

DECATUR PUBLIC SCHOOL DISTRICT #61  
BOARD OF EDUCATION  
AGENDA

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

April 26, 2022  
4:00 PM Open Session  
Closed Session Immediately Following  
6:30 PM Open Session Continuing

---

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

**Strategic Plan Mission:**

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

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

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

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

**AI 1.0 CALL TO ORDER**

**CALL FOR EXECUTIVE SESSION**

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

**IO 2.0 Roll Call**

**AI 3.0 RETURN TO OPEN SESSION**

- Possible Approval of Student Expulsions

**AI 4.0 RETURN TO CLOSED EXECUTIVE SESSION**

**AI 5.0 RETURN TO OPEN SESSION**

**IO 6.0 PLEDGE OF ALLEGIANCE**

**AI 7.0 APPROVAL OF AGENDA, APRIL 26, 2022**

**IO 8.0 PUBLIC PARTICIPATION**

- Identify oneself and be brief.
- Any public comments received will be read during this time.
- Comments should be limited to 3 minutes.

**IO 9.0 STUDENT AMBASSADORS' REPORT**

**BOARD DISCUSSION**

**IO 10.0 REPORTS FROM ADMINISTRATION**

- A. Summer School Programming Update
- B. First Read of Code of Conduct and Parent Handbook

**AI 11.0 ROLL CALL ACTION ITEMS**

- A. Possible Termination of a Secretarial Employee
- B. Adoption of a Separation Agreement
- C. Adoption of a Settlement Agreement regarding a Vehicular Accident
- D. Personnel Action Items
- E. Employment of a Coordinator of School Health Services
- F. 2022-2023 Athletic Plans for Middle and High School and Requested Funds
- G. HUDL Agreement for August 15, 2022 – August 14, 2025
- H. Lease Agreement: Decatur Public School District 61 and The Regional Office of Education (ROE)
- I. Flooring materials for Macon-Piatt Renovations – William Harris School
- J. Science Textbook Adoption

**AI 12.0 CONSENT ITEMS**

- A. Minutes: Open/Closed Session Meetings April 12, 2022
- B. Financial Conditions Report
- C. Treasurer's Report
- D. Resolution Authorizing the Disposal of Surplus Property
- E. MTSS Contract with Hanover Research
- F. Job Descriptions:
  - a. Director of Human Resources (update)
  - b. Director of Safety, Diversity, Equity and Inclusion (new)

**IO 13.0 ANNOUNCEMENTS**

The Board of Education and Administration sends condolences to the families of:

Donald Harley Henry Wachter, who passed away Friday, April 15, 2022. Mr. Wachter was a former educator and retired Superintendent of Schools for District 61.

James Williams Wilkerson, who passed away Friday, April 15, 2022. Mr. Wilkerson was the father of Cathey Coffey, Assistant Principal Secretary at Eisenhower High School.

Bonnie Lee Jones, who passed away Sunday, April 17, 2022. Mrs. Jones was the mother of Penny Jones, Counselor at Stephen Decatur Middle School and Amanda Seider, Social Studies Teacher at Eisenhower High School, mother-in-law of Tim Seider, Teaching Assistant at Eisenhower High School and wife of Dennis Jones, Long-Term Substitute.

**IO 14.0 IMPORTANT DATES**

- May** 18 2021-2022 DPS Retirement Celebration
- The Devon Lakeshore Amphitheater at 5:00 PM
  - Dinner from approximately 5:00 PM to 7:00 PM
  - Recognition of Retirees will begin at approximately 5:45 PM
- 21 **MHS** Class of 2021 Graduation Ceremony
- 11:00 AM, **MHS** Field (weather permitting)
- 21 **EHS** Class of 2021 Graduation Ceremony
- 2:00 PM, **EHS** Field (weather permitting)

**Please note:** **MHS** (11:00 AM) and **EHS** (2:00 PM) rain date will be May 22

**NEXT MEETING**

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, May 10, 2022 at the Keil Administration Building.

**AI 15.0 ADJOURNMENT**



## Board of Education Decatur Public School District #61

<b>Date:</b> April 26, 2022	<b>Subject:</b> 2022-2023 Student Code of Conduct and Parent Handbook
<b>Initiated By:</b> Lawrence Trimble, Director of Student Services and Discipline Action Committee	<b>Attachments:</b> PowerPoint Presentation Highlighting Summary of Changes
<b>Reviewed By:</b> Dr. Rochelle Clark, 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 restructuring of sections and updating some of the policies. 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 the move of some items from one level to another. All other changes are outlined in the power point presentation. Student Services would like to incorporate the necessary changes shown in the power point presentation into the *2021-2022 Student Code of Conduct and Parent Handbook* for the 2022-2023 school year.

**FINANCIAL CONSIDERATIONS:**

None at this time.

**STAFF RECOMMENDATION:**

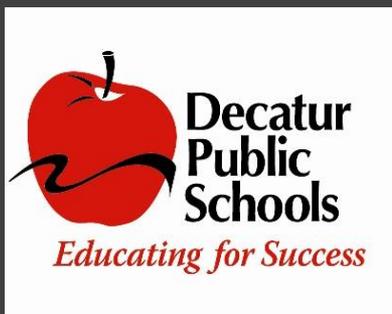
The Administration and Student Services Department respectfully requests the Board of Education accept this informational report of the changes to the *2021-2022 Student Code of Conduct and Parent Handbook* for the 2022-2023 school year as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

- *Proposed Changes to the*
- *Student Code of Conduct and Parent Handbook*
- *2022-2023 School year*



*Lawrence Trimble*  
*Director of Student Services*

*Department of Student Services*  
*Board Of Education Meeting*  
*April 26, 2022*

# Strategic Alignment



## Strategy 2:



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



## Results Statement 1 & 3

- 1. Establish the desired climate and culture within each of the District's schools that successfully engages students to improve learning outcomes.**
- 3. Establish an environment to ensure the safety of all students.**



# Summary of Changes

---

- Disciplinary Policy is now Administrative Procedures
- Section II under A.P. is now section III, and section III is now section II
- Two more questions for parents were added under Transportation
- Tardy Policy has been expanded on to include consequences
- Attendance percentage and language has been changed per legal
- Add ROTC as reason for waiver from physical education
- Language changes to School Student Records
- Update the Sexual Harassment Policy
- Update the grievance process under Sexual Harassment Policy
- Language change to Teen Dating Violence Policy
- Remove Notification Regarding Student Accounts as it is under the Technology and Internet Use portion
- Language changes to Parents Right to Opt-out of Health Education
- Add language in Rights and Responsibilities section



# Summary of Changes

---

- Add plagiarism language in General Conduct
- Expand on Student Dress Code and remove H.S. uniform policy
- The Disciplinary Policy is now called Administrative Procedures
- Language added to Administrative Procedures
- Language changes to Alternative Education section
- Add another item to Care Room and Transition Room
- Language changes under Out-Of-School Suspension
- Language changes to Special Education Suspension Procedures per legal
- Other Policies is now Policies and Procedures
- Language added to *Notification* under Technology and Internet Use policy
- Search and Seizure policy updated
- Bullying and Harassment policy updated
- Broke down *Referral to Alternative Education* to give brief description for each, Milligan Academy and Harris Learning Academy

# *Summary of Changes*

- Remove William Harris Suspension Room
- Add language under Mental Health Counselors
- Remove Behavior Intervention Support Team language
- Update Level One Consequences and Possible Interventions
- Move Gambling from Level Two to Level Three
- Update Level Two Consequences and Possible Interventions
- Update Definitions of Bullying per legal
- Move Theft (over \$20) to level four
- Update Level Three Consequences and Possible Interventions
- Add Acts Disrupting School to Level Four
- Add wording to Physical Confrontation with Students
- Update Level Four Consequences and Possible Interventions
- Update State of Illinois Toll Free Numbers and web addresses

# Next Steps After 1<sup>st</sup> Read

- Central Office Administrators provide updates relative to their department.
- Legal is sent the document and provides necessary changes.
- A Subcommittee of the Discipline Action Committee reviews the Discipline section of the Code of Conduct and recommends any changes.
- After tonight's first reading the Code of Conduct will be sent out to all Administration, Principals, and Discipline Action for final review, and recommendation for updates. Any updates will be provided to the Board of Education in Weekly Update.
- Parents are notified and given the Code of Conduct during the Registration process. The Code of Conduct is also accessible on the District Website homepage.

Discipline Action Committee Members  
2021-2022

Thank You!!!

Lawrence Trimble- Co-Chair

Phillip Winecke – Co Chair

Sergio Reyna

Nathaniel Tallent

Eric Newbon

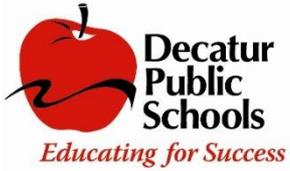
Stephanie Morgan-Harris

Shannon O'Connor

JoBeth Page

Robin Miller





***THANK YOU!***

***Questions?***

**MUTUAL SEPARATION AGREEMENT**

This **MUTUAL SEPARATION AGREEMENT** (hereinafter the “Agreement”) made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, between Jason Hood (hereinafter “Hood”) and the Board of Education of Decatur Public School District No. 61, (hereinafter “the Board” or “the District”).

**W I T N E S S E T H:**

**WHEREAS**, Hood, on the date of execution of this Agreement, is employed by the Board under the terms of a Director of Human Resources Employment Contract dated March 23, 2021 and covering the 2021-2024 contract years (“the Contract”); and

**WHEREAS**, the Parties have determined to mutually and amicably separate their employment relationship effective April 30, 2022; and

**WHEREAS**, the Hood has submitted his irrevocable intent to resign effective April 30, 2022, which is attached hereto as Exhibit A, and was accepted by the Board on the date of execution of this Agreement and is subject only to the terms of this Agreement; and

**WHEREAS**, the Parties agree that this Agreement is not to be construed or used as an admission of any wrongdoing and/or liability whatsoever by or on behalf of Hood or the Board; and

**WHEREAS**, Hood and the Board are mutually agreeable to entering into this Agreement which confirms the terms and conditions of Hood’s resignation and releases and waives any charges, grievances, lawsuits, claims, or other potential litigation between the parties.

**NOW, THEREFORE**, in consideration of the promises and mutual agreements of the parties, it is hereby agreed by the Board and Hood as follows:

**SECTION 1. INCORPORATION OF PREAMBLES.**

The parties hereby find that all of the recitals contained in the preambles to this Agreement are full, true and correct and do incorporate them into this Agreement by this reference.

**SECTION 2. SEPARATION**

By execution of this Agreement, the Parties agree to mutually end their employment relationship effective April 30, 2022. The Parties agree to release and waive any and all contractual rights extending after April 30, 2022 to June 30, 2024 under Hood's employment contract currently in effect, other than the payments and benefits provided in Section 3 of this Agreement.

**SECTION 3. CONTRACTUAL PAYMENTS AND OTHER CONSIDERATION**

In complete and final settlement of any and all claims, actions, causes of action and demands that Hood may now have or that may inure to Hood arising out of or in any way connected with, directly or indirectly, the employment of Mr. Hood, the Board hereby agrees as follows:

- A. To provide all compensation and benefits to Hood through April 30, 2022 as set forth in Hood's employment Contract and any amendments thereof.
  
- B. In consideration of Hood's waiver of claims as set forth in Section 4 hereof, the District shall pay to Hood the total sum of One-Hundred Ninety One Thousand Five Hundred and 00/100 Dollars (\$191,500) less customary and appropriate withholdings, to be paid to Hood within thirty-five (35) days of the execution of this Agreement by both parties. Said payment represent that this amount represents consideration paid in the settlement of potential claims, including, but not limited to lost wages and is the entire obligation by the Board to Hood of any kind whatsoever under this Agreement or under his employment contract or pursuant to any other promise, procedure, policy or contract between Hood and the Board.
  
- C. Hood shall use his remaining one (1) day of accumulated vacation during the remainder of the 2021-2022 contract year.

- D. Mr. Hood shall not be paid for any accumulated sick leave or personal days remaining upon his resignation. The District shall report Mr. Hood's accumulated sick leave as of his date of resignation to the Illinois Municipal Retirement Fund of the State of Illinois.
- E. In consideration of the waiver of Hood's rights under the Age Discrimination in Employment Act and the Older Workers Benefit Protection Act as set forth in Section 5 hereinbelow, the District shall pay to Hood the separate sum of Five Hundred and 00/100 Dollars (\$500.00), to be paid to Mr. Hood within thirty-five (35) days of the execution of this Agreement by both parties. Said payment represents consideration paid in the settlement of potential claims.
- F. Hood shall, after the resignation date of April 30, 2022, be responsible for acquisition and payment of health insurance for himself. The Board shall not interfere with Hood's ability to utilize health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act ("COBRA") beginning with a May 2022 payment.

In complete and final settlement of any and all claims, actions, causes of action and demands that the Board may now have or that may inure to the Board arising out of or in any way connected with, directly or indirectly, the employment of Hood, Hood hereby agrees to fulfill his duties and responsibilities as set forth in the Contract through April 30, 2022 and aid in the transition between himself and the next Director of Human Resources for the District.

In turn, the Board hereby agrees to treat Mr. Hood in a professional manner, and to not take any action, or make any statement, whether oral, written, electronic or in any other form, or to cause or encourage any other person to take any action or make any such statement, that is detrimental to Hood's ability to perform his duties up and through April 30, 2022, obtain gainful employment in the future and/or that disparages Hood, or damage his reputation.

#### **SECTION 4. GENERAL RELEASE AND WAIVER OF CLAIMS**

In consideration of the payments and benefits set forth in Section 2 above, Hood, for himself and his agents, representatives, attorneys, assigns, heirs, executors, and administrators, and the Board, its members, employees, agents, officials, officers, insurers and/or attorneys fully and mutually release each other from any and all liability, claims, demands, actions, causes of action, suits, grievances, debts, sums of money, agreements, promises, damages, costs, expenses, attorneys' fees, and remedies of any type, whether concealed or not concealed, known or unknown, regarding any act or failure to act that occurred during the employment of Hood, including, without limitation, any claims related to Hood's employment, tenure or separation of employment from the Board, and including but not limited to all claims, actions or liability under (1) *The School Code*; (2) Title VII of the *Civil Rights Act of 1964*, the *Civil Rights Act of 1991*, the *Civil Rights Act of 1866* (42 U.S.C. § 1981), the *Equal Pay Act*, the *Americans with Disabilities Act*, the *Age Discrimination in Employment Act*, the *Family and Medical Leave Act*, and the *Illinois Human Rights Act*; (3) any other federal, state, or local statute, ordinance, or regulation regarding employment, compensation, employee benefits, tenure, termination of employment, or discrimination in employment; and (4) the common law of any state relating to employment contracts, tenure, wrongful discharge, intentional infliction of emotional distress, loss of consortium or any other matter.

This General Release and Waiver of Claims does not apply to any action to enforce this Agreement.

#### **SECTION 5. AGE DISCRIMINATION**

Hood acknowledges that he may have rights under the Older Workers Benefit Protection Act (29 U.S.C. 626, *et seq.*) and/or the Age Discrimination in Employment Act (29 U.S.C. 621, *et seq.*) and explicitly waives knowingly and voluntarily any rights he may have under said Acts. Hood acknowledges that he is entitled to at least twenty-one (21) days to consider his options with respect to the provisions of this Agreement; however, Hood further acknowledges that he knowingly and voluntarily elected to shorten the twenty-one (21) day period between presentation of the final written Agreement and his signature hereof on the date below. Hood shall have seven (7) days from his execution of this Agreement to change his mind and rescind this Agreement.

## **SECTION 6. NO FAULT**

This Agreement is not to be construed or used as an admission of any wrong-doing and/or liability whatsoever by or on behalf of Hood and/or Board, as each of the undersigned expressly deny any and all liability or wrong doing in connection with disputed issues. Furthermore, Hood and the Board, including its individual members, will not engage, or cause others to engage in conduct which disparages the others unless required under law or in defense of a legal matter. The Board agrees to respond to any request for information regarding Hood by providing a copy of a letter substantially in the form of the letter attached to this Agreement as Exhibit B and/or joint press statement attached to this Agreement as Exhibit C. Nothing herein shall prohibit other board members and individual employees from providing personal letters of recommendation and/or oral references if so requested by Hood. Further, the Parties agree that said separation shall be announced by reading the Press Release as attached hereto as Exhibit C.

## **SECTION 7. INDEMNIFICATION.**

The Board shall indemnify, defend and protect Mr. Hood in respect to matters arising out of his employment with the District to the extent required by Section 10-20.20 of the *School Code* (105 ILCS 5/10-20.20). In no case will individual Board members be considered personally liable for indemnifying Hood against such demands, claims, suits, actions, and legal proceedings. If Hood is required to return to the District in regard to any all demands, claims, suits, actions and legal proceedings, the District shall pay for the related expenses. Hood shall at all times reasonably cooperate with Board, its agents and attorneys in defense of any demand, claim, suit or legal proceedings, and Hood's failure to do so, despite written notice, may, at the option of the Board, terminate its obligations under this Agreement, to the extent permitted by law.

## **SECTION 8. VOLUNTARY NATURE OF AGREEMENT**

Hood and Board agree that they are freely, knowingly, voluntarily, and without duress, coercion, or undue influence signing this Agreement. Hood and the Board agree that they intend to be legally bound by the terms of this Agreement. Hood and the Board acknowledge and agree that the terms of this Agreement were drafted by and are the product of mutual negotiation and compromise, and that the terms of this Agreement shall be construed fairly as to all parties and not

in favor or against any party based on which party was responsible for any language in this Agreement.

#### **SECTION 9. COMPLETE UNDERSTANDING**

This Agreement sets forth all of the promises, agreements, conditions and understandings between the parties related to the subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, expressed or implied, between them other than as herein set forth.

#### **SECTION 10. EFFECT OF AGREEMENT**

This Agreement shall inure to the benefit of the Board and Hood and shall bind the Board and Hood, their agents, representatives, assignees, and successors.

#### **SECTION 11. ADVICE OF COUNSEL**

The Parties have had an opportunity to consult legal counsel regarding the terms of this Agreement and the legal liabilities of the parties and enter into this Agreement knowingly and without duress.

#### **SECTION 12. WAIVER**

Failure of any party to exercise any of that party's rights under this Agreement in the event another party breaches this Agreement shall not be construed as a waiver of such breach or prevent the non-breaching party from later enforcing strict compliance with the promises in the Agreement.

#### **SECTION 13. SEVERABILITY**

If any of the provisions, terms and clauses of this Agreement are declared illegal, unenforceable, or ineffective in a legal forum with competent jurisdiction to do so, those provisions, terms and clauses shall be deemed severable, and all other provisions, terms and clauses of this Agreement shall remain valid and binding upon all the parties hereto.

**SECTION 14. AMENDMENT OF AGREEMENT**

Except as otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

**SECTION 15. CHOICE OF LAW**

This Agreement shall be governed and construed in accordance with the laws of the State of Illinois to the extent applicable. In the event of the institution of any legal proceedings, the parties hereto agree that jurisdiction and venue shall be vested in any federal or state court located in the State of Illinois and that venue, for all purposes, shall be in Macon County, Illinois.

**SECTION 16. SIGNATURE IN COUNTERPARTS**

This Agreement may be executed in counterparts each of which shall be considered an original, and all of which together shall be considered one and the same instrument. The Agreement shall be effective when each party hereto shall have signed a counterpart, and a set of counterparts bearing the signatures of each party hereto shall constitute the Agreement as fully as if all the parties shall have signed a single document.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement on this \_\_\_ day of \_\_\_\_\_, 2022.

---

**Jason Hood**

**BOARD OF EDUCATION OF  
DECATUR PUBLIC SCHOOL  
DISTRICT NO. 61  
MACON COUNTY, ILLINOIS**

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

**ATTEST:**

\_\_\_\_\_  
**Vice President/Secretary**

**EXHIBIT A**

\_\_\_\_\_, 2022

Mr. Dan Oakes, President  
Board of Education  
Decatur Public School District No. 61

Dear Members of the Board of Education,

The purpose of this letter is to tender my intent to resign as the Director of Human Resources and as an employee of the School District effective April 30, 2022. This resignation shall be effective on receipt by Mr. Oakes and shall be irrevocable subject only to the terms of the underlying Mutual Separation Agreement.

I wish nothing but the absolute best to the members of the Board of Education, staff, community, parents and students.

