

**DECATUR PUBLIC SCHOOL DISTRICT #61
BOARD OF EDUCATION AGENDA**

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

August 02, 2021
4:30 PM Special Open Session Meeting
Closed Session Immediately Following
5:00 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 discussion of collective negotiating matters between the Board and representatives of its employees.

Roll Call

AI 2.0 APPROVAL OF AGENDA, AUGUST 02, 2021

IO 3.0 PUBLIC PARTICIPATION

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

IO 4.0 REPORTS FROM ADMINISTRATION

- A. Facilities Update
- B. Back to School Plan for 2021-2022 School Year

AI 5.0 ROLL CALL ACTION ITEM

- A. Personnel Action Items
- B. Employment of an Assistant Superintendent (one-year contract)
- C. Employment of a Principal at Muffley Elementary School
- D. Memorandum of Understanding (MOU) between Decatur Public School District 61 and the Decatur Education Association (DEA) to Subcontract Speech-Language Pathologists
- E. Contract Agreement with Health Services Consultants, Inc.
- F. Houghton Mifflin Harcourt Literacy Resources and Materials to Support Grades K-2

AI 6.0 CONSENT ITEMS

- A. Accepting a Gift from Delta Delta Delta Sorority at Millikin University
- B. Job Description: Part-Time Alternative School Secretary

DI 7.0 BOARD DISCUSSION

- Planning Meeting – Hazard, Young, Attea & Associates (HYA)

IO 8.0 IMPORTANT DATES

NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, August 10, 2021, at the Keil Administration Building.

9.0 ADJOURNMENT



Board of Education Decatur Public School District #61

| | |
|---|--|
| Date: August 02, 2021 | Subject: Personnel Action |
| Initiated By: Jason M. Hood, Director of Human Resources, and the Human Resources Department | Attachments: 12 Pages of Personnel Action |
| Reviewed By: Bobbi Williams, Interim Superintendent | |

BACKGROUND INFORMATION:

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

CURRENT CONSIDERATIONS:

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

FINANCIAL CONSIDERATIONS:

These positions are in the budget.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION:_____

To: Board of Education
From: Jason M. Hood
Director of Human Resources
Date: July 27, 2021
Board Date: August 2, 2021
Re: Personnel Action

EMPLOYMENT RECOMMENDATIONS

TEACHERS:

| Name | Position | Effective Date |
|------------------|-------------------------------------|-----------------|
| Kristi Adams | Grade 6, South Shores | August 11, 2021 |
| Tiara Butler | Grade 5, Hope Academy | August 11, 2021 |
| Kyle Cross | English Language Arts, MacArthur | August 11, 2021 |
| Lauren Peterson | Kindergarten, Franklin Grove | August 11, 2021 |
| Frank Tomaskovic | Physical Education, Stephen Decatur | August 11, 2021 |

TEACHING ASSISTANTS:

| Name | Position | Effective Date |
|----------------|--|-----------------|
| Cheryl Jackson | K/1 Instructional Assistant, Johns Hill | August 11, 2021 |
| Kaley Nidiffer | Grade 3 Assistant, Parsons | August 11, 2021 |
| Renauta Oakes | Special Ed Assistant, Baum | August 11, 2021 |
| Jarod Oldham | Special Ed Assistant, Eisenhower | August 11, 2021 |
| Shaylyn Schall | Alternative Ed Assistant, William Harris | August 11, 2021 |

ADMINISTRATIVE SUPPORT:

| Name | Position | Effective Date |
|----------------|--|----------------|
| Sherry Johnson | Extended Day Program Coordinator, Keil | July 20, 2021 |

OFFICE PERSONNEL:

| Name | Position | Effective Date |
|----------------|---|----------------|
| Samantha Karch | Secretary to the Elementary Principal, South Shores | July 19, 2021 |

SCHEDULE B:

| Name | Position | Effective Date |
|------------------|---|-----------------|
| Raquel Boettcher | Assistant Softball Coach, Stephen Decatur | July 26, 2021 |
| Madison Stark | Cross Country Coach, Franklin Grove | August 16, 2021 |
| Madison Stark | Track and Field Coach, Franklin Grove | March 7, 2021 |

SUMMER SCHOOL 2021**TEACHING ASSISTANTS:**

| Name | Position | Effective Date |
|---------------|--|----------------|
| Sherry Bird | Summer Classified Restoration and Acceleration, Montessori Academy for Peace | July 6, 2021 |
| Julie Delabre | Summer Classified Restoration and Acceleration, Hope Academy | July 6, 2021 |
| Jaquay Owens | Summer Classified Restoration and Acceleration, Montessori Academy for Peace | July 6, 2021 |

EXTENDED DAY PROGRAM (ADDITIONAL ASSIGNMENTS)**TEACHERS:**

| Name | Position | Effective Date |
|------------------|---|----------------|
| Kimberly Carver | Certified Site Coordinator, Hope Academy | August 3, 2021 |
| Crystal Eilers | Certified Site Coordinator, Stephen Decatur | August 3, 2021 |
| Shannon O'Connor | Certified Site Coordinator, Keil | July 28, 2021 |
| Ashley Ridley | Certified Site Coordinator, Johns Hill | August 3, 2021 |

TEACHING ASSISTANTS:

| Name | Position | Effective Date |
|---------------|---|----------------|
| LaShanda Hart | Non Certified Site Coordinator, Pershing | August 3, 2021 |
| Roberta Tally | Non Certified Staff, Montessori Academy for Peace (PM Only) | August 9, 2021 |

OUTREACH PERSONNEL:

| Name | Position | Effective Date |
|-----------------|---------------------------|----------------|
| Timothy Shelley | Non Certified Staff, Keil | August 9, 2021 |

OFFICE PERSONNEL:

| Name | Position | Effective Date |
|------------------|--|----------------|
| Heather Scarlett | Non Certified Staff, American Dreamer STEM Academy (PM Only) | August 9, 2021 |

TRANSFERS**ADMINISTRATORS:**

| Name | Position | Effective Date |
|---------------|--|----------------|
| Mary Brady | From Principal, Baum, 220 days to Principal, Baum, 240 | July 6, 2021 |
| Dianne Brandt | From Principal, Oak Grove, 220 days to Principal, Franklin Grove, 240 days | July 6, 2021 |

TEACHERS:

| Name | Position | Effective Date |
|------------------|---|-----------------|
| James Brase | From Certified School Nurse, Johns Hill/William Harris to Certified School Nurse, Johns Hill | August 11, 2021 |
| Amber Brownfield | From Certified School Nurse, Baum/Muffley to Certified School Nurse, Muffley | August 11, 2021 |
| Joshua Fazekas | From Social Worker, South Shores to Social Worker, Franklin Grove | August 11, 2021 |
| Lorie Frame | From Certified School Nurse, American Dreamer STEM Academy/Hope Academy to Certified School Nurse, Hope Academy | August 11, 2021 |
| Robin Hodge | From Cross Categorical, Parsons to Cross Categorical, Baum | August 11, 2021 |

OFFICE PERSONNEL:

| Name | Position | Effective Date |
|------------------|---|----------------|
| Pamela Bray | From Secretary to the Elementary Principal, William Harris to Secretary to the Elementary Principal, Parsons | July 29, 2021 |
| Heather Scarlett | From Secretary to the K-8 Principal, American Dreamer STEM Academy, 215 days to Secretary to the K-8 Principal, American Dreamer STEM Academy, 220 days | July 22, 2021 |

