

DECATUR PUBLIC SCHOOL DISTRICT #61
BOARD OF EDUCATION
AGENDA

Regular Meeting
Keil Administration Building
1st Floor Board Room
1st Floor Board Room

April 28, 2020
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.

IO 1.0 CALL TO ORDER – CALL FOR EXECUTIVE SESSION

The Board of Education will meet in Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body and collective negotiating matters between the Board and representatives of its employees.

Roll Call

IO 2.0 PLEDGE OF ALLEGIANCE

AI 3.0 APPROVAL OF AGENDA, APRIL 28, 2020

DI 4.0 BOARD AND/OR OTHER COMMITTEE REPORTS

- Discipline Action
- Schedule B
- Finance
- DPS Foundation
- Policies

- Human Resources
- Naming
- Joint – City, DPS 61 and Park District

BOARD DISCUSSION

IO 5.0 SUPERINTENDENT’S REPORT

- A. First Read: Administrative/Administrative Support Handbook

AI 6.0 ROLL CALL ACTION ITEMS

- A. Personnel Action Items
- B. Interim/Transitional Contract for the P-12 Director of Teaching & Learning
- C. Amended Contract for Alltown Bus Company, LLC
- D. Accepting the Guaranteed Maximum Price (GMP) and Award Recommendations from O’Shea Builder for the New Johns Hill Magnet School
- E. iPad Purchase

AI 7.0 CONSENT ITEMS

- A. Minutes: Open/Closed Meetings April 14, 2020 and Special Meetings Open/Closed April 20, 2020
- B. Financial Conditions Report
- C. Treasurer’s Report
- D. ESSA: School Improvement Learning Partner Agreements with Consortium for Educational Change for Stevenson Elementary, Oak Grove Elementary and Stephen Decatur Middle School
- E. ESSA: School Improvement Learning Partner Agreements for Literacy and Math Solutions with Houghton Mifflin Harcourt
- F. Job Description: Coordinator for Jerry Dawson Civic Leadership Institute
- G. Job Description: P-12 Assistant Director of Teaching & Learning
- H. Board of Education School Board Policies

IO 8.0 PUBLIC PARTICIPATION

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

IO 9.0 ANNOUNCEMENTS

The Board of Education sends condolences to the families of:

Karen Marie Olson, who passed away Sunday, April 05, 2020. Mrs. Olson was the mother of Thad Olson, Eisenhower High School Physical Education Teacher.

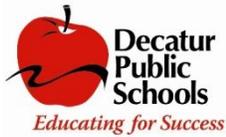
Iyonna Vittoria Johnson, who passed away Wednesday, April 22, 2020. Little Miss Iyonna was a student at Enterprise Montessori School and the daughter of Abby DeLong, 1st Grade Teacher at William Harris Learning Academy.

IO 10.0 IMPORTANT DATES

NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, May 12, 2020 in the 1st Floor Board Room at the Keil Administration Building.

11.0 ADJOURNMENT



Board of Education Decatur Public School District #61

Date: April 28, 2020	Subject: First Read – Administrative / Administrative Support Handbook
Initiated By: Mary Ann Schloz, Assistant Director of Finance, Grants, and Special Projects	Attachments: Administrative / Administrative Support Handbook
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The administrative and administrative support handbook provides an understanding of the benefits afforded this group. The handbook is reviewed intermittently and changes are recommended to the Board for consideration.

CURRENT CONSIDERATIONS:

The Board Policy Committee has reviewed the handbook and is submitting to the full board for a first reading. The primary changes are due to the placement of Administrators on schedule and the desire to extend the length of contracts for certain groups. The handbook needs to be updated to formalize the schedule placement process. Administration anticipates that wage recommendations will be submitted at the April 28th Board meeting for consideration. The handbook should be updated to align with the approval of administrative wages.

In addition, below are other changes reflected in the updated handbook:

- With the addition of a High Deductible Health Plan, the Section 125 section (Cafeteria Plan) needs to be updated to include the Health Savings Account Plan option
- Due to ongoing penalties the District receives for providing end of career bonuses to various groups, the X-Step language has been updated to afford this benefit as a post retirement benefit.
- The Administrative Handbook provides a Retirement Incentive for long serving employees. The length of service required to obtain was recently changed in parallel language of the Teacher Contract.
- Administrators on the retirement track will receive a 5.75% increase starting May 1 to stay in line with DEA.

FINANCIAL CONSIDERATIONS:

Associated expenses for employees’ wages and benefits will be budgeted in the FY 2020-21 budget to reflect final changes in the handbook.

STAFF RECOMMENDATION:

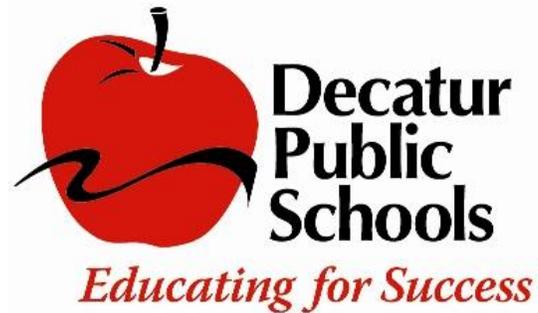
The Administration respectfully requests the Board of Education accept the informational report of the first read for the Administrative / Administrative Support Handbook.

The handbook will be recommended for approval during the May 12, 2020 Board of Education meeting.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____



Administrator and Administrative Support Staff Compensation and Benefits

~~December 4, 2018~~ April 28-14, 2020

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Administrator and Administrative Support Compensation and Benefits

Introduction

This handbook provides the policies and procedures employed by the Decatur Public School District for Administrators and Administrative Support Staff.

Some employees covered by this handbook have individual contracts. In the event of a conflict between the individual contract of an administrator and the terms of this handbook, the terms of the individual contract shall prevail.

These policies and procedures are subject to change by Board of Education.

This handbook applies only to Administrative and Administrative Support employees who are not part of a collective bargaining unit in the District. Employees who are members of a collective bargaining unit in the District shall be subject to the terms of the collective bargaining agreement applicable to his/her collective bargaining unit.

Decatur Public Schools does not intend that this handbook, whether provided to an employee before commencement of employment or after commencement of employment, constitutes as any part of any offer of employment or be interpreted expressly or implicitly to constitute a contract for employment or to provide evidence of the existence of a contract of employment between Decatur Public Schools and any employee.

Health Insurance

A. Single Insurance

The Board will provide each full-time employee with health insurance coverage as described in the Decatur School District No. 61 Group Medical Plan. The employee's portion of the premium will be the same as noted in the Teacher Collective Bargaining Agreement. Employees under contract less than full-time but more than 30 hours per week will be provided the same coverage as a full-time employee. The employee-paid portion of the premium shall be sheltered from federal income taxation to the extent permissible under Section 125 of the Internal Revenue Code.

B. Family Insurance

Health insurance coverage for the family of employees will be on an optional basis. Employees who select family coverage insurance will pay the employee portion of the premium noted in the Teacher Collective Bargaining Agreement toward the cost of family health and medical insurance. The employee-paid portion of the premium shall be sheltered from federal income taxation to the extent permissible under Section 125 of the Internal Revenue Code.

C. Prescription ID Card

A prescription ID card will be provided to each employee who is receiving health insurance. Employees should direct any questions or concerns to phone number on the back of the card or to the Benefits Department.

D. Single Insurance – Retiree

The health insurance coverage presently in effect will be provided on an optional basis to employees who retire from the District. The TRS retiree who opts to participate in the employee group health insurance plan will pay the entire annual premium plus the surcharge imposed by the insurance carrier. The IMRF retiree who opts to participate in the employee group health insurance plan will pay the entire annual premium with no surcharge imposed by the insurance carrier. Non-COBRA coverage will terminate when the retiree reaches the age of sixty-five (65).

E. Family Insurance – Retiree

Health insurance for the family of the retiree will be on an optional basis for employees who held District family health insurance at the time of retirement. Retirees who opt for this coverage will pay the entire premium. The TRS retiree must also pay the surcharge imposed by the insurance carrier. Coverage for the retiree, spouse, or other dependents will be terminated for the respective individual when he or she reaches the age of sixty-five (65).

Flexible Spending Account Cafeteria Plan (Section 125) and Health Savings Account

The following ~~Flexible Spending Account (FSA)~~ options are available to employees of Decatur Public School District to shelter taxes associated with certain expenses. Employees should direct any questions or concerns to the Benefits Department. ~~Any FSA funds expended that are not appropriately verified shall be processed as reportable earnings through payroll as soon as feasible.~~

1. Dependent Care Assistance ProgramPlan

This Flexible Spending Account plan enables participants to elect to receive reimbursement from dependent care expenses that are excludable from the participant's gross income under Section 129 of the Internal Revenue Code. The limit allowed under Section 129 is established by the IRS. For calendar year 202018, the limits for a married couple filing jointly is \$5,000.

2. Medical Reimbursement Plan

1. This Flexible Spending Account plan will enable each participant to elect to receive debit or credit reimbursements ~~for~~ qualified medical care expenses that are excludedable from the participant's gross income under Section 105(b) of the Internal Revenue Code. The limit allowed under 105(b) is established by the IRS. For calendar year 202018, the contribution limit for medical reimbursements is \$2,750~~650~~. Any FSA funds expended that are not appropriately verified shall be processed as reportable earnings through payroll as soon as feasible.
2. A Health Savings Account (HSA) is an account owned by a "qualified" individual. Any contributions made to the HSA become the property of the employee and are exempt from federal income tax withholding, social security tax, and Medicare tax. Contributions to the Account are used to pay unreimbursed medical expenses. For calendar year 2020, the employee can contribute up to \$3,550 for self-only coverage or \$7,100 for family coverage. The Board shall contribute to the HSA the same amount as provided to the qualified Teacher.

Insurance

A. Life Insurance

The Board of Education will provide each Administrator and Administrative Support Staff employee with group life insurance, double indemnity in the case of accidental death, not to exceed \$500,000. The value of insurance policies for employees over the age of 60 shall be reduced in accordance with the policies established by the insurance company. Any amount of life insurance which exceeds allowable limits set by the Internal Revenue Service shall be reported to payroll and the imputed value shall be processed as payroll earnings.

- 1) Life Insurance Administrator (Grade Level 13-20): A group term life insurance plan with coverage for each Administrator in an amount equal to two times annual base salary.
- 2) Life Insurance Administrative Support Staff (Grade Level 6-12): A group term insurance plan with coverage for each employee in an amount equal to two times annual base salary.

B. Liability Insurance

All Administrators and Administrative Support employees shall have coverage for acts committed within the scope of employment as defined in the Board's approved liability insurance policy in accordance with Illinois Law.

C. Theft Insurance

An Administrator or Administrative Support Staff employee who is required to collect or to be responsible for money collected for school district purposes shall have coverage within the scope of his or her employment under the Board of Education's Employee Theft Insurance.

Leaves

A. Sick Leave

Sick leave shall be accrued annually on the first day of the employee's work year.

- 1) Thirteen (13) sick days are accrued for those on 35-47 week contracts.
- 2) Fifteen (15) sick days are accrued for those on contracts of 48 weeks or longer.

B. Sick Leave (Bank)

A Sick Leave Bank shall be provided to protect eligible employees for serious long-term catastrophic accident or illness. The Bank shall be created by moving earned days from Administrators and Administrative Support Staff who are unable to report the days to either TRS or IMRF upon separation from the District. To qualify:

- 1) The employee must be actively employed and must have exhausted all accumulated leave including the current year's accruals;
- 2) The employee must not be eligible for disability (including private disability), workers' compensation, or other income protection, and will cooperate with the governing committee to determine any such eligibility;
- 3) The employee must submit written verification of an ongoing long-term catastrophic accident or illness, as verified by a licensed medical physician, of the employee or a dependent family member (as defined by the IRS).

The Bank will be administrated by the Bank Committee which includes the Superintendent, the business officer, and the human resources officer. The committee shall determine how many, if any, sick leave days should be approved, taking into consideration the following:

- 1) The eligibility of the applicant;
- 2) The seriousness of the illness or disability;
- 3) The likelihood that the applicant will be able to return to work as a result of utilizing the Bank;
- 4) The number of available days in the Bank or days that will be obtained in the near future; and
- 5) The potential needs by other employees.

All applications will be acted upon in a timely manner. Any requests approved must be in full-day units. Employee contributions shall not exceed thirty (30) Sick Leave Bank days per school year. Written verification from a licensed medical physician will be required after each 30-day period. The maximum number of days that an employee may draw from the Bank during each five (5) year employment period shall not exceed 60 days.

C. Personal Leave

Administrators and Administrative Support Staff will be provided two (2) days of personal leave during each contract year for the purpose of conducting personal business which in the judgment of a prudent person could not be performed outside of the work day. The employee is responsible for completing the appropriate paperwork in advance of the request. If approved, the personal day shall be provided without loss of pay. If the personal leave is the day before, during, or after a vacation period, the employee requesting the leave shall submit the reasons in writing to the Superintendent or designee, who will either accept or deny such request. Unused personal days accumulate as accrued sick leave.

D. Funeral Leave as District Representative

Absence when representing District at local funerals of community leaders, staff members, retired staff members, or parent of students, etc., shall be allowed as time off with pay when this absence has prior approval by the employee's immediate supervisor.

E. Administrator Vacation

Vacation days shall be accrued in advance of the school year for the full year of employment. Administrators who work a portion of the school year, shall be provided a prorated number of vacation days of the full year.

Administrators contracted to work more than 195 days and less than 52 weeks with no other vacation provisions are entitled to five vacation days each year. Those not employed for the full amount of contract days for their classification shall be entitled to prorated vacation days according to the employee's beginning and ending date.

Level 13 through 20 Administrators, employed 52 weeks per year, shall be entitled to the following accrual vacation allocation:

- 15 Vacation Days - First Year in District 61
- 16 Vacation Days - Second Year in District 61
- 17 Vacation Days - Third Year in District 61

- 18 Vacation Days - Fourth Year in District 61
- 20 Vacation Days - Fifth Year and Above in District 61

Administrators that separate from the District prior to completing the term shall have the vacation allocation for that year prorated. Necessary adjustments will be processed in the final check to the employee.

Administrators that serve less than 52 weeks will be allowed to carry forward a maximum of five (5) vacation days to the following year. Vacation days accumulated beyond the allowable carry over shall be added to accumulated sick leave.

Administrators who work 52 weeks will be allowed to carry forward a maximum of twenty (20) vacation days to the following year. Any unused vacation days, in excess of twenty (20) will be added to the Administrator's accumulated sick leave.

If an Administrator is placed into a different position and had earned vacation days in the previous position, only those days allowed under the new assignment will be carried forward. All other earned vacation days shall be paid at the per diem rate of the prior position or moved to sick days in accordance with the above rules.

F. Administrative Support Vacation

Vacation days shall be accrued at the beginning of the school year.

It is the Board's desire that employees use earned vacation time. A maximum of fifteen (15) vacation days may be carried forward to the following year. Unused vacation days in excess of fifteen (15) on July 1 will be added to the Administrative support employee's accumulated sick leave.

Level 6 through 12 Administrative support employees, employed 52 weeks per year, shall be entitled to the following vacation allocation:

- 10 Vacation Days - First Year in District 61
- 11 Vacation Days - Second Year in District 61
- 13 Vacation Days - Third Year in District 61
- 15 Vacation Days - Fourth Year in District 61
- 20 Vacation Days - Fifth Year and Above in District 61

Administrative support that is hired late and will not work the full school year shall have the vacation allocation for that year prorated. Administrative support that separate from the District prior to completing the term shall have the vacation allocation for that year prorated. Necessary adjustments will be processed in the final check to the employee.

Administrative support contracted to work more than 200 days but less than 52 weeks with no other vacation provisions are entitled to five vacation days each year. Any vacation days carried over must be used by June 30 of the next school year.

If an Administrative Support Staff employee should be placed into a different position and had earned vacation days in the previous position, these days will be carried forward to the new assignment.

G. Work Related Injuries

- 1) Employees shall follow the Workers Compensation process for work related injuries.
- 2) Generally, an employee injured in a work related incident will be provided worker compensation payments of 2/3^{rds} of regular pay. While on Temporary and Total Disability under Workers Compensation, the employee shall use one leave day (sick, personal, or vacation leave) for each third day missed in order to maintain full compensation. Leave days include sick, personal, and vacation leave.

H. Family and Medical Leave Act

The District provides Administrators and Administrative Support with leave provided by the Family and Medical Leave Act (FMLA). The eligible employee is provided with up to 12 weeks of unpaid, job-protected leave in a rolling year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. The employee shall use accumulated leave including sick, personal, and vacation simultaneously while on FMLA.

Retirement/Resignation Vacation Payment

The Board will pay, at the pre-separation per diem rate of gross pay for Level 6 through 20 employees, unused vacation days. The maximum paid vacation days will align with the maximum days allowed to carry over to the next year.

Earnings paid for unused vacation days of TRS Administrators will not be reported to TRS as credible earnings, unless the administrator is displaced. Such payment will be made after the final date of employment and no later than thirty (30) days following the employees final pay check for the preceding school year. IMRF employees may have such vacation pay included in their final pay check provided such inclusion does not result in a penalty to the District. If a penalty would result, vacation payment shall be made after the employee retires and no penalty would accrue to the District.

Unused vacation days over the maximum allowed will be added to the retiring IMRF Administrator or Administrative Support Staff employee's accumulated sick leave. If the sick days are at the maximum, the unused vacation days will be lost.

Sick and or vacation days beyond the maximum allowed for Administrators or Administrative Support shall be donated to the sick leave bank.

Rehire

The rehire of an employee who leaves the District is at the discretion of the Board of Education. An employee rehired who returns to work after a separation of less than one academic year may have his or her benefits reinstated at the level when separation began, less any time owed back to the District.

A former employee who has been rehired after separating from employment for more than one (1) academic year is considered a new employee. Such employee shall not receive credit for previous time earned for vacation, sick, or other leave.

Any break in service shall cause the loss of tenure, and any rehire shall begin the tenure acquisition process anew.

Holiday Provision

Administrators and Administrative support employees shall be entitled to holidays off, if the holiday is within the contract year and recognized by the Board. To be eligible for holiday pay, the holiday must occur during the work year and the employee must be in pay status the day before and the day after the holiday.

Work Day

A workday shall be defined as days of service exclusive of weekends, vacations, holidays or other days when the offices are scheduled to be closed according to the adopted annual calendar.

Mileage Reimbursement

Mileage reimbursements shall be provided when an Administrator is required to use a personal automobile for assigned duties within the District or out of District. Mileage reimbursements shall be paid at the published IRS rate in effect at the time.

Professional Dues

The District shall provide financial support for membership in at least one statewide professional organization for grade level 6 and higher for both Administrators and Administrative support employees. Additional requests for memberships are subject to approval by the Superintendent.

All national and regional conferences must be approved in advance by the immediate supervisor.

Contract Year

The contract year is from July 1 to June 30 unless otherwise stated on the employee's contract. The employee shall be paid in substantially equal installments. The bi-weekly pay shall generally align with work performed.

Administrator Contract Days

Contract days are the number of days an employee is scheduled to work and is paid during his or her annual contract effective period. Contract days include sick leave days, holidays falling within the effective period, personal days, and accrued vacation days taken.

A full fiscal year (July 1 through June 30) typically includes 262, 261, or 260 possible work days (Monday through Friday each week).

Each employee group has a base number of contract days which is the maximum number of contract (paid) days in a full year Administrator contract. The full-time base number of days for each Administrator group is listed below:

Contract Days	Administrator Group
262, 261, or 260	District Leadership Team Superintendent, Deputy Superintendent, Assistant Superintendent, Executive Director, Chief Operational Officer, Director, and Assistant Director High School Principal High School Assistant Principal (4) Middle School Principal K-8 Principal Elementary Principal Special Education (Director and Assistant) Grant Administrator Assistant Director of Buildings and Grounds Foundation Director
240	Pre-K Principal K-8 Principal Alternative Education Principal Elementary Principal
220	Elementary Principal K-8 Principal K-8 Principal Health Coordinator- Health Services Alternative Education Principal Special Education Alternative Program - Principal
200	Middle School Assistant Principal Special Education Administrators
195	Elementary Assistant Principal

	K-8 Assistant Principal Pre-K Assistant Principal
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Employees who are contracted to work less than the full contract days will have a prorated contract, reflecting an annual salary based on the number of scheduled days.

Administrative Support Contract Days

Contract days are the number of days an employee is scheduled to work and is paid during their annual contract effective period. These include sick leave days taken, holidays falling within their effective period, and accrued vacation days taken.

A full fiscal year (July 1 through June 30) includes 262, 261, or 260 work week days (Monday through Friday each week).

Each employee group has a number of contract days which is the maximum number of contract (paid) days in a full year contract. The full-time number of contract days for each Administrative Support group is listed below:

Contract Days	Administrative Support Group
262, 261, or 260	Executive Secretary to Superintendent Executive Secretary II to Superintendent Information Technology Employees Network Administrator, Specialist, Analyst & Technicians EMS Level 1, 2, and 3 Macon-Piatt Special Education IT Technician Macon-Piatt Special Education Medicaid/Home Study Coordinator Coordinator of Budgets/Accounting Coordinator of Payroll Coordinator of Purchasing Coordinator of Transportation Business Office Secretary Benefits Coordinator Coordinator of Human Resources Human Resources Analyst Human Resources Assistant Coordinator of Info Tech Facility Project Manager Research Development Evaluation Analyst Senior Research Analyst Maintenance Foreman

	Supervisor of Custodians Assessment Administrator Custodial Foreman Electronics Technician Assistive Technologist (Special Education) Family-based Intervention Coordinator TAMES Coordinator (Special Education) Recruitment and Retention Specialist
240	African American Scholars Program Coordinator
220	Instructional Technology Coordinator Truancy Coordinator
224	Prevention Initiative Coordinator District Early Childhood Coordinator Lead Parent Educator Pre-K Parent Educator
215	Drop Out Prevention Coordinator
190	Audiologist (Special Education) Occupational Therapist (Special Education) Physical Therapist (Special Education)
176	Occupational Therapy Assistants (Special Education) Physical Therapy Assistants (Special Education)

Retirement Incentive

A. X-Step

The X-step is intended as a payment to the qualified retiring Administrative Support Staff employee for recognition of the many years of faithful and dedicated service given to the District. In order to qualify for the X-step (\$3,000), an Administrative Support Staff employee must have been employed for at least twenty (20) years with the District. The employee must notify the Director of Human Resources in writing, no later than sixty (60) days prior to the stated retirement date, of the employee's irrevocable intent to retire from service and collect benefits from IMRF. Prospectively, for any employee who has not previously provided notice of retirement, the bonus shall be paid post retirement and will not be reported to IMRF as creditable earnings. ~~In order for the X step payment to maximize the retiring employee's creditable earnings, it is suggested that the employee provide six (6) months' notice.~~

B. Administrator Retirement Notification

Changes in Illinois Law or the Illinois Administrative Rules that have a negative impact to the District associated with the cost of the benefits described below shall cause the prospective discontinuance of the retirement program for individuals who have not submitted an irrevocable letter of retirement.