Sincerely,

Jason Hood  
Director of Human Resources

**EXHIBIT B**

[Date]

To Whom It May Concern:

Jason Hood was hired as the Director of Human Resources of Decatur Public School District No. 61 effective March 23, 2021. Mr. Hood served as the Director of Human Resources until the parties mutually agreed to end their employment relationship effective April 30, 2022. It is important to the parties that this is not a result of fault or misconduct, but best described as a mutual and amicable decision to end their contractual relationship.

Decatur Public Schools wishes Mr. Hood nothing but the best in his future endeavors.

Sincerely,

---

President, Board of Education

Decatur Public School District No. 61

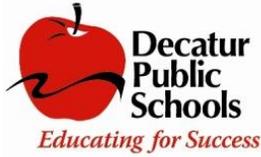
## **EXHIBIT C**

### **Press Release**

On April 26, 2022, the Board of Education and the Director of Human Resources, Mr. Jason Hood, determined to amicably and mutually end their employment relationship, effective April 30, 2022.

It is important to the Parties that this is not a result of fault or misconduct, but best described as a mutual and amicable decision to end their contractual relationship.

The Board of Education wishes Mr. Hood success in his future endeavors and assisting in a smooth transition between himself and the School District's next Director of Human Resources. In turn, Mr. Hood would like to thank the Board of Education for the opportunity to serve Decatur Public School District No. 61.



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

<b>Date:</b> April 26, 2022	<b>Subject:</b> Adoption of Settlement Agreement regarding a Vehicular Accident
<b>Initiated By:</b> Dr. Mike Curry, EdD, Chief Operational Officer	<b>Attachments:</b> Settlement Agreement
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

In June of 2020 a District maintenance employee was involved in an automobile accident in a District vehicle during normal working hours. The accident was reported to the District's insurance carrier and counsel was assigned to the claim to defend the personal injury claim filed by the driver of the other vehicle.

**CURRENT CONSIDERATIONS:**

The attached agreement was settled within the authority given by the Board and the insurance company.

**FINANCIAL CONSIDERATIONS:**

The agreement was a settlement covered by the insurance carrier.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board adopt/approve the attached Settlement Agreement regarding a Vehicular Accident as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT  
MACON COUNTY, ILLINOIS**

STEPHANIE FORD, Individually,	)	
and CADEN FORD, a minor, by his mother	)	
and next friend STEPHANIE FORD,	)	
Plaintiffs,	)	
	)	
v.	)	Case No. 2020-L-124
	)	
DECATUR SCHOOL DISTRICT 61,	)	
Defendant.	)	

**SETTLEMENT AGREEMENT**

**THIS AGREEMENT** is made and entered into by and between Stephanie Ford individually and as next Friend and mother of Caden Ford, Caden Ford (hereinafter the “Fords”) and Decatur School District # 61 (hereinafter the “District”) (the Fords and the District are sometimes collectively referred to as the “Parties”).

**RECITALS**

**WHEREAS**, the Fords filed a complaint against the District in the Circuit Court of the Sixth Judicial Circuit, Macon County, Illinois, No. 2020 L 124 (the “Complaint”), alleging state law claims stemming from a motor vehicle collision on or about June 2, 2020; and

**WHEREAS** the Fords and the District desire to fully address and resolve any and all claims, demands, or other related matters that were alleged or could have been alleged in the Complaint, or may arise from the allegations underlying the Complaint, and to avoid any and all claims or differences which might now or hereafter accrue or arise.

**NOW, THEREFORE**, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **INCORPORATION OF RECITALS.** The recitals set forth hereinabove are true and correct and are incorporated in this paragraph by this reference.
  
2. **DISMISSAL WITH PREJUDICE.** The Fords shall voluntarily dismiss the District from the Circuit Court Trial Case by a Stipulation to Dismiss upon approval of this Settlement Agreement by the Circuit Court pursuant to the Sixth Judicial District Local Rule 8.9.
  
3. **COMPENSATION.** The District shall collectively pay to the Fords the total gross sum of (\$125,000.00) paid by the School District or the School District’s insurance company, with \$35,000 allocated to Stephanie Ford and \$90,000 allocated to Caden Ford, payable

jointly to William Faber Law and Stephanie Ford, individually and as parent of Caden Ford. The payments shall be made upon satisfaction of the conditions set forth in paragraph 4 below.

4. **ORDERS APPROVING SETTLEMENT.** The Fords acknowledge and agree that the above payments shall not be made until: (a) each of the Parties have signed and dated this Agreement; (b) the Circuit Court has entered an order approving the settlement on behalf of the minor Caden Ford pursuant to Sixth Judicial District Local Rule 8.9; (c) the entry of any and all orders of the Macon County Probate Court, and/or pursuant to the Probate Act, approving the settlement and/or distributions to the minors; and, (d) the District is voluntarily dismissed with prejudice. The Fords shall be responsible at their sole cost and expense for obtaining said orders and making distributions to the minors pursuant to the order and directions of the Probate Court. The Fords further acknowledge that they have or will initiate the appropriate Probate Court proceedings to approve the settlement on behalf of the minor Plaintiff, and that this Agreement is subject to and being executed in accordance with orders of distribution entered by the Probate Court and authorizing Stephanie Ford, as parent of Caden Ford, to sign on behalf of the minor Caden Ford. Said orders are incorporated herein by this reference. The Fords hereby agree to defend, indemnify, and hold harmless the Released Parties, as defined in Section 6, from and against any claims that they or the minor Caden Ford may have relating to the approval of the settlement herein and/or orders of distribution of the settlement proceeds of the Probate Court or pursuant to the Probate Act.
5. **NO ADDITIONAL BENEFITS.** No promise has been made by the District to pay any other amounts now or in the future except as set forth in this Agreement. The Fords shall not be entitled to any additional benefits from the District other than those specifically set forth in this Agreement.
6. **GENERAL RELEASE OF CLAIMS.** In consideration of the promises contained herein, the Fords and respective heirs, agents, representatives, successors and assigns, hereby releases, discharges and forever frees the District and its individual board members, officers, agents, attorneys, representatives, administrators, employees, insurers, heirs, successors, and assigns, and each and every one of them, including but not limited to Chris Tennyson, (collectively, the "Released Parties"), from any and all claims, allegations, assertions, debts, dues, demands, liens, obligations, fees (including attorneys' fees), actions, or causes of action, of every kind or nature, at law or in equity, which they may now have or claim to have, or which may hereinafter accrue, whether known or unknown, anticipated or unanticipated, for any act done or omitted to be done from the beginning of time to the effective date of this this Agreement, including, but not limited to, any act or omission that was alleged or that could have been alleged in the Lawsuit.

This general release does not include any claims arising from an alleged breach of the terms of this Agreement. The Fords covenant never to institute or cause to be instituted, or assist in the institution of, any suit or action at law, equity, or otherwise, in any federal or state court, before any federal, state or local administrative agency, or before any

tribunal, public or private, relating to or arising from any claim that has been released hereunder.

7. **RELEASE OF LIEN(S)**. In addition to the general release of claims set forth in Paragraph 6 above, the Fords and their heirs, agents, representatives, successors and assigns, hereby agree to pay any and all outstanding liens of any kind that may exist, including but not limited to attorneys, former attorneys, physicians, hospitals, Medicare, Medicaid, and any and all other healthcare providers, from the total amount paid hereunder and further agree to defend, indemnify and forever hold harmless the Released Parties from any and all such lien or liens.
8. **CONTRACTUAL CAPACITY**. The Fords acknowledge that they have entered into this Agreement voluntarily and knowingly and with the full and complete authority and contractual capacity to do so. The Fords acknowledge that they have been provided the opportunity to consult with an attorney prior to executing this Agreement and have had ample opportunity to review its terms.
9. **EFFECTIVE DATE**. The Fords acknowledge that this Agreement shall become effective upon the date they sign this Agreement, or upon the date on which the District sign this Agreement, whichever is later.
10. **COMPLETE UNDERSTANDING**. This Agreement sets forth all of the promises, agreements, conditions and understandings between the Fords and the District relative to the subject matter hereof and no other promises, agreements or understandings whether oral or written, expressed or implied exist between them.
11. **AMENDMENTS**. No provisions or requirements expressed in this Agreement may be altered, modified, changed or canceled after the effective date of this Agreement, except upon the express written consent of the Fords and District.
12. **EFFECT OF AGREEMENT**. This Agreement shall inure to the benefit of and bind the Fords, the District, and their heirs, executors, agents, representatives, assigns and successors.
13. **APPLICABLE LAW**. This Agreement shall be governed by the laws of the State of Illinois.
14. **EXECUTION**. This Agreement may be executed in multiple counterparts, and a set of counterparts bearing the signatures of each party hereto shall constitute the Agreement as fully as if the parties had signed a single document. The parties shall accept facsimile or electronic copies of this Agreement as if original copies.
15. **NO ADMISSION OF LIABILITY**. This Agreement shall not in any way be construed or used as an admission of any wrongdoing or liability of any kind or nature by the Released Parties, the same being denied. This Agreement shall not serve as evidence or notice of any wrongful or unconstitutional conduct by or on the part of the Released

Parties in any court or other proceeding of any kind. The Fords acknowledge and agree that this settlement is being made solely to avoid the uncertainty and expense of litigation and to buy the peace between the parties.

16. **SEVERABILITY.** Should any provision of the Agreement be declared illegal by a court of competent jurisdiction, then said provision shall be deleted from this Agreement to the extent it violates the law, and the remaining provisions in this Agreement shall remain in full force and effect so long as the parties' intent in entering into this Agreement can still be met.
17. **NON-PRECEDENTIAL EFFECT.** The terms of this Agreement are non-precedential, and this Agreement will not be used for any purpose other than to resolve this dispute.

**IN WITNESS WHEREOF, Stephanie Ford individually and as next Friend and mother of Caden Ford, Caden Ford, and Decatur School District # 61 have approved and executed this Agreement on the dates indicated below.**

**STEPHANIE FORD , AS NEXT FRIEND AND MOTHER OF CADEN FORD**

Stephanie D. Ford

Date: 3-31-2022

**STEPHANIE FORD , INDIVIDUALLY**

Stephanie D. Ford

Date: 3-31-2022

**DECATUR SCHOOL DISTRICT #61**

\_\_\_\_\_

By: \_\_\_\_\_

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



## Board of Education Decatur Public School District #61

<b>Date:</b> April 26, 2022	<b>Subject:</b> Personnel Action
<b>Initiated By:</b> Jason M. Hood, Director of Human Resources, and the Human Resources Department	<b>Attachments:</b> 7 Pages of Personnel Action
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

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

**CURRENT CONSIDERATIONS:**

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

**FINANCIAL CONSIDERATIONS:**

These positions are in the budget.

**STAFF RECOMMENDATION:**

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

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

**To: Board of Education**  
**From: Jason M. Hood**  
**Director of Human Resources**  
**Date: April 21, 2022**  
**Board Date: April 26, 2022**  
**Re: Personnel Action**

**EMPLOYMENT RECOMMENDATIONS**

**TEACHERS:**

Name	Position	Effective Date
Aric Greenberg	Cross Categorical, MacArthur	August 10, 2022
Aaron J Hooten	Physical Education, Hope Academy	August 10, 2022
Mollie Johnston	Kindergarten, Hope Academy	August 10, 2022
Bailey Salyards	Grade 3, Hope Academy ( <i>Pending Licensure</i> )	August 10, 2022
Victoria Williams	Middle School Math, Dennis Mosaic	August 10, 2022

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

**ADMINISTRATIVE SUPPORT:**

Name	Position	Effective Date
Steven M Nichols	Digital Multimedia & Special Projects Coordinator, Keil	May 9, 2022

**MAINTENANCE:**

Name	Position	Effective Date
Charlie Sams	Maintenance Worker, Buildings & Grounds	April 25, 2022

**OUTREACH PERSONNEL:**

Name	Position	Effective Date
Christiana Crutchfield	Hourly School Nurse, Muffley	April 19, 2022
Bobbi Hickman	Hourly School Nurse, Montessori Academy	April 25, 2022

**EXTENDED DAY****NON-CERTIFIED:**

Name	Position	Effective Date
Ahsaan Spence	Non Certified Staff, Baum PM	April 5, 2022

**TRANSFERS****ADMINISTRATORS :**

Name	Position	Effective Date
Heidi Beck	From Dean, Eisenhower, 195 days to Assistant Principal, Eisenhower, 261 days	July 1, 2022
Jenny Kosiec	From Dean, Eisenhower, 195 days to Assistant Principal, Eisenhower, 261 days	July 1, 2022
Nathaniel Tallent	From Assistant Principal, Stephen Decatur, 200 days to Assistant Principal, Montessori Academy, 200 days	July 25, 2022
Stacy Witts	From Assistant Principal, Pershing, 200 days to Assistant Principal, Muffley/Baum, 200 days	July 25, 2022

**TEACHERS:**

Name	Position	Effective Date
Sarah Bell	From Cross Categorical, Eisenhower to Cross Categorical, MacArthur	August 10, 2022
Jennifer Eastham	From Social Worker, Muffley/Harris to Social Worker, Muffley	August 10, 2022
Hannah Freese	From Life Skills, Eisenhower to Cross Categorical, Eisenhower	August 10, 2022
Jaime Goodman	From Pre K Remote Learning to Grade 2, Parsons	August 10, 2022
David Harding	From Alternative Ed, William Harris to Careers/PBL, Stephen Decatur	August 10, 2022
Lindsey Howell	From Certified School Nurse, Eisenhower/MacArthur to Certified School Nurse, Hope Academy	April 19, 2022

Nicole Long	From Alternative Ed, William Harris to Language Arts, Stephen Decatur	August 10, 2022
-------------	---	-----------------

TEACHING ASSISTANTS:

Name	Position	Effective Date
Dylan Austin	From Cross Categorical Assistant, American Dreamer, 6 hours per day to Cross Categorical Assistant, William Harris, 6 hours per day	April 13, 2022
Gabriela Calhoun	From Hardship Assistant, South Shores, 6.5 hours per day to K/1 Instructional Assistant, Hope Academy, 6 hours per day	August 10, 2022
Nicole Carey	From Class Size Assistant, Muffley, 6 hours per day to Library Media Assistant, American Dreamer, 6 hours per day	August 10, 2022
Amanda Faith	From K/1 Instructional Assistant, South Shores, 6 hours per day to Cross Categorical Assistant, Muffley, 6 hours per day	August 10, 2022
Sherrill Goodwin	From K/1 Instructional Assistant, Franklin Grove, 6 hours per day to K/1 Instructional Assistant, William Harris, 6.25 hours per day	August 10, 2022
Kathy Hendricks	From Leave to K/1 Instructional Assistant, Parsons, 6 hours per day	August 10, 2022
Crista Hjort	From Special Ed One on One Assistant, Stephen Decatur, 6.25 hours per day to Life Skills Assistant, Hope Academy, 6 hours per day	August 10, 2022
Marla Kennedy	From Special Ed One on One Assistant, SEAP, 6.25 hours per day to Special Ed One on One Assistant, SEAP, 6 hours per day	March 28, 2022
Amanda Kralik	From Special Ed One on One Assistant, American Dreamer, 6 hours per day to K/1 Instructional Assistant, American Dreamer, 6 hours per day	April 25, 2022
Macie Mowry	From Class Size Assistant, Baum, 6 hours per day to K/1 Instructional Assistant, American Dreamer, 6 hours per day	August 10, 2022

Brandy O'Connor	From K/1 Instructional Assistant, Franklin Grove, 6 hours per day to Grant Funded Assistant, Franklin Grove, 6 hours per day	August 10, 2022
Kaylee Rigsby	From Alternative Ed Assistant, William Harris, 6.25 hours per day to 504 One on One Assistant, Franklin Grove, 6 hours per day	April 19, 2022
Tandya Smith	From K/1 Instructional Assistant, Franklin Grove, 6 hours per day to 504 One on One Assistant, American Dreamer, 6 hours per day	August 10, 2022

**CUSTODIANS:**

Name	Position	Effective Date
Kenneth Hentz	From 1st Shift Head Custodian, Dennis Mosaic to 1st Shift Head Custodian, Parsons	April 25, 2022
Jamila Robinson	From 2nd Shift Custodian, Parsons to 1st Shift Custodian, Pershing	April 25, 2022
Selina Scott	From 2nd Shift Custodian, All Schools to 2nd Shift Custodian, IT/Alternative Ed	April 25, 2022

**CATEGORY CHANGE:**

Name	Position	Effective Date
Aileen Maggio	From Special Ed Administrator, Macon Piatt to Pre Vocational Coordinator, Macon Piatt	August 10, 2022

**RESIGNATIONS**

**TEACHER:**

Name	Position	Effective Date
Amy Edrington	Middle School Language Arts, American Dreamer	End of the 2021-2022 School Year

**TEACHING ASSISTANT:**

Name	Position	Effective Date
Melanie Anselmo	K./1 Instructional Assistant, Baum	April 21, 2022

**SCHEDULE B:**

Name	Position	Effective Date
Desiree Honorable	Head Cheerleading Coach, MacArthur	April 20, 2022
Phillip Winecke	Middle School Girls Track Coach, Dennis Mosaic	May 30, 2022

**OFFICE PERSONNEL:**

Name	Position	Effective Date
Ashlynn Busler	Secretary to the Assistant Superintendent, Keil	April 14, 2022
Megan Bantz	Secretary to the Elementary Principal, Parsons	April 29, 2022

**OUTREACH PERSONNEL:**

Name	Position	Effective Date
Karen Mayer	Parent Educator, Garfield Pre K	April 30, 2022

**SECURITY PERSONNEL:**

Name	Position	Effective Date
Json Carson	School Security Officer, Dennis Mosaic	April 8, 2022

**EXTENDED DAY****NON CERTIFIED:**

Name	Position	Effective Date
Kaylin Clark	Non Certified Staff, Dennis Mosaic	April 25, 2022

**RETIREMENT****TEACHERS:**

Name	Position	Effective Date
Dawn Camacho	Life Skills, Montessori Academy	December 31, 2022
Tamara Schmitt	Cross Categorical, Franklin Grove	December 31, 2022

## COMPENSATION RECOMMENDATIONS:

- The following staff members should be compensated for participating in Science Pilot Teacher PD and Prep for 3rd quarter from January 3-March 11, 2022 at PDI:

Carla Giberson	\$66.00	Nicole Genet	\$165.00
Diane Orr	\$132.00	Olivia Mannlein	\$156.75
Katherine Fehrenbach	\$82.50	Paige Brehm	\$148.50
Katherine Moore	\$181.50	Pam Blades	\$156.75
Katheryn Libbey	\$33.00	Penny Dunning	\$115.50
Kelly Bailey	\$165.00	Phillip Winecke	\$297.00
Leslie Woolsey	\$148.50	Samantha Stark	\$198.00
Libby Kirkland	\$231.00	Sara Kelly	\$189.75
Maggie Sheldon	\$198.00	Stacey Long	\$140.25
Megan Noel	\$66.00	Thomas Beller	\$16.50
Melissa Goede	\$247.50	Tiffany Miller	\$148.50
Melissa Cripe	\$66.00		

- The following staff members should be compensated **\$16.67** for participating in Instructional Leadership Team on March 7, 2022 at Muffley:

Kelly Bailey	Jamie Reed
Susan Barnes	Ashley Robinson
Melissa Prasun	

- The following staff members should be compensated **\$16.67** for participating in Data Review Team on March 3, 2022 at Muffley:

Jessica Meier	Jared Staples
Megan Noel	Jobeth Sweeney
Jamie Reed	

- The following staff members should be compensated **\$16.67** for participating in CCE Team Meeting on March 21, 2022 at Muffley:

Melissa Cripe	Jennifer Eastham
Julie Comerford	Stacie Patterson

- The following staff members should be compensated **\$16.67** for participating in PACE Team Meeting on March 9, 2022 at Muffley:

Libby Kirkland	Tressa James
Joseph Krouse	Kimberlee Descesaro

- The following staff members should be compensated **\$16.67** for participating in SEL/PRIDE Team Meeting on March 29, 2022 at Muffley:

Diane Orr	Stephanie Meis
Vanessa Kelson	Skyler Flesch

- The following staff members should be compensated for participating in HMH Foundational Skills and Phonics Instruction on April 5, 2022 at PDI:

Yolanda Minor	\$33.32	Denisha Patrick	\$16.66
Rebecca Novak-Ewell	\$16.66	Joslyn Keathley	\$16.66

- The following staff members should be compensated for participating in Science Pilot Presentations on April 4, 2022 at Online via PDI:

Megan Noel	\$49.50	Melissa Goede	\$49.50
Carla Giberson	\$49.50	Penny Dunning	\$49.50
Maggie Sheldon	\$49.50	Leslie Woolsey	\$33.00
Tiffany Miller	\$49.50	Cassie Mann	\$24.99
Diane Orr	\$49.50	Maria Wiggins	\$24.99
Phillip Winecke	\$49.50	Kelly Bailey	\$49.50
Pamela Blades	\$49.50	Paige Brehm	\$49.50
Samantha Stark	\$49.50	Kelli Murray	\$16.66
Olivia Mannlein	\$49.50	Emily Hahn	\$37.50
Stacey Long	\$49.50	Libby Kirkland	\$49.50
Eric Schultz	\$24.99	Donovan Marschner	\$24.99
Katheryn Libbey	\$49.50		

To: Dr Rochelle Clark, Superintendent  
From: Jason M. Hood, Director of Human Resources  
Date: April 26, 2022  
Re: Administrative Recommendation

The following person is recommended for the position of Coordinator at School Health Services.