TEACHING ASSISTANTS:

| Name | Position | Effective Date |
|---------------------|---|-----------------|
| Ashlei Amettis | From Alternative Ed Assistant, William Harris, 6.25 hours per day to K/1 Instructional Assistant, Hope Academy, 6 hours per day | August 11, 2021 |
| Abrian Blagg-Sentel | From Leave to Sign Language Interpreter Assistant, Montessori Academy for Peace, 6 hours per day | August 11, 2021 |
| Mindy Cornwell | From Life Skills Assistant, Hope Academy, 6 hours per day to Grade 5 Assistant, Parsons, 6 hours per day | August 11, 2021 |
| Tami Fowler | From Pre K Assistant, Pershing at Baum, 6.5 hours per day to Pre K Assistant, Pershing at Garfield, 6.5 hours per day | August 11, 2021 |
| Arianna Guererro | From Pre K Assistant, Pershing at RCC, 6.5 hours per day to Pre K Assistant, Pershing at Garfield, 6.5 hours per day | August 11, 2021 |
| Comecko Lewis | From Pre K Assistant, Pershing at RCC, 6.5 hours per day to Pre K Assistant, Pershing at Garfield, 6.5 hours per day | August 11, 2021 |
| Lora McQuality | From Pre K Assistant, Pershing at Baum, 6.5 hours per day to Pre K Assistant, Pershing at Garfield, 6.5 hours per day | August 11, 2021 |

| | | |
|------------------|--|-----------------|
| Janae O'Neal | From Pre K Assistant, Pershing at RCC, 6.5 hours per day to Pre K Assistant, Pershing at Garfield, 6.5 hours per day | August 11, 2021 |
| Andrea Rice | From Pre K Assistant, Pershing at Baum, 6.5 hours per day to Pre K Assistant, Pershing at Garfield, 6.5 hours per day | August 11, 2021 |
| Kelsey Rigsby | From Special Ed Assistant, Hope Academy, 6 hours per day to Alternative Ed Assistant, William Harris, 6.25 hours per day | August 11, 2021 |
| Elizabeth Rogers | From Pre K Assistant, Pershing at Baum, 6.5 hours per day to Pre K Assistant, Pershing, 6.5 hours per day | August 11, 2021 |
| Sharon Stapleton | From Pre K Assistant, Pershing at RCC/Baum, 6.5 hours per day to Pre K Assistant, Pershing, 6.5 hours per day | August 11, 2021 |

OUTREACH PERSONNEL:

| Name | Position | Effective Date |
|-------------------|---|-----------------|
| Melinda Armstrong | From Hourly School Nurse, Parsons/Pershing at RCC/Stevenson, 6 hours per day to Hourly School Nurse, Parsons, 6 hours per day | August 11, 2021 |
| Vince Carie | From TAOEP Caseworker, Student Services to TAOEP Caseworker, Stephen Decatur | August 5, 2021 |
| Darla Coit | From Hourly School Nurse, South Shores to Hourly School Nurse, American Dreamer STEM Academy | August 11, 2021 |
| Shelby Crum | From Hourly School Nurse, Franklin/Oak Grove to Hourly School Nurse, Franklin Grove | August 11, 2021 |
| Karen Mayer | From Pre K Parent Educator, Pershing at RCC/Pershing at Baum to Pre K Educator, Pershing at Garfield | July 21, 2021 |
| Alissa Reynolds | From Hourly School Nurse, Hope Academy to Hourly School Nurse, William Harris/SEAP | August 11, 2021 |

CATEGORY CHANGES:

| Name | Position | Effective Date |
|--------------------|--|-------------------|
| Ciara Bond | From Care(Calm)/Recovery Assistant, Hope Academy, 6.5 hours per day to Family Liaison, Hope Academy, 4.5 hours per day | August 11, 2021 |
| Anastacia Johansen | From Special Ed Assistant, Stephen Decatur, 6.25 hours per day to Hourly School Nurse, Stephen Decatur | August 5, 2021 |
| Paula Morrell | From Grade 5-6 Assistant, Franklin Grove, 6 hours per day to Special Ed Student Records Secretary, Macon Piatt | November 15, 2021 |

RESIGNATIONS**ADMINISTRATOR:**

| Name | Position | Effective Date |
|---------------------|--|----------------|
| Dr. Judith Campbell | P12 Director of Teaching & Learning, PDI | July 30, 2021 |

TEACHERS:

| Name | Position | Effective Date |
|-----------------|--|-----------------|
| James McNair | Orchestra, American Dreamer STEM Academy | August 9, 2021 |
| Sarah Pierce | Dance, Johns Hill/Muffley | July 29, 2021 |
| Hanna Reside | Library Media Coordinator, PDI | July 7, 2021 |
| Amie Reynolds | Cross Categorical, Baum | July 6, 2021 |
| Deanna Russell | Art, Franklin Grove | July 9, 2021 |
| Chelsea Seapy | Music, Muffley | July 22, 2021 |
| Brianna Schmitt | Grade 5, Baum | July 26, 2021 |
| Emily Stogner | Pre K, Baum | July 23, 2021 |
| Melinda Wisecup | Special Ed Early Childhood Blended, Pershing | August 11, 2021 |

OFFICE PERSONNEL:

| Name | Position | Effective Date |
|--------------|---|----------------|
| Holly Triana | Small Learning Academies Secretary, Stephen Decatur | July 27, 2021 |

TEACHING ASSISTANTS:

| Name | Position | Effective Date |
|-------------------|---|----------------|
| Rick Austin | Care(Calm)/Recovery Assistant, Eisenhower | August 1, 2021 |
| Amber Hankla | Alternative Ed Assistant, William Harris | July 16, 2021 |
| Annalisa Rotramel | Special Ed Assistant, Eisenhower | July 23, 2021 |

OUTREACH PERSONNEL:

| Name | Position | Effective Date |
|------------------|------------------------------------|----------------|
| Teresa Lamb | School/Family Liaison, Baum | August 5, 2021 |
| Taylor Lappegard | TAEOP Caseworker, Student Services | July 26, 2021 |

SCHEDULE B:

| Name | Position | Effective Date |
|-------------------|---|----------------|
| Ronald Ingram | Assistant Football Coach, MacArthur | July 22, 2021 |
| Ronald Ingram | Assistant Girls Track Coach, MacArthur | July 22, 2021 |
| Penny Jones | Social Studies Department Head, Stephen Decatur | July 12, 2021 |
| Stuart Leo | Freshman Class Council Advisor, Eisenhower | July 9, 2021 |
| Jerry Seeforth | Elementary Head Wrestling Coach, District Wide | June 21, 2021 |
| Jerry Seeforth | Head Wrestling Coach, Eisenhower | June 21, 2021 |
| Steven Thompson | PE Department Head, Eisenhower | July 12, 2021 |
| Brandy Vanderberg | Elementary Cross Country Coach, American Dreamer STEM Academy | July 8, 2021 |

RETIREMENTS**CUSTODIAN:**

| Name | Position | Effective Date |
|-------------|-------------------------------------|-----------------|
| James Brown | 1st Shift Head Custodian, Stevenson | October 1, 2021 |

MAINTENANCE:

| Name | Position | Effective Date |
|-------------------|---|--------------------|
| Roger Torbert, Jr | Maintenance Worker, Buildings & Grounds | September 17, 2021 |

RETIREMENT CORRECTION FROM RESIGNATION**TEACHER:**

| Name | Position | Effective Date |
|---------------|--|----------------|
| Nancy Andrews | Speech Language Pathologist, Macon Piatt | July 7, 2021 |

COMPENSATION RECOMMENDATIONS:

- The following staff members should be compensated for participating in LEAD 180 on July 2, 2021 at PDI via Zoom:

| | | | |
|-----------------|----------|--------------|----------|
| Kimberly Taylor | \$66.00 | Ashley Major | \$264.00 |
| Paula Gruen | \$264.00 | Ben Steele | \$165.00 |

