

DECATUR PUBLIC SCHOOL DISTRICT #61
BOARD OF EDUCATION
AGENDA

Regular Meeting
Keil Administration Building
3rd Floor Conference Room
1st Floor Board Room

February 25, 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, the setting of a price for sale or lease of property owned by the public body, and discussion of collective negotiating matters between the Board and representatives of its employees.

Roll Call

IO 2.0 PLEDGE OF ALLEGIANCE

AI 3.0 APPROVAL OF AGENDA, FEBRUARY 25, 2020

IO 4.0 SPECIAL PRESENTATIONS AND DISTRICT HIGHLIGHTS

- **Illinois State Scholars**

IO 5.0 PUBLIC PARTICIPATION

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

DI 6.0 BOARD AND/OR OTHER COMMITTEE REPORTS

- Discipline Action
- Schedule B
- Finance
- DPS Foundation
- Policies
- Human Resources
- Naming
- Joint – City, DPS 61 and Park District

STUDENT AMBASSADORS’S REPORT

BOARD DISCUSSION

IO 7.0 SUPERINTENDENT’S REPORT

- A. Superintendent’s Youth Advisory Council (SYAC) Dress Code Proposal

AI 8.0 ROLL CALL ACTION ITEMS

- A. Personnel Action Items
- B. Keyboard Purchase
- C. Acceptance of Bids for South Shores Elementary School

AI 9.0 CONSENT ITEMS

- A. Minutes: Open/Closed Meetings February 11, 2020
- B. Release of February 2020 Checks (early)
- C. Financial Conditions Report
- D. Treasurer’s Report
- E. Job Descriptions:
- Director of Research, Data and Accountability
 - P-12 Director of Teaching and Learning
 - Decatur Public School District 61 Alternative Education Campus Principal

IO 10.0 ANNOUNCEMENTS

The Board of Education sends condolences to the family of:

Mrs. Sylvia A. Jackson, who passed away February 08, 2020. Mrs. Jackson was a former Guest Teacher and a friend of the family of Ms. Corletta Murray, Teaching Assistant in Decatur Public Schools.

IO 11.0 IMPORTANT DATES

- March** 06 End of 3rd Quarter for Elementary and Middle Schools
 09 Casimir Pulaski Holiday **Observed**
 – **No School and District Offices are Closed**
 10 – 13 Spring Break Week
 – **NO School for Students and District Offices are Open**
 20 Report Card and Mid-term Distributions
 25 Half Day of School

NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, March 03, 2020 in the 1st Floor Board Room at the Keil Administration Building.

12.0 ADJOURNMENT



High School Dress Code Proposal

Board of Education Meeting
February 25, 2020



Superintendent's Youth Advisory Council



Objective for addition to the dress code:

First and foremost we seek not to do away with the current uniform policy, but to reduce the amount of interruptions caused by the dress code in the form of removal from classrooms, and subsequently removal from learning due to violation of dress code.

Instead, we want to add to the dress code to improve our learning environment.

These are only additions. The current dress code remains unchanged in addition to this proposal.

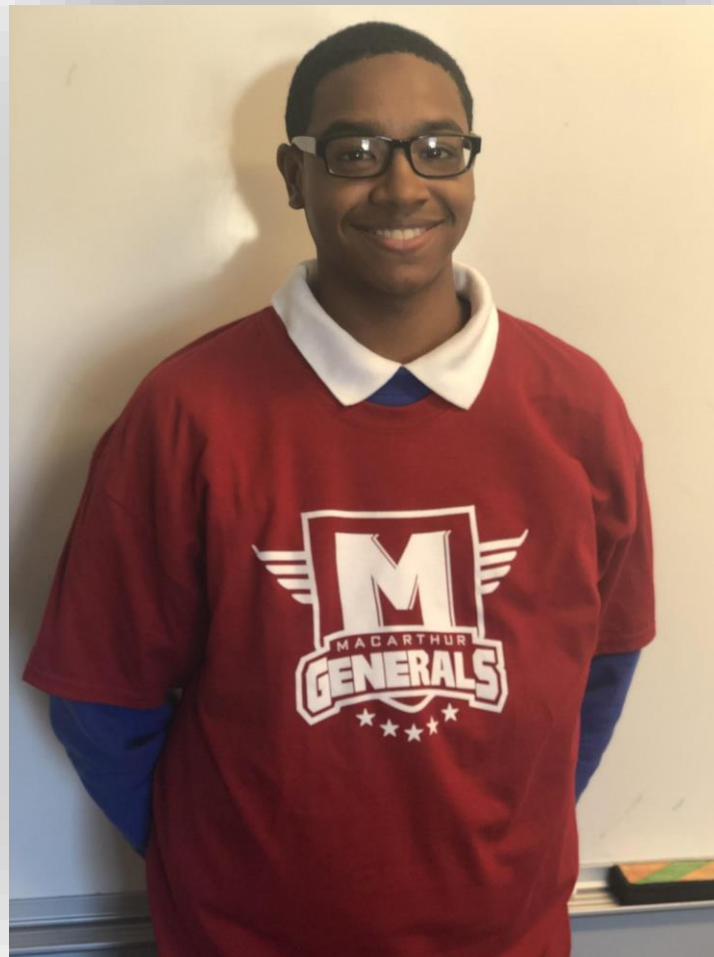
Hoodies:

- ★ Plain approved school colors (pg.33):
 - EHS- black, white, gray, or yellow
 - MHS- black, white, gray, or blue
- ★ Allow school spirit wear hoodies to be worn all week
- ★ Hoods down during the school day



T-Shirts

- ★ Spirit wear t-shirts of all colors can be worn in place of a polo.

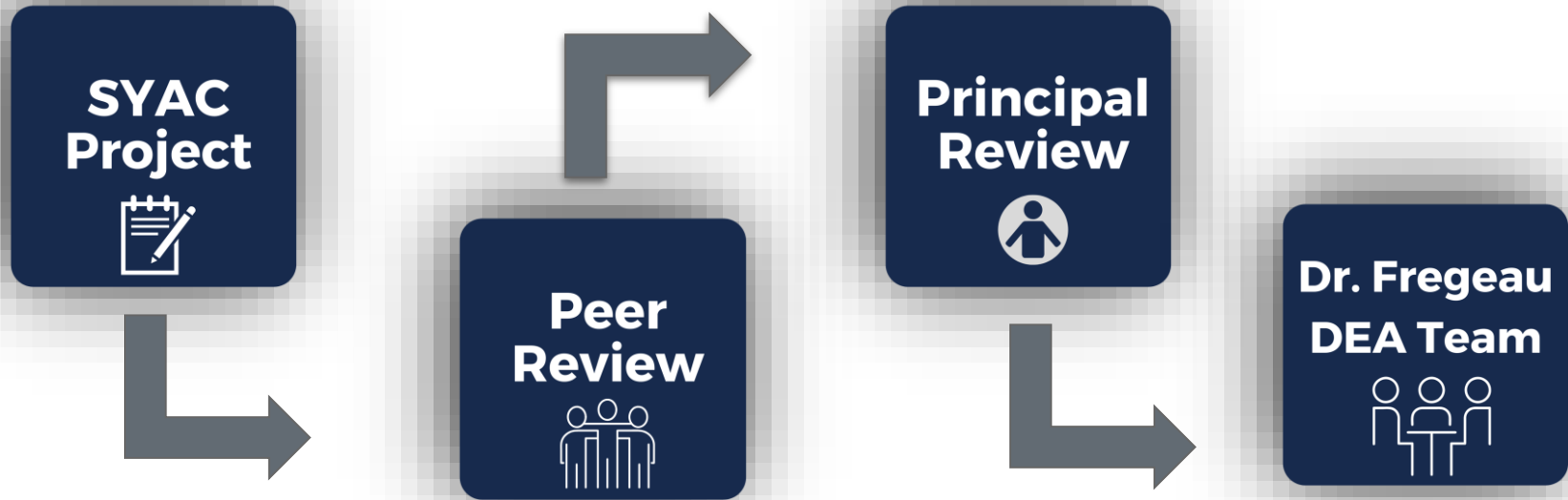


Code of Conduct Language:

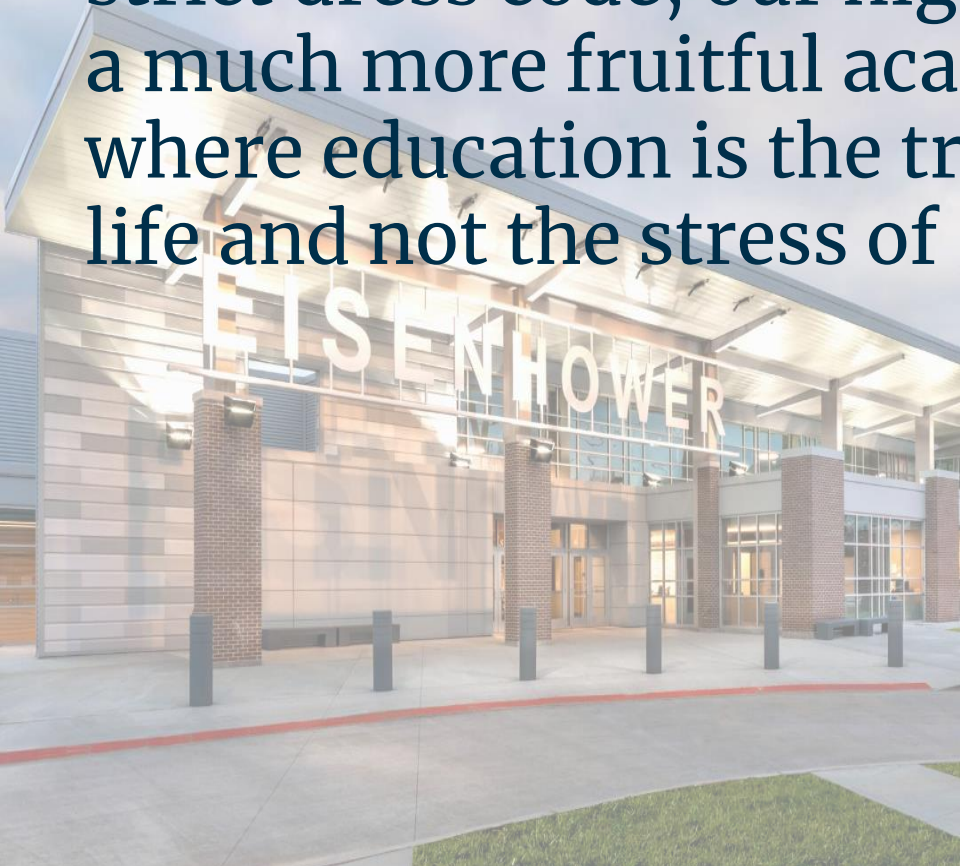
“School uniforms should give students a sense of belonging to their high school and create an identity for the school. Please continue supporting our efforts to help our young people become responsible, caring, and productive citizens in our community.”