Lorie Frame

Moving from Certified School Nurse (180 days), (step 3 at \$45,290.00) at Hope Academy to the Coordinator (220 days) at School Health Services, (step 0 at \$86,494.00)

Education:

2011	B.A.	University of Phoenix, Tempe, AZ
1985	A.A.	Catonsville Community College, Catonsville, MD

Experience:

2021-present	Certified School Nurse, Decatur Public Schools, Decatur IL
2011-2021	Hourly School Nurse, Decatur Public Schools, Decatur IL

---

For payroll purposes only

Effective: April 27, 2022

Pro-rated: Yes  No

Level: Step: 0

Prorated: \$ 14,153.56  
TRS: as allowable

Number of full pro-rated days: 36

Base: \$ 86,494.00  
TRS: as allowable

Number of full contract days: 220

Certified Number: 967484

Account Number: 10.93.2130.0000.0.110 95%  
80.93.2130.0000.0.110 5%

Salary approved \_\_\_\_\_

Date \_\_\_\_\_

**COORDINATOR OF SCHOOL HEALTH SERVICES CONTRACT**  
**Fiscal Year 2022-2023**

This Contract made and entered into this 27th day of April 2022, by and between the Board of Education of Decatur Public School District No.61, Decatur, Illinois (hereinafter “the Board” or “the District”) and **Lorie Frame** (hereinafter “the Coordinator of School Health Services”), and ratified at the meeting of the Board held on April 26, 2022, as found in the minutes of that meeting.

**IT IS AGREED:**

**1. Employment.** The Coordinator of School Health Services is hereby hired and retained from April 27, 2022, to June 30, 2023, as Coordinator of School Health Services for the District.

**2. Duties.** The duties and responsibilities of the Coordinator of School Health Services shall be all those duties incident to the office of the Coordinator of School Health Services as set forth in the job description, a copy of which can be found in the employee’s file; those obligations imposed by the laws of the State of Illinois upon a Coordinator of School Health Services; and to perform such other duties normally performed by a Coordinator of School Health Services as from time to time may be assigned to the Coordinator of School Health Services by the Superintendent of Schools or the Board. The work day, work year, contract year and holidays and holiday pay for the Coordinator of School Health Services shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

**3. Salary.** The Board shall set the salary for the Coordinator of School Health Services. For the 2022-2023 fiscal year the amount of the Coordinator of School Health Services’s salary shall be set by the Board but shall not be less than **Eighty-Six Thousand Four Hundred Ninety-Four Dollars and no/100 (\$86,494.00)** per annum and the prorated salary for the period April 27, 2022 to June 30, 2022 shall be **Fourteen Thousand One Hundred Fifty-Three Dollars 56/100 (\$14,153.56)**. The Coordinator of School Health Services hereby agrees to devote such time, skill, labor and attention to her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of Coordinator of School Health Services for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with the Coordinator of School Health Services, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

**4. Pension.** In addition to the salary of the Coordinator of School Health Services as set forth hereinabove in paragraph 3, the Board shall pay 9.8901% of the salary set forth in paragraph 3 (or 9% deducted from the resulting gross. The resulting gross shall be computed by

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

**5. Evaluation.** Annually, but no later than March 1st of each year, the Assistant Superintendent or designee shall review with the Coordinator of School Health Service's progress toward established goals and working relationships among the Superintendent, the District leadership team, the Principal, the faculty, the staff and the community, and shall consider the Coordinator of School Health Service's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to the Coordinator of School Health Services in writing within 30 days following the evaluation, pursuant to the District's evaluation plan for Administrators.

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

**7. Other Work.** The Coordinator of School Health Services may undertake consultative work, speaking engagements, writing, lecturing, college or university, and other professional duties and obligations provided that these activities do not interfere with the effective performance of her duties as Coordinator of School Health Services. The Coordinator of School Health Services shall have the responsibility to discuss with the Superintendent or Assistant Superintendent and mutually agree to such outside activity in a timely fashion.

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

**9. Termination by Contract.** During the term of this Contract, the Board and Coordinator of School Health Services may mutually agree, in writing, to terminate this Contract.

**10. Referrals to Coordinator of School Health Services.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to the Coordinator of School Health Services for study and recommendation.

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

**12. Reimbursement for Use of Personal Car.** The Board shall pay the Internal Revenue Service rate to the Coordinator of School Health Services for vouchered reimbursable mileage expenses incurred by the Coordinator of School Health Services while using the Coordinator of School Health Services's personal vehicle for the conduct of approved District business. Reimbursement shall be pursuant to the District's policies, rules and regulations.

**13. Membership Dues.** The Board shall pay the cost of Coordinator of School Health Services's annual membership dues as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

**14. Medical Insurance.** Coordinator of School Health Services shall be provided with medical insurance and medical insurance options as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

**15. Life Insurance.** Coordinator of School Health Services shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

**16. Vacation.** Coordinator of School Health Services shall be provided with vacation days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

**17. Sick Leave and Personal Leave.** Coordinator of School Health Services shall be provided with sick leave and personal leave days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

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

**19. Criminal Records Check.** Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or

attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

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

To the Board:

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

To the Coordinator of School Health Services:

Lorie Frame  
(address on file)

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

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

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

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

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

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

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

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

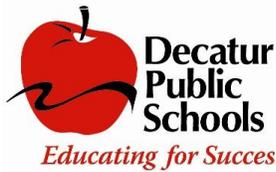
\_\_\_\_\_  
**Coordinator of School Health Services**

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

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

**ATTEST:**

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



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

<b>Date:</b> April 26, 2022	<b>Subject:</b> 2022-2023 Athletic Plans for Middle and High School and the Funds Associated with the Plans
<b>Initiated By:</b> Joe Caputo, District Athletic Coordinator; Craig Bundy, District Athletic Coordinator	<b>Attachments:</b> Middle School Parent/Student Guide 2022-2023 and High School Athletic Director Policy/Handbook 2022-2023
<b>Reviewed By:</b> Bobbi Williams, Interim Superintendent, Dr. Rochelle Clark, Superintendent and Dr. Michael Curry, Chief Operational Officer/Treasurer	

**BACKGROUND INFORMATION:**

The Athletics Plan for 2022-2023 was presented during the April 12th, 2022 Board of Education Meeting as follows:

- **Uniforms:** Add high school Co-Op uniforms to the uniform rotation including 10 Bass Fishing, 10 Girls Bowling, 25 Cross Country, 10 Boys Golf, 10 Girls Golf, 23 Home/Away Boys Soccer plus 2 Goalie Jerseys, 23 Home/Away Girls Soccer plus 2 Goalie Jerseys, 10 Boys Tennis and 10 Girls Tennis. Add 240 athletic middle school warmups, 40 per middle school, in lieu of ordering track and field uniforms. Add 30 T-Shirts per elementary school building to a 3-year rotation for elementary sports including cross country, track and field, boys basketball, girls basketball and girls volleyball. This includes 300 boys basketball and 300 girls basketball t-shirts.
- **Expansion:** Add track and field equipment to replace the obsolete track and field equipment at Stephen Decatur Middle School including 65 hurdles, 2 hurdle carts, 12 starting blocks, 2 block carts, 1 high jump system and 1 pole vault system. An anonymous donor donated \$35,000 to DPS 61 to offset the cost of the track/field equipment.
- **Handbooks:** The First Read of the High School Athletics Policy Handbook and the Middle School Athletics Parent Student Guides were presented including, but not limited to, updated ancillary wages, verification of embedded links to IESA and IHSA information.

**CURRENT CONSIDERATIONS:**

**Uniforms:** Request approval to add high school Co-Op uniforms to the uniform rotation including 10 Bass Fishing, 10 Girls Bowling, 25 Cross Country, 10 Boys Golf, 10 Girls Golf, 23 Home/Away Boys Soccer plus 2 Goalie Jerseys, 23 Home/Away Girls Soccer plus 2 Goalie Jerseys, 10 Boys Tennis and 10 Girls Tennis. Add 240 athletic middle school warmups, 40 per middle school, in lieu of ordering track and field uniforms. Add 30 T-Shirts per elementary school building to a 3-year rotation for elementary sports including cross country, track and field, boys basketball, girls basketball and girls volleyball. This includes 300 boys basketball and 300 girls basketball t-shirts.

Expansion: Request approval to add track and field equipment at Stephen Decatur Middle School including 65 hurdles, 2 hurdle carts, 12 starting blocks, 2 block carts, 1 high jump system and 1 pole vault system.

Handbooks: Request approval of the handbook and parent guide being brought forward for final consideration and approval.

**FINANCIAL CONSIDERATIONS:**

The above noted changes are reflected below with respective financial considerations.

- \$2,050 High School Co-Op Cross Country
- \$3,371 High School Co-Op Boys Soccer
- \$3,371 High School Co-Op Girls Soccer
- \$575 High School Co-Op Boys Golf
- \$575 High School Co-Op Girls Golf
- \$840 High School Co-Op Boys Tennis
- \$990 High School Co-Op Girls Tennis
- \$575 High School Co-Op Bowling
- \$630 High School Co-Op Bass Fishing
- 19,626 Middle School Athletic Warmups (40 Warmups per middle school @ \$3,271 per school)
- \$6,630 Elementary Boy/Girls Basketball T-Shirts (60 per school @ \$663 per school)
- \$7,749.33 65 Hurdles, 2 Hurdle Carts
- \$1,639.86 12 Starting blocks, 2 Block Carts
- \$17,999.99 1 Pole Vault System
- \$5,999.99 1 High Jump System
- \$2,610.83 Shipping for Track/Field Equipment

\$75,233.00 Sub Total

(-\$35,000.00) Anonymous donation towards cost of Stephen Decatur MS Track/Field equipment

**\$40,233.00 Grand Total**

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the 2022-2023 Middle School Parent/Student Guide, the 2022-2023 High School Athletic Director Policy/Handbook and the funds requested in the total amount of \$40,233.00 as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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



**Middle School  
Athletics  
Parent/Student  
Guide**

**2022-2023 School Year**

## TABLE OF CONTENTS

<b>Philosophy of the Decatur Public Schools Athletic Program</b>	4
<b>Statement of Purpose for the Athletic Program of School District 61</b>	5
<b>Student Code of Ethics</b>	6
<b>DPS 61 Athletic Code Procedures</b>	6
<b>Offenses in Violation of Athletic Code</b>	7
<b>Disciplinary/Enforcement</b>	7
<b>Out- of- School Suspension/Care-Transition Room Placement</b>	7
<b>IESA Affiliation</b>	8
<b>IESA Academic Eligibility</b>	8
<b>IESA Scholastic Standing</b>	9
<b>IESA Penalty: Ejections for Unsportsmanlike Conduct</b>	10
<b>IESA Transfer Rule</b>	10
<b>Conference Affiliation</b>	11
<b>Participating Schools &amp; Activities Conference Affiliation</b>	11
<b>Tryouts/Team Roster Cuts/Sports Physicals</b>	11
<b>Activity/Participation Fees</b>	12
<b>Dual Activity Participation</b>	12
<b>Daily Attendance</b>	12
<b>Parental Concerns Policy</b>	13
<b>Gate Admission</b>	13

## Parental Forms

Extramural Information & Permission Form	14
DPS #61: Agreement to Participate Form	15
Student Multiple Activity Preference Sheet	16
Parent Participation Permit	17
Parental Concerns Policy	18
IESA Physical Forms (Annual)	19-22
Concussion Information	23
Concussion Sign-Off	24

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

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

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

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

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

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

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

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

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

## **STUDENT CODE OF ETHICS**

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

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

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

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

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

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

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

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

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

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

## **DISCIPLINARY ACTION / ENFORCEMENT**

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

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

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

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

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

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

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

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

In the case where a student athlete is placed in the school's Care Room or Transition Room for disciplinary action reasons by the Building Administrator, resulting in a 1/2 day placement or more, the same denial of athletic participation and notification shall occur - as indicated for an out-of-school suspension. *\*Placements less than the individual school's "½ day bell schedule" will not result in any suspension of participation in athletics.*



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

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

### **ACADEMIC ELIGIBILITY**

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

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

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

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

***The grade recorded on the weekly eligibility check is final and cannot be changed at a later date.***  
*Ex: Grades are turned in Thursday and show that a student athlete is failing a subject, but when the parent looks on Skyward on Friday afternoon, it shows as a passing grade. That athlete is still ineligible for any event the following week.*

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

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

## **2.040 SCHOLASTIC STANDING**

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

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

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

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

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

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

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

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

Consequences for behaviors meriting ejection from a school sponsored event:

A. Student – Athletes:

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

B. Coaches:

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

C. Fans/Parents:

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

## **IESA Transfer Rules 2.060**

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

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

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

## CONFERENCE AFFILIATION: Soy City Conference

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

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

## Participating Schools & Activities

**American Dreamer:** Baseball (Co-Op), Softball (Co-Op), Cross Country, Soccer (Co-Op), Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field

**Dennis Lab:** Baseball, Softball (Co-Op), Cross Country, Soccer, Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field

**Hope Academy:** Baseball (Co-Op), Softball (Co-Op), Cross Country, Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field

**Johns Hill Magnet:** Baseball (Co-Op), Softball (Co-Op), Cross Country, Soccer, Girls Basketball, Chess Club, Show Choir, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field

**Montessori Academy of Peace:** Baseball, Softball, Cross Country, Soccer, Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field

**Stephen Decatur:** Baseball, Softball, Cross Country, Soccer, Girls Basketball, Boys Basketball, Cheerleading, Wrestling, Girls Volleyball, Track & Field

## Tryouts / Team Roster Cuts/Sports Physicals

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

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

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

## **ACTIVITY / PARTICIPATION FEES:**

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

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

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

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

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

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

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

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

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

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

## **Punctuality**

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

## **Parental Concerns Policy**

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

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

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

## **ADMISSION PRICES PER EVENT**

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

Boys & Girls Basketball, Volleyball, Wrestling =	\$2	K – 8 <sup>th</sup>
	\$3	9 <sup>th</sup> - Adults
	Free	Seniors

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

**General**

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

Address \_\_\_\_\_

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

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

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

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

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

**Participation Fee**

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

**Disclaimer of Liability**

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

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

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

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

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

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

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

Date \_\_\_\_\_

## DPS #61: AGREEMENT TO PARTICIPATE

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

Student name (printed)

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

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

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

## Student Activity Preference Sheet

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

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

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

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

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

*created 1/2021*

## Parent Participation Permit

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

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above Agreement to Participate and understand its terms.

2. I acknowledge having received the attached Concussion Information Sheet.

3. I understand that all sports can involve many risks of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

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

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

### Emergency Contact Information

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

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

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

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

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

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

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

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

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

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

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

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

## Parental Concerns Policy

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

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

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

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

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



■ **PREPARTICIPATION PHYSICAL EVALUATION**

**MEDICAL ELIGIBILITY FORM**

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

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

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

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

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

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

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

**SHARED EMERGENCY INFORMATION**

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

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

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

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

©2019 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment.



**■ PREPARTICIPATION PHYSICAL EVALUATION**

**HISTORY FORM**

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

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

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

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

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

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

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

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

Patient Health Questionnaire Version 4 (PHQ-4)  
*Over the last 2 weeks, how often have you been bothered by any of the following problems? (Circle response.)*

	Not at all	Several days	Over half the days	Nearly every day
Feeling nervous, anxious, or on edge	0	1	2	3
Not being able to stop or control worrying	0	1	2	3
Little interest or pleasure in doing things	0	1	2	3
Feeling down, depressed, or hopeless	0	1	2	3

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

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

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

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

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

**Explain "Yes" answers here.**

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

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

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

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

© 2019 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment.

**Keep for Personal Records**



**■ PREPARTICIPATION PHYSICAL EVALUATION**

**PHYSICAL EXAMINATION FORM**

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

**PHYSICIAN REMINDERS**

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

EXAMINATION		
Height:	Weight:	
BP: / ( / )	Pulse:	Vision: R 20/ L 20/ Corrected: <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency)		
Eyes, ears, nose, and throat • Pupils equal • Hearing		
Lymph nodes		
Heart <sup>a</sup> • Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver)		
Lungs		
Abdomen		
Skin • Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant <i>Staphylococcus aureus</i> (MRSA), or tinea corporis		
Neurological		
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand, and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional • Double-leg squat test, single-leg squat test, and box drop or step drop test		

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

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

## Concussion Information Sheet

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

<b>Symptoms may include one or more of the following:</b>	
<ul style="list-style-type: none"> <li>• Headaches</li> <li>• “Pressure in head”</li> <li>• Nausea or vomiting</li> <li>• Neck pain</li> <li>• Balance problems or dizziness</li> <li>• Blurred, double, or fuzzy vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish or slowed down</li> <li>• Feeling foggy or groggy</li> <li>• Drowsiness</li> <li>• Change in sleep patterns</li> </ul>	<ul style="list-style-type: none"> <li>• Amnesia</li> <li>• “Don’t feel right”</li> <li>• Fatigue or low energy</li> <li>• Sadness</li> <li>• Nervousness or anxiety</li> <li>• Irritability</li> <li>• More emotional</li> <li>• Confusion</li> <li>• Concentration or memory problems (forgetting game plays)</li> <li>• Repeating the same question/comment</li> </ul>
<b>Signs observed by teammates, parents and coaches include:</b>	
<ul style="list-style-type: none"> <li>• Appears dazed</li> <li>• Vacant facial expression</li> <li>• Confused about assignment</li> <li>• Forgets plays</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily or displays in coordination</li> <li>• Answers questions slowly</li> <li>• Slurred speech</li> <li>• Shows behavior or personality changes</li> <li>• Can’t recall events prior to hit</li> <li>• Can’t recall events after hit</li> <li>• Seizures or convulsions</li> <li>• Any change in typical behavior or personality</li> <li>• Loses consciousness</li> </ul>	

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

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

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

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

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

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

**Student/Parent Consent and Acknowledgements**

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

**Student**

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

Grade: \_

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

Date: \_

**Parent or Legal Guardian**

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

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

Date: \_

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

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

Concussion Information [www.cdc.gov/concussioninyouthsports](http://www.cdc.gov/concussioninyouthsports)



# **High School Athletics Policy Handbook**

**2022-2023  
School Year**

## TABLE OF CONTENTS

<b>Philosophy of the Decatur Public Schools Athletic Program</b>	4
<b>Statement of Purpose for the Athletic Program of School District 61</b>	5
<b>Organization of Administration</b>	6
The Illinois High School Association	6
Conference Affiliation	7
The Decatur School Board	7
The Superintendent of Schools	7
The High School Principals	8
Procedures for Establishing Policy Guide	8
<b>Coaches</b>	8
Coaches Code of Ethics	8
<b>Athletic Program</b>	9
Interscholastic Program	9
Guidelines for Cutting	10
Disciplinary Action	11
<b>Assistant Principal/Athletic Director</b>	11
Athletic Officials	11
<b>Transportation</b>	12
Transportation Policy	12
Transportation Procedures	13
Transportation Policy for Intra-City Games	14
<b>Students</b>	14
Student Code of Ethics	14
Athletic Code	15
Seasonal Activity Participation	16
Student Assignments, Residency, and Transfers	17
Scholastic Standing	18

Weekly Eligibility Check	18
Age	19
Athletic Injuries	19
Insurance	19
Physical Examination	19
Parent Permits	19
Participation Fee	20
Policy for Students Attending State Tournaments	20
Standards and Awards for Interscholastic Sports	20
<b>District Forms</b>	21
Athletic Insurance and Participation Information Form	21
Parent Permit	23
IHSA Pre-participation Examination Link	24
Concussion Information Sheet	25
IHSA Performance Enhancing Substance Testing Policy	27
Acknowledgement and Consent	28
Student Accident Report	29
Athletic Finger Tip Facts and Figures	30
Home Game Personnel Athletic Time Sheet	31

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

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

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

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

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

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

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

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

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

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

As stated in the constitution of the IHSA:

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

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

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

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

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

## **CONFERENCE AFFILIATION**

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

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

## **THE DECATUR SCHOOL BOARD**

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

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

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

## **THE SUPERINTENDENT OF SCHOOLS**

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

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

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

## **THE HIGH SCHOOL PRINCIPALS**

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

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

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

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

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

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

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

## **THE COACHES CODE OF ETHICS**

(National Federation Interscholastic Coaches Association)

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

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

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

The coach shall uphold the honor and dignity of the profession. In all personal contact with the students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

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

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

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

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

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

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

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

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

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

### **ATHLETIC PROGRAM INTERSCHOLASTIC PROGRAM**

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

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

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

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

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

**Additional Program Guidelines:**

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

**GUIDELINES FOR CUTTING**

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

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

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

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

**DISCIPLINARY ACTION**

Participation in athletics is a privilege.