- The following staff members should be compensated for participating in LEAD 180 on July 12, 2021 at PDI via Zoom:

| | | | |
|------------------|---------|-------------------|---------|
| Brandon Phillips | \$66.00 | Ata Bird | \$41.25 |
| Ann Downey | \$66.00 | Rick Koetje | \$66.00 |
| Ashley Major | \$66.00 | Jill Robertson | \$66.00 |
| Carissa Craven | \$66.00 | Cassie Mann | \$66.00 |
| Jennifer Young | \$66.00 | Paulina Dabrowska | \$66.00 |
| Crystal Lyon | \$49.50 | Justin Baer | \$66.00 |

- The following staff members should be compensated for participating in LEAD 180 on July 1, 2021 at PDI via Zoom:

| | | | |
|-----------------|----------|--------------|---------|
| Kimberly Taylor | \$132.00 | Ashley Major | \$66.00 |
| Paula Gruen | \$148.50 | | |

- The following staff members should be compensated **\$33.32** for participating in SS Attendance Summer 2021 on July 9, 2021 at PDI via Zoom:

| | |
|--------------|------------------|
| Kelli Murray | Melissa Goede |
| Katie Jostes | Isabella Richard |
| Stuart Leo | Autumn Lourash |

Yolanda Minor

Christine Lowe

- The following staff members should be compensated for participating in SEL Planning on June 1, 2021 at Muffley:

| | | | |
|----------------|---------|-----------|---------|
| Vanessa Kelson | \$66.00 | Diane Orr | \$49.50 |
|----------------|---------|-----------|---------|

- The following staff members should be compensated for participating in Moving on June 1, 2021 at Muffley:

| | | | |
|------------------|----------|--------------------|----------|
| Libby Kirkland | \$150.00 | Madeline Morthland | \$150.00 |
| Jared Staples | \$150.00 | Leslie Greer | \$150.00 |
| Melissa Prasun | \$150.00 | Tara Hubbard | \$75.00 |
| Courtney Barding | \$75.00 | Abigail Guenther | \$75.00 |
| Diane Orr | \$150.00 | Elizabeth Winick | \$75.00 |
| Jamie Reed | \$150.00 | Julie Bolt | \$75.00 |
| Kim Decesaro | \$150.00 | Hilda Nicholls | \$150.00 |
| Aimee Coverstone | \$150.00 | Tressa James | \$150.00 |

- The following staff member should be compensated **\$2,112.00** for participating in Early Language Development during July 2021 at Pershing:

Camille Benning

- The following staff members should be compensated **\$66.00** for participating in SIP Team PD Planning Session on June 16, 2021 at Dennis:

| | |
|----------------|----------------|
| Phil Winecke | Cassie Mann |
| Shannon Carter | Maria Bohnsack |

- The following staff member should be compensated **\$33.00** for participating in LEAD 180 on June 1, 2021 at PDI via Zoom:

Andrew T Jones

- The following staff members should be compensated **\$66.00** for participating in Middle School Culture/Climate PD on June 13, 2021 at Dennis:

| | |
|----------------------|---------------------|
| Phil Winecke | Allison Brinkoetter |
| Sara Nave | Deborah Sonder |
| Kaylee Sangster | Emma Morrison |
| Phil Suarez | Rachel Dick |
| Colleen Veitengruber | Kaream Williams |
| Apryl Mayes | Jason Waks |

- The following staff members should be compensated **\$33.32** for participating in SS Attendance Summer 2021 on July 14, 2021 at PDI via Zoom:

| | |
|--------------|------------------|
| Sara Kennedy | C Roxann Kennedy |
| Joni Grubbs | Tiffany Miller |
| Kelly Bailey | Ann Downey |

Carol Dance
Carolynn Keizer
Ashley Kitson
Libby Kirkland
Katie Hill
Kelli Murray
Rebecca Harman
Lyndsay Lemanczyk
Annie Brahler
Jessica Meier
Cassie Mann
Courtney Kirk
Sara Barnett
Amanda Reeve
Kimberly Taylor

Deb Harper
Elizabeth Karakachos
Melissa Prasun
Stacey Williams
Linda Stubblefield
Paula Gruen
Jodi Folmsbee
Vernadene Wells
Tammy Carver
Whitney Brown
Hannah Hillman
Maria Wiggins
Allison Coit
Jill Robertson

- The following staff members should be compensated **\$50.00** for participating in Summer Extended Learning on May 26, 2021 at PDI:

Hannah Blacketer
Paige Brehm
Paulina Dabrowska
Bridgett Ertl
Jonathan Hartzman
Matthew Hawk
Marianne Black
Heather Moore-Hinton

Stephen Eric Jones
Sarah Keel
Brandon Phillips
Shawn Todd
Marlo Willett
Kim Vy Williams
Paulina Patterson

- The following staff members should be compensated **\$99.00** for participating in July Planning Curriculum on July 1 & 2, 2021 at PDI:

Tiffany Miller
Tonyan Young
Ann Downey
Rhonda Ganley
Summer Boyd
Larry Eastin
Kandice Michener
Christy Kernaghan
Sarah Pierce
Courtney Odle
Wayne Dunning
Stacey Long
Leslie Woolsey
Michelle Brown
Heather Herron

Jodi Folmsbee
Nicole Genet
Carl Brad Williams
Crystal Rora
Pam Helm
Cassie Walden
Jaime Goodman
Heather Scott-Fleming
Haley Burton
Melessa Tyus
Brianne Barrett
Sue Howland
Abby Delong
Kim Carver
Krista Hudson

Karen Walker
Leslie Johnson
Melissa Goede
Marcy Braden
Alicia Alves
David Harding
Elizabeth Brinkoetter
Montell Conner
Megan Noel
Dianne Cox
Diane Orr
Amie Reynolds
Aimee Coverstone
Robin Hodge
Deb Rice
JoBeth Sweeney
Candice Dunker
Ashley Robinson
Tarika Mootrey
Linda Stubblefield
Courtney Kirk
Maria Wiggins
Dena Flanigan
Alicia Morris
Tisha Neeley
Sue Krause
Carissa Craven
Debbie Boerger
Tom Busch
Mona Busch
Penny Jones
Sarah Jones
Matt Grossman
Amy Neal
Isabella Richard
Katheryn Libbey
Nicole Long
Michelle Tucker
Molly Miller
Aryn Dobrinick
Sara Kelly
Cassie Mann
Hannah Gruen
Ciara Walker

Sarah Brice
Kim Smith
Morgan Norsen
Sarah Pritts
Jessica Hearn
Rebecca Cordova
Joann Thompson
Temethia Joyner
Ashley Petrie
Sara Horchum
Frances Swanberg
Aubrey Jump
Tucker Mathieson
Merry Lanker
William Miller
Brittany Williams
Nicole Wilcoxon
Ben West
Garold Fowler
Jon Moore
Margaret Bone
David Barista
Ann Zuehlke-Denoyer
Kelsey Doubet
Tim Gould
Ed Walton
Thom Donahue
Patricia Brackett
Michael Smothers
Ryan Morgan
Andrew T Jones
Amy Thaxton
Sarah Bell
Amanda Seider
Angela Thomas
Jason Vicich
Brandon Phillips
Heather Moore-Hinton
Jacob Albert
Casey Wilen
Sarah Keel
Elizabeth Williams
Marianne Hay
Marlo Willett

Mary Evans
Kathryn Rodgers
Tamara Stoneburg
Angie Bryles
Tami Browning
Deborah Sonder
Sara Nave
Phil Suarez
Larry Burgett
Kristy Watrous

Shawn Todd
Stephen Eric Jones
Bridgett Ertl
Paige Brehm
Paulina Dabrowska
Christina Rinkel-Jenkins
Daniel Peters
Andrew C Jones
Kim Williams
Ron Lybarger

- The following staff member should be compensated **\$396.00** for participating in Registration for ESL Families on July 14 & 16, 2021 at Johns Hill:
Kristine Boomer
- The following staff members should be compensated **\$198.00** for participating in June/July Summer Preparations on July 1 & 2, 2021 at PDI:
Amber Brownfield
Karen Currie
Valerie Bush
James Brase
- The following staff member should be compensated **\$99.00** for participating in Summer Planning from May 23-28, 2021 at PDI:
Deborah Rice
- The following staff member should be compensated **\$4,000.00** for the X-Step for his years of service to Decatur Public Schools:
James Brown
- The following staff member should be compensated **\$4,000.00** for the X-Step for his years of service to Decatur Public Schools:
Roger Torbert, Jr

ASSISTANT SUPERINTENDENT CONTRACT
Fiscal Year 2021-22

This Contract made and entered into this ____ day of August, 2021, by and between the Board of Education of Decatur Public School District No. 61, Decatur, Illinois (hereinafter “the Board” or “the District”) and **Rochelle Clark** (hereinafter “the Assistant Superintendent”), ratified at the meeting of the Board held on August 02, 2021, as found in the minutes of that meeting.