The Process



Without the threat of punishment caused by strict dress code, our high schools would become a much more fruitful academic environment. One where education is the true priority of student life and not the stress of “dressing the part.”





Thank You, Questions?



**Superintendent's Youth
Advisory Council**





Board of Education Decatur Public School District #61

Date: February 25, 2020	Subject: Personnel Action
Initiated By: Deanne Hillman, Director of Human Resources, and the Human Resources Department	Attachments: 5 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: February 20, 2020
Board Date: February 25, 2020
Re: Personnel Action

EMPLOYMENT RECOMMENDATIONS

TEACHER:

Name	Position	Effective Date
Kristina Luttrell	Essential Skills, MacArthur	August 10, 2020

TEACHING ASSISTANTS:

Name	Position	Effective Date
Jennifer Bramel	Essential Skills Assistant, Hope Academy, 6.25 hours per day	February 25, 2020
Casey King	Essential Skills Assistant, Stephen Decatur, 6.25 hours per day	March 16, 2020
Shelby Wilcox	Life Skills Assistant, MacArthur, 6.5 hours per day	February 25, 2020

SCHEDULE B:

Name	Position	Effective Date
Edith Dial	Lego League Coach, Muffley	January 6, 2020
Aubrey Jump	Middle School Boys Track Coach, Garfield	March 2, 2020
Vanessa Kelson	Lego League Coach, Muffley	January 6, 2020
Sara Nave	Elementary Track Coach, Dennis	March 23, 2020
Megan Noel	Lego League Coach, Muffley	January 6, 2020
Morgan Norsen	Elementary Track Coach, Garfield	March 23, 2020
Diane Orr	Lego League Coach, Muffley	January 6, 2020
JoAnn Thompson	Elementary Track Coach, Enterprise	March 23, 2020

TRANSFERS**TEACHING ASSISTANTS:**

Name	Position	Effective Date
Deborah Albright	From Library Media Assistant, Muffley, 5 hours per day to Library Media Assistant, Muffley, 6 hours per day	January 6, 2020
Tami Fowler	From Library Media Assistant, Hope Academy, 5 hours per day to Pre K Assistant, Baum, 6.5 hours per day	January 6, 2020
Kiona Waldrop	From District Truancy Case Worker, Student Services to Cross Categorical Assistant, 6 hours per day	February 24, 2020

TRANSFER DATE CHANGE**TEACHING ASSISTANT:**

Name	Position	Effective Date
Bryce Lyn	From Cross Categorical Assistant, Durfee, 6 hours per day to Cross Categorical Assistant, Garfield, 6 hours per day	March 16, 2020

RESIGNATIONS**ADMINISTRATOR:**

Name	Position	Effective Date
Frederick Bouchard	Assistant Superintendent/Executive Director of Support Services, Keil	June 30, 2020

TEACHERS:

Name	Position	Effective Date
Michelle Bouchard	Family & Consumer Science, Eisenhower	End of the 2019-2020 School Year
Jennifer Douglass	Montessori Grades 1-3, Enterprise	End of the 2019-2020 School Year
Alissa Gruenewald	Pre K, Oak Grove	February 26, 2020
Jamie Michl	Grade 5, Hope Academy	January 30, 2020

TEACHING ASSISTANT:

Name	Position	Effective Date
Alexandra Reynolds	Care (Calm)/Recovery Room Assistant, Hope Academy	February 21, 2020

CUSTODIAN:

Name	Position	Effective Date
Jane Dobrinsky	2nd Shift Custodian, Johns Hill	February 7, 2020

ADMINISTRATIVE SUPPORT:

Name	Position	Effective Date
Andrew Worthey	EMS 1, IT	February 26, 2020

SCHEDULE B:

Name	Position	Effective Date
Joe Caputo	High School Cross Country Coach, Eisenhower	February 10, 2020

RETIREMENT**ADMINISTRATOR:**

Name	Position	Effective Date
Tanya Young	Elementary Principal, Baum	End of the 2019-2020 School Year

COMPENSATION RECOMMENDATIONS:

- The following staff members should be compensated **\$150.00** for participating in Teacher Work Day on January 3, 2020 at Muffley:

Ann Akers	Megan Noel
Jodi Folmnsbee	Diane Orr
Caryn Fuiten	JoBeth Sweeney
Vanessa Kelson	Kristy Watrous
Tamara Mashaw	James Dawson
Madeline Morthland	

- The following staff members should be compensated **\$49.50** for participating in Equal Opportunity Schools on December 10, 2019 at Eisenhower:

Amanda Duckworth	Sam Mills
Matthew Gremo	Dora Minnett
- The following staff members should be compensated **\$33.00** for participating in Equal Opportunity Schools Team Meeting on February 10, 2020 at MacArthur:

Jennifer Young	Brittany Borowski
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- The following staff members should be compensated for participating in Effects of Poverty and Strategies for Boosting Achievement on February 6, 2020 at PDI:

Mary Evans	\$33.00	Linda Stubblefield	\$33.00
Ashley Kitson	\$33.00	Kelli Murray	\$66.00
Alicia Morris	\$33.00	Lynnette Rotramel	\$66.00
Cyndi Kraemer	\$56.18		
- The following staff members should be compensated **\$25.00** for participating in Second Grade Standards Based Grade Meeting on February 6, 2020 at PDI:

Tressa James	Libby Kirkland
Vanessa Kelson	Karen McCoskey
- The following staff members should be compensated **\$33.00** for participating in First Grade Standards Based Grading Meeting on February 10, 2020 at PDI:

Pamela Blades	Tarika Mootrey
Merijha Branson	Julie Turner
Rhonda Ganley	Jewel Grady
Ashley Kitson	Cassie Mann
- The following staff member should be compensated **\$250.00** for participating in Academic Calendar Consult Work on February 19, 2020 at the Keil Building:

Bobbi Williams

- The following staff members should be compensated for participating in Lesson Planning Sessions on January 6, 13, 22 & 27, 2020 at Durfee:

Marcy Braden	\$132.00	Rachelle Rico	\$132.00
Judy McGee	\$99.00	Carol Clayton	\$99.00
Tammy Carver	\$99.00	Nicole Wilcoxon	\$66.00
Heather Herron	\$132.00	Poornima Naik	\$132.00
Mary Evans	\$99.00	Karryl Ellis	\$132.00
Karen Walker	\$132.00	Denise Lafine	\$132.00
Melissa Whitman	\$132.00		

- The following staff members should be compensated for participating in School Improvement Meetings on September 9, October 7, 21, November 4, December 2, 2019 & January 16, February 3, 2020 at Durfee:

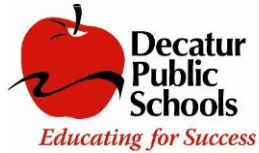
Heather Herron \$150.00

Karen Walker \$133.28

Melissa Whitman \$150.00

Rachelle Rico \$100.00

Alexandria Pomorin \$116.62



Board of Education Decatur Public School District #61

Date: February 25, 2020	Subject: Keyboard Purchase
Initiated By: Maurice Payne, Director of Information Technology	Attachments: Keyboard Purchase
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Buildings reported that Belkin keyboards they currently have are no longer functioning. The keyboards we are purchased were also purchased for buildings last year. They have been a durable replacement for the Belkin keyboards.

CURRENT CONSIDERATIONS:

Students use regular keyboards during state testing. The keyboards can plug into iPads and provide a normal typing experience.

FINANCIAL CONSIDERATIONS:

IT has obtained 3 bids for the equipment.

Vendor 1: Striglos

The vendor provided a quote of \$36,697.05

Vendor 2: B&H Photo

The vendor provided a quote of \$28,215.00

Vendor 3: Sunrise HiTek Group

The vendor provided a quote of \$34,200.00

CDW-G and Gov Connection did not provide a bid response. The funding for this purchase will come from a combination of Title, ESSA, and the 2019/2020 IT budget.

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the purchase of keyboards from B&H Photo in the amount of \$28,215.00 as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION:_____

Government & Educational
Sales Department

420 Ninth Avenue
New York, NY 10001



Tel: (212) 239-7503
800 947-8003

Fax (212) 239-7740
800 858-5517

E-mail: biddept@bhphotovideo.com

T H E P R O F E S S I O N A L ' S S O U R C E

Dear B&H Customer,

Please allow us to remind you that it is of the utmost importance for all buyers to reference our unique Quote/Reference Number on each Purchase Order you place with us.