No employee is allowed the retirement benefit unless the employee is eligible to retire with a retirement annuity from TRS. Retirement benefits shall be calculated on base

pay. Additional pay for work performed (i.e. summer school) shall not be used in the retirement benefit calculation. The retirement benefit can only be achieved once.

Upon receipt of a letter of retirement that officially notifies the Board of an Administrator's (levels 13-20) irrevocable date of retirement, the Administrator will qualify for the following retirement incentive provided the letter is received in the respective year, no later than:

- 1) May 1, of the year prior to retirement: For the final year of employment, the Administrator's creditable earnings shall be increased by ~~five and three-quarters~~ three percent (~~5.75~~ 3%) over the employee's creditable earnings for the prior year. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the ~~twelve-fifteen~~ consecutive years that precede the retirement date.
- 2) May 1, two (2) years immediately prior to retirement: For the final two (2) years of employment, the Administrator's creditable earnings shall be increased by five and three-quarters~~three~~ percent (~~5.75~~ 3%) over the employee's creditable earnings for the prior year. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the ~~thirteen-sixteen~~ consecutive years that precede the retirement date. ~~In addition, the retirement track can only be achieved once.~~
- 3) May 1, three (3) years immediately prior to retirement: For the final three (3) years of employment, the Administrator's creditable earnings shall be increased by five and three-quarters~~three~~ percent (~~5.75~~ 3%) over the employee's creditable earnings for the prior year. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the ~~seventeen~~ fourteen consecutive years that precede the retirement date.
- 4) May 1, four (4) years prior to retirement: For the final four (4) years of employment, the Administrator's creditable earnings shall be increased by five and three-quarters~~three~~ percent (~~5.75~~ 3%) over the employee's creditable earnings for the prior year. In addition, if a letter of retirement is received by May 1 immediately prior to the final four years, the Administrator's accumulated sick leave will immediately be increased to a total of 170 days of accumulated sick leave for TRS administrators. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the ~~fifteen~~ eighteen consecutive years that precede the retirement date.

Salary Compensation

A. Compensation

Compensation will be in accordance with the schedule or other system as approved by the Board. Administration shall annually recommend increases to the base

compensation of the salary schedule and adjustments to the assignment base wages as deemed appropriate.

Levels (6-20) Administrators and Administrative Support Staff employees, who have exceeded years of service beyond the established scale, will receive an increase based upon the Consumer Price Index for All Urban Consumers (CPI-U) set in December of the prior year. The Board may elect not to advance an Administrator or Administrative Support staff employee on the salary schedule. The Board may elect not to award employees beyond Step 30 an annual average salary adjustment.

Full year Administrators and Administrative Support staff employees will be paid on a twelve (12) month basis or year around basis (26 pays). The contractual salary will be divided substantially equally over 26 pay periods. In determining the per diem for the employee, the contractual pay will be divided by the number of work days in the fiscal year (i.e. 262, 261, or 260). An employee must be employed on or before October 1 to be eligible to advance on the salary schedule.

B. Placement on Salary Schedule

Administrators:

The Administrator will generally be placed on the Administrator Salary Schedule as designated by Administrator Assignment and Salary Range within the following parameters:

~~Prospectively, a~~An Administrator, ~~new to the District,~~ will be placed on the appropriate salary range of the Administrator Salary Schedule based upon years of educational experience, both teaching and administration. Efforts will be made to place the Administrator on a step that best represents the Administrator's experience. Exceptions to the normal placement on the schedule require approval by a majority vote of the Board of Education.

~~When an Administrator is moved between administrative levels,~~ placement consideration will generally be at a step which best represents the respective employee's experience with consideration given to previous years of Administrative experience (one step for each year) and Teaching experience (one step for each two years).

Administrative Support Staff:

Administrative Support employees will generally be placed on the Administrative Support Salary schedule as designated by employee assignment and salary range within the following parameters:

An employee, new to the Administrative Support Group, will be placed on the appropriate salary range of the Administrative Support Salary Schedule. Efforts will be made to place the employee on a step that best represents the employee's experience.

Prospectively, ~~one-two~~ (21) years of related non-district experience will count as one (1) year on the salary schedule.

- A year of District experience represents one step on the salary schedule

Tuition Reimbursement Program

Administrators and Administrative Support employees holding a Level 6 or higher will be allowed to earn up to forty (40) semester credit hours – cumulative, provided such study has been approved in advance by the Superintendent or designee and provided that the course(s) is successfully completed with a “B” or better grade. Employees will be allowed to earn up to twelve (12) semester credit hours per calendar year with the same stipulations for preapproval and successful completion with a grade of “B” or better. For classes that do not provide a letter grade, the employee must successfully pass the class.

Each Administrator and Administrative Support employee must provide written explanation of how the course(s) will improve his or her work performance within the District. Reimbursement for hours that do not comply with the District’s Educational Assistant Plan – Tuition Reimbursement Program shall be processed through payroll as earnings and the appropriate taxes withheld. The reimbursement will be based on the actual tuition fee of the college or university attended and shall not exceed \$350 per semester hour. Employees will be responsible for submitting the proper documentation for reimbursement including an official transcript showing successful completion of the course work with associated grade and evidence showing the amount paid by the employee to the institution.

An employee who applies for an approved professional credit refund shall signify intention of remaining as a full-time employee in the Decatur School District for a minimum of one full school year after receiving said refund.

For additional details, see the Educational Assistance Plan – Tuition Reimbursement Program document.

TRS and IMRF Pickup

A. TRS Pick-up

Administrators who participate in the Illinois Teachers Retirement System will be granted full board paid TRS, not to exceed the 10.3753% of the Administrator’s salary or 9.4% of gross creditable earnings from salary.

B. IMRF Pick-up for Administrators

Administrators who participate in the Illinois Municipal Retirement Fund will be granted an increase in gross earnings, not to exceed the 4.71204% rate of the Administrator’s salary or 4.5% of the Administrator’s gross creditable earnings from salary.

C. IMRF Pick-up for Administrative Support Staff

The Administrative Support Staff employee who participates in the Illinois Municipal Retirement Fund will be granted an increase in gross earnings according to the following schedule:

- 1.0% - 3 years of District experience
- 1.5% - 4 years of District experience
- 2.0% - 5 years of District experience
- 2.5% - 6 years of District experience
- 3.0% - 7 years of District experience
- 3.5% - 8 years of District experience
- 4.0% - 9 years of District experience
- 4.5% - 10 years of District experience

Moving Expenses

Any Administrator who holds a position grade of 13 or higher may receive moving expenses up to \$8,000 if the employee resides outside of the District and moves into the District within one (1) calendar year. An employee will provide two (2) written moving expense estimates detailing the cost of moving by a professional mover. Payment will be made directly to the mover. Any portion of the moving expenses paid that does not qualify as a non-taxable benefit shall be processed as reportable wages through payroll and appropriate taxes withheld as soon as feasible.

Cell Phones

Cell Phones are offered in accordance with the following parameters to individuals who frequently require contact during the school day as well as contact after hours for school related business. There is no requirement for the employee to hold a district cell phone if the employee chooses to carry a personal cell phone.

The District shall offer a cell phone as a taxable fringe benefit at the District's cost to individuals in the following groups: Administrators and Administrative Support Staff within Buildings and Grounds or Technology. The value of this benefit shall be determined from the average cost of the plan from the prior year and adjusted annually, as necessary, at the beginning of each fiscal year.

The benefit will be reported to payroll in order to gross up wages to account for the value of this benefit. As a taxable benefit, the employee is allowed to use the cell phone for personal reasons; however, employees are reminded that the use of a District provided device is attainable within Freedom of Information Act requests.

In order to transition to the above Cell Phone policy, the preceding handbook policy remains active until January 1, 2019, the effective date of the this new policy.

Personal Use of a District Vehicle

In order for buildings and grounds administrators and supervisors to provide efficient and expeditious service to buildings, the following employee groups shall be afforded a district vehicle to drive to and from home and the work location. This benefit is only afforded to those employees who reside in the Decatur School District boundaries.

- Buildings and Grounds Leadership (2)
- Maintenance Foreman (2)
- Custodian Foreman (1)
- Electronics Technician (1)

The District shall apply the Internal Revenue Services, Cents-per-Mile Rule to determine the taxable value of this benefit. The value of this benefit will be reported as earnings through the employee's gross wages.

This calculation shall presume one round trip each day from home and one round trip each day for a meal.

- The vehicle will be regularly used for district business throughout the calendar year.
- The vehicle must meet the IRS maximum automobile value. The value of the car, pickup, or van when first made available to the employee for personal use cannot be an amount greater than the amount determined by the IRS as the maximum automobile value for the year as published in a notice the annual respective annual Internal revenue Bulletin.
- The employee shall annually submit for a Department of Motor Vehicles review.
- Personal use of the vehicle is strictly limited to driving to and from work and for one, daily personal use of the vehicle for a meal.

In order to transition to the above Personal Use of a District Vehicle policy, the preceding handbook policy remains active until January 1, 2019, the effective date of the this new policy.

Recruitment and Retention

In order to foster the recruitment and retention of administrators, those administrators who live within District boundaries may select the Decatur Public School they wish their own children to attend as appropriate.

Adopted: February, 1996
Revised: October 23, 2012
Revised: May 27, 2014
Revised: October 14, 2014
Revised: April 14, 2015
Revised: June 23, 2015
Revised: December 13, 2016
Revised: December 4, 2018



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

Date: April 28, 2020	Subject: Personnel Action
Initiated By: Deanne Hillman, Director of Human Resources, and the Human Resources Department	Attachments: 4 Pages of Personnel Action
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

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

CURRENT CONSIDERATIONS:

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

FINANCIAL CONSIDERATIONS:

These positions are in the budget.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

To: Board of Education
From: Deanne Hillman
Human Resources Director
Date: April 23, 2020
Board Date: April 28, 2020
Re: Personnel Action

EMPLOYMENT RECOMMENDATIONS

TEACHERS:

Name	Position	Effective Date
Paulina Dabrowska	English Language Arts, MacArthur	August 10, 2020
Hannah Freese	Life Skills, Eisenhower (<i>Licensure Pending</i>)	August 10, 2020
Bryan Kenney	Grade 6 Math, Johns Hill	August 10, 2020
Abby Schoolman	Physical Education, Franklin	August 10, 2020
Sharon Renfro	Pre K Bilingual, Pershing (<i>Licensure Pending</i>)	August 10, 2020
Marissa Thompson	Teacher for the Visually Impaired, Macon Piatt (<i>Licensure Pending</i>)	August 10, 2020
Brenna Tripp	General Music, Dennis Lab	August 10, 2020

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

TEMPORARY SUMMER ASSIGNMENT (NOT TO EXCEED 90 DAYS)

TEAMSTERS:

Name	Position	Effective Date
Nicholas Campbell	Truck Driver, Buildings & Grounds	May 18, 2020
Dennis Ritchhart	Truck Driver, Buildings & Grounds	May 18, 2020
Ian Smith	Truck Driver, Buildings & Grounds	May 18, 2020

TEMPORARY SUMMER ASSIGNMENT (NOT TO EXCEED 90 DAYS)

CUSTODIANS:

Name	Position	Effective Date
IeMonei Bradford	1st Shift Custodian, Part-time, Buildings & Grounds, 7.5 hours per day	May 27, 2020
Jacoby Cunningham, Jr	1st Shift Custodian, Part-time, Buildings & Grounds, 7.5 hours per day	May 27, 2020

Martiece O'Neal	1st Shift Custodian, Part-time, Buildings & Grounds, 7.5 hours per day	May 27, 2020
William Derek Spates	1st Shift Custodian, Part-time, Buildings & Grounds, 7.5 hours per day	May 27, 2020
Derrick Taylor	1st Shift Custodian, Part-time, Buildings & Grounds, 7.5 hours per day	May 27, 2020

TRANSFERS

ADMINISTRATOR:

Name	Position	Effective Date
Sarah Schrader	From SEAP Teacher, SEAP to Special Ed Administrator, Macon Piatt Special Ed	July 27, 2020

ADMINISTRATIVE SUPPORT:

Name	Position	Effective Date
Camesha Halliburton	From Human Resources Assistant, Human Resources to 80 % Human Resources Analyst/20 % Payroll Coordinator, Human Resources	July 1, 2020
Lisa Jones	From Claims and Statistical Information Analyst, Business Office to Coordinator, Budgets Accounting, Business Office	May 4, 2020
Jarred Street	From Grade 4, Oak Grove to Educational Media Support Level I, IT	June 1, 2020

TEACHERS:

Name	Position	Effective Date
Amy Edrington	From Library Media Coordinator, PDI to Grade 7 ELA/Science, American Dreamers STEM Academy (French)	August 10, 2020
Brandy Vanderberg	From Elementary PE, French Academy to Physical Education, Dennis/American Dreamers STEM Academy (French)	August 10, 2020

CUSTODIANS:

Name	Position	Effective Date
Shantia Ellezy	From 2nd Shift Custodian, Hope Academy to 2nd Shift Custodian, Rover All Schools	March 16, 2020
Tyler Tarvin	From 2nd Shift Custodian, Hope Academy/Stephen Decatur to 2nd Shift Custodian, Hope Academy	March 16, 2020

RESIGNATIONS**ADMINISTRATOR:**

Name	Position	Effective Date
Mark Hughes	Special Ed Administrator, Macon Piatt Special Ed	End of the 2019-2020 School Year

TEACHERS:

Name	Position	Effective Date
Bailey Cadieux	Life Skills, Parsons	End of the 2019-2020 School Year
Lori Fleming	Cross Categorical, Stephen Decatur	End of the 2019-2020 School Year
Michelle Knap	Science, Stephen Decatur	End of the 2019-2020 School Year
Kristina Sommer	Instructional Specialist, Hope Academy	End of the 2019-2020 School Year
Sarah Pierce	Grade 3, Johns Hill	May 29, 2020
Abby Steele	Social Worker, Dennis Lab	End of the 2019-2020 School Year
Melissa Whitman	Grade 1, Durfee	End of the 2019-2020 School Year

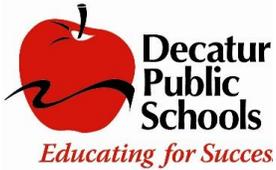
TEACHING ASSISTANT:

Name	Position	Effective Date
Stefanie Cunningham	Leave of Absence	April 22, 2020

COMPENSATION RECOMMENDATIONS:

- The following staff members should be compensated for participating in Daily 5 on February 14, 2020 at Hope Academy:

Mary Rossi	\$100.00	Michelle Brown	\$50.00
Kristina Sommer	\$100.00	Susie Conway	\$50.00
Marva Wright	\$100.00	Molly Miller	\$200.00
Kristina Donley	\$100.00		



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

Date: April 28, 2020	Subject: Interim/Transitional Contract (up to 15 days) for Dr. Judith Campbell
Initiated By: Deanne Hillman, Director of Human Resources	Attachments: Contract (up to 15 days) for Dr. Judith Campbell
Reviewed By: Dr. Paul Fregeau, Superintendent, and Legal Counsel	

BACKGROUND INFORMATION:

Decatur Public Schools hired Dr. Judith Campbell as the P-12 Director of Teaching and Learning beginning July 1, 2020.

CURRENT CONSIDERATIONS:

Decatur Public Schools is in need of Dr. Judith Campbell's services prior to her official start date.

FINANCIAL CONSIDERATIONS:

Dr. Judith Campbell will be paid \$485.00 per day for up to 15 days.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Interim/Transitional Contract (up to 15 days) for Dr. Judith Campbell as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

15 DAY INTERIM/TRANSITIONAL CONTRACT

This Contract is made between the Board of Education, Decatur School District No. 61, Macon County, Illinois, hereinafter referred to as the “Board” and Judith Campbell (hereinafter the “Interim/Transitional Director of Teaching and Learning”) ratified at the meeting of the Board held on April 28, 2020 as found in the minutes of that meeting.

IT IS AGREED:

1. Employment. The Board hereby employs the Interim/Transitional Director of Teaching and Learning for fifteen (15) days, the designation of such days to be by agreement of the parties beginning April 29, 2020 and ending June 30, 2020 with such responsibilities and duties appropriate to the job assignment as may be fixed by the Board in this Contract, and in its policies, rules and regulations.

2. Duties. The Interim/Transitional Director of Teaching and Learning, shall submit recommendations as directed by the Superintendent, concerning the position for which she has been employed and shall keep such other registers and records and make such other reports as may be directed by the Superintendent, his designee and/or the Board or as required by law.

3. Salary. The Board shall pay to the Interim/Transitional Director of Teaching and Learning a salary of Four Hundred Eight-Five and 00/100 Dollars (\$485.00) per day for up to but not to exceed fifteen (15) days. The Interim/Transitional Director of Teaching and Learning 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 Interim/Transitional Director of Teaching and Learning for the school district and the Board as set forth in this Contract. The salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other 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 Interim/Transitional Director of Teaching and Learning, nor that the termination date of this Contract has been in any way extended unless so stated in a Board approved amendment.

4. Other Work. The Interim/Transitional Director of Teaching and Learning agrees to devote her best efforts and entire time to the educational process of the School District and shall not undertake or accept other employment or responsibilities which will conflict with her assigned duties.

5. Discharge for Good Cause. Discharge for cause shall be for any conduct, act, or failure to act by the Interim/Transitional Director of Teaching and Learning that is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Interim/Transitional Director of Teaching and Learning, who shall be entitled to notice and a hearing before the Board to discuss such causes. If the Interim/Transitional Director of Teaching and Learning chooses to be accompanied by legal counsel, she shall bear any costs therein involved. The Board hearing shall be conducted in closed session.

6. Termination. This Contract shall terminate at the conclusion of fifteen (15) work days or sooner if the tasks assigned to the Interim/Transitional Director of Teaching and Learning

are completed sooner and without further notice to Interim/Transitional Director of Teaching and Learning.

7. Benefits. Because of the Interim/Transitional Director of Teaching and Learning's part-time employment, she shall have no employer-paid health insurance benefit, nor any other benefit provided to other employees of the District not specifically stipulated herein except as may be required by law.

8. Reimbursement for Use of Personal Car. The Board shall pay the Internal Revenue Service rate to the Interim/Transitional Director of Teaching and Learning for vouchered reimbursable mileage expenses incurred by the Interim/Transitional Director of Teaching and Learning while using the Interim/Transitional Director of Teaching and Learning's personal vehicle for the conduct of approved District business. Reimbursement shall be pursuant to the District's policies, rules and regulations.

9. Disability. Should the Interim/Transitional Director of Teaching and Learning be unable to perform the duties and obligations of this Contract, by reason of illness, accident or other cause beyond the Interim/Transitional Director of Teaching and Learning's control, and if such disability continues for sixty (60) days, or if such disability is permanent, irreparable or of such nature as to make the performance of the Interim/Transitional Director of Teaching and Learning's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate.

10. 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 a fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and the subsequent investigation report reveals there has been such a conviction, this Contract shall immediately become null and void.

11. Notice. All notices under this Contract shall be deemed sufficient if given in writing and served upon the Interim/Transitional Director of Teaching and Learning and the President of the Board personally or by certified mail, return receipt requested, addressed to the party, at such address as may be on file at the Keil Administrative Building or as hereinafter furnished by the Interim/Transitional Director of Teaching and Learning in writing.

12. 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.

13. 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.

14. Severability. If any portion of this Contract is deemed to be illegal or unenforceable by a court of competent jurisdiction, the remainder thereof shall remain in full force and effect.

15. 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.

16. 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 concerning such subject matter whether oral or written. Except as may otherwise be provided herein, no subsequent alteration, amendments, change or addition to this Contract shall be binding upon the parties unless reduced in writing and duly authorized and signed by each of the parties.

17. Survival of Contract. This Contract shall be binding upon the parties hereto, their successors and assigns.

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.

Employee

BOARD OF EDUCATION
DECATUR PUBLIC SCHOOL DISTRICT NO. 61

By: _____
President

ATTEST:

Secretary



Board of Education Decatur Public School District #61

Date: April 28, 2020	Subject: Alltown Bus Transportation Amendment Agreement
Initiated By: Henry Walker, Director of Operations	Attachments: Alltown Amendment Agreement for 2019-2020 School Year
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

By reason of a series of Executive Orders of the Governor of the State of Illinois, Illinois schools have been ordered closed through the end of the 2019-2020 term and, as a result, the parties desire to amend their existing transportation agreement for the 2019-2020 school year through this Agreement and as a result of the mandated school closings. Such school closings were unanticipated when the 2019-2020 transportation agreement was executed and the school closings materially alter the expectations and performance of the parties anticipated by the 2019-2020 transportation agreement between the parties.

The purpose of this Agreement and the focus of this Amendment is to prevent the diminution of employee wages and/or benefits for any of the Contractor's employees employed to service the 2019-2020 transportation agreement between the parties for the period March 16, 2020 to June 30, 2020.

CURRENT CONSIDERATIONS:

The compensation payable to the Contractor for the remainder of the 2019-2020 school year shall be Seventy-Four Percent (74%) of the transportation costs as would have been due and owing from the District to the Contractor pursuant to the 2019-2020 transportation agreement between the parties for the term March 16, 2020 to June 30, 2020. The amount the parties agree is due and owing by reason of this Agreement are set forth in invoices 1094, 1095 and 1096, and in total amount to One Million, Two Hundred Fifty-Seven Thousand Eight Hundred Sixty-Eight and 40/100 Dollars (\$1,257,868.40) (Exhibit A).

The Contractor shall not diminish the wages or benefits of any employee, nor layoff any employee who was in service to the Contractor on March 16, 2020 and who would have performed services pursuant to the 2019-2020 transportation agreement between the parties had there not been a COVID-19 crisis and above referenced Executive Orders requiring the closure of the District's schools. The Contractor shall not negotiate nor enter into any agreement or arrangement contrary to the terms of this Agreement or which affect the Contractor's performance under this Agreement without the prior written consent of the District. In the event approval is granted, no agreement may, in any respect, limit or interfere with any right or interest of the District under this Agreement or restrict the Contractor's ability to perform the Agreement.