IT IS AGREED:

1. Employment. The Assistant Superintendent is hereby hired and retained from August 16, 2021, to June 30, 2022, as Assistant Superintendent of the District and on June 30, 2022 her employment shall terminate. This contract is intended to be of one year’s duration without extension and the motion to employ and the letter of employment to the Assistant Superintendent reflect this intent.

2. Duties. The duties and responsibilities of the Assistant Superintendent shall be all those duties incident to the office of the Assistant Superintendent as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon an Assistant Superintendent; and to perform such other duties normally performed by an Assistant Superintendent as from time to time may be assigned to the Assistant Superintendent by the Superintendent of Schools or the Board. The work day, work year, contract year, holidays and holiday pay for the Assistant Superintendent shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

3. Salary. The Board shall set the Assistant Superintendent’s salary. For the 2021-2022 school year (August 16, 2021 to June 30, 2022) the amount of the Assistant Superintendent’s salary shall be **One Hundred Forty-One Thousand Five Hundred Thirty-Four and 28/100 Dollars (\$141,534.28)**. The Assistant Superintendent hereby agrees to devote such time, skill, labor and attention to her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of Assistant Superintendent for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with the Assistant Superintendent, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board approved motion.

4. Pension. In addition to the salary of the Assistant Superintendent as set forth hereinabove in paragraph 3, the Board shall pay 9.8901% of the salary set forth in paragraph 3 (or 9.0% deducted from the resulting gross). The resulting gross shall be computed by adding the salary in paragraph 3 to 9.8901% of the salary in paragraph 3 as an employer paid pension contribution consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36. Such payments shall be consideration for this Contract, shall be creditable earnings for purposes of Teacher Retirement System pension calculations and Assistant Superintendent did not have the option of choosing to receive such amount directly instead of

having such contribution paid by the employer to the Teacher Retirement System of the State of Illinois.

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

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

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

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

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

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

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

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

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

14. Membership Dues. The Board shall pay the cost of Assistant Superintendent's annual membership dues as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

15. Medical Insurance. Assistant Superintendent shall be provided with medical insurance and medical insurance options as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

16. Life Insurance. Assistant Superintendent shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

17. Vacation. Assistant Superintendent shall be provided with vacation days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

18. Sick Leave and Personal Leave. Assistant Superintendent shall be provided with sick leave and personal leave days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

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

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

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

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

To the Assistant Superintendent:
Rochelle Clark
(address on file)

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

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

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

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

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

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

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

Assistant Superintendent

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

By: _____
President

ATTEST:

Secretary

To: Bobbi Williams, Interim Superintendent
From: Jason M. Hood, Director of Human Resources
Date: August 2, 2021
Re: Administrative Recommendation

The following person is recommended for the position of Principal at Muffley Elementary School for the 2021-2022 school year.

Stephanie Morgan-Harris

Moving from the Assistant Principal (step 10 at \$78,475.00) at Parsons to Principal (step 10 at \$99,224.00) at Muffley.

Education:

| | | |
|------|-------|---|
| 2009 | M.Ed. | Educational Administration, Alabama State University, Montgomery, AL |
| 2003 | B.S. | Elementary Education, Alabama State University, Montgomery, AL |

Experience:

| | |
|----------------|---|
| 2021 – present | Assistant Principal, Decatur Public Schools, Decatur, IL |
| 2017 – 2021 | Academic Advisor, Dirksen Junior High, Joliet, IL |
| 2014 – 2017 | ELA/SS Instructional Coach, Country Club Hills School District, Country Club Hills, IL |
| 2011 – 2014 | Assistant Principal, Plato Learning Academy, Chicago, IL |
| 2006 – 2011 | Teacher, Lindop Elementary, Broadview, IL |
| 2004 – 2005 | Teacher, Montgomery Public Schools, Montgomery, AL |
| 2003 – 2004 | Teacher, Bruce K Craig Elementary, Selma, AL |

For payroll purposes only

Effective: August 3, 2021

Pro-rated: Yes ☒ No ☐

Level: Step: 10

Base Salary: \$99,224.00
TRS: as allowable

Number of full contract days: 240

Pro-rated contract
Base: \$90,955.33
TRS: as allowable

Number of pro-rated contract days: 220

Certificate Number: 703188

Salary approved _____

Date _____

PRINCIPAL'S CONTRACT

Fiscal Year 2021-23

This Contract made and entered into this 2nd day of August, 2021 by and between the Board of Education of Decatur Public School District No.61, Decatur, Illinois (hereinafter "the Board") and Stephanie Morgan-Harris, (hereinafter "the Principal"), ratified at the meeting of the Board held on August 2, 2021 as found in the minutes of that meeting.

IT IS AGREED:

1. Employment. The Principal is hereby hired and retained from August 3, 2021 to June 30, 2023, as Principal - Elementary.

2. Duties. The duties and responsibilities of the Principal shall be all those duties incident to the office of the Principal as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon a Principal - Elementary; and to perform such other duties normally performed by a Principal as from time to time may be assigned to the Principal by the Superintendent of Schools or the Board. The work day, work year, contract year and holidays and holiday pay for the Principal shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

3. Salary. The Board shall set the Principal's salary. For the 2021-2022 fiscal year (July 1, 2021 to June 30, 2022) the amount of the Principal's annual salary shall be set by the Board but shall not be less than **Ninety-Nine Thousand Two Hundred Twenty-Four and 00/100 Dollars (\$99,224.00)** per annum and her pro-rated salary for the period August 3, 2021 to June 30, 2022 shall be **Ninety Thousand Nine Hundred Fifty-Five and 33/100 (\$90,955.33)** per annum and for each subsequent year of the Contract an amount to be determined before the beginning of each subsequent Contract year, but in no case shall the salary be less than the amount paid during the previous Contract year.. The Principal 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 Principal for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of a Board 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 Principal, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board approved amendment.

4. Pension. In addition to the salary of the Principal as set forth hereinabove in paragraph 3, the Board shall pay 9.8901% of the salary set forth in paragraph 3 (or 9% deducted from the resulting gross. The resulting gross shall be computed by adding the salary in paragraph 3 to 9.8901% of the salary paragraph 3) as an employer paid pension contribution consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36. Such payments shall be consideration for this contract, shall be creditable earnings for purposes

of Teacher Retirement System pension calculations and Principal did not have the option of choosing to receive such amount directly instead of having such contribution paid by the employer to the Teacher Retirement System of the State of Illinois.

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

6. Academic Improvement and Student Performance Goals. This Contract is a performance-based Contract linked to student performance, academic improvement, and other district performance-based goals. The parties agree that in the initial year of this Contract, July 1, 2021 through June 30, 2022, the Principal shall develop with input from the Board of Education and the Superintendent, said performance goals, as well as indicators that define success criteria for the same. The above shall be submitted to the Board no later than October 1, 2021 for Board review and scheduled for Board approval thereafter not later than December 1, 2021.