We do this to ensure that your agency receives the exact price we applied to your solicitation, which includes all applicable terms and conditions set forth in your bid. Following these instructions will eliminate processing or administrative errors.

The Quote/Reference Number for this bid is 846605630.

We are happy to serve you and look forward to many future years of fulfilling your imaging needs.

Sincerely,

B&H Photo – Video Corp.

REQUEST FOR BID

(THIS IS NOT AN ORDER)

Board of Education
Decatur School District #61
Purchasing Department
101 W Cerro Gordo
Decatur IL 62523

Bid Number: 1920-5
Bid Title: iPad Wired Keyboards
Date: 2/6/2020

SUBMISSION OF PROPOSALS AND CLOSING DATES: Sealed bids will be received by the Purchasing Department, 101 W Cerro Gordo, Decatur, Illinois, up to **10:00 a.m. on Tuesday, February 18, 2020**, and will be publicly opened at the stated time.

Bids must be received in a sealed envelope marked with the name of the vendor and bid title or plainly marked "Bid for..." on the outside face. **All bids must be signed. Any unsigned bid will not be accepted. Note: Emailed bids will not be considered.**

IN CASE OF NO-BID: If unable to bid on this proposal, please state "**No Bid**" and return it by the date indicated. The District will not remove supplier from the bidders list for future bid requests. If the District does not receive any response, future bid requests may not be sent.

TERMS AND CONDITIONS: Attached terms and conditions apply specifically to, and shall be considered as a part of, this request for bids.

See attached: 900 each iPad Wired Keyboard bid sheet (1 pg.)

Article or Service: iPad Wired Keyboards

Total Cost: \$ _____

Please note: The attached bid specifications require line item pricing, the District requests all information and pricing be provided.

Federal Employment Identifications No. 37-6003-703

PROPOSAL: If this bid is accepted within 45 days from the date of the opening, the undersigned offers and agrees to furnish any or all of the articles or services upon which prices are quoted, at the price and the delivery time stated, and subject to all of the conditions recorded on the attached terms and conditions sheet.

Cash Discount Terms: Net 30

Approx. Delivery Date: 7-14 Days

Firm Name: B & H Foto & Electronics Corp. 420 9th Ave, New York, NY 10001

By: Nathan Hirshman 800- 947-8003 Fax 800-743-0895 Email nathanh@bhphoto.com

Address: _____

Must Be Signed nathan hirshman

City: _____ **State:** _____

Zip Code: _____

Office Ph. _____

Cell Ph. _____

Email: _____

BID REQUEST FOR IPAD KEYBOARDS



Decatur School District # 61
Purchasing Department
101 W Cerro Gordo
Decatur IL 62523

BID# 1920-5

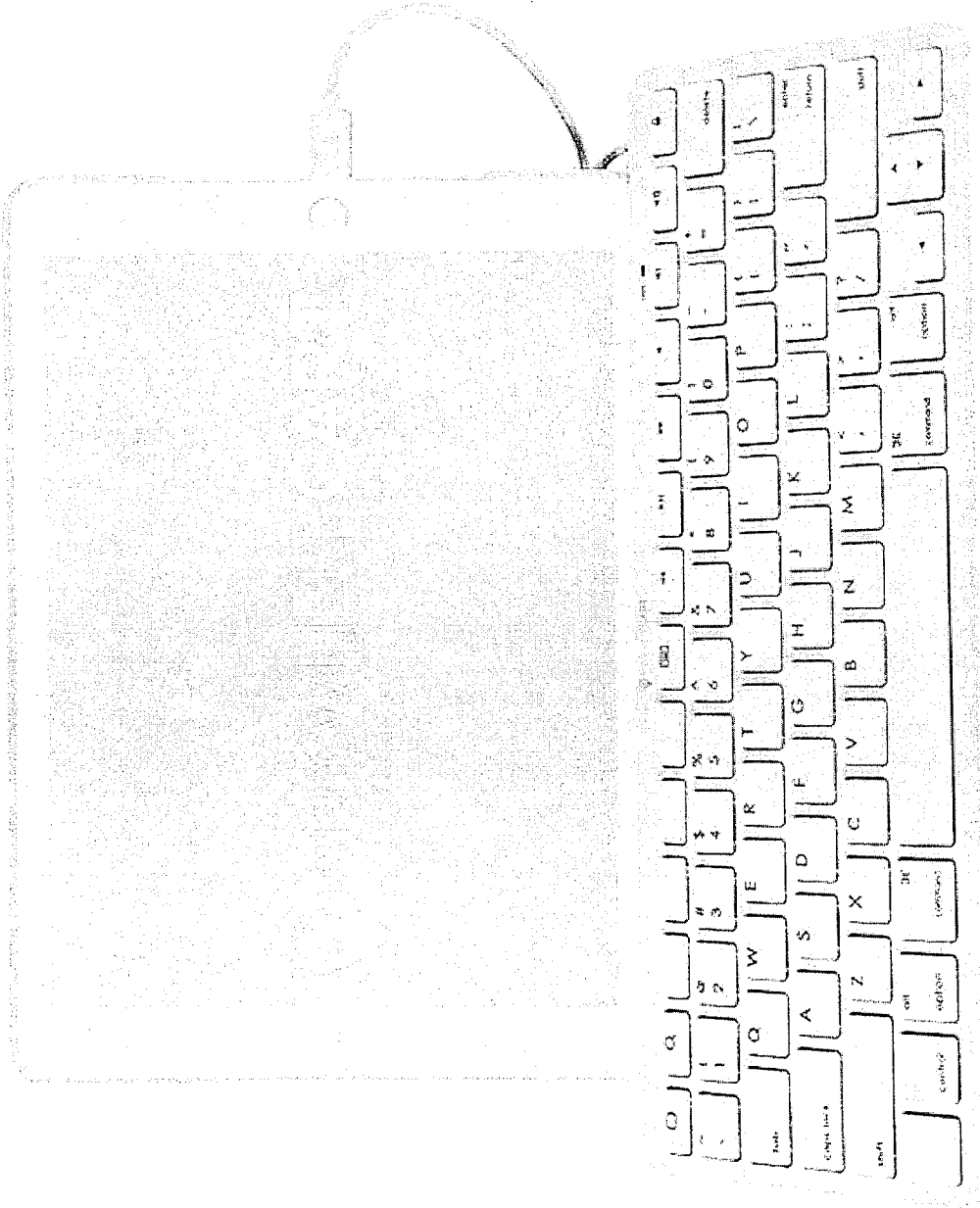
Bid Opening Date and Time:
10:00 a.m. on Tuesday, February 18, 2020

Thursday, February 6, 2020

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Ext. Amt.</u>
<u>900 each</u>	<u>SKU# KBD=8PIN-W White iPad Wired Keyboard 8pin</u> <u>Lightning MiFi Certified</u> Anywhere Cart Wired Lightning Keyboard	\$ 31.35	\$ 28215.00

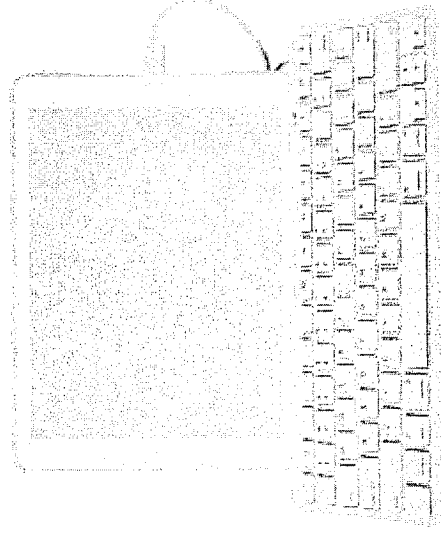
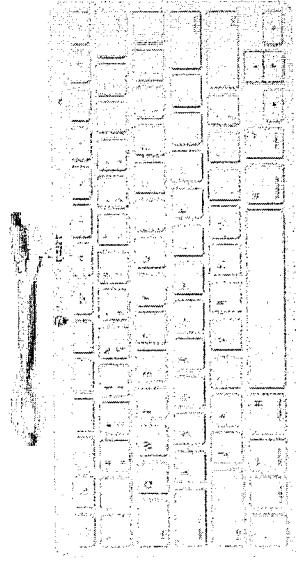
State company's part#: BH #ANACKBRDMFI • MFR #AC-KEYBOARD-MFI

<u>Please state your best delivery date:</u>	<u>7-14 days</u>	<u>Subtotal:</u>	\$ 28215.00
<u>Please quote F. O. B. Destination, one location, Decatur, IL.</u>		<u>Shipping:</u>	\$ free
<u>Please state your payment terms:</u>	<u>Net 30 Days</u>	<u>Total Cost:</u>	\$ 28215.00



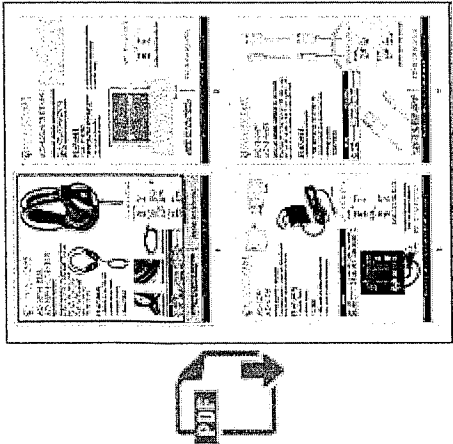
The Anywhere Cart Wired Lightning Keyboard is a low-profile keyboard that features a Lightning connector for iOS devices and require an external power source.