FINANCIAL CONSIDERATIONS:

Funding for this expenditure would be paid from the FY 2020 transportation fund budget.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Amended 2019-2020 Alltown Transportation Agreement as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

**Amendment to School Bus Transportation Agreement
(2019-20)**

THIS AGREEMENT, an amendment to an existing transportation agreement for the 2019-2020 school term between the parties, is made April 28, 2020, between ALLTOWN BUS COMPANY, LLC. ("the Contractor"), and DECATUR PUBLIC SCHOOL DISTRICT NO. 61 ("the District"), wherein it is mutually agreed as follows:

1. By reason of a series of Executive Orders of the Governor of the State of Illinois, Illinois schools have been ordered closed through the end of the 2019-2020 term and, as a result, the parties desire to amend their existing transportation agreement for the 2019-2020 school year through this Agreement and as a result of the mandated school closings. Such school closings were unanticipated when the 2019-2020 transportation agreement was executed and the school closings materially alter the expectations and performance of the parties anticipated by the 2019-2020 transportation agreement between the parties.
2. The Contractor shall for the remainder of the school year beginning March 16, 2020 through the end of 2019-2020, furnish as many buses as the District requires to satisfy its pupil and related transportation requirements and pay all drivers' salaries and benefits, all vehicle maintenance, repair and replacement expenses, and all other expenses incidental thereto.
3. The compensation payable to the Contractor for the remainder of the 2019-2020 school year shall be Seventy-Four Percent (74%) of the transportation costs as would have been due and owing from the District to the Contractor pursuant to the 2019-2020 transportation agreement between the parties for the term March 16, 2020 to June 30, 2020. The amount the parties agree is due and owing by reason of this Agreement are set forth in invoices 1094, 1095 and 1096, and in total amount to One Million, Two Hundred Fifty-Seven Thousand Eight Hundred Sixty-Eight and 40/100 Dollars (\$1,257,868.40). The invoices are attached hereto and made a part hereof by reference and shall be due and owing on a monthly basis for March, April and May 2020. No other payment of any kind shall be due and owing to the Contractor by the District for 2019-2020 notwithstanding any other agreement, contract or understanding whatsoever.
4. The purpose of this Agreement and the focus of this Amendment is to prevent the diminution of employee wages and/or benefits for any of the Contractor's employees employed to service the 2019-2020 transportation agreement between the parties for the period March 16, 2020 to June 30, 2020. The Contractor shall not diminish the wages or benefits of any employee, nor layoff any employee who was in service to the Contractor on March 16, 2020 and who would have performed services pursuant to the 2019-2020 transportation agreement between the parties had there not been a COVID-19 crisis and above referenced Executive Orders requiring the closure of the District's schools. The Contractor shall not negotiate nor enter into any agreement or arrangement contrary to the terms of this Agreement or which affect the Contractor's performance under this Agreement without the prior written consent of the District. In the event approval is granted, no agreement may, in any respect, limit or interfere with any right or interest of the District under this Agreement or restrict the Contractor's ability to perform the Agreement.

5. The Contractor shall continue to employ all its bus drivers, bus monitors, office staff, mechanics and helpers during the period of this Agreement, all of whom shall be required at all times to exercise the highest degree of care and observe and comply with all laws, ordinances, rules, and regulations now in effect or hereafter enacted and pertaining to the operation of school buses.

With sufficient advance notice, the District may request additional buses and drivers for special events or needs. The Contractor will meet all such requests.

6. The Contractor shall at all times during the term of this Agreement keep all buses assigned or used in performing this Agreement stored and maintained on premises within the District at such location or locations as may from time to time be approved by the District. All such buses shall be subject to taxation by all political subdivisions having authority to levy and collect taxes in the area where the District is located.

7. No funds shall be sought nor received by the Contractor from the State of Illinois or through any Federal Relief/Care Acts reimbursement program which might otherwise be available to the Contractor. If any such relief shall be received by the Contractor, the District shall be entitled to seek proportional reimbursement from the Contractor in the amount of such sum as shall be deemed appropriate to offset any amount the District paid to the Contractor pursuant to this Agreement.

8. In the event of Acts of God, fire, picketing or labor disputes, the District shall excuse the Contractor from performance hereunder. If the Contractor receives notice of intent to strike from its employees, the Contractor shall immediately make the District aware of said notice.

9. This Agreement sets forth the entire agreement between the District and the Contractor concerning the subject matter hereof. There are no representations, either oral or written, between the District and the Contractor other than those contained in this Agreement.

10. This Agreement 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.

11. It is understood and agreed by the parties that if any part, term, or provision of this Agreement is held by a court of competent jurisdiction 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.

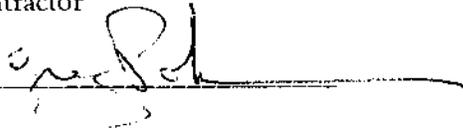
12. This Agreement has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

13. 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.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

ALLTOWN BUS COMPANY LLC

Contractor

By  _____

DECATUR PUBLIC SCHOOL DISTRICT NO. 61

By: _____
President of the Board of Education

Attest: _____
Secretary of the Board of Education

ALLTOWN BUS COMPANY, LLC
 7300 N. ST LOUIS
 SKOKIE, IL 60078
 PHONE# (847) 674-0090
 FAX# (847) 674-4449

Exhibit A - Continued

Decatur Public Schools District 81
 Accounts Payable Department
 101 W. Cerra Gordo
 Decatur, IL 62523

Billing - (School Closure)

Services Provided	August		September		October		November		December		January		February		March		Total	Average	
	Days	Hours/Amt	Days	Hours/Amt	Days	Hours/Amt	Days	Hours/Amt	Days	Hours/Amt	Days	Hours/Amt	Days	Hours/Amt	Days	Hours/Amt			
Base Installation at 278.50/day/bus	13	460360.5	20	460360.5	20	460360.5	17	460360.5	14	460360.5	19	460360.5	18	460360.5	5	111121.5	126	333645	26,457.50 (278.50/Bus/day)
Am/Pm Excess Hours	13	1568.18	20	2582.8	20	2299.5	17	2035.29	14	1609.02	19	2133.42	18	1967.76	5	541.95	128	14737.82	116.97
Avg/Noon pre-K-6th Excess Hours	13	135.61	20	883.48	20	1174.13	17	1110.46	14	824.76	19	1483.83	18	1422.08	5	416.08	126	7450.44	58.13
Attendants	13	2058.42	20	3120.68	20	2876.02	17	2592.59	14	2153.04	19	2959.67	18	2809.67	5	854.72	126	19424.81	154.17
AFS Program	13	0	20	0	20	0	17	0	14	0	19	0	2	14	5	2	126	18	0.14
Route Adjustments - 1 additional route (Rt 204)	11	3640.34	20	6618.8	21	8948.74	17	5825.98	14	4633.16	18	5956.82	17	5625.98	11	3640.34	129	42691.26	330.94
Hammit Am/Pm Excess Hours	11	20.14	20	33.6	21	38.01	17	30.64	14	22.54	18	43.64	17	45.29	11	27.86	129	261.72	2.03
Route Adjustments - 1 additional route (Rt 60)	11.5	4656.01	20	8097.4	20.5	8298.84	15.5	6275.49	13	5263.31	19	7682.53	17	6882.79	11.5	4656.01	126	51823.36	404.87

3. The Base Rate for the 2019-20 school year, allowing for the operation of 95 buses for a total of 416 hours each day for AM-PM routes and noon early childhood runs; and allowing 45 hours each day for other in-district services between AM and PM routes, is \$ 4,603,605.00. Said Base Rate is based on 174 days of transportation. If the number of days should change, a credit or charge in the amount of \$ 26457.50 per day would be issued at the end of the school year.

- a. Route changes increasing the daily operating hours will be billed at the rate of \$ 33.65 per hour provided such hours are added to the existing route hours without an intervening return to the terminal point of the route. Billing will be at 1/10 hour increments.
- b. The District's monthly billing will be decreased by \$ 278.50 per day beginning the day the change is effective when a bus is eliminated from the system. Four (4) hours shall be deleted from the Base Rate hours.
- c. The District's monthly billing will be increased by \$ 278.50 per day beginning the day the change is effective when it becomes necessary to add a bus to the system. Four (4) hours shall be added to the Base Rate hours.
- d. Operating hours that must be added to the system and which fall between existing routes shall be billed at \$ 37.25 per hour with a one and one-half (1 - 1/2) hour minimum charge. After the one and one-half hour minimum is satisfied, billing will be at 1/10 hour increments.
- e. Contractor will schedule and complete all requests from the various schools for extra trips such as field trips, athletic trips, band trips, etc., for the following rates:
 - (i) \$ 49.25 per hour (includes all driving hours and waiting time from garage back to garage)
 - (ii) \$ 98.50 minimum trip rate

8

ALLTOWN BUS COMPANY, LLC
 7300 N. ST LOUIS
 SKOKIE, IL 60076
 PHONE# (847) 674-0090
 FAX# (847) 674-4449

Decatur Public Schools District 61
 Accounts Payable Department
 101 W. Cerro Gordo
 Decatur, IL 62523

Invoice: 1094
 Date: 3/31/2020
 Contract # Dist 61

March Billing - 12 Days (School Closure)

Services Provided	Days	Quantity	Rate	Amount
Base Installment 86.5 routes at 278.50/day	12	86.50	278.50	289,083.00
Am/Pm Excess Hours	12	116.97	33.65	47,232.49
Avc/Pe/Noon pre-k/Ws Excess Hours	12	59.13	37.25	26,431.11
Attendants	12	154.17	15.75	29,138.13
AFS Program	12	0.14	37.25	62.58
Route Adjustments - 1 additional route for 6 days (Rt 204)	6	1.00	330.94	1,985.64
Hammit Am/Pm Excess Hours	6	2.03	42.00	511.56
Route Adjustments - 1 additional route for 11 days (Rt 60)	11	1.00	404.87	4,453.57

Invoice Total 398,898.08
 x .74
 Invoice total @ 74% 295,184.58

Please forward remittance to:

Alltown Bus Company, LLC
 7300 N Saint Louis Ave.
 Skokie, IL 60076

ALLTOWN BUS COMPANY, LLC
 7300 N. ST LOUIS
 SKOKIE, IL 60076
 PHONE# (847) 674-0090
 FAX# (847) 674-4449

Invoice: 1095
 Date: 4/30/2020
 Contract # Dist 61

Decatur Public Schools District 61
 Accounts Payable Department
 101 W. Cerro Gordo
 Decatur, IL 62523

April Billing - 21 Days (School Closure)

Services Provided	Days	Quantity	Rate	Amount
Base Installment 86.5 routes at 278.50/day	21	86.50	278.50	505,895.25
Am/Pm Excess Hours	21	116.97	33.65	82,656.85
Avd/Pe/Noon pre-K/Ws Excess Hours	21	59.13	37.25	46,254.44
Attendants	21	154.17	15.75	50,991.73
AFS Program	21	0.14	37.25	109.52
Route Adjustments - 1 additional route for 6 days (Rt 204)	17	1.00	330.94	5,625.98
Hammitt Am/Pm Excess Hours	17	2.03	42.00	1,449.42
Route Adjustments - 1 additional route for 11 days (Rt 60)	17	1.00	404.87	6,882.79

Invoice Total 699,865.98
 x .74
 Invoice total @ 74% 517,900.83

ALLTOWN BUS COMPANY, LLC
 7300 N. ST LOUIS
 SKOKIE, IL 60076
 PHONE# (847) 674-0090
 FAX# (847) 674-4449

Decatur Public Schools District 61
 Accounts Payable Department
 101 W. Cerro Gordo
 Decatur, IL 62523

Invoice: 1096
 Date: 5/31/2020
 Contract # Dist 61

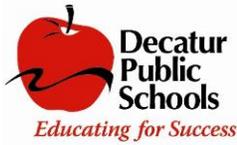
May Billing - 18 Days (School Closure)

Services Provided	Days	Quantity	Rate	Amount
Base Installment 86.5 routes at 278.50/day	18	86.50	278.50	433,624.50
Am/Pm Excess Hours	18	116.97	33.65	70,848.73
Avc/Pe/Noon pre-k/Ws Excess Hours	18	59.13	37.25	39,646.67
Attendants	18	154.17	15.75	43,707.20
AFS Program	18	0.14	37.25	93.87
Route Adjustments - 1 additional route for 6 days (Rt 204)	16	1.00	330.94	5,295.04
Hammitt Am/Pm Excess Hours	16	2.03	42.00	1,364.16
Route Adjustments - 1 additional route for 11 days (Rt 60)	16	1.00	404.87	6,477.92

Invoice Total 601,058.09

x .74

Invoice total @ 74% 444,782.99



Board of Education Decatur Public School District #61

Date: April 28, 2020	Subject: Guaranteed Maximum Price Amendment for the New Johns Hill portion of the BOLD Facility Plan
Initiated By: Dr. Fred Bouchard, Assistant Superintendent	Attachments: The New Johns Hill Guaranteed Maximum Price Amendment from O’Shea Builders
Reviewed By: Dr. Paul Fregeau, Superintendent and Brian Braun, Legal Counsel	

BACKGROUND INFORMATION:

The Board contracted with O’Shea Builders to serve as Construction Managers of the **BOLD** Facility Plan. In the approved AIA contract with O’Shea Builders on page 3 at the end of the Table of Articles it references Exhibit A – Guaranteed Maximum Price Amendment (GMP). Each portion of the project will have a similar addendum which outlines the provision of the GMP. The New Johns Hill GMP amendment is attached.

CURRENT CONSIDERATIONS:

Administration and BLDD has worked with O’Shea Builders for a completion of this first GMP Amendment associated with the Johns Hill portion of the **BOLD** Facility Plan.

FINANCIAL CONSIDERATIONS:

The O’Shea GMP for the construction part of the project at Johns Hill is \$29,034,357 of the total \$31,500,000 allowance for this part of the **BOLD** Plan. \$2,465,610 is allotted for Owner Cost (Soft Cost and FF&E – furniture, fixtures and equipment). The total is \$31,499,965. The funding for this project primarily comes from Fund 60 (Capital Projects) and Fund 90 (Health Life Safety) as part of the **BOLD** Facility Plan.

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the Guaranteed Maximum Price Amendment for the New Johns Hill portion of the **BOLD** Facility Plan from O’Shea Builders as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____



AIA[®] Document A133[™] – 2009 Exhibit A

Guaranteed Maximum Price Amendment

for the following PROJECT:

(Name and address or location)

Decatur Public Schools #61
New Johns Hill School
1025 E Johns Street
Decatur, IL 62521

THE OWNER:

(Name, legal status and address)

Decatur Public Schools District #61
101 W Cerro Gordo Street
Decatur IL 62523

THE CONSTRUCTION MANAGER:

(Name, legal status and address)

Harold O'Shea Builders Inc., d/b/a O'Shea Builders
3401 Constitution Drive
Springfield, IL 62711

ARTICLE A.1

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 2.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of this Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed Twenty Eight Million Two Hundred Forty Thousand Three Hundred Fifty-Nine dollars (\$ 28,240,359), subject to additions and deductions by Change Order as provided in the Contract Documents.

§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, allowances, contingencies, alternates, the Construction Manager's Fee, and other items that comprise the Guaranteed Maximum Price.
(Provide below or reference an attachment.)

See Exhibit G in the attached 4/22/20 O'Shea Guaranteed Maximum Price Summary Document, Decatur Public Schools #61 New Johns Hill School

§ A.1.1.3 The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:
(State the numbers or other identification of accepted alternates. If the Contract Documents permit the Owner to accept other alternates subsequent to the execution of this Amendment, attach a schedule of such other alternates showing the amount for each and the date when the amount expires.)

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201[™]-2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

See Exhibit E in the attached 4/22/20 O'Shea Guaranteed Maximum Price Summary Document, Decatur Public Schools #61 New Johns Hill School

§ A.1.1.4 Allowances included in the Guaranteed Maximum Price, if any:
(Identify allowance and state exclusions, if any, from the allowance price.)

See Exhibit B in the attached 4/22/20 O'Shea Guaranteed Maximum Price Summary Document, Decatur Public Schools #61 New Johns Hill School

§ A.1.1.5 Assumptions, if any, on which the Guaranteed Maximum Price is based:

See Exhibit C in the attached 4/22/20 O'Shea Guaranteed Maximum Price Summary Document, Decatur Public Schools #61 New Johns Hill School.

§ A.1.1.6 The Guaranteed Maximum Price is based upon the following Supplementary and other Conditions of the Contract: N/A

§ A.1.1.7 The Guaranteed Maximum Price is based upon the following Specifications:
(Either list the Specifications here, or refer to an exhibit attached to this Agreement.)

See Exhibit A in the attached 4/22/20 O'Shea Guaranteed Maximum Price Summary Document, Decatur Public Schools #61 New Johns Hill School

§ A.1.1.8 The Guaranteed Maximum Price is based upon the following Drawings:
(Either list the Drawings here, or refer to an exhibit attached to this Agreement.)

See Exhibit A in the attached 4/22/20 O'Shea Guaranteed Maximum Price Summary Document, Decatur Public Schools #61 New Johns Hill School.

§ A.1.1.9 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Agreement.)

See attached 4/22/20 O'Shea Guaranteed Maximum Price Summary Document, Decatur Public Schools #61 New Johns Hill School.

ARTICLE A.2

§ A.2.1 The anticipated date of Substantial Completion established by this Amendment:

July 1, 2021 as noted in Exhibit D in the attached 4/22/20 O'Shea Guaranteed Maximum Price Summary Document, Decatur Public Schools #61 New Johns Hill School

Init.

E-SIGNED by Michael E O'Shea
on 2020-04-22 16:42:21 CDT

OWNER (Signature)

Beth Nolan, President, Board of Education, Decatur
Public Schools District #61

(Printed name and title)

CONSTRUCTION MANAGER (Signature)

Michael E. O'Shea, President of Harold O'Shea
Builders Inc., d/b/a O'Shea Builders

(Printed name and title)

Init.

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User Notes:

(1834170202)

O'Shea Guaranteed Maximum Price Summary Document

Decatur Public Schools #61

New Johns Hill School

4/22/20





April 22, 2020

Dr. Fred Bouchard
Assistant Superintendent
Decatur Public Schools #61
101 Cerro Gordo Street
Decatur, IL 62523

Re: Decatur Public Schools #61, New Johns Hill School

Dear Fred:

This letter serves as a summary of the Final Guaranteed Maximum Price (GMP) for the Project referenced above. The Project Costs are as follows:

Base Bid with indirect construction costs: **Twenty Eight Million Two Hundred Forty Thousand Three Hundred Fifty-Nine Dollars: \$28,240,359**

This Project Scope of Work includes a new 101,000 SF elementary school adjacent to the existing school that will remain in use until the project is complete. The three level building includes a storm shelter, auditorium, gymnasium, library, learning stair and classrooms. At this time the existing Johns Hill School building demolition alternate is not included. This and other alternate scope items will be re-evaluated following the elementary school bids next month. Please see Exhibit E for the description of Alternates.

For your consideration we have included Exhibits A through G with this letter. The Exhibits will become part of the Contract and further define the Scope of Work.

- Exhibit A – Drawings, Specifications, and Addenda
- Exhibit B – Allowances
- Exhibit C – Assumptions & Clarifications, Responsibility Matrix, Contingency Definitions
- Exhibit D – Schedule of Work
- Exhibit E – Alternate Prices
- Exhibit F – Unit Prices
- Exhibit G – Project Bid Summary

Thank you very much for the opportunity to serve you, and please let us know if you have any questions or need additional information.