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

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

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

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

11. Termination by Contract. During the term of this Contract, the Board and Principal may mutually agree, in writing, to terminate this Contract. The termination and/or reclassification at the end of the term of this Contract shall be as provided by law.

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

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

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

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

16. Medical Insurance. The Principal shall be provided with medical insurance and medical insurance options as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

17. Life Insurance. The Principal shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

18. Vacation. The Principal shall be provided with vacation days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

19. Sick Leave and Personal Leave. The Principal shall be provided with sick leave and personal leave days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (March 23, 2021).

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

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

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

22. Residency. The Principal's residency within the boundaries of Macon County was required at the time of her initial employment and shall be required during the entire term of her employment by the District.

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

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

To the Principal:
Stephanie Morgan-Harris
last known address

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

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

26. 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.

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

28. 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.

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

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

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

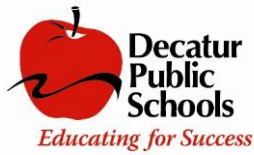
Principal

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

By: _____
President

ATTEST:

Secretary



Board of Education Decatur Public School District #61

| | |
|--|--|
| Date: August 02, 2021 | Subject: Memorandum of Understanding (MOU) between Decatur Public Schools and the Decatur Education Association to Subcontract Speech-Language Pathologists |
| Initiated By: Deanne Hillman, Director of Labor Relations and Kathy Horath, Director of Special Education | Attachments: Memorandum of Understanding (MOU) between Decatur Public Schools and the Decatur Education Association to Subcontract Speech-Language Pathologists |
| Reviewed By: Bobbi Williams, Interim Superintendent | |

BACKGROUND INFORMATION:

There is a shortage of speech-language pathologists and vacant positions posted. Due to high caseloads, the current speech-language pathologists cannot cover this, along with known maternity leaves. There are no applicants. Decatur and MPSED have used a specific contract company in the past when unfilled vacancies have arisen, and the specific speech-language pathologist is familiar with the district and our students.

CURRENT CONSIDERATIONS:

The MOU provides the avenue for one contract employee to temporarily fill a posted, vacant position until a suitable applicant can be found; not longer than one school year.

FINANCIAL CONSIDERATIONS:

The hourly rate for this contract is \$80/hour.

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the Memorandum of Understanding (MOU) between Decatur Public Schools and the Decatur Education Association to Subcontract Speech-Language Pathologists as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

**Memorandum of Understanding (MOU) between Decatur Public School District 61 and the
Decatur Education Association (DEA) to Subcontract Speech-Language Pathologists**

The ISBE historically designated speech-language pathology as the number one hard to fill position. Decatur Public Schools #61 continues to post on websites such as ISHA, ASHA & ISBE, advertise on social media, post vacancy notices with universities and encourage retired speech-language pathologist to return to work. If Decatur Public Schools #61 still needs a speech-language pathologist to provide mandated service, it will contract with an agency to provide the needed service, for a period not to exceed one school year. Should the position be temporarily filled by a contract agency, the district will continue to advertise and attempt to fill the position. If the position does become filled by a bargaining unit member, the agency will be advised to terminate the contract.

For the 2021 - 2022 school year, Macon-Piatt Special Education District anticipates it will be necessary to contract for one speech-language pathologist to cover an unfilled position within the District.

DEA President or Designee

Date

Board President/Designee

Date



Board of Education Decatur Public School District #61

| | |
|---|---|
| Date: August 02, 2021 | Subject: Contract Agreement with Health Services Consultants, Inc. |
| Initiated By: Kathy Horath, Director of Macon-Piatt Special Education District | Attachments: Contract and Attachment |
| Reviewed By: Bobbi Williams, Interim Superintendent | |

BACKGROUND INFORMATION:

Macon-Piatt Special Education District (MPSED) and Decatur have vacancies for Speech-Language Pathologists. This is a mandatory special education service, and it cannot be filled by regular substitutes. Other Speech-Language Pathologists cannot cover these vacancies due to their own caseloads being full. Decatur Education Association (DEA) and MPSED have reached an agreement to cover this with a contract company for just this school year.

CURRENT CONSIDERATIONS:

This contract covers August 2021 – May 2022.

FINANCIAL CONSIDERATIONS:

This is included in the FY22 MPSED tentative budget.

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education to approve the Contract Agreement with Health Services Consultants, Inc. as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

AGREEMENT FOR PROFESSIONAL SERVICES

AGREEMENT made this __3rd__ day of __August__ A.D. 2021 by and between Health Services Consultants, Inc., an Illinois Corporation (the "Corporation"), and Macon-Piatt Special Education District (the "Client").

RECITALS

The Corporation is a professional Corporation employing qualified professional services for, and desires to furnish certain services to the Client, and

The Client desires to avail itself of the professional services provided by the Corporation,

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

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

To the Client:

Kathleen Horath

Director, Macon-Piatt Special Education District

335 E. Cerro Gordo Street

Decatur, IL 62523

To the Corporation:

Tammy Ashby

Director, Health Services Consultants

4102 Belmont Point

Champaign, IL 61822

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

3. **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.

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

5. **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.

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

7. **EMPLOYMENT.** The Client employs the Corporation to provide to the Client all professional services as specified in Attachment A.

8. **COMPENSATION.** The Corporation shall receive as and for its compensation for services a payment as specified in Attachment A. Client will be billed monthly. Payment will be

due upon receipt. Late payments hereunder will accrue interest at a rate of 1% per annum. Fees will be added if not paid within 30 days of receipt on any balances remaining due. Client will be responsible for all costs of collections, including reasonable attorney fees. There will be a \$45.00 returned check fee, for any checks returned unpaid for any reason. Payments shall be made to Health Services Consultants, Inc. and delivered to the address of the Corporation.

Client agrees to pay a minimum of seven hours' pay for each day per week indicated in Attachment A. Such minimum payment shall be made even if Client cancels services due to a closure of the facility for any reason, with the exception of inclement winter weather. Minimum payments will continue for closures due to health concerns, utility failure, fire, storm damage, and/or any government required closure, including for purposes of law enforcement. However, services may be provided via remote learning with client approval. In instances of remote learning, no fees will be charged for travel time.

9. **PROFESSIONAL SKILLS.** The Corporation shall be responsible for supervision of its employees in the services provided to the Client, said services to be in accord with general and specific professional skills and standards of said profession. The Corporation shall ensure its employees have the appropriate licensure to perform the duties they are assigned to perform, and have passed a criminal records check.

10. **RULES AND REGULATIONS.** The Corporation shall be responsible for insuring that its employees observe all applicable State and Federal statutes, rules and regulations governing the operation of the Client.

11. **REPORTS.** The Corporation shall provide to the Client monthly written reports for all services and activities, including a log of all services provided, hours for said services and compensation due to Corporation.

12. **PERFORMANCE OF SERVICES BY EMPLOYEES.** It is understood that the Corporation employs a number of qualified professionals and renders similar services to others. Accordingly, it may provide services specified in Attachment A to the Client by and through any of its employees, provided such employees shall be qualified to perform such services.

13. **AVAILABILITY.** The Corporation shall cause its employees to be available to render the services required hereunder as agreed to from time to time by the parties or as specified in Attachment A.

14. **INSURANCE.** The Corporation shall comply with the Illinois Worker's Compensation Act and shall provide for the payment of Worker's Compensation to its employees in the manner and to the extent required by such Act. The Corporation shall also carry or cause its employees to carry adequate liability insurance at its expense or at the expense of such employees.

15. **INDEPENDENT CONTRACTOR.** In performing the services herein specified, the Corporation is acting as an independent contractor; its employees will be practicing their profession; and they will perform such services in accordance with currently approved methods and practice in their professional capacity and in accordance with the standards of the profession.

