

DECATUR PUBLIC SCHOOL DISTRICT #61
BOARD OF EDUCATION
AGENDA

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

February 26, 2019
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.

6:30 PM Public Hearing Regarding:

- **Hearing on Reduction in Force - Due to the consolidation of Stephen Decatur Middle School & Thomas Jefferson Middle School as well as Harris Elementary School & Hope Academy Magnet School, there will be a Reduction in Force of Schedule B (extra duties) at those Schools on March 12, 2019 in Decatur Public School District #61 as required by section 24-12 of the Illinois School Code.**
 - **Please note: Staff members can reapply, as appropriate positions will be reposted.**

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, pending and/or imminent litigation 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 26, 2019

IO 4.0 PUBLIC PARTICIPATION

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

IO 5.0 STUDENT/EMPLOYEE/COMMUNITY RECOGNITION

- **All State Musicians**

DI 6.0 BOARD AND/OR OTHER COMMITTEE REPORTS

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

BOARD DISCUSSION

IO 7.0 SUPERINTENDENT’S REPORT

- A. Winter K-8th Grades Data Update (**S1**)

AI 8.0 ROLL CALL ACTION ITEMS

- A. Personnel Action Items (**S4**)
- B. Exagrid Disaster Recovery and Backup Solution (**S2**)
- C. Air-conditioning for Pershing Early Learning Center (**S2**)
- D. Air-conditioning for Enterprise Elementary Montessori Magnet School (**S2**)
- E. Authorization-Submit the Application for the Community Eligibility Program (CEP) (**S1**)

AI 9.0 CONSENT ITEMS

- A. Minutes: Open/Closed Meetings February 12, 2019
- B. Financial Conditions Report
- C. Treasurer’s Report
- D. Acceptance of Gift from Houghton Mifflin Harcourt (**S1**)
- E. Job Description: Director of Student Services (**S1**)
- F. Job Description: Middle School Small Learning Academy Secretary (**S1**)
- G. Job Description: Secretary to the Middle School Principal (**S1**)
- H. Resolution Authorizing the Disposal of Surplus Property (Old Televisions)
- I. Resolution Authorizing the Sale of School Personal Property (Uniforms)
- J. Resolution Authorizing the Sale of Two Non-running Vehicles to a Local Scrap Yard
- K. Proposal Services from BLDD regarding Health/Life/Safety Amendments (**S2**)
- L. Fountas & Pinnell Classroom Resources (ESSA) (**S1**)
- M. Regional Office of Education (ROE) Service Agreements (ESSA) (**S1**)

IO 10.0 ANNOUNCEMENTS

The Board of Education sends condolences to the family of:

Raquel S. Thaxton, who passed away Wednesday, February 13, 2019. Mrs. Thaxton was a former Teaching Assistant at Pershing Early Learning Center.

IO 11.0 IMPORTANT DATES

- March**
- 04 Casimir Pulaski Holiday
 - **No School and District Offices are Closed**
 - 08 End of 3rd Quarter for Elementary and Middle Schools and High School Midterms
 - 15 Report Card Distribution
 - **Elementary and Middle School Students**
 - 15 Mid-term Distribution
 - **High School Students**
 - 25 – 29 Spring Break Week
 - **NO School for Students and District Offices are Open**

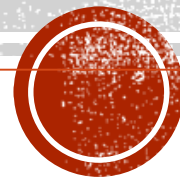
NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 7:30 PM, Tuesday, March 12, 2019 in the 1st Floor Board Room at the Keil Administration Building.

Please note the time change for Open Session (7:30 PM) on March 12, 2019.

12.0 ADJOURNMENT

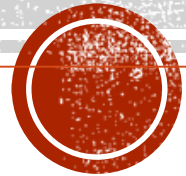
2019 WINTER K-8 ASSESSMENT UPDATE



By Anthony Mansur, Charlotte Thompson, and
Dr. Joshua Peters

Board of Education Meeting
February 26, 2019

WINTER 2019 NSGRA UPDATE



GUIDED READING BENCHMARKS BY GRADE

The levels shown in the chart below reflect instructional-level benchmarks.

Fall

Winter

Spring

	August	September	October	November	December	January	February	March	April	May	June	July
K	A	A	A	A	B	B	C	C	C/D	C/D	C/D	C/D
1	C/D	C/D	D/E	D/E	E/F	F/G	G/H	H	H/I	I/J	I/J	I/J
2	I/J	I/J	J/K	J/K	K/L	K/L	L/M	L/M	M	M/N	M/N	M/N
3	M	M	M/N	M/N	N/O	N/O	O/P	O/P	P	P/Q	P/Q	P/Q
4	P	P	P/Q	P/Q	Q/R	Q/R	R/S	R/S	S	S/T	S/T	S/T
5	S	S	S/T	S/T	T/U	T/U	U/V	U/V	V	V/W	V/W	V/W
6	V/W	V/W	V/W	V/W	W/X	W/X	W/X	W/X	W/X	X/Y	X/Y	X/Y
7	X/Y	X/Y	X/Y	X/Y	Y/Z	Y/Z	Y/Z	Y/Z	Y/Z	Z	Z	Z
8	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z



2018-2019 Reading Levels K-6

Fall

Grade	# on Grade Level	On Grade Level Percentage	# Not on Grade Level	Not on Grade Level Percentage
K	85	12.4%	598	87.6%
1	254	39.4%	391	60.6%
2	275	42.6%	371	57.4%
3	326	50.8%	316	49.2%
4	294	48.3%	315	51.7%
5	320	54.5%	267	45.5%
6	258	51.5%	243	48.5%

Fall = 42.0% of our students started the year at grade level.

Winter

Grade	# on Grade Level	On Grade Level Percentage	# Not on Grade Level	Not on Grade Level Percentage
K	227	33.6%	448	66.4%
1	300	49.3%	309	50.7%
2	311	49.1%	322	50.9%
3	376	56.5%	290	43.5%
4	330	54.7%	273	45.3%
5	341	58.8%	239	41.2%
6	264	55.6%	211	44.4%

Winter = 50.7% of our students were at grade-level by winter.



2018 Fall Reading Levels K-6

Guided Reading Levels K-6																												Total Number of Students
	PreA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
K	598	70	5	4	2	2	1			1																		683
1	85	171	135	96	61	22	21	19	2	6	9	6	3	3	5		1											645
2	6	34	42	43	49	53	58	37	49	42	46	47	38	23	34	16	11	7	6	2	3							646
3		9	4	17	13	18	30	23	20	34	49	44	55	62	74	47	51	23	28	11	9	7	5	5		1	3	642
4		1	1	4	5	6	7	9	10	13	18	52	53	39	57	40	55	55	55	32	34	14	20	9	3	8	9	609
5			1	1	2	4	4	2	3	2	5	20	21	25	35	25	29	48	40	70	63	41	28	18	21	10	69	587
6		1		1	1	1	2	1	1	1	2	4	7	12	10	11	12	27	29	33	44	43	38	48	30	27	115	501
Total	689	286	188	166	133	106	123	91	85	99	129	173	177	164	215	139	159	160	158	148	153	105	91	80	54	46	196	4313

2018 Winter Reading Levels K-6

	PreA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	Total Number of Students
K	167	281	162	36	12	4	5	4	2		1		1															675
1	9	41	84	95	80	81	71	45	25	24	14	5	9	5	12	3		1	2	3								609
2	2	7	15	35	32	34	45	51	28	32	41	55	58	44	44	47	17	14	11	8	4	3	3	2		1		633
3		1	5	5	10	12	21	25	21	14	37	50	45	44	79	56	52	49	34	36	26	11	5	11	4	5	8	666
4				1	3	1	7	8	8	6	8	21	47	38	40	39	46	49	59	51	45	35	22	24	11	4	30	603
5			1			4	4	2	1	4	3	10	9	22	23	24	34	20	45	33	53	57	38	43	24	20	106	580
6						1	1	2		3	2	2	3	5	10	11	17	8	28	28	24	29	37	30	27	33	174	475
Total	178	330	267	172	137	137	154	137	85	83	106	143	172	158	208	180	166	141	179	159	152	135	105	110	66	63	318	4241

4+ Grade Levels Behind
3 Grade Levels Behind
2 Grade Levels Behind
1 Grade Level Behind
On or Above Grade Level

2018 Fall Reading Levels K-6

Guided Reading Levels K-6

	PreA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	Total Number of Students
K	598	70	5	4	2	2	1			1																		683
1	85	171	135	96	61	22	21	19	2	6	9	6	3	3	5		1											645
2	6	34	42	43	49	53	58	37	49	42	46	47	38	23	34	16	11	7	6	2	3							646
3		9	4	17	13	18	30	23	20	34	49	44	55	62	74	47	51	23	28	11	9	7	5	5		1	3	642
4		1	1	4	5	6	7	9	10	13	18	52	53	39	57	40	55	55	55	32	34	14	20	9	3	8	9	609
5			1	1	2	4	4	2	3	2	5	20	21	25	35	25	29	48	40	70	63	41	28	18	21	10	69	587
6		1		1	1	1	2	1	1	1	2	4	7	12	10	11	12	27	29	33	44	43	38	48	30	27	115	501
Total	689	286	188	166	133	106	123	91	85	99	129	173	177	164	215	139	159	160	158	148	153	105	91	80	54	46	196	4313

2018 Winter Reading Levels K-6

	PreA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	Total Number of Students
K	167	281	162	36	12	4	5	4	2		1		1															675
1	9	41	84	95	80	81	71	45	25	24	14	5	9	5	12	3		1	2	3								609
2	2	7	15	35	32	34	45	51	28	32	41	55	58	44	44	47	17	14	11	8	4	3	3	2		1		633
3		1	5	5	10	12	21	25	21	14	37	50	45	44	79	56	52	49	34	36	26	11	5	11	4	5	8	666
4				1	3	1	7	8	8	6	8	21	47	38	40	39	46	49	59	51	45	35	22	24	11	4	30	603
5			1			4	4	2	1	4	3	10	9	22	23	24	34	20	45	33	53	57	38	43	24	20	106	580
6						1	1	2		3	2	2	3	5	10	11	17	8	28	28	24	29	37	30	27	33	174	475
Total	178	330	267	172	137	137	154	137	85	83	106	143	172	158	208	180	166	141	179	159	152	135	105	110	66	63	318	4241

Diving Deeper

Fall - Number of Students

	4+ Grade Levels Behind	3 Grade Levels Behind	2 Grade Levels Behind	1 Grade Level Behind	On Level
K				598	85
1			85	306	254
2		6	76	289	275
3		13	121	182	326
4	2	41	136	136	294
5	17	48	85	117	320
6	22	33	68	120	258

Fall - Percentage of Students

	4+ Grade Levels Behind	3 Grade Levels Behind	2 Grade Levels Behind	1 Grade Level Behind	On Level
K				88%	12%
1			13%	48%	39%
2		<1%	11%	45%	43%
3		2%	19%	28%	51%
4	<1%	7%	22%	22%	48%
5	3%	8%	14%	20%	55%
6	4%	7%	14%	24%	51%

Winter - Number of Students

	4+ Grade Levels Behind	3 Grade Levels Behind	2 Grade Levels Behind	1 Grade Level Behind	On Level
K				448	227
1			50	259	300
2		9	116	197	311
3	1	32	118	139	376
4	5	37	106	125	330
5	19	41	81	98	341
6	19	38	64	90	264

Winter - Percentage of Students

	4+ Grade Levels Behind	3 Grade Levels Behind	2 Grade Levels Behind	1 Grade Level Behind	On Level
K				66.4%	33.6%
1			8.2%	42.5%	49.3%
2		1.4%	18.3%	31.1%	49.1%
3	0.2%	4.8%	17.7%	20.9%	56.5%
4	0.8%	6.1%	17.6%	20.7%	54.7%
5	3.3%	7.1%	14.0%	16.9%	58.8%
6	4.0%	8.0%	13.5%	18.9%	55.6%



KINDERGARTEN COMPARATIVE GROWTH

	-1 Level	No Growth	1 Level	2 Levels	3 Levels	4+ Levels
Number of Students	3	171	299	137	35	8
Percentage of Students	0.5%	26.2%	45.8%	21.0%	5.4%	1.2%

653 students with Fall/Winter Comparison Scores

22 new students - Winter data point only (6 came in on grade level)

26 students - Fall data point only (Moved or Missing) - 2 at Grade level

Kindergarteners were expected to grow from a Level A (Fall) to a Level B (Winter). It is acceptable for 1 Level of growth



1ST GRADE COMPARATIVE GROWTH

	-1 Level	No Growth	1 Level	2 Levels	3 Levels	4+ Levels
Number of Students	1	43	143	179	124	108
Percentage of Students	0.2%	7.2%	23.9%	29.9%	20.7%	18.1%

598 students with Fall/Winter Comparison Scores

11 new students - Winter data point only (7 came in on grade level)

27 students - Fall data point only (Moved or Missing) - 8 on grade level

1st Graders were expected to grow from a Level C (Fall) to a Level E (Winter).



2ND GRADE COMPARATIVE GROWTH

	-1 Level	No Growth	1 Level	2 Levels	3 Levels	4+ Levels
Number of Students	5	38	161	196	124	99
Percentage of Students	0.8%	6.1%	25.8%	31.5%	19.9%	15.9%

623 students with Fall/Winter Comparison Scores

11 new students - Winter data point only (5 came in on grade level)

31 students - Fall data point only (Moved or Missing) - 12 at grade level

2nd Graders were expected to grow from a Level I (Fall) to a Level K (Winter).



