
E08760	978-0-325-08760-3	1	LLI Green Carton #3 2ed			
E08761	978-0-325-08761-0	1	LLI Green Carton #4 2ed			
E08762	978-0-325-08762-7	1	LLI Green Carton #5 2ed			
E08763	978-0-325-08763-4	1	LLI Green Carton #6 2ed			
E08764	978-0-325-08764-1	1	LLI Green Carton #7 2ed			
E08765	978-0-325-08765-8	1	LLI Green Carton #8 2ed			
E09670	978-0-325-09670-4	1	LLI Green RR Carton 1			
E09671	978-0-325-09671-1	1	LLI Green RR Carton 2 ***** ***** BACKORDERS AND MISC *****			
			QUOTATION PRICES VALID FOR 30 DAYS			



foss

361 Hanover Street, Portsmouth, NH 03801

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Portsmouth, NH 03802-6926  
www.heinemann.com  
Pubnet SAN:210-5829 CODE:HEP  
Federal ID#:06-1154537 GST:#125-218-917

Z

QUOTE : 5466545

BILL TO: 2DECATUR0

SHIP TO: 9568887

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

BAUM ELEMENTARY SCHOOL  
801 LAKE RIDGE AVE  
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019			2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE

MERCHANDISE : 6,316.00  
SHIPPING : 252.64

Reference	Total Units	Shipping Weight	Shipping Method
5466545	2	633.9	GROUND COMMERCIAL

QUOTATION AMOUNT 6,568.64  
PAYABLE IN U.S. FUNDS:



ORDERS/CUSTOMER SERVICE  
 TEL:800-225-5800 FAX:877-231-6980  
 P.O.BOX 6926  
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 www.heinemann.com  
 Pubnet SAN:210-5829 CODE:HEP  
 Federal ID#:06-1154537 GST:#125-218-917

fosscc

361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5466548

BILL TO: 2DECATUR0

SHIP TO: 10272544

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

DENNIS LAB SCHOOL  
 1499 W MAIN ST  
 DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E06077	0-325-06077-0	1	FOUNTAS /LLI ORANGE GRADE K 2ND ED ***** PREPACK CONTAINS *****	3,625.00	20.00	2,900.00
E08750	0-325-08750-4	1	LLI Orange Carton #1 2ed			
E08751	0-325-08751-2	1	LLI Orange Carton #2 2ed			
E08752	0-325-08752-0	1	LLI Orange Carton #3 2ed			
E08753	0-325-08753-9	1	LLI Orange Carton #4 2ed			
E08754	0-325-08754-7	1	LLI Orange Carton #5 2ed			
E08755	0-325-08755-5	1	LLI Orange Carton #6 2ed			
E08756	0-325-08756-3	1	LLI Orange Carton #7 2ed			
E08757	0-325-08757-1	1	LLI Orange Carton #8 2ed			
E09668	0-325-09668-6	1	LLI Orange RR Carton 1			
E09669	0-325-09669-4	1	LLI Orange RR Carton 2 *****			
E06079	0-325-06079-7	1	FOUNTAS /LLI GREEN GRADE 1 2ND ED ***** PREPACK CONTAINS *****	4,270.00	20.00	3,416.00
E08758	0-325-08758-X	1	LLI Green Carton #1 2ed			
E08759	0-325-08759-8	1	LLI Green Carton #2 2ed			
E08760	0-325-08760-1	1	LLI Green Carton #3 2ed			
E08761	0-325-08761-X	1	LLI Green Carton #4 2ed			
E08762	0-325-08762-8	1	LLI Green Carton #5 2ed			
E08763	0-325-08763-6	1	LLI Green Carton #6 2ed			
E08764	0-325-08764-4	1	LLI Green Carton #7 2ed			
E08765	0-325-08765-2	1	LLI Green Carton #8 2ed			
E09670	0-325-09670-8	1	LLI Green RR Carton 1			
E09671	0-325-09671-6	1	LLI Green RR Carton 2 ***** ***** BACKORDERS AND MISC *****			
			QUOTATION PRICES VALID FOR 30 DAYS			



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Portsmouth, NH 03802-6926  
www.heinemann.com  
Pubnet SAN:210-5829 CODE:HEP  
Federal ID#:06-1154537 GST:#125-218-917

Z

QUOTE : 5466548

BILL TO: 2DECATUR0

SHIP TO: 10272544

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

DENNIS LAB SCHOOL  
1499 W MAIN ST  
DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019			2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE

MERCHANDISE : 6,316.00  
SHIPPING : 252.64

Reference	Total Units	Shipping Weight	Shipping Method
5466548	2	633.9	GROUND COMMERCIAL

QUOTATION AMOUNT 6,568.64  
PAYABLE IN U.S. FUNDS:



ORDERS/CUSTOMER SERVICE  
 TEL:800-225-5800 FAX:877-231-6980  
 P.O.BOX 6926  
 Portsmouth, NH 03802-6926  
 www.heinemann.com  
 Pubnet SAN:210-5829 CODE:HEP  
 Federal ID#:06-1154537 GST:#125-218-917

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361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5466546

BILL TO: 2DECATUR0

SHIP TO: 9497685

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

ENTERPRISE ELEMENTARY SCH  
 2115 S TAYLOR RD  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E06077	978-0-325-06077-4	1	FOUNTAS /LLI ORANGE GRADE K 2ND ED ***** PREPACK CONTAINS *****	3,625.00	20.00	2,900.00
E08750	978-0-325-08750-4	1	LLI Orange Carton #1 2ed			
E08751	978-0-325-08751-1	1	LLI Orange Carton #2 2ed			
E08752	978-0-325-08752-8	1	LLI Orange Carton #3 2ed			
E08753	978-0-325-08753-5	1	LLI Orange Carton #4 2ed			
E08754	978-0-325-08754-2	1	LLI Orange Carton #5 2ed			
E08755	978-0-325-08755-9	1	LLI Orange Carton #6 2ed			
E08756	978-0-325-08756-6	1	LLI Orange Carton #7 2ed			
E08757	978-0-325-08757-3	1	LLI Orange Carton #8 2ed			
E09668	978-0-325-09668-1	1	LLI Orange RR Carton 1			
E09669	978-0-325-09669-8	1	LLI Orange RR Carton 2 *****			
E06079	978-0-325-06079-8	1	FOUNTAS /LLI GREEN GRADE 1 2ND ED ***** PREPACK CONTAINS *****	4,270.00	20.00	3,416.00
E08758	978-0-325-08758-0	1	LLI Green Carton #1 2ed			
E08759	978-0-325-08759-7	1	LLI Green Carton #2 2ed			
E08760	978-0-325-08760-3	1	LLI Green Carton #3 2ed			
E08761	978-0-325-08761-0	1	LLI Green Carton #4 2ed			
E08762	978-0-325-08762-7	1	LLI Green Carton #5 2ed			
E08763	978-0-325-08763-4	1	LLI Green Carton #6 2ed			
E08764	978-0-325-08764-1	1	LLI Green Carton #7 2ed			
E08765	978-0-325-08765-8	1	LLI Green Carton #8 2ed			
E09670	978-0-325-09670-4	1	LLI Green RR Carton 1			
E09671	978-0-325-09671-1	1	LLI Green RR Carton 2 ***** ***** BACKORDERS AND MISC *****			
			QUOTATION PRICES VALID FOR 30 DAYS			