Sincerely Yours,

Tim Hickey
O'Shea Builders



3401 Constitution Drive
Springfield, IL 62711



2400 N. Main Street, Ste. D
East Peoria, IL 61611



502 W. Clark Street
Champaign, IL 61820

Exhibit A – Drawings, Specifications and Addenda

- 1) Drawings and Specifications prepared by BLDD Architects, dated February 24, 2020:

List of Drawings

GENERAL

G101 COVER SHEET
G102 ACCESSIBILITY INFORMATION AND ABBREVIATIONS
G103 PARTITION TYPES AND DETAILS
G104 CODE ANALYSIS, EGRESS PLAN & STORM SHELTER REQS.
G105 SECOND AND THIRD FLOOR EGRESS PLANS

CIVIL

C001 GENERAL NOTES
C101 SITE DEMOLITION PLAN
C102 SITE DEMOLITION PLAN
C103 SITE PLAN
C104 SITE PLAN
C105 UTILITY PLAN
C106 UTILITY PLAN
C107 GRADING PLAN
C108 GRADING PLAN
C109 EROSION CONTROL PLAN
C110 EROSION CONTROL PLAN
C111 STORM WATER POLLUTION PREVENTION PLAN
C112 SITE AND STANDARD DETAILS
C113 SITE AND STANDARD DETAILS
C114 SITE AND STANDARD DETAILS
C115 WATER AND SEWER SEPARATION REQUIREMENTS

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L101 ARCHITECTURAL SITE PLAN

STRUCTURAL / ARCHITECTURAL

DEMOLITION

D101 DEMOLITION PLAN

STRUCTURAL

S001 STRUCTURAL GENERAL NOTES AND SCHEDULES
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S101A ENLARGED FOUNDATION PLAN - AREA A
S101B ENLARGED FOUNDATION PLAN - AREA B
S102 SLAB PLAN - OVERALL
S103 SLAB DETAILS
S104 FOUNDATION DETAILS
S105 FOUNDATION DETAILS
S201 SECOND FLOOR FRAMING PLAN
S201A ENLARGED 2ND FLOOR FRAMING PLAN - AREA A
S201B ENLARGED 2ND FLOOR FRAMING PLAN - AREA B
S202 THIRD FLOOR FRAMING PLAN - OVERALL

S202A ENLARGED 3RD FLOOR FRAMING PLAN - AREA A
S202B ENLARGED 3RD FLOOR FRAMING PLAN - AREA B
S203 UPPER ROOF FRAMING PLANS - OVERALL
S203A ENLARGED UPPER ROOF FRAMING PLANS
S203B ENLARGED AUDITORIUM FRAMING PLAN & DETAILS
S204 ENLARGED THEATER BALCONY FRAMING PLAN
S205 STAIR FRAMING PLANS
S206 CATWALK FRAMING PLANS
S301 FRAMING DETAILS
S302 FRAMING DETAILS
S303 FRAMING DETAILS
S304 FRAMING DETAILS
S305 FRAMING DETAILS

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A103 THIRD FLOOR PLAN
A103A THIRD FLOOR PLAN - AREA A
A103B THIRD FLOOR PLAN - AREA B
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A202 BUILDING ELEVATIONS
A203 BUILDING SECTIONS
A204 BUILDING SECTIONS
A205 BUILDING SECTIONS
A206 BUILDING SECTIONS
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A211 PRECAST ELEVATIONS
A212 PRECAST PLANS AND ELEVATIONS
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A301B ROOF PLAN - AREA B
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A303 ROOF DETAILS
A401 DOOR SCHEDULE AND DETAILS
A402 DOOR DETAILS
A403 STOREFRONT & WINDOW ELEVATIONS
A404 CURTAIN WALL ELEVATIONS & DETAILS
A405 STOREFRONT & WINDOW DETAILS
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A503 WALL SECTIONS
A504 WALL SECTIONS
A505 WALL SECTIONS
A506 WALL SECTIONS
A510 HORIZONTAL DETAILS
A511 HORIZONTAL DETAILS
A601 MAIN STAIR PLANS, SECTIONS, AND DETAILS
A602 STAIR A & B PLANS, SECTIONS, AND DETAILS
A603 STAIR C PLANS, SECTIONS, AND DETAILS
A604 LEARNING STAIR PLANS, SECTIONS AND DETAILS
A605 AUDITORIUM STAIR PLANS, SECTIONS, AND DETAILS
A606 ELEVATOR PLANS AND DETAILS
A701 ROOM FINISH SCHEDULE & INTERIOR ELEV. - TOILET ROOM
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A703 LOCKER ROOM ENLARGED PLANS & ELEVATIONS
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 A705 INTERIOR ELEVATIONS - MUSIC
 A706 INTERIOR ELEVATION - GYMNASIUM
 A707 INTERIOR ELEVATION - COMMONS
 A708 INTERIOR ELEVATIONS - FIRST FLOOR CLASSROOMS
 A709 INTERIOR ELEVATIONS - 1ST & 2ND FLOOR CLASSROOMS
 A710 INTERIOR ELEVATIONS - SECOND FLOOR
 A711 INTERIOR ELEVATIONS - THIRD FLOOR
 A712 INTERIOR ELEVATIONS - THIRD FLOOR
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 A714 INTERIOR ELEVATIONS - GYMNASIUM CONT. & DINING
 A715 INTERIOR ELEVATIONS - LIBRARY & 2ND FLR CORRIDOR
 A716 CASEWORK DETAILS
 A717 CASEWORK DETAILS
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 A719 INTERIOR ELEVATIONS - AUDITORIUM CONTINUED
 A720 CASEWORK SCHEDULE & INTERIOR DETAILS
 A801A FIRST FLOOR CEILING PLAN - AREA A
 A801B FIRST FLOOR CEILING PLAN - AREA B
 A802A SECOND FLOOR CEILING PLAN - AREA A
 A802B SECOND FLOOR CEILING PLAN - AREA B
 A803A THIRD FLOOR CEILING PLAN - AREA A
 A803B THIRD FLOOR CEILING PLAN - AREA B
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 A901 FIRST FLOOR FINISH PLAN
 A901A FIRST FLOOR FINISH PLAN - AREA A
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 A901C FIRST FLOOR FINISH PLAN - GYM
 A901D FIRST FLOOR FINISH PLAN - POLISHED CONCRETE PATTERN
 A902A SECOND FLOOR FINISH PLAN - AREA A
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 A903A THIRD FLOOR FINISH PLAN - AREA A
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 A904A FIRST FLOOR SIGNAGE & WALL PROTECTION - AREA A
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 A907 SIGNAGE SCHEDULE

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 FS2 FOODSERVICE PLUMBING PLAN
 FS3 FOODSERVICE ELECTRICAL PLAN
 FS4 FOODSERVICE SPECIAL CONDITIONS PLAN
 FS5 FOODSERVICE EXHAUST HOOD SHEET

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 QT102 PERFORMANCE RIGGING - PLANS & SECTION
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 QT221 PERFORMANCE LIGHTING - CONTROL RISER DIAGR
 QT231 PERFORMANCE LIGHTING - LOW VOLTAGE DETAILS

QT232 PERFORMANCE LIGHTING - DISTRIBUTION DETAILS
 QT233 PERFORMANCE LIGHTING - LCD PROGRAMMING

TS101 FIXED AUDIENCE SEATING (REF. ONLY)
 TS102 FIXED AUDIENCE SEATING (REF. ONLY)
 TS103 FIXED AUDIENCE SEATING (REF. ONLY)

M / E / P

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 V101A FIRST FLOOR PLAN - AREA A - VENTILATION
 V101B FIRST FLOOR PLAN - AREA B - VENTILATION
 V102A SECOND FLOOR PLAN - AREA A - VENTILATION
 V102B SECOND FLOOR PLAN - AREA B - VENTILATION

V103A THIRD FLOOR PLAN - AREA A - VENTILATION
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HV303 ROOM AIR DISTRIBUTION
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E401 ELECTRICAL DETAILS
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E802 ELECTRICAL PANEL SCHEDULES
E803 ELECTRICAL PANEL SCHEDULES

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T101B FIRST FLOOR PLAN - AREA B - TECHNOLOGY
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T103B THIRD FLOOR PLAN - AREA B - TECHNOLOGY
T301 TECHNOLOGY SCHEDULES
T401 NOTES AND DETAILS
T501 FIBER BACKBONE DIAGRAM

T502 RACK DIAGRAMS AND ENLARGED PLANS
T503 GYM RACK DIAGRAMS AND AUDIO DETAILS
T504 LEARNING STAIR DIAGRAMS AND AUDIO DETAILS
T801 PATCH PANEL SCHEDULES

All drawings are dated February 24, 2020.

END 00 0115

List of SpecificationsPROJECT MANUAL
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BLDD ARCHITECTS, INC.
100 Merchant Street
Decatur, IL 62523
(844) 784-4440

PROJECT MANUAL FOR: New Johns Hill School
Decatur Public Schools

DATE: February 24, 2020

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	00 3101	Prevailing Wage Rates	00 3101-1-1
	00 3132	Geotechnical Data	00 3132-1-75
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26 2913	Manual and Magnetic Motor Controls	26 2913-1-7
26 3213	Diesel Emergency Engine Generators	26 3213-1-13
26 3353.11	Rack Mounted Static Uninterruptible Power Supply	26 3353.11-1-10
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27 1100	Communications Equipment Room Fittings	27 1100-1-4
27 1116	Communications Racks, Frames and Enclosures	27 1116-1-6
27 1323	Communications Optical Fiber Backbone Cabling	27 1323-1-7
27 1513	Communications Copper Horizontal Cabling	27 1513-1-8
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28 1300	Access Control Software and Database Managements	28 1300-1-25
28 1500	Access Control Hardware Devices	28 1500-1-8
28 2000	Video Surveillance	28 2000-1-12
28 3100	Intrusion Detection	28 3100-1-11
28 3111	Digital, Addressable Fire-Alarm System	28 3111-1-17
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31 1000	Site Clearing	31 1000-1-5
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32 1300	Cement Concrete Pavement	32 1300-1-13
32 1373	Pavement Joint Sealants	32 1373-1-6
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33 3000	Sanitary Sewerage	33 3000-1-7
33 4000	Storm Drainage	33 4000-1-9
33 4600	Subdrainage System	33 4600-1-6

34 TRANSPORTATION

34 4116 Traffic Control

34 4116-1-2

END TOC

- 2) Project Bidders Manual prepared by O'Shea Builders, dated February 24, 2020.
- 3) O'Shea Builders has issued five addenda:
 - O'Shea Builders Addendum 1 dated 3/13/20
 - O'Shea Builders Addendum 2 dated 3/19/20
 - O'Shea Builders Addendum 3 dated 3/25/20
 - O'Shea Builders Addendum 4 dated 3/31/20
 - O'Shea Builders Addendum 5 dated 4/3/20

Exhibit B – Allowances

- O'Shea Builders has included **Fifty Thousand Dollars (\$50,000)** Additional Site Logistics Allowance in the Site Preparations package to be used for unexpected costs relating to this Scope of Work.
- O'Shea Builders has included **One Hundred Thousand Dollars (\$100,000)** Shoring Allowance in the Site Preparations package to be used for shoring work associated with the excavation and plumbing tie-in connection.
- O'Shea Builders has included **Fifteen Thousand Dollars (\$15,000)** Detail Modification Allowance in the Structural Steel package to be used for unexpected costs relating to this Scope of Work.
- O'Shea Builders has included **Twenty Thousand Dollars (\$20,000)** Temporary Enclosure Allowance in the General Trades package to be used for constructing and maintaining a temporary enclosure in order for work to continue in otherwise unsuitable weather conditions.
- O'Shea Builders has included **Twenty-Five Thousand Dollars (\$25,000)** Execution Requirements/Cleaning Allowance in the General Trades package.
- O'Shea Builders has included **Ten Thousand Dollars (\$10,000)** Safety Construction Allowance in the General Trades package to be used for Work associated with maintaining a safe jobsite outside of the specific Scopes of Work required by each contractor, including the General Trades contractor.
- O'Shea Builders has included **Three Thousand Dollars (\$3,000)** Construction Sign Allowance in the General Trades package.
- O'Shea Builders has included **One Hundred Thousand Dollars (\$100,000)** Winter Roofing Membrane Allowance in the Roofing & Sheet Metal package to be used if necessary due to unsuitable weather conditions.
- O'Shea Builders has included **Five Thousand Dollars (\$5,000)** Precast Travel and Training Allowance in the Electrical package to cover the costs of delivering electrical equipment embeds to the precast manufacturer.
- O'Shea Builders has included **Fifteen Thousand Dollars (\$15,000)** Journeyman Allowance in the Electrical package to be used at the discretion of O'Shea Builders to assist with coordination of work with other trades.
- O'Shea Builders has included a deductive credit of **One Hundred Forty-Three Thousand Dollars (\$143,000)** Value Management Allowance should the inset stained concrete be replaced with a polished and stained concrete simplified design.
- O'Shea Builders has included a deductive credit of **Twenty-Seven Thousand Eight Hundred Dollars (\$27,800)** Value Management Allowance should ceiling tile ACT-1 be substituted with an approved alternative ceiling tile.

- O'Shea Builders has included a deductive credit of **Two Hundred Twenty-Five Thousand Dollars (\$225,000)** Value Management Allowance should the monumental stair railing be replaced with powder coat painted steel.
- O'Shea Builders has included a deductive credit of **One Hundred Thirty Thousand Dollars (\$130,000)** Value Management Allowance should the concrete floor moisture mitigation be reduced.
- O'Shea Builders has included a deductive credit of **Eight Thousand Dollars (\$8,000)** Value Management Allowance should the painted wall mural in the gym be eliminated.
- O'Shea Builders has included a deductive credit of **Seventeen Thousand Three Hundred Twenty Dollars (\$17,320)** Value Management Allowance should MC cable be installed for wall electrical rough-in.
- O'Shea Builders has included a deductive credit of **Four Thousand Five Hundred Ninety-Seven (\$4,597)** Value Management Allowance should one of the two flagpoles be eliminated.

EXCLUSIONS

- Sales tax
- Builders Risk Insurance (provided by Owner)
- Building Permit (assumed DPS will receive ISBE building permit & waiver of costs for City Site permit)
- Premium Time / After-Hours Shift Work required by Owner-requested change.
- Temporary Utility Consumables - water and electricity used during construction.
- Owner Costs managed by Owner included in the total Project Sum but not in the GMP per Exhibit G:
 - A/E design fee includes design services value provided by BLDD;
 - Preconstruction fee includes O'Shea Builders services as prescribed in the Standard Form of Agreement Between Owner and Construction Manager as Constructor;
 - Asbestos abatement allowance includes hazardous material abatement contracted directly by Owner at a value provided by Jeff Shourd of Alliance Illinois, abatement consultant to the Owner;
 - ISBE called inspections allowance;
 - Site survey and soils testing fees allowance;
 - FF&E (furniture, fixtures and equipment) allowance includes furniture value provided by BLDD;
 - Commissioning of HVAC equipment by GHR Engineers;
 - Owner communications and utility allowance for Ameren, AT&T and Comcast;
 - Illinois Historic Preservation Agency consultant hired by the Owner;
 - Performance lighting allowance provided by BLDD, for Owner to purchase the latest technology at completion of the project; and
 - Scoreboard and equipment allowance.

QUALIFICATIONS

- The Owner's Contingency amount is **Three Hundred Ninety-Six Thousand Three Hundred Eighty-Six Dollars (\$396,386)** to be used in accordance with the included Contingency Definition guidelines.
- The Construction Manager's Contingency amount is **Five Hundred Twenty-Eight Thousand Five Hundred Sixteen Dollars (\$528,516)** to be used in accordance with the included Contingency Definition guidelines.

CLARIFICATIONS

- Payment and Performance Bonds are included with subcontractor bids but are not included on the construction management services. This was presented as a cost savings measure to bring the Project within budget.
- Normal working hours, Monday – Friday 7:00am to 3:30pm
- This Guaranteed Maximum Price includes bid packages for Site Preparation, Concrete Foundations & Slabs, Structural Steel, General Trades, Insulated Metal Wall Panels, Roofing & Sheet Metal, Applied Fire Proofing, Aluminum & Glass, Gypsum Board Assemblies, Flooring, Gym Flooring, Painting, Food Service Equipment, Theater, Elevators, Fire Protection, Plumbing, HVAC, and Electrical.
- Our Guaranteed Maximum Price includes a lump sum amount of **Two Million One Hundred Nineteen Thousand Four Hundred Fifty-Five Dollars (\$2,119,455)** for General Conditions expenses which includes all applicable Project expense for the following O'Shea Builders staff members:
 - Project Manager;
 - Project Superintendent;
 - Project Engineer;
 - Contract Administrator; and
 - Safety Officer.
 - Additionally, it includes charges for:
 - Cell Phones;
 - Jobsite internet services;
 - IT equipment and services;
 - Temporary office trailers and furniture; and
 - Transportation and travel expenses for O'Shea staff members.
- The lump-sum amount of the General Conditions provided by the Construction Manager in the Guaranteed Maximum Price proposal shall be included in the Cost of the Work, and except for amounts which shall be added to the lump-sum amount for Costs beyond the control of the Construction Manager, said lump-sum amount shall not be subject to further modification other than that which may be mutually-agreed upon by the parties.
- Should this Project at any time be eligible for any federal tax credits or deductions, the Owner shall assign the same in their entirety to the Construction Manager.
- Payments for the Work of this Amendment shall not be comingled with or tied to the work of any other amendment to the Owner/Construction Manager Agreement.

Reduction of retainage and final payment for this Work shall become due to the Construction Manager in accordance with the terms and conditions of the Owner/Construction Manager Agreement upon substantial completion and final completion of the Work of this Amendment.

- Each party acknowledges that they have read this Agreement, understand its terms, have had the opportunity to consult with independent legal counsel in connection with the Agreement and knowingly and voluntarily agree to all of the terms of the Agreement.
- The total value of Work, included in our Guaranteed Maximum Price, that will be awarded to Ethnic Minority Business Enterprises is **Nine Hundred Twenty Thousand Five Hundred Fifty-Five Dollars (\$920,555)**, which represents approximately three and one half percent (3.5%) of the Contract Sum. The Owner acknowledges the good faith effort made by O'Shea Builders to comply with the goal of fifteen percent (15%), and consequently, agrees that no penalty will be imposed as a result of not meeting this goal.

EXHIBIT C - RESPONSIBILITY MATRIX

	O'Shea Builders Responsibility (included in construction estimate)	Owner Responsibility - Indirect Cost (Not included in construction estimate)	Not in Project	Comments
CONTRACT TYPE: CM AT RISK				
CONTINGENCIES				
Design Fee Contingency		x		
Estimating Contingency			x	reduced to 0% at the GMP phase
Escalation Contingency			x	reduced to 0% at the GMP phase
Construction Manager's Contingency	x			2%
Owner's Contingency (Project & Change Order)	x			1.5%
INSURANCE & BONDS				
Insurance, Builders Risk		x		
Insurance, GL & Umbrella	x			
Insurance OCIP administration			x	
Insurance, Pollution	x			only as required
Insurance, Professional Liability	x			only as required
Performance & Payment Bond on trade work	x			not included on CM
GENERAL				
Start Up & Training	x			
Commissioning		x		HVAC Cx allowance for GHR
Consultant Fees; Design, Legal, etc.:				
Architectural		x		
Civil		x		
Structural		x		
MEP / FP Design		x		
Special: Auditorium, A/V, Food Service, etc.		x		
Legal			x	
Master Planning			x	
1-Year Warranty	x			
Financing			x	
Hazardous Materials		x		asbestos abatement allowance
Inspection & Testing Fees	x	x		called inspect's owner allowance
Geotechnical Report		x		owner allowance
Site Survey / Topographic Survey		x		owner allowance
Model / BIM Service			x	
Moving / Relocating existing furniture and equip			x	
Land Costs			x	
Landscaping	x			irrigation not included
Maintenance Contract			x	
Mock-ups - On-Site	x			as required by architect
Mock-ups - Off-Site			x	
Peer Review - Enclosure			x	
Peer Review - MEP System			x	
Peer Review - Structural			x	
Permits:				
City		x		Site permit only - no fee
County			x	N/A
EPA	x			
Other		x		Regional office of Ed
Preconstruction Fees		x		owner allowance
Printing Costs		x		included with A/E reimbursables
Sales tax			x	exempt
Unforeseen Conditions	x	x		limited, see owners contingency
Utility Company charges, including but not limited to tap and connection	x			
Utility Company charges, including but not limited to impact or assessment fees			x	
Utilities - Construction consumption		x		
Utilities - Permanent Electrical Service Fees		x		
Utilities - Permanent Gas Service Fees		x		
Utilities - Other Permanent Service Fees		x		AT&T, Comcast allowance
Utilities - temporary heat during construction	x			

x = costs included
 f = furnish only included
 i = install only included
 p = partial scope included



	O'Shea Builders Responsibility (included in construction estimate)	Owner Responsibility - Indirect Cost (Not included in construction estimate)	Not in Project	Comments
FF&E				
Artwork			x	
Computer Equipment (wall monitors)		x		
Food Service Equipment	x			
Furniture - movable		x		FF&E owner allowance
Signage - Interior (other than code required)			x	
Signage - Exterior Building and Site			x	marquee sign not included
Environmental Graphics	x			
Tack Boards, Tack Strips, Marker Boards	x			
acoustical treatment	x			
window treatments	x			
movable library shelves		x		in FF&E
SYSTEMS				
Audio/Visual Equipment & Systems	x			Band, Chorus, Dance
Audio/Visual Equipment & Systems	x			Gym, outdoor, classrms, theater
Smoke Evacuation System	x			
Fire Alarm	x			
Intercom	x			
Networking Equipment	x			
Public Address/Paging (integrated with phones)	x			
Gymnasium speakers	x			
Security CATV - video surveillance	x			
Access Control Technology Systems	x			
Synchronous Clock System	x			
UPS System			x	
Voice/Data Systems	x			
Backbone conduit & rough-in	x			
phones - handsets and related equipment		x		Phones by owner - IT budget
Termination Equipment (Patch panels, Jacks, terminations, etc.		x		
Head End Equipment (PBX, Servers, Switches, etc.		x		
Wireless LAN		x		

x = costs included
 f = furnish only included
 i = install only included
 p = partial scope included

**Budget Contingency Definitions for Pre-Construction & Construction Phases as
Construction Manager**

PHASE	NAME	RESPONSIBLE PARTY	DESCRIPTION
Pre-Construction	Estimating Contingency	O'Shea	<ul style="list-style-type: none"> • Costs associated with areas of the design that are not yet defined. • Originally set at 5% but reduced to 0 as design is completed & GMP Finalized.
Pre-Construction	Escalation Contingency	O'Shea	<ul style="list-style-type: none"> • Cost increases due to market changes and projected construction schedule; reflects both material and labor costs.
Construction	Construction Manager's Contingency	O'Shea	<ul style="list-style-type: none"> • The Construction Manager's Contingency is reserved for the Construction Manager's exclusive use to cover those costs considered reimbursable as the Cost of the Work but not included in a Change Order. • Currently set at \$528,516 = 2%
Construction	Owner's Contingency	Owner and O'Shea	<ul style="list-style-type: none"> • Costs associated with unforeseen conditions, errors/omissions, code/regulatory change, work deliberately excluded from Construction Documents, and Owner-initiated changes. • Currently set at \$396,386 = 1.5%