3RD GRADE COMPARATIVE GROWTH

	-1 Level	No Growth	1 Level	2 Levels	3 Levels	4+ Levels
Number of Students	4	44	259	199	79	64
Percentage of Students	0.6%	6.8%	39.9%	30.7%	12.2%	9.9%

649 students with Fall/Winter Comparison Scores

16 new students - Winter data point only (7 came in on grade level)

23 students - Fall data point only (Moved or Missing) - 9 at grade level

3rd Graders were expected to grow from a Level M (Fall) to a Level N (Winter). It is acceptable for 1 Level of growth



4TH GRADE COMPARATIVE GROWTH

	-1 Level	No Growth	1 Level	2 Levels	3 Levels	4+ Levels
Number of Students	5	30	278	165	51	59
Percentage of Students	0.9%	5.1%	47.3%	28.1%	8.7%	10.0%

588 students with Fall/Winter Comparison Scores

15 new students - Winter data point only (10 came in on grade level)

18 students - Fall data point only (Moved or Missing) - 6 on grade level

4th Graders were expected to grow from a Level P (Fall) to a Level Q (Winter). It is acceptable for 1 Level of growth



5TH GRADE COMPARATIVE GROWTH

	-1 Level	No Growth	1 Level	2 Levels	3 Levels	4+ Levels
Number of Students	12	51	199	161	44	100
Percentage of Students	2.1%	9.0%	35.1%	28.4%	7.8%	17.6%

567 students with Fall/Winter Comparison Scores

13 new students- Winter data point only (7 came in on grade level)

23 students- Fall data point only (Moved or Missing) - 5 on level

5th Graders were expected to grow from a Level S (Fall) to a Level T (Winter). It is acceptable for 1 Level of growth



6TH GRADE COMPARATIVE GROWTH

	-1 Level	No Growth	1 Level	2 Levels	3 Levels	4+ Levels
Number of Students	5	68	150	82	24	126
Percentage of Students	1.1%	14.9%	33.0%	18.0%	5.3%	27.7%

455 students with Fall/Winter Comparison Scores

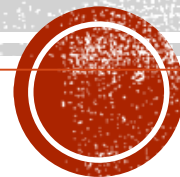
13 new students- Winter data point only (7 came in on grade level)

23 students- Fall data point only (Moved or Missing) - 5 on level

6th Graders were expected to grow from a Level V (Fall) to a Level W (Winter). It is acceptable for 1 Level of growth



WINTER 2019 FASTBRIDGE UPDATE



UNDERSTANDING THE DATA

Fall and Winter District Averages

(Points compared to FastBridge National Benchmarks)

High Risk	
Some Risk	
Low Risk	

For F-W District (Observed) Growth
(Compared to FastBridge green-green growth)

Below Nat. Growth Ave.	
Above Nat. Growth Ave.	

Pre-K	Fall District	Fall Benchmark	Winter District	Winter Benchmark	Observed Growth	Expected Growth
Concepts of Print	6.41	4.0	7.07	6.0	0.66	2

earlyReading

A series of 4 assessments that can change dependent upon the time of year, used to guide instruction at these levels.

	Grade	Fall District	Fall Benchmark	Winter District	Winter Benchmark	F-W District Growth	F-W Benchmark Growth
earlyReading	Pre-K	31.06	27.0	33.80	31.0	2.74	4.0
	K	32.26	34.0	44.95	52.0	12.69	18.0
	1	31.05	34.0	43.26	55.0	12.21	21.0

Pre-K - Students were over the national average in all 4 reading categories but had below average growth (Only Enterprise, Dennis, and Garfield Pre-K included).

Kindergarten - Students struggled the most with Word Segmenting, Letter Sounds, and Nonsense Words.

1st Graders - Better than average growth in Word Segmenting but struggled to close the gap in the other categories.



earlyReading

This chart explains the different assessments within earlyReading by grade-level.

This compares Fall and Winter District Averages to the Fall and Winter National Benchmark scores.

Pre-K	Fall District	Fall Benchmark	Winter District	Winter Benchmark	Observed Growth	Expected Growth
Concepts of Print	6.41	4.0	7.07	6.0	0.66	2
Onset Sounds	7.98	4.0	9.99	8.0	2.01	4
Letter Names	13.42	2.0	16.65	13.0	3.23	9
Letter Sounds	5.22	5.0	8.14	6.0	2.92	1
K	Fall District	Fall Benchmark	Winter District	Winter Benchmark	Observed Growth	Expected Growth
Concepts of Print	7.33	8.0				
Onset Sounds	9.51	12.0	13.21	16.0	3.7	4.0
Letter Names	15.9	20.0				
Letter Sounds	5.73	5.0	19.1	29.0	13.37	24.0
Word Segmenting			17.44	26.0		
Nonsense Words			4.95	8.0		
1st Grade	Fall District	Fall Benchmark	Winter District	Winter Benchmark	Observed Growth	Expected Growth
Word Segmenting	22.39	27.0	28.22	31.0	5.83	4.0
Nonsense Words	7.28	9.0	13.05	16.0	5.77	7.0
Sight Words	16.02	17.0	32.69	50.0	16.67	33.0
Sentence Reading	16.06	14.0				
CBMreading English			32.43	43.0		



earlyMath

A series of 3 assessments that can change dependent upon the time of year, used to guide instruction at these levels.

	Grade	Fall District	Fall Benchmark	Winter District	Winter Benchmark	F-W District Growth	F-W Benchmark Growth
earlyMath	Pre-K	27.29	21.0	31.47	22.0	4.18	1.0
	K	32.34	33.0	49.50	55.0	17.16	22.0
	1	27.35	37.0	43.20	56.0	15.85	19.0

Pre-K - Students started higher than average in all 3 categories. Only Number sequence saw higher observed growth.

Kindergarten - Started the year with higher than national average Numeral ID and Match quantity. Started below in Number sequence.

1st Grade - Students started below in all 3 areas in the fall and struggled to catch up. Students had higher than average scores in Place Value in the winter.



earlyMath

This chart explains the different assessments within earlyMath by grade-level.

This compares Fall and Winter District Averages to the Fall and Winter National Benchmark scores.

Pre-K	Fall District	Fall Benchmark	Winter District	Winter Benchmark	Observed Growth	Expected Growth
Numeral Identification	10.4	3.0	14.79	9.0	4.39	6
Match Quantity	7.29	0.0	7.96	6.0	0.67	6
Number Sequence	3.81	2.0	5.14	3.0	1.33	1
K	Fall	Fall Benchmark	Winter	Winter Benchmark	Observed Growth	Expected Growth
Numeral Identification	13.62	13.0	21.82	25.0	8.2	12.0
Match Quantity	8.51	8.0				
Number Sequence	4.67	5.0	7.36	8.0	2.69	3.0
Decomposing			4.45	5.0		
1st Grade	Fall	Fall Benchmark	Winter	Winter Benchmark	Observed Growth	Expected Growth
Numeral Identification	23.71	29.0				
Decomposing	2.8	4.0	4.95	7.0	2.15	3.0
Number Sequence	5.14	6.0	7.98	10.0	2.84	4.0
Place Value			4.06	3.0		



CBMreading

The measure of a student's oral reading skills. Used to identify students that struggle with reading fluency.

	Grade	Fall District	Fall Benchmark	Winter District	Winter Benchmark	F-W District Growth	F-W Benchmark Growth
CBMreading	1			32.18	43.0		N/A
	2	44.75	58.0	65.91	87.0	21.16	29.0
	3	75.27	90.0	93.84	116.0	18.57	26.0

1st Grade - Only took CBMreading in the winter. Scores in the “Some Risk” range as a district.

2nd-3rd Grade - Scored in the “Some Risk” range as a district in the fall and winter. Growth was below the national average.



aReading

Computer Adaptive Measure of broad reading ability that is individualized for each student (Similar to MAP math).

	Grade	Fall District	Fall Benchmark	Winter District	Winter Benchmark	F-W District Growth	F-W Benchmark Growth
aReading	2	450.43	469.0	466.33	481.0	15.90	12.0
	3	474.86	487.0	484.58	497.0	9.72	10.0
	4	489.74	500.0	496.92	507.0	7.18	7.0
	5	498.47	509.0	505.79	517.0	7.32	8.0
	6	508.58	516.0	513.84	523.0	5.26	7.0
	7	514.69	520.0	518.77	525.0	4.08	5.0
	8	524.01	526.0	528.48	530.0	4.47	4.0

The Fall and Winter District scores were mostly in the “Some Risk” range.

***2nd Grade** - Scored in the “High Risk” range in winter but had better than average growth.

4th and 8th Grades - Scored in the “Some Risk” range and had slightly better than average growth.



AUTOreading

AUTOreading is a fully automated measure of decoding, word identification, and comprehension for screening and progress monitoring.

		Grade	Fall District	Fall Benchmark	Winter District	Winter Benchmark	F-W District Growth	F-W Benchmark Growth
AUTOreading	Encoding	4	26.28	34.0	27.23	37.0	0.95	3.0
	Vocabulary	4	19.99	18.0	21.92	21.0	1.93	3.0
	Word ID	4	23.20	24.0	24.34	27.0	1.14	3.0
	Word ID	5	24.38	29.0	25.33	33.0	0.95	4.0
	Word ID	6	25.63	31.0	26.44	34.0	0.81	3.0
	Word ID	7	26.47	34.0	27.16	35.0	0.69	1.0
	Word ID	8	27.65	34.0	28.09	35.0	0.44	1.0
	Matching Synonyms	5	21.25	20.0	22.00	23.0	0.75	3.0
	Matching Synonyms	6	22.41	23.0	23.47	26.0	1.06	3.0
	Matching Synonyms	7	23.29	26.0	24.40	27.0	1.11	1.0
	Matching Synonyms	8	24.42	26.0	25.37	27.0	0.95	1.0
	Decoding	5	17.68	17.0	19.11	20.0	1.43	3.0
	Decoding	6	19.08	20.0	20.43	22.0	1.35	2.0
	Decoding	7	20.03	22.0	21.65	24.0	1.62	2.0
	Decoding	8	21.68	22.0	23.13	24.0	1.45	2.0
	Morphology	5	17.66	17.0	18.85	20.0	1.19	3.0
	Morphology	6	18.34	20.0	19.41	23.0	1.07	3.0
	Morphology	7	19.53	24.0	20.51	25.0	0.98	1.0
	Morphology	8	20.54	24.0	21.72	25.0	1.18	1.0

aMath

aMath is a simple, efficient, computer adaptive measure of both broad and component math skills from kindergarten through 8th grade (K-8)

	Grade	Fall District	Fall Benchmark	Winter District	Winter Benchmark	F-W District Growth	F-W Benchmark Growth
aMath	2	191.91	197.0	196.89	201.0	4.98	4.0
	3	198.51	203.0	200.88	207.0	2.37	4.0
	4	202.93	209.0	204.91	212.0	1.98	3.0
	5	206.73	214.0	208.43	220.0	1.70	6.0
	6	209.87	220.0	211.63	223.0	1.76	3.0
	7	211.93	220.0	213.51	223.0	1.58	3.0
	8	216.12	223.0	217.48	224.0	1.36	1.0

The Fall and Winter District scores were in the “High Risk” and “Some Risk” range.

***2nd Grade** - Made higher than average growth and moved from “High Risk” to “Some Risk.”

8th Grade - Made higher than average growth but were still in the “Some Risk” range.



CBM Math Automaticity

Used as a measure for math fluency.

	Grade	Fall District	Fall Benchmark	Winter District	Winter Benchmark	F-W District Growth	F-W Benchmark Growth
CBM Math Automaticity	2	12.72	10.0	22.65	25.0	9.93	15
	3	10.17	10.0	10.18	20.0	0.01	10
	4	20.37	N/A	20.61	N/A	0.24	N/A
	5	36.28	N/A	36.42	N/A	0.14	N/A
	6	46.63	N/A	46.97	N/A	0.34	N/A
	7	57.80	N/A	58.40	N/A	0.60	N/A
	8	68.18	N/A	68.42	N/A	0.24	N/A

Students in grades 2-8 were given this assessment as a fluency baseline for our district.

Grades 4-8 don't have Expected Growth for this assessment. We chose to use this as a measurement to compare student math fluency at a local level.



Questions?





Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Personnel Action
Initiated By: Deanne Hillman, Director of Human Resources and the Human Resources Department	Attachments: 7 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, 2019
Board Date: February 26, 2019
Re: Personnel Action

EMPLOYMENT RECOMMENDATIONS

TEACHER:

Name	Position	Effective Date
Debra Aubert	Cross Categorical, Franklin	February 11, 2019
Katherine Brown	Cross Categorical, Durfee	February 11, 2019
Chelsea Davis	Early Childhood Special Education, Pershing (<i>Pending Licensure</i>)	August 12, 2019
Lynna Pack	SED, Franklin	February 11, 2019
John Power	Social Worker, SEAP (<i>Pending Licensure</i>)	August 12, 2019

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

TEACHING ASSISTANTS:

Name	Position	Effective Date
Corey Anderson	Special Education Teaching Assistant, SEAP, 6 hours per day	March 5, 2019
Nicole Billadeau	Student Transition Room Assistant, Stephen Decatur, 6.5 hours per day	February 20, 2019
Michelle Montgomery	Teaching Assistant, Franklin, 6 hours per day	February 25, 2019
Charles Tiner	Special Education Teaching Assistant, SEAP, 6 hours per day	February 25, 2019

SCHEDULE B:

Name	Position	Effective Date
Ferlaxnes Carson	Elementary Track and Field Coach, French	March 11, 2019

Lisa Holmes	First Lego League, Stephen Decatur	August 13, 2018
Christine Lowe	First Lego League, Stephen Decatur	August 13, 2018

SUMMER CAMP 2019

ADMINISTRATORS:

Name	Position	Effective Date
Rebecca Kern	Summer Camp Administrator, PDI	February 1, 2019
Jenny Kosiec	Summer Camp Administrator, PDI	February 1, 2019

CAMP COORDINATORS:

Name	Position	Effective Date
Jewel Grady	Summer Camp Coordinator, Camp Connections, PDI	February 1, 2019
Debra Harper	Summer Camp Coordinator, Smash Camp, PDI	February 1, 2019
Harl Hillman	Summer Camp Coordinator, Camp Discovery, PDI	February 1, 2019
Deborah Kwasny	Summer Camp Operational Coordinator, PDI	February 1, 2019

NURSE:

Name	Position	Effective Date
James Brase	Summer Camp Nurse, PDI	June 3, 2019

TEACHERS:

Name	Position	Effective Date
Christina Angle	Summer Camp Certified Teacher, Smash Camp Jr.	February 1, 2019
Daniel Bennett	Summer Camp Wellness Coach, PDI	June 3, 2019
Kristine Boomer	Summer Camp Certified Teacher, Camp Connections	February 1, 2019
Merijha Branson	Summer Camp Certified Teacher, Camp Connections	February 1, 2019

Carissa Craven	Summer Camp Certified Teacher, Smash Camp Jr.	February 1, 2019
Julie Daly	Summer Camp Wellness Coach, PDI	June 3, 2019
Amy Davenport	Summer Camp Certified Teacher, Camp Connections	February 1, 2019
Ann Downey	Summer Camp Certified Teacher, Camp Connections	February 1, 2019
Jaime Goodman	Lead Facilitator, Smash Camp.	February 1, 2019
Denita Hentz	Literacy Intervention Specialist, Camp Connections	February 1, 2019
Paula Leffler	Literacy Intervention Specialist, Camp Connections	February 1, 2019
Lyndsay Lemanczyk	Summer Camp Certified Teacher, Camp Connections	February 1, 2019
Tiara Mackins	Summer Camp Certified Teacher, Smash Camp Sr.	February 1, 2019
Jamie Mansfield	Summer Camp Certified Teacher, Camp Discovery	February 1, 2019
Kamie Meador	Literacy Intervention Specialist, Camp Connections	February 1, 2019
Ryan Morgan	Summer Camp Certified Teacher, Camp Discovery	February 1, 2019
Tisha Neeley	Summer Camp Certified Teacher, Smash Camp Jr.	February 1, 2019
Diane Orr	Summer Camp Certified Teacher, Camp Connections	February 1, 2019
Paula Patterson	Lead Facilitator, Camp Discovery	February 1, 2019
Melissa Prasun	Summer Camp Certified Teacher, Camp Connections	February 1, 2019
Amanda Roberts	Literacy Intervention Specialist, Camp Connections	February 1, 2019

Julie Turner	Literacy Intervention Specialist, Camp Connections	February 1, 2019
Judith Wood	Summer Camp Certified Teacher, Camp Connections	February 1, 2019
Leslie Woolsey	Summer Camp Certified Teacher, Camp Connections	February 1, 2019

TRANSFERS

TEACHERS:

Name	Position	Effective Date
Jaya Lawary	From K-8 Assistant Principal, Garfield Montessori to Physical Education, Baum	August 12, 2019
Alyssa Moomaw	From Speech Pathologist, SEAP to Speech Language Pathologist, Pershing	August 12, 2019
Patricia Paulson	From Elementary Principal, Parsons to Grade 5, Franklin	August 12, 2019

ADMINISTRATIVE SUPPORT:

Name	Position	Effective Date
Stephen Blair	From EMS Level 1 , IT to EMS Level 2, IT	February 11, 2019

RESIGNATIONS

TEACHERS:

Name	Position	Effective Date
Kelly Allen-Smith	Grade 2, South Shores	End of the 2018-2019 School Year
Haley Garrison	Life Skills, Eisenhower	End of the 2018-2019 School Year
Holly Snyder	Grade 6, Oak Grove	February 25, 2019
Brooke Taylor	Grade 2, Oak Grove	End of the 2018-2019 School Year

Michael Turner	Alternative Education Teacher, Phoenix Academy	February 14, 2019
----------------	--	-------------------

TEACHING ASSISTANTS:

Name	Position	Effective Date
Kelly Frydenger	Special Education Teaching Assistant, Parsons	February 27, 2019

OFFICE PERSONNEL:

Name	Position	Effective Date
Kassie Mathias	Small Learning Community Secretary, Eisenhower	February 15, 2019

CUSTODIAN:

Name	Position	Effective Date
Carolyn Gee	2nd Shift Custodian, Buildings & Grounds	February 19, 2019

RETIREMENT

OUTREACH PERSONNEL:

Name	Position	Effective Date
Rosemary Ferriell	Job Coach, Macon Piatt	January 24, 2019

TEACHING ASSISTANT:

Name	Position	Effective Date
Brenda Moore	Early Childhood Special Education, Pershing	End of the 2018-2019 School Year

COMPENSATION RECOMMENDATIONS:

- The following staff member should be compensated **\$300.00** for participating in Aspiring Principal Leadership Support on February 6, 2019 at Keil:
Susan Barnes
- The following staff members should be compensated for participating in After School ESSA Tutoring from February 4-8, 2019 at South Shores:

Debra Harper	\$115.50	Sara Kennedy	\$165.00
Joshua Fazekas	\$82.50	Crystal Rora	\$49.50

Jennifer Kapchinske	\$132.00	Sue Howland	\$132.00
Carl Williams	\$148.50	Heather Scott	\$115.50
Tricia Athey	\$132.00	Bobbi Clark	\$132.00
Mary Evans	\$165.00	Robert Schwent	\$108.20
Greg Smith	\$165.00	Raymond Hoffman	\$108.20

- The following staff members should be compensated for participating in After School ESSA Tutoring from February 11-15, 2019 at South Shores:

Debra Harper	\$132.00	Sara Kennedy	\$247.50
Joshua Fazekas	\$165.00	Crystal Rora	\$170.50
Jennifer Kapchinske	\$198.00	Sue Howland	\$231.00
Carl Williams	\$247.50	Heather Scott	\$99.00
Tricia Athey	\$181.50	Bobbi Clark	\$165.00
Mary Evans	\$247.50	Robert Schwent	\$162.30
Greg Smith	\$247.50	Raymond Hoffman	\$151.48

- The following staff member should be compensated **\$66.00** for participating in After School Tutoring Intervention from February 4-8, 2019 at Harris:
Brandan Abbott

- The following staff members should be compensated for participating in Daily 5 Cafe New Teacher Training on February 9, 2019 at Harris:

Molly Miller	\$100.00	Jason Surian	\$50.00
Carol Dance	\$50.00	Brandan Abbott	\$50.00
Stephanie Shook	\$50.00	Autumn Lourash	\$50.00
Kristina Donley	\$50.00	Whitney Brown	\$50.00

- The following staff members should be compensated **\$49.50** for participating in Grade 3 Rubric for SBG on February 12, 2019 at PDI:

Olivia Mannlein	Kelli Murray
Rhonda Cox	Jewel Grady

- The following staff members should be compensated for participating in Grade 4 Rubric for SBG on February 11, 2019 at PDI:

Rhonda Cox	\$66.00	Jennifer Neilson-Parks	\$66.00
Kelli Murray	\$66.00	Jewel Grady	\$33.00
Brittany Acree	\$66.00		

- The following staff members should be compensated **\$66.00** for participating in Grade 1 Standards Based Grading Committee Meeting #5 on February 12, 2019 at PDI:

Cassie Mann	Macie Gillis
Diane Orr	Julie Turner
Merijha Branson	Molly Miller
Ashley Kitson	

- The following staff members should be compensated for participating in Culturally Responsive Teaching and Learning on February 4 & 11, 2019 at PDI:

Alicia Alves	\$100.00	Carl Williams	\$100.00
Ashley Atchason	\$100.00	Crystal Rora	\$100.00
Angie Guernsey	\$100.00	Sara Kelly	\$100.00
Melissa Baker	\$100.00	Alex Nichols	\$100.00
Jennifer Kapchinske	\$100.00	Kamie Meador	\$200.00

- The following staff members should be compensated **\$33.00** for participating in New Teacher Daily 5 Cafe on February 9, 2019 at Harris:

Ann Downey	Michelle Brown
------------	----------------

- The following staff members should be compensated **\$66.00** for participating in Standards Based Grading for Music on February 7, 2019 at PDI:

Christina Angle	Ashley Faulkner
Rhonda Cox	

- The following staff members should be compensated **\$66.00** for participating in Standards Based Grading for Music on February 7, 2019 at PDI:

- The following staff member should be compensated **\$2,000.00** for the X-Step for her years of service to Decatur Public Schools:
Brenda Moore

Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Exagrid Disaster Recovery and Backup Solution - IT Audit Recommendation: Standardize and Enhance the Data Backup Architecture
Initiated By: Maurice Payne, Director of Information Technology	Attachments: <ul style="list-style-type: none"> • Exagrid DR Presido Quote • Exagrid DR Presido Contract
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

During the IT Audit, it was recommended that we standardize and enhance the data backup architecture. The district should standardize and consolidate on a single backup platform for all systems in the environment.

To take full advantage of the Nimble storage devices capabilities, it needs to be augmented by integrating Exagrid backup devices and Veeam backup software.

The backup solution has two parts:

1. Exagrid storage backup devices
 - a. Short term storage device located in our Data Center
 - b. Long term storage device placed at alternate location in the district
2. Veeam backup software to coordinate all backups to Exagrid

CURRENT CONSIDERATIONS:

Currently, the district has a limited backup infrastructure that is failing, unsupported, and is unable to backup all of our data nor retain it for longer than a couple weeks. We also do not have vendor support for our primary storage device, Nimble. The district has no disaster recovery plan, alternate location or supporting technology infrastructure that could be used to recover key information and systems in the event of a disaster.

FINANCIAL CONSIDERATIONS:

Funding for this will come from the Information Technology budget for the 2018/2019 school year.

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the Exagrid Disaster Recovery and Backup Solution as presented.

RECOMMENDED ACTION:

- ☒ Approval
☐ Information
☐ Discussion

BOARD ACTION: _____

TO: Decatur Public School District 61
Maurice Payne
101 W Cerro Gordo St
Decatur, IL 62523

MPayne@dps61.org
(p) 2174243085

FROM: Presidio Networked Solutions Group, LLC
Tadd Gerst
401 SW Water St
Suite 601
Peoria, IL 61602

tgerst@presidio.com
(p) 309.306.7833

BILL TO: Decatur Public School District #61

101 West Cerro Gordo
Decatur, IL 62523

SHIP TO: Decatur Public Schools

300 E Eldorado Street
Decatur, IL 62523

Customer#: DECAT009
Account Manager: Tadd Gerst
Inside Sales Rep: Amy Peterson
Title: Exagrid - DR

#	Part #	Description	Unit Price	Qty	Ext Price
1	EX40000E-SEC	Disk Capacity: Raw:96 TB, Useable: 78 TB. 40 TB Full Backup. Disks are encrypted. Includes 1 10 Gigabit Add on Card	\$53,393.60	1.00	\$53,393.60
2	EX40000ESEC1YRMSS	STANDARD 8X5 SUP EX-40000E-SEC-1YRMS-S	\$8,008.96	1 for 12 mo(s)	\$8,008.96
3	EX21000E-SEC	Disk Capacity: Raw: 60 TB, Useable: 42 TB. 21 TB Full Backup. Disks are encrypted.	\$32,277.70	1.00	\$32,277.70
4	EX21000ESEC1YRMSS	STANDARD 8X5 SUP EX-21000E-SEC-1YRMS-S	\$4,841.63	1 for 12 mo(s)	\$4,841.63
5	EX-10GIG-SFPC-A	10 Gigabit Ethernet Dual Port SFP+ TWINAX Option for all ExaGrid models except for the EX2000. Does not include twin axial cable	\$1,124.50	2	\$2,249.00
6	7T6344	STANDARD 8X5 SUP EX2-10T2PA-1YRMS-S	\$168.51	2 for 12 mo(s)	\$337.02
7	P-VASPLS-VS-PP000-00	VAS ENTERPRISE + PUBLIC SECTOR	\$2,040.71	10	\$20,407.10
8	V-VASPLS-VS-P02PP-00	ADDL 2YR PROD 24/7 MNT PREPAID	\$1,269.68	10 for 24 mo(s)	\$12,696.80
9	PS-SVC-TM	Hourly for Presidio employee labor	\$6,290.00	1.0000	\$6,290.00

			Sub Total:	\$140,501.81
			Grand Total:	\$140,501.81

Quote valid for 30 days unless otherwise noted.

Additional Terms

The following terms and conditions shall govern this agreement unless a valid Master Services & Product Agreement or other similar agreement ("Master Agreement") between the parties has been executed and is in force, in which case the terms of the Master Agreement shall prevail to the extent that they are inconsistent with the following terms and conditions.

1. Purchase Orders, Invoicing, Payment and Acceptance. Any purchase order submitted by CLIENT in connection with this agreement shall be deemed subject to these Additional Terms and this agreement. Unsigned, electronically submitted purchase orders shall be deemed to include CLIENT's electronic signature and shall be binding to the extent accepted by Presidio. Presidio's performance of such purchase order shall not constitute Presidio's acceptance of new or different terms, including pre-printed terms on such order. In absence of a purchase order, CLIENT agrees that its signature below grants Presidio the right to invoice CLIENT and authorizes payment to Presidio for the amounts owed. Further, CLIENT represents that Presidio can rely on such CLIENT signature for payment.

Presidio shall invoice CLIENT for the Products and/or Services in accordance with the terms stated in the agreement. The price included herein reflects a 3% discount for payment by cash, check or wire transfer. This discount will not apply in the event that CLIENT pays using a credit card or debit card.

CLIENT shall make payment to Presidio within thirty (30) days from the date of invoice. Except for taxes due on Presidio's net income, CLIENT shall pay all taxes. Presidio reserves the right to bill CLIENT for additional work requested by CLIENT and performed by Presidio, and for applicable expenses incurred by Presidio pursuant to providing such additional services, which are not described in this agreement.

Unless otherwise indicated in this agreement, CLIENT agrees that staff augmentation services and services performed on a time and materials basis shall be deemed accepted as performed. Unless otherwise indicated in this agreement, Projects shall be deemed accepted upon the earlier of Presidio's receipt a signed Project Completion and Acceptance document which has been signed and dated by an authorized representative of CLIENT, or thirty (30) calendar days from the date of the delivery of the final Project deliverable. If acceptance is refused, the Client shall provide, in writing to Presidio, its reasonable basis for refusal, prior to the expiration of the thirty (30) calendars day period. Presidio shall address the issue before subsequent work is undertaken.