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Z

QUOTE : 5466546

BILL TO: 2DECATUR0

SHIP TO: 9497685

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

ENTERPRISE ELEMENTARY SCH  
2115 S TAYLOR RD  
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019			2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE

MERCHANDISE : 6,316.00  
SHIPPING : 252.64

Reference	Total Units	Shipping Weight	Shipping Method
5466546	2	633.9	GROUND COMMERCIAL

QUOTATION AMOUNT 6,568.64  
PAYABLE IN U.S. FUNDS:



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Z

QUOTE : 5466559

BILL TO: 2DECATUR0

SHIP TO: 10272543

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

B.FRANKLIN ELEMENTARY  
 2440 N SUMMIT AVE  
 DECATUR IL 62526

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E06077	0-325-06077-0	1	FOUNTAS /LLI ORANGE GRADE K 2ND ED ***** PREPACK CONTAINS *****	3,625.00	20.00	2,900.00
E08750	0-325-08750-4	1	LLI Orange Carton #1 2ed			
E08751	0-325-08751-2	1	LLI Orange Carton #2 2ed			
E08752	0-325-08752-0	1	LLI Orange Carton #3 2ed			
E08753	0-325-08753-9	1	LLI Orange Carton #4 2ed			
E08754	0-325-08754-7	1	LLI Orange Carton #5 2ed			
E08755	0-325-08755-5	1	LLI Orange Carton #6 2ed			
E08756	0-325-08756-3	1	LLI Orange Carton #7 2ed			
E08757	0-325-08757-1	1	LLI Orange Carton #8 2ed			
E09668	0-325-09668-6	1	LLI Orange RR Carton 1			
E09669	0-325-09669-4	1	LLI Orange RR Carton 2 *****			
E06079	0-325-06079-7	1	FOUNTAS /LLI GREEN GRADE 1 2ND ED ***** PREPACK CONTAINS *****	4,270.00	20.00	3,416.00
E08758	0-325-08758-X	1	LLI Green Carton #1 2ed			
E08759	0-325-08759-8	1	LLI Green Carton #2 2ed			
E08760	0-325-08760-1	1	LLI Green Carton #3 2ed			
E08761	0-325-08761-X	1	LLI Green Carton #4 2ed			
E08762	0-325-08762-8	1	LLI Green Carton #5 2ed			
E08763	0-325-08763-6	1	LLI Green Carton #6 2ed			
E08764	0-325-08764-4	1	LLI Green Carton #7 2ed			
E08765	0-325-08765-2	1	LLI Green Carton #8 2ed			
E09670	0-325-09670-8	1	LLI Green RR Carton 1			
E09671	0-325-09671-6	1	LLI Green RR Carton 2 ***** ***** BACKORDERS AND MISC *****			
			QUOTATION PRICES VALID FOR 30 DAYS			



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QUOTE : 5466559

BILL TO: 2DECATUR0

SHIP TO: 10272543

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

B.FRANKLIN ELEMENTARY  
2440 N SUMMIT AVE  
DECATUR IL 62526

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019			2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE

MERCHANDISE : 6,316.00  
SHIPPING : 252.64

Reference	Total Units	Shipping Weight	Shipping Method
5466559	2	633.9	GROUND COMMERCIAL

QUOTATION AMOUNT 6,568.64  
PAYABLE IN U.S. FUNDS:



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QUOTE : 5466558

BILL TO: 2DECATUR0

SHIP TO: 10272541

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

GARFIELD MONTESSORI SCHOOL  
 300 MEADOW TERRACE PL  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E06077	0-325-06077-0	1	FOUNTAS /LLI ORANGE GRADE K 2ND ED ***** PREPACK CONTAINS *****	3,625.00	20.00	2,900.00
E08750	0-325-08750-4	1	LLI Orange Carton #1 2ed			
E08751	0-325-08751-2	1	LLI Orange Carton #2 2ed			
E08752	0-325-08752-0	1	LLI Orange Carton #3 2ed			
E08753	0-325-08753-9	1	LLI Orange Carton #4 2ed			
E08754	0-325-08754-7	1	LLI Orange Carton #5 2ed			
E08755	0-325-08755-5	1	LLI Orange Carton #6 2ed			
E08756	0-325-08756-3	1	LLI Orange Carton #7 2ed			
E08757	0-325-08757-1	1	LLI Orange Carton #8 2ed			
E09668	0-325-09668-6	1	LLI Orange RR Carton 1			
E09669	0-325-09669-4	1	LLI Orange RR Carton 2 *****			
E06079	0-325-06079-7	1	FOUNTAS /LLI GREEN GRADE 1 2ND ED ***** PREPACK CONTAINS *****	4,270.00	20.00	3,416.00
E08758	0-325-08758-X	1	LLI Green Carton #1 2ed			
E08759	0-325-08759-8	1	LLI Green Carton #2 2ed			
E08760	0-325-08760-1	1	LLI Green Carton #3 2ed			
E08761	0-325-08761-X	1	LLI Green Carton #4 2ed			
E08762	0-325-08762-8	1	LLI Green Carton #5 2ed			
E08763	0-325-08763-6	1	LLI Green Carton #6 2ed			
E08764	0-325-08764-4	1	LLI Green Carton #7 2ed			
E08765	0-325-08765-2	1	LLI Green Carton #8 2ed			
E09670	0-325-09670-8	1	LLI Green RR Carton 1			
E09671	0-325-09671-6	1	LLI Green RR Carton 2 ***** ***** BACKORDERS AND MISC *****			
			QUOTATION PRICES VALID FOR 30 DAYS			



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QUOTE : 5466558

BILL TO: 2DECATUR0

SHIP TO: 10272541

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

GARFIELD MONTESSORI SCHOOL  
300 MEADOW TERRACE PL  
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019			2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE

MERCHANDISE : 6,316.00  
SHIPPING : 252.64

Reference	Total Units	Shipping Weight	Shipping Method
5466558	2	633.9	GROUND COMMERCIAL

QUOTATION AMOUNT 6,568.64  
PAYABLE IN U.S. FUNDS:



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QUOTE : 5466575

BILL TO: 2DECATUR0

SHIP TO: 9867824

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

JOHN HILL MAGNET SCHOOL  
 1025 JOHNS AVENUE  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E06077	978-0-325-06077-4	1	FOUNTAS /LLI ORANGE GRADE K 2ND ED ***** PREPACK CONTAINS *****	3,625.00	20.00	2,900.00
E08750	978-0-325-08750-4	1	LLI Orange Carton #1 2ed			
E08751	978-0-325-08751-1	1	LLI Orange Carton #2 2ed			
E08752	978-0-325-08752-8	1	LLI Orange Carton #3 2ed			
E08753	978-0-325-08753-5	1	LLI Orange Carton #4 2ed			
E08754	978-0-325-08754-2	1	LLI Orange Carton #5 2ed			
E08755	978-0-325-08755-9	1	LLI Orange Carton #6 2ed			
E08756	978-0-325-08756-6	1	LLI Orange Carton #7 2ed			
E08757	978-0-325-08757-3	1	LLI Orange Carton #8 2ed			
E09668	978-0-325-09668-1	1	LLI Orange RR Carton 1			
E09669	978-0-325-09669-8	1	LLI Orange RR Carton 2 *****			
E06079	978-0-325-06079-8	1	FOUNTAS /LLI GREEN GRADE 1 2ND ED ***** PREPACK CONTAINS *****	4,270.00	20.00	3,416.00
E08758	978-0-325-08758-0	1	LLI Green Carton #1 2ed			
E08759	978-0-325-08759-7	1	LLI Green Carton #2 2ed			
E08760	978-0-325-08760-3	1	LLI Green Carton #3 2ed			
E08761	978-0-325-08761-0	1	LLI Green Carton #4 2ed			
E08762	978-0-325-08762-7	1	LLI Green Carton #5 2ed			
E08763	978-0-325-08763-4	1	LLI Green Carton #6 2ed			
E08764	978-0-325-08764-1	1	LLI Green Carton #7 2ed			
E08765	978-0-325-08765-8	1	LLI Green Carton #8 2ed			
E09670	978-0-325-09670-4	1	LLI Green RR Carton 1			
E09671	978-0-325-09671-1	1	LLI Green RR Carton 2 ***** ***** BACKORDERS AND MISC *****			
			QUOTATION PRICES VALID FOR 30 DAYS			



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QUOTE : 5466575

BILL TO: 2DECATUR0

SHIP TO: 9867824

DECATUR SCHOOL DISTRICT #61  
101 WEST CERRO GORDO  
DECATUR IL 62523

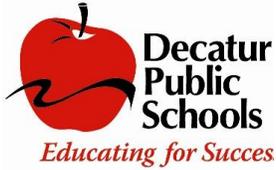
JOHN HILL MAGNET SCHOOL  
1025 JOHNS AVENUE  
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	03-19-2019			2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE

MERCHANDISE : 6,316.00  
SHIPPING : 252.64

Reference	Total Units	Shipping Weight	Shipping Method
5466575	2	633.9	GROUND COMMERCIAL

QUOTATION AMOUNT 6,568.64  
PAYABLE IN U.S. FUNDS:



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

<b>Date:</b> April 23, 2019	<b>Subject:</b> Leveled Literacy Intervention Grades 2-5 Instructional Purchases for Hope Academy
<b>Initiated By:</b> Charlotte Thompson, Director of Curriculum and Instruction- Elementary	<b>Attachments:</b> Crossland Literacy Quote for LLI Materials for Hope Academy
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

At the beginning of 2019, a proposal was presented to the Millikin Estate for literacy resources to Hope Academy. In this proposal, we specifically requested additional intervention resources for the intermediate grades. We've been implementing Leveled Literacy Intervention (LLI) in our Reading Recovery buildings in grade K-1 with incredibly positive results.

**CURRENT CONSIDERATIONS:**

On February 26, 2019, we were notified we were the successful recipient of the grant. The attached quote from Crossland Literacy in the amount of \$18,900.96 include purchasing the LLI Blue (2<sup>nd</sup> Grade), Red (3<sup>rd</sup> Grade), Gold (4<sup>th</sup> Grade), Purple (5<sup>th</sup> Grade) kits for Hope Academy.

**FINANCIAL CONSIDERATIONS:**

A separate account code was created to be used for the sole purpose of this grant. No district dollars will be spent in the attached quotes.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Leveled Literacy Intervention Grades 2-5 Instructional Purchases for Hope Academy in the amount of \$18,900.96 as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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



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jollyk

361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5454591

BILL TO: 2DECATUR0

SHIP TO: 9591111

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

HOPE ACADEMY  
 955 N ILLINOIS  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	04-08-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E02692	978-0-325-02692-3	1	FOUNTAS /LLI PURPLE GRADE 5 ***** PREPACK CONTAINS *****	6,187.50	20.00	4,950.00
E05104	978-0-325-05104-8	1	LLI Purple Carton 1			
E05105	978-0-325-05105-5	1	LLI Purple Carton 2			
E05106	978-0-325-05106-2	1	LLI Purple Carton 3			
E05107	978-0-325-05107-9	1	LLI Purple Carton 4			
E05108	978-0-325-05108-6	1	LLI Purple Carton 5			
E05109	978-0-325-05109-3	1	LLI Purple Carton 6			
E05110	978-0-325-05110-9	1	LLI Purple Carton 7			
E05111	978-0-325-05111-6	1	LLI Purple Carton 8			
E05112	978-0-325-05112-3	1	LLI Purple Carton 9 *****			
E06080	978-0-325-06080-4	1	FOUNTAS /LLI BLUE GRADE 2 2ND ED ***** PREPACK CONTAINS *****	4,155.00	20.00	3,324.00
E08766	978-0-325-08766-5	1	LLI Blue Carton #1 2ed			
E08767	978-0-325-08767-2	1	LLI Blue Carton #2 2ed			
E08768	978-0-325-08768-9	1	LLI Blue Carton #3 2ed			
E08769	978-0-325-08769-6	1	LLI Blue Carton #4 2ed			
E08770	978-0-325-08770-2	1	LLI Blue Carton #5 2ed			
E08771	978-0-325-08771-9	1	LLI Blue Carton #6 2ed			
E08772	978-0-325-08772-6	1	LLI Blue Carton #7 2ed			
E08773	978-0-325-08773-3	1	LLI Blue Carton #8 2ed			
E09672	978-0-325-09672-8	1	LLI Blue RR Carton 1			
E09673	978-0-325-09673-5	1	LLI Blue RR Carton 2 *****			
E09931	978-0-325-09931-6	1	FOUNTAS /LLI RED GRADE 3 UPDATE ***** PREPACK CONTAINS *****	6,187.50	20.00	4,950.00
E09932	978-0-325-09932-3	1	LLI RED Carton 1 Update			
E09933	978-0-325-09933-0	1	LLI RED Carton 2 Update			