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

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

**ATHLETIC DIRECTOR AND ATHLETIC OFFICIALS**

Hiring of Officials

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

Number of Officials (Boys Contests)

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

Number of Officials (Girls Contests)

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

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

**TRANSPORTATION POLICY**

The guidelines for using school district transportation are:

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

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

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

- E. Every effort will be made to minimize transportation needs through the scheduling of activities.

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

### **TRANSPORTATION PROCEDURES**

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

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

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

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

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

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

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

## TRANSPORTATION POLICY FOR INTRA-CITY GAMES

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

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

## STUDENT CODE OF ETHICS

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

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

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

### **Policy Regarding Parental Concerns**

A copy of the team rules, seasonal activity participation, and the Athletic Code will be distributed to parents and attached to the permission form. Coaches shall have mandatory parent meetings

before the start of the sport season and review their rules and schedules. Parents are expected to be role models of good sportsmanship and support for the sport that their student participates.

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

1. Concerns such as playing time, player positions, coaching philosophy or game strategy are NOT items warranting individual coach/parent discussion.
2. Other parent concerns shall be addressed by the parent making an appointment with the coach for a private parent/coach conversation to discuss the concern and reach a resolution.
3. If the meeting between the parent and coach does not resolve the concern, the parent may request a meeting with the Athletic Director and the coach to further discuss the concern and reach a resolution.
4. If this meeting does not resolve the concern, a final meeting between the Principal, the Athletic Director, the coach and the parent will be scheduled to discuss the concern.
5. The Principal is the administrative head of all inter-scholastic activities in the school and is the IHSA or IESA District Representative for the District. The final decision and appeal for a resolution of the concern will be made by the Principal after the final meeting.
6. Do not approach the coaches or players immediately following a game.

## **DECATUR PUBLIC SCHOOLS ATHLETIC CODE**

### **PROCEDURES**

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

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

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

- **Use, possession, transfer, attempted transfer, sale or attempted sale of alcohol, tobacco products, e-cigarettes and/or any controlled/illegal substances or any lookalike, including any substance held out to be a drug, alcohol or tobacco product.**

- **Violations of individual coaches' rules, insubordination, poor sportsmanship, conduct detrimental to the team and to school spirit.**
- **Violations of academic integrity and ethics.**
- **Violations of the DPS 61 Student Code of Conduct.**

## **ENFORCEMENT**

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

## **SEASONAL ACTIVITY PARTICIPATION**

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

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

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

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

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

1. A soccer player who wishes to punt, kick field goals, and/or kick off for football.  
Special note - players who cross over from soccer to football need to be physically conditioned to football situations.
2. A volleyball player who wishes to participate in girls IHSA golf tournament.

3. A baseball or softball player who can fill in on the relay team for track.
4. A cheerleader must be permitted to participate in spring sports.

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

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

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

### **STUDENT ASSIGNMENTS, RESIDENCY, AND TRANSFERS**

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

- A. If the parent(s) of a middle/high school student move(s) after the start of the school year, the *Illinois School Code* allows that student to complete the current school year only at the same school. IHSA Athletic Eligibility By-Laws require a ruling on IHSA eligibility by the Executive Director in the event of such circumstances.
- B. Students who have attended one school while enrolled in Decatur Public Schools for their entire high school career and whose parents, custodial parent, or court appointed guardian move from the attendance area traditionally served by that school following the student's completion of the eleventh (11<sup>th</sup>) grade, may remain in that school and retain eligibility if the student has attained senior classification by the beginning of the new academic year and with the appropriate amount of credits subject to IHSA eligibility restrictions and the DPS 61 criteria below:
  - a. Parent(s) provide transportation.
  - b. Absenteeism and tardiness shall not increase beyond the student's previous record.
  - c. The student shall be picked up promptly after school or practice.
- C. Transfer Rules for Athletics
  1. If a student's attendance center is determined by an IEP Team, the student shall be eligible at either their home high school or eligible at both their home high school or at the school housing the special education setting as governed by IHSA by-laws.
  2. If a student transfers from one attendance center to another attendance center in the Decatur School District, IHSA rules will apply in all cases.

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

## **SCHOLASTIC STANDING**

The Board of Education Policy states:

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

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

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

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

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

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

## **AGE**

### **IHSA By-Law**

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

## **ATHLETIC INJURIES**

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

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

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

## **INSURANCE**

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

## **PHYSICAL EXAMINATION**

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

## **PARENT PERMITS**

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

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

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

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

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

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

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

The criteria for earning awards in the various sports are:

#### Football

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

#### Basketball

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

#### Baseball and Softball

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

#### Bowling

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

#### Soccer

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

### Volleyball

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

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

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

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

### Standards for Cheerleaders

Awards shall be governed by the Cheerleader's Constitution.

### Special Awards

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

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

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

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

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

**Student name (printed)**

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

**Student signature:** \_\_\_\_\_

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

## Parent Permit

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

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

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

### Emergency Contact Information

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Concussion Information Sheet

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

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

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

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

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

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

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

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

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

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



## IHSA Sports Medicine Acknowledgement & Consent Form

### IHSA PERFORMANCE-ENHANCING SUBSTANCE TESTING POLICY

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

#### IHSA PES Testing Program

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

#### IHSA Banned Drug Classes

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

### IHSA STEROID TESTING POLICY CONSENT TO RANDOM TESTING

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

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

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

## ACKNOWLEDGEMENT AND CONSENT

### Student/Parent Consent and Acknowledgements

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

#### Student

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

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

#### Parent or Legal Guardian

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

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

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

### Consent to Self Administer Asthma Medication

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_  
**Printed Name of Physician**

\_\_\_\_\_  
**Signature of Physician**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_

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

Date \_\_\_\_\_

**DECATUR PUBLIC SCHOOL DISTRICT 61  
STUDENT ACCIDENT REPORT**

Student's Name \_\_\_\_\_ Home Address \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Male \_\_\_ Female \_\_\_

Date of Accident \_\_\_\_\_ Exact Time \_\_\_\_\_ A.M. \_\_\_ P.M. \_\_\_

Place of Accident: School Building \_\_\_ School Grounds \_\_\_ To/From School \_\_\_  
Other \_\_\_\_\_

Non-School: Home \_\_\_ Other \_\_\_ Number of Days Absent From School\* \_\_\_\_\_

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

<p><b>DESCRIPTION OF ACCIDENT:</b> How did it happen? What was student doing? List the conditions existing. Specify machinery or other equipment involved. Describe the school accident to the extent that you feel a person who has not seen the accident will know what has happened. <b>Was student taken to emergency room or a doctor's office?</b></p>	<p><b>MAJOR CAUSE OF ACCIDENT</b></p> <table> <tr> <td>_____ Basketball</td> <td>_____ Ran together</td> </tr> <tr> <td>_____ Classroom</td> <td>_____ Scuffling/fighting</td> </tr> <tr> <td>_____ Fall</td> <td>_____ Struck by moving object</td> </tr> <tr> <td>_____ Football</td> <td>_____ Struck fixed object</td> </tr> <tr> <td>_____ Free Play</td> <td>_____ Stepped on object</td> </tr> <tr> <td>_____ Icy Conditions</td> <td>_____ Tripped</td> </tr> <tr> <td>_____ Kicked</td> <td>_____ Twisted body joint</td> </tr> <tr> <td>_____ P.E. Class</td> <td>_____ Wrestling</td> </tr> <tr> <td>_____ Pushed</td> <td></td> </tr> <tr> <td>_____ Other (specify):</td> <td></td> </tr> </table>	_____ Basketball	_____ Ran together	_____ Classroom	_____ Scuffling/fighting	_____ Fall	_____ Struck by moving object	_____ Football	_____ Struck fixed object	_____ Free Play	_____ Stepped on object	_____ Icy Conditions	_____ Tripped	_____ Kicked	_____ Twisted body joint	_____ P.E. Class	_____ Wrestling	_____ Pushed		_____ Other (specify):																										
_____ Basketball	_____ Ran together																																													
_____ Classroom	_____ Scuffling/fighting																																													
_____ Fall	_____ Struck by moving object																																													
_____ Football	_____ Struck fixed object																																													
_____ Free Play	_____ Stepped on object																																													
_____ Icy Conditions	_____ Tripped																																													
_____ Kicked	_____ Twisted body joint																																													
_____ P.E. Class	_____ Wrestling																																													
_____ Pushed																																														
_____ Other (specify):																																														
<p><b>ACCIDENTS BY ACTIVITIES</b></p> <table> <tr> <td>_____ Apparatus</td> <td>_____ Rehearsal</td> </tr> <tr> <td>_____ Baseball</td> <td>_____ Shop</td> </tr> <tr> <td>_____ Basketball</td> <td>_____ Softball</td> </tr> <tr> <td>_____ Classroom</td> <td>_____ Stairs</td> </tr> <tr> <td>_____ Football</td> <td>_____ Showers</td> </tr> <tr> <td>_____ Free Play</td> <td>_____ To/From School</td> </tr> <tr> <td>_____ Home</td> <td>_____ Tumbling/Gymnastics</td> </tr> <tr> <td>_____ Volleyball</td> <td>_____ Organized Active</td> </tr> <tr> <td>_____ Wrestling</td> <td>_____ Physical Education</td> </tr> <tr> <td>_____ Other (Specify):</td> <td></td> </tr> </table>	_____ Apparatus	_____ Rehearsal	_____ Baseball	_____ Shop	_____ Basketball	_____ Softball	_____ Classroom	_____ Stairs	_____ Football	_____ Showers	_____ Free Play	_____ To/From School	_____ Home	_____ Tumbling/Gymnastics	_____ Volleyball	_____ Organized Active	_____ Wrestling	_____ Physical Education	_____ Other (Specify):		<p><b>NATURE OF INJURY</b></p> <table> <tr> <td>_____ Abrasion</td> <td>_____ Cut</td> </tr> <tr> <td>_____ Amputation</td> <td>_____ Dislocation</td> </tr> <tr> <td>_____ Broken Teeth</td> <td>_____ Fracture</td> </tr> <tr> <td>_____ Bruise</td> <td>_____ Pulled Muscle</td> </tr> <tr> <td>_____ Burn</td> <td>_____ Puncture</td> </tr> <tr> <td>_____ Caused Ache</td> <td>_____ Scratch</td> </tr> <tr> <td>_____ Concussion</td> <td>_____ Sprain/Strain</td> </tr> <tr> <td>_____ Contusion</td> <td>_____ Torn Ligament</td> </tr> <tr> <td>_____ Other (Specify):</td> <td></td> </tr> </table>	_____ Abrasion	_____ Cut	_____ Amputation	_____ Dislocation	_____ Broken Teeth	_____ Fracture	_____ Bruise	_____ Pulled Muscle	_____ Burn	_____ Puncture	_____ Caused Ache	_____ Scratch	_____ Concussion	_____ Sprain/Strain	_____ Contusion	_____ Torn Ligament	_____ Other (Specify):								
_____ Apparatus	_____ Rehearsal																																													
_____ Baseball	_____ Shop																																													
_____ Basketball	_____ Softball																																													
_____ Classroom	_____ Stairs																																													
_____ Football	_____ Showers																																													
_____ Free Play	_____ To/From School																																													
_____ Home	_____ Tumbling/Gymnastics																																													
_____ Volleyball	_____ Organized Active																																													
_____ Wrestling	_____ Physical Education																																													
_____ Other (Specify):																																														
_____ Abrasion	_____ Cut																																													
_____ Amputation	_____ Dislocation																																													
_____ Broken Teeth	_____ Fracture																																													
_____ Bruise	_____ Pulled Muscle																																													
_____ Burn	_____ Puncture																																													
_____ Caused Ache	_____ Scratch																																													
_____ Concussion	_____ Sprain/Strain																																													
_____ Contusion	_____ Torn Ligament																																													
_____ Other (Specify):																																														
<p><b>LOCATION OF ACCIDENT</b></p> <table> <tr> <td>_____ Athletic Field</td> <td>_____ Locker</td> </tr> <tr> <td>_____ Auditorium</td> <td>_____ Shower</td> </tr> <tr> <td>_____ Cafeteria</td> <td>_____ Playground</td> </tr> <tr> <td>_____ Classroom</td> <td>_____ Restroom</td> </tr> <tr> <td>_____ Corridors</td> <td>_____ School Crossing</td> </tr> <tr> <td>_____ Gymnasium</td> <td>_____ Stairs</td> </tr> <tr> <td>_____ Gym-Outside</td> <td>_____ Streets</td> </tr> <tr> <td>_____ Industrial Arts</td> <td>_____ Sidewalks</td> </tr> <tr> <td>_____ Other (Specify):</td> <td></td> </tr> </table>	_____ Athletic Field	_____ Locker	_____ Auditorium	_____ Shower	_____ Cafeteria	_____ Playground	_____ Classroom	_____ Restroom	_____ Corridors	_____ School Crossing	_____ Gymnasium	_____ Stairs	_____ Gym-Outside	_____ Streets	_____ Industrial Arts	_____ Sidewalks	_____ Other (Specify):		<p><b>PART OF THE BODY INJURED (Right or left)</b></p> <table> <tr> <td>_____ Abdomen</td> <td>_____ Eye</td> <td>_____ Leg</td> </tr> <tr> <td>_____ Ankle</td> <td>_____ Face</td> <td>_____ Mouth</td> </tr> <tr> <td>_____ Arm</td> <td>_____ Finger</td> <td>_____ Neck</td> </tr> <tr> <td>_____ Back</td> <td>_____ Foot</td> <td>_____ Nose</td> </tr> <tr> <td>_____ Chest</td> <td>_____ Hand</td> <td>_____ Ribs</td> </tr> <tr> <td>_____ Chin</td> <td>_____ Head</td> <td>_____ Shoulder</td> </tr> <tr> <td>_____ Ear</td> <td>_____ Hip</td> <td>_____ Teeth</td> </tr> <tr> <td>_____ Elbow</td> <td>_____ Knee</td> <td>_____ Wrist</td> </tr> <tr> <td>_____ Other (Specify):</td> <td></td> <td></td> </tr> </table>	_____ Abdomen	_____ Eye	_____ Leg	_____ Ankle	_____ Face	_____ Mouth	_____ Arm	_____ Finger	_____ Neck	_____ Back	_____ Foot	_____ Nose	_____ Chest	_____ Hand	_____ Ribs	_____ Chin	_____ Head	_____ Shoulder	_____ Ear	_____ Hip	_____ Teeth	_____ Elbow	_____ Knee	_____ Wrist	_____ Other (Specify):		
_____ Athletic Field	_____ Locker																																													
_____ Auditorium	_____ Shower																																													
_____ Cafeteria	_____ Playground																																													
_____ Classroom	_____ Restroom																																													
_____ Corridors	_____ School Crossing																																													
_____ Gymnasium	_____ Stairs																																													
_____ Gym-Outside	_____ Streets																																													
_____ Industrial Arts	_____ Sidewalks																																													
_____ Other (Specify):																																														
_____ Abdomen	_____ Eye	_____ Leg																																												
_____ Ankle	_____ Face	_____ Mouth																																												
_____ Arm	_____ Finger	_____ Neck																																												
_____ Back	_____ Foot	_____ Nose																																												
_____ Chest	_____ Hand	_____ Ribs																																												
_____ Chin	_____ Head	_____ Shoulder																																												
_____ Ear	_____ Hip	_____ Teeth																																												
_____ Elbow	_____ Knee	_____ Wrist																																												
_____ Other (Specify):																																														

Signature of person in charge \_\_\_\_\_ Report prepared by \_\_\_\_\_

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

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

(Rev.8/07)

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

**TICKET PRICES**

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

<b>General Admission</b>	<b>Adult</b>	<b>Student</b>
Varsity Football & Boys Varsity Basketball	\$5.00	\$3.00
Volleyball & Girls Varsity Basketball	\$5.00	\$3.00
Varsity Boys Wrestling	\$5.00	\$3.00
Underclass Football & Basketball	\$3.00	\$2.00
Senior Citizen with Medicare Card	\$1.00	
Varsity Soccer	Free	Free
Baseball, Softball, Track & Field	Free	Free
<b>All Sports Season Pass</b>	\$50.00	
<b>Student Participation Fee</b>	\$20.00 per sport	

**OFFICIALS**

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

## HOME GAME PERSONNEL

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

### 2022-2023 Athletics

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

## HOME GAME PERSONNEL ATHLETIC TIME SHEET

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

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

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

TO BE COMPLETED BY THE BUSINESS OFFICE

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

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

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

\_\_\_\_\_  
Principal



# Board of Education Decatur Public School District #61

<b>Date:</b> April 26, 2022	<b>Subject:</b> Three (3) Year HUDL Gold Package
<b>Initiated By:</b> Dr. Mike Curry, Chief Operational Officer, Joe Caputo, District Athletic Coordinator and Craig Bundy, District Athletic Coordinator	<b>Attachments:</b> HUDL Presentation Package Offerings
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

HUDL: Eisenhower and MacArthur High Schools use HUDL for recording games and practices inside the gym and outside on the football fields. Cameras will be placed in both locations to record and stream athletic events. The Athletic Directors use videos to share with opposing teams which is a requirement that teams must share game footage prior to playing one another. The HUDL product is also used to create statistics (for basketball, volleyball, and football, and potentially other sports) per game, by team and individual player for improvement, development and potential college recruiting. For the FY 21 HUDL was used for football only. For FY 22 HUDL is being used for football and boys' and girls' basketball. Eight schools in the Central State 8 use this system.

### CURRENT CONSIDERATIONS:

HUDL: **The recommendation is to enter into a three-year agreement** the HUDL Gold Package with 200 video storage hours and unlimited online video editing, exchange and storage recruiting highlight tools. The service includes 24-hour turnaround time for football, basketball, volleyball and soccer as well as in-depth statistics and video breakdown. It also includes 4 cameras (2 indoor gym cameras and 2 outdoor stadium cameras). The live streaming capability could be used for middle school athletic events as well as the arts and special events including band, orchestra and graduations.

### FINANCIAL CONSIDERATIONS:

Three HUDL Packages were reviewed and considered:

- \$23,000/year – Silver Package
- \$26,000/year – Gold Package
- \$40,000/year – Platinum Package

Recommendation is for the Gold Package due to 100 additional storage hours versus the Silver Package in addition to the live stream capability.

The cost of the HUDL package will be budgeted/expensed in the FY23-FY25 Athletic Budgets

### STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the purchase of the HUDL Gold Package for \$26,000 per year for three (3) years as presented.

### RECOMMENDED ACTION:

- Approval
- Information
- Discussion

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

**Hudl  
District Addendum**

This Hudl District Addendum is an addendum to the Hudl Organization Terms of Service available at <https://www.hudl.com/eula> (“**Org Terms**” and, together with this District Addendum, the “**Agreement**”) is by and between Agile Sports Technologies, Inc. (“**Hudl**”) and the district or board identified below (“**Signatory**”). This Agreement shall automatically apply to the schools in Signatory’s district who are identified herein (“**Member Schools**”) and to their use of Hudl’s software and services. Member Schools shall each be deemed an “Organization” for purposes of the Org Terms. Subscriber represents and warrants that Subscriber has the authority to agree to the terms of the Agreement on behalf of the Member Schools. If this Order is returned to Hudl after the estimated start date identified below, Hudl may adjust the start and end dates to reflect the actual dates of service without changing the total days of service or price. Payments are due annually. First Invoice will be sent when the executed order form is returned to Hudl by the customer. Payment terms are Net 30. Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of the customer. If you are a tax-exempt organization, please provide a copy of your certificate at your earliest convenience. This is not an invoice.

Each party has agreed to the terms of this Agreement on the date set forth below its signature.