2. Shipment of Product. All Products delivered to CLIENT hereunder shall be shipped FOB origin, freight collect. Title and risk of loss shall pass to CLIENT at point of origin. Products shall be deemed accepted upon delivery.

3. Limitations of Warranties. Presidio warrants that Services shall be provided by competent personnel in accordance with applicable professional standards. ALL PRODUCTS PROVIDED BY PRESIDIO ARE PROVIDED "AS IS", WITH ALL FAULTS. PRESIDIO MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. ANY AND ALL ORIGINAL EQUIPMENT MANUFACTURER (OEM) WARRANTIES, CERTIFICATIONS AND GUARANTEES, IF ANY, ARE PASSED THROUGH TO CLIENT.

4. Intellectual Property. CLIENT acknowledges that Presidio, its vendors, and/or its licensors retain all patents and/or copyrights in and to all proprietary data, processes and programs, if any, provided in connection with Services performed hereunder; any Presidio software provided to CLIENT as part of the Services provided shall be subject to the vendor's, licensor's or OEM's copyright and licensing policy. To the extent such software is prepared by Presidio, it is provided by nontransferable, nonexclusive license for CLIENT'S internal use only, subject strictly to the terms and conditions of this Agreement, and shall terminate upon termination or expiration of this Agreement. CLIENT shall not duplicate, use or disclose for the benefit of third parties, reverse engineer or decompile any such software.

5. Confidential Information. The parties agree that Confidential Information means any information disclosed by the disclosing party to the receiving party, either directly or indirectly, in writing, orally or by inspection of tangible objects (including without limitation documents, prototypes, samples, plant and equipment, "CLIENT" lists or other "CLIENT" information not known to the public), which is designated as "Confidential," "Proprietary" or some similar designation, or is the type of information which should reasonably be recognized as Confidential or Proprietary. The receiving party shall not use any Confidential Information of the disclosing party for any purpose except to evaluate and engage in discussions concerning this Proposal. Each party agrees to protect the other party's Proprietary and Confidential Information to the same extent that it protects its own Proprietary and Confidential Information but with no less than a reasonable degree of care.

6. Limitation of Liability. IN NO EVENT SHALL PRESIDIO BE LIABLE TO CLIENT FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND WHATSOEVER, ARISING IN CONTRACT, TORT OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. PRESIDIO'S ENTIRE LIABILITY AND CLIENT'S EXCLUSIVE REMEDY FOR DAMAGES FROM ANY CAUSE WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, NONPERFORMANCE OR MISREPRESENTATION, AND REGARDLESS OF THE FORM OF ACTIONS, SHALL BE LIMITED TO THE AMOUNT WHICH HAS BEEN ACTUALLY PAID TO PRESIDIO BY CLIENT FOR SERVICES AND/OR PERFORMANCE HEREUNDER. Without limiting the foregoing, Presidio will have no responsibility for the adequacy or performance of (in) any third party software provided to Presidio under this agreement; (ii) any hardware, and (iii) any services provided by any third party.

7. Non-Solicitation Provision. During the term of this agreement and for twelve (12) months thereafter, CLIENT will not solicit for a permanent or other position any employee or subcontractor of the other party to whom that party was introduced as a result of this agreement. Should CLIENT solicit and/or hire an employee or contractor from PRESIDIO, CLIENT shall pay to PRESIDIO an administrative fee equal to 1 year's salary of the employee's new salary at CLIENT.

8. Export Law Compliance. CLIENT has been advised that all Products purchased hereunder and Presidio Confidential Information is subject to the U.S. Export Administration Regulations. CLIENT agrees to comply with all applicable United States export control laws, and regulations, as from time to time amended, including without limitation, the laws and regulations administered by the United States Department of Commerce and the United States Department of State.

9. Force Majeure. Neither party shall be liable for any failure or delay in performance of its obligations hereunder where such performance is prevented or delayed by causes beyond its reasonable control, including without limitation, flood, war, embargo, strike or other labor dispute, riot, acts of God or the intervention of any government authority.

10. Choice of Law and Venue. The parties will attempt to settle any claim or controversy arising under this agreement through consultation and negotiation in good faith and a spirit of mutual cooperation. This agreement and all matters relating thereto shall be governed exclusively by the substantive law of the State of Michigan. Any dispute relating directly or indirectly to this agreement or any other contract or agreement between the parties which cannot be resolved through the process of consultation and negotiation shall be brought in a court of competent jurisdiction in Kent County, Michigan, that being the exclusive venue for any dispute between or any claims held by any of the parties to this agreement.

11. Miscellaneous. This agreement constitutes the entire agreement of the parties and supersedes all prior written or oral agreements, representations and understandings relating to the subject matter hereof, with the exception of a valid Master Services and Product Agreement between the parties under the terms of which this agreement shall be incorporated. This agreement shall not be amended or modified except by written instrument signed by the parties. Should additional work beyond the scope of the Services detailed herein by Presidio be requested by CLIENT, fees for such additional Services will be negotiated with CLIENT prior to performing such work and will be memorialized in writing between the Parties by utilizing a Project Change Request form ("PCR") or an additional agreement as appropriate. Presidio will invoice CLIENT for any additional work performed and expenses incurred which are not described in this agreement. The Parties agree that neither may assign its rights or duties under this contract without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

12. Severability. The provisions of this Agreement are severable. If any provision of this Agreement or its application to any person or circumstance is ever held by any court of competent jurisdiction to be invalid for any reason, the remainder of this Agreement and the application of such provision or part of this Agreement to other persons or circumstances shall not be affected.

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

Customer Signature

Date

Presidio Account Manager: Tadd Gerst	Presidio Solution Architect: Talbert Houle	Date: December 4, 2018
--	--	----------------------------------

Customer Information

Company Name:		Name and Title of Person Requesting Service:	
Decatur Public School District 61		Maurice Payne, IT Director	
Installation Address:		Email Address:	
101 W Cerro Gordo St.		mpayne@dps61.org	
City, State and Zip:		Phone:	Opportunity Number:
Decatur, IL 62523		217-424-3085	1003417714679

STANDARD TERMS OF TIME AND MATERIALS (T&M) SERVICE REQUESTS

- In cases of an existing Master Service Agreement (MSA); if there are conflicts between the terms of this Statement of Work and the MSA, the MSA Terms and Conditions shall govern.
- Service Requests do not provide defined deliverables. If defined deliverable(s) are required Presidio recommends that the Client request a formal project Statement-of-Work.
- Service Requests do not provide "leave behind" documentation unless it is specifically requested below and resource hours are allotted in this agreement for this task.
- Presidio's responsibility is to provide a qualified resource and to work with the Client to establish an acceptable schedule for the hours to be worked.
- Work may be performed at Client's site, at Presidio or at an alternative location selected by the Client.
- Unless otherwise agreed, a minimum of two (2) hours per day for on-site work will be charged for each Presidio resource engaged.
- Travel and expenses will apply if indicated below. Expenses will be billed separately at Presidio's cost.
- Client's responsibility is to direct the activities of the Presidio resource through the creation of a prioritized Task List or similar. It is recommended that this be provided to the Presidio resource 48 hours prior to the first day of services.
- At any time, Client may request and Presidio will provide an accounting of actual hours worked on the Service Request.
- Client will be asked to authorize additional resource hours should actual hours worked approach those authorized by this Service Request.
- Normal business hours are Monday through Friday, 8:00 AM to 5:00 PM, excluding holidays. If the need arises to engage the Presidio resource for "off-hours" or additional periods, a 50% premium for those hours worked will be added to the standard hourly rate.

PRACTICE AREA(S) REQUIRED ON SERVICE REQUEST

(INDICATE BY CHECKING BOX PROVIDED)

RATES AND HOURS ESTIMATE

*ACTUAL HOURS WILL BE BILLED

<input type="checkbox"/> LAN/WAN	<input type="checkbox"/> Storage	Resource Type	Hours	Rate/Hour
<input type="checkbox"/> Complex Routing	<input checked="" type="checkbox"/> Backup and Recovery	Data Center Engineer	34	185.00
<input type="checkbox"/> Security	<input type="checkbox"/> Virtualization			
<input type="checkbox"/> Wireless LAN	<input type="checkbox"/> Compute			
<input type="checkbox"/> Collaboration	<input type="checkbox"/> Miscellaneous Consulting			
<input type="checkbox"/> Video	<input type="checkbox"/> Documentation Requested			
<input type="checkbox"/> Contact Center		Total		\$ 6,290.00
<input type="checkbox"/> Other - Specify here		<input checked="" type="checkbox"/> Expenses Billable		
Description:		<input checked="" type="checkbox"/> Travel Time Billable at 50% of the above rates		

Decatur Public School District 61 is in need of a standardized and centralized backup solution. Presidio is proposing Veeam Backup and Replication Enterprise Plus and will work to implement, test, document, and perform knowledge transfer as part of this engagement. The high-level work to be completed as part of the engagement looks as follows:

- External Kickoff Meeting
- Review provided hardware and software environment
- Install Windows OS on a VM/Physical Server
- Install Veeam
- Install and configure (2) Veeam Proxy servers
- Configure and test VM image backups (up to 5 VMs)
- Configure and test Veeam recoverability with Nimble Storage array based snapshots
- Provide knowledge transfer for up to 4 hours
- Provide basic documentation with accounts, IP addresses, and host information at a minimum
- Project closeout meeting

TERMS AND CONDITIONS

The following terms and conditions shall govern this agreement unless a valid Master Services & Product Agreement or other similar agreement ("Master Agreement") between the parties has been executed and is in force, in which case the terms of the Master Agreement shall prevail to the extent that they are inconsistent with the following terms and conditions.

1. **Purchase Orders, Invoicing, Payment and Acceptance.** Any purchase order submitted by CLIENT in connection with this agreement shall be deemed subject to these Additional Terms and this agreement. Unsigned, electronically submitted purchase orders shall be deemed to include CLIENT's electronic signature and shall be binding to the extent accepted by Presidio. Presidio's performance of such purchase order shall not constitute Presidio's acceptance of new or different terms, including pre-printed terms on such order. In absence of a purchase order, CLIENT agrees that its signature below grants Presidio the right to invoice CLIENT and authorizes payment to Presidio for the amounts owed. Further, CLIENT represents that Presidio can rely on such CLIENT signature for payment.

Presidio shall invoice CLIENT for the Products and/or Services in accordance with the terms stated in the agreement. The price included herein reflects a 3% discount for payment by cash, check or wire transfer. This discount will not apply in the event that CLIENT pays using a credit card or debit card.

CLIENT shall make payment to Presidio within thirty (30) days from the date of invoice. Except for taxes due on Presidio's net income, CLIENT shall pay all taxes. Presidio reserves the right to bill CLIENT for additional work requested by CLIENT and performed by Presidio, and for applicable expenses incurred by Presidio pursuant to providing such additional services, which are not described in this agreement.

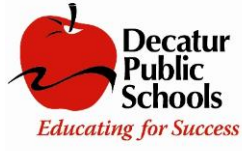
Unless otherwise indicated in this agreement, CLIENT agrees that staff augmentation services and services performed on a time and materials basis shall be deemed accepted as performed. Unless otherwise indicated in this agreement, Projects shall be deemed accepted upon the earlier of Presidio's receipt a signed Project Completion and Acceptance document which has been signed and dated by an authorized representative of CLIENT, or thirty (30) calendar days from the date of the delivery of the final Project deliverable. If acceptance is refused, the Client shall provide, in writing to Presidio, its reasonable basis for refusal, prior to the expiration of the thirty (30) calendars day period. Presidio shall address the issue before subsequent work is undertaken.

2. **Shipment of Product.** All Products delivered to CLIENT hereunder shall be shipped FOB origin, freight collect. Title and risk of loss shall pass to CLIENT at point of origin. Products shall be deemed accepted upon delivery.
3. **Limitations of Warranties.** Presidio warrants that Services shall be provided by competent personnel in accordance with applicable professional standards. ALL PRODUCTS PROVIDED BY PRESIDIO ARE PROVIDED "AS IS", WITH ALL FAULTS. PRESIDIO MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. ANY AND ALL ORIGINAL EQUIPMENT MANUFACTURER (OEM) WARRANTIES, CERTIFICATIONS AND GUARANTEES, IF ANY, ARE PASSED THROUGH TO CLIENT.
4. **Intellectual Property.** CLIENT acknowledges that Presidio, its vendors, and/or its licensors retain all patents and/or copyrights in and to all proprietary data, processes and programs, if any, provided in connection with Services performed hereunder; any Presidio software provided to CLIENT as part of the Services provided shall be subject to the vendor's, licensor's or OEM's copyright and licensing policy. To the extent such software is prepared by Presidio, it is provided by nontransferable, nonexclusive license for CLIENT'S internal use only, subject strictly to the terms and conditions of this Agreement, and shall terminate upon termination or expiration of this Agreement. CLIENT shall not duplicate, use or disclose for the benefit of third parties, reverse engineer or decompile any such software.
5. **Confidential Information.** The parties agree that Confidential Information means any information disclosed by the disclosing party to the receiving party, either directly or indirectly, in writing, orally or by inspection of tangible objects (including without limitation documents, prototypes, samples, plant and equipment, "CLIENT" lists or other "CLIENT" information not known to the public), which is designated as "Confidential," "Proprietary" or some similar designation, or is the type of information which should reasonably be recognized as Confidential or Proprietary. The receiving party shall not use any Confidential Information of the disclosing party for any purpose except to evaluate and engage in discussions concerning this Proposal. Each party agrees to protect the other party's Proprietary and Confidential Information to the same extent that it protects its own Proprietary and Confidential Information but with no less than a reasonable degree of care.
6. **Limitation of Liability.** IN NO EVENT SHALL PRESIDIO BE LIABLE TO CLIENT FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND WHATSOEVER, ARISING IN CONTRACT, TORT OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. PRESIDIO'S ENTIRE LIABILITY AND CLIENT'S EXCLUSIVE REMEDY FOR DAMAGES FROM ANY CAUSE WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, NONPERFORMANCE OR MISREPRESENTATION, AND REGARDLESS OF THE FORM OF ACTIONS, SHALL BE LIMITED TO THE AMOUNT WHICH HAS BEEN ACTUALLY PAID TO PRESIDIO BY CLIENT FOR SERVICES AND/OR PERFORMANCE HEREUNDER. Without limiting the foregoing, Presidio will have no responsibility for the adequacy or performance of (in) any third party software provided to Presidio under this agreement; (ii) any hardware, and (iii) any services provided by any third party.
7. **Non-Solicitation Provision.** During the term of this agreement and for twelve (12) months thereafter, CLIENT will not solicit for a permanent or other position any employee or subcontractor of the other party to whom that party was introduced as a result of this agreement. Should CLIENT solicit and/or hire an employee or contractor from PRESIDIO, CLIENT shall pay to PRESIDIO an administrative fee equal to 1 year's salary of the employee's new salary at CLIENT.