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jollyk

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Z

QUOTE : 5454591

BILL TO: 2DECATUR0

SHIP TO: 9591111

DECATUR SCHOOL DISTRICT #61  
 101 WEST CERRO GORDO  
 DECATUR IL 62523

HOPE ACADEMY  
 955 N ILLINOIS  
 DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	04-08-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09934	978-0-325-09934-7	1	LLI RED Carton 3 Update			
E09935	978-0-325-09935-4	1	LLI RED Carton 4 Update			
E09936	978-0-325-09936-1	1	LLI RED Carton 5 Update			
E09937	978-0-325-09937-8	1	LLI RED Carton 6 Update			
E09938	978-0-325-09938-5	1	LLI RED Carton 7 Update			
E09939	978-0-325-09939-2	1	LLI RED Carton 8 Update			
E09940	978-0-325-09940-8	1	LLI RED Carton 9 Update			
*****						
E09955	978-0-325-09955-2	1	FOUNTAS /LLI GOLD GRADE 4 UPDATE	6,187.50	20.00	4,950.00
***** PREPACK CONTAINS *****						
E09956	978-0-325-09956-9	1	LLI GOLD Carton 1 Update			
E09957	978-0-325-09957-6	1	LLI GOLD Carton 2 Update			
E09958	978-0-325-09958-3	1	LLI GOLD Carton 3 Update			
E09959	978-0-325-09959-0	1	LLI GOLD Carton 4 Update			
E09960	978-0-325-09960-6	1	LLI GOLD Carton 5 Update			
E09961	978-0-325-09961-3	1	LLI GOLD Carton 6 Update			
E09962	978-0-325-09962-0	1	LLI GOLD Carton 7 Update			
E09963	978-0-325-09963-7	1	LLI GOLD Carton 8 Update			
E09964	978-0-325-09964-4	1	LLI GOLD Carton 9 Update			
*****						
***** BACKORDERS AND MISC *****						
*****						
QUOTATION PRICES VALID FOR 30 DAYS						

MERCHANDISE : 18,174.00  
 SHIPPING : 726.96

Reference	Total Units	Shipping Weight	Shipping Method
5454591	4	1,352.3	GROUND COMMERCIAL

QUOTATION AMOUNT 18,900.96  
 PAYABLE IN U.S. FUNDS:



## Board of Education Decatur Public School District #61

<b>Date:</b> April 23, 2019	<b>Subject:</b> Handwriting Materials Grades K-3 for Baum, Dennis, Durfee, Enterprise, Franklin, French, Garfield, Hope, Johns Hill, Muffley, Oak Grove, Parsons, South Shores, and Stevenson Schools
<b>Initiated By:</b> Charlotte Thompson, Director of Curriculum and Instruction- Elementary	<b>Attachments:</b> Zaner Bloser Quote for Baum, Dennis, Durfee, Enterprise, Franklin, French, Garfield, Hope, Johns Hill, Muffley, Oak Grove, Parsons, South Shores, and Stevenson Schools
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

Proper handwriting instruction is essential in supporting children’s literacy and academic development. Research shows that learning to write by hand is a key component in improving both spelling ability and written composition.

On May 30, 2017, the IL General Assembly approved HB2977 that requires cursive writing in IL elementary schools. The law states “Beginning with the 2018-2019 school year, public elementary schools shall offer at least one unit of instruction in cursive writing. School districts shall, by policy, determine at what grade level or levels students are to be offered cursive writing, provided that such instruction must be offered before students complete grade 5.”

The District K-3 Handwriting committee made the recommendation last year to put cursive in 3<sup>rd</sup> grade for the 2018-2019 school year. We also provided manuscript resources for Kindergarten to help with learning to print. Purchasing these materials last year, the cost was under the \$25,000 threshold for board approval.

### **CURRENT CONSIDERATIONS:**

We are expanding our handwriting rollout by adding Grades 1-2 for the 2019-2020 school year. Grade 2 will provide the foundation for cursive in 3<sup>rd</sup> grade.

### **FINANCIAL CONSIDERATIONS:**

Grades K and 3 will be purchased using the textbook maintenance fund. Grades 1-2 will be purchased using the elementary budget.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the purchase in the amount of \$38,487.90 for the Handwriting Materials for Grades K-3 for Baum, Dennis, Durfee, Enterprise, Franklin, French, Garfield, Hope, Johns Hill, Muffley, Oak Grove, Parsons, South Shores, and Stevenson Schools as presented.

### **RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

## QUOTE SUMMARY FOR

Decatur School District 61  
Charlotte Thompson  
Decatur, IL  
(217) 362-3000  
cthompson@dps61.org

*Quote # 00009490*  
*Issued on March 13, 2019*  
*Expires on June 21, 2019*

**The materials on this form have not been ordered.**

To turn this quote into an order, complete the Order Information on the last page and either fax it with this quote to our Customer Experience department at 800.992.6087 or scan/email it with this quote to **customerexperience@zaner-bloser.com**. If you have questions, please call our Customer Experience department at 888.378.9258.

Decatur School District 61  
Decatur, IL

Dear Charlotte Thompson,

Thank you for all you do to help students realize their potential and for considering Zaner-Bloser as your partner of choice in helping children to become literate, confident learners.

We understand that to be literate is to be proficient in both reading *and* writing. Together with educators, communities, and schools, we focus on literacy instruction that builds skills through thinking and doing—and sets the stage for joyful, successful learning in every classroom.

Handwriting: A Key Component of Literacy. Handwriting is proven to strengthen fine motor skills and eye-hand connection, refining the ability to translate ideas into words. The Zaner-Bloser method, developed over 125 years, sets the standard for handwriting instruction. Zaner-Bloser Handwriting™ (grades PreK-8) integrates easily with any language arts curriculum and provides instruction that can be delivered in as little as 15 minutes per day.