Exhibit D - Schedule

ID	Task Name	Task Mode	Duration	Start	Finish	Predecessors	Resource Names	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter							
1	Pre - Construction		38 days	Fri 2/28/20	Tue 4/21/20			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
2	Overall Project Bid		26 days	Fri 2/28/20	Fri 4/3/20																					
3	Bid Review and Submission to BLDD		3 days	Mon 4/6/20	Wed 4/8/20	2																				
4	Bid Pricing to School Board		1 day?	Tue 3/31/20	Tue 3/31/20																					
5	Board Approval		1 day	Tue 4/14/20	Tue 4/14/20																					
6	Subcontract Award		5 days	Wed 4/15/20	Tue 4/21/20	5																				
7	John's Hill Construction Phase		365 days?	Wed 2/5/20	Tue 6/29/21																					
8	Submittals - Critical Path		52 days	Fri 4/17/20	Mon 6/29/20																					
9	Early Re-Location Submittal and Review(Site Improvement,Electric)		10 days	Mon 4/20/20	Fri 5/1/20	5FS+3 days																				
10	Electrical, Temp. Control, Pre Cast Embed Submittal		20 days	Fri 4/17/20	Thu 5/14/20	5FS+2 days																				
11	Site, Civil, Concrete Submittals and Review		15 days	Mon 4/27/20	Fri 5/15/20	9FS-5 days																				
12	Reinforcing Steel& Anchor Bolt Submittal and Review		15 days	Mon 4/27/20	Fri 5/15/20	9FS-5 days																				
13	Structural Steel Submittal and Review		15 days	Mon 5/18/20	Fri 6/5/20	12																				
14	Elevator and Imbed Submittals		20 days	Tue 4/21/20	Mon 5/18/20	6FS+5 days																				
15	Below Slab MEP Submittals and Review		15 days	Mon 4/27/20	Fri 5/15/20	12SS																				
16	Metal Panel Submittals		25 days	Tue 5/19/20	Mon 6/22/20	27																				
17	Aluminum Curtain Wall Submittals		15 days	Tue 5/26/20	Mon 6/15/20	27FS+5 days																				
18	Major Mechanical Submittals		35 days	Tue 5/12/20	Mon 6/29/20	6FS+20 days																				
19	Electric Generator Submittals		35 days	Tue 5/12/20	Mon 6/29/20	6FS+20 days																				
20																										
21	Early Pre-Cast Phase		11.4 days?	Wed 2/5/20	Mon 7/13/20																					
22	Pre-Cast Bid		10 days	Wed 2/5/20	Tue 2/18/20																					
23	Pre-Cast Award		11 days	Wed 2/19/20	Wed 3/4/20	22																				
24	Pre Cast Shop Drawings - Early Review Set (Coordination)		20 days	Tue 3/10/20	Mon 4/6/20	23FS+3 days																				
25	Pre Cast Shop Drawing Review and Coordination		15 days	Tue 4/7/20	Mon 4/27/20	24																				
26	Pre Cast Panel Mock Up and Review		10 days	Mon 3/23/20	Fri 4/3/20																					
27	Pre Cast Shop Final Coordination Review- Fabrication Release		15 days	Tue 4/28/20	Mon 5/18/20	25																				
28	Elevator, MEP Embed Delivery to MPC		5 days	Tue 5/19/20	Mon 5/25/20	29SS,10FS+2 days																				
29	Pre Cast Manufacture		40 days	Tue 5/19/20	Mon 7/13/20	26,27																				
30																										
31	Early Site Improvement/Site Prep		35 days	Wed 4/22/20	Tue 6/9/20																					
32	Site Utility Locates and Potholing		7 days	Wed 4/22/20	Thu 4/30/20	5FS+5 days,6SS+2																				
33	Install SWPPP Controls		5 days	Wed 4/22/20	Tue 4/28/20	32SS																				
34	Phase 1 Electrical Relocates		7 days	Tue 4/28/20	Wed 5/6/20	32SS+4 days																				

Legend:

- Task: Solid blue bar
- Split: Dotted blue bar
- Milestone: Diamond symbol
- Summary: Thick blue bar
- Project Summary: Thin blue bar
- Inactive Task: Light blue bar
- Inactive Milestone: Light blue diamond
- Inactive Summary: Light blue bar
- Manual Task: Solid green bar
- Duration-only: Thin green bar
- Manual Summary Rollup: Thick green bar
- Manual Summary: Thin green bar
- Start-only: Thin red bar
- Finish-only: Thin red bar
- External Tasks: Thin red bar
- External Milestone: Thin red diamond
- Deadline: Arrow symbol
- Progress: Solid blue bar
- Manual Progress: Dotted blue bar

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	1st Quarter Jan Feb Mar Apr May Jun Jul Aug Sep	2nd Quarter Oct Nov Dec	3rd Quarter Jan Feb Mar Apr May Jun Jul Aug Sep	4th Quarter Oct Nov Dec	1st Quarter Jan Feb Mar Apr May Jun Jul Aug Sep	2nd Quarter Oct Nov Dec	3rd Quarter Jan Feb Mar Apr May Jun Jul Aug Sep	4th Quarter Oct Nov Dec	
73	Task	Roof insulation and Membrane	25 days	Wed 10/14/20	Tue 11/17/20	66										
74	Task	Glazing in Pre Cast Install	20 days	Mon 10/19/20	Fri 11/13/20	73SS										
75	Task	Temporary Window/Door Enclosure - As Required	20 days	Mon 10/19/20	Fri 11/13/20	74SS										
76	Task	Cold Formed Framing - Exterior Walls	25 days	Thu 10/15/20	Wed 11/18/20	69FS+5 days										
77	Task	Insulated Metal Panel Walls/Integrated Windows	40 days	Thu 10/22/20	Wed 12/16/20	59,16FS+60 days,										
78	Task	Curtain Wall Installation	25 days	Wed 10/14/20	Tue 11/17/20	17FS+35 days,70										
79	Task															
80	Task	Interior Build Out Phase	197 days?	Mon 9/28/20	Tue 6/29/21											
81	Task	Install and Maintain Temp Heat	110 days	Mon 11/16/20	Fri 4/16/21	73										
82	Task	Interior Stud Build Out	65 days	Mon 11/30/20	Fri 2/26/21	73FS+5 days										
83	Task	Door Frames - In Precast	15 days	Mon 11/23/20	Fri 12/11/20	73										
84	Task	MEP in Wall(Metal Stud) Rough In	60 days	Mon 12/21/20	Fri 3/12/21	82SS+15 days										
85	Task	MEP Above Ceiling Rough In Phase	90 days	Mon 12/21/20	Fri 4/23/21	82SS+15 days										
86	Task	Ventilation System Rough In	75 days	Mon 12/21/20	Fri 4/2/21	82SS+15 days										
87	Task	Heating System/Refrigerant/Fuel Rough In	60 days	Mon 1/11/21	Fri 4/2/21	86SS+15 days										
88	Task	Electrical/Communications Above Ceiling	75 days	Mon 1/11/21	Fri 4/23/21	86SS+15 days										
89	Task	Fire Protection Rough In	50 days	Mon 1/18/21	Fri 3/26/21	86SS+20 days										
90	Task	Gypsum Board Install, Finish Phase	50 days	Mon 1/18/21	Fri 3/26/21	84SS+20 days										
91	Task	Painting - Non Gypsum	45 days	Mon 2/8/21	Fri 4/9/21	82FS-15 days										
92	Task	Painting - Gypsum	45 days	Mon 3/1/21	Fri 4/30/21	90FS-20 days										
93	Task	Acoustic Ceiling Grid Install	45 days	Mon 3/22/21	Fri 5/21/21	92SS+15 days										
94	Task	Light Installation	35 days	Mon 4/5/21	Fri 5/21/21	93SS+10 days										
95	Task	Kitchen - Food Service Build Out	25 days	Mon 4/19/21	Fri 5/21/21	107SS+15 days										
96	Task	<New Task>														
97	Task	<New Task>														
98	Task	MEP Trim Out	50 days	Mon 3/22/21	Fri 5/28/21											
99	Task	Plumbing Fixture Trim Out	30 days	Mon 3/29/21	Fri 5/7/21	91FS-10 days										
100	Task	Toilet Partitions	10 days	Mon 5/10/21	Fri 5/21/21	99										
101	Task	Vent/Heating Trim Out	20 days	Mon 4/12/21	Fri 5/7/21	93SS+15 days										
102	Task	Electrical/Communications Trim Out	30 days	Mon 3/22/21	Fri 4/30/21	92SS+15 days										
103	Task	Fire Protection Trim Out	20 days	Mon 5/3/21	Fri 5/28/21	93FS-15 days										
104	Task	Doors and Hardware	35 days	Mon 3/22/21	Fri 5/7/21	92SS+15 days										
105	Task	Casework/Countertops	35 days	Mon 3/22/21	Fri 5/7/21	92SS+15 days										
106	Task	Border Tile Install	20 days	Mon 4/5/21	Fri 4/30/21	93SS+10 days,94\$										
107	Task	Flooring Install	65 days	Mon 3/29/21	Fri 6/25/21	106SS-5 days										
108	Task	Drop Ceiling Tiles in Sequence	25 days	Mon 4/12/21	Fri 5/14/21	107SS+10 days										
109	Task	Interior Fine Finishes - Start Ups	45 days	Mon 4/12/21	Fri 6/11/21											

Project: DPS John's Hill - Overa
Date: Wed 3/25/20

Task Summary
Project Summary
Inactive Task
Inactive Milestone
Inactive Summary

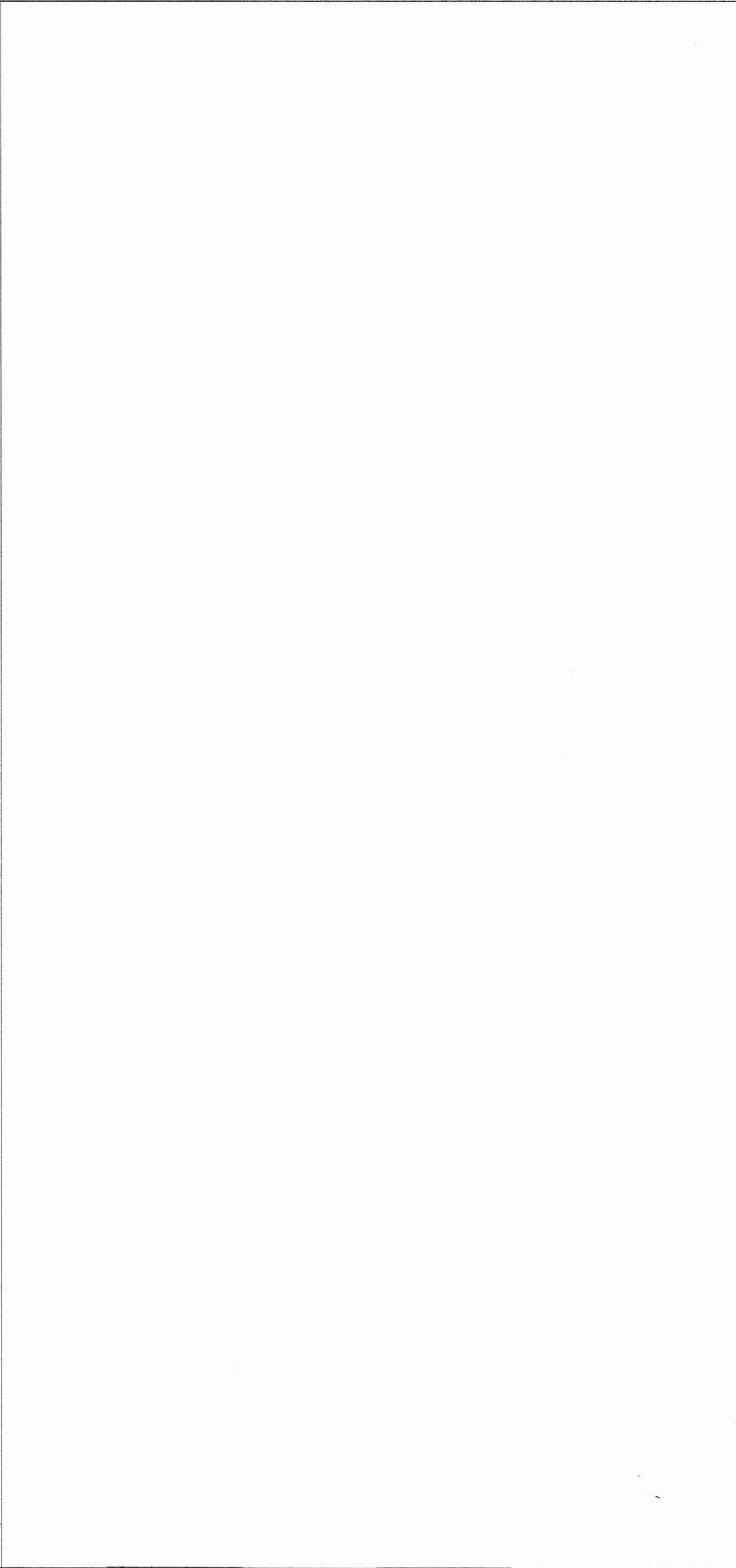
Task
Split
Milestone
Summary

Manual Task
Duration-only
Manual Summary Rollup
Manual Summary

Start-only
Finish-only
External Tasks
External Milestone

Deadline
Progress
Manual Progress

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	1st Quarter Jan Feb Mar	2nd Quarter Apr May Jun	3rd Quarter Jul Aug Sep	4th Quarter Oct Nov Dec	1st Quarter Jan Feb Mar	2nd Quarter Apr May Jun	3rd Quarter Jul Aug Sep	4th Quarter Oct Nov Dec
147		Res. Flooring Installation	10 days	Thu 2/4/21	Wed 2/17/21	146									
148		Equipment Delivery and Install	5 days	Thu 3/11/21	Wed 3/17/21	147FS+15 days									
149		Connections and Terminations of Kitchen by MEP	10 days	Thu 3/18/21	Wed 3/31/21	148									
150		Equipment Start Up and Testing	5 days	Thu 4/8/21	Wed 4/14/21	149FS+5 days									



Project: DPS John's Hill - Overa
Date: Wed 3/25/20

Exhibit E – Alternate Prices

Alternate No A-1: Provide Tremco TPO membrane roofing and warranty in lieu of Base Bid TPO.

~~All Bid Packages: Provide Tremco TPO membrane roofing and warranty as indicated in the Thermosplastic Sheet Waterproofing (Tremco) specification section and on the Construction Documents.~~

Add Amount: _____ \$161,400 _____

Alternate No A-2: Provide Tremco Therm 100 in lieu of Base Bid TPO.

~~All Bid Packages: Provide Tremco Therm 100 roofing in lieu of Base Bid TPO as indicated in the Rubberized Asphalt Membrane Roofing specification and on the Construction Documents.~~

Add Amount: _____ \$479,100 _____

Alternate No A-3: Provide all work associated with the addition of lighting, sidewalks and paving north of the building.

~~All Bid Packages: Provide all work associated with the addition of lighting, sidewalks and paving north of the new school building. This includes the following specification sections: Site Clearing, Earthwork, Hot Mix Asphalt Paving, Cement Concrete Pavement, Pavement Joint Sealants, Pavement Markings, Turf & Grasses and as indicated on the Construction Documents.~~

Add Amount: _____ \$87,215 _____

Alternate No A-4: Provide all work associated with the addition of a new entrance apron at Johns St.

~~All Bid Packages: Provide all work associated with the addition of a new entrance apron at Johns Street. This includes the following specification sections: Site Clearing, Hot Mix Asphalt Paving, Cement Concrete Pavement, Pavement Joint Sealants, Turf & Grasses and as indicated on the Construction Documents.~~

Add Amount: _____ \$12,078 _____

Alternate No A-5: Provide all work associated with the addition of a bus drop off loop at the West drive.

~~All Bid Packages: Provide all work associated with the addition of a bus drop off loop at the west drive. This includes the following specification sections: Site Clearing, Earthwork, Hot Mix Asphalt Paving, Cement Concrete Pavement, Pavement Joint Sealants, Pavement Markings, Turf & Grasses and as indicated on the Construction Documents.~~

Add Amount: _____ \$41,886 _____

Alternate No A-6: Provide all work associated with replacing the chain link fence at Pigott Field.

All Bid Packages: Provide all work associated with replacing the chain link fence at Pigott Field. This includes the following specification sections: Concrete, Fences & Gates and as indicated on the Construction Documents.

Add Amount: _____ \$91,610 _____

Alternate No A-7: Provide all work associated with the demolition of the existing Johns Hill School, walks and paving.

All Bid Packages: Provide all work associated with the demolition of the existing Johns Hill School, walks and paving. This includes the following specification sections: Building Demolition, Hot Mix Asphalt Paving, Cement Concrete Pavement, Pavement Joint Sealants, Pavement Markings, Turf & Grasses and as indicated on the Construction Documents.

Add Amount: _____ \$743,000 _____

Alternate No A-8: Provide all work associated with the addition of sidewalks at the south side of the building.

All Bid Packages: Provide all work associated with the addition of sidewalks at the south side of the school building. This includes the following specification sections: Site Clearing, Earthwork, Cement Concrete Pavement, Pavement Joint Sealants, Turf & Grasses and as indicated on the Construction Documents.

Add Amount: _____ \$30,400 _____

Alternate No A-9: Provide all work associated with the HMA overlay of the east parking lot, replacing sidewalk on north side of the lot, replacing curb cuts, and replacing parking lot lighting.

All Bid Packages: Provide all work associated with the HMA overlay of the east parking lot, replacing sidewalk on north side of the lot, replacing curb cuts, and replacing parking lot lighting. This includes the following specification sections: Site Clearing, Hot Mix Asphalt Paving, Cement Concrete Pavement, Pavement Joint Sealants, Pavement Markings, Turf & Grasses and as indicated on the Construction Documents.

Add Amount: _____ \$139,926 _____

Alternate No A-10: Provide all work associated with the HMA overlay of the west parking lot and replacement of parking lot lighting.

All Bid Packages: Provide all work associated with the HMA overlay of the west parking lot and replacement of parking lot lighting. This includes the following specification sections: Site Clearing, Hot Mix Asphalt Paving, Pavement Joint Sealants, Pavement Markings, Turf & Grasses and as indicated on the Construction Documents.

Add Amount: _____ \$43,760 _____

~~Alternate No A-11: Provide all work associated with overhead volleyball standard in lieu of floor mounted.~~

~~All Bid Packages: Provide all work associated with providing an overhead volleyball standard in lieu of floor mounted volleyball standards at the main court, as indicated on the Construction Documents.~~

~~Add Amount: _____ \$9620 _____~~

~~Alternate No A-12: Provide non-premium grade fixtures for L1, L2, L3, L4, L19, L20 & L21 in lieu of sole source premium specification grade fixtures.~~

~~All Bid Packages: Provide all work associated with providing non-premium grade fixtures for L1, L2, L3, L4, L19, L20 & L21 in lieu of sole source premium specification grade fixtures. See light fixture schedule for base and alternate bid fixtures indicated on the Construction Documents.~~

~~Deduct Amount: _____ \$34,500 _____~~

Exhibit F – Unit Prices

N/A

Exhibit G - Project Bid Summary



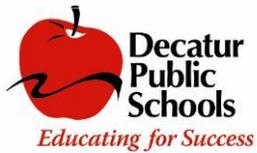
4/22/2020

Decatur Public Schools #61 - Johns Hill Magnet

Owner:	Decatur Public Schools
Location:	Johns Hill Magnet
Bid Time:	4/3/2020 2:00PM
Project #:	

Ver 3.3

BID PACKAGE	BASE BIDS	ALTERNATE BIDS	TOTAL	COMPANY	MBE %
02200 Site Preparation	\$ 2,055,035	\$ -	\$ 2,055,035	O'Shea Builders	100%
02220 Building Demolition: See Alt A-7	\$ -	\$ -	\$ -		
03300 Concrete Foundations & Slabs	\$ 2,048,151	\$ -	\$ 2,048,151	O'Shea Builders	
05101 Structural Steel & Miscellaneous Steel	\$ 2,293,024	\$ -	\$ 2,293,024	Central IL Erectors	
06000 General Trades	\$ 3,031,100	\$ -	\$ 3,031,100	O'Shea Builders	
07420 Insulated Metal Wall Panels	\$ 1,139,700	\$ -	\$ 1,139,700	CAD Construction Inc.	
07500 Roofing & Sheet Metal	\$ 678,300	\$ -	\$ 678,300	Top Quality Roofing	
07810 Applied Fireproofing	\$ 52,400	\$ -	\$ 52,400	Acme Fireproofing	
08400 Aluminum & Glass	\$ 655,330	\$ -	\$ 655,330	East Moline Glass	
09200 Gypsum Board Assemblies	\$ 2,197,850	\$ -	\$ 2,197,850	Mid Illinois Companies	
09600 Flooring	\$ 566,460	\$ -	\$ 566,460	Flooring Systems Inc.	
09640 Gym Flooring	\$ 115,600	\$ -	\$ 115,600	Missouri Floor	
09900 Painting	\$ 530,000	\$ -	\$ 530,000	Paul Painting	
11140 Food Service Equipment	\$ 191,685	\$ -	\$ 191,685	Great Lakes West LLC	
11600 Theater	\$ 368,110	\$ -	\$ 368,110	Associated Theatrical Cont.	
14200 Elevators	\$ 108,300	\$ -	\$ 108,300	Thyssenkrupp Elevator	
15300 Fire Protection	\$ 326,510	\$ -	\$ 326,510	Ahern Fire Protection	
15400 Plumbing	\$ 821,037	\$ -	\$ 821,037	E.L. Pruitt	
15700 HVAC	\$ 3,233,000	\$ -	\$ 3,233,000	Burdick Plumbing & Heating	
16000 Electrical	\$ 2,638,200	\$ -	\$ 2,638,200	Anderson Electric	
03400 Precast bid from 2/18/20	\$ 1,700,000	\$ -	\$ 1,700,000	Midwest Precast Co.	
CM General Conditions	\$ 2,119,455	\$ -	\$ 2,119,455		
Testing & Inspection per documents	\$ 104,813	\$ -	\$ 104,813		
Allowances: Temp Floor Protection	\$ 7,442	\$ -	\$ 7,442		
VM Allowance: simplify stained & polished concrete floor design	\$ (143,000)	\$ -	\$ (143,000)		
VM Allowance: use alternative ceiling tile	\$ (27,800)	\$ -	\$ (27,800)		
VM Allowance: simplify stair rail design to powder coat steel	\$ (225,000)	\$ -	\$ (225,000)		
VM Allowance: reduce concrete floor moisture mitigation at cpt tile	\$ (130,000)	\$ -	\$ (130,000)		
VM Allowance: delete gym wall mural	\$ (8,000)	\$ -	\$ (8,000)		
VM Allowance: use MC cable for wall electrical rough-in	\$ (17,320)	\$ -	\$ (17,320)		
VM Allowance: delete one of two flagpoles	\$ (4,597)	\$ -	\$ (4,597)		
Direct Construction Costs	\$ 26,425,785	\$ -	\$ 26,425,785	Total MBE:	3.5%
Sales Tax - Exempt Proj	\$ -	\$ -	\$ -		
CM Fee	\$ 888,922	\$ -	\$ 888,922		
Construction Contingency 3.5%	\$ 924,902	\$ -	\$ 924,902		
Erosion Control permit	\$ 750	\$ -	\$ 750		
Indirect Construction Costs	\$ 1,814,574	\$ -	\$ 1,814,574		
Subtotal - GMP	\$ 28,240,359	\$ -	\$ 28,240,359		
O'Shea Precon Fee	\$ 83,603	\$ -	\$ 83,603		
A/E Fees & reimbursables	\$ 2,105,000	\$ -	\$ 2,105,000		
Allowance: Abatement at Sr Center & Boiler Bldg	\$ 40,000	\$ -	\$ 40,000		
Allowance: ISBE called inspections	\$ 30,000	\$ -	\$ 30,000		
Allowance: soils survey and testing	\$ 48,007	\$ -	\$ 48,007		
Allowance: Owner FF&E	\$ 700,000	\$ -	\$ 700,000		
CM Performance Bond - omitted. All trade work is bonded already.	\$ -	\$ -	\$ -		
HVAC Commissioning by GHR	\$ 24,500	\$ -	\$ 24,500		
Allowance: Owner Communications & Utility relocations	\$ 90,000	\$ -	\$ 90,000		
Allowance: IHPA consultant fee	\$ 18,000	\$ -	\$ 18,000		
Allowance: Performance Lighting for theater	\$ 106,900	\$ -	\$ 106,900		
Allowance: Scoreboard / equipment / kiln/ Ice machine / wash-dry	\$ 13,600	\$ -	\$ 13,600		
Builder's Risk - by owner					
Owner Costs	\$ 3,259,610	\$ -	\$ 3,259,610		
TOTAL PROJECT AMOUNT	\$ 31,499,969	\$ -	\$ 31,499,969		
ALTERNATE PROPOSALS		ACCEPT / DECLINE			
Alternate No A-1: Tremco TPO Membrane Roof in lieu of base bid		DECLINED			
Alternate No A-2: Tremco Therm 100 Roof in lieu of base bid		DECLINED			
Alternate No A-3: Add North Sidewalks, Lighting and Paving		DECLINED			
Alternate No A-4: Replace North Entrance Apron		DECLINED			
Alternate No A-5: Add Bus Drop Off Loop at West Driveway		DECLINED			
Alternate No A-6: Replace Piggot Field Fence		DECLINED			
Alternate No A-7: Demolition of Existing Johns Hill Bldg, Walks, Paving		DECLINED	defer action until May		
Alternate No A-8: Add South Sidewalks		DECLINED			
Alternate No A-9: Overlay/Replace East Parking Lot, Walks, Paving		DECLINED			
Alternate No A-10: Overlay/Replace West Parking Lot and Lighting		DECLINED			
Alternate No A-11: Provide Overhead Volleyball Net Standards		DECLINED			
Alternate No A-12: Provide Non-Premium Grade Lght Fixtures		DECLINED			
Alternate No CM-1: Gypsum Board Taping and Finishing (Addition or Deduction)		DECLINED			
Alternate No CM-2: Delete All Flooring Concrete Slab Moisture Mitigation		DECLINED			
Alternate No CM-3: Delete All Flooring Subfloor Prep Exclusive of Concrete Moisture Mitigation		DECLINED			



Board of Education Decatur Public School District #61

Date: April 28, 2020	Subject: Community Foundation of Macon County iPad Purchase
Initiated By: Maurice Payne, Director of Information Technology	Attachments: Community Foundation of Macon County iPad Purchase - Apple Quote
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

During Remote Learning, DPS deployed K-8 iPads for students who needed a digital device at home.