8. **Export Law Compliance.** CLIENT has been advised that all Products purchased hereunder and Presidio Confidential Information is subject to the U.S. Export Administration Regulations. CLIENT agrees to comply with all applicable United States export control laws, and regulations, as from time to time amended, including without limitation, the laws and regulations administered by the United States Department of Commerce and the United States Department of State.
9. **Force Majeure.** Neither party shall be liable for any failure or delay in performance of its obligations hereunder where such performance is prevented or delayed by causes beyond its reasonable control, including without limitation, flood, war, embargo, strike or other labor dispute, riot, acts of God or the intervention of any government authority.
10. **Choice of Law and Venue.** The parties will attempt to settle any claim or controversy arising under this agreement through consultation and negotiation in good faith and a spirit of mutual cooperation. This agreement and all matters relating thereto shall be governed exclusively by the substantive law of the State of Michigan. Any dispute relating directly or indirectly to this agreement or any other contract or agreement between the parties which cannot be resolved through the process of consultation and negotiation shall be brought in a court of competent jurisdiction in Kent County, Michigan, that being the exclusive venue for any dispute between or any claims held by any of the parties to this agreement.
11. **Miscellaneous.** This agreement constitutes the entire agreement of the parties and supersedes all prior written or oral agreements, representations and understandings relating to the subject matter hereof, with the exception of a valid Master Services and Product Agreement between the parties under the terms of which this agreement shall be incorporated. This agreement shall not be amended or modified except by written instrument signed by the parties. Should additional work beyond the scope of the Services detailed herein by Presidio be requested by CLIENT, fees for such additional Services will be negotiated with CLIENT prior to performing such work and will be memorialized in writing between the Parties by utilizing a Project Change Request form ("PCR") or an additional agreement as appropriate. Presidio will invoice CLIENT for any additional work performed and expenses incurred which are not described in this agreement. The Parties agree that neither may assign its rights or duties under this contract without the prior written consent of the other Party, which consent shall not be unreasonably withheld.
12. **Severability.** The provisions of this Agreement are severable. If any provision of this Agreement or its application to any person or circumstance is ever held by any court of competent jurisdiction to be invalid for any reason, the remainder of this Agreement and the application of such provision or part of this Agreement to other persons or circumstances shall not be affected.

AUTHORIZED CUSTOMER SIGNATURE	TITLE	DATE
BILLING STREET ADDRESS	CITY, STATE ZIP	

AUTHORIZED PRESIDIO SIGNATURE	TITLE	DATE



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Air Conditioning and Heating for Pershing Early Learning Center
Initiated By: Steve Kline, Director of Buildings and Grounds	Attachments: Quotes and Scope of work
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Currently Pershing is only air-conditioned in the 2003 addition. AEX has performed preliminary concepts for the remainder of the school.

CURRENT CONSIDERATIONS:

The proposed services are needed to design HVAC system for the original 1955 portions of the building.

FINANCIAL CONSIDERATIONS:

Accept the proposed hourly billing rate from AEX not to exceed \$31,000..

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Air Conditioning and Heating for Pershing Early Learning Center as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

Purchase Order

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

No. 10190660SUBMIT ALL INVOICES TO ACCOUNTS
PAYABLE

ACCOUNTS PAYABLE

217/362-3023

ACCTSPAY@DPS61.ORG

THIS NUMBER MUST APPEAR ON ALL
INVOICES,
SHIPPING DOCUMENTS, PACKAGES
AND CORRESPONDENCE.

P.O. Date: 07/17/2018

Questions ? PURCHASING (217) 362-3029

Ext:

Account:

P.O. Issued To :

Ship To:

ARCHITECTURAL EXPRESSIONS
113 ILLINI DR
FORSYTH IL 62535

BUILDINGS & GROUNDS

Attn: SKLINE

ATTN: MAINTENANCE DEPT

400 EAST CERRO GORDO

DECATUR IL 62523

(217) 362-3530

Req# 11190749

Contact: KENNETH KLEIN

Location: BUILDING AND GROUNDS

Phone: (217) 877-4620

Fax: (217) 877-4625

Project: Project

Reference:

Date Required: 07/27/2018

Award Number:

Line	Qty	Unit	Part#	Description	Unit Price	Extended	Tax	Freight
1	1	EA		AEX#: 5932 PROVIDE PRELIMINARY DESIGN INCLUDING: STUDY EXISTING CONDITIONS, NEW COOLING DESIGN OPTIONS, BUDGET ESTIMATES FOR OPTIONS, & REPORT SUMMARY - PERSHING SCHOOL	6,000.00	6,000.00	0.00	0.00

Special PO Instructions:

ORDER WITH PURCHASE ORDER NUMBER AND TO THE ATTENTION OF STEVE KLINE AND DIRECT ANY QUESTIONS TO STEVE AT PH. 217.362.3530. PLEASE INCLUDE PURCHASE ORDER ON INVOICE TO ENSURE PROMPT PAYMENT.

APPROVAL SIGNATURES:



Sub-Total: 6,000.00

Freight: 0.00

Tax: 0.00

Total Amount: 6,000.00

NOTES:

STATE OF ILLINOIS TAX EXEMPT #E9994-8222-07. PURCHASE SUBJECT TO THE
TERMS AND CONDITIONS AS STATED ON REVERSE SIDE.

Buyer:

Vicky Kelsheimer

Order Via:

Mail

VENDOR COPY

Tuesday, July 17, 2018

Page 1 of 1



118 Mini Drive
Forsyth, IL 62535
P. 217-877-4620
F. 217-877-4625

CLIENT:

Name: Decatur Public Schools, #61
Address: Buildings and Grounds
101 W. Cerro Gordo St., Decatur, IL

Date: 7/9/2018

PROJECT DATA:

Name: New Cooling - Preliminary Design
Location: Pershing School

AEX #: 5932

Client #:

DESCRIPTION OF WORK:

Provide Preliminary Design including:
Study existing conditions
New cooling design options
Budget estimates for options
Report Summary

AGREEMENT DATA:

Start Date: 7/16/2018

Estimated Completion Date: 8/24/2018

Status: ☒ Original ☐ Revision to Original ☐ Addition to Original

Compensation: ☐ Hourly Rate: Per attach rate schedule.
☐ Fixed Fee: Amount: _____
☐ Percentage: _____ %
☒ Other: Hourly NTE \$6000.

The terms and conditions under which we are providing these services are set out on the reverse side of this page and incorporated herein by reference.

BILLING DATA:

Invoice, net 15 days.

Bill:

☐ Bi-Weekly

☒ Monthly

☐ Phase Billing

Other (Explain):

The above is intended as a summary of our agreement for the performance of the work described. Please examine same carefully and, if accurate, indicate your approval and acceptance in space provided below.

ARCHITECTURAL EXPRESSIONS, LLP

By

Kenneth P. Klein
Kenneth P. Klein, PE, Principal

ACCEPTED:

The undersigned hereby states that they are the owner (duly authorized agent of the owner) of the above property and that the terms and conditions stated above are understood and herewith agreed to and accepted. AEX is hereby authorized and directed to proceed with the work outlined above.

DATE: _____

(Signature)

(Signature)

(Print Name & Title)

(Print Name & Title)

TERMS AND CONDITIONS

To ensure an understanding of matters related to our mutual responsibilities, these terms and conditions for professional architectural/ engineering services are to be made part of this agreement.

AMENDMENTS

This agreement may be amended in writing providing both the Client and Architectural Expressions, LLP (herein referred to as AEX) agree to such modifications.

OWNER'S RESPONSIBILITIES

The Owner shall provide the programming, physical parameters and legal information necessary for AEX to carry out the work. The Owner is responsible for setting and maintaining an initial budget and project scope. Changes to the budget or changes to the project scope shall entitle AEX to an adjustment in compensation.

COMPENSATION FOR PROFESSIONAL SERVICES

When compensation is based on a **Percentage** of the Work, the Work shall be defined as the cost of construction including the cost of alternates provided for bidding purposes, plus any increases in the contract amount from change orders, plus the cost of interior furnishings, finishes and land improvements for the scope of work as defined in the agreement. The cost of land, insurance and design fees shall not be included. Reimbursable expenses incurred will be added to the computed fee.

When compensation is based on a **Fixed Fee**, the fee shall include all labor and general office expenses (for the scope of the work as defined in the agreement) and shall not exceed the fixed payment amount without prior authorization of the Client. Reimbursable expenses incurred will be added to the computed fee.

When compensation is based on an **Hourly Rate**, the fee shall be based on the time spent by all of AEX's personnel engaged directly on the work using AEX's current hourly rate schedule. The schedule shall be subject to annual adjustments.

Reimbursable Expenses are the actual expenses incurred directly or indirectly in connection with the work including but not limited to out-of-town transportation and subsistence, long distance calls, reproduction or printing, and outside consultants. A markup of 10% will be applied to all reimbursables.

TIME OF PAYMENT

AEX may periodically submit invoices for services and expenses based upon the portion of the actual work completed at the time of billing. Payments for Professional services will be due and payable fifteen (15) calendar days from the issuance date of AEX's invoice. Accounts unpaid 30 days after the date of the invoice will incur a service charge of 1 percent per month added to the Client's account.

LIMITATION OF LIABILITY

The Client agrees to limit AEX's liability to the Client and to all construction contractors and subcontractors on the project, due to the AEX's negligent acts, errors and omissions, such that the total aggregate liability of AEX to all those named shall not exceed \$60,000 or AEX's total fee for services on this project, whichever is greater.

INDEMNIFICATION

The Client agrees to defend and indemnify AEX from any claims arising from the Client's future use of AEX's instruments of service.

AUTHORITY AND RESPONSIBILITY

AEX shall not guarantee the work of any Contractor or Subcontractor, shall have no authority to stop work, shall have no supervision or control of the work or persons doing the work, shall not be responsible for safety in, on, or about the job site or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms or other work aids.

TERMINATION

This agreement may be terminated by either party upon written notice. Any termination shall only be for good cause such as legal, unavailability of adequate financing or major changes to the work. In the event of any termination, AEX will be paid for all services and expenses rendered to the date of termination on a basis of AEX's current hourly rate schedule plus reimbursable expenses, plus reasonable termination costs.

REUSE OF DOCUMENTS

All documents including drawings and specifications furnished by AEX pursuant to this Agreement are instruments of service and shall remain the property of AEX. The Client is granted a limited license solely for the purpose of construction and operation of this project. Any termination of the contract is also a termination of the Client's limited license to use the documents.

ESTIMATES OF COST

AEX cannot and does not guarantee that proposals, bids or the construction cost will not vary from opinions of probable construction cost as prepared by AEX.

STANDARD OF CARE

Service performed by AEX under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, express or implied, is made or intended.

DISPUTE RESOLUTION

Any claims or disputes made during design, construction or post-construction between the Client and AEX shall be submitted to non-binding mediation. The Client and AEX agree to include a similar mediation agreement in other project contracts, thereby providing for mediation as the primary method of dispute resolution.

ACCESS TO SITE

The Client shall grant AEX access to the site for activities necessary for performance of services. AEX will take precautions to minimize damage, but shall not be liable for repaying any damage resulting from these activities.



113 Illini Drive
Forsyth, IL 62535
P. 217-877-4620
F. 217-877-4625

CLIENT:

Name: Decatur Public Schools, #61
Address: Buildings and Grounds
101 W. Cerro Gordo St., Decatur, IL

Date: 2/14/2019

PROJECT DATA:

Name: New Cooling - Final Design
Location: Pershing School

AEX #: 5932

Client #:

DESCRIPTION OF WORK:

Continue work from Preliminary Design agreement.

Provide design services for HVAC Upgrade of 1955 building. Generally new rooftop units shall be installed, with minimal ductwork, gas piping, electrical and controls. A new hot water boiler will be installed for the 2003 addition.

Existing HVAC above the corridor and obsolete air handlers and piping shall be demolished. Radiant ceilings and Boiler Room equipment and piping shall be retired in place. Provide Bidding and Construction Administration services. ISBE coordination is by others. Asbestos removal is by others.

AGREEMENT DATA:

Start Date: 2/18/2019

Estimated Completion Date: 8/1/2019

Status: ☒ Original ☐ Revision to Original ☐ Addition to Original

Compensation: ☐ Hourly Rate: Per attach rate schedule.
☐ Fixed Fee: Amount: _____
☐ Percentage: _____ %
☒ Other: Hourly NTE \$31,000.

The terms and conditions under which we are providing these services are set out on the reverse side of this page and incorporated herein by reference.

BILLING DATA:

Invoice, net 15 days.

Bill: ☐ Bi-Weekly ☒ Monthly ☐ Phase Billing

Other (Explain):

The above is intended as a summary of our agreement for the performance of the work described. Please examine same carefully and, if accurate, indicate your approval and acceptance in space provided below.