Thank you,

Brenda Sullivan  
Sales Representative

# QUOTE SUMMARY

**Decatur School District 61**  
**Decatur, IL**

MATERIALS	GRADE	COST
<i>Handwriting</i>	<i>Kindergarten</i>	\$8,992.50
<i>Handwriting</i>	<i>Grade 1</i>	\$9,592.00
<i>Handwriting</i>	<i>Grade 2</i>	\$8,992.50
<i>Handwriting</i>	<i>Grade 3</i>	\$8,393.00

## COMPLIMENTARY MATERIALS AND COST SAVINGS

**TOTAL VALUE** **\$0.00**

Additional Materials

Subtotal \$35,970.00

Shipping/Processing (7%) \$2,517.90

**AMOUNT TO BE INVOICED** **\$38,487.90**

Includes Materials, Shipping, and Processing.  
May not include applicable local and state taxes

## YOUR REPRESENTATIVE

**Brenda Sullivan**

brenda.sullivan@zaner-bloser.com

Phone: (630) 666-8080

Toll Free: 800.248.2568 ext. 2580

*Handwriting: Kindergarten*

ISBN	Description	Item Price	Qty	Total
9781453124567	Handwriting 2020 Grade K Large Classroom Package <i>Contents include: 25 copies of the Student Edition, 1 copy of the Practice Masters, 1 copy of the Handwriting Activity Cards for grades K-1, 1 copy of the Teacher's Edition, and myZBPortal.com 1 year access.</i>	\$299.75	30	\$8,992.50
			<b>Total</b>	<b>\$8,992.50</b>

*Handwriting: Grade 1*

ISBN	Description	Item Price	Qty	Total
9781453124574	Handwriting 2020 Grade 1 Large Classroom Package <i>Contents include: 25 copies of the Student Edition, 1 copy of the Practice Masters, 1 copy of the Handwriting Activity Cards for grades K-1, 1 copy of the Teacher's Edition, and myZBPortal.com 1 year access.</i>	\$299.75	32	\$9,592.00
			<b>Total</b>	<b>\$9,592.00</b>

*Handwriting: Grade 2*

ISBN	Description	Item Price	Qty	Total
9781453124598	Handwriting 2020 Grade 2C Large Classroom Package <i>Contents include: 25 copies of the Student Edition, 1 copy of the Practice Masters, 1 copy of the Handwriting Activity Cards for grade 2, 1 copy of the Teacher's Edition, and myZBPortal.com 1 year access.</i>	\$299.75	30	\$8,992.50
			<b>Total</b>	<b>\$8,992.50</b>

*Handwriting: Grade 3*

ISBN	Description	Item Price	Qty	Total
9781453124604	Handwriting 2020 Grade 3 Large Classroom Package <i>Contents include: 25 copies of the Student Edition, 1 copy of the Practice Masters, 1 copy of the Handwriting Activity Cards for grades 3-5, 1 copy of the Teacher's Edition, and myZBPortal.com 1 year access.</i>	\$299.75	28	\$8,393.00
			<b>Total</b>	<b>\$8,393.00</b>

**Complimentary Professional Development**

To ensure the success of the **Zaner-Bloser** products purchased for **Decatur School District 61**.

Zaner-Bloser, Inc. believes that professional development is critical to effective instruction. The *complimentary* professional development listed on the previous page adds great value to your adoption.

The Zaner-Bloser team is committed to partnering with your team, so that your teachers have the knowledge and support to get the very most out of the materials in order to impact each and every student. Additional professional development services can be purchased to meet the needs of your teachers and align with your district goals.

**TOTAL VALUE OF YOUR COMPLIMENTARY PROFESSIONAL DEVELOPMENT PACKAGE**

# ORDER INFORMATION

For use in school year 20\_\_ to 20\_\_

**AMOUNT TO BE INVOICED** (including shipping)\*

**\$38,487.90**

\* Add state and local taxes to the total amount of your order, if applicable.

If tax exempt, please include your tax exemption number or a copy of your tax exemption certificate to qualify for zero sales tax.

**Invoice – P.O. #** \_\_\_\_\_

Purchase Order #

**Check** \_\_\_\_\_

Check No. (Make Checks Payable to: **Zaner-Bloser**)

**Credit Card** Contact our Customer Experience Department to provide credit card information (contact information at bottom of page)

Authorized Signature \_\_\_\_\_

Phone \_\_\_\_\_

## SCHOOL INFORMATION

First day of school: \_\_\_\_\_

Summer phone number: \_\_\_\_\_

## BILL TO

School/District Name: Decatur School District 61

Contact Name: Charlotte Thompson

Street Address: 101 W Cerro Gordo St

City: Decatur State: IL Zip: 625231091

## DELIVERY INSTRUCTIONS — IMPORTANT

All available materials will ship at the time order is processed unless otherwise specified. Order processing and delivery times vary depending on volumes and customer location. If there are dates you are unable to accept deliveries, please note below. If there aren't any special delivery date requirements, please check the box labeled "No Delivery Date Restrictions".

Do Not Deliver Dates: \_\_\_\_\_

**No Delivery Date Restrictions**

## SHIP TO

**Same as BILL TO**

School/District Name: Decatur School District 61

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**RETURNS:** Returns will only be processed with prior authorization by Zaner-Bloser Customer Experience. Materials must have been purchased within 90 days and be in resalable condition. To make arrangements for a return and to ensure that you receive credit, contact Zaner-Bloser's Customer Experience department at 800.421.3018. Please do not return materials to the PO Box address. Return to: Zaner-Bloser Educational Publishers, Returns Department, 4555 Lyman Drive, Hilliard, OH 43026.

Please sign below to confirm your order and provide authorization for any applicable shipping charges and sales tax, if not sales tax exempt. Shipping is added at our standard rate of 9% or \$5.00, whichever is greater.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Contact our Customer Experience Department to place your order.**

**Zaner-Bloser, Inc., PO Box 16764, Columbus, OH 43216-6764**

**Phone: 800.421.3018, Fax: 800.992.6087 • Email: customerexperience@zaner-bloser.com**

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We believe that empowering students with the ability to communicate with confidence is key to succeeding in school and in life.

Our commitment to literacy manifests itself in four areas across all of our programs:

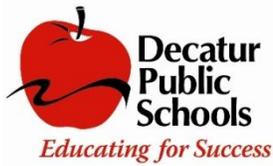
- Research Based
- Teacher Friendly, Student Focused
- Targeted Instruction to Build Skills
- Designed to Support Teachers and Students

Find the program that best fits your teacher and student needs by contacting your Zaner-Bloser Sales Representative:

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

<b>Date:</b> April 23, 2019	<b>Subject:</b> Approval of Updates to School Board Policies (Second Reading)
<b>Initiated By:</b> Todd Covault, EdD, Chief Operational Officer	<b>Attachments:</b> Updated Policies <ul style="list-style-type: none"> <li>• Section 02 – School Board</li> <li>• Section 04 – Operational Services</li> <li>• Section 05 – Professional Personnel</li> <li>• Section 06 – Instruction</li> <li>• Section 08 – Community Relations</li> </ul>
<b>Reviewed By:</b> Paul Fregeau, Superintendent	

### BACKGROUND INFORMATION:

Administrative staff regularly reviews Board policies to make adjustments based on current practices, needed changes to practices, and updates to reflect changes associated with new laws. The policies are reviewed and the respective administrator is responsible for bringing recommendations to the Superintendent, the District Leadership Team, and the Board of Education.

### CURRENT CONSIDERATIONS:

The following policies have additional changes since the first read at the April 9, 2019 Board meeting. The policies are being presented for approval.