Decatur School District 61

**AGILE SPORTS TECHNOLOGIES, INC.**



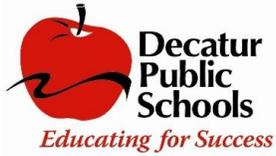
Grant Jeffres / 3/29/2022 12:59 CDT

\_\_\_\_\_  
Name:  
Title:  
Date:

\_\_\_\_\_  
Name: Grant Jeffres  
Title: Hudl Sales Manager  
Date: Mar 29, 2022

**Exhibit A  
Products**

<b>Organization:</b>	Decatur School District 61
<b>Billing Contact:</b>	Michael Curry
<b>Billing email:</b>	mcurry@dps61.org
<b>Estimated Service Start Date:</b>	8/15/2022
<b>Estimated Service End Date</b>	8/14/2025
<b>Year One:</b>	26000.00
<b>Year Two:</b>	26000.00
<b>Year Three:</b>	26000.00
<b>Payment Terms</b>	<b>Net 30</b>
<b>Products:</b>	



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

<b>Date:</b> April 26, 2022	<b>Subject:</b> Lease Agreement Between Decatur Public School District #61 and the Regional Office of Education #39
<b>Initiated By:</b> Dr. Curry, Chief Operational Officer	<b>Attachments:</b> Three-year Lease Agreement
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**  
The Regional Office currently leases space in the Tech Academy Building. Stevenson Elementary School is currently not in active use by the Decatur Public School District #61

**CURRENT CONSIDERATIONS:**  
The Regional Office of Education #39 wishes to lease Stevenson Elementary School. The ROE will house educational programming at Stevenson and vacate the Tech Academy. Decatur Public Schools values the long-term relationship with ROE #39 and the programs that ROE #39 offers our students.

**FINANCIAL CONSIDERATIONS:**  
The lease details are included in the attachment.

**STAFF RECOMMENDATION:**  
The Administration respectfully requests that the Board of Education approve the three-year Lease Agreement between Decatur Public School District #61 and the Regional Office of Education #61 as presented.

- RECOMMENDED ACTION:**
- Approval
  - Information
  - Discussion

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

**AGREEMENT BETWEEN  
THE REGIONAL OFFICE EDUCATION # 39  
AND DECATUR PUBLIC SCHOOL DISTRICT 61**

**THIS AGREEMENT** is entered into this 26<sup>th</sup> Day of April, 2022, by and between the Board of Education of Decatur Public Schools District 61 (hereinafter "DPS") and Regional Office Education # 39 (hereinafter "ROE #39") for the lease of real property.

**RECITALS**

**WHEREAS**, DPS, a school district organized under *The Illinois School Code* is a body politic and corporate formed for the purpose of providing educational services to students within its boundaries;

**WHEREAS**, the ROE #39 is a special education joint agreement organized and existing pursuant to section 10-22.31 of *The School Code*;

**WHEREAS**, the ROE #39 is authorized to enter into agreements including the lease of facilities as necessary for the efficient and effective provision of services to students associated with the ROE #39, including, but not limited to those attending Macon County, Piatt County, or Shelby County schools;

**WHEREAS**, Section 10-22.11 of *The Illinois School Code* (105 ILCS 5/10-22.11) authorizes DPS to lease real property to a body politic and corporate and ROE #39 is a body politic and corporate;

**WHEREAS**, under the terms of the *Intergovernmental Cooperation Act*, member districts created and operate under the Joint Agreement for the ROE #39;

**WHEREAS**, Section 7.1 of the ROE #39 Joint Agreement requires the title in all property to be held by the administrative district;

**WHEREAS**, it is in the best interests of the students enrolled through the ROE #39 schools and DPS that facilities be available for use for alternative education;

**WHEREAS**, DPS owns real property, a portion of which is suitable for use as an alternative education facility and administrative offices;

**WHEREAS**, ROE #39 is in need of additional facilities for the provision of alternative education facilities for students residing in the member districts of ROE #39; and

**WHEREAS**, DPS and ROE #39 desire to enter into a lease agreement for ROE #39's use of DPS property for use as an alternative education facility and administrative offices.

## **AGREEMENT**

**NOW THEREFORE**, for good and valuable consideration, the parties hereto enter into this Lease Agreement (“Agreement”), and agree as follows:

### **SECTION 1. LEASE OF PROPERTY**

- A. DPS hereby leases to ROE #39 so that the ROE #39 shall have the exclusive use and possession of certain real property of DPS, which shall be referred to as the “premises” for purposes of this Agreement, and described as follows:

The ROE #39 shall have the exclusive use of the Stevenson Elementary School, located 3900 N. Neeley Ave. Decatur, Illinois. Said space shall be used for ROE #39 programs and administrative offices consistent with its statutory authority and for no other purpose. ROE #39 shall not allow any other entity use of the facilities without the express written permission of DPS.

- B. ROE #39 shall be required to pay to DPS a monthly rental fee of \$1200.00 and shall be responsible for the payment of various expenses related to its usage as follows:

ROE #39 shall be responsible for day-to-day maintenance of the premises to keep it reasonably consistent with its condition as of the commencement of the Lease, however ROE #39 shall not be responsible for replacement or major repairs of building systems or structure, which shall remain the responsibility of DPS. ROE #39 shall also be responsible for the payment of all utilities used by ROE #39 at the premises as well as telephone and technology needs associated with its usage as provided in Section 3 below. ROE #39 shall also be responsible for its own staffing expenses. ROE #39 shall also be responsible for the cost of custodial services specific to program location as provided in Section 3 below.

- C. DPS shall provide the premises in compliance with all laws and in good condition including a new roof.
- D. DPS shall provide general custodial and maintenance services to the Premises in a manner consistent with the manner in which services are provided to other DPS facilities pursuant to its contract(s) with Service Employees International Union Local #73 (SEIU), and if applicable ROE #39 shall reimburse DPS for the cost of same as provided in Section 3 below.
- E. To the extent ROE #39 desires to install any improvements and/or alterations, such items shall be subject to the prior approval of DPS, which shall not be unreasonably withheld, conditioned, or delayed. The cost of any such improvements and/or alterations shall be the responsibility of ROE #39. Such work shall be completed by DPS maintenance staff.

- F. The parties further agree that rent includes classroom technology equipment (Promethean boards) currently located within classroom spaces of the leased premises. Existing equipment will remain; however, DPS shall not be responsible for replacement or maintenance of such equipment. The building is currently attached to the DPS Wide Area Network (WAN). DPS shall provide necessary switches and internet access to the ROE #39 programs, which shall also have access to the DPS WAN.
- G. The lease period for the premises shall consist of a period of three years, beginning July 1, 2022, and terminating June 30, 2025. At the end of the lease term or any extension thereof, ROE #39 shall return the premises to DPS in the same condition the premises were in at the beginning of the lease term, ordinary wear and tear and casualty excepted. If deemed necessary by the Board of education of Decatur Public Schools #61, DPS may take possession of the premises during the life of this agreement. Prior notice of six (6) months shall be afforded to ROE #39.

## **SECTION 2. ANNUAL EXPENSES**

- A. ROE #39 shall pay to DPS postage related expenses incurred by DPS for the benefit of ROE #39.

## **SECTION 3. INCURRED EXPENSES**

- A. ROE #39 and DPS agree that DPS may incur additional expenses as a result of ROE #39's use of the premises. ROE #39 agrees to reimburse DPS for the following expenses:
  - (1) Technical Support from Management Information Services (IT) at the current determined rate per hour;
  - (2) Equipment purchases for technology repairs;
  - (3) Telephone charges (phone/facsimile)
  - (4) Custodial services, including services provided day-to-day in the ordinary course of business. Services in excess of day-to-day in the ordinary course of business, shall be paid at a rate commensurate with contractual language found in Appendix B and Overtime Subsection of the applicable year SEIU-A/DPS61 Contract.
  - (5) Maintenance services, in excess of services provided day-to-day in the ordinary course of business, shall be paid at a rate commensurate with contractual language found in Wage Schedule A and Overtime Subsection of the applicable year SEIU-B/DPS61 Contract.
- B. DPS will submit an itemized statement to ROE #39 monthly for incurred expenses, and payment shall be made by ROE #39 to DPS within sixty (60) days of receipt of the statement.

## **SECTION 4. INSURANCE**

- A. ROE #39 shall attempt to obtain and maintain insurance coverage related to the premises and the employees working therein as follows:

- (1) General Liability Insurance: ROE #39 shall obtain and maintain during the term of this Agreement general liability insurance insuring DPS against or naming DPS an additional insured with respect to third party liability, employment practices liability, bodily injury, personal injury and property damage, in an amount not less than \$3,000,000.00 combined single limit per occurrence.
- (2) Workers' Compensation and Employers Liability: ROE #39 will provide Worker's Compensation for its employees in the amount of \$1,000,000.00 per accident and \$1,000,000.00 per occurrence. DPS will provide Worker's Compensation coverage for DPS employees performing any work on the premises described herein.

B. With regard to said insurance policies:

- (1) ROE #39 shall include DPS, its officers, officials, agents, volunteers, and employees to be covered as additional insured as respects liability arising out of any negligent or wrongful act or omission of ROE #39 or any ROE #39 employee providing services in, on or related to the premises, including a waiver of subrogation in favor of DPS.
- (2) DPS shall maintain a current insurance policy in the amount of \$1,000,000.00 for the liability (naming ROE #39 as additional insured in an equivalent manner as provided in B (1) above) and fire protection for the building as well as replacement value casualty insurance on the building, containing a waiver of subrogation in favor of ROE #39.
- (3) ROE #39 and DPS shall each furnish certificates of the insurance and/or coverage in place as required herein to the other upon execution of this Agreement, including a 90-day notice of cancellation or reduction in limits.
- (4) Notwithstanding the foregoing, it is possible that ROE #39 may not be able to obtain a separate insurance policy in compliance with the requirements contained herein. If that is the case, DPS will provide such coverage and additional insured status to ROE #39, and the increase in premium, if any, due to the insurance coverages described in Section 4(A) will be reimbursed by ROE #39.

## **SECTION 5. INDEMNIFICATION AND HOLD HARMLESS**

- A. To the fullest extent permitted by law and subject in all events to the Illinois Tort Immunity Act and the Tort Liability of Schools Act, ROE #39 and DPS shall protect, indemnify, save, defend and hold harmless the other, including its officers, agents, volunteers, employees, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney and paralegal fees, court costs and expert expenses), which one may become obligated by reason of any accident, injury or death of persons, or loss of or damage to property arising indirectly or directly in connection with the negligent or wrongful act of the indemnifying party's employee and/or student under this agreement.

## **SECTION 6. BENEFIT OF THE PARTIES**

- A. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.
- B. Nothing in this Agreement shall be construed to create employment rights of the employees of either ROE #39 or DPS in connection with or within the scope of this Agreement. This Agreement shall not create any rights or obligations in either ROE #39 or DPS other than expressly provided herein. This Agreement is not a joint venture and no relationship between ROE #39 and DPS other than expressly provided herein is intended or implied.

## **SECTION 7. TECHNICAL CLAUSES**

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

**To DPS:**

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

**To ROE #39:**

Regional Superintendent  
Regional Office Education # 39  
1690 Hutson Dr.  
Decatur, Illinois 62523

- B. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Agreement, the text shall control.
- C. **Copies of Agreement.** This Agreement may be executed in one (1) or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
- D. **Severability.** It is understood and agreed by the parties that if any part, term, or provision of this Agreement is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.
- E. **Jurisdiction.** This Agreement has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

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

G. **Advice of Counsel.** Both parties have had the opportunity to obtain, and have had the advice of counsel in the development and prior to the execution of this Agreement.

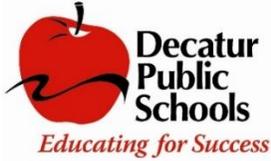
Entered this \_\_\_\_ day of April, 2022.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Regional Office of Education #39

Attest:

\_\_\_\_\_  
Secretary, Board of Education  
Decatur Public School District 6



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

<b>Date:</b> April 26, 2022	<b>Subject:</b> Carpet and supplies for William Harris Elementary change to Macon-Piatt Special Education
<b>Initiated By:</b> Kent Metzger, Director of Buildings and Grounds	<b>Attachments:</b> Quotes from Carpet Weaver’s Commercial, Flooring America and Good’s Flooring Store
<b>Reviewed By:</b> Dr. Michael Curry, Chief Operating Officer and Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

DPS has entered into a lease with Macon-Piatt Special Education to allow Macon-Piatt Special Education to occupy the William Harris Elementary School commencing the 2022-2023 school year. Macon-Piatt has requested renovation of the space to facilitate their needs. The work will be performed by DPS Buildings and Grounds maintenance staff. The materials were bid through appropriate vendors.

**CURRENT CONSIDERATIONS:**

The supplies covered by these bids provides carpet and carpet adhesive for William Harris Elementary School. DPS staff will be performing the installation of those items. Three (3) quotes were received: Carpet Weaver’s Commercial - \$42,453.00; Flooring America - \$43,323.00 and Good’s Flooring Store - \$55,000.00.

**FINANCIAL CONSIDERATIONS:**

Materials covered by these bids will be paid for by reimbursement through Macon-Piatt Special Education accounts.

**STAFF RECOMMENDATION:**

The Administration respectfully requests the Board of Education accept and approve the quote from Carpet Weaver’s Commercial of Decatur, IL for \$42,453.00 as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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



April 22, 2022

**Commercial**

1971 E. Pershing Rd, Decatur, IL 62526

Ph: (217) 876-9800

Fax: (217) 876-9839

---

## Proposal

To: DPS

Attn: Kent or Floyd

Job Name: DPS Harris Elementary School

Project Manager: CJ Holsapple

Scope of Work: Furnish Patcraft – Tidal – Color: Deep and Patcraft 5100 carpet adhesive.

---

Base Bid: \$42,453.00

\*No tax has been included.

---

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Our workers are fully covered by Workman's Compensation Insurance. Unless noted above, Carpet Weaver's Inc. does not include floor preparation, final cleaning, floor protection, bonds, permits, dumpsters, water, power, or associated fees. Floor preparation will be charged at \$105.00 per man hour plus materials.

**Project Manager Signature:** \_\_\_\_\_ **Proposal valid for** \_\_\_\_\_ **days from this.**



04-14-22

To: Kent Metzger  
Decatur School District

From: Dan Walker  
(217) 519-1468 cell

Re: Harris Elementary School carpet tile

This is our proposal to provide flooring material as specified below:

Patcraft Tidal carpet tile 24"x24" color Deep 13,235 sf

Shaw 5100 adhesive 13 - 4gallon pails

Freight

Total Proposal \$ 43,323.00

Shipping to:

Harris Elementary School

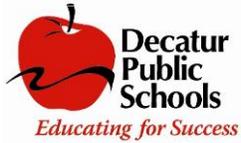
620 East Garfield Ave.

Decatur, IL 62526

To be unloaded by DPS personnel (other arrangements can be made for additional fee)

Thank you for this opportunity. I hope you find my quote favorable and look forward working with Decatur School District toward a successful project.





## Board of Education Decatur Public School District #61

<b>Date:</b> April 26, 2022	<b>Subject:</b> 9-12 Science Textbook Adoption
<b>Initiated By:</b> Marques Stewart, P-12 Director of Teaching and Learning	<b>Attachments:</b> SAVVAS Quote
<b>Reviewed By:</b> Jeff Dase, Assistant Superintendent of P12 Teaching and Learning, and Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

DPS 9<sup>th</sup>-12<sup>th</sup> grade teachers and stakeholders are working to update textbook, resources, and materials for Science courses for the 2022-2028 school year.

**CURRENT CONSIDERATIONS:**

Science resources and materials that support diverse, 21<sup>st</sup> century learners.

**FINANCIAL CONSIDERATIONS:**

Utilizing Title I and Cares Funds: \$311,504.58

**Total Program Cost:** \$311,504.58

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the 9-12 Science Textbook Adoption Resource Materials in the amount \$311,504.58 as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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



Ms. Christelle Harding

Decatur School District 61  
101 W Cerro Gordo St  
Decatur, IL 62523-1001  
United States

Quote Number: 187313-5

Quote Creation Date: 04-14-2022

Quote Expiration Date: 09-30-2022

Quote Release: 5

Decatur 61\_High School Science Titles  
Price Quote Summary

Solution	Base Amount	Free Amount	Total
Experience Chemistry	\$ 27,215.00	\$ 387.00	\$ 27,215.00
Experience Physics	\$ 14,257.50	\$ 387.00	\$ 14,257.50
Miller Biology	\$ 113,250.00	\$ 1,935.00	\$ 113,250.00
PD Express	\$ 15,750.00		\$ 15,750.00
Pearson Physical Science	\$ 36,255.00	\$ 3,828.00	\$ 36,255.00
<b>Solution Subtotal</b>	<b>\$ 206,727.50</b>	<b>\$ 6,537.00</b>	<b>\$ 206,727.50</b>
	<b>Shipping &amp; Handling</b>		<b>\$ 7,741.00</b>
		<b>Total</b>	<b>\$ 214,468.50</b>

## Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>Experience Chemistry</b>						
<b>Experience Chemistry ©2021</b>						
9781418326111	EXPERIENCE CHEMISTRY 2021 STUDENT EDITION 6-YEAR + DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 9/12	\$132.00	0	50	\$0.00	\$6,600.00
9781418327248	EXPERIENCE CHEMISTRY 2021 NATIONAL TEACHER GUIDE PACKAGE GRADE 9/12	\$193.50	2	0	\$387.00	\$0.00
9781418331719	EXPERIENCE CHEMISTRY 2021 NATIONAL EXPERIENCES MATERIAL KIT GR 9/12	\$10,307.50	0	2	\$0.00	\$20,615.00
<b>Experience Chemistry ©2021 Subtotal</b>					<b>\$ 387.00</b>	<b>\$ 27,215.00</b>
<b>Experience Chemistry Subtotal</b>					<b>\$ 387.00</b>	<b>\$ 27,215.00</b>

## Decatur School District 61

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>Experience Physics</b>						
<b>Experience Physics ©2022</b>						
9781418358792	EXPERIENCE PHYSICS 2022 STUDENT EDITION + MATH SKILLS WORKBOOK 6-YEAR + DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 9/12	\$150.00	0	25	\$0.00	\$3,750.00
9781418333973	EXPERIENCE PHYSICS 2022 NATIONAL TEACHER GUIDE GRADE 9/12	\$193.50	2	0	\$387.00	\$0.00
9781418352929	EXPERIENCE PHYSICS 2022 EXPERIENCES MATERIAL KIT GR 9/12	\$10,507.50	0	1	\$0.00	\$10,507.50
<b>Experience Physics ©2022 Subtotal</b>					<b>\$ 387.00</b>	<b>\$ 14,257.50</b>
<b>Experience Physics Subtotal</b>					<b>\$ 387.00</b>	<b>\$ 14,257.50</b>
<b>Miller Biology</b>						
<b>Miller &amp; Levine Biology ©2019</b>						
9780328990023	MILLER LEVINE BIOLOGY 2019 STUDENT EDITION + DIGITAL COURSEWARE 6-YEAR LICENSE	\$126.00	0	255	\$0.00	\$32,130.00
9780328990030	MILLER LEVINE BIOLOGY 2019 DIGITAL COURSEWARE 6-YEAR LICENSE	\$101.00	0	220	\$0.00	\$22,220.00
9781418323332	MILLER LEVINE BIOLOGY 2019 LABSTER ULTRA PACKAGE 6-YEAR LIC	\$124.00	0	475	\$0.00	\$58,900.00
9780328925131	MILLER LEVINE BIOLOGY 2019 TEACHER EDITION GRADE 9/10	\$193.50	10	0	\$1,935.00	\$0.00
<b>Miller &amp; Levine Biology ©2019 Subtotal</b>					<b>\$ 1,935.00</b>	<b>\$ 113,250.00</b>
<b>Miller Biology Subtotal</b>					<b>\$ 1,935.00</b>	<b>\$ 113,250.00</b>
<b>PD Express</b>						
<b>PD Express ©2017</b>						
0000000116512	SCIENCE: PD EXPRESS 5-DAY	\$15,750.00	0	1	\$0.00	\$15,750.00

## Decatur School District 61

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>PD Express ©2017 Subtotal</b>						<b>\$ 15,750.00</b>
<b>PD Express Subtotal</b>						<b>\$ 15,750.00</b>
<b>Pearson Physical Science</b>						
<b>Physical Science: Concepts in Action (2011)</b>						
9781418341244	HIGH SCHOOL PHYSICAL SCIENCE 2011 EARTH AND SPACE STUDENT EDITION + DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 9/12 REALIZE	\$105.50	0	195	\$0.00	\$20,572.50
9781418341206	HIGH SCHOOL PHYSICAL SCIENCE 2011 DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 9/12 REALIZE	\$76.50	0	205	\$0.00	\$15,682.50
9780133163971	HIGH SCHOOL PHYSICAL SCIENCE 2011 TEACHER EDITION (HARDCOVER) GRADE 9/10	\$136.50	8	0	\$1,092.00	\$0.00
9780133648409	HIGH SCHOOL PHYSICAL SCIENCE C2009 CORE TEACHING RESOURCES	\$342.00	8	0	\$2,736.00	\$0.00
<b>Physical Science: Concepts in Action (2011) Subtotal</b>					<b>\$ 3,828.00</b>	<b>\$ 36,255.00</b>
<b>Pearson Physical Science Subtotal</b>					<b>\$ 3,828.00</b>	<b>\$ 36,255.00</b>
<b>Solution Subtotal</b>					<b>\$ 6,537.00</b>	<b>\$ 206,727.50</b>
<b>Shipping and Handling</b>						<b>\$ 7,741.00</b>
					<b>Total</b>	<b>\$ 214,468.50</b>

## Savvas Learning Company LLC Terms and Conditions

**To place your order** please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price via one of the following methods:

**e-Form:** <http://support.savvas.com/support/s/contactsupport>

**Mail:** PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500.

**Price quote:** This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

**Shipping & handling** charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

**Taxes:** All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

**Platforms:** Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

**Return Policy:** If you are not entirely satisfied with any of our products, then you may, within six months from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Savvas within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

**Consumable Worktexts:** Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://worktext-subscriptions.savvas.com/>.

**Annual subscriptions for iLit and Successmaker:** Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by completing the customer service request form which you can access here: <https://support.savvas.com/support/s/customer-service-support-form>.