ARCHITECTURAL EXPRESSIONS, LLP

By

Kenneth P. Klein, PE, Principal

ACCEPTED:

The undersigned hereby states that they are the owner (duly authorized agent of the owner) of the above property and that the terms and conditions stated above are understood and herewith agreed to and accepted. AEX is hereby authorized and directed to proceed with the work outlined above.

DATE: _____

(Signature)

(Print Name & Title)

(Signature)

(Print Name & Title)

TERMS AND CONDITIONS

To ensure an understanding of matters related to our mutual responsibilities, these terms and conditions for professional architectural/ engineering services are to be made part of this agreement.

AMENDMENTS

This agreement may be amended in writing providing both the Client and Architectural Expressions, LLP (herein referred to as AEX) agree to such modifications.

OWNER'S RESPONSIBILITIES

The Owner shall provide the programming, physical parameters and legal information necessary for AEX to carry out the work. The Owner is responsible for setting and maintaining an initial budget and project scope. Changes to the budget or changes to the project scope shall entitle AEX to an adjustment in compensation.

COMPENSATION FOR PROFESSIONAL SERVICES

When compensation is based on a **Percentage** of the Work, the Work shall be defined as the cost of construction including the cost of alternates provided for bidding purposes, plus any increases in the contract amount from change orders, plus the cost of interior furnishings, finishes and land improvements for the scope of work as defined in the agreement. The cost of land, insurance and design fees shall not be included. Reimbursable expenses incurred will be added to the computed fee.

When compensation is based on a **Fixed Fee**, the fee shall include all labor and general office expenses (for the scope of the work as defined in the agreement) and shall not exceed the fixed payment amount without prior authorization of the Client. Reimbursable expenses incurred will be added to the computed fee.

When compensation is based on an **Hourly Rate**, the fee shall be based on the time spent by all of AEX's personnel engaged directly on the work using AEX's current hourly rate schedule. The schedule shall be subject to annual adjustments.

Reimbursable Expenses are the actual expenses incurred directly or indirectly in connection with the work including but not limited to out-of-town transportation and subsistence, long distance calls, reproduction or printing, and outside consultants. A markup of 10% will be applied to all reimbursables.

TIME OF PAYMENT

AEX may periodically submit invoices for services and expenses based upon the portion of the actual work completed at the time of billing. Payments for Professional services will be due and payable fifteen (15) calendar days from the issuance date of AEX's invoice. Accounts unpaid 30 days after the date of the invoice will incur a service charge of 1 percent per month added to the Client's account.

LIMITATION OF LIABILITY

The Client agrees to limit AEX's liability to the Client and to all construction contractors and subcontractors on the project, due to the AEX's negligent acts, errors and omissions, such that the total aggregate liability of AEX to all those named shall not exceed \$50,000 or AEX's total fee for services on this project, whichever is greater.

INDEMNIFICATION

The Client agrees to defend and indemnify AEX from any claims arising from the Client's future use of AEX's instruments of service.

AUTHORITY AND RESPONSIBILITY

AEX shall not guarantee the work of any Contractor or Subcontractor, shall have no authority to stop work, shall have no supervision or control of the work or persons doing the work, shall not be responsible for safety in, on, or about the job site or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms or other work aids.

TERMINATION

This agreement may be terminated by either party upon written notice. Any termination shall only be for good cause such as legal, unavailability of adequate financing or major changes to the work. In the event of any termination, AEX will be paid for all services and expenses rendered to the date of termination on a basis of AEX's current hourly rate schedule plus reimbursable expenses, plus reasonable termination costs.

REUSE OF DOCUMENTS

All documents including drawings and specifications furnished by AEX pursuant to this Agreement are instruments of service and shall remain the property of AEX. The Client is granted a limited license solely for the purpose of construction and operation of this project. Any termination of the contract is also a termination of the Client's limited license to use the documents.

ESTIMATES OF COST

AEX cannot and does not guarantee that proposals, bids or the construction cost will not vary from opinions of probable construction cost as prepared by AEX.

STANDARD OF CARE

Service performed by AEX under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, express or implied, is made or intended.

DISPUTE RESOLUTION

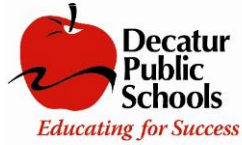
Any claims or disputes made during design, construction or post-construction between the Client and AEX shall be submitted to non-binding mediation. The Client and AEX agree to include a similar mediation agreement in other project contracts, thereby providing for mediation as the primary method of dispute resolution.

ACCESS TO SITE

The Client shall grant AEX access to the site for activities necessary for performance of services. AEX will take precautions to minimize damage, but shall not be liable for repairing any damage resulting from these activities.

ARCHITECTURAL EXPRESSIONS, LLP
HOURLY RATE SCHEDULE
(January 2019)

Position/Staff	Hourly Rate
Architectural Staff	
Principal	
Lawrence Livergood	\$165
John Ligon	\$165
James Fouse	\$165
Senior Architect	
Neil Strack	\$150
Kenneth Knox	\$130
Architect	
James Anderson	\$105
Brian Kesler	\$130
Matthew Pica	\$82
Dempson Haney	\$82
Andrew J. Graumlich	\$80
Interior Designer	
Angela Johnston	\$98
Architectural Intern	
Jennifer Keigher	\$54
Michelle Lorenz	\$54
Matthew Kluge	\$51
Construction Administrator	
Jason Koehler	\$85
Project Assistant	
Dawn Lamb	\$69
Marissa Luck	\$88
Sharron Thornton	\$49
Engineering Staff	
Principal	
Kenneth Klein	\$165
Electrical Engineer	
Steve Ragan	\$150
Mechanical Engineer	
Patrick Corrigan	\$113
Electrical Engineering Intern	
Elliot Struve	\$85
Engineering Technician	
David Mahaffey	\$72
Kevin Bowers	\$72



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Air Conditioning and Heating for Enterprise Elementary Montessori School
Initiated By: Steve Kline, Director of Buildings and Grounds	Attachments: Quotes and Scope of work
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Currently Enterprise is only air-conditioned in the 1974 addition. AEX has performed preliminary concepts for the remainder of the school.

CURRENT CONSIDERATIONS:

The proposed services are needed to design HVAC system for the original 1956 portions of the building.

FINANCIAL CONSIDERATIONS:

Accept the proposed hourly billing rate from AEX not to exceed \$37,000..

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Air Conditioning and Heating for Enterprise Elementary Montessori School as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____



113 Illini Drive
Forsyth, IL 62535
P. 217-877-4620
F. 217-877-4625

CLIENT:

Name: Decatur Public Schools #61
Address: 400 E Cerro Gordo St.
Decatur, IL 62523

Date: 1-17-2019

PROJECT DATA:

Name: Hvac Upgrades
Location: Enterprise Elementary School

AEX #: 6012

Client #:

DESCRIPTION OF WORK:

Provide Design Services for HVAC Upgrade of 1955 building. Generally new rooftop units shall be installed, with minimal ductwork, gas piping, electrical and controls. Existing HVAC shall remain as is. ISBE coordination is by others. Asbestos removal is by others. Provide Bidding and Construction Administration services.

AGREEMENT DATA:

Start Date: 1-17-2019

Estimated Completion Date: 9-1-2019

Status: ☐ Original ☐ Revision to Original ☐ Addition to Original

Compensation: ☐ Hourly Rate: Per attach rate schedule.
☐ Fixed Fee: Amount: _____
☐ Percentage: _____ %
☒ Other: Hourly NTE \$37,000.

The terms and conditions under which we are providing these services are set out on the reverse side of this page and incorporated herein by reference.

BILLING DATA:

Invoice, net 15 days.

Bill:

☐ Bi-Weekly

☒ Monthly

☐ Phase Billing

Other (Explain):

The above is intended as a summary of our agreement for the performance of the work described. Please examine same carefully and, if accurate, indicate your approval and acceptance in space provided below.

ARCHITECTURAL EXPRESSIONS, LLP

By


Kenneth P. Klein, Principal

ACCEPTED:

The undersigned hereby states that they are the owner (duly authorized agent of the owner) of the above property and that the terms and conditions stated above are understood and herewith agreed to and accepted. AEX is hereby authorized and directed to proceed with the work outlined above.

DATE: _____

(Signature)

(Print Name & Title)

(Signature)

(Print Name & Title)

TERMS AND CONDITIONS

To ensure an understanding of matters related to our mutual responsibilities, these terms and conditions for professional architectural/ engineering services are to be made part of this agreement.

AMENDMENTS

This agreement may be amended in writing providing both the Client and Architectural Expressions, LLP (herein referred to as AEX) agree to such modifications.

OWNER'S RESPONSIBILITIES

The Owner shall provide the programming, physical parameters and legal information necessary for AEX to carry out the work. The Owner is responsible for setting and maintaining an initial budget and project scope. Changes to the budget or changes to the project scope shall entitle AEX to an adjustment in compensation.

COMPENSATION FOR PROFESSIONAL SERVICES

When compensation is based on a **Percentage** of the Work, the Work shall be defined as the cost of construction including the cost of alternates provided for bidding purposes, plus any increases in the contract amount from change orders, plus the cost of interior furnishings, finishes and land improvements for the scope of work as defined in the agreement. The cost of land, insurance and design fees shall not be included. Reimbursable expenses incurred will be added to the computed fee.

When compensation is based on a **Fixed Fee**, the fee shall include all labor and general office expenses (for the scope of the work as defined in the agreement) and shall not exceed the fixed payment amount without prior authorization of the Client. Reimbursable expenses incurred will be added to the computed fee.

When compensation is based on an **Hourly Rate**, the fee shall be based on the time spent by all of AEX's personnel engaged directly on the work using AEX's current hourly rate schedule. The schedule shall be subject to annual adjustments.

Reimbursable Expenses are the actual expenses incurred directly or indirectly in connection with the work including but not limited to out-of-town transportation and subsistence, long distance calls, reproduction or printing, and outside consultants. A markup of 10% will be applied to all reimbursables.

TIME OF PAYMENT

AEX may periodically submit invoices for services and expenses based upon the portion of the actual work completed at the time of billing. Payments for Professional services will be due and payable fifteen (15) calendar days from the issuance date of AEX's invoice. Accounts unpaid 30 days after the date of the invoice will incur a service charge of 1 percent per month added to the Client's account.

LIMITATION OF LIABILITY

The Client agrees to limit AEX's liability to the Client and to all construction contractors and subcontractors on the project, due to the AEX's negligent acts, errors and omissions, such that the total aggregate liability of AEX to all those named shall not exceed \$50,000 or AEX's total fee for services on this project, whichever is greater.

INDEMNIFICATION

The Client agrees to defend and indemnify AEX from any claims arising from the Client's future use of AEX's instruments of service.

AUTHORITY AND RESPONSIBILITY

AEX shall not guarantee the work of any Contractor or Subcontractor, shall have no authority to stop work, shall have no supervision or control of the work or persons doing the work, shall not be responsible for safety in, on, or about the job site or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms or other work aids.

TERMINATION

This agreement may be terminated by either party upon written notice. Any termination shall only be for good cause such as legal, unavailability of adequate financing or major changes to the work. In the event of any termination, AEX will be paid for all services and expenses rendered to the date of termination on a basis of AEX's current hourly rate schedule plus reimbursable expenses, plus reasonable termination costs.

REUSE OF DOCUMENTS

All documents including drawings and specifications furnished by AEX pursuant to this Agreement are instruments of service and shall remain the property of AEX. The Client is granted a limited license solely for the purpose of construction and operation of this project. Any termination of the contract is also a termination of the Client's limited license to use the documents.

ESTIMATES OF COST

AEX cannot and does not guarantee that proposals, bids or the construction cost will not vary from opinions of probable construction cost as prepared by AEX.

STANDARD OF CARE

Service performed by AEX under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, express or implied, is made or intended.

DISPUTE RESOLUTION

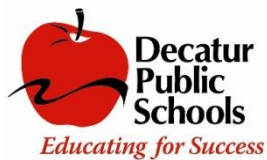
Any claims or disputes made during design, construction or post-construction between the Client and AEX shall be submitted to non-binding mediation. The Client and AEX agree to include a similar mediation agreement in other project contracts, thereby providing for mediation as the primary method of dispute resolution.

ACCESS TO SITE

The Client shall grant AEX access to the site for activities necessary for performance of services. AEX will take precautions to minimize damage, but shall not be liable for repairing any damage resulting from these activities.

ARCHITECTURAL EXPRESSIONS, LLP
HOURLY RATE SCHEDULE
(January 2019)

Position/Staff	Hourly Rate
Architectural Staff	
Principal	
Lawrence Livergood	\$165
John Ligon	\$165
James Fouse	\$165
Senior Architect	
Neil Strack	\$150
Kenneth Knox	\$130
Architect	
James Anderson	\$105
Brian Kesler	\$130
Matthew Pica	\$82
Dempson Haney	\$82
Andrew J. Graumlich	\$80
Interior Designer	
Angela Johnston	\$98
Architectural Intern	
Jennifer Keigher	\$54
Michelle Lorenz	\$54
Matthew Kluge	\$51
Construction Administrator	
Jason Koehler	\$85
Project Assistant	
Dawn Lamb	\$69
Marissa Luck	\$88
Sharron Thornton	\$49
Engineering Staff	
Principal	
Kenneth Klein	\$165
Electrical Engineer	
Steve Ragan	\$150
Mechanical Engineer	
Patrick Corrigan	\$113
Electrical Engineering Intern	
Elliot Struve	\$85
Engineering Technician	
David Mahaffey	\$72
Kevin Bowers	\$72



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Authorization to Submit the Application for the Community Eligibility Program (CEP)
Initiated By: Todd Covault, EdD, Chief Operational Officer	Attachments: N/A
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

In the fall of 2015, the District was granted admission into Community Eligibility Provision (CEP) Program, administered by the United States Department of Agriculture (USDA). This is an alternative program to collecting, approving, and verifying household eligibility applications for free and reduced price eligible students for high poverty local educational agencies that participate in the National School Lunch and School Breakfast Programs.