- 4:150 – *Operational Services – Facility Management and Building Programs*
  - As requested by the Board, changed \$50,000 to \$25,000 in the second paragraph
  - As requested by the Board, removed *designee* as a named authority to name a room or other school property
- 5:250 – *Professional Personnel – Leaves of Absence*
  - Removed redundant language for sick, bereavement, and personal leave
- 6:185 – *Instruction – Remote Educational Program*
  - Removed limitation of junior and senior

The following policies were presented at the April 9, 2019 Board meeting as a first read. These policies are now being presented for approval. No changes have been made to these policies since the first read.

- 2:20 – *School Board – Powers and Duties of the School Board; Indemnification*
- 4:20 – *Operational Services – Fund Balances*
- 4:30 – *Operational Services – Revenue and Investments*
- 4:41 – *Operational Services – Use of Illinois County School Facility Sales Tax Revenues*
- 4:100 – *Operational Services – Insurance Management*

- 4:110 – *Operational Services – Transportation*
  - Note: Administration confirmed with the City that there are currently no identified Streetgang territories.
- 4:160 – *Operational Services – Environmental Quality of Buildings and Grounds*
- 5:122 – *Staff/Student Relations*
- 5:330 – *Educational Support Personnel – Sick Days, Vacation, Holidays, and Leaves*
- 6:15 – *Instruction – School Accountability*
- 8:95 – *Community Relations – Parental Involvement*

The following policies have been pulled for further ongoing conversations.

- 4:42 – *Operational Services – Debt Service Repayment Composition*
- 4:190 – *Operational Services – Targeted School Violence Prevention Program*

**FINANCIAL CONSIDERATIONS:**

N/A

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Updates to School Board Policies from Sections 02 School Board, 04 Operational Services, 05 Professional Personnel, 06 Instruction and 08 Community Relations as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

## School Board

### Powers and Duties of the School Board; Indemnification

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

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel and establishing an equal opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit and other aspects of the District's financial operation; and making available a statement of financial affairs as provided by State Law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School, and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.

14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

#### Indemnification

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

LEGAL REF.: 105 ILCS 5/10 5/17-1, and 5/27-1.  
115 ILCS 5/, Ill Educational Labor Relations Act.  
325 ILCS 5/4, Abused and Neglected Child Reporting Act.

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

REVISED:            August 06, 2013  
                          August 26, 2014  
                          March 24, 2015  
                          April 23, 2019

## Operational Services

### Fund Balances

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever the financial goals are not reflected and the rationale for why those goals are not reflected in the proposed budget.

For the purpose of this policy, Aggregate year-end Fund Balance (AFB) will comprise of the collective fund balances of Education, Operations and Maintenance, Transportation, Illinois Municipal Retirement/Social Security, and Working Cash. The School District seeks to maintain an AFB of no less than twenty percent (20%) of the prior fiscal year's aggregate expenditures in the respective funds.

This minimum 20 percent (20%) calculated reserve shall defer the first installment of annual property tax collections received, if received in June. At the end of each fiscal year (June 30), the AFB will be calculated by subtracting any early taxes received from the ending cash and investments. The resulting amount will be compared to the aggregate fiscal year end expenses to determine an AFB percentage.

In the event that the AFB percent falls below 20%, a report detailing the recommended corrective action to increase the AFB will be provided to the Board. The Superintendent or designee will provide such report no later than the September Board of Education meeting of the respective fiscal year.

The District's goal is to annually obtain Financial Review status (one step below Financial Recognition) as noted in the annual Illinois State Board of Education Financial Profile reported in the Annual Financial Report. For purposes of the Financial Profile calculation, outstanding debt service payments deliberately planned to be paid entirely from County sales taxes shall not be included in the long-term debt calculation.

Fund balances for Debt Service, Capital Projects, and Health/Life Safety are excluded from this policy. The expected fund balance for Tort should align with the monies necessary to meet the obligations of the District's self-insured workers compensation, maximum limit of indemnity.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: January 14, 1997

REVISED: May 26, 2009  
May 22, 2012  
August 5, 2014  
April 23, 2019

## Operational Services

### Revenue and Investments

#### Revenue

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

#### Investments

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

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

#### Investment Objectives

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

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

#### Authorized Investments

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan

banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than three years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short term obligations of corporations.
5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
6. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within four highest general classifications established by a rating service of national recognized expertise in rating bonds of states and their political subdivisions.
7. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
8. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
9. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed,

operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.

10. The Illinois School District Liquid Asset Fund Plus.
11. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to “purchase” specified securities from a designated institution. The “custodial bank” is the bank or trust company, or agency of government that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank’s computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are

- free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.
- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
  - k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.
12. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.

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

#### Selection of Depositories, Investment Managers, Dealers, and Brokers

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

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

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

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;

3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

#### Collateral Requirements

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

#### Safekeeping and Custody Arrangements

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

#### Controls and Report

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

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

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

#### Ethics and Conflicts of Interest

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

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,

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

LEGAL REF.: 30 ILCS 235/  
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

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

ADOPTED: May 27, 1997

REVISED: August 23, 1999  
May 27, 2008  
May 26, 2009  
May 22, 2012  
August 5, 2014  
April 23, 2019

**Operational Services****Use of Illinois County School Facility Sales Tax Revenues**

The District has issued, and may issue additional, bonds secured by revenues obtained pursuant to the County School Facility Occupation Tax Law (the Sales Tax Law). Sales Tax Law revenues shall first be used to pay debt service on such bonds pursuant to and in accordance with the resolution(s) of the Board which authorized the issuance of such bonds and shall be deposited into the applicable bond fund. Such resolution(s) may require a monthly set aside of a fractional amount of the next succeeding debt service payment. Sales Tax Law revenues not necessary for the payment of debt service and/or in excess of required monthly deposit, as applicable, shall be deposited into Capital Projects Fund. The Superintendent or designee shall annually prepare all documents and notices necessary for the Board to annually abate the Bond and Interest Levy for all outstanding alternate bonds secured by revenues obtained by the District pursuant to the County School Facility Occupation Tax Law.

LEGAL REF: 55 ILCS 5/5-1006.7  
105 ILCS 5/3-14.31

ADOPTED: April 23, 2019

## Operational Services

### Insurance Management

The Superintendent or designee shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Ill. High School Association that results in medical expenses in excess of \$50,000.
3. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

### Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, §1001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.  
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, and 5/22-15.  
215 ILCS 5/, Ill. Insurance Code.  
750 ILCS 75/, Ill. Religious Freedom Protection and Civil Union Act.  
820 ILCS 305/, Workers' Compensation Act.