**Technical support services** are included with purchase of Savvas digital products eform: <https://support.savvas.com/support/s/k12-curriculum-support-form> phone: 1-800-848-9500

**Professional Services:** All paid services must be scheduled and delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. MySavvasTraining, which provides online access to on-demand tutorials and interactive webinar sessions, is included with purchase of products (mySavvasTraining.com).



Ms. Christelle Harding

Decatur School District 61  
101 W Cerro Gordo St  
Decatur, IL 62523-1001  
United States

Quote Number: 187850-1

Quote Creation Date: 04-20-2022

Quote Expiration Date: 09-30-2022

Quote Release: 1

## Decatur School District 61 Chemistry 9-12

## Price Quote Summary

Solution	Base Amount	Free Amount	Total
<b>Chemistry</b>	\$ 16,080.00	\$ 538.00	\$ 16,080.00
<b>Solution Subtotal</b>	<b>\$ 16,080.00</b>	<b>\$ 538.00</b>	<b>\$ 16,080.00</b>
	<b>Shipping &amp; Handling</b>		<b>\$ 456.00</b>
		<b>Total</b>	<b>\$ 16,536.00</b>

## Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>Chemistry</b>						
<b>Savvas Chemistry ©2017</b>						
9781323205907	CHEMISTRY 2017 STUDENT EDITION GRADE 10/11	\$95.00	0	60	\$0.00	\$5,700.00
9781323212301	CHEMISTRY 2017 DIGITAL COURSEWARE 6-YEAR LICENSE (REALIZE) GRADE 9/12	\$86.50	0	120	\$0.00	\$10,380.00
9781323205914	CHEMISTRY 2017 TEACHERS EDITION (HARD COVER) GRADE 11	\$134.50	4	0	\$538.00	\$0.00
<b>Savvas Chemistry ©2017 Subtotal</b>					<b>\$ 538.00</b>	<b>\$ 16,080.00</b>
<b>Chemistry Subtotal</b>					<b>\$ 538.00</b>	<b>\$ 16,080.00</b>
<b>Solution Subtotal</b>					<b>\$ 538.00</b>	<b>\$ 16,080.00</b>
<b>Shipping and Handling</b>						<b>\$ 456.00</b>
					<b>Total</b>	<b>\$ 16,536.00</b>

## Savvas Learning Company LLC Terms and Conditions

**To place your order** please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price via one of the following methods:

**e-Form:** <http://support.savvas.com/support/s/contactsupport>

**Mail:** PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500.

**Price quote:** This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

**Shipping & handling** charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

**Taxes:** All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

**Platforms:** Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

**Return Policy:** If you are not entirely satisfied with any of our products, then you may, within six months from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Savvas within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

**Consumable Worktexts:** Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://worktext-subscriptions.savvas.com/>.

**Annual subscriptions for iLit and Successmaker:** Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by completing the customer service request form which you can access here: <https://support.savvas.com/support/s/customer-service-support-form>.

**Technical support services** are included with purchase of Savvas digital products eform: <https://support.savvas.com/support/s/k12-curriculum-support-form> phone: 1-800-848-9500

**Professional Services:** All paid services must be scheduled and delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. MySavvasTraining, which provides online access to on-demand tutorials and interactive webinar sessions, is included with purchase of products (mySavvasTraining.com).



Ms. Christelle Harding

Decatur School District 61  
101 W Cerro Gordo St  
Decatur, IL 62523-1001  
United States

Quote Number: 187327-2

Quote Creation Date: 04-14-2022

Quote Expiration Date: 09-30-2022

Quote Release: 2

Decatur 61\_Envionrnmental  
Price Quote Summary

Solution	Base Amount	Free Amount	Total
Environmental Science	\$ 50,047.50	\$ 937.50	\$ 50,047.50
<b>Solution Subtotal</b>	<b>\$ 50,047.50</b>	<b>\$ 937.50</b>	<b>\$ 50,047.50</b>
	<b>Shipping &amp; Handling</b>		<b>\$ 1,212.75</b>
		<b>Total</b>	<b>\$ 51,260.25</b>

## Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>Environmental Science</b>						
<b>Environmental Science ©2021</b>						
9781418340650	ENVIRONMENTAL SCIENCE 2021 STUDENT EDITION + DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 9/12	\$115.50	0	105	\$0.00	\$12,127.50
9781418340681	ENVIRONMENTAL SCIENCE 2021 DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 9/12	\$96.00	0	395	\$0.00	\$37,920.00
9781418336363	ENVIRONMENTAL SCIENCE 2021 ANNOTATED TEACHER EDITION GRADE 9/12	\$187.50	5	0	\$937.50	\$0.00
	<b>Environmental Science ©2021 Subtotal</b>				<b>\$ 937.50</b>	<b>\$ 50,047.50</b>
	<b>Environmental Science Subtotal</b>				<b>\$ 937.50</b>	<b>\$ 50,047.50</b>
	<b>Solution Subtotal</b>				<b>\$ 937.50</b>	<b>\$ 50,047.50</b>
				<b>Shipping and Handling</b>		<b>\$ 1,212.75</b>
					<b>Total</b>	<b>\$ 51,260.25</b>

## Savvas Learning Company LLC Terms and Conditions

**To place your order** please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price via one of the following methods:

**e-Form:** <http://support.savvas.com/support/s/contactsupport>

**Mail:** PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500.

**Price quote:** This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

**Shipping & handling** charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

**Taxes:** All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

**Platforms:** Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

**Return Policy:** If you are not entirely satisfied with any of our products, then you may, within six months from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Savvas within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

**Consumable Worktexts:** Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://worktext-subscriptions.savvas.com/>.

**Annual subscriptions for iLit and Successmaker:** Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by completing the customer service request form which you can access here: <https://support.savvas.com/support/s/customer-service-support-form>.

**Technical support services** are included with purchase of Savvas digital products eform: <https://support.savvas.com/support/s/k12-curriculum-support-form> phone: 1-800-848-9500

**Professional Services:** All paid services must be scheduled and delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. MySavvasTraining, which provides online access to on-demand tutorials and interactive webinar sessions, is included with purchase of products (mySavvasTraining.com).



Decatur School District 61  
101 W Cerro Gordo St  
Decatur, IL 62523-1001  
United States

Quote Number: 187309-2

Quote Creation Date: 04-14-2022

Quote Expiration Date: 09-30-2022

Quote Release: 2

## Decatur 61 \_ AP &amp; Electives \_HS Science

## Price Quote Summary

Solution	Base Amount	Total
Campbell: Biology in Focus	\$ 3,949.25	\$ 3,949.25
Knight: College Physics: A Strategic	\$ 4,549.25	\$ 4,549.25
Marieb: Essentials of Human Anatomy	\$ 15,136.70	\$ 15,136.70
The Cosmic Perspective	\$ 3,886.75	\$ 3,886.75
<b>Solution Subtotal</b>	<b>\$ 27,521.95</b>	<b>\$ 27,521.95</b>
	<b>Shipping &amp; Handling</b>	<b>\$ 1,717.88</b>
		<b>Total \$ 29,239.83</b>

## Price Quote Detail

ISBN	Description	Price	Charged Qty	Total Charged
<b>Campbell: Biology in Focus</b>				
Campbell Biology in Focus 3rd Edition, AP® Edition ©2020 with Mastering® Biology with Pearson eText, Urry et al				
9780135214763	CAMPBELL BIOLOGY IN FOCUS AP EDITION	\$157.97	25	\$3,949.25
	<b>Campbell Biology in Focus 3rd Edition, AP® Edition ©2020 with Mastering® Biology with Pearson eText, Urry et al Subtotal</b>			<b>\$ 3,949.25</b>
	<b>Campbell: Biology in Focus Subtotal</b>			<b>\$ 3,949.25</b>
<b>Knight: College Physics: A Strategic Approach</b>				
College Physics: A Strategic Approach 4th Edition, Digital Update, AP® Edition ©2023 with Mastering® Physics with Pearson eText, Knight et al.				
9780137574728	COLLEGE PHYSICS: A STRATEGIC APPROACH, AP EDITION, 4E DIGITAL UPDATE ©2023 WITH MASTERING PHYSICS WITH PEARSON ETEXT (UP TO 6 YEARS)	\$181.97	25	\$4,549.25
	<b>College Physics: A Strategic Approach 4th Edition, Digital Update, AP® Edition ©2023 with Mastering®</b>			<b>\$ 4,549.25</b>

ISBN	Description	Price	Charged Qty	Total Charged
<b>Physics with Pearson eText, Knight et al. Subtotal</b>				
<b>Knight: College Physics: A Strategic Approach Subtotal</b>				<b>\$ 4,549.25</b>
<b>Marieb: Essentials of Human Anatomy and Physiology</b>				
<b>Marieb, Essentials of Human Anatomy &amp; Physiology 13th Edition ©2022 with Mastering A&amp;P with eText</b>				
9780137451845	MODIFIED MASTERING A&P WITH PEARSON ETEXT FOR ESSENTIALS OF HUMAN ANATOMY & PHYSIOLOGY 13TH EDITION ©2022 FOR HIGH SCHOOL USERS 6YEAR DIGITAL DELIVERY	\$120.97	50	\$6,048.50
9780137321599	ESSENTIALS OF HUMAN ANATOMY & PHYSIOLOGY 13TH EDITION ©2022 (HS BINDING) WITH MASTERING WITH ETEXT (UP TO 6 YEARS)	\$151.47	60	\$9,088.20
<b>Marieb, Essentials of Human Anatomy &amp; Physiology 13th Edition ©2022 with Mastering A&amp;P with eText Subtotal</b>				<b>\$ 15,136.70</b>
<b>Marieb: Essentials of Human Anatomy and Physiology Subtotal</b>				<b>\$ 15,136.70</b>
<b>The Cosmic Perspective</b>				
<b>The Cosmic Perspective 9th Edition ©2020 with Mastering® Astronomy with Pearson eText, Bennett et al.,</b>				
9780135244609	COSMIC PERSPECTIVE, THE (NASTA EDITION)	\$155.47	25	\$3,886.75
<b>The Cosmic Perspective 9th Edition ©2020 with Mastering® Astronomy with Pearson eText, Bennett et al., Subtotal</b>				<b>\$ 3,886.75</b>
<b>The Cosmic Perspective Subtotal</b>				<b>\$ 3,886.75</b>
<b>Solution Subtotal</b>				<b>\$ 27,521.95</b>
<b>Shipping and Handling</b>				<b>\$ 1,717.88</b>
<b>Total</b>				<b>\$ 29,239.83</b>

## Savvas Learning Company LLC Terms and Conditions

**To place your order** please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price via one of the following methods:

**e-Form:** <http://support.savvas.com/support/s/contactsupport>

**Mail:** PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500.

**Price quote:** This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

**Shipping & handling** charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

**Taxes:** All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

**Platforms:** Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

**Return Policy:** If you are not entirely satisfied with any of our products, then you may, within six months from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Savvas within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

**Consumable Worktexts:** Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://worktext-subscriptions.savvas.com/>.

**Annual subscriptions for iLit and Successmaker:** Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by completing the customer service request form which you can access here: <https://support.savvas.com/support/s/customer-service-support-form>.

**Technical support services** are included with purchase of Savvas digital products eform: <https://support.savvas.com/support/s/k12-curriculum-support-form> phone: 1-800-848-9500

**Professional Services:** All paid services must be scheduled and delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. MySavvasTraining, which provides online access to on-demand tutorials and interactive webinar sessions, is included with purchase of products (mySavvasTraining.com).

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

DATE/TIME: April 12, 2022

4:30 PM

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

PRESENT: Dan Oakes, President  
Alana Banks (joined by audio 4:30 PM)  
Jason Dion  
Al Scheider

Andrew Taylor, Vice President  
Kevin Collins-Brown  
Regan Lewis

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

President Oakes called the meeting to order at 4:30 PM.

TOPIC	DISCUSSION	ACTION
<b>Call for Closed Executive Session</b>	President Oakes called the meeting to order and moved to 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 property for the use of the public body and discussion of collective negotiating matters between the Board and representatives of its employees, seconded by Vice President Taylor.	Board moved to Closed Executive Session at 4:30 PM.
	<p>Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Banks (audio), Lewis, Oakes, Collins-Brown, Taylor, Scheider, Dion Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p> <p>For the record, Alana Banks joined via audio at 4:30 PM.</p>	
<b>Return to Open Session</b>	President Oakes moved to return to Open Session, seconded by Vice President Taylor. All were in favor.	Returned to Open Session at 6:34 PM.
<b>Open Session Continued</b>	President Oakes noted that the Board of Education had been 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 property for the use of the public body and discussion of collective negotiating matters between the Board and representatives of its employees. No action was taken during Closed Executive Session.	Information only.
<b>Pledge of Allegiance</b>	<p>President Oakes led the Pledge of Allegiance.</p> <p>President Oakes stated to the listening audience, “Because of the COVID 19 crisis and the Governor’s disaster declarations, this meeting was not fully open. A fully in-person meeting was not practical or prudent because of COVID 19.”</p>	

TOPIC	DISCUSSION	ACTION
<b>Approval of Agenda, April 12, 2022</b>	<p>Superintendent Clark recommended the Board approve the April 12, 2022 Open Session Board Meeting Agenda as presented.</p> <p>Vice President Taylor moved to approve the recommendation, seconded by Mrs. Lewis. All were in favor.</p>	Agenda was approved as presented.
<b>District Highlight</b>	<p>Marques Stewart, Director of P12 Teaching and Learning, recognized students who participated in the Black History Writing Contest in February 2022. The title for middle school was "<i>The Achievements of Black Citizens Locally</i>" and the title for high school was "<i>The Role of Civil Disobedience in our History and of our Future.</i>" On May 13<sup>th</sup>, the thirteen students will travel to Chicago, IL to visit the African-American History Museum and the Southside Center for the Arts.</p>	Information only.
<b>Public Participation</b>	<p>President Oakes noted that during Public Participation, the Board of Education asked for the following:</p> <ul style="list-style-type: none"> <li>● Identify oneself and be brief.</li> <li>● Any public comments received will be read during this time.</li> <li>● Comments should be limited to 3 minutes.</li> </ul> <p>For our listening audience, please note that during any Board of Education meeting and public participation, Board Members do NOT respond and/or comment to public comments; ALL COMMENTS ARE REFERRED TO ADMINISTRATION. Furthermore, the Board refrains from referring to specific students or staff members by name, and requests that public commenters refrain from doing so as well. The request that you omit names was made to protect you from allegations of libel or slander or from violations of the Illinois School Student Records Act. It was not intended to shield an employee from criticism.</p> <p>No one requested to speak.</p> <p>Please see the other attached letters that were read during public participation.</p>	Information only.
<b>Student Ambassadors</b>	<p>Daniel Flores (MHS Senior) spoke to the Board and noted that all grade levels were wrapping up the end of the school year. There are upcoming band/orchestra concerts. He congratulated his band director on his upcoming marriage ceremony.</p>	Information only.
<b>Board Discussion</b>	<p>Mr. Dion asked for an update on the band uniforms. Previously, it was stated by Dr. Todd Covault, retired Chief Operational Officer, that the District would match whatever the school raised to help pay for the band uniforms. Mr. Dion thought they were within 5% of their goal. They had started their fundraising and President Oakes asked for Mr. Dion to let the Board know once it was completed.</p> <p>Mr. Scheider noted that the Illinois State Board of Education was considering a proposal to increase the Standardized State Testing in every school district as low as kindergarten. If there was an opinion, how would the District approach the legislator?</p>	Information only.

TOPIC	DISCUSSION	ACTION
	<p>Superintendent Clark replied that the information had not reached her desk but if so, she would discuss with Teaching and Learning on how to move forward. There was nothing wrong with letting the state know how it would affect our District. Attorney Braun replied that the testing mandate was coming from higher up; it was a federal mandate.</p> <p>Dr. Collins-Brown noted that he had the pleasure of watching the Keil Raw Apples play American Dreamer and Eisenhower. This was an enjoyable game. The Keil Raw Apples will play Richland Community College on Wednesday, April 13<sup>th</sup>. This was a great community event and the District should keep it going. He thanked everyone.</p>	
<b>Reports from Admins 7 Mindsets</b>	<p>Jeff Dase, Assistant Superintendent of P12 Teaching and Learning, noted that this was another opportunity to share a progress report with the partnership 7 Mindsets (social emotional program and curriculum) and introduced the presenter Remington Fairland, Chief Officer of 7 Mindsets (see attached presentation).</p>	Information only.
<b>First Read of 2022-2023 Athletic Plans</b>	<p>Joe Caputo, District Athletic Coordinator, presented a first read of the 2022-2023 District Athletic Plans (see attached presentation).</p> <p>The total funds requested for the 2022-2023 was \$75,233. There was an anonymous donation of \$35,000 towards the cost of the SDMS track and field equipment. Therefore, the funding request from the District = \$40,233.</p> <p>The 2022-2023 District Athletic Plans would be recommended for approval during the April 26, 2022 Board of Education meeting.</p> <p>Dr. Collins-Brown asked for chaperone of all students to be enforced, if possible. Mr. Caputo replied that he would discuss this with the Athletic Directors. He also thanked Mr. Caputo for the communication regarding the sport opportunities at all grade levels.</p>	Information only.
<b>High School Uniform Update</b>	<p>Lawrence Trimble, Director of Student Services presented an overview regarding the pros and cons of high school uniforms.</p> <p>There was a staff survey with the following question: Do you feel high school students should continue to follow the District's school uniform/dress code policy?</p> <ul style="list-style-type: none"> <li>● 69% Replied No</li> <li>● 31% Replied Yes</li> </ul> <p>There was a parent survey with the following question: Do you feel DPS high school students should continue to follow the District's school uniform/dress code policy?</p> <ul style="list-style-type: none"> <li>● 77% Replied No</li> <li>● 23% Replied Yes</li> </ul> <p>Student voiced their pros and cons and suggested some changes.</p>	Information only.