GALLERY



DOWNLOADS

DATA SHEET



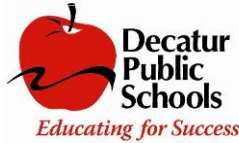
SPECIFICATIONS

EXTERNAL DIMENSIONS

WEIGHT	10 oz
DEPTH	4.8 in
WIDTH	11.25 in
HEIGHT	0.75 in

CORD & CONNECTOR

PLUG TYPE	Lightning
CORD LENGTH	17.5 in



Board of Education Decatur Public School District #61

Date: February 25, 2020	Subject: Approve Bids for South Shores Addition and Construction
Initiated By: Dr. Fred Bouchard, Assistant Superintendent of Support Services	Attachments: Bid Documents
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION: The next phase of projects in the DPS #61 BOLD Facility Plan is additions and improvements at South Shore Elementary School. The facility additions include two classrooms, HVAC through the entire school, HVAC controls and a fire hydrant. The HVAC improvements will be partially paid through Health Life Safety funds currently in the ISBE approval process. BLDD has been in contact with ISBE regarding the recently submitted amendment for South Shores and anticipates an approval without issues. This would be expected because the other elementary schools were very similar and received quick approval.

CURRENT CONSIDERATIONS:

Administration, in conjunction with BLDD, recommends the Board approve attached bids. The bids were gathered through the competitive bid process and then each contractor was vetted by O'Shea Builders. The HVAC work would not start until the summer which gives ISBE ample time to approve the amendment specific to this work.

FINANCIAL CONSIDERATIONS:

Total estimated cost for the additions and improvements at South Shores is \$2,421,200. Upon Board approval the lowest responsible bidder for each bid package is accepted and O'Shea Builders will direct the contracts and manage the work by lowest responsible bidders (see addendum).

Funding for this project will be paid from Fund 60 (Bond Fund) and Fund 90 (Health Life Safety).

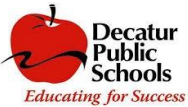
STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the accepted construction bids for South Shores Elementary School.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____



Bid Tabulation Form

DATE: 2/13/2020
TIME: 2:00 p.m.

PROJECT NAME: South Shores Elementary School Addition
CLIENT: Decatur Public School District #61
LOCATION: Keil Building

RECORD OF BIDS READ ALOUD AT BID OPENING

Bidding Firm	Bid Package	Base Bid Amount	Alternate Bid A1 Additional Fire Hydrant	Alternate Bid A2 Fire Dept Drive Access	Alternate Bid A3 Secure Entry Remodel	Alternate Bid A4 Multipurp/Aud. Remodel	Alternate Bid A5 Tremco TPO Upgrade	Alternate Bid A6 Tremco Built-Up Roof	Alternate Bid A7 Replace Water Lines	Alternate Bid A8 Add 2 more Classrooms	Alternate Bid M1 Remove BACnet Interface	Alternate CM-1 Gypsum Taping & Finishing	Alternate CM-2 Delete Flooring Prep	Alternate CM-3 Delete Moisture Mitigation Floor Prep	Combination Bid Packages	Total Bid amount with all alternates
Christy-Foltz	Site	see combo bid price		\$ 49,496.00											included with below	\$ -
Christy-Foltz	Steel	\$ 69,907.00													\$ 452,679.00	
Christy-Foltz	General Trades	\$ 371,700.00			\$ 11,851.00	\$ 80,915.00				\$ 184,788.00					included with above	
O'Shea Builders	Site	\$ 46,500.00		\$ 75,500.00						\$ 23,000.00						
O'Shea Builders	Steel	\$ 70,159.00			\$ 800.00	\$ 800.00				\$ 800.00						
O'Shea Builders	General Trades	\$ 392,869.00			\$ 6,170.00	\$ 66,874.00				\$ 186,784.00						
Otto Baum	Masonry	\$ 57,980.00			\$ 3,540.00	\$ 4,610.00				\$ 11,100.00						
Pulliam	Masonry	\$ 118,454.00			\$ 9,800.00	\$ 6,180.00				\$ 10,250.00						
JJ Braker	Masonry	\$ 49,750.00			\$ 8,600.00	\$ 5,600.00				\$ 5,500.00						
Gardner L&M	Glass	\$ 11,890.00			\$ 5,835.00					\$ 10,500.00						
Bacon Van Buskirk	Glass	\$ 11,950.00			\$ 8,850.00					\$ 10,800.00						
Henson Robinson (Single Bid so not opened and read aloud publicly)	Roofing															
Langrebe	Gypsum Board	\$ 81,860.00			\$ 2,235.00	\$ 39,145.00				\$ 22,395.00		\$ (11,155.00)				
Associated	Gypsum Board	\$ 83,100.00			\$ 3,150.00	\$ 51,375.00				\$ 21,500.00		\$ (6,500.00)				
Allied	Gypsum Board	\$ 64,300.00			\$ 1,212.00	\$ 43,728.00				\$ 15,200.00		\$ (7,396.00)				
Mid Illinois Companies	Gypsum Board	\$ 80,000.00			\$ 6,000.00	\$ 36,800.00				\$ 28,000.00		\$ (10,000.00)				
Carpet Weavers	Flooring	\$ 75,050.00			\$ 1,840.00	\$ 24,950.00				\$ 17,250.00			\$ (6,075.00)	\$ (31,410.00)		
Flooring Systems Inc	Flooring	\$ 57,638.00			\$ 1,155.00	\$ 17,940.00				\$ 17,480.00			\$ -	\$ (26,700.00)		
Specialty Commerical Flooring	Flooring	\$ 80,990.00			\$ 988.00	\$ 7,796.00				\$ 8,158.00			\$ (2,000.00)	\$ (44,530.00)		
TSI	Flooring	\$ 69,830.00			\$ 6,070.00	\$ 24,215.00				\$ 18,325.00			\$ -	\$ (28,265.00)		
Mid Illinois Companies	Painting	\$ 27,200.00			\$ 1,600.00	\$ 13,000.00				\$ 11,300.00		\$ 10,000.00				
New Beginnings	Painting	\$ 65,000.00			\$ 5,000.00	\$ 21,000.00				\$ 24,000.00		\$ 12,000.00				
EL Pruitt	Plumbing	\$ 75,423.00	\$ 7,960.00						\$ 47,218.00	\$ 8,900.00						
Burdick	Plumbing	\$ 54,735.00	\$ 7,575.00		\$ 4,425.00				\$ 42,210.00	\$ 7,454.00						
Henson Robinson	Plumbing	\$ 83,032.00	\$ 9,000.00		\$ 4,552.00				\$ 49,745.00	\$ 11,539.00						
King Lar	Plumbing	\$ 39,190.00	\$ -		\$ 4,100.00				\$ 63,700.00	\$ 8,800.00						
Stoops	Plumbing	\$ 102,000.00			\$ 3,750.00				\$ 51,200.00	\$ 22,000.00						
EL Pruitt	HVAC	\$ 649,200.00			\$ 300.00	\$ 11,800.00				\$ 28,845.00	\$ 32,340.00					
Burdick	HVAC	\$ 780,000.00			\$ 1,600.00	\$ 19,500.00				\$ 29,400.00	\$ 15,500.00					
Henson Robinson	HVAC	\$ 730,300.00			\$ -	\$ 16,000.00				\$ 29,250.00	\$ 32,304.00					
King Lar	HVAC	\$ 778,700.00			\$ 460.00	\$ 10,200.00				\$ 26,400.00	\$ 16,900.00					
Anderson	Electric	\$ 186,896.00			\$ 2,567.00	\$ 9,943.00				\$ 16,637.00						
Egizee / Capitol	Electric	\$ 266,303.00			\$ 978.00	\$ 16,650.00				\$ 19,282.00						
Bodine	Electric	\$ 233,000.00			\$ 6,760.00	\$ 23,100.00				\$ 24,000.00						

Owner:	Decatur Public Schools
Location:	South Shores
Bid Time:	2/13/2020 2:00PM
Project #:	