CURRENT CONSIDERATIONS:

In order to support our Remote Learning Plan, Mr. Jeff Dase applied for a grant through the Community Foundation of Macon County.

FINANCIAL CONSIDERATIONS:

The Community Foundation of Macon County provided a \$40,000 grant from the Macon County Emergency Response Fund to purchase replacement iPads. We are able to purchase 135 iPads in the amount of \$39,715.00.

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the iPad Purchase in the amount of \$39,715.00 as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

Proposal 2104248963

Proposer: Jennifer Tuggle

Thank you for your proposal dated 04/14/2020. The details we've provided below are based on the terms assigned to account 531581, DECATUR PUBLIC SCHOOL DISTRICT 61.

To access this proposal online, please search by referencing proposal number 2104248963.

Comments from Proposer:
Remote Learning

Part Number	Description	Total Quantity	Unit Price	Total Price
MW7L2LL/A	10.2-inch iPad Wi-Fi 32GB - Space Gray (10-pack)	130	294.00	38,220.00 USD
MW742LL/A	10.2-inch iPad Wi-Fi 32GB - Space Gray	5	299.00	1,495.00 USD
Subtotal				39,715.00 USD
Estimated Tax				0.00 USD
Total				39,715.00 USD

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [<https://ecommerce.apple.com>] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

TOPIC	DISCUSSION	ACTION
Approval of Agenda, April 14, 2020	<p>Superintendent Fregeau recommended the Board approve the April 14, 2020 Open Session Board Meeting agenda as presented.</p> <p>Mrs. Creighton moved to approve the recommendation, seconded by Mrs. Briscoe. All were in favor.</p>	Agenda was approved as presented.
Board and/or Committee Reports/ Discussion	None at this time.	Information only.
Supt's Report First Read - School Board Policies	<p>Superintendent Fregeau presented a first read on the following School Board Policies:</p> <ul style="list-style-type: none"> ● 6:200: Instruction – Instructional Arrangements <ul style="list-style-type: none"> ○ Language for student “Pod” placement was moved to policy 7:30 (Student Assignment). ● 7:30: Students – Student Assignment and Intra-District Transfer <ul style="list-style-type: none"> ○ Updated to reflect changes in student boundaries and attendance centers. <ul style="list-style-type: none"> ▪ Mrs. Creighton noted that this policy would allow the District to keep track of students that were not attending school in their attendance boundary area. ○ Updated with language from policy 6:200 regarding Pod Placement. ○ Pod groupings updated to reflect building changes. ○ Alternative building assignment language added for non-Pod options. ○ Appeals process added to policy. <ul style="list-style-type: none"> ▪ Mrs. Creighton noted that the process would be outlined in the Administrative (Parent) Handbook, but should it be noted elsewhere. Attorney Braun replied the easier the better. The appeals process will be referenced in the policy so that individuals would know where to look. ● 8:30: Community Relations – Visitors to and Conduct on School Property <ul style="list-style-type: none"> ○ Updated to align with Public Act 101-620 which requires districts to allow union representatives to meet with employees during the work day. ○ Reflects an Administrative change allowing the Superintendent or designee to assist prior to a Board hearing. <ul style="list-style-type: none"> ▪ Mrs. Creighton wanted to make sure a letter would be included noting that an individual has a right to a hearing before the Board of Education. Superintendent Fregeau replied that it would be done once the policy is approved. <p>These polices will be recommended for approval during the April 28, 2020 Board of Education Meeting.</p>	Information only.
Personnel Action Items	<p>Superintendent Fregeau recommended the Board approve the Personnel Action Items listed in the Memo from Deanne Hillman, Director of Human Resources as presented.</p>	Motion carried. Personnel Action Items

TOPIC	DISCUSSION	ACTION
	<p>Mrs. Creighton moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Lewis, Oakes, Creighton, Carson, Briscoe, Nolan, Taylor Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>were approved as presented.</p>
<p>Employment of P-12 Director of Teaching and Learning</p>	<p>Superintendent Fregeau recommended the Board approve Dr. Judith Campbell for the position of P-12 Director of Teaching and Learning as presented.</p> <p>Mrs. Lewis moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Taylor, Briscoe, Lewis, Creighton, Oakes, Carson, Nolan Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Employment of Dr. Judith Campbell was approved as presented.</p>
<p>Employment of Principal at Hope Academy</p>	<p>Superintendent Fregeau recommended the Board approve Tasia Spencer-Burks for the position of Principal at Hope Academy as presented.</p> <p>Vice President Carson moved to approve the recommendation, seconded by Mr. Oakes. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Oakes, Nolan, Lewis, Briscoe, Creighton, Taylor, Carson Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Employment of Tasia Spencer-Burks was approved as presented.</p>
<p>Consultant Contract for Mike Sotiroff</p>	<p>Superintendent Fregeau recommended the Board approve the Consultant Contract (up to 75 days) for Mike Sotiroff as presented.</p> <p>Vice President Carson moved to approve the recommendation, seconded by Mr. Oakes. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Nolan, Taylor, Briscoe, Carson, Lewis, Creighton, Oakes Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Consultant Contract for Mike Sotiroff was approved as presented.</p>
<p>Consultant Contract for Joe Caputo</p>	<p>Superintendent Fregeau recommended the Board approve the Consultant Contract (up to 30 days) for Joe Caputo as presented.</p> <p>Mrs. Creighton moved to approve the recommendation, seconded by Vice President Carson. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Briscoe, Oakes, Nolan, Lewis, Carson, Creighton, Taylor Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Consultant Contract for Joe Caputo was approved as presented</p>
<p>BOE One (1) Year Calendar</p>	<p>Superintendent Fregeau recommended the Board approve the Board of Education One (1) Year Calendar as presented.</p>	<p>Motion carried. BOE One (1) Year Calendar</p>

TOPIC	DISCUSSION	ACTION
	<p>Mrs. Lewis moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Carson, Briscoe, Taylor, Creighton, Oakes, Lewis, Nolan Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>was approved as presented.</p>
Johns Hill Bids	<p>Superintendent Fregeau recommended the Board approve and accept the Johns Hill Bids as presented.</p> <p>Mrs. Creighton moved to approve the recommendation, seconded by Mrs. Briscoe.</p> <p>Vice President Carson asked if the District was able to meet the numbers in the MBE (18% workforce and 15% minority workforce). There was a policy referencing those goals. Mr. Kline replied that O’Shea made it a top priority to try to achieve those goals. The minority owned businesses were contacted regarding the contracting jobs.</p> <p>Assistant Superintendent of Support Services Bouchard noted that the current percentage was 3.5% even though the goal percentage was 15%. Vice President Carson asked if O’Shea could continue to try to meet those goals. Dr. Bouchard will continue discussions with O’Shea.</p>	<p>Motion carried. Johns Hill Bids were approved and accepted as presented.</p>
	<p>Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Creighton, Taylor, Oakes, Nolan, Lewis, Carson, Briscoe Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	
Dennis Mosaic Lab School Admin Center Summer Project	<p>Superintendent Fregeau recommended the Board approve the Dennis Mosaic Lab School Admin Center Summer Project as presented.</p> <p>Mr. Taylor moved to approve the recommendation, seconded by Mr. Oakes. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Nolan, Oakes, Carson, Taylor, Briscoe, Lewis, Creighton Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Dennis Mosaic Lab School Admin Center Summer Project was approved as presented.</p>
Secure Entrances at the American Dreamers STEM Academy and Pershing Early Learning Center	<p>Superintendent Fregeau recommended the Board approve the Secure Entrances at the American Dreamers STEM Academy (old Enterprise building) and Pershing Early Learning Center as presented.</p> <p>Mrs. Lewis moved to approve the recommendation, seconded by Mr. Oakes. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Lewis, Creighton, Taylor, Briscoe, Nolan, Carson, Oakes Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Secure Entrances at American Dreamers STEM and Pershing were approved as presented.</p>

TOPIC	DISCUSSION	ACTION
	For the record, President Nolan pulled Consent Item D. Accepting a Gift from the Community Foundation of Macon County and asked to vote on it separately.	
Consent Items	<p>Superintendent Fregeau recommended the Board approve the Remaining Consent Items as presented:</p> <ul style="list-style-type: none"> A. Minutes: Special Meetings Open/Closed March 16, 2020 and Open/Closed Meetings March 24, 2020 B. Freedom of Information Report C. Bills D. Accepting a Gift from the Macon County Community Foundation Pulled and voted on separately. E. Illinois Elementary School Association (IESA) Membership 2020-2021 F. Illinois High School Association (IHSA) Memberships 2020-2021 <ul style="list-style-type: none"> • Eisenhower High School • MacArthur High School G. After School Program Grant H. Approval to Release Alltown Transportation Service Contact Check Early I. Montessori Academy for Peace Materials J. Approval of School Board Policies <p>Mrs. Creighton moved to approve the recommendation, seconded by Vice President Carson. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Taylor, Briscoe, Lewis, Creighton, Oakes, Carson, Nolan Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	Motion carried. Remaining Consent Items were approved as presented.
Consent Item D.	<p>Superintendent Fregeau noted that Consent Item D. should have read, “Accepting a Grant from the Community Foundation of Macon County.” There was an error by administration and he apologized to the Community Foundation of Macon County. This grant will be used to replenish iPads for students.</p> <p>Superintendent Fregeau recommended the Board approve Consent Item D. Accepting a Grant from the Community Foundation of Macon County.</p> <p>Vice President Carson moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Oakes, Nolan, Lewis, Briscoe, Creighton, Taylor, Carson Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	Motion carried. Consent Item D. Accepting a Grant from the Community Foundation of Macon County was approved as presented.
Public Participation	<p>President Nolan noted that during Public Participation, the Board of Education asked for the following:</p> <ul style="list-style-type: none"> • Any public comments <u>received</u> will be read during this time. • Public read comments will be limited to 3 minutes. 	Information only.

TOPIC	DISCUSSION	ACTION
Public Participation Continued	<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. Furthermore, the Board refrains from referring to specific students or staff members by name, and requests that public commenters refrain from doing so as well.</p> <p>Chrissy Petitt, President of Decatur Education Association (DEA), public comment was submitted and read to the Board of Education. Mrs. Petitt noted that she was disappointed with the recommendation to pay Innovation Learning \$128,322 when the program was extremely unsuccessful. She asked if the District would allow the employees the opportunity to lead our students and provide quality tutoring/lessons.</p> <p>Lanie Briscoe, Student at MHS, public comment was submitted and read to the Board of Education. Lanie noted the importance of prom and suggested a joint event with the two high schools at the Decatur Civic Center. Many of her friends were looking forward to their last days of high school, which may not happen, but they could get one night – Prom 2020.</p>	Information only.
Announcements	<p>The Board of Education sends condolences to the family of:</p> <p>Chondalen J. Chisenall, who passed away Thursday, March 26, 2020. Mrs. Chisenall was a Teaching Assistant in Decatur Public Schools.</p>	Information only.
Important Dates	<p>IMPORTANT DATES</p> <p>NEXT MEETING</p> <p>The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, April 28, 2020 in the 1st Floor Board Room at the Keil Administration Building.</p>	Information only.
Return to Closed Session	<p>President Nolan moved to return into Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body and collective negotiating matters between the Board and representatives of its employees, seconded by Mr. Taylor. All were in favor.</p> <p>The Board of Education resumed Closed Executive Session in the 1st floor Board Room at the Keil Administration Building and via Audio/Zoom.</p> <p>President Nolan called for a Roll Call Vote: Aye: Nolan, Oakes, Taylor, Briscoe, Lewis, Creighton, Carson Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	Returned to Closed Session at 7:14 PM.

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Return to Open Session	President Nolan motioned to return to Open Session, seconded by Mr. Oakes. All were in favor.	Returned to Open Session at 7:25 PM.
Adjournment	President Nolan motioned to adjourn the Open Session, seconded by Mrs. Creighton. All were in favor.	Board adjourned at 7:26 PM.

Beth Nolan, President

Melissa Bradford, Board Secretary

**DECATUR DISTRICT 61 BOARD OF EDUCATION
SPECIAL OPEN MEETING MINUTES**

DATE/TIME: April 20, 2020

4:00 PM

LOCATION: Keil Administration Building
1st Floor Board Room and Via Audio/Zoom

PRESENT: Beth Nolan, President
Kendall Briscoe
Regan Lewis
Andrew Taylor
Courtney Carson, Vice President
Beth Creighton
Dan Oakes

STAFF: Superintendent Dr. Paul Fregeau, Board Secretary Melissa Bradford, Attorney Brian Braun and others

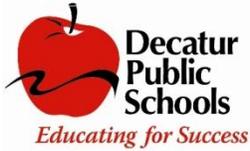
President Nolan called the meeting to order at 4:00 PM

TOPIC	DISCUSSION	ACTION
Call for Open Session	<p>President Nolan called the Open Session meeting to order and noted that the following were participating via Audio/Zoom: President Beth Nolan, Vice President Courtney Carson and Board Members Kendall Briscoe, Beth Creighton, Regan Lewis, Dan Oakes and Andrew Taylor.</p> <p>Vice President Carson motioned, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Oakes, Nolan, Lewis, Briscoe, Creighton, Carson, Taylor Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent All were present.</p>	Open Session at 4:00 PM.
Approval of Agenda, April 20, 2020	<p>Superintendent Fregeau recommended the Board approve the April 20, 2020 Special Open Session Board Meeting agenda as presented.</p> <p>Vice President Carson moved to approve the recommendation, seconded by Mrs. Briscoe. All were in favor.</p>	Agenda was approved as presented.
Public Participation	<p>President Nolan noted that during Public Participation, the Board of Education asked for the following:</p> <ul style="list-style-type: none"> • Any public comments <u>received</u> will be read during this time. • Public read comments will be limited to 3 minutes. <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. Furthermore, the Board refrains from referring to specific students or staff members by name, and requests that public commenters refrain from doing so as well.</p>	Information only.

TOPIC	DISCUSSION	ACTION
	Kimberly Flesch, DPS Parent of Two (2) Seniors, public comment was submitted and read to the Board of Education. Mrs. Flesch asked about graduation. She noted that the seniors deserve to have a ceremony even if it has to wait till sometime in the summer.	
Board Discussion	None at this time.	Information only.
Important Dates	NEXT MEETING The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, April 28, 2020 in the 1 st Floor Board Room at the Keil Administration Building.	Information only.
Moved to Closed Session	President Nolan moved to Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, seconded by Mrs. Creighton. All were in favor. After a five-minute break, the Board of Education resumed Closed Executive Session in the 1 st floor Board Room at the Keil Administration Building and via Audio/Zoom. President Nolan called for a Roll Call Vote: Aye: Carson, Nolan, Oakes, Briscoe, Taylor, Creighton, Lewis Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	Board moved to Closed Executive Session at 4:07 PM.
Return to Open Session	President Nolan motioned to return to Open Session, seconded by Mr. Oakes. All were in favor.	Returned to Open Session at 5:27 PM.
Adjournment	President Nolan motioned to adjourn the Open Session, seconded by Mrs. Briscoe. All were in favor.	Board adjourned at 5:28 PM.

Beth Nolan, President

Melissa Bradford, Secretary



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

Date: April 28, 2020	Subject: Monthly Financial Conditions Report
Initiated By: Mary Ann Schloz, Assistant Director of Finance, Grants and Special Projects	Attachments: Financial Conditions Report
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

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

CURRENT CONSIDERATIONS:

As the District completes March, the ninth month of FY20, the Macon-Piatt Special Education District has expended 66.87% of its overall budget; Decatur 61 has expended 60.32% of its overall budget.

As of April 20, 2020 the State Comptroller is holding FY20 ISBE vouchers in the amount of \$5,654,894.51 of which \$2,436,903 is associated with Evidence Based Funding; \$1,982,085 is associated with Transportation; and, \$1,002,760 is associated with the Early Childhood Block Grant.

The District’s March 2020 month-end education fund balance is \$27,508,745; the March 2019 month-end education fund balance was \$24,106,306.

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: _____

**2019-2020 Decatur Public S.D. #61
Fund Balance Summary - March 31, 2020**

<u>Fund</u>	<u>Fund Balance 07/01/19</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 03/31/20</u>	<u>Estimated Balance 06/30/20</u>
DISTRICT # 61							
Education	\$14,374,483	\$75,898,412	\$62,764,150	\$13,134,262	\$0	\$27,508,745	\$ 15,152,863
Operation & Maintenance	\$1,290,846	\$3,433,535	\$4,565,184	(\$1,131,649)	\$0	\$159,197	\$ 1,248,413
Debt Service	\$1,767,936	\$7,364,393	\$6,002,378	\$1,362,015	\$0	\$3,129,951	\$ 2,551,330
Transportation	\$2,017,100	\$3,360,663	\$3,955,441	(\$594,778)	\$0	\$1,422,322	\$ 1,339,013
IMRF	\$1,585,068	\$1,652,394	\$1,590,255	\$62,139	\$0	\$1,647,207	\$ 1,134,616
Social Security	\$1,146,726	\$2,446,276	\$1,488,139	\$958,137	\$0	\$2,104,863	\$ 1,506,501
Capital Projects Fund	\$2,898,672	\$9,831,496	\$7,525,344	\$2,306,152	\$0	\$5,204,824	\$ 15,173,473
Working Cash	\$4,841,191	\$10,071,491	\$9,714,846	\$356,645	\$0	\$5,197,836	\$ 5,246,096
Tort Immunity/Judgment	\$2,464,674	\$2,955,325	\$1,249,660	\$1,705,665	(\$332,014)	\$3,838,325	\$ 3,058,719
Fire Prevention/Safety	\$3,631,827	\$377,165	\$833,564	(\$456,399)	\$0	\$3,175,428	\$ 6,355,232
Totals District 61	\$36,018,523	\$117,391,150	\$99,688,961	\$17,702,189	(\$332,014)	\$53,388,698	\$52,766,256
Macon-Piatt Special Ed District	\$4,010,874	\$13,521,676	\$11,889,939	\$1,631,737	\$0	\$5,642,611	\$ 4,010,874

Macon-Piatt Special Education District
Report Date: March 2020
Financial Condition as of March 31, 2020

Percent of year passed: 75%

Revenues	Adopted Budget	Actual Y-T-D	Percent Received/Used
12 Education	17,781,788	13,521,676	76.04%
22 Operation & Maintenance	-	-	0.00%
42 Transportation	-	-	0.00%
52 IMRF	-	-	0.00%
Total Revenues	<u>17,781,788</u>	<u>13,521,676</u>	<u>76.04%</u>

Expenditures			
12 Education	16,315,831	10,993,301	67.38%
22 Operation & Maintenance	358,470	173,544	48.41%
42 Transportation	25,750	4,549	17.67%
52 IMRF	1,081,737	718,545	66.43%
Total Expenditures	<u>17,781,788</u>	<u>11,889,939</u>	<u>66.87%</u>

Net Cash			
Total Revenues	17,781,788	13,521,676	76.04%
Total Expenditures	17,781,788	11,889,939	66.87%
Net Cash	<u>-</u>	<u>1,631,737</u>	

Fund Balances	Actual
12 Education	<u>5,642,611</u>

Decatur Public School District #61
Report Date: March 2020
Financial Condition as of March 31, 2020

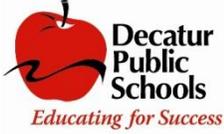
Percent of year passed: 75%

	Revenues	Budget	Actual Y-T-D	Percent Received/Used	FY 19 Percent Received/Used As Of 3/31/19
10	Education	95,190,488	75,898,412	79.73%	81.34%
20	Operation & Maintenance	6,149,633	3,433,535	55.83%	59.86%
30	Debt Service	22,213,395	7,364,393	33.15%	88.69%
40	Transportation	5,966,966	3,360,663	56.32%	48.16%
50	IMRF	1,666,229	1,652,394	99.17%	89.78%
51	Social Security	2,454,610	2,446,276	99.66%	99.98%
60	Capital Projects	22,885,000	9,831,496	42.96%	115.33%
70	Working Cash	10,279,905	10,071,491	97.97%	110.17%
80	Tort Immunity/Judgment	2,966,700	2,955,325	99.62%	101.41%
90	Fire Prevention/Safety	12,254,905	377,165	3.08%	100.79%
	Total Revenues	182,027,831	117,391,150	64.49%	79.98%

	Expenditures				
10	Education	94,412,109	62,764,150	66.48%	64.56%
20	Operation & Maintenance	6,192,065	4,565,184	73.73%	82.48%
30	Debt Service	21,430,000	6,002,378	28.01%	75.82%
40	Transportation	6,645,052	3,955,441	59.52%	47.08%
50	IMRF	2,116,680	1,590,255	75.13%	68.57%
51	Social Security	2,094,834	1,488,139	71.04%	64.20%
60	Capital Projects	10,610,200	7,525,344	70.93%	17.97%
70	Working Cash	9,875,000	9,714,846	0.00%	0.00%
80	Tort Immunity/Judgment	2,372,655	1,249,660	52.67%	42.59%
90	Fire Prevention/Safety	9,531,500	833,564	8.75%	0.77%
	Total Expenditures	165,280,095	99,688,961	60.32%	62.91%

Net Cash					
	Total Revenues	182,027,831	117,391,150	64.49%	
	Total Expenditures	165,280,095	99,688,961	60.32%	
	Net Cash	16,747,736	17,702,189		

	Fund Balances	Actual
10	Education	27,508,745
20	Operation & Maintenance	159,197
30	Debt Service	3,129,951
40	Transportation	1,422,322
50	IMRF	1,647,207
51	Social Security	2,104,863
60	Capital Projects	5,204,824
70	Working Cash	5,197,836
80	Tort Immunity/Judgment	3,838,325
90	Fire Prevention/Safety	3,175,428
	Total Funds	53,388,698



Board of Education Decatur Public School District #61

Date: April 28, 2020	Subject: Treasurer's Report
Initiated By: Mary Ann Schloz, Assistant Director of Finance, Grants, and Special Projects	Attachments: Treasurer's Report
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The attached report details the District's investments and the status of the District's cash as of March 31, 2020.