TOPIC	DISCUSSION	ACTION
	<p>In result and during the month of May 2022, administration recommended to pilot a uniform free month, however there would still be criteria as it relates to a dress code. Once May 2022 was over, they will gather feedback/data from administration, students and staff that would help them decide on uniforms with a dress code or no uniforms with a dress code for high school students for next school year.</p> <p>Mr. Dion noted that he was in favor of removing the uniforms, but he wanted to make sure there was plenty of communication sent to everyone.</p> <p>More information forthcoming.</p>	
<b>Personnel Action Items</b>	<p>Superintendent Clark recommended the Board Approve the Personnel Action Items listed in the Memo from Jason Hood, Director of Human Resources, as presented.</p> <p>Vice President Taylor moved to approve the recommendation, seconded by Mr. Dion. Hearing no questions, President Oakes called for a Roll Call Vote:                      Aye: Lewis, Oakes, Banks, Collins-Brown, Taylor, Scheider, Dion                      Nay: None                      Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Personnel Action Items were approved as presented.</p>
<b>Aramark Point of Sale (POS) Upgrade</b>	<p>Superintendent Clark recommended the Board Approve the Aramark Point of Sale (POS) Upgrade as presented.</p> <p>Dr. Jay Marino, Assistant Superintendent of Support Services, noted that this was a hardware update as it was currently outdated. This was technology used by Aramark Food Service.</p> <p>Vice President Taylor moved to approve the recommendation, seconded by Mrs. Lewis. Hearing no questions, President Oakes called for a Roll Call Vote:                      Aye: Dion, Lewis, Taylor, Scheider, Banks, Oakes, Collins-Brown                      Nay: None                      Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Aramark Point of Sale Upgrade was approved as presented.</p>
<b>HSHS St. Mary's Hospital Athletic Trainer Services Amendment</b>	<p>Superintendent Clark recommended the Board Approve the HSHS St. Mary's Hospital Athletic Trainer Services Amendment as presented.</p> <p>Mrs. Lewis moved to approve the recommendation, seconded by Vice President Taylor. Hearing no questions, President Oakes called for a Roll Call Vote:                      Aye: Scheider, Oakes, Collins-Brown, Banks, Lewis, Taylor                      Nay: None                      Abstain: Dion                      Roll Call Vote: 6 Aye, 0 Nay, 1 Abstain</p>	<p>Motion carried. HSHS Athletic Trainer Services Amendment was approved as presented.</p>

TOPIC	DISCUSSION	ACTION
<b>Increase Existing Blanket Purchase Order Amounts for Menards and Springfield Electric</b>	<p>Superintendent Clark recommended the Board Approve to Increase Existing Blanket Purchase Order Amounts for Menards and Springfield Electric as presented.</p> <p>Dr. Collins-Brown moved to approve the recommendation, seconded by Mrs. Lewis. Hearing no questions, President Oakes called for a Roll Call Vote:                      Aye: Taylor, Collins-Brown, Dion, Scheider, Banks, Oakes, Lewis                      Nay: None                      Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Increase PO Amounts for Menards and Springfield Electric were approved as presented.</p>
<b>Toro Sand Pro 5040 for Athletic Field Maintenance</b>	<p>Superintendent Clark recommended the Board Approve the Toro Sand Pro 5040 for Athletic Field Maintenance as presented.</p> <p>Vice President Taylor moved to approve the recommendation, seconded by Mr. Dion. Hearing no questions, President Oakes called for a Roll Call Vote:                      Aye: Banks, Dion, Oakes, Collins-Brown, Taylor, Lewis, Scheider                      Nay: None                      Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Toro Sand Pro 5040 was approved as presented.</p>
<b>Purchase a Cargo Van for Buildings and Grounds</b>	<p>Superintendent Clark recommended the Board Approve to Purchase a Cargo Van for Buildings and Grounds as presented.</p> <p>Kent Metzger, Director of Buildings and Grounds, noted that this van was to replace the van that was totaled last winter; the front end was hit and destroyed with no injuries to our staff. The other vans were ordered, but had not arrived yet.</p> <p>Vice President Taylor moved to approve the recommendation, seconded by Mrs. Lewis. Hearing no questions, President Oakes called for a Roll Call Vote:                      Aye: Oakes, Collins-Brown, Scheider, Lewis, Taylor, Dion, Banks                      Nay: None                      Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Purchase a Cargo Van for Buildings and Grounds was approved as presented.</p>
<b>Hudl Gold Package Agreement for 2022-2023 School Year</b>	<p>Superintendent Clark recommended the Board Approve the Hudl Gold Package Agreement for 2022-2023 School Year, which is a Software for Athletic Programs as presented.</p> <p>Mrs. Lewis moved to approve the recommendation, seconded by Mr. Dion. Hearing no questions, President Oakes called for a Roll Call Vote:                      Aye: Collins-Brown, Banks, Oakes, Lewis, Scheider, Taylor, Dion                      Nay: None                      Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Hudl Gold Package Agreement for 2022-2023 SY was approved as presented.</p>
<b>Resolution Amending Property Tax Abatement</b>	<p>Superintendent Clark recommended the Board Adopt the Resolution Amending the Property Tax Abatement Qualifying Criteria for the Decatur Macon County Enterprise Zone as presented.</p> <p>Mr. Dion moved to approve the recommendation, seconded by Mrs. Lewis.</p>	<p>Motion carried. Resolution Amending Property Tax Abatement for</p>

TOPIC	DISCUSSION	ACTION
<b>Decatur MC Enterprise Zone</b>	Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Taylor, Collins-Brown, Dion, Scheider, Banks, Oakes, Lewis Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	Decatur MC Enterprise Zone was approved as presented.
<b>Consent Items</b>	<p>Superintendent Clark recommended the Board approve the Consent Items as presented:</p> <ul style="list-style-type: none"> <li>A. Minutes: Open/Closed Session Meetings March 22, 2022</li> <li>B. Freedom of Information Report</li> <li>C. Bills</li> <li>D. Annual Power School (Talent Ed Perform, Records and Sync) Agreement</li> <li>E. School Board Policies (updates)</li> <li>F. Illinois Elementary School Association (IESA) Membership 2022-2023</li> <li>G. Illinois High School Association (IHSA) Memberships 2022-2023                             <ul style="list-style-type: none"> <li>• Eisenhower High School</li> <li>• MacArthur High School</li> </ul> </li> <li>H. Transportation – District Safety Hazards for Robertson Charter School</li> </ul> <p>Dr. Collins-Brown moved to approve the recommendation, seconded by Mr. Dion. Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Scheider, Oakes, Collins-Brown, Dion, Banks, Lewis, Taylor Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	Consent Items were approved as presented.
<b>Announcements</b>	<p>The Board of Education and Administration sends condolences to the families of:</p> <p>Gloria Brinkman, who passed away Friday, March 11, 2022. Mrs. Brinkman was the mother of Robin Miller, Secretary to Director of Student Services.</p> <p>Doris Lewis, who passed away Friday, April 01, 2022. Ms. Lewis was a retired English Teacher from Eisenhower High School and then became a long-term substitute.</p>	Information only.
<b>Important Dates</b>	<p><b><u>April</u></b></p> <ul style="list-style-type: none"> <li>13 The DPS Keil “Raw Apples” versus The Richland (RCC) “Nights” Basketball Game                             <ul style="list-style-type: none"> <li>– Eisenhower High School Gym – Tipoff time is 5:00pm SHARP! Concessions will be open.</li> <li>– This was a challenge from RCC and DPS accepted!</li> </ul> </li> <li>15 Good Friday                             <ul style="list-style-type: none"> <li>– <b>NO School for Students and District Offices are Closed</b></li> </ul> </li> <li>18 Observance of the Casimir Pulaski Holiday                             <ul style="list-style-type: none"> <li>– <b>NO School for Students and District Offices are Closed</b></li> </ul> </li> </ul>	Information only.

\_\_\_\_ TOPIC \_\_\_\_\_ DISCUSSION \_\_\_\_\_ ACTION \_\_\_\_\_

**NEXT MEETING**

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, April 26, 2022 at the Keil Administration Building.

**Adjournment**

President Oakes asked for a motioned to adjourn. Dr. Collins-Brown motioned, seconded by Vice President Taylor. All were in favor.

Board  
adjourned at  
7:39 PM.

\_\_\_\_\_  
Andrew Taylor, Vice President  
(President Pro Tempore)

\_\_\_\_\_  
Melissa Bradford, Board Secretary

**From:** Jacob Jenkins <jacobcjenkins@gmail.com>

**Sent:** Monday, April 11, 2022 12:02 PM

**To:** Melissa Bradford <MBradford@dps61.org>; Rochelle Clark <rclark@dps61.org>

**Subject:** Public Comments

Please read this at the next board meeting.

I heard the young lady from Johns Hill school that complained about the principal ratings. Interesting because I researched the teacher ratings in DPS and 99% are proficient or distinguished, the two highest ratings for teachers. How can a district with all high quality teachers (according to evaluation records) have such low performance. I would say the principal ratings referenced match the district performance unlike the teacher ratings. This is once again, a case of mediocre staff defending mediocre staff while our students education and lives suffer. Also, the young lady from Johns Hill mentioned it was the fault of the Superintendent. Is it a coincidence that she said that about a black superintendent who has been on the job a month but no one has said anything about the poor performance under the leadership of all the past white superintendents. The board packet said there will be a 7 Mindsets presentation but until the racist, discriminatory mindsets change in this district we will continue to experience the mediocre cycle of education in DPS.

--

Jacob Jenkins

**From:** Melanie Ishmael <[melanieishmael@gmail.com](mailto:melanieishmael@gmail.com)>

**Date:** Monday, April 11, 2022 at 4:38 PM

**To:** We Listen <[WeListen@dps61.org](mailto:WeListen@dps61.org)>

**Subject:** Public Participation Letter

Dear School Board Members:

I am very concerned about our district. We are losing staff and administrators at an alarming rate. While some of it is a national issue, much of it is a DPS issue. We are not able to hire teachers, nor are we able to retain them.

I went through the board packets from 2017-present and tallied the data in the Personnel Action Items. In the 2017-18 school year, DPS hired 99 new teachers and had 69 teachers resign. In the 2018-19 school year, 117 teachers were hired with 46 resignations. During the 2019-2020 school year, 69 teachers were hired and 89 teachers resigned. This left a 20 teacher deficit that we are still struggling to overcome. In the 2020-21 school year, 90 teachers were hired with 62 resignations.

In the 2021-22 school year so far, **41 teachers have been hired with 57 resignations**. Once again, we are in the negative 16 teachers. This school year was carried by the retired teachers. Many of them have reached their maximum days so we continue to struggle to have substitutes. Many staff have come to the podium begging the school board to hear their concerns. I would like them to know that I, and others in the community, hear and support them. Unfortunately, they do not feel they are being heard, from the board or the Keil administration, so many of them are leaving.

**Possible suggestions to help DPS teachers or at least give them hope:**

- 1. Look at the testing we require the students to take. Maybe take a pause to catch up.**
- 2. Offer retention incentives or bonuses.**
- 3. Most importantly, allow our teachers to teach and be treated as the professionals they are.**

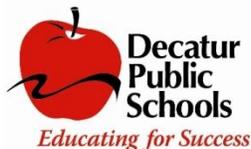
Administrators are also leaving at an alarming rate. When looking at the Personnel Action items, since the 2017-18 school year, 15 new administrators were hired and 26 administrators have resigned, including 5 administrators this school year.

**Possible suggestions to help DPS principals or at least give them hope:**

- 1. Give Grace. Recognize that there has been constant change for the past five years and the building staff are still adapting.**
- 2. Support them when they ask for help. Don't just be punitive.**
- 3. Allow our principals to run their buildings. They were hired for their leadership skills; let them lead.**

I am coming to you, begging you to please address this issue before DPS is beyond redemption. We were great once and we can be again. What made us great was that we were a family and a team. Now it is a toxic and adversarial environment. No one knows who to talk to or who they can trust. I believe that it is imperative that the board HEAR the pleas of the staff and give them hope that things will get better at DPS!!

Sincerely, Melanie Ishmael



## Board of Education Decatur Public School District 61

<b>Date:</b> April 26, 2022	<b>Subject:</b> Monthly Financial Conditions Report
<b>Initiated By:</b> Dr. Mike Curry, Chief Operational Officer	<b>Attachments:</b> Financial Conditions Report
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

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

**CURRENT CONSIDERATIONS:**

As the District completes March, the ninth month of FY22, the Macon-Piatt Special Education District has expended 62.65% of its overall budget; Decatur 61 has expended 56.72% of its overall budget.

As of April 20, 2022, the State Comptroller is holding FY22 ISBE vouchers in the amount of \$3,526,890 of which \$2,548,412 is associated with Evidence-Based Funding and \$236,348 is associated with the Early Childhood Block Grant.

The District’s March 2022 month-end, Education Fund balance is \$30,486,272; the March 2021 month-end Education Fund balance was \$30,609,165.

**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:** \_\_\_\_\_

**2021-2022 Decatur Public S.D. #61  
Fund Balance Summary - March 31, 2022**

<u>Fund</u>	<u>Fund Balance 07/01/21</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 03/31/22</u>	<u>Estimated Balance 06/30/22</u>
<b>DISTRICT # 61</b>							
<b>Education</b>	\$9,407,063	\$95,095,801	\$74,016,592	\$21,079,209	\$0	\$30,486,272	\$ 12,781,894
<b>Operation &amp; Maintenance</b>	\$1,212,830	\$6,080,784	\$5,400,326	\$680,458	\$0	\$1,893,288	\$ 1,077,330
<b>Debt Service</b>	\$7,407,911	\$7,702,017	\$4,810,098	\$2,891,919	\$0	\$10,299,830	\$ 8,172,052
<b>Transportation</b>	\$3,928,749	\$3,850,714	\$3,457,248	\$393,466	\$0	\$4,322,215	\$ 2,036,909
<b>IMRF</b>	\$1,047,320	\$2,086,549	\$1,951,610	\$134,939	\$0	\$1,182,259	\$ 1,501,560
<b>Social Security</b>	\$1,359,204	\$1,974,503	\$1,483,192	\$491,311	\$0	\$1,850,515	\$ 1,250,185
<b>Capital Projects Fund</b>	\$16,911,799	\$2,537,451	\$11,716,434	(\$9,178,983)	\$0	\$7,732,816	\$ 6,218,945
<b>Working Cash</b>	\$5,561,871	\$345,404	\$0	\$345,404	\$0	\$5,907,275	\$ 5,900,571
<b>Tort Immunity/Judgment</b>	\$3,720,380	\$3,248,981	\$1,458,798	\$1,790,183	(\$123,251)	\$5,387,312	\$ 4,210,443
<b>Fire Prevention/Safety</b>	\$13,819,980	\$362,898	\$6,852,691	(\$6,489,793)	\$0	\$7,330,187	\$ 1,241,905
<b>Totals District 61</b>	<b>\$64,377,107</b>	<b>\$123,285,102</b>	<b>\$111,146,989</b>	<b>\$12,138,113</b>	<b>(\$123,251)</b>	<b>\$76,391,969</b>	<b>\$44,391,794</b>
<b>Macon-Piatt Special Ed District</b>	<b>\$5,181,615</b>	<b>\$14,519,913</b>	<b>\$11,424,770</b>	<b>\$3,095,143</b>	<b>\$0</b>	<b>\$8,276,758</b>	<b>\$ 5,181,615</b>

**Macon-Piatt Special Education District**  
**Report Date: March 2022**  
**Financial Condition as of March 31, 2022**

**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 Operation &	18,237,268	14,519,913	79.62%
22 Maintenance	-	-	0.00%
42 Transportation	-	-	0.00%
52 IMRF	-	-	0.00%
<b>Total Revenues</b>	<b>18,237,268</b>	<b>14,519,913</b>	<b>79.62%</b>

**Expenditures**

12 Education Operation &	16,585,642	10,414,391	62.79%
22 Maintenance	356,320	171,293	48.07%
42 Transportation	21,750	5,359	24.64%
52 IMRF	1,273,556	833,727	65.46%
<b>Total Expenditures</b>	<b>18,237,268</b>	<b>11,424,770</b>	<b>62.65%</b>

**Net Cash**

Total Revenues	18,237,268	14,519,913	79.62%
Total Expenditures	18,237,268	11,424,770	62.65%
<b>Net Cash</b>	<b>-</b>	<b>3,095,143</b>	

**Fund Balances**

	<b>Actual</b>
12 Education	<u>8,276,758</u>

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

**Percent of year passed: 75%**

	<b>Revenues</b>	<b>Budget</b>	<b>Actual Y-T-D</b>	<b>Percent Received/Used</b>	<b>FY 21 Percent Received/Used As Of 3/31/21</b>
10	Education	144,998,774	95,095,801	65.58%	83.86%
20	Operation & Maintenance	6,768,000	6,080,784	89.85%	51.80%
30	Debt Service	8,129,229	7,702,017	94.74%	100.55%
40	Transportation	4,258,200	3,850,714	90.43%	73.13%
50	IMRF	2,889,915	2,086,549	72.20%	85.81%
51	Social Security	1,983,400	1,974,503	99.55%	98.93%
60	Capital Projects	3,132,714	2,537,451	81.00%	96.48%
70	Working Cash	338,700	345,404	101.98%	110.35%
80	Tort Immunity/Judgment	3,112,500	3,248,981	104.38%	99.50%
90	Fire Prevention/Safety	356,300	362,898	101.85%	71.35%
	<b>Total Revenues</b>	<b>175,967,732</b>	<b>123,285,102</b>	<b>70.06%</b>	<b>91.65%</b>

**Expenditures**

10	Education	141,623,943	74,016,592	52.26%	67.13%
20	Operation & Maintenance	6,903,500	5,400,326	78.23%	63.75%
30	Debt Service	7,365,088	4,810,098	65.31%	97.42%
40	Transportation	6,150,040	3,457,248	56.22%	28.34%
50	IMRF	2,435,675	1,951,610	80.13%	70.68%
51	Social Security	2,092,419	1,483,192	70.88%	57.92%
60	Capital Projects	13,825,568	11,716,434	84.74%	29.44%

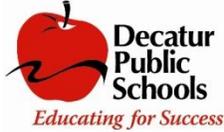
70	Working Cash	-	-	0.00%	99.42%
80	Tort Immunity/Judgment	2,622,437	1,458,798	55.63%	78.18%
90	Fire Prevention/Safety	<u>12,934,375</u>	<u>6,852,691</u>	52.98%	71.81%
	Total Expenditures	<u>195,953,045</u>	<u>111,146,989</u>	56.72%	74.33%

**Net Cash**

Total Revenues	175,967,732	123,285,102	70.06%
Total Expenditures	<u>195,953,045</u>	<u>111,146,989</u>	56.72%
Net Cash	<u>(19,985,313)</u>	<u>12,138,113</u>	

**Fund Balances**

	<b>Actual</b>
10 Education	30,486,272
20 Operation & Maintenance	1,893,288
30 Debt Service	10,299,830
40 Transportation	4,322,215
50 IMRF	1,182,259
51 Social Security	1,850,515
60 Capital Projects	7,732,816
70 Working Cash	5,907,275
80 Tort Immunity/Judgment	5,387,312
90 Fire Prevention/Safety	<u>7,330,187</u>
Total Funds	<u>76,391,969</u>



## Board of Education Decatur Public School District #61

<b>Date:</b> April 26, 2022	<b>Subject:</b> Treasurer's Report
<b>Initiated By:</b> Dr. Mike Curry, Chief Operational Officer	<b>Attachments:</b> Treasurer's Report
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

The attached report details the District's investments and the status of the District's cash as of March 31, 2022.

**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:**

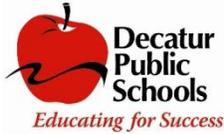
- Approval
- Information
- Discussion

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

**DECATUR PUBLIC SCHOOL DISTRICT #61  
TREASURER'S REPORT  
MARCH 2022**

	Cash/Investments as of 02/28/22	Receipts	Disbursements	Change/Interest	Cash/Investments as of 03/31/22
Education	34,595,756.23	9,371,328.19	12,761,589.10	1,366.97	31,206,862.29
Operations & Maintenance	12,942.54	2,560,692.54	681,218.22	71.56	1,892,488.42
Debt Service	9,754,906.50	544,805.41	0.00	118.30	10,299,830.21
Transportation	4,775,939.98	39,374.64	610,844.08	109.05	4,204,579.59
IMRF	1,397,829.39	0.00	215,585.27	15.09	1,182,259.21
Social Security	2,008,800.73	0.00	158,312.46	26.04	1,850,514.31
Capital Projects	8,609,293.78	0.00	876,868.15	391.16	7,732,816.79
Working Cash	5,906,653.60	0.00	0.00	621.38	5,907,274.98
Tort/Judgment Immunity	5,512,223.50	180.00	125,454.24	55.50	5,387,004.76
Fire Prevention & Safety	7,980,765.52	0.00	650,998.44	420.31	7,330,187.39
Macon-Piatt Special Education	5,586,188.50	4,145,669.44	1,455,962.05	112.94	8,276,008.83
Activities	496,657.87	59,586.49	14,633.10	8.76	541,620.02
	<u>86,637,958.14</u>	<u>16,721,636.71</u>	<u>17,551,465.11</u>	<u>3,317.06</u>	<u>85,811,446.80</u>

Dr. Michael Curry                      04/20/22



## Board of Education Decatur Public School District #61

<b>Date:</b> April 26, 2022	<b>Subject:</b> Resolution Authorizing the Disposal of Surplus Property
<b>Initiated By:</b> Joanie Watson, Coordinator of Purchasing	<b>Attachments:</b> Resolution
<b>Reviewed By:</b> Dr. Michael Curry, Chief Operation Officer and Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

The Industrial Tech programs at MacArthur High School and Eisenhower High School were fitted with new table saws when each high school was previously remodeled.