Decatur Public Schools #61 - South Shores Elementary School Renovation

BID PACKAGE	BASE BIDS	ALTERNATE BIDS	TOTAL	COMPANY	ACCEPT / DECLINE	MBE %
				MBE % Goal:		15%
02700 Site Improvement Work	\$ 11,072	\$ -	\$ 11,072	Christy Foltz		5%
04200 Masonry Work	\$ 49,750	\$ -	\$ 49,750	JJ Braker		
05100 Structural Steel Work	\$ 69,907	\$ -	\$ 69,907	Christy Foltz		5%
06000 General Trades Work	\$ 371,700	\$ -	\$ 371,700	Christy Foltz		5%
07500 Roofing & Sheet Metal Work	\$ 126,879	\$ -	\$ 126,879	Henson Robinson Co.		
08400 Alluminum & Glass	\$ 11,890	\$ -	\$ 11,890	Gardner L&M Glass		
09200 Gypsum Board Assemblies Work	\$ 64,300	\$ -	\$ 64,300	Allied Const		
09600 Flooring Work	\$ 57,638	\$ -	\$ 57,638	Flooring Systems		
09900 Painting Work	\$ 27,200	\$ -	\$ 27,200	Mid Illinois Co.		
15400 Plumbing Work	\$ 39,190	\$ -	\$ 39,190	King Lar		
15700 HVAC Work	\$ 649,200	\$ 32,340	\$ 681,540	EL Pruitt		
16000 Electrical Work	\$ 186,896	\$ -	\$ 186,896	Anderson		15%
CM General Conditions	\$ 156,117	\$ -	\$ 156,117			
Allowances	\$ 62,500	\$ -	\$ 62,500			
Bid Allowance: Carrying King Lar Plumbing Alternate A1		\$ 9,950	\$ 9,950			
Bid Allowance: Credit from EL Pruitt HVAC for Alt M1		\$ (16,440)	\$ (16,440)			
Bid Allowance: Credit from Christy Foltz to stick frame in lieu of SIPs	\$ (13,000)		\$ (13,000)			
CM-2 Alternate Allowance: Delete Moisture Mitigation if possible	\$ -		\$ -		Reserve this until floor is tested	
Direct Construction Costs	\$ 1,871,239	\$ 25,850	\$ 1,897,089			
CM Fee	\$ 63,347	\$ 874	\$ 64,221			
Construction Contingency	\$ 77,656	\$ 1,034	\$ 78,690			
Erosion Control permit	\$ 250		\$ 250			
Indirect Construction Costs	\$ 141,254	\$ 1,908	\$ 143,161			
Subtotal - GMP	\$ 2,012,493	\$ 27,758	\$ 2,040,250			
O'Shea Precon Fee	\$ 5,225		\$ 5,225			
CCS Fee	\$ 5,075		\$ 5,075			
A/E Fees	\$ 188,000		\$ 188,000			
Abatement	\$ 127,895		\$ 127,895			
Abatement A3		\$ 2,350	\$ 2,350			
Owner FF&E	\$ 32,000		\$ 32,000	*Confirmed w/ BLDD 2/18/20		
Owner Safety, Security, Telecommunications Technology	\$ 3,000		\$ 3,000	TV monitors in 2 classrooms *Confirm w/ Owner		
CM Performance Bond	\$ 10,713		\$ 10,713			
Topo Survey & GeoTech	\$ 6,573		\$ 6,573	*Confirmed w/ BLDD 2/18/20		
Builder's Risk	\$ -		\$ -	*Confirm this is 'By Owner'		
Bldg Permit: EXEMPT	\$ -		\$ -			
		\$ -	\$ -			
		\$ -	\$ -			
		\$ -	\$ -			
		\$ -	\$ -			
Owner Costs	\$ 378,481	\$ 2,350	\$ 380,831			
TOTAL PROJECT AMOUNT	\$ 2,390,974	\$ 30,108	\$ 2,421,082			
ALTERNATE PROPOSALS						
Alternate No A1: Provide Additional Fire Hydrant		\$ 9,950		see bid allowance	ACCEPTED	
Alternate No A2: Provide Fire Department Drive Access					DECLINED	
Alternate No A3: Secure Entry Remodel					DECLINED	
Alternate No A4: Multipurpose and Auditorium Remodel					DECLINED	
Alternate No A5: Provide TREMCO TPO Roofing Upgrade					DECLINED	
Alternate No A6: Provide TREMCO Therm 100 Built-up Roofing Upgrade					DECLINED	
Alternate No A7: Replace Water Lines in existing Corridor					DECLINED	
Alternate No A8: Provide two additional classrooms beyond the two classroom, two toilet rooms included in the base bid.					DECLINED	
Alternate No M-1: Remove BACnet interface option from all packaged RTU and provide electro-mechanical controls.		\$ 32,340		see bid allowance	ACCEPTED	



February 20, 2020

South Shores Elementary School
Decatur Public School District 61,

After careful review of the subcontractor's proposals for the South Shores Elementary School Addition Project, it is our recommendation that the school district proceed by accepting alternates A1 and M1 and awarding contracts to the apparent low bidders as follows:

- Christy-Foltz: Site Improvement, Structural Steel, General Trades \$452,679
- JJ Braker & Sons: Masonry \$49,750
- Henson Robinson Co: Roofing & Sheet Metal \$126,879
- Gardner L&M Glass: Aluminum & Glass \$11,890
- Allied Construction: Gypsum Board Assemblies \$64,300
- Flooring Systems: Flooring \$57,638
- Mid Illinois Co: Painting \$27,200
- King-Lar: Plumbing \$49,140
- E.L. Pruitt: HVAC \$681,540
- Anderson Electric: Electrical \$186,896

This totals \$1,707,912. With the General Conditions and Allowances the Direct Construction Costs total \$1,897,089. Adding the CM fee, Construction Contingency and Erosion Control Permit totals \$2,040,250. Finally, including the Owner Costs of \$380,381 the total project amount for this project totals \$2,421,082. This is within our revised project budget target of \$2,421,563.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Scott Kinkade".

Scott Kinkade
Project Manager



3401 Constitution Drive
Springfield, IL 62711



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



502 W. Clark Street
Champaign, IL 61820

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

DATE/TIME: February 11, 2020

4:00 PM

LOCATION: Keil Administration Building
3rd Floor Conference Room

PRESENT: Beth Nolan, President
Kendall Briscoe (audio 4:00 PM)
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.

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Call for Closed Executive Session	President Nolan called the meeting to order and moved into Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, the setting of a price for sale or lease of property owned by the public body, and discussion of collective negotiating matters between the Board and representatives of its employees, seconded by Mr. Oakes. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Taylor, Nolan, Oakes, Briscoe (by Audio), Carson, Creighton, Lewis Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	Board moved to Closed Executive Session at 4:00 PM.
Return to Open Session	President Nolan motioned to return to Open Session, seconded by Vice President Carson. All were in favor. For the record, Mrs. Briscoe was unable to attend the Open Session Board Meeting via Audio.	Returned to Open Session at 6:29 PM.
Open Session Continued	President Nolan noted that the Board of Education had been in Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, the setting of a price for sale or lease of property owned by the public body, and discussion of collective negotiating matters between the Board and representatives of its employees. No action was taken during Closed Executive Session. For the record, the Board of Education did not discuss the setting of a price for sale or lease of property owned by the public body in Closed Executive Session.	Information only.
Pledge of Allegiance	President Nolan led the Pledge of Allegiance.	

TOPIC	DISCUSSION	ACTION
Student Ambassadors	President Nolan noted that Student Ambassadors Loren Lindsey and Londarius Hayes were present.	
Approval of Agenda, February 11, 2020	<p>Superintendent Fregeau recommended the Board approve the February 11, 2020 Open Session Board Meeting agenda as presented.</p> <p>Vice President Carson moved to approve the recommendation, seconded by Mr. Oakes. 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"> • Identify oneself and be brief. • Comments should be limited to 3 minutes. • During any Board of Education meeting and public participation, Board Members do not respond and/or comment to public comments. <p>Rebecca Kitchens, DPS parent, spoke to the Board regarding the paraprofessionals and the Teaching Assistants (TAs). She noted that the District's website says, "we will ensure we use the money in our schools to provide a quality education to every student." This should be for every student and it should start with the TAs by giving them a fair contract.</p> <p>Marvell Manns, community member, spoke to the Board regarding the concern of the safety for students caught in the crossfire of DPS's BOLD Plan. She stated that her niece was assaulted and the case was in the hands of the States Attorney. She stated that some students at SDMS were bullying her niece and what was happening in the school could affect the entire community.</p>	Information only.
Board and/or Other Committee Reports	None at this time.	Information only.
Student Ambassadors	None at this time.	Information only.
Board Discussion	None at this time.	Information only.
Supt's Reports Middle School Update	<p>Matthew Fraas, Principal of Stephen Decatur Middle School, presented a Middle School Update (see attached).</p> <p>The academy structure at SDMS is as follows:</p> <ul style="list-style-type: none"> • Smaller Student Groupings <ul style="list-style-type: none"> ○ Build relationships with peers and adults 	Information only.

TOPIC	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • Reduced Hallway Traffic and Travel Time • Academy Challenges • Teacher Support and Collaboration • Student Experiences and Opportunities <p>Principal Fraas noted the following:</p> <ul style="list-style-type: none"> • SDMS tracks average daily attendance, which was in the 80s percentile at this time. • There was student interest in all electives this year and the staff was in the process of discussing options for the next school year; they also utilize student input. • The PTO was up and running at SDMS. <p>Principal Fraas noted that the process for concerns was as follows:</p> <ul style="list-style-type: none"> ○ Information from parent(s). ○ Follow up with student or students that were involved. ○ Video and/or camera support, if applicable. ○ Discuss with staff. ○ Discuss with SROs, if needed. ○ Follow up conversations with all parties involved. <p>Please note: Some parents/guardians are not always pleased by the outcome.</p> <ul style="list-style-type: none"> • Principal Fraas will research discipline issues at SDMS versus other schools. • A student will receive additional supports based on the type of infraction and/or the number of infractions. 	
Facilities Update	<p>Mark Ritz and other BLDD Representatives, and Tim Hickey, O'Shea, presented an overview of the facilities and the construction at the Montessori Academy for Peace (see attached). Mr. Hickey also shared and discussed completion dates.</p> <p>President Nolan asked about the alternate bids and the process. Mr. Ritz replied that there has been alternate bids, which increases the District's number of choices. Air conditioning and construction additions will be first and others will be secondary, depending upon the budget. The priorities will be evaluated and discussed once the District receives all of the bids.</p> <p>Mr. Hickey noted that the bids will be compared to the total budget and recommendations will be forthcoming as it relates to the budget(s) for the project(s).</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> <p>Vice President Carson moved to approve the recommendation, seconded by Mr. Taylor. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Oakes, Nolan, Lewis, Creighton, Carson, Taylor</p>	Motion carried. Personnel Action Items were approved as presented.