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: _____

<p style="text-align: center;">DECATUR PUBLIC SCHOOL DISTRICT #61 TREASURER'S REPORT MARCH 2020</p>					
	Cash/Investments				Cash/Investments
	as of				as of
	02/29/20	Receipts	Disbursements	Change/Interest	03/31/20
Education	29,356,034.56	7,377,485.71	8,624,380.60	18,373.23	28,127,512.90
Operations & Maintenance	592,546.55	5,654.04	439,804.20	0.00	158,396.39
Debt Service	2,177,096.01	952,668.19	0.00	185.61	3,129,949.81
Transportation	1,995,049.13	0.00	635,807.93	666.91	1,359,908.11
IMRF	1,818,062.28	0.02	171,659.30	803.86	1,647,206.86
Social Security	2,236,983.08	1.63	133,196.91	1,073.36	2,104,861.16
Capital Projects	6,888,363.72	0.00	1,689,858.79	6,320.18	5,204,825.11
Working Cash	5,196,016.33	0.00	0.00	1,820.61	5,197,836.94
Tort/Judgment Immunity	3,900,896.43	1,913.61	66,544.18	2,059.48	3,838,325.34
Fire Prevention & Safety	3,533,077.38	0.00	358,470.43	820.28	3,175,427.23
Macon-Piatt Special Education	5,480,734.34	1,390,873.71	1,231,938.61	2,091.72	5,641,761.16
Activities	556,293.19	29,038.55	15,667.81	262.90	569,926.83
	63,731,153.00	9,757,635.46	13,367,328.76	34,478.14	60,155,937.84
				Dr. Todd Covault	03/31/20



Board of Education Decatur Public School District #61

Date: April 28, 2020	Subject: ESSA School Improvement Learning Partner Contracts- Consortium for Educational Change
Initiated By: Mary Ann Schloz, Assistant Director of Finance, Grants, & Special Projects; Charlotte Thompson, Director of Curriculum and Instruction-Elementary	Attachments: IL-EMPOWER Service Agreement for Learning Partner services for Stevenson Elementary, Oak Grove Elementary, and Stephen Decatur Middle School
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Schools designated as Lowest Performing and Underperforming under the new ESSA guidelines have their School Improvement Plans in place that were approved by the board in December 2019.

The School Improvement Plans serve as a narrative that identifies the processes, programs, and outline how the school will serve the students identified by their ESSA summative designation. These plans guide the professional development, instructional delivery, and interventions for each school and as such are documents that do not remain static but are updated, reviewed, and revised as needed. As a note- while academic goals were multi-year, the action steps and budget are for current 2019-2020 school year only.

The State Board of Education requires Local Board approval for all learning partner contracts.

CURRENT CONSIDERATIONS:

Stevenson Elementary and Oak Grove Elementary have been in process selecting the learning partner that best meets their needs as a building utilizing the additional School Support Services Grant funds. Stephen Decatur Middle School is expanding their learning partner contracts.

FINANCIAL CONSIDERATIONS:

The School Support Services Grant will support the costs for Stevenson Elementary and Oak Grove Elementary outlined in the Learning Partner Contracts. The ESSA 1003(a) School Improvement Grant will support the costs for Stephen Decatur Middle School.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve Stevenson Elementary, Oak Grove Elementary, and Stephen Decatur Middle School ESSA School Improvement Learning Partner Contracts with the Consortium for Educational Change as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____



Jo Anderson, Co-Executive Director
Mary Jane Morris, Co Executive Director

Consulting Services Agreement

Dear Dr. Fregeau

We are pleased to submit this Letter of Agreement between the Consortium for Educational Change ("CEC") and Decatur Public Schools ("District"). This Agreement covers services to be provided by CEC to the District as described in the **Scope of Services** which forms part of this Agreement.

The **Scope of Services** is attached. It is understood that CEC is performing its obligations and services as an independent contractor and no employment, partnership, or other business relationship is created through this relationship. CEC will provide the services provided in the attached **Scope of Services** with due diligence and professionalism.

As compensation for the services rendered, the District agrees to pay CEC \$2,400 (IL EMPOWER Grant Rate) inclusive of travel and supplemental publications per day per consultant as set forth in the attached **Scope of Services**. The District agrees to pay CEC based on the schedule provided in the **Scope of Services**, and in accordance with the Illinois Prompt Payment Act. Both CEC and the District agree to make appropriate staff available to ensure that CEC is able to perform its obligations under the **Scope of Services**.

Additional days mutually agreed upon will be at the IL EMPOWER Grant Rate of \$2,400 inclusive of travel and supplemental publications per day per consultant.

Both CEC and the District agree to provide at least 72 hours notice if either is not able to fulfill its commitment to deliver or take delivery of the services under the Scope of Services. If the District cancels within 72 hours, the District shall be responsible for the total contracted amount as defined in the **Scope of Service**.

It will be the District's responsibility to provide copies of the materials that are expected to be sent a week in advance by CEC as well as provide all presenters equipment requirements. Materials may only be reproduced for the use at the session(s) indicated within the **Scope of Service**.

All content and materials are the exclusive rights of CEC and copyrighted by the Consortium for Educational Change. All rights reserved. No part of CEC presentations, documentation or content may be reproduced, recorded, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of Consortium for Educational Change.

Thank you for this opportunity, and we look forward to working with your District. If you are in agreement with the above, please sign below.

Sincerely,

April 22, 2020

Mary Jane Morris, Co-Executive Director
Consortium for Educational Change

Jo Anderson Jr., Co-Executive Director
Consortium for Educational Change

Date

I, Dr. Paul Fregeau, Superintendent of Decatur Public Schools, have read the above and agree to comply with the obligations described herein.

Superintendent

Date



Jo Anderson, Co-Executive Director
Mary Jane Morris, Co Executive Director

CEC Scope of Services

Paul Fregeau Superintendent

Decatur Public Schools
101 W. Cerro Gordo Street
Decatur, IL 62523
217-362-3000

Email Agreement to:

Mary Ann Schloz – MGalligan@dps61.org

Service Summary

Detailed descriptions of each of these services are provided in the "Detailed Service Description" section on the following pages.

Programs & Services – IL EMPOWER

Learning Partner Support 11 Consultant Days

Stevenson Accelerated School

Total Consultant Days 11 Consultant Days

CEC Cost

Total Days: 11 days at \$2,400/consultant/day \$26,400.00

Total Project Cost \$26,400.00

(CEC will invoice the District in the month after which services have been performed).

Detailed Service Description

This section provides a detailed description of each day of work to be performed at **Stevenson Accelerated School**.

CEC Lead Consultant: David Osta, david.osta@cecweb.org, and Ann Cummins-Bogan, ann.cummins-bogan@cecweb.org

Stevenson Accelerated School Decatur School District 51 CEC Learning Partner Scope of Work April-August 2020				
Month	Standard	Outcomes	Time	Cost
April- June	Standard 2: Culture/Climate SEL & Trauma Informed Support	Facilitation of 6 SEL Training/Coaching Sessions for Faculty and Staff to develop awareness and application of SEL & Trauma-Informed Practices	6 training sessions x .5 day consultation = 3 days	3 days x \$2400 = \$7200
May- June	Standard 2: Culture/Climate: Parent & Student Engagement Support	Facilitation/Coaching of 8 MTSS Team Meetings to develop a shared vision/definition of parent and student engagement and implement Tiered strategies to make improvements in these areas.	4 sessions x .5 day consultation = 2 days	2 days x \$2400 = \$4800
June 30, August, 30	Standard 1: Continuous Improvement Progress Monitoring Support	Participate in ISBE- DPS Quarterly Learning Partner Progress Monitoring Activities	2 Quarterly Progress Monitoring Activities/Reports x 1 day = 2 days	2 days x \$2400 = \$4800
May- August	Standard 1: Continuous Improvement	Coaching and Consultation of School Leadership Team to strengthen and align	8 session x .5 day consultation – 4 days	4 Days x \$2400 = \$9600

	Leadership Capacity Building Support	SIP goals, strategies, supports and continuous improvement processes		
Totals: 11 Days x \$2400 = \$26,400				

*District will provide copies of all materials that will be sent electronically one week in advance by CEC. District will also provide the basic materials and supplies for these events which typically includes – charts, chart paper, handouts, post-it notes, etc.



Jo Anderson, Co-Executive Director
Mary Jane Morris, Co-Executive Director

Consulting Services Agreement

Dear Dr. Fregeau

We are pleased to submit this Letter of Agreement between the Consortium for Educational Change ("CEC") and Decatur Public Schools ("District"). This Agreement covers services to be provided by CEC to the District as described in the **Scope of Services** which forms part of this Agreement.

The **Scope of Services** is attached. It is understood that CEC is performing its obligations and services as an independent contractor and no employment, partnership, or other business relationship is created through this relationship. CEC will provide the services provided in the attached **Scope of Services** with due diligence and professionalism.

As compensation for the services rendered, the District agrees to pay CEC \$2,400 (IL EMPOWER Grant Rate) inclusive of travel and supplemental publications per day per consultant as set forth in the attached **Scope of Services**. The District agrees to pay CEC based on the schedule provided in the **Scope of Services**, and in accordance with the Illinois Prompt Payment Act. Both CEC and the District agree to make appropriate staff available to ensure that CEC is able to perform its obligations under the **Scope of Services**.

Additional days mutually agreed upon will be at the IL EMPOWER Grant Rate of \$2,400 inclusive of travel and supplemental publications per day per consultant.

Both CEC and the District agree to provide at least 72 hours notice if either is not able to fulfill its commitment to deliver or take delivery of the services under the Scope of Services. If the District cancels within 72 hours, the District shall be responsible for the total contracted amount as defined in the **Scope of Service**.

It will be the District's responsibility to provide copies of the materials that are expected to be sent a week in advance by CEC as well as provide all presenters equipment requirements. Materials may only be reproduced for the use at the session(s) indicated within the **Scope of Service**.

All content and materials are the exclusive rights of CEC and copyrighted by the Consortium for Educational Change. All rights reserved. No part of CEC presentations, documentation or content may be reproduced, recorded, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of Consortium for Educational Change.

Thank you for this opportunity, and we look forward to working with your District. If you are in agreement with the above, please sign below.

Sincerely,

April 22, 2020

Mary Jane Morris, Co-Executive Director
Consortium for Educational Change

Jo Anderson Jr., Co-Executive Director
Consortium for Educational Change

Date

I, Dr. Paul Fregeau, Superintendent of Decatur Public Schools, have read the above and agree to comply with the obligations described herein.

Superintendent

Date



Jo Anderson, Co-Executive Director
Mary Jane Morris, Co-Executive Director

CEC Scope of Services

Paul Fregeau Superintendent

Decatur Public Schools
101 W. Cerro Gordo Street
Decatur, IL 62523
217-362-3000

Email Agreement to:

Mary Ann Schloz – MGalligan@dps61.org

Service Summary

Detailed descriptions of each of these services are provided in the "Detailed Service Description" section on the following pages.

Programs & Services – IL EMPOWER

CEC Learning Partner Support 11 Consultant Days

Oak Grove Accelerated School

Total Consultant Days 11 Consultant Days

CEC Cost

Total Days: 11 days at \$2,400/consultant/day \$26,400

Total Project Cost \$26,400.00

(CEC will invoice the District in the month after which services have been performed).

Detailed Service Description

This section provides a detailed description of each day of work to be performed at **Oak Grove Accelerated School**.

CEC Lead Consultants: Jenny Seitz, jenny.seitz@cecweb.org

Oak Grove Accelerated School Decatur School District 51 CEC Learning Partner Scope of Work May-August 2020				
Month	IQF Standard	Outcomes	Time	Cost
May-August	Standard 1: Continuous Improvement Leadership Capacity Building Support	Coaching and Consultation of School Leadership Team to strengthen and align SIP goals, strategies, supports and continuous improvement processes	8 sessions x .5 day consultation – 4 days	4 days x \$2400 = \$9600
June - August	Standard 7: Student and Learning Development	Facilitation/Coaching of grade level teams to vertically align curriculum	10 sessions (5 Math/5 ELA) x .5 day consultation = 5 days	5 days x \$2400 = \$12000
June 30 & August 30	Standard 1: Continuous Improvement Progress Monitoring Support	Participate in ISBE- DPS Quarterly Learning Partner Progress Monitoring Activities	2 Quarterly Progress Monitoring Activities/Reports x 1 day = 2 days	2 days x \$2400 = \$4800
Totals: 11 Days x \$2400 = \$26,400				

*District will provide copies of all materials that will be sent electronically one week in advance by CEC. District will also provide the basic materials and supplies for these events which typically includes – charts, chart paper, handouts, post-it notes, etc.



Jo Anderson, Co-Executive Director
Mary Jane Morris, Co Executive Director

Consulting Services Agreement

Dear Dr. Fregeau

We are pleased to submit this Letter of Agreement between the Consortium for Educational Change ("CEC") and Decatur Public Schools ("District"). This Agreement covers services to be provided by CEC to the District as described in the **Scope of Services** which forms part of this Agreement.

The **Scope of Services** is attached. It is understood that CEC is performing its obligations and services as an independent contractor and no employment, partnership, or other business relationship is created through this relationship. CEC will provide the services provided in the attached **Scope of Services** with due diligence and professionalism.

As compensation for the services rendered, the District agrees to pay CEC \$2,400 (IL EMPOWER Grant Rate) inclusive of travel and supplemental publications per day per consultant as set forth in the attached **Scope of Services**. The District agrees to pay CEC based on the schedule provided in the **Scope of Services**, and in accordance with the Illinois Prompt Payment Act. Both CEC and the District agree to make appropriate staff available to ensure that CEC is able to perform its obligations under the **Scope of Services**.

Additional days mutually agreed upon will be at the IL EMPOWER Grant Rate of \$2,400 inclusive of travel and supplemental publications per day per consultant.

Both CEC and the District agree to provide at least 72 hours notice if either is not able to fulfill its commitment to deliver or take delivery of the services under the Scope of Services. If the District cancels within 72 hours, the District shall be responsible for the total contracted amount as defined in the **Scope of Service**.

It will be the District's responsibility to provide copies of the materials that are expected to be sent a week in advance by CEC as well as provide all presenters equipment requirements. Materials may only be reproduced for the use at the session(s) indicated within the **Scope of Service**.

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Thank you for this opportunity, and we look forward to working with your District. If you are in agreement with the above, please sign below.

Sincerely,

April 22, 2020

Mary Jane Morris, Co-Executive Director
Consortium for Educational Change

Jo Anderson Jr., Co-Executive Director
Consortium for Educational Change

Date

I, Dr. Paul Fregeau, Superintendent of Decatur Public Schools, have read the above and agree to comply with the obligations described herein.

Superintendent

Date



Jo Anderson, Co-Executive Director
Mary Jane Morris, Co Executive Director

CEC Scope of Services

Paul Fregeau Superintendent

Decatur Public Schools
101 W. Cerro Gordo Street
Decatur, IL 62523
217-362-3000

Email Agreement to:

Mary Ann Schloz – MGalligan@dps61.org

Service Summary

Detailed descriptions of each of these services are provided in the "Detailed Service Description" section on the following pages.

Programs & Services – IL EMPOWER

CEC Learning Partner Support 10 Consultant Days

Stephen Decatur Middle School

Total Consultant Days 10 Consultant Days

CEC Cost

Total Days: 10 days at \$2,400/consultant/day \$24,000

Total Project Cost \$24,000.00

(CEC will invoice the District in the month after which services have been performed).

Detailed Service Description

This section provides a detailed description of each day of work to be performed at **Stephen Decatur Middle School**.

CEC Lead Consultants: David Osta, david.osta@cecweb.org and Ann Cummins-Bogan, ann.cummins-bogan@cecweb.org

Stephen Decatur Middle School Decatur School District 51 CEC Learning Partner Scope of Work May-August 2020				
Month	Standard	Outcomes	Time	Cost
May- August	Standard 2: Culture/Climate SEL & Trauma Informed Support	Facilitation, coaching, training sessions to develop a comprehensive approach to school-wide SEL implementation to strengthen SEL competencies in adults and students.	8 training/coaching sessions x .5 days = 4 days	4 days x \$2400 = \$9600
May- August	Standard 2: Culture/Climate Standard 7: Student Development & Learning Integration of SEL strategies into Remote Learning	Consultation and coaching sessions to develop effective remote learning strategies	4 sessions x .5 day consultation = 2 days	2 Days x \$2400 = \$4800
May-June	Standard 2: Culture/Climate: Parent & Student Engagement Support	Facilitation/Coaching of 8 Team Meetings to develop MTSS plan to address chronic absenteeism through increased parent and student engagement	4 sessions x .5 day consultation = 2 days	2 days x \$2400 = \$4800
June 30, August, 30	Standard 1: Continuous Improvement Progress Monitoring Support	Participate in ISBE-DPS Quarterly Learning Partner Progress Monitoring Activities	2 Quarterly Progress Monitoring Activities/Reports x 1 day = 2 days	2 days x \$2400 = \$4800

Totals:

10 Days x \$2400 = \$24,000

*District will provide copies of all materials that will be sent electronically one week in advance by CEC. District will also provide the basic materials and supplies for these events which typically includes – charts, chart paper, handouts, post-it notes, etc.



Board of Education Decatur Public School District #61

Date: April 28, 2020	Subject: ESSA School Improvement Learning Partner Contract- HMH
Initiated By: Mary Ann Schloz, Assistant Director of Finance, Grants, & Special Projects; Jeff Dase, Assistant Superintendent for Teaching and Learning; Charlotte Thompson, Director of Curriculum and Instruction- Elementary	Attachments: IL-EMPOWER Service Agreements for Literacy Solutions and Math Solutions
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Schools designated as Lowest Performing and Underperforming under the new ESSA guidelines have their School Improvement Plans in place that were approved by the board in December 2019.

The School Improvement Plans serve as a narrative that identifies the processes, programs, and outline how the school will serve the students identified by their ESSA summative designation. These plans guide the professional development, instructional delivery, and interventions for each school and as such are documents that do not remain static but are updated, reviewed, and revised as needed. As a note- while academic goals were multi-year, the action steps and budget are for current 2019-2020 school year only.

The State Board of Education requires Local Board approval for all learning partner contracts.

CURRENT CONSIDERATIONS:

With Remote Learning taking place districtwide due to the coronavirus epidemic, it was necessary to evaluate how professional development was provided. We are offering professional development to teaching staff every Thursday and Friday for the remainder of the year. This professional development targets literacy and math standards as well as best practices in those content areas.

FINANCIAL CONSIDERATIONS:

ESSA 1003(a) School Improvement Grant as well as Title II funds will support the cost of this weekly professional development through May.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the ESSA School Improvement Learning Partner Contracts with HMH Literacy Solutions and HMH Math Solutions as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

LITERACY SOLUTIONS SERVICES AGREEMENT

CP: 007645789
DATE: APRIL 22, 2020

NAME OF DISTRICT: DECATUR SCHOOL DISTRICT 61
ADDRESS OF DISTRICT: 601 N. CHURCH ST., DECATUR, IL 62522

Grades	Days	Dates	Description	Cost
K-12	50	April 16, 17, 23, 24, 30, 2020 May 1, 7, 8, 14, 15, 21, 22, 2020	ePD for Reading and Writing	\$170,100.00
Total (All Inclusive)				\$170,100.00

Total Cost Inclusive of the Following <u>District Funds</u> :			
School	Fund Account	Amount Applied	Budget Balance
Baum	ESSA	\$10,000.00	\$10,000.00
Eisenhower	Title II	\$17,010.00	\$27,010.00
Stephen Decatur MS	IL-Empower	\$38,196.00	\$65,206.00
Stevenson	IL-Empower	\$11,055.00	\$76,261.00
South Shores	IL-Empower	\$3,274.00	\$79,535.00
MacArthur	Title II	\$13,608.00	\$93,143.00
Oak Grove	IL-Empower	\$8,000.00	\$101,143.00
Hope	IL-Empower	\$10,000.00	\$111,143.00
Johns Hill	Title II	\$3,731.00	\$114,874.00
French	IL-Empower	\$11,000.00	\$125,874.00
Muffley	IL-Empower	\$12,500.00	\$138,374.00
Garfield	Title II	\$2,943.00	\$141,317.00
Dennis	Title II	\$2,943.00	\$144,260.00
ALT Ed	Title II	\$2,943.00	\$147,203.00
Parsons	Title II	\$2,943.00	\$150,146.00
Enterprise	Title II	\$2,944.00	\$153,090.00
Durfee	IL Empower	\$10,196.00	\$163,286.00
Franklin	IL Empower	\$6,814.00	\$170,100.00
Total (All Inclusive) Cost			\$170,100.00

Services Agreement valid for 30 days

Subject to terms and conditions, located at: <https://www.hmhco.com/terms-of-use/services>

LITERACY SOLUTIONS SERVICES AGREEMENT

CP: 007645789
DATE: APRIL 17, 2020

NAME OF DISTRICT: DECATUR SCHOOL DISTRICT 61
ADDRESS OF DISTRICT: 601 N. CHURCH ST., DECATUR, IL 62522

The district referenced above hereby accepts and agrees to the details set forth in this Services Summary, including dates and fees, subject to the terms and conditions.