16. **ASSIGNMENT.** The Corporation shall have the right to assign this Agreement to any business entity or organization, natural or corporation; provided, however, that the shareholders and/or owners of such business be substantially the same as the shareholders and/or

owners of the Corporation immediately prior to such assignment, and further provided that such business entity or organization shall be capable of performing the services which the Corporation is required to perform hereunder.

17. **INDEMNIFICATION** Client and Corporation each agree to indemnify and hold harmless the other from and against any and all manner of claims, demands, and causes of actions (including reasonable attorney's fees) arising from or incident to the negligent or willful act or omission of such respective party and its employees in connection with services rendered pursuant to this agreement.

18. Such agreement may be terminated by either party after the initiation of the contractual therapy services (services commencing date as listed on Attachment A) with 120 days written notice.

19. It is recognized and agreed that the Agency has made substantial investment in its staff, including special training and access to confidential business information, and that harm would come to the Agency in the event that Client hires any of the Agency's assigned staff. Therefore, during the term of this contract and for one year after termination, Client will not hire any therapists or other staff assigned to Client by the Corporation to provide services either directly or indirectly at Client.

Corporation shall notify Client of any therapist or staff of Corporation who are employed by Client in violation of this contract. Client then has 36 hours to cure without penalty. If Client does not cure this breach of contract within 36 hours, Client agrees to pay 200% of the annual salary this employee earned in the last full calendar year for Corporation to cover losses related to said personnel. Salary is taken from the most recent W-2 issued to employee by Corporation and any fees paid by Corporation for continuing education of employee within the calendar year related to the most recent W-2 form.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above mentioned.

HEALTH SERVICES CONSULTANTS, Inc.,
An Illinois Corporation

Tammy Ashby

Director of Therapy Services
Title

CLIENT Signature

CLIENT Name

Title

ATTACHMENT A

DECATUR PUBLIC SCHOOLS

SPEECH - LANGUAGE PATHOLOGY SERVICES

Service Commencing August 15, 2021 to June 1, 2022

Hours 5 days/week minimum 7 hours/day

Compensation \$80.00 Per hour (travel time billed at the same hourly rate

Mileage Not applicable

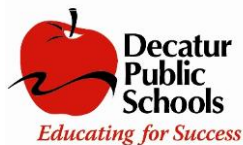
Tammy Ashby 7/7/21

Director of Therapy Services

Date

Administrator

Date



Board of Education Decatur Public School District #61

| | |
|--|---|
| Date: August 02, 2021 | Subject: Houghton Mifflin Harcourt (K-2) |
| Initiated By: Marques Stewart, P12 Asst. Director of Teaching and Learning | Attachments: Houghton Mifflin Harcourt Quote |
| Reviewed By: Jeff Dase, Assistant Superintendent of P12 Teaching and Learning, and Bobbi Williams, Interim Superintendent | |

BACKGROUND INFORMATION:

DPS Elementary school teachers and stakeholders are working to update textbook, resources, and materials to support K-2 Literacy instruction for the 2021-2026 school years.

CURRENT CONSIDERATIONS:

Literacy resources and materials that support diverse, 21st century learners.

FINANCIAL CONSIDERATIONS:

Textbook Adoption Funds: \$570, 370.54

Total Program Cost: \$570, 370.54

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Houghton Mifflin Harcourt resource materials in the amount \$570, 370.54 as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____



Houghton Mifflin Harcourt

Proposal

Prepared For

Decatur Public Schools 61

101 W Cerro Gordo St
Decatur IL 62523-1001

Attention:

Judith Campbell
jcampbell@dps61.org

For the Purchase of:

Into Reading K-6 - Version 2

Prepared By

Aline Hernandez
aline.hernandez@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

Attention:
Judith Campbell
jcampbell@dps61.org

Customer Experience
9400 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hnhco.com

Proposal for Decatur Public Schools 61

| ISBN | Title | | Price | Quantity | Value of all Materials | Value of Free Materials | Value of Charged Materials |
|--|--|--|---------------------|----------|------------------------|-------------------------|----------------------------|
| Grade K | | | | | | | |
| Student Digital Licenses | | | | | | | |
| 1810877 | 9780358574705 | Into Reading Student License Digital 5 Year Grades K-6 | \$80.00 | 642 | \$51,360.00 | \$5,136.00 | \$46,224.00 |
| | Package Includes: Digital Student Resources 5 Year Grades K-6 Implementation Success | | | | | | |
| Total for Student Digital Licenses | | | \$46,224.00 | | | | |
| Teacher Digital Licenses | | | | | | | |
| 1809702 | 9780358565833 | Into Reading Teacher License Digital with Teacher's Corner 5 Year Grades K-6 | \$375.00 | 48 | \$18,000.00 | \$18,000.00 | |
| | Package Includes: Digital Teacher Resources 5 Year Grades K-6 Access to Teacher's Corner | | | | | | |
| Total for Teacher Digital Licenses | | | | | | | |
| A la Carte Items Available for Purchase | | | | | | | |
| Teacher Materials | | | | | | | |
| 1805118 | 9780358526346 | Into Reading Teacher Guide Set Grade K | \$150.00 | 12 | \$1,800.00 | \$180.00 | \$1,620.00 |
| 1805118 | 9780358526346 | Into Reading Teacher Guide Set Grade K | \$150.00 | 35 | \$5,250.00 | \$525.00 | \$4,725.00 |
| 1736143 | 9781328639035 | Into Reading Big Book Set Grade K | \$220.00 | 35 | \$7,700.00 | \$770.00 | \$6,930.00 |
| 1803398 | 9780358517016 | Into Reading Read Aloud Set Grade K | \$120.00 | 35 | \$4,200.00 | \$420.00 | \$3,780.00 |
| 1742471 | 9780358056287 | Into Reading Instructional Card Kit Grade K | \$69.45 | 35 | \$2,430.75 | \$243.25 | \$2,187.50 |
| 1738477 | 9780358019831 | Into Reading Start Right Reader Set of 6 Grade K | \$162.00 | 35 | \$5,670.00 | \$567.00 | \$5,103.00 |
| 1721083 | 9781328522900 | Into Reading Tabletop Minilessons Reading Grade K | \$31.00 | 35 | \$1,085.00 | \$108.50 | \$976.50 |
| 1736277 | 9780358001508 | Into Reading Rigby Leveled Library with Take and Teach Lessons Grade K | \$1,000.00 | 35 | \$35,000.00 | \$3,500.00 | \$31,500.00 |
| 1797338 | 9780358462033 | Into Reading Program Guide Grade K | \$30.00 | 35 | \$1,050.00 | \$105.00 | \$945.00 |
| Student Materials | | | | | | | |
| 1805091 | 9780358526070 | Into Reading Student myBook 5 Year Print Grade K | \$40.00 | 696 | \$27,840.00 | \$2,784.00 | \$25,056.00 |
| 1739689 | 9780358029632 | Into Reading Know It Show It 5 Year Print Grade K | \$48.00 | 696 | \$33,408.00 | \$3,340.80 | \$30,067.20 |
| Total for A la Carte Items Available for Purchase | | | \$112,890.20 | | | | |
| Total for Grade K | | | \$159,114.20 | | | | |

Attention:
Judith Campbell
jcampbell@dps61.org

Customer Experience
9400 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
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Coupon Code: PRODPB10