TOPIC	DISCUSSION	ACTION
	<p>Nay: None</p> <p>Absent: Briscoe</p> <p>Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	
DPS 61 2020-2021 School Calendar	<p>Superintendent Fregeau recommended the Board approve the Decatur Public School District 61 2020-2021 School Calendar as presented.</p> <p>Mrs. Lewis moved to approve the recommendation, seconded by Vice President Carson. Hearing no questions, President Nolan called for a Roll Call Vote:</p> <p>Aye: Taylor, Lewis, Carson, Creighton, Nolan, Oakes</p> <p>Nay: None</p> <p>Absent: Briscoe</p> <p>Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried.</p> <p>DPS 61 2020-2021 School Calendar was approved as presented.</p>
Design Development of Franklin, Muffley and Parsons	<p>Superintendent Fregeau recommended the Board approve the Design Development of Franklin, Muffley, and Parsons Elementary Schools as presented.</p> <p>Mr. Oakes moved to approve the recommendation, seconded by Vice President Carson. Hearing no questions, President Nolan called for a Roll Call Vote:</p> <p>Aye: Nolan, Taylor, Carson, Lewis, Creighton, Oakes</p> <p>Nay: None</p> <p>Absent: Briscoe</p> <p>Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried.</p> <p>Design Development of Franklin, Muffley and Parsons was approved as presented.</p>
	<p>For the record, the PreK through 12 Director of Teaching and Learning Job Description was pulled from the February 11, 2020 Open Session Board Meeting; this item will be submitted during the February 25, 2020 Board of Education Meeting.</p>	
Consent Items	<p>Superintendent Fregeau recommended the Board approve the Consent Items as presented.</p> <p>A. Minutes: Open/Closed Meetings January 28, 2020</p> <p>B. Bills</p> <p>C. Freedom of Information Report</p> <p>D. Amended Ancillary Wages for FY20</p> <p>E. Job Descriptions:</p> <ul style="list-style-type: none"> • Elementary School Principal • Elementary School Principal-Montessori • PreK through 12 Director of Teaching and Learning PULLED <p>F. ESSA Purchases: Fountas & Pinnell Classroom Materials for Durfee Magnet, Franklin Elementary and Muffley Elementary Schools</p> <p>G. Permission for BLDD to Write a Health Life Safety Amendment for South Shores Elementary School</p> <p>H. Resolution Authorizing the Sale of School Personal Property (iPads)</p> <p>I. Resolution Authorizing the Sale of School Personal Property (MacBooks)</p>	<p>Motion carried.</p> <p>The Remaining Consent Items were approved as presented.</p>

____ TOPIC _____ DISCUSSION _____ ACTION _____

J. Resolution Authorizing the Recycling of School Personal Property (Surplus Electronics)

Mr. Oakes moved to approve the recommendation, seconded by Vice President Carson. Hearing no questions, President Nolan called for a Roll Call Vote:

Aye: Creighton, Nolan, Taylor, Oakes, Carson, Lewis

Nay: None

Absent: Briscoe

Roll Call Vote: 6 Aye, 0 Nay, 1 Absent

Announcements The Board of Education sends condolences to the families of:

Information only.

Rose Marie (Spellman) Knott, who passed away Tuesday, February 04, 2020. Mrs. Knott was the mother of Dawn Clark, Special Education Secretary and President of the Decatur Educational Support Personnel Association (DESPA).

John W. Ellison, who passed away Wednesday, February 05, 2020. Mr. Ellison was the father-in-law of Jessica Ellison, Principal at the Special Education Alternative Program (SEAP).

Important Dates

February 12 Lincoln's Birthday – **SCHOOL IS IN SESSION**
17 President's Day Holiday
– **NO SCHOOL and District Offices are Closed**

Information only.

March 06 End of 3rd Quarter for Elementary and Middle Schools
09 Casimir Pulaski Holiday **Observed**
– **No School and District Offices are Closed**
10 – 13 Spring Break Week
– **NO School for Students and District Offices are Open**
20 Report Card and Mid-term Distributions

NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, February 25, 2020 in the 1st Floor Board Room at the Keil Administration Building.

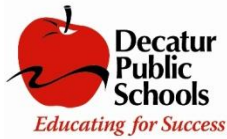
Adjournment

President Nolan asked for a motion to adjourn the Open Session Meeting. Mrs. Creighton motioned, seconded by Mr. Taylor. All were in favor.

Board adjourned at 7:38 PM.

Beth Nolan, President

Melissa Bradford, Board Secretary



Board of Education Decatur Public School District #61

Date: February 25, 2020	Subject: Release February Checks Early
Initiated By: Todd Covault, EdD, Chief Operational Officer	Attachments: N/A
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Each month, the Board approves the agenda of bills at the first meeting of the month. The bills are for the previous month's invoices and have a printed check date of the last day of the month.

CURRENT CONSIDERATIONS:

The first board meeting in March is the 3rd, the first Tuesday of the month. Since the last day of February is the prior Friday, it would be difficult to have the bills ready for the first meeting in March. The Business Office is requesting the Board's authority to release the checks on March 11th, the normal day the checks would be released. The agenda of bills would be brought to the Board to approve retroactively at the March 24th Board meeting.

FINANCIAL CONSIDERATIONS:

Checks would be released a week later than the first Board meeting; but, a week prior to the meeting in which the bills are approved.

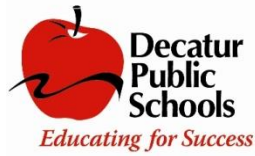
STAFF RECOMMENDATION:

The Administration recommends that the Board approve the Business Office to release February 2020 checks on March 11, 2020 prior to Board approval on March 24, 2020 as presented.

RECOMMENDED ACTION:

☒ Approval
☐ Information
☐ Discussion

BOARD ACTION: _____



Board of Education Decatur Public School District 61

Date: February 25, 2020	Subject: Monthly Financial Conditions Report
Initiated By: Todd Covault, EdD, Chief Operational Officer	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 January, the seventh month of FY20, the Macon-Piatt Special Education District has expended 50.23% of its overall budget; Decatur 61 has expended 48.23% of its overall budget.

As of February 18, 2020 the State Comptroller is holding FY20 ISBE vouchers in the amount of \$4,347,946.69 of which \$2,436,903 is associated with Evidence Based Funding; \$991,042 is associated with Transportation; and, \$754,800 is associated with the Early Childhood Block Grant.

The District's January 2020 month-end education fund balance is \$28,282,766; the January 2019 month-end education fund balance was \$27,501,865.

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 - January 31, 2020

<u>Fund</u>	<u>Fund Balance</u> <u>07/01/19</u>	<u>Revenues</u> <u>Year to Date</u>	<u>Expenditures</u> <u>Year to Date</u>	<u>Net Cash</u> <u>Flow</u>	<u>Change in</u> <u>Fund</u> <u>Balance</u>	<u>Balance</u> <u>01/31/20</u>	<u>Estimated</u> <u>Balance</u> <u>06/30/20</u>
DISTRICT # 61							
Education	\$14,374,483	\$62,809,233	\$48,900,950	\$13,908,283	\$0	\$28,282,766	\$ 15,152,863
Operation & Maintenance	\$1,290,846	\$3,421,899	\$3,741,950	(\$320,051)	\$0	\$970,795	\$ 1,248,413
Debt Service	\$1,767,936	\$6,411,169	\$6,002,378	\$408,791	\$0	\$2,176,727	\$ 2,551,330
Transportation	\$2,017,100	\$3,358,684	\$2,706,414	\$652,270	\$0	\$2,669,370	\$ 1,339,013
IMRF	\$1,585,068	\$1,649,741	\$1,245,937	\$403,804	\$0	\$1,988,872	\$ 1,134,616
Social Security/Medicare	\$1,146,726	\$2,442,825	\$1,217,262	\$1,225,563	\$0	\$2,372,289	\$ 1,506,501
Capital Projects Fund	\$2,898,672	\$9,816,233	\$4,637,516	\$5,178,717	\$0	\$8,077,389	\$ 15,173,473
Working Cash	\$4,841,191	\$10,066,100	\$9,714,846	\$351,254	\$0	\$5,192,445	\$ 5,246,096
Tort Immunity/Judgment	\$2,464,674	\$2,949,228	\$1,100,369	\$1,848,859	(\$195,807)	\$4,117,726	\$ 3,058,719
Fire Prevention/Safety	\$3,631,827	\$372,700	\$452,088	(\$79,388)	\$0	\$3,552,439	\$ 6,355,232
Totals District 61	\$36,018,523	\$103,297,812	\$79,719,710	\$23,578,102	(\$195,807)	\$59,400,818	\$52,766,256
Macon-Piatt Special Ed District	\$4,010,874	\$9,069,979	\$8,932,216	\$137,763	\$0	\$4,148,637	\$ 4,010,874

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

Percent of year passed: 58%

	Revenues	Budget	Actual Y-T-D	Percent Received/Used
12	Education	17,781,788	9,069,979	51.01%
22	Operation & Maintenance	-	-	0.00%
42	Transportation	-	-	0.00%
52	IMRF	-	-	0.00%
	Total Revenues	17,781,788	9,069,979	51.01%

	Expenditures			
12	Education	16,315,831	8,399,465	51.48%
22	Operation & Maintenance	358,470	8,976	2.50%
42	Transportation	25,750	3,510	13.63%
52	IMRF	1,081,737	520,265	48.10%
	Total Expenditures	17,781,788	8,932,216	50.23%

	Net Cash			
	Total Revenues	17,781,788	9,069,979	51.01%
	Total Expenditures	17,781,788	8,932,216	50.23%
	Net Cash	-	137,763	

	Fund Balances	Actual
12	Education	4,148,637

Decatur Public School District #61**Report Date: January 2020****Financial Condition as of January 31, 2020****Percent of year passed: 58%**