CLIENT:

Signature: _____

Date: _____

Printed Name: _____

Title: _____

- Will a PO be issued for this purchase? Yes No PO Required
- Is the PO attached? Yes No If no, anticipated date of PO: _____
- Please invoice from Houghton Mifflin Harcourt: Upon delivery of service or Upfront
- If invoice 'upon delivery of service' is selected, please indicate funding/PO expiration/last date HMH can invoice: **August 31, 2020**
- Please return Services Agreement to: anne.irwin@hmhco.com or eFax 260.846.7931



MATH SOLUTIONS SERVICES AGREEMENT

CP: 007643724
DATE: APRIL 22, 2020

NAME OF DISTRICT: DECATUR SCHOOL DISTRICT 61
ADDRESS OF DISTRICT: 601 N. CHURCH ST., DECATUR, IL 62522

Grades	Days	Dates	Description	Cost
K-12	29	April 16, 17, 23, 24, 30, 2020 May 1, 7, 8, 14, 15, 21, 22, 2020	ePD for Math	\$98,658.00
Total (All Inclusive)				\$98,658.00

Total Cost Inclusive of the Following District Funds :			
School	Fund Account	Amount Applied	Budget Balance
MacArthur	Title II	\$3,402.00	\$3,402.00
Stevenson	IL-Empower	\$11,055.00	\$14,457.00
Oak Grove	IL-Empower	\$8,000.00	\$22,457.00
Hope	IL-Empower	\$10,000.00	\$32,457.00
French	IL-Empower	\$11,000.00	\$43,457.00
Muffley	IL-Empower	\$12,500.00	\$55,957.00
Johns Hill	Title II	\$4,281.00	\$60,238.00
Garfield	Title II	\$3,292.00	\$63,530.00
Dennis	Title II	\$4,530.00	\$68,060.00
ALT Ed	Title II	\$4,530.00	\$72,590.00
Parsons	Title II	\$4,529.00	\$77,119.00
Enterprise	Title II	\$4,529.00	\$81,648.00
South Shores	IL-Empower	\$6,726.00	\$88,374.00
Steven Decatur	IL-Empower	\$6,804.00	\$95,178.00
Franklin	IL-Empower	\$3,480.00	\$98,658.00
Total (All Inclusive) Cost			\$98,658.00

Services Agreement valid for 30 days

Subject to terms and conditions, located at: <https://www.hmhco.com/terms-of-use/services>

MATH SOLUTIONS SERVICES AGREEMENT

The district referenced above hereby accepts and agrees to the details set forth in this Services Summary, including dates and fees, subject to the terms and conditions.

CLIENT:

Signature: _____

Date: _____

Printed Name: _____

Title: _____

- Will a PO be issued for this purchase? Yes No PO Required
- Is the PO attached? Yes No If no, anticipated date of PO: _____
- Please invoice from Houghton Mifflin Harcourt: Upon delivery of service or Upfront
- If invoice 'upon delivery of service' is selected, please indicate funding/PO expiration/last date HMH can invoice: **August 31, 2020**
- Please return Services Agreement to: anne.irwin@hnhco.com or eFax 260.846.7931





Board of Education Decatur Public School District #61

Date: April 28, 2020	Subject: Job Description
Initiated By: Deanne Hillman, Director of Human Resources and Zach Shields, Executive Director of the Decatur Public Schools Foundation	Attachments: Job Description: Coordinator – <i>Jerry J. Dawson Civic Leadership Institute</i>
Reviewed By: Dr. Paul Fregeau, Superintendent of Schools	

BACKGROUND INFORMATION:

The Decatur Public Schools Foundation (DPSF) provides private funding from individual and corporate donors to support classroom grants, sponsor special projects, and underwrite creative programs that enhance, enrich and encourage learning opportunities for students and faculty in District 61. The **Jerry J. Dawson Civic Leadership Institute** – a new eight-year Foundation-sponsored program – requires a full-time Coordinator to perform core responsibilities and successfully organize enrichment activities to meet objectives set forth in the program design.

CURRENT CONSIDERATIONS:

The Coordinator of the **Jerry J. Dawson Civic Leadership Institute** will identify meaningful enrichment activities to support student citizenship and civic engagement, primarily at the high-school level but also offering events to benefit students in the middle-school and occasionally elementary age groups. The Coordinator will provide ongoing reports to the Foundation Executive Director and Trustees of the Foundation. The successful candidate will oversee all aspects of the Institute’s organization and implementation of strategic activities such as enrichment workshops and extra-curricular community engagement events for students in the Decatur Public Schools.

Position Title	Changes/Updates
Coordinator – <i>Jerry J. Dawson Civic Leadership Institute</i>	Created job description to meet program needs based on considerations described above.

FINANCIAL CONSIDERATIONS: The position (full salary and single-person benefits) will be paid by the Decatur Public Schools Foundation via privately-raised funds. These funds will flow through District payroll and mirror the approach as the Foundation Director; the District Payroll Department presents a quarterly invoice to the Foundation to cover the costs associated with employment and associated benefits.

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: Coordinator – Jerry J. Dawson Civic Leadership Institute

Primary Purpose:

Responsible for the planning, direction, development, administration, supervision and implementation of a comprehensive enrichment program to promote civic engagement, leadership skills and opportunities for District #61 students to actively engage in the community. The Coordinator will organize career-development activities for high school students to explore potential jobs in the public service sphere. She/he will be tasked with investing privately-donated financial resources in meaningful extra-curricular and in-school activities strategically aligned to meet this objective. The Coordinator will be responsible for collaboration with District #61 faculty and administration to support the existing academic framework by providing activities that enhance the curricular effectiveness, enrich the quality of content, and encourage students to develop a sense of their responsibilities as citizens both at school and in the community. The Coordinator will work with the DPS Foundation Executive Director to manage finances and provide progress reports and financial data to the Foundation Board of Trustees. Likewise, they will jointly provide the private funder with Interim and Annual Reporting on the status of the eight-year program. They will work with the District #61 Innovative Programs staff and community engagement officers to promote the program’s positive impact on the Decatur Public Schools’ students and the district’s connection to the community.

Education/Certification:

Bachelor’s degree or equivalent relevant experience in education or civic service

Special Knowledge/Skills:

1. Proven history of working with community partners on educational initiatives
2. Demonstrated ability to work with business, community and public entities
3. Demonstrated strong organizational skills
4. Knowledge of public education or school district organization
5. Experience in management of support staff

Preferred experience in the following areas:

1. Civic leadership/engagement in community activities
2. Non-profit or small business management
3. Public relations
4. Communications and marketing
5. Experience reporting to a non-profit (Foundation) Board of Directors

Reports to: Executive Director – Decatur Public Schools Foundation

Performance Responsibilities:

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

1. Develop and implement a strategic plan to leverage existing private financial resources in service of students engaged in this program.
2. Manage the program's daily activities, development and ongoing adaptations, public relations and communication, and strategic/tactical planning to meet the program objectives.
3. Develop community relationships, direct marketing programs and events to cultivate, motivate, and create new partners in support of the program objectives.
4. Raise public awareness of the Decatur Public Schools Foundation mission to enhance, enrich and encourage learning opportunities for students and teachers.
5. Adhere to the budget set forth in the program design and manage the privately-contributed funds in support of the overarching program priorities.
6. Create, manage and direct part-time program assistant positions as-needed to support programming.
7. Oversee the administrative tasks required to carry out the objectives broadly-defined within the program's work plan.
8. Cultivate and maintain a working relationship with public school faculty and administrators to support the District #61 Strategic Plan.
9. Coordinate and oversee program activities (such as scheduling workshops and guest speakers, initiating community engagement projects, facilitating internship experiences, planning excursions and organizing candidates/advising on the Richland Community College scholarship process to award funding for students engaged in the program).
10. Coordinate with the DPSF Board of Trustees and report as-required on the following:
Development of annual program participation goals; description of action plans and budgets; planning and execution of extra-curricular enrichment activities; communication and relationship-building with the community, existing and potential donors, and district employees at both the administrative and building level.
11. Perform other tasks and duties as they emerge throughout the program's growth.

Supervisory Responsibilities:

Volunteers and varied part-time hourly positions in service of the program scope and objectives. These will be non-District 61 positions paid directly by the DPS Foundation; paid and volunteer positions will be as-needed based upon the direction of the program, and created at the discretion of the Coordinator of the Jerry J. Dawson Civic Leadership Institute.

Wage/Hour Status: Salaried

Specifics of Employment and Compensation:

- The Coordinator's Annual Review will be conducted by March 1, with contract renewable by April 1 of a given year on an annual basis for the life of the eight-year program. As Coordinator of the **Jerry J. Dawson Civic Leadership Institute**, the work year will be week days throughout the fiscal year (261 days per year, July 1 to June 30) and as required for program activities, on weekends and non-work days, with paid vacation, personal leave, sick days and recognized

school holidays. The Coordinator's daily schedule will vary and carries flexibility to meet the needs of the program.

- The Coordinator will assume administrative responsibilities for operation of the **Jerry J. Dawson Civic Leadership Institute** in keeping with policies fixed by the Executive Director with approval from the DPS Foundation Board of Trustees. The Superintendent and a representative of the Decatur Public Schools Board of Education serve as Foundation Trustees and will assist in a supervisory capacity to monitor the program's activities in alignment with the District strategic direction; they will assure implementation and compliance with the terms and conditions of District 61 employment. The Executive Director will submit recommendations concerning the operation of the program in pursuit of its goals. The Coordinator's activities and execution of duties shall be monitored and supervised by the Executive Director with periodic reports provided to the DPS Foundation Trustees and Decatur Public School Board of Education. The Coordinator's specific employment goals and objectives will be established at the discretion of the Executive Director with approval from the DPS Foundation Trustees. The work day, work year, contract year and holidays and holiday pay for the Coordinator shall be as provided in the District #61 Administrator and Administrative Support Staff Compensation and Benefits document adopted December 13, 2016.
- The Executive Director will set the Coordinator's salary in keeping with the project budget for the **Jerry J. Dawson Civic Leadership Institute** as approved by the private funder. 100% of the Coordinator's salary, benefits and other program expenses will be provided by the DPS Foundation to support this Coordinator's position as a District #61 employee.

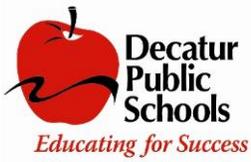
Evaluation:

Performance of this job will be evaluated in accordance with provisions set forward by the Decatur Public Schools Foundation Board of Trustees for the Evaluation of Professional Personnel.

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district-wide travel. Periodic state and national travel. Occasional prolonged and irregular hours.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan



Board of Education Decatur Public School District #61

Date: April 28, 2020	Subject: Job Description
Initiated By: Deanne Hillman, Director of Human Resources and Jeff Dase, Assistant Superintendent of Teaching and Learning	Attachments: Job Description: P-12 Assistant Director of Teaching & Learning
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Decatur Public Schools has over 9,000 students, grades Pre-K through 12. Decatur Public Schools needs a P-12 Assistant Director of Teaching and Learning to Provide leadership and assistance at district and building level to ensure the aligned implementation of a PreK-12 Curriculum & Instruction System, on-going school improvement plans, core content departments, and the coaching and development for school leaders which includes managing district’s teaching and learning resources and district accountability systems.

CURRENT CONSIDERATIONS:

The P-12 Assistant Director of Teaching and Learning will partner with the P-12 Director of Teaching and Learning and Assistant Superintendent of Teaching and Learning to lead the design and implementation of a PreK-12 curriculum system district wide. The successful candidate will supervise and evaluate support staff, directors and other staff by modeling the growth mindset, effective collaboration, data utilization and problem solving for overall student achievement improvement at the early childhood, elementary, middle school and secondary levels.

Position Title	Changes/Updates
P-12 Assistant Director of Teaching & Learning	Created job description to meet the needs of the district based on current considerations above.

FINANCIAL CONSIDERATIONS: The position is not currently accounted for in the FY20 preliminary budget. Upon board approval, the business office would add additional expenses to the final 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: P-12 Assistant Director of Teaching & Learning

PURPOSE: Provide leadership at district and building level to ensure the aligned implementation of a PreK-12 Curriculum & Instruction System, on-going school improvement plans, core content departments, and the coaching and development for school leaders which includes managing district's teaching and learning resources and district accountability systems.

QUALIFICATIONS:

- Minimum of 5 years of leadership experience within an educational organization is required.
- Experience in elementary and secondary leadership is preferred.
- Demonstrated experience in teaching; designing and building curriculum; developing assessments and analyzing student performance data.
- Experience developing differentiated instructional strategies that address achievement gaps and creating, organizing, and leading professional learning experiences for teachers and leaders.
- Experience in professional project and change management is preferred.
- Ability to articulate a vision, set high standards, and effectively guide schools and principals in the realization of expectations set.
- Expertise in leadership development and instructional leadership. Ability to coach others toward excellence, build capacity of content area teams and develop meaningful and high impact professional communities for teachers and school leaders.
- Strong communication skills (speaking - including presentations - listening, and writing).
- Demonstrate high levels of instructional expertise, integrity, honesty, credibility, and the courage to make difficult yet necessary decisions.
- Effective strategic planning capabilities, including the ability to establish long-term vision and goals, and align/manage activities toward goal attainment.
- Strong leadership and team building skills, e.g. ability to develop high performing teams united around a clear vision for serving schools and achieving student success.
- Knowledge of operations, budget/finance, management and organizational development.
- Ability to build collaborative relationships with a variety of stakeholder groups, including external partners, to ensure the entire system operates in the most effective manner possible to support schools and principals.
- Ability to define problems, analyze data, and outline valid conclusions and action steps.
- Successful experience in data analysis and statistics, research design and program evaluation with emphasis in coordination of projects and implementation of assessments.
- Demonstrated experience in training adults in the areas of accountability, curriculum, instruction, English Learner programs/support, and supplemental and intervention programs.
- Master's degree in related field (preferred).

- State of Illinois PERA certification preferred.
- Demonstrated skills in problem solving, ability to exercise good judgment, discretion, maintain confidentiality, and work with independence, initiative and professionalism.
- An understanding of relevant legislation, policies and procedures especially as they pertain to Title I, ESSA, and student assessment systems.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent of Teaching and Learning
P-12 Director of Teaching and Learning

SUPERVISES: Professional Development Institute Personnel
Building Principals

MAINTAINS LIAISON WITH: Central Administration
School Staff

DUTIES & RESPONSIBILITIES:

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

Instructional and Program Management

- Support and lead the design, delivery, and facilitation of teacher and principal professional development professional learning communities.
- Provide the strategic vision for the Department of Teaching & Learning in alignment with the Assistant Superintendent, Director, and other central office departments.
- Support and lead the design and implementation of a PreK-12 curriculum system district wide.
- Implement the continuous improvement to affect significant, trackable improvement in teacher performance and student achievement.
- Partner with the Assistant Superintendent of Teaching and Learning to identify and coordinate deployment of differentiated academic supports based on essential data, including formal/informal needs assessments.
- Lead support, coaches, and other staff in planning for large-scale, district-wide events, and professional development (e.g. Annual District Wide Teachers Conference).
- Identify resources and partnerships that will accelerate students meeting benchmarks in SAT, PSAT, and FastBridge.
- Supervise and assist in evaluating coaches and other staff by modeling growth mindset, effective collaboration, data utilization and problem solving and by providing regular feedback on their individual, team and departmental progress.
- Provide guidance to departments on increasing student access to IB Diploma and AP Programs, particularly for underserved students.

- Clearly communicate the Department of Teaching and Learning priorities to district staff and principals and actively engage in dialogue with varying stakeholders to inform the effectiveness of the work of the Department of Teaching and Learning.
- Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
- Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
- Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
- Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
- Ensure the use of technology in the teaching-learning process.
- Plan the necessary time, resources, and materials to support accomplishment of education goals.
- Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
- Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
- Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
- Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
- Assist with securing consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
- Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
- Responsible for textbook adoption, order and selection process.
- Oversee the curriculum for GT and ESL instruction.
- Oversee the curriculum for library services and work collaboratively with campus librarians.
- Oversee the delivery of instruction related to dyslexia services.
- Coordinate career and technology programs with the federal programs director.

Policy, Reports, and Law

- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
- Compile, maintain, and present all physical and computerized reports, records, and other documents required.

Budget

- Assist with recruitment, selection, and training of personnel in the department and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal. Assist with designated teacher appraisal system.

Communication

- Provide for two-way communication with principals, coaches, teachers, staff, parents and community.
- Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
- Monitor professional research and disseminate ideas and information to other professionals.

Community Relations

- Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
- Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.

TERMS OF EMPLOYMENT:

Salary is based upon salary schedule established by the Board. This is a 52-week position.

GRADE LEVEL: 16

EVALUATION:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction. Hear in the normal audio range with or without correction.

MENTAL DEMANDS:

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The job is performed under minimal temperature variations and a generally hazard free environment.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.



Board of Education Decatur Public School District #61

Date: April 28, 2020	Subject: Approval of Board of Education Policies
Initiated By: Mary Ann Schloz, Assistant Director of Finance, Grants and Special Projects	Attachments: <ul style="list-style-type: none"> • Section 06 – Instruction • Section 07 – Students • Section 08 – Community Relations
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The District’s Policy Committee reviews Board policies to make adjustments based on current practices, needed changes to practices, and updates to reflect changes associated with new laws.

CURRENT CONSIDERATIONS:

The policies listed below were presented to the Board as a first reading on April 14th, 2020. The Board requested a sentence be added in Policy 7:30. The policies are now being presented for approval.

- 6:200 – *Instruction – Instructional Arrangements*
- 7:30 – *Students – Student Assignment and Intra-District Transfer*
 - A copy with changes noted in blue; and, a clean copy of this policy has also been provided
- 8:30 – *Community Relations – Visitors to and Conduct on School Property*

FINANCIAL CONSIDERATIONS:

N/A

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the School Board Policies from Section 06 – Instruction: Instructional Arrangements, Section 07 – Students: Student Assignment and Intra-District Transfer and Section 08 – Community Relations: Visitors to and Conduct on School Property as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

Instruction

Instructional Arrangements

Grouping for Instruction

Grouping within a school or within a classroom is the responsibility of each building principal, with input provided by the respective staff. The aim of grouping is to place each student in an optimal learning environment.

Class Size

Class size will be determined by the District ratio of students to teacher established by the Board of Education.

Team Teaching

Teachers may team teach upon approval of the Principal.

Educational Instructional Program

Provision for individual differences in a school's educational programming shall be given high priority including, but not limited to in planning the instructional program, in choosing teaching methods and materials, and in evaluating results.

Adopted: March 11, 1997

Revised: November 25, 2003
August 12, 2008
August 7, 2012
February 24, 2015
April 28, 2020

Students

Student Assignment and Intra-District Transfers

Attendance Areas

The School District is divided into school attendance areas. The Superintendent or designee will review the boundary lines annually and recommend any changes to the Board of Education. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

The magnet schools (e.g., American Dreamer STEM Academy, Montessori Academy for Peace and Johns Hill) incorporate the entire district as the attendance boundary and are assigned by a lottery process.

Pod Concept

The primary purpose of the pod concept is to maximize building utilization as well as teacher allotment and to regulate the distribution of elementary students. The current school boundaries will remain in effect.

Beginning with the 2020-21 school year, the following Pod grouping shall apply,

Grouping by Pod

It is the responsibility of the Director of Student Services to implement the Pod concept and to establish the grouping of students into school buildings within each Pod. The aim of grouping is to place each student in an optimum learning environment. Students shall initially be placed in his or her home attendance school. Once the class size has been directly exceeded which requires a full-time assistant, the Director of Student Services shall utilize the pod concept and establish the grouping of students into schools using the below Pod chart.

The following elementary schools are grouped geographically to form pods:

Pod #1 – Parsons and Stevenson

Pod #2 – Baum and Muffley

Pod #3 – Dennis (Mosaic and Kaleidoscope) and South Shores

Pod #4 – Franklin and Oak Grove

The Superintendent or designee shall maintain a list of students placed in a Pod. This list shall include the home attendance school and grade level of students. If a space becomes available over the course of the year in the student's home attendance school, the space shall be afforded to the students reassigned by Pod on a first placed on list order.

Other Building Assignments

If the Pod limits the District's ability to place a student within the guidelines, the Student Services and Transportation departments shall jointly find an efficient solution making use of schools whose boundaries are adjacent to the home attendance center.

Transfers Within the District

A student's parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Superintendent or designee, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school, provided space is available. If a request is granted, the parent/guardian shall be responsible for transportation. The provisions in this section have no applicability to transfers pursuant to the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

Appeals Process

Students reassigned due to changing boundaries, who desire to remain in his or her previous attendance center, shall be afforded an opportunity to appeal his or her assignment. The appeal committee shall include representation from the Student Services and Transportation departments. [Information about the appeals process can be found in the Parent Handbook.](#)

Class Assignments

The Superintendent or designee shall assign students to classes.

LEGAL REF.: 105 ILCS, 5/10-21.3, 5/10-21.3a and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless)

ADOPTED: April 22, 1997

REVISED: November 12, 2003
August 12, 2008
August 7, 2012
May 28, 2013
May 27, 2014
March 24, 2015
December 13, 2016
April 28, 2020

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Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or city or county ordinance.
7. Smoke or otherwise use tobacco products, including electronic cigarettes.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.

10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that they will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent or designee may refuse the person admission pending such hearing; however, any person may have the opportunity to meet and discuss the denied admission with the Superintendent or designee prior to the hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist.2000).

20 U.S.C. §7181 *et seq.*, Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33 5/24-25 and 5/27-23.7(a).

115 ILCS 5/3(c), Ill. Educational Labor Relations Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: April 22, 1997

REVISED: October 10, 2000
September 12, 2006
July 8, 2014
October 28, 2014
January 12, 2016
January 10, 2017
January 14, 2020
April, 28, 2020