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Page 2 of 9

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Proposal for Decatur Public Schools 61

| ISBN | Title | | Price | Quantity | Value of all Materials | Value of Free Materials | Value of Charged Materials |
|---|---------------|--|--------------|----------|------------------------|-------------------------|----------------------------|
| Grade 1 | | | | | | | |
| Student Digital Licenses | | | | | | | |
| 1810877 | 9780358574705 | Into Reading Student License Digital 5 Year Grades K-6 Package Includes: Digital Student Resources 5 Year Grades K-6 Implementation Success | \$80.00 | 661 | \$52,880.00 | \$5,288.00 | \$47,592.00 |
| Total for Student Digital Licenses | | | \$47,592.00 | | | | |
| Teacher Digital Licenses | | | | | | | |
| 1809702 | 9780358565833 | Into Reading Teacher License Digital with Teacher's Corner 5 Year Grades K-6 Package Includes: Digital Teacher Resources 5 Year Grades K-6 Access to Teacher's Corner | \$375.00 | 49 | \$18,375.00 | \$18,375.00 | |
| Total for Teacher Digital Licenses | | | | | | | |
| A la Carte Items Available for Purchase | | | | | | | |
| Teacher Materials | | | | | | | |
| 1805119 | 9780358526353 | Into Reading Teacher Guide Set Grade 1 | \$150.00 | 37 | \$5,550.00 | \$555.00 | \$4,995.00 |
| 1805119 | 9780358526353 | Into Reading Teacher Guide Set Grade 1 | \$150.00 | 12 | \$1,800.00 | \$180.00 | \$1,620.00 |
| 1714678 | 9781328468970 | 2020 Into Reading Writing Workshop Teacher's Guide Grade 1 | \$42.00 | 37 | \$1,554.00 | \$155.40 | \$1,398.60 |
| 1805124 | 9780358526407 | Into Reading Teaching Pal Set Grade 1 | \$38.00 | 37 | \$1,406.00 | \$140.60 | \$1,265.40 |
| 1736147 | 9781328639097 | Into Reading Big Book Set Grade 1 | \$84.00 | 37 | \$3,108.00 | \$310.80 | \$2,797.20 |
| 1736145 | 9781328639059 | Into Reading Read Aloud Set Grade 1 | \$88.00 | 37 | \$3,256.00 | \$325.60 | \$2,930.40 |
| 1742472 | 9780358056294 | Into Reading Instructional Card Kit Grade 1 | \$73.05 | 37 | \$2,702.85 | \$270.47 | \$2,432.38 |
| 1738478 | 9780358019848 | Into Reading Start Right Reader Set of 6 Grade 1 | \$259.20 | 37 | \$9,590.40 | \$959.04 | \$8,631.36 |
| 1721084 | 9781328522917 | Into Reading Tabletop Minilessons Reading Grade 1 | \$31.00 | 37 | \$1,147.00 | \$114.70 | \$1,032.30 |
| 1736278 | 9780358001515 | Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 1 | \$1,000.00 | 37 | \$37,000.00 | \$3,700.00 | \$33,300.00 |
| 1797339 | 9780358462040 | Into Reading Program Guide Grades 1-2 | \$30.00 | 37 | \$1,110.00 | \$111.00 | \$999.00 |
| 1737708 | 9780358011170 | Into Reading Trade Classroom Library Set of 6 with Take and Teach Lessons Grade 1 | \$155.30 | 37 | \$5,746.10 | \$574.61 | \$5,171.49 |
| Student Materials | | | | | | | |
| 1805108 | 9780358526247 | Into Reading Student myBook Softcover Set 5 Year Print Grade 1 | \$40.00 | 716 | \$28,640.00 | \$2,864.00 | \$25,776.00 |
| 1805144 | 9780358526605 | Into Reading Know It Show It 5 Year Print Grade 1 | \$48.00 | 716 | \$34,368.00 | \$3,436.80 | \$30,931.20 |
| Total for A la Carte Items Available for Purchase | | | \$123,280.33 | | | | |

Attention:
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jcampbell@dps61.org

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Proposal for
Decatur Public Schools 61

| ISBN | Title | Price | Quantity | Value of all Materials | Value of Free Materials | Value of Charged Materials |
|--------------------------|-------|--------------------|----------|---------------------------|----------------------------|----------------------------------|
| Total for Grade 1 | | \$170,872.3 | 3 | | | |

Attention:
Judith Campbell
jcampbell@dps61.org

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Proposal for Decatur Public Schools 61

| ISBN | Title | | Price | Quantity | Value of all Materials | Value of Free Materials | Value of Charged Materials |
|---|---------------|--|--------------|----------|------------------------|-------------------------|----------------------------|
| Grade 2 | | | | | | | |
| Student Digital Licenses | | | | | | | |
| 1810877 | 9780358574705 | Into Reading Student License Digital 5 Year Grades K-6 Package Includes: Digital Student Resources 5 Year Grades K-6 Implementation Success | \$80.00 | 697 | \$55,760.00 | \$5,576.00 | \$50,184.00 |
| Total for Student Digital Licenses | | | \$50,184.00 | | | | |
| Teacher Digital Licenses | | | | | | | |
| 1809702 | 9780358565833 | Into Reading Teacher License Digital with Teacher's Corner 5 Year Grades K-6 Package Includes: Digital Teacher Resources 5 Year Grades K-6 Access to Teacher's Corner | \$375.00 | 50 | \$18,750.00 | \$18,750.00 | |
| Total for Teacher Digital Licenses | | | | | | | |
| A la Carte Items Available for Purchase | | | | | | | |
| Teacher Materials | | | | | | | |
| 1805120 | 9780358526360 | Into Reading Teacher Guide Set Grade 2 | \$150.00 | 36 | \$5,400.00 | \$540.00 | \$4,860.00 |
| 1805120 | 9780358526360 | Into Reading Teacher Guide Set Grade 2 | \$150.00 | 12 | \$1,800.00 | \$180.00 | \$1,620.00 |
| 1714679 | 9781328469809 | 2020 Into Reading Writing Workshop Teacher's Guide Grade 2 | \$42.00 | 36 | \$1,512.00 | \$151.20 | \$1,360.80 |
| 1805125 | 9780358526414 | Into Reading Teaching Pal Set Grade 2 | \$38.00 | 36 | \$1,368.00 | \$136.80 | \$1,231.20 |
| 1736146 | 9781328639080 | Into Reading Read Aloud Set Grade 2 | \$132.00 | 36 | \$4,752.00 | \$475.20 | \$4,276.80 |
| 1742513 | 9780358056300 | Into Reading Instructional Card Kit Grade 2 | \$75.06 | 36 | \$2,702.16 | \$270.36 | \$2,431.80 |
| 1738479 | 9780358019855 | Into Reading Start Right Reader Set of 6 Grade 2 | \$172.80 | 36 | \$6,220.80 | \$622.08 | \$5,598.72 |
| 1721085 | 9781328522924 | Into Reading Tabletop Minilessons Reading Grade 2 | \$31.00 | 36 | \$1,116.00 | \$111.60 | \$1,004.40 |
| 1736279 | 9780358001522 | Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 2 | \$1,000.00 | 36 | \$36,000.00 | \$3,600.00 | \$32,400.00 |
| 1797339 | 9780358462040 | Into Reading Program Guide Grades 1-2 | \$30.00 | 36 | \$1,080.00 | \$108.00 | \$972.00 |
| 1737709 | 9780358011187 | Into Reading Trade Classroom Library Set of 6 with Take and Teach Lessons Grade 2 | \$155.30 | 36 | \$5,590.80 | \$559.08 | \$5,031.72 |
| Student/ Materials | | | | | | | |
| 1805109 | 9780358526254 | Into Reading Student myBook Softcover Set 5 Year Print Grade 2 | \$40.00 | 751 | \$30,040.00 | \$3,004.00 | \$27,036.00 |
| 1805145 | 9780358526612 | Into Reading Know It Show It 5 Year Print Grade 2 | \$48.00 | 751 | \$36,048.00 | \$3,604.80 | \$32,443.20 |
| Total for A la Carte Items Available for Purchase | | | \$120,266.64 | | | | |