				FY 19 Percent
		Actual	Percent	Received/Used
		Year to Date	Received/Used	As Of 01/31/2019
Revenues		Budget		
10	Education	95,190,488	62,809,233	65.98%
20	Operation & Maintenance	6,149,633	3,421,899	55.64%
30	Debt Service	22,213,395	6,411,169	28.86%
40	Transportation	5,966,966	3,358,684	56.29%
50	IMRF	1,666,229	1,649,741	99.01%
51	Social Security	2,454,610	2,442,825	99.52%
60	Capital Projects	22,885,000	9,816,233	42.89%
70	Working Cash	10,279,905	10,066,100	97.92%
80	Tort Immunity/Judgment	2,966,700	2,949,228	99.41%
90	Fire Prevention/Safety	12,254,905	372,700	3.04%
Total Revenues		182,027,831	103,297,812	56.75%
Expenditures				
10	Education	94,412,109	48,900,950	51.80%
20	Operation & Maintenance	6,192,065	3,741,950	60.43%
30	Debt Service	21,430,000	6,002,378	28.01%
40	Transportation	6,645,052	2,706,414	40.73%
50	IMRF	2,116,680	1,245,937	58.86%
51	Social Security	2,094,834	1,217,262	58.11%
60	Capital Projects	10,610,200	4,637,516	43.71%
70	Working Cash	9,875,000	9,714,846	98.38%
80	Tort Immunity/Judgment	2,372,655	1,100,369	46.38%
90	Fire Prevention/Safety	9,531,500	452,088	4.74%
Total Expenditures		65,280,095	79,719,710	48.23%
Net Cash				
Total Revenues		182,027,831	103,297,812	56.75%
Total Expenditures		165,280,095	79,719,710	48.23%
Net Cash		16,747,736	23,578,102	
Fund Balances		Actual		
10	Education	28,282,766		
20	Operation & Maintenance	970,795		
30	Debt Service	2,176,727		
40	Transportation	2,669,370		
50	IMRF	1,988,872		
51	Social Security	2,372,289		
60	Capital Projects	8,077,389		
70	Working Cash	5,192,445		
80	Tort Immunity/Judgment	4,117,726		
90	Fire Prevention/Safety	3,552,439		
Total Funds		59,400,818		



Board of Education Decatur Public School District #61

Date: February 25, 2020	Subject: Treasurer's Report
Initiated By: Todd Covault, EdD, Chief Operational Officer	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 January 31, 2020.

CURRENT CONSIDERATIONS:

N/A

FINANCIAL CONSIDERATIONS:

N/A

STAFF RECOMMENDATION:

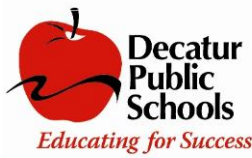
The Administration respectfully requests that the Board of Education approve the Treasurer's Report as presented.

RECOMMENDED ACTION:

☒ Approval
☐ Information
☐ Discussion

BOARD ACTION: _____

DECATUR PUBLIC SCHOOL DISTRICT #61					
TREASURER'S REPORT					
JANUARY 2020					
	Cash/Investments				Cash/Investments
	as of				as of
	12/31/19	Receipts	Disbursements	Change/Interest	01/31/20
Education	31,200,168.09	11,160,205.92	12,527,138.11	40,524.82	29,873,760.72
Operations & Maintenance	1,128,237.03	412,747.95	571,890.21	899.58	969,994.35
Debt Service	928,766.30	1,247,711.36	200.00	447.91	2,176,725.57
Transportation	3,083,223.82	163,600.76	666,877.28	3,025.87	2,582,973.17
IMRF	1,829,580.48	349,951.76	193,184.87	2,523.65	1,988,871.02
Social Security	2,268,975.59	292,127.39	191,697.72	2,882.65	2,372,287.91
Capital Projects	9,443,930.43	0.00	1,376,618.03	10,077.44	8,077,389.84
Working Cash	5,145,559.72	40,596.53	0.00	6,289.22	5,192,445.47
Tort/Judgment Immunity	4,092,813.23	350,182.11	330,495.12	5,225.58	4,117,725.80
Fire Prevention & Safety	3,513,555.37	40,596.53	5,924.72	4,210.77	3,552,437.95
Macon-Piatt Special Education	4,742,285.21	1,194,718.53	1,793,826.44	4,608.79	4,147,786.09
Activities	530,091.63	26,099.78	25,925.59	631.50	530,897.32
	67,907,186.90	15,278,538.62	17,683,778.09	81,347.78	65,583,295.21
				Dr. Todd Covault	01/31/20



Board of Education Decatur Public School District #61

Date: February 25, 2020	Subject: Job Description
Initiated By: Deanne Hillman, Director of Human Resources, and Jeff Dase, Assistant Superintendent for Teaching and Learning	Attachments: Job Description: Director of Research, Data and Accountability
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Decatur Public Schools has over 10,000 students and employees. With this large number of students and adults, a wide range of data requests and inquiries are needed for critical support aligned with data driven decision making. Decatur Public Schools needs a Director to successfully oversee and/or perform the core responsibilities aligned to interpreting, analyzing and providing administrative support aligned to the data, research and data accountability areas.

CURRENT CONSIDERATIONS:

Director of Research, Data & Accountability will interpret data, analyze results using statistical techniques and provide ongoing reports to the Superintendent and/or designee. The successful candidate will oversee the district's Research Department and provide professional development to all related stakeholders throughout the school year to increase the district's capacity to implement data driven decisions throughout all departments of Decatur Public Schools.

Position Title	Changes/Updates
Director of Research, Data and Accountability	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: Director of Research, Data and Accountability

PURPOSE: Provide leadership and coordination to ensure aligned instructional assessment, accountability, and data analysis programming for the district.

QUALIFICATIONS:

- Minimum of three to five years of successful site/district administrative experience.
- 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 assessment, accountability, curriculum, instruction, English Learner programs/support, and supplemental and intervention programs.
- Master's degree in related field (required).
- Administrative license preferred.
- Completion of courses in Educational Administration, Assessment and Accountability, Curriculum and Instruction, English Learner and/or education (desirable).
- Communicates effectively both orally and in writing; speak publicly, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to analyze situations accurately and adopt an effective course of action while meeting schedules and time lines.
- Skilled in research and evaluation, systems analysis, and database management.
- Working knowledge of software used in research and evaluation for a school system.
- Demonstrated experience in Student Information Systems (ex. Skyward).
- Ability to use technology to efficiently utilize assessment analysis, collection, development, and implementation.
- Ability to learn new procedural information and to disseminate both verbally and in writing to end-users. Excellent written and presentation skills, including the ability to make data reports, data software and technology understandable to end-users.
- Demonstrated skills in problem solving, ability to exercise good judgment, discretion, maintains 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

SUPERVISES: Data and Research Department
Assessment Administrator

MAINTAINS LIAISON WITH: Central Administration
Building Principals
School Staff
Professional Development Institute Personnel

DUTIES & RESPONSIBILITIES:

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

- Manages Data and Research staff and project timelines, including completion of annual evaluations.
- Ensures the accurate gathering, validating, and submittal of all School Performance Report data in a timely manner to meet all deadlines.
- Ensures the accurate gathering, validating, and submittal of the Civil Rights Data Collection in a timely manner to meet all deadlines.
- Coordinates data requests from central office and school buildings including but not limited to data requests required for grant submissions.
- Ensures development and accountability of appropriately established district data protocols and procedures.
- Provides appropriate professional development to staff regarding district data protocols and procedures as well as department responsibilities.
- Ensures Student Information System is properly utilized and implemented along with proper integration with all other appropriate systems.
- Ensures ongoing appropriate professional development to staff regarding Student Information System.
- Provides supervisory and office management duties, as required.
- Provides leadership, support, and accountability in the development, implementation and coordination of the district's assessment and accountability program including proper protocols and procedures to ensure accurate data tracking and reporting.
- Supports the Assistant Superintendent, Instructional Services, Administrators in the interpretation and use of school achievement and assessment data.
- Provides leadership and collaborates with site administration regarding the assessment of student progress and educational program effectiveness.
- Monitors longitudinal data to emphasize student achievement trends and identifies on-going content area needs on a districtwide and/or site-by-site basis.
- Collaborates with colleagues and vendors to identify and implement emerging technologies and methodologies into assessment and accountability to support the vision/mission of the district; ensures the implementation of assessment and accountability changes that result in innovation and improvement of student assessment and learning.
- Works collaboratively with district leadership to analyze student achievement, effectiveness of instructional programs and initiatives, assessments, district professional learning to ensure the coordination, alignment, and articulation of a comprehensive curricular and instructional program.
- Works collaboratively with the Director of Technology and Teaching and Learning Department in the development and maintenance of an online system of multiple measures of student performance which provides evidence useful to the evaluation and modification of educational programs.
- Communicates with other administrators, personnel and outside organizations to coordinate assessment and accountability; exchanges information and develops policies and procedures to encourage effective and efficient management controls; attends and participates in a variety of meetings; and participates in or coordinates professional learning.
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the district's goals/objectives as well as maintaining and carrying out adopted policies of the Governing Board and district administration.