ADOPTED: May 27, 1997

REVISED: May 27, 2008  
May 26, 2009  
May 22, 2012  
August 5, 2014  
April 23, 2019

## **Operational Services**

### **Transportation**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available (e.g. high schools), or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a serious safety hazard due to either (a) vehicular traffic or rail crossing as determined by the Illinois Department of Transportation (IDOT) or (b) a course or pattern of criminal activity, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/. A student's parent or guardian may file a petition with the Board of Education requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a student with special needs if included in the student's individualized educational program or 504 plan. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c) (5) (B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Only kindergarten thru 6<sup>th</sup> grade students can be approved for use of a daycare provider's address other than his or her residence. The daycare address MUST be in the same attendance area as the student's home residence. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Students that have moved during the school year and remain enrolled at the original school assignment will not be transported at the expense of the District; however, kindergarten through 6<sup>th</sup> grade students may be provided free transportation if they qualify under the District's Educational Stabilization Procedure. High school students residing more than one and one-half miles from school and using public transportation shall be issued a free bus pass for public transit if the student is eligible for free lunch as determined by the United States Department of Agriculture (USDA) application.

Students living less than one and one-half miles from their attendance center may be transported as a paid-rider for a fee established annually, based on the prior year's cost, provided there is space on the existing bus and provided rerouting the bus is not necessary.

Transportation for students in the non-grant funded PreK programs shall be afforded transportation under the following circumstances. For PreK students that qualify under the USDA guidelines for a free or reduced lunch shall be provided transportation at no charge. For PreK students who do not qualify under the USDA guidelines for a free or reduced lunch, the student shall be afforded transportation, when space is available, and at a rate annually calculated

by administration based on the prior year transportation cost. Half day PreK students must ride with a sibling and transportation is only provided one way transportation, depending if they are in an AM or PM class. If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent or designee shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

#### Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, and work day, to check the bus for children or other passengers in the bus.

- LEGAL REF.: 20 U.S.C, §6312(c)(5)(B)Elementary and Secondary Education Act  
42 U.S.C §11432 et seq., McKinney-Vento Homeless Assistance Act  
105 ILCS 5/10-22.22 and 5/29-1 et seq.  
105 ILCS 45/1-15 and /1-17.  
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813.1, 5/12-815,  
5/12-816, 5/12-821, and 5/13-109.  
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.  
92 Ill.Admin.Code Part 440.
- CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics and Conduct), 5:280  
(Educational Support Personnel - Duties and Qualifications), 6:140  
(Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus  
Conduct)
- ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip  
Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules),  
4:110-E3 (Emergency Medical Information for Students Having Special  
Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education  
of Homeless Children)
- ADOPTED: May 27, 1997
- REVISED: May 27, 2008  
May 22, 2012  
August 26, 2014  
March 24, 2015  
January 10, 2017 (effective July 1, 2017)  
July 10, 2018  
April 23, 2019

## Operational Services

### Facility Management and Building Programs

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

### Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$25,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

### Standards for Green Cleaning

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

### Standards for Facility Construction and Building Programs

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

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

1. Design buildings for sufficient flexibility to permit new or modified programs which drive student achievement and accommodate restorative practices.
2. With input from teachers and building staff, base educational specifications for school buildings on identifiable student needs.
3. Meet or exceed all safety requirements and requirements on the accessibility of school facilities to disabled persons as specified in state and federal law.
4. Provide for low maintenance costs, energy efficiency and minimal environmental impact.

5. Develop and implement a communication plan that tells the story to the community about the intention of design, respects the input of stakeholders and their ownership in the process.

#### Naming Buildings and Facilities

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

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.  
 20 ILCS 3130/, Green Buildings Act.  
 105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11  
 105 ILCS 140/, Green Cleaning Schools Act.  
 105 ILCS 230/, School Construction Law.  
 410 ILCS 25/, Environmental Barriers Act.  
 820 ILCS 130/, Prevailing Wage Act.  
 23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.  
 71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

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

ADOPTED: May 29, 1997

REVISED: May 27, 2008  
 May 22, 2012  
 July 8, 2014  
 August 5, 2014  
 March 24, 2015  
 April 23, 2019

**Operational Services****Environmental Quality of Buildings and Grounds**

The Superintendent or designee shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

LEGAL REF.: 29 C.F.R. Part 1910.1030, Occupational Exposure to Bloodborn Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).  
20 ILCS 3130/, Green Buildings Act.  
105 ILCS 5/10-20.17a; 5/10-20.48;  
105 ILCS 135/, Toxic Art Supplies in Schools Act.  
105 ILCS 140/, Green Cleaning School Act.  
225 ILCS 235/, Structural Pest Control Act.  
415 ILCS 65/, Lawn Care Products Application and Notice Act.  
820 ILCS 255/, Toxic Substances Disclosure to Employees Act.  
(*inoperative*)  
23 Ill.Admin.Code §1.330

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

ADOPTED: May 27, 1997

REVISED: May 26, 2009  
May 22, 2012  
August 5, 2014  
April 23, 2019

## **Staff/Student Relations**

### **Definitions**

*Educational Purpose* – A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

*Staff Member* – For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

*Student* – Individuals currently enrolled in the Decatur Public School District #61.

### **General**

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

### **Absolute Prohibitions**

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy 7:20 *Harassment of Students Prohibited* and policy 7:180 *Preventing Bullying, Intimidation, and Harassment* or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

### **Exceptions to Policy 5:122**

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The

district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

### **Failure to Maintain Boundaries**

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
3. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
4. Discussing the staff member's personal problems with or in the presence of students.
5. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
6. Inviting students to the staff member's home.
7. Being present when students are fully or partially nude.
8. Sending students on personal errands.
9. Allowing a student to drive the staff member's vehicle.
10. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
11. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students (see policy 4:110 *Transportation*).
12. Giving gifts to individual students.
13. Frequently pulling a student from another class or activity to be with the staff member.

**Electronic Communication**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be subject to review as deemed appropriate by school officials. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications occurs. Staff members will be required to send the communications simultaneously to the supervisor, supervisor designee, parent or guardian. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to Policy 5:122" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

### **Consequences**

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Illinois Department of Children and Family Services (DCFS) for further investigation, and the district may seek revocation of a staff member's license(s) with the Illinois State Board of Education (ISBE).

### **Reporting**

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy 7:20 *Harassment of Students Prohibited* will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy 7:20 *Harassment of Students Prohibited* and policy 7:180 *Preventing Bullying, Intimidation, and Harassment* to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

### **Training**

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

LEGAL REFERENCES:      20 U.S.C. § 1681  
Gebser, et al., v. Lago Vista Independent School District, 118 S. Ct. 1989, 524 U.S. 274, 141 L. Ed. 2d 277 (1998)  
Davis v. Monroe County Board of Education, 119 S. Ct. 1661, 526 U.S. 629, 143 L. Ed. 2d 839 (1999)

CROSS REFERENCES: 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment)

ADOPTED: April 23, 2019

## **Professional Personnel**

### **Leaves of Absence**

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

### **Child Bereavement Leave**

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

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

### **Sabbatical Leave**

Sabbatical leave may be granted in accordance with the School Code.