Attention:
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Proposal for
Decatur Public Schools 61

| ISBN | Title | Price | Quantity | Value of all Materials | Value of Free Materials | Value of Charged Materials |
|---------------------------------|-------|--------------------|----------|---------------------------|----------------------------|----------------------------------|
| <u>Total for Grade 2</u> | | \$170,450.6 | 4 | | | |

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Proposal for Decatur Public Schools 61

| ISBN | Title | | Price | Quantity | Value of all Materials | Value of Free Materials | Value of Charged Materials |
|---|---------------|--|--------------------|----------|------------------------|-------------------------|----------------------------|
| <u>Professional Services- Into Reading K-6 Implementation Success Plan</u> | | | | | | | |
| 1810628 | 9780358574088 | Into Reading Getting Started Live Online 2 Hour Grades K-6 The Getting Started live online session is streamlined to focus on preparing teachers for their first weeks of instruction. Participants engage in a variety of interactive experiences to learn about the organization and resources of Into Reading. The goal is to build confidence and prepare teachers for a strong start with Into Reading. | | 4 | \$3,200.00 | \$3,200.00 | |
| 1810629 | 9780358574095 | Into Reading Follow Up Live Online 1 Hour Grades K-6 Follow-Up sessions build upon the Getting Started to help teachers take full advantage of Into Reading's components, assessments, differentiation, and digital tools to meet the needs of their students. An HMH Services team member will work with you to choose from key Into Reading classroom-focused topics to create a personalized Follow-Up 1 hour live online session(s). | | 7 | \$2,800.00 | \$2,800.00 | |
| Coaching | | | | | | | |
| 1810820 | 9780358573890 | Into Reading Blended Coaching Membership Grades K-6 Blended Coaching brings the coaching experience into a small group context and opens up communication among teachers and/or instructional coaches. It is a collaborative conversation, focused on deepening understanding of student work, student learning targets, instructional practices, goal setting, and action steps. The blended coaching annual membership powered by HMH Coaching Studio provides within the term of the membership 4 in-person coaching days, 8 30-minute live online sessions, and HMH Coaching Studio licenses, designed for up to 20 teachers. Additional sessions and HMH Coaching Studio licenses may be purchased and added to this annual membership as needed. | \$19,500.00 | 1 | \$19,500.00 | \$1,950.00 | \$17,550.00 |
| Total for Coaching | | | \$17,550.00 | | | | |
| Getting Started and Follow-Up Live Online | | | | | | | |
| 1810629 | 9780358574095 | Into Reading Follow Up Live Online 1 Hour Grades K-6 Follow-Up sessions build upon the Getting Started to help teachers take full advantage of Into Reading's components, assessments, differentiation, and digital tools to meet the needs of their students. An HMH Services team member will work with you to choose from key Into Reading classroom-focused topics to create a personalized Follow-Up 1 hour live online session(s). | \$400.00 | 29 | \$11,600.00 | \$1,160.00 | \$10,440.00 |
| Total for Getting Started and Follow-Up Live Online | | | \$10,440.00 | | | | |
| Total for Professional Services- Into Reading K-6 | | | \$27,990.00 | | | | |

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Proposal for
Decatur Public Schools 61

| ISBN | Title | Price | Quantity | Value of all Materials | Value of Free Materials | Value of Charged Materials |
|------|-------|-------|----------|---------------------------|----------------------------|----------------------------------|
|------|-------|-------|----------|---------------------------|----------------------------|----------------------------------|

| | |
|----------------------------------|---------------------|
| <i>Total Savings:</i> | \$113,839.69 |
| <i>Subtotal Purchase Amount:</i> | \$528,427.17 |
| <i>Shipping & Handling:</i> | \$41,943.37 |
| <i>Sales Tax:</i> | \$0.00 |

| | |
|---|---------------------|
| <i>Total Cost of Proposal (PO Amount):</i> | \$570,370.54 |
|---|---------------------|

Attention:
Judith Campbell
jcampbell@dps61.org

Customer Experience
9400 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hnhco.com

Total Cost of Proposal (PO Amount): \$570,370.54

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

| | |
|---------------------------|---------------------------|
| Ship to: | Sold to: |
| Decatur Public Schools 61 | Decatur Public Schools 61 |
| 101 W Cerro Gordo St | 101 W Cerro Gordo St |
| Decatur, IL 62523-1001 | Decatur, IL 62523-1001 |
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 4/27/2021**Proposal Expiration Date: 6/11/2021****Houghton Mifflin Harcourt**

Attention:
Judith Campbell
jcampbell@dps61.org

Customer Experience
9400 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hmhco.com

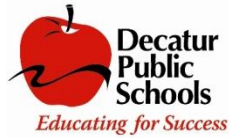
Coupon Code: PRODPB10

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Page 9 of 9

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Board of Education Decatur Public School District #61

| | |
|---|---|
| Date: August 02, 2021 | Subject: Accepting a gift from Delta Delta Delta Sorority at Millikin University |
| Initiated By: Mary Anderson, Principal Montessori Academy for Peace | Attachments: N/A |
| Reviewed By: Dr. Todd Covault, Treasurer and Bobbi Williams, Interim Superintendent | |

BACKGROUND INFORMATION:

The Delta Delta Delta Sorority of Millikin University have graciously offered the donation of a grand piano to Montessori Academy for Peace to honor alumni who have become teachers in the Decatur Public School District. Board policy 8:80 Gifts to the District, requires gifts of \$1,000 or greater to be approved by the Board of Education. The Delta Delta Delta's estimate this gift to have a value of \$2,500.

CURRENT CONSIDERATIONS:

Upon acceptance of this gift, the Teamsters would transport the instrument from the current location at 111 North Park Street in Decatur to the Montessori Academy for Peace.

FINANCIAL CONSIDERATIONS:

The Sorority estimates the value of the piano to be approximately \$2,500.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education accept the donation of a Grand Piano with an estimated value of \$2,500 from the Delta Delta Delta Sorority of Millikin University to enhance fine arts instruction and performance at Montessori Academy for Peace as presented.

RECOMMENDED ACTION:

☒ Approval
☐ Information
☐ Discussion

BOARD ACTION: _____



Board of Education Decatur Public School District #61

| | |
|---|---|
| Date: August 02, 2021 | Subject: Job Description |
| Initiated By: Jason M. Hood, Director of Human Resources | Attachments: Job Description: Part-Time Alternative School Secretary |
| Reviewed By: Bobbi Williams, Interim Superintendent | |

BACKGROUND INFORMATION:

The Part-Time Alternative School Secretary is being updated to align with the current duties and expectations of the position.

CURRENT CONSIDERATIONS:

The job description was updated to align the responsibilities and duties with the expectations of the position, and/or for compliance. The following job description was reviewed and updated as indicated:

| Position Title | Changes/Updates |
|--|--|
| Part-Time Alternative School Secretary | The job description is being updated to align the responsibilities and duties with the expectations of the position. |

FINANCIAL CONSIDERATIONS:

This position is within current budget.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve this job description as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

TITLE: Part-Time Alternative School Secretary

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Accurate word processing, filing, computer skills and ability to operate other office machines.
3. Ability to maintain confidentiality.
4. Good public relations and telephone skills.
5. Ability to work semi-independently, recognize priorities in work load, and shift from job-to-job as needed.

REPORTS TO: Principal

JOB GOAL: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

PERFORMANCE RESPONSIBILITIES:

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

1. Serves as a receptionist in person and by telephone.
2. Perform duties as assigned by building administrator to assist lead secretary.
3. Assists with care of sick and injured children.
4. Performs other job related duties as assigned.

TERMS OF EMPLOYMENT: Wages, hours, terms and conditions of employment pursuant to negotiated agreement.

CLASSIFICATION: A2 (4 hours per day – 180 days)

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.

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.

PHYSICAL:

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.

VISION:

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

HEARING:

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.

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