Under the CEP program the District no longer collects, approves, or verifies school meal applications. **All** students are eligible for the breakfast and lunch program at no charge.

CURRENT CONSIDERATIONS:

The Community Eligibility Provision was for three years and ends with fiscal year 2018-19. The District is required to reapply to continue the program. Administration seeks support from the Board of Education prior to submitting the CEP application. The application is not available until early April.

FINANCIAL CONSIDERATIONS:

Under the CEP all students are deemed as “free” under the USDA program. The District receives \$3.39 for each qualifying lunch and \$2.14 for each qualifying breakfast. The funds adequately provide the necessary revenues to sustain the District’s breakfast/lunch program. The revenues also provide the ability to purchase related food service equipment to enhance the program.

STAFF RECOMMENDATION:

Administration respectfully requests that the Board of Education authorize administration to submit the Community Eligibility Provision application when the application becomes available in early April.

RECOMMENDED ACTION:

☒ Approval
☐ Information
☐ Discussion

BOARD ACTION: _____

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

DATE/TIME: February 12, 2019

3:00 PM

LOCATION: Keil Administration Building
3rd Floor Conference Room and
1st Floor Board Room

PRESENT: Dan Oakes, President
Kendall Briscoe
Beth Creighton
Beth Nolan, Vice President
Courtney Carson (arrived 3:21pm)
Sherri Perkins

ABSENT: Brian Hodges

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

President Oakes called the meeting to order at 3:00 PM.

____TOPIC____	DISCUSSION____	ACTION____
Call for Closed Executive Session	President Oakes called the meeting to order and moved into Closed Executive Session to conduct an employee discipline hearing and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, pending and/or imminent litigation (s), and discussion of collective negotiating matters between the Board and representatives of its employees, seconded by Mrs. Perkins. Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Oakes, Perkins, Creighton, Nolan, Briscoe Nay: None Absent: Carson (arrived at 3:21pm) and Hodges Roll Call Vote: 5 Aye, 0 Nay, 2 Absent	Board moved to Closed Executive Session at 3:00 PM.
Return to Open Session	President Oakes motioned to return to Open Session, seconded by Mrs. Perkins. All were in favor.	Board returned to Open Session at 7:20 PM.
Call for Public Hearing – Decatur Public Schools Modify School Code 105 ILCS 5/2-3.25g and 105 ILCS 5/24-2	President Oakes opened the Public Hearing at 7:31 PM and noted for the Board and public that this hearing was to give an opportunity to the public and Board Members to present any written or oral testimony and/or comments on the subject of Holidays and School Improvement Days regarding a modification of State Board rules and/or school code mandates (105 ILCS 5/2-3.25g and 105 ILCS 5/24-2) regarding the following: <u>105 ILCS 5/2-3.25g and 105 ILCS 5/24-2 Holidays</u> Abraham Lincoln, Casimir Pulaski and Veterans Days would be made Commemorative Holidays to allow student attendance for the 2019-2020 school year.	Public Hearing was held from 7:31 – 7:34 PM.

Please note that all legal notices were properly sent, as appropriate, for this Public Hearing.

TOPIC	DISCUSSION	ACTION
	President Oakes asked if any written comments had been received or if anyone wanted to present written comments. None were received and none were presented.	
	President Oakes asked if anyone wished to speak on this subject. No one asked to speak.	
	President Oakes asked if any Board Members wanted to comment and/or submit written testimony on this subject. None were received and no one asked to speak.	
	President Oakes noted he had given an opportunity for public participation, oral and written testimony, and then declared the public hearing closed at 7:34 PM.	
Open Session Continued	President Oakes noted that the Board of Education had been in Closed Executive Session to conduct an employee discipline hearing and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, pending and/or imminent litigation (s) and discussion of collective negotiating matters between the Board and representatives of its employees. No action was taken during Closed Executive Session.	
Pledge of Allegiance	President Oakes led the Pledge of Allegiance.	
Student Ambassadors	President Oakes noted that Student Ambassador Alison McCrady was present.	
Approval of Agenda, February 12, 2019	Superintendent Fregeau recommended the Board approve the February 12, 2019 Open Session Board Meeting agenda as presented. Mr. Carson moved to approve the recommendation, seconded by Mrs. Briscoe. All were in favor.	Agenda was approved as presented.
Public Participation	President Oakes noted that during Public Participation, the Board of Education asked for the following: <ul style="list-style-type: none"> Identify oneself and be brief. Comments should be limited to 3 minutes. No one requested to speak.	Information only.
Board and/or Other Committee Reports	<u>Discipline Action</u> Mrs. Creighton noted that the Discipline Action Committee will meet on Thursday, February 14, 2019.	Information only.
Board Discussion	<u>Schedule B</u> Mrs. Creighton noted that Schedule B is a part of the Teacher's Contract and the plan was to review and update job descriptions to make sure the evaluations align with the duties in the job descriptions.	

TOPIC	DISCUSSION	ACTION
Board and/or Other Committee Reports Board Discussion Continued	<p><u>Finance</u></p> <p>Vice President Nolan noted that a Moody's rating is forthcoming on the District's bonds. A zero deficit neutral budget would help with maximizing the Moody's rating. Dr. Covault noted that the District was not currently funded with adequacy. The dynamics may need to be altered. Superintendent Fregeau noted that the District needs to budget for what we know at this time and if there is a need, it would be brought back to the Board of Education for their consideration.</p> <p>Mrs. Perkins asked about the survey results from the CEP Program (free school lunches). Dr. Covault noted that, thus far, the results were overwhelmingly positive. The District has been serving more meals a day since the implementation of the program.</p> <p><u>Insurance</u></p> <p>Dr. Covault noted that the Insurance Committee will be meeting this month and thus far, it's been a good year.</p> <p><u>DPS Foundation</u></p> <p>President Oakes noted that the new AG Academy Program has a high enrollment of 200 students and all six FFA Officers visited students from both high schools. He also mentioned other implemented projects within the District.</p> <p><u>Joint – City, DPS 61 and Park District</u></p> <p>Superintendent Fregeau noted that he met with the City regarding a solar project and the utilization of green spaces. This may also assist with energy costs. They also discussed joint purchasing with each entity legal counsel.</p> <p>Vice President Nolan noted that during the August 2018 joint meeting, they discussed scheduling a future meeting. Mrs. Perkins noted that she did not recall another meeting before the "state of the city." Vice President Nolan noted that it was going to be semi-annual or annual. Mrs. Perkins noted that the consensus was that there was nothing to share at this time and there are quite a few leadership changes forthcoming. Superintendent Fregeau noted that succession planning should be discussed due to the upcoming changes in leadership. Mrs. Briscoe asked about including Richland.</p> <p>Please note: Class Size, Parent-Teacher Advisory and Behavioral Intervention are under review pending policy changes.</p> <p>Mrs. Briscoe asked if principals could add committee discussion to their building faculty agendas and share information as appropriate.</p>	Information only.
Supt's Reports Middle School Update	Dr. Josh Peters, Director of Curriculum and Instruction – Secondary, Matt Fraas, Principal of Stephen Decatur Middle School, and others presented a Middle School update (see attached).	Information only.

TOPIC	DISCUSSION	ACTION
Middle School Update Continued	<p>There was a Learning Experience Committee to assist with the middle school transition comprised of representatives from the following:</p> <ul style="list-style-type: none"> • Parents • Teachers • Counselors • Administration. <p>The main goal was to create a middle school which students aspire to attend.</p> <p>The new middle school program will be “academy focused” with small communities. This would include a smaller community of classmates and classes that are in the same area; students would only mix with other students for their elective classes.</p> <p>There was also a Facilities Committee to assist with the middle school transition comprised of representatives from the following:</p> <ul style="list-style-type: none"> • Teachers • Counselors • Admin Assistants • Teaching Assistants • Administration. <p>The committee worked to help support the facility and staffing needs for the transition.</p> <p>There have been workshops, facilitated by BLDD Architects, to help students, families, staff and the community better understand the middle school transition.</p> <p>There will be some Social Emotional Learning programs that will help support students to make positive decisions.</p> <p>There will be an Open House on Tuesday, February 19, 2019 at Stephen Decatur Middle School. This is an opportunity for students, families and the community to ask questions regarding the program, re-designed courses and the utilization of the building.</p>	Information only.
Alternative Education Program	<p>Superintendent Fregeau recommended the Board approve the Alternative Education Program Recommendations as presented.</p> <p>Mrs. Perkins moved to approve the recommendation, seconded by Mrs. Creighton. Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Carson, Oakes, Nolan, Creighton, Perkins, Briscoe Nay: None Absent: Hodges Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Alt Ed Program was approved as presented.</p>
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>Motion carried. The Personnel Action Items</p>

TOPIC	DISCUSSION	ACTION
	Mrs. Perkins moved to approve the recommendation, seconded by Mr. Carson.	were approved as presented.
	Mrs. Creighton noted that it was good to see Decatur Public School Alumnus in the Personnel Action. Mrs. Briscoe asked if we could highlight them in the future.	
	Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Oakes, Creighton, Nolan, Briscoe, Carson, Perkins Nay: None Absent: Hodges Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	
Possible Discipline or Dismissal of a School Security Officer	Superintendent Fregeau recommended the Board approve the Dismissal of Christopher Young, School Security Officer, effective February 12, 2019, for misconduct in the workplace. Vice President Nolan moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Perkins, Oakes, Nolan, Briscoe, Creighton, Carson Nay: None Absent: Hodges Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Motion carried. The dismissal of Christopher Young was approved effective February 12, 2019 as presented.
Consent Items	Superintendent Fregeau recommended the Board approve the Consent Items as presented, which included: A. Minutes: Minutes: Open/Closed Meetings January 22, 2019 B. Freedom of Information Report C. January Monthly Bills D. Accepting a Gift from the PNC Foundation for the Pershing Early Learning Center Program (S1) E. Garfield Montessori Magnet School Fundraiser (S1) F. ESSA School Improvement Work Plans (S1) G. Montessori Program Classroom Materials (S1) H. Equal Opportunity School (EOS) Program (S1) I. Resolution Authorizing the Sale of School Personal Property (Surplus Apple Devices) Mrs. Perkins moved to approve the recommendation, seconded by Mr. Carson. Mrs. Creighton thanked the administration and the teachers for working on the ESSA School Improvement Work Plans. Superintendent Fregeau noted that these plans will help provide assistance and interventions to those targeted schools. Vice President Nolan noted that she appreciated the Equal Opportunity School (EOS) Program and the private donor for years one and partial years two and three.	Motion carried. The Consent Items were approved as presented.

____TOPIC_____DISCUSSION_____ACTION_____

If additional private funding cannot be found to fill the gap, the District is committed to its continuation for years two and three.

Hearing no questions, President Oakes called for a Roll Call Vote:

Aye: Briscoe, Carson, Creighton, Oakes, Nolan, Perkins

Nay: None

Absent: Hodges

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

Important Dates

<u>February</u>	18 President's Day Holiday – No School and District Offices are Closed 20 Half Day of School for Students	Information only.
<u>March</u>	04 Casimir Pulaski Holiday – No School and District Offices are Closed 08 End of 3 rd Quarter for Elementary and Middle Schools and High School Midterms 15 Report Card Distribution – Elementary and Middle School Students 15 Mid-term Distribution – High School Students 25 – 29 Spring Break Week – NO School for Students and District Offices are Open	

NEXT MEETING

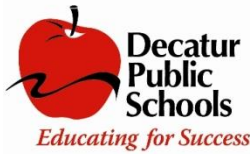
The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, February 26, 2019 in the 1st Floor Board Room at the Keil Administration Building.

Announcements	The Board of Education sends condolences to the family of: Cornelius L. Diggs, who passed away Tuesday, January 22, 2019. Mr. Diggs had retired from Decatur Public Schools with over 34 years of Teaching. He was the husband of Forrestine Diggs, retired Teacher from Decatur Public Schools, and father-in-law to Angelia Diggs, Lead Secretary at Thomas Jefferson Middle School.	Information only.
----------------------	---	-------------------

Adjournment	President Oakes asked for a motion to adjourn the Open Session Meeting. Mrs. Creighton motioned, seconded by Mrs. Perkins. All were in favor.	Board adjourned at 9:08 PM.
--------------------	---	-----------------------------

Dan Oakes, President

Melissa Bradford, Board Secretary



Board of Education Decatur Public School District 61

Date: February 26, 2019	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 FY19, the Macon-Piatt Special Education District has expended 54.15% of its overall budget; Decatur 61 has expended 48.54% of its overall budget.

As of February 19, 2019, the State Comptroller is holding FY19 ISBE vouchers in the amount of \$3,934,602 of which \$2,337,586 is associated with Evidence Based Funding; \$962,485 is associated with transportation and \$444,760 is associated with the Early Child Block Grant.

The District's January 2019 month-end education fund balance is \$27,501,865; the January 2018 month-end education fund balance was \$16,333,198. In FY18, the education fund was understated because the District had not yet received federal reimbursements. In addition, last year the District journaled evidence-based funding to the transportation fund and that is yet to be done this year.