### **Leave of Absence Without Pay**

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

### **Leave to Serve as an Election Judge**

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

**Child-Rearing Leave**

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed 3 semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher must request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

**Leaves for Service in the Military**

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

**General Assembly Leave**

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

**Leave for Employment in Department of Defense**

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

**School Visitation Leave**

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick and disability leave.

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

**Leaves for Victims of Domestic or Sexual Violence**

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to see medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victim's Economic Security and Safety Act governs the purpose, requirements, scheduling and continuity of benefits, and all other terms of the leave. Accordingly if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. & 2601, et seq.)

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

Upon request, the School Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) 20 days of paid leave of absence per year to a trustee of the Teachers' retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

LEGAL REF.: 10 ILCS 5/13-2.5  
20 ILCS 1805/30.1 et seq.  
820 ILCS 154/  
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
820 ILCS 147/1 and 180/.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: June 10, 1997

REVISED: March 23, 2004  
April 8, 2008  
March 13, 2012  
October 28, 2014  
March 24, 2015  
January 10, 2017  
April 23, 2019

## Educational Support Personnel

### Sick Days, Vacation, Holidays, and Leaves

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

### Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board, Superintendent, or designee deem necessary in other cases, the Board, Superintendent or designee may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board, Superintendent, or designee requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent or designee may require that the employee provide evidence that the formal adoption process is underway.

### Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent or designee will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

### **Holidays**

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing the District to schedule school on a holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veterans Day
Casimir Pulaski's Birthday	Thanksgiving Day
Spring Break Day (e.g. Friday before Easter)	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

To be eligible for holiday pay, the holiday must occur during the respective employee's work year and the employee must be in pay status the day before and the day after the holiday. A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

### **Personal Leave**

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five (5) days of the school year, unless the Superintendent or designee grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

### **Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund**

Upon request, the Board will grant 20 days of paid leave absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

**Other Leaves**

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

LEGAL REF: 20 ILCS 1805/30.1 et seq.

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

School Dist. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist. No. 127 ½, 208 N.E.2d 423 (Ill.App.1, 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

ADOPTED: June 10, 1997

REVISED: March 23, 2004  
March 13, 2012  
May 13, 2014  
October 28, 2014  
March 24, 2015  
April 14, 2015  
August 11, 2015  
January 10, 2017  
January 9, 2018  
April 23, 2019

## **Instruction**

### **School Accountability**

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

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

### **Quality Assurance**

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

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

LEGAL REF.: 105 ILCS 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-21.3a, and 5/27-1.  
23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

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

Adopted: June 24, 2997

Revised: July 25, 2000  
June 10, 2003  
October 24, 2006  
August 7, 2012  
January 27, 2015  
August 11, 2015  
January 12, 2016  
December 13, 2016  
April 23, 2019

## Instruction

### Remote Educational Program

The Superintendent or designee shall develop, maintain, and supervise a remote educational program consistent with 105 ILCS 5/10-29. The remote educational program shall provide an opportunity for qualifying students to participate in an educational program delivered by the District in a location outside of a school.

The remote educational program shall:

1. Align its curriculum with the Ill. Learning Standards and Board policies 6:10, *Educational Philosophy and Objectives* and 6:15, *School Accountability*.
2. Offer instruction and educational experiences consistent with those given to students at the same grade level in the District through compliance with Board policies 6:30, *Organization of Instruction* and 6:300, *Graduation Requirements*.
3. Provide instructors that meet the teacher qualifications in Board policy 5:190, *Teacher Qualifications*. Instructors are responsible for the following elements of the program:
  - a. Planning instruction,
  - b. Diagnosing learning needs,
  - c. Prescribing content delivery through class activities,
  - d. Assessing learning,
  - e. Reporting outcomes to administrators and parents/guardians, and
  - f. Evaluating the effects of instruction.
4. Provide a remote educational program anytime during the period of time from and including the opening date to the closing date of the District's regular school term. It may operate on any calendar day, notwithstanding whether it is a student attendance day or institute day on the District's calendar or any other provision of law restricting instruction on that day. The District's regular school term is established by Board policies 2:20, *Powers and Duties of the School Board; Indemnification*, and 6:20, *School Year Calendar and Day*. The remote educational program may be offered outside of the regular school term as part of any authorized summer school program.
5. Establish a system to determine student participation in instruction in alignment with Board policy 6:20, *School Year Calendar and Day*.
6. Limit participation to students who demonstrate individual educational need(s). Approval of students in the program will be on a space-available basis.
7. Authorize the Superintendent or designee to approve students for participation in the program when the student shows evidence of:
  - a. Enrollment in the District pursuant to Board policies 7:60, *Residence* and 7:30, *Student Assignment and Intra-District Transfer*.

- b. Prior approval from their individualized educational program (IEP) team, if applicable.
  - c. How the remote educational program best serves the student's individual learning needs.
  - d. A consistent, appropriate attendance record, no disciplinary record, and a 2.5 minimum grade point average.
8. Include a process for developing and approving a written remote educational plan for each student participating in the program.
  9. Require students to complete their participation in the program within 12 months, unless the student's participation is extended by the District.
  10. Require students to participate in all assessments administered by the District pursuant to State and federal law and Board policy 6:340, *Student Testing and Assessment Program*.
  11. Align with the requirements of Board policy 7:340, *Student Records*.
  12. Comply with other State and federal laws and align with all applicable Board policies. This includes the Superintendent submitting a copy of this policy to the Ill. State Board of Education along with any amendments to it and any data on student participation.
  13. Be monitored by the Board pursuant to Board policy 2:240, *Board Policy Development*, and included as a topic for discussion in the annual report required by Board policy 6:10, *Educational Philosophy and Objectives*. It shall include a discussion of the process for renewal of the program when applicable.

LEGAL REF.: 105 ILCS 5/10-29.  
23 Ill.Admin.Code §226.360.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 2:240 (Board Policy Development), 5:190 (Teacher Qualifications), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:30 (Organization of Instruction), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:30 (Student Assignment and Intra-District Transfer), 7:60 (Residence), 7:340 (Student Records)

ADOPTED: April 23, 2019

## **Community Relations**

### **Parental Involvement**

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent or designee shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent or designee shall periodically report to the School Board on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADMIN. PROC.: 6:170-AP1, E1 (District Level Parental Involvement Compact in Title I Programs), 6:170-AP1, E2 (School Level Parental Involvement Compact in Title I Programs)

ADOPTED: April 22, 1997

REVISED: September 12, 2006  
February 12, 2013  
October 28, 2014  
April 23, 2019