- Conducts meetings and utilizes technology to maximize job performance; prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action.
- Establishes and maintains project deadlines, manages multiple projects, works with a variety of individuals and groups, communicates orally and in writing, and travels to various locations.
- Operates a computer and assigned software programs; operates other office equipment as assigned.
- Ensures district wide compliance with all federal and state accountability requirements.
- Provides technical assistance to district and school administrators in the areas of federal and state accountability measures.
- Supports the district and individual school efforts in the implementation of state and federal accountability requirements.
- Provides evaluative findings (including student achievement data) for the review of curriculum and instruction program effectiveness.
- Provides technical assistance to district and school administrators for all aspects of program monitoring and interventions related to federal and state accountability measures.
- Plans and provides staff development for teachers, administrators, and staff on requirements of the state assessment program and the state and federal accountability programs.
- Disseminates information regarding current requirements of the state and federal accountability programs.
- Keeps informed of and complies with federal, state, district, and school regulations and policies.
- Compiles, maintains, and files all physical and computerized reports, records, and other documents required.
- Other duties as assigned.

TERMS OF EMPLOYMENT:

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

GRADE LEVEL: 15

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.

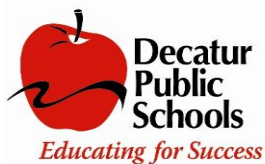
MENTAL DEMANDS:

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: February 25, 2020	Subject: Job Description
Initiated By: Deanne Hillman, Director of Human Resources, and Jeff Dase, Assistant Superintendent for Teaching and Learning	Attachments: Job Description: P-12 Director of Teaching and 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 Director of Teaching and Learning to ensure alignment and scaffolding of teaching and learning in grades PreK through 12. This will develop a continuous improvement cycle that will build on previous grades instruction and prepare Decatur Public Schools students with a high-quality PreK through 12 education. This structure will improve the grade level instruction connection throughout all grade levels.

CURRENT CONSIDERATIONS:

The P-12 Director of Teaching and Learning will partner with the 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

Position Title	Changes/Updates
P-12 Director of Teaching and 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 Director of Teaching & Learning

PURPOSE: Provide leadership and coordination 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 7 years of leadership experience within an educational organization is required.
- Minimum of 3 years of school leadership experience is required, preferably experience as a principal.
- 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 (required).
- Administrative license required.
- State of Illinois PERA certification preferred.
- Demonstrated skills in problem solving, ability to exercise good judgment, discretion, maintains 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

SUPERVISES: Assistant Director of Teaching and Learning
Director of Research, Data and Accountability
Building Principals
Professional Development Institute Personnel

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:

- 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 and other central office departments.
- 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 staff, directors 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 evaluate support staff, directors 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.
- Direct early childhood, elementary, middle school and secondary instructional and curriculum services to meet students' needs.
- 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.
- Secure 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:

- Coordinate career and technology programs with the federal programs director.
- 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:

- Administer the curriculum and instruction budget and ensure that programs are cost effective managed prudently.
- Compile budgets and cost estimates based on documented program needs.
- 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, 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: 19**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.

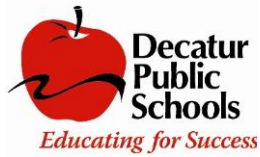
MENTAL DEMANDS:

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.

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Board of Education Decatur Public School District #61

Date: February 25, 2020	Subject: Job Description
Initiated By: Deanne Hillman, Director of Human Resources, and Jeff Dase, Assistant Superintendent for Teaching and Learning	Attachments: Job description: Decatur Public Schools Alternative Education Campus Principal
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Human Resources staff and administrators are conducting an ongoing review of job descriptions for compliance with state and federal laws, district policies and agreements; and the alignment of the descriptions with the essential duties and expectations of the position.

CURRENT CONSIDERATIONS:

For each position, the job description was created to align the responsibilities and duties with the expectations of the position. The following job descriptions were reviewed and updated as indicated:

Position Title	Changes/Updates
Decatur Public Schools Alternative Education Campus Principal	Updated duties to reflect alternative education principal job description.

FINANCIAL CONSIDERATIONS:

These positions are within 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: Decatur Public Schools Alternative Education Campus Principal

PURPOSE: The Principal will provide leadership and administration for all grades at the Decatur Public Schools Alternative Education Program Campus which includes but is not limited to Alternative Education Program – Elementary; Alternative Education Program – High School and Special Education Alternative Placement Program. The Campus Principal will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

QUALIFICATIONS:

- Five years experience in education
- Three years of the five years shall be successful experience in a school leadership role
- Special education experience
- Thorough knowledge of the principles, methods, strategies, goals and objectives of public education
- Master's degree in related field (e.g. Educational Administration)
- Administrative license required
- State of Illinois PERA certification preferred
- Ability to plan, develop, implement and evaluate instructional programs and delivery systems to meet the needs of at-risk youth for all grades
- Ability to exhibit the qualities of leadership essential to the successful administration of alternative education
- Ability to work cooperatively with staff, students, parents and community
- Ability to exercise good judgment and tact
- Knowledge of basic elements of instruction, curriculum and assessment
- Knowledge of effective alternative education systems
- Knowledge of effective employee supervision and evaluation procedures and techniques
- Knowledge of curriculum concepts and materials pertinent to elementary, middle and secondary education
- Knowledge of effective and appropriate teaching strategies, curricular programs and materials
- Knowledge of effective student disciplinary procedures and practices
- Excellent oral and written communication skills
- Experience ensuring a standards-based and aligned curriculum that meets the needs of all students and student groups is implemented
- Experience ensuring the implementation of high-quality, effective classroom instructional strategies that improve performance of all students and student groups is implemented
- Experience ensuring equity, culturally responsive practices are developed and implemented

- A proven track record of eliminating achievement gaps that is supported by data
- Ability to plan, develop, implement and evaluate instructional programs and delivery systems to meet the needs of at-risk youth
- Ability to coach and develop teachers by providing actionable feedback to improve the quality of instruction
- Ability to use student level data to drive continuous improvement ensuring every student has sufficient opportunity to meet and exceed standards
- Ability to maintain a supportive, secure and respectful learning environment that ensures the social, emotional and physical well-being of staff and students
- Knowledge of procedures, techniques and strategies pertaining to the administration of school level operation
- Ability to effectively plan, organize and coordinate the management functions and activities of school operation
- Ability to carry out responsibilities with little or no supervision
- Ability to handle multiple priorities with frequent interruptions
- Ability to promote a positive, caring climate for learning
- Ability to effectively analyze problems, issues and concerns and formulate appropriate alternative solutions
- Ability to deal sensitively and fairly with persons from diverse cultural backgrounds
- Ability to interact effectively with students, staff, parents and community members
- Organizational, prioritization, communication and interpersonal skills required to achieve the goals of the position

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

SUPERVISES: School Staff

MAINTAINS LIAISON WITH: Central Administration
Building Principals
Professional Development Institute Personnel

DUTIES & RESPONSIBILITIES:

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

- Establishes and maintains a shared vision of success.
- Outlines and tracks clear goals, targets and strategies aligned to the school vision that continually improves teacher effectiveness and student outcomes.

- Establishes a culture of continuous improvement.
- Develops and uses effective conflict-management and consensus-building skills.
- Makes effective decisions that support school and district goals.
- Develops and implements strategic school improvement plans.
- Ensures a standards-based and aligned curriculum that meets the needs of all students and student groups.
- Ensures the implementation of high-quality, effective classroom instructional strategies that improve performance of all students and student groups, ensuring equity, culturally responsive practices and eliminating achievement gaps.
- Coaches and develops teachers by providing actionable feedback to improve the quality of instruction.
- Ensures the use of student level data to drive continuous improvement ensuring every student has sufficient opportunity to meet and exceed standards.
- Leads the facilitation of special education services to students and students at-risk.
- Supports effective instructional strategies for students with disabilities.
- Assists in monitoring special education programs and related services to ensure compliance with federal and state regulations and local district policies and procedures.
- Demonstrates appreciation for and sensitivity to diversity in the school community.
- Develops a collaborative relationship with special education staff, administrators and service providers.
- Develops professional development on effective instruction for students with disabilities.
- Makes difficult personnel decisions when necessary, including dealing with staff performance.
- Acts quickly to stop possible breaches of safety, ineffective procedures, or interference with school operations.
- Responsible for the total operation of all phases of the school program.
- Identifies, develops and implements programs to support students in earning a high school diploma and being prepared for post-secondary opportunities.
- Helps identify pupil needs and cooperates with other professional staff members in assessing and helping pupils meet academic standards.
- Directs and supervises the articulation program with elementary, middle and high schools.
- Supervises the construction and implementation of the master schedule for the entire program.
- Makes recommendations to the Superintendent or designee with regard to the selection or retention, transfer, promotion and dismissal of personnel.
- Supervises in-service and curriculum development activities at the site

- Works with parents and school-related organizations in maintaining positive school-community relations.
- Collaborates with other administrators, District personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information.
- Recruits, hires, mentors and retains high-quality staff.
- Conducts rigorous evaluations of staff for continuous improvement and accountability for results.
- Trains, develops and supports a high-performing school staff.
- Creates a distributed leadership model to develop leadership capacity of school staff.
- Establishes, trains, coaches and develops effective leadership teams.
- Manages resources (people, financial, equipment) effectively to support the organizational goals.
- Utilizes all funds in compliance with state and federal guidelines, while maximizing the goals of the school.
- Ensures campus facilities, equipment and support systems operate safely, efficiently and effectively.
- Establishes organizational structures and practices for all stakeholders that result in the effective and efficient operation of the school to ensure student achievement.
- Maintains a supportive, secure and respectful learning environment that ensures the social, emotional and physical well-being of staff and students.
- Develops and maintains positive relationships with partner organizations and all stakeholders.
- Models and promotes the highest standard of conduct, ethical principles and integrity in decision-making, actions and behaviors.
- Models personal and professional growth mindset and meaningfully contributes to the growth of the profession.

TERMS OF EMPLOYMENT: Salary is based upon salary schedule established by the Board. 240 days per year.

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

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