**CURRENT CONSIDERATIONS:**

The four older saws being replaced have been deemed unsafe for student use. The Business Office is requesting that the Board approve the Resolution Authorizing the Disposal of four (4) Surplus Table Saws through public auction.

**FINANCIAL CONSIDERATIONS:**

Although the value of said items is unknown, it is anticipated that the value will be nominal.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education adopt the attached Resolution Authorizing the Disposal of Surplus Property. Items that are not sold at auction would be disposed of in an appropriate manner.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

**RESOLUTION AUTHORIZING  
DISPOSAL OF SURPLUS ITEMS**

**WHEREAS**, the Board of Education of Decatur Public School District No. 61 is authorized by Section 10-22.8 of the School Code of Illinois to sell at public or private sale any personal property belonging to the School District and no longer needed for public purposes; and

**WHEREAS**, the Board of Education currently owns four (4) surplus table saws as described in the cover letter to the Board, which is attached hereto and incorporated herein by reference, which are no longer needed by the School District; and

**WHEREAS**, the Board of Education hereby finds and determines that said items are no longer needed for educational purposes; and

**WHEREAS**, the Board of Education further finds and determines that it is in the best interest of Decatur Public School District No. 61 that the School District dispose of said items on terms satisfactory to the School District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Decatur Public School District No. 61 as follows:

**Section 1.** The Board hereby finds that all the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

**Section 2.** The Superintendent of Schools is hereby authorized to dispose of said items by auction.

**Section 3.** That this Resolution shall be in full force and effect forthwith upon its passage.

**ADOPTED** this 26<sup>th</sup> day of April, 2022, by the following roll-call vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education

**CERTIFICATION**

I, \_\_\_\_\_, Secretary of the Board of Education of Decatur Public School District No. 61, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education on April 26, 2022, by the following roll-call vote:

AYES: \_\_\_\_\_

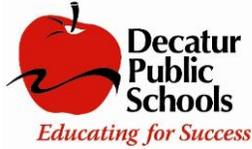
NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

and that the motion was duly declared carried by the President of the Board.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Secretary, Board of Education



## Board of Education Decatur Public School District #61

<b>Date:</b> April 26, 2022	<b>Subject:</b> Hanover Research Center
<b>Initiated By:</b> Lawrence Trimble, Director of Student Services	<b>Attachments:</b> Contract & Service Description
<b>Reviewed By:</b> Dr. Jay Marino, Assistant Superintendent of Support Services and Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

Decatur Public Schools is working to restructure and modify the Multi-Tiered System of Support process for all students. The Multi-Tiered System of Support governs the process whereby student receive services and support at each school building. Universal supports, data decision rules, intermediate and tertiary supports are grouped within this academic and behavioral process. Hanover Research support K-12 and Higher Education institution by providing researched best practices support, equity planning, strategic planning, student services, and data analytics.

**CURRENT CONSIDERATIONS:**

We have a proposed contract with the Hanover Research Center for the district revamp and restructure of the MTSS. This agreement is in alignment with the Resolution on Racism Section 9 to create a revised discipline system with Restorative Practices embedded. Phase one of the service agreement is to deploy a Research Based survey to gauge staff understanding of MTSS, utilizing that data to guide the Professional Development plan for staff. Additionally, Hanover will assist the district in program and resource evaluation in comparison with research and best practices, school site MTSS implementation, and fidelity monitoring. The partnership agreement will include a hybrid of virtual and in-person meetings.

**FINANCIAL CONSIDERATIONS:**

The amount requested, \$90,000.00, will come from Title II and CARES Funds.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the contract with Hanover Research Center for the contract amount of \$90,000.00 as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

Hanover Research supports over 350 K-12 clients and 500 Higher Education Institutions nationwide by providing research and insights into areas as diverse as curriculum and instruction, equity planning, federal programs, enrollment management, strategic planning, finance, human resources, student services, and facilities/operations. Hanover staffs over 200 full-time analysts, including statisticians, survey design experts, primary research/qualitative data analysts, and content experts in specific topics.

For the fixed annual fee of \$90,000, Hanover Research will support Decatur Public Schools (DPS) by providing custom research services sequentially (drawing from Hanover's core capabilities, which include primary research, secondary research, and data analysis) and consultative advisory services to support MTSS implementation and evaluation.

Support may include, but will not be limited to:

❖ **Custom Projects**

- MTSS Staff Survey (Design, Administration, & Analysis)
- MTSS Program Evaluation Framework & Logic Model
- Implementation Guide: Best Practices for Tier 1 Processes & Interventions
- School-Site MTSS Implementation Toolkit
- MTSS Observation Rubric to Monitor Implementation Fidelity
- Capstone Report: Summary of Research & Study Recommendations

❖ **Advisory Support**

- Quarterly data/evaluation workshops for leadership team
- Post-workshop consultation sessions with Senior Research Advisor
- Implementation guidance throughout the year
- Hand-in-hand deeper dive support with MTSS data, system analysis, implementation, development and refinement of MTSS tools, etc.

❖ **Additional Resources**

- Hanover Digital Online Research Library
- Hanover Digital Peer Generator
- Dedicated Research Team and Senior Research Advisor
- Interactive Toolkits

While Hanover can produce customized studies on evidence-based practices or peer strategies on the above listed topics, much information will be immediately available to DPS in Hanover's Online Education Research Library upon partnering with Hanover. 25 DPS staff will have unlimited access to the archive of over 1,200 research studies on a variety of topics such as organizational structure, career and technical education, social-emotional learning, tiered interventions (academic and behavioral), school start times, grade configurations, at-risk student support, operational efficiency, teacher recruitment and retention, program evaluation, college and career readiness, early childhood education, and community engagement, among others.

# Hanover Research

# Services Agreement

4401 Wilson Blvd, 9th Floor, Arlington VA 22203

Phone: (202) 559-0057 Fax: (202) 204-5802

Order Form Information			
Date	4/12/2022	Valid Until	4/30/2022
Quotation #	Q-00669	Prepared By	Jason Brotkin

Bill-to Information		Contact Information	
Customer Name	Decatur Public Schools	Contact Name	Dr. Rochelle Clark
Address	101 W. Cerro Gordo Street, Decatur, IL 62523 United States	Contact Email	rclark@dps61.org

Quantity	Description	Start Date	End Date	Amount
1	K12 Advisory Queue with Workshop	4/27/2022	7/31/2022	\$ 45,000.00
If you have any questions concerning this quotation, please contact: <b>Jason Brotkin</b> <a href="mailto:jbrotkin@hanoverresearch.com">jbrotkin@hanoverresearch.com</a> 202-400-2502				\$ 45,000.00
Thank you for your business!				

Invoicing Schedule	
Payment Due Date	Amount
5/26/2022	\$ 45,000.00

## STANDARD TERMS & CONDITIONS:

1. This order form is made effective this day and shall remain valid until **4/30/2022** after which, if not accepted by the Client by signature below, it shall become null and void.
2. All prices are in US dollars.
3. Prices do not include taxes. Client shall be responsible for any applicable taxes. Please forward tax-exempt certificate for new Clients, as appropriate.
4. Failure to pay promptly will result in project postponement or suspension of service.
5. Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, infographic development costs, postage/printing for mass mailings, etc. With prior written approval, Client agrees to pay for all such Additional Services to either Hanover or directly to such third-party vendor if requested. If Additional Services are estimated to cost exceed \$10,000, Client shall either (1) contract directly with the third-party vendor(s) for such Additional Services, or (2) execute an additional order form stating the estimated fees and pre-pay to Hanover Research such estimated fees for the Additional Services prior to the project kick-off.

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

**SIGNATURE:**

Does Customer require a Purchase Order (PO)?

If Yes, please provide PO#:

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

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

# Hanover Research

# Services Agreement

4401 Wilson Blvd, 9th Floor, Arlington VA 22203

Phone: (202) 559-0057 Fax: (202) 204-5802

Order Form Information			
Date	4/12/2022	Valid Until	4/30/2022
Quotation #	Q-00670	Prepared By	Jason Brotkin

Bill-to Information		Contact Information	
Customer Name	Decatur Public Schools	Contact Name	Dr. Rochelle Clark
Address	101 W. Cerro Gordo Street, Decatur, IL 62523 United States	Contact Email	rclark@dps61.org

Quantity	Description	Start Date	End Date	Amount
1	K12 Advisory Queue with Workshop	8/1/2022	4/26/2023	\$ 45,000.00
If you have any questions concerning this quotation, please contact: <b>Jason Brotkin</b> <a href="mailto:jbrotkin@hanoverresearch.com">jbrotkin@hanoverresearch.com</a> 202-400-2502				\$ 45,000.00
Thank you for your business!				

Invoicing Schedule	
Payment Due Date	Amount
8/30/2022	\$ 45,000.00

## STANDARD TERMS & CONDITIONS:

1. This order form is made effective this day and shall remain valid until **4/30/2022** after which, if not accepted by the Client by signature below, it shall become null and void.
2. All prices are in US dollars.
3. Prices do not include taxes. Client shall be responsible for any applicable taxes. Please forward tax-exempt certificate for new Clients, as appropriate.
4. Failure to pay promptly will result in project postponement or suspension of service.
5. Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, infographic development costs, postage/printing for mass mailings, etc. With prior written approval, Client agrees to pay for all such Additional Services to either Hanover or directly to such third-party vendor if requested. If Additional Services are estimated to cost exceed \$10,000, Client shall either (1) contract directly with the third-party vendor(s) for such Additional Services, or (2) execute an additional order form stating the estimated fees and pre-pay to Hanover Research such estimated fees for the Additional Services prior to the project kick-off.

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

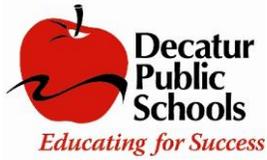
**SIGNATURE:**

Does Customer require a Purchase Order (PO)?

If Yes, please provide PO#:

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

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



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

<b>Date:</b> April 26, 2022	<b>Subject:</b> Job Description
<b>Initiated By:</b> Dr. Rochelle Clark, Superintendent	<b>Attachments:</b> Job Description: Director of Human Resources
<b>Reviewed By:</b> Deanne Hillman, Director of Human Resources	

**BACKGROUND INFORMATION:**

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

**CURRENT CONSIDERATIONS:**

The Director of Human Resources job description was created to align the responsibilities and duties with the expectations of the position, and/or for compliance. The following job description was reviewed and updated as indicated:

<b>Position Title</b>	<b>Changes/Updates</b>
Director of Human Resources	Update

**FINANCIAL CONSIDERATIONS:**

This position is within current budget.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve this job description as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

**TITLE:** Director of Human Resources

**PURPOSE:** Plan, coordinate, and supervise the operation of the personnel services office in such a way as to enhance the morale of the school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual child.

**QUALIFICATIONS:**

1. Illinois Administrative Licensure or SPHR/PHR
2. Master's Degree, plus graduate training in personnel management or school personnel administration, Labor Relations, Human Resources, or related field required;
3. Background in labor relations related to the education sector or public sector at federal, state, and local levels.
4. Understanding of Illinois School Codes and/or worked in the education field.
5. Specific skills, such as negotiation, mediation, arbitration, and leadership.
6. Excellent verbal and written communications and strong interpersonal communications.
7. An understanding of specific labor relations needs and challenges related to the Districts' collective bargaining agreements.
8. Strength in situation leadership, ethics, problem-solving, strategic thinking, and cultural competency.
9. Ability to maintain good working relationships with employees, union leadership, and students.
10. Ability to communicate to staff in an acceptable/courteous manner.
11. General knowledge of the principles of supervision, organization and administration.
12. Ability to maintain complete and accurate records and to develop meaningful reports from them.
13. Ability to effectively express ideas orally and in writing.
14. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
15. Affirm classifications and salaries to the Business Office
16. Ability to develop and implement short and long range plans and progress.
17. Three years of administrative experience, preferably in personnel management and/or education.
18. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**IS A MEMBER OF:**

1. Executive Cabinet
2. District Leadership Team

**REPORTS TO:** The Chief Operational Officer

**MAINTAINS LIAISON WITH:**

1. All Administrators

2. Teachers
3. Classified Employees
4. Colleges and Universities

### **ESSENTIAL FUNCTIONS:**

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

1. Manage the day-to-day operations of the Human Resources Department.
2. Assist with developing and monitoring policies related to the Human Resources Department.
3. Represents District in contract negotiations, meetings, and negotiations with employee and labor organizations.
4. Collaborates with leadership on matters of policy and terms of memorandum of understanding before and throughout negotiation process.
5. Collaborates with legal counsel and departments in the preparation for and participation in negotiation with employee and labor groups.
6. Oversees and disputes resolutions involving employees, management, unions, government agencies, other firms, etc.
7. Advises management on issues regarding union-management relations, such as contract negotiations.
8. Advises the HR staff to ensure compliance with the union contract.
9. Meets with elected union officials.
10. Leads monthly labor management meetings.
11. Assist in analyzing information and data necessary to define and discern cost and policy implications of negotiations and disputes. This may include management and union proposals, pay scales and wages, benefits, working conditions, and other mitigating circumstances.
12. Researches and explains laws and legal affairs concerning employment to building administrators, managers, supervisors, and employees.
13. Advises and trains building administrators, managers and/or supervisors in best labor relations practices and strategies for managing supervisor problems and employee grievances. Develops further training as needed.
14. Work with necessary personnel to ensure various contract compliance.
15. Attend regular meetings with Central Administration.
16. Plan, develop, and revise personnel management policies in accordance with state litigations for submission to the Board of Education.
17. Monitor the provisions of various contracts and salary schedules for personnel.
18. Maintain communication with legal representation.
19. Review investigative documentation for potential discipline of District employees.
20. Maintain all personnel contracts of the District.
21. Develop and maintain a system of personnel records for all District employees.
22. Manage and monitor all grievance procedures filed within the District.
23. Serve as the District's Affirmative Action Equal Opportunity Employment Officer.
24. Other duties as assigned.

25. Recommend/present all personnel assignments, transfers, dismissals, and promotions to the Superintendent or designee.
26. Support the Superintendent in overall administrative efforts.
27. Affirm classifications and salaries to the Business Office.
28. Review and maintain department budget data.
29. Maintain records of personnel.
30. Administer provisions of the School Code as they apply to all personnel actions.
31. Supervise and evaluate staff within the Human Resources Department.
32. Monitor selection plan for the best qualified teachers and personnel.
33. Maintain communication with District administration regarding all deadlines relating to the Human Resources Department.
34. Prepare recruitment and retention reports for BOE.
35. Maintain communication with area colleges and universities regarding District recruitment needs.
36. Maintain documentation for Leave of Absence/FMLA and ADA and distribute to other departments as required.
37. Collect and maintain confidential documentation related to District litigation.
38. Serve as the District's EEOC Compliance Officer.

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

Salary to be based upon salary schedule established by the Board, 261 days per year.

#### **PHYSICAL DEMANDS**

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift. Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

#### **MENTAL DEMANDS**

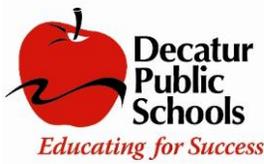
Administrator must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Administrator must be prepared to handle accidents and emergencies at any time.

#### **WORK ENVIRONMENT**

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

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

*Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.*



## Board of Education Decatur Public School District #61

<b>Date:</b> April 26, 2022	<b>Subject:</b> Job Description
<b>Initiated By:</b> Dr. Rochelle Clark, Superintendent	<b>Attachments:</b> Job Description: Director of Safety, Diversity, Equity, & Inclusion
<b>Reviewed By:</b> Deanne Hillman, Director of Labor Relations	

**BACKGROUND INFORMATION:**

The purpose of the Director of Safety, Diversity, Equity, and Inclusion is to establish and maintain safety protocols district-wide which includes, but is not limited to, trainings, drills, establishing evacuation protocols, and reunification sites. This is a major need for the district as revision of safety protocols should be ongoing. In addition, this individual will work with local and state institutions to help ensure our compliance with drills and building safety throughout the district and readiness in the event of a major evacuation and relocation.

This position is also in response to the District’s Resolution on Racism, and is key in helping to identify, prioritize, and create opportunities for both students and staff as it relates to diversity, equity, and inclusion. This position will help ensure we are utilizing evidence-based strategies in all aspects of the District through activities, programs, academics, trainings, interventions, employment, etc.

**CURRENT CONSIDERATIONS:**

The Director of Safety, Diversity, Equity, & Inclusion job description was created to align the responsibilities and duties with the expectations of the position, and/or for compliance. The following job description was reviewed and updated as indicated:

Position Title	Changes/Updates
Director of Safety, Diversity, Equity, & Inclusion	New Position

**FINANCIAL CONSIDERATIONS:**

This position is within current budget.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve this job description as presented.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

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

**TITLE:** Director of Safety, Diversity, Equity, & Inclusion

**PURPOSE:** Safety - To establish and maintain safety protocols district-wide which includes, but is not limited to, trainings, drills, establishing evacuation protocols, and reunification sites. Diversity, Equity, & Inclusion – In response to the District’s Resolution on Racism, this position is key in helping to identify, prioritize, and create opportunities for both students and staff that value diversity, equity, and inclusion. Use evidence based strategies in all aspects of the District through activities, programs, academics, trainings, interventions, employment, etc.

**QUALIFICATIONS:**

1. Masters degree in education, or a related field required.
2. Minimum of 5 years of leadership experience within an educational organization is preferred.
3. General knowledge of school safety.
4. Must possess a valid Illinois Driver’s License.
5. Administrative license preferred (Type 75).
6. State of Illinois PERA certification preferred.
7. Experience in both elementary and secondary education preferred.
8. Experience developing differentiated instructional strategies that address achievement gaps and creating, organizing, and leading professional learning experiences for all district staff as it relates to safety, diversity, equity, and inclusion.
9. Background in Diversity, Cultural Competencies, Equity and Inclusion required.
10. Excellent verbal and written communications and strong interpersonal communications.
11. Problem-solve and strategic thinker.
12. Ability to maintain good working relationships with fellow employees and students.
13. Ability to communicate to staff in an acceptable/courteous manner.
14. Ability to understand and follow basic oral and written instructions.
15. General knowledge of the principles of supervision, organization and administration.
16. Ability to maintain complete and accurate records and to develop meaningful reports from them.
17. Ability to develop and implement short and long-range plans and progress.
18. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.

**IS A MEMBER OF:**

1. District Leadership Team

**REPORTS TO:** Superintendent or Designee

**MAINTAINS LIAISON WITH:**

1. Central Office Administrators
2. Building Administrators
3. Local and State Law Enforcement Agencies
4. SRO

## 5. State Emergency Response Team

### **ESSENTIAL FUNCTIONS:**

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

1. Identify and participate in Safety, Diversity, Equity, & Inclusion training needs that will benefit the district as a whole.
2. Develops, maintains, and leads a comprehensive district crisis response plan.
3. Coordinates a comprehensive security/school safety program.
4. Plans and coordinates with internal and external personnel in planning a standardized response to critical incidents using the Incident Command System Model.
5. Receives all reports of school crime and criminal incidents occurring on school property and/or incidents off school sites that would have an adverse affect on school safety.
6. Serves as a Liaison with local law enforcement.
7. Serves as a liaison and/or chair on committees related to job title.
8. Oversees DPS security and works with the SRO to ensure adequate coverage according to district needs.
9. Serve as an advocate on all matters of diversity, equity, and inclusion.
10. Participate in yearly local, national, and/or regional professional opportunities when feasible.
11. Research current trends and best practices for the delivery of cultural awareness that will ultimately lead to culture competency.
12. Identify implicit biases and offer a perspective to meeting the needs of students and staff alike.
13. Assist in cultivating a work environment that values diversity at all levels in the district.
14. Serve as a coach when needed to assist staff and students alike on topics that speak to barriers in education.
15. Serve as a resource for building administrators.
16. Consults with members of the District Leadership Team regarding policies, procedures, and practices.
17. Analyzes information and data necessary to assist the district in becoming more diverse in curriculum, staffing, enrollment, professional development/programs, etc.
18. Others duties as assigned by the Board of Education, Superintendent or direct supervisors.

### **TERMS OF EMPLOYMENT:**

Salary to be based upon salary schedule established by the Board, 260 days per year.

### **EVALUATION:**

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

## **PHYSICAL DEMANDS**

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift. Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

## **MENTAL DEMANDS**

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

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Administrator will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Administrator will have to supervise, or make sure students are supervised at all times.

*Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.*