FINANCIAL CONSIDERATIONS:

n/a

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Monthly Financial Conditions Report as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

2018-2019 Decatur Public S.D. #61
Fund Balance Summary - January 31, 2019

<u>Fund</u>	<u>Fund Balance</u> <u>07/01/18</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>01/31/19</u>	<u>Budget Balance</u> <u>06/30/19</u>
DISTRICT # 61							
Education	\$10,874,486	\$61,183,254	\$44,555,875	\$16,627,379	\$0	\$27,501,865	\$ 7,852,472
Operation & Maintenance	\$2,118,280	\$3,493,960	\$3,698,783	(\$204,823)	\$0	\$1,913,457	\$ 2,118,280
Debt Service	\$906,083	\$6,226,332	\$5,716,188	\$510,144	\$0	\$1,416,227	\$ 1,484,183
Transportation	\$2,836,093	\$3,303,288	\$3,176,226	\$127,062	\$0	\$2,963,155	\$ 2,836,093
IMRF	\$883,941	\$2,577,560	\$1,512,798	\$1,064,762	\$0	\$1,948,703	\$ 1,084,513
Social Security/Medicare	\$1,682,346	\$1,436,267	\$1,163,551	\$272,716	\$0	\$1,955,062	\$ 773,749
Capital Projects Fund	\$3,088,535	\$239,025	\$98,603	\$140,422	\$0	\$3,228,957	\$ 2,066,035
Working Cash	\$4,395,079	\$389,051	\$0	\$389,051	\$0	\$4,784,130	\$ 4,766,244
Tort Immunity/Judgment	\$2,000,597	\$2,819,843	\$1,015,743	\$1,804,100	(\$406,224)	\$3,398,473	\$ 1,941,337
Fire Prevention/Safety	\$3,340,258	\$366,484	\$6,282	\$360,202	\$0	\$3,700,460	\$ 1,097,183
Totals District 61	\$32,125,698	\$82,035,064	\$60,944,049	\$21,091,015	(\$406,224)	\$52,810,489	\$26,020,089
Macon-Piatt Special Ed District	\$3,875,617	\$12,000,630	\$11,721,942	\$278,688	\$0	\$4,154,305	\$ 3,875,617

Macon-Piatt Special Education District
Report Date: January 2019
Financial Condition as of January 31, 2019

Percent of year passed: 58%

	Revenues	Budget	Actual Y-T-D	Percent Received/Used
12	Education	21,646,481	12,000,630	55.44%
22	Operation & Maintenance	-	-	0.00%
42	Transportation	-	-	0.00%
52	IMRF	-	-	0.00%
	Total Revenues	21,646,481	12,000,630	55.44%

	Expenditures			
12	Education	20,051,945	11,117,378	55.44%
22	Operation & Maintenance	358,470	9,942	2.77%
42	Transportation	26,150	4,455	17.04%
52	IMRF	1,209,916	590,167	48.78%
	Total Expenditures	21,646,481	11,721,942	54.15%

	Net Cash			
	Total Revenues	21,646,481	12,000,630	55.44%
	Total Expenditures	21,646,481	11,721,942	54.15%
	Net Cash	-	278,688	

	Fund Balances	Actual
12	Education	4,154,305

Decatur Public School District #61
Report Date: January 2019
Financial Condition as of January 31, 2019

Percent of year passed: 58%

	Revenues	Budget	Actual Y-T-D	Percent Received/Used	FY 18 Percent Received/Used As Of 1/31/18
10	Education	90,523,564	61,183,254	67.59%	58.25%
20	Operation & Maintenance	5,858,250	3,493,960	59.64%	55.97%
30	Debt Service	8,117,100	6,226,332	76.71%	68.80%
40	Transportation	6,882,287	3,303,288	48.00%	32.47%
50	IMRF	2,878,063	2,577,560	89.56%	83.99%
51	Social Security	1,442,245	1,436,267	99.59%	93.31%
60	Capital Projects	210,000	239,025	113.82%	113.00%
70	Working Cash	371,165	389,051	104.82%	96.28%
80	Tort Immunity/Judgment	2,791,640	2,819,843	101.01%	94.71%
90	Fire Prevention/Safety	373,425	366,484	98.14%	91.13%
	Total Revenues	119,447,739	82,035,064	68.68%	59.58%

Expenditures

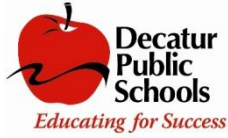
10	Education	93,545,578	44,555,875	47.63%	39.37%
20	Operation & Maintenance	5,858,250	3,698,783	63.14%	55.11%
30	Debt Service	7,539,000	5,716,188	75.82%	75.82%
40	Transportation	6,882,287	3,176,226	46.15%	37.71%
50	IMRF	2,677,491	1,512,798	56.50%	52.46%
51	Social Security	2,350,842	1,163,551	49.50%	44.29%
60	Capital Projects	1,232,500	98,603	8.00%	8.00%
70	Working Cash	-	-	0.00%	0.00%
80	Tort Immunity/Judgment	2,850,900	1,015,743	35.63%	25.96%
90	Fire Prevention/Safety	2,616,500	6,282	0.24%	0.24%
	Total Expenditures	125,553,348	60,944,049	48.54%	41.14%

Net Cash

Total Revenues	119,447,739	82,035,064	68.68%
Total Expenditures	125,553,348	60,944,049	48.54%
Net Cash	(6,105,609)	21,091,015	

Fund Balances

	Actual
10 Education	27,501,865
20 Operation & Maintenance	1,913,457
30 Debt Service	1,416,227
40 Transportation	2,963,155
50 IMRF	1,948,703
51 Social Security	1,955,062
60 Capital Projects	3,228,957
70 Working Cash	4,784,130
80 Tort Immunity/Judgment	3,398,473
90 Fire Prevention/Safety	3,700,460
Total Funds	52,810,489



Board of Education Decatur Public School District #61

Date: February 26, 2019	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, 2019.

CURRENT CONSIDERATIONS:

N/A

FINANCIAL CONSIDERATIONS:

N/A

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

☒ Approval
☐ Information
☐ Discussion

BOARD ACTION: _____

DECATUR PUBLIC SCHOOL DISTRICT #61					
TREASURER'S REPORT					
JANUARY 2019					
	Cash/Investments				Cash/Investments
	as of				as of
	12/31/18	Receipts	Disbursements	Change/Interest	01/31/19
Education	28,916,524.82	10,223,996.28	11,776,126.18	67,573.42	27,431,968.34
Operations & Maintenance	2,168,251.77	215,261.84	473,772.77	2,916.00	1,912,656.84
Debt Service	775,018.52	641,340.98	400.00	267.16	1,416,226.66
Transportation	2,459,572.43	1,064,215.85	586,078.59	4,819.30	2,942,528.99
IMRF	1,896,697.25	156,594.91	108,305.65	3,716.21	1,948,702.72
Social Security	1,986,961.13	86,627.29	122,396.39	3,870.13	1,955,062.16
Capital Projects	3,227,236.54	0.00	0.00	1,720.80	3,228,957.34
Working Cash	4,752,421.53	20,781.04	0.00	10,927.66	4,784,130.23
Tort/Judgment Immunity	3,560,075.75	168,433.64	357,572.18	7,536.09	3,378,473.30
Fire Prevention & Safety	3,674,289.75	20,781.04	0.00	5,388.74	3,700,459.53
Macon-Piatt Special Education	4,069,392.57	1,599,951.51	1,524,527.96	8,637.62	4,153,453.74
Activities	539,107.51	36,413.86	22,043.24	1,078.73	554,556.86
	58,025,549.57	14,234,398.24	14,971,222.96	118,451.86	57,407,176.71
				Dr. Todd Covault	01/31/19



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Acceptance of Gift from Houghton Mifflin Harcourt (HMH)
Initiated By: Charlotte Thompson, Director of Curriculum and Instruction – Elementary	Attachments: HMH Letters
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Houghton Mifflin Harcour (HMH) was the company selected for our recent K-8 Math Adoption (Go Math!) but have had a longstanding partnership with Decatur Public Schools.

CURRENT CONSIDERATIONS:

HMH would like to extend a gift to Decatur Public Schools which includes a conference fee waiver for the HMH Math and Literacy Summit held in Atlanta, GA on March 17-21, 2019. In addition, they would also like to cover the cost of flight and travel expenses for three individuals. This gift shall not obligate the district to any future purchases. We look forward to our continued partnership in strengthening the core curriculum for students in Decatur Public Schools.

FINANCIAL CONSIDERATIONS:

Title II funds will be used to support any remaining cost for this conference.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Receipt of the Gift for Houghton Mifflin Harcourt (HMH) and assign to Charlotte Thompson, Director of Curriculum and Instruction - Elementary, Kelli Murray, Curriculum Coordinator and Julie Turner, Curriculum Coordinator, as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____



Houghton Mifflin Harcourt

February 11, 2019

To Whom It May Concern:

Houghton Mifflin Harcourt is committed to a longstanding partnership with Decatur Public Schools. In support of the continued partnership, we have extended an invitation to attend our Literacy Leadership Summit held in Atlanta, GA on March 19-21st - **"Empowered to Lead with Equity and Efficacy."** HMH is pleased to provide our guests Julie Turner and Charlotte Thompson with travel, hotel accommodations, and meals during the conference. Attendance at this event is voluntary and HMH does not require or expect attendees to purchase any HMH programs or services in exchange for attending this conference.

We look forward to our continued partnership in strengthening the curriculum for students in Decatur Public Schools.

Thank you,

Amy Waller

Amy Waller

Account Executive

amy.waller@hnhco.com

217.597.2432



Houghton Mifflin Harcourt

February 11, 2019

To Whom It May Concern:

Houghton Mifflin is committed to a longstanding partnership with Decatur Public Schools. In support of the continued implementation of our Go Math Curriculum K-8 and review of High School math curriculum, we have extended an invitation to attend our Math Summit held in Atlanta, GA on March 18-19th- **"Numeracy Counts: Let's Commit to Giving Mathematics the Attention It Deserves"** HMH is pleased to provide our guests Kelli Murray and Charlotte Thompson with travel, hotel accommodations, and meals during the conference. Attendance at this event is voluntary and HMH does not require or expect attendees to purchase any HMH programs or services in exchange for attending this conference.

We look forward to our continued partnership in strengthening the curriculum for students in Decatur Public Schools.

Thank you,

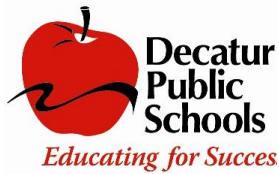
Amy Waller

Amy Waller

Account Executive

amy.waller@hnhco.com

217.597.2432



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Job Description: Director of Student Services
Initiated By: Lawrence Trimble, Director of Student Services	Attachments: Job Description: Director of Student Services
Reviewed By: Dr. Paul Fregeau, Superintendent and Deanne Hillman, Director of Human Resources	

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 description was reviewed and updated as indicated:

Position Title	Changes/Updates
Director of Student Services	Updated formatting, job title and job description.

FINANCIAL CONSIDERATIONS:

This position is 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: _____

POSITION TITLE: Director of Student Services

QUALIFICATIONS:

- Bachelor's Degree in education, psychology, counseling, human services, or other related field.
- Master's Degree in related fields preferred.
- School Building Administrative or Comparable Supervisory experience preferred.
- Skills, Knowledge, and Abilities:
 - Ability to exert strong leadership
 - Knowledge of sound educational programs and practices
 - Ability to communicate effectively orally and in writing
 - Ability to use effective communication strategies to interact with a variety of audiences
 - Ability to represent the district to internal and external stakeholders in a professional and supportive manner
 - Ability to collaborate with other departments
- Such alternatives to the above qualification as the Board may find acceptable.

REPORTS TO: Assistant Superintendent of Support Services

SUPERVISES: Staff of Department of Student Services
Coordinator of School Health Services

IS A MEMBER OF: Superintendent's District Leadership Team

MAINTAINS LIAISONS WITH:

Central Administration
Building Administration
Community Agencies
Parent Liaisons
Parents

JOB GOAL:

To facilitate increased student achievement by coordinating and facilitating centralization of non-instructional District services targeting students and their families in order to increase the level and quality of family and student support and engagement.

PERFORMANCE RESPONSIBILITIES:

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

- Oversees District's student registration process.
- Works with staff, the community, and local agencies in order to explore innovative services related to increased instruction and achievement for students and families.

- Works to promote active family involvement.
- Facilitates linkages between District families and District-provided services.
- Serves as a liaison between the school and the community, assisting with community outreach activities of the school in order to encourage and increase community and family participation.
- Addresses and seeks to resolve parental concerns not addressed at the building level.
- Serves as the facilitator and creator of the Multi-Tiered System of Support behavioral system for the delivery of services to students.
- Facilitates the comprehensive linkage of behavioral and mental health support services in schools for students and families.
- Develops plan for reducing discipline infractions through the delivery of support through the Multi-Tiered System of Support, and implementation of cultural responsive training.
- Develops a plan for District whole-child delivery of services, through interagency collaboration.
- Serves as the facilitator for the delivery of the annual District Code of Conduct and Parent Handbook.
- Develops a District plan for non-instructional student services based on assessed needs, District philosophy, District goals and long and short-term objectives.
- Develops a comprehensive collaborative plan to address attendance improvement through the delivery of services and community agency collaboration.
- Serves as the District Social and Emotional Leader for behavior, integrating core competencies through the explicit teaching in the classroom setting.
- Serves as District hearing officer and conducts expulsion hearings.
- Makes recommendations to superintendent regarding alternative education placement for individual students.
- Serves as District Student Services liaison to all Alternative Education Programs including but not limited to Futures and Safe Schools.
- Makes recommendations, in cooperation with other administrative staff, for the employment, promotion, and dismissal of staff.
- Develops and manages a program budget as required by program needs.
- Prepares or supervises preparation of required reports and/or records.
- Serves on committees, councils, and /or task forces.
- Other job-related duties as assigned.

TERMS OF EMPLOYMENT:

Salary is based upon salary schedule established by the Board. This is a 260 day position.

GRADE LEVEL: 16

EVALUATION:

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

PHYSICAL DEMANDS:

The Director of Student Services may have to work odd or long hours at a time to complete special requests or projects. The Director of Student Services will have to spend long hours sitting and using office equipment, computers and attending meetings.

SENSORY DEMANDS:

Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of a busy office environment.

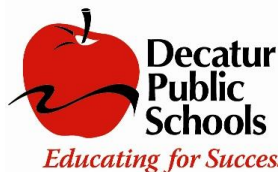
MENTAL DEMANDS:

The Director of Student Services will have to manage a number of requests and projects at one time. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time. The need to supervise a number of staff and the need to meet continuous and tight deadlines often results in a stressful work environment. The level of responsibility and the potentially detrimental effects of decisions made by the Director of Student Services can also be a significant cause of stress and anxiety.

WORK ENVIRONMENT:

The Student Services office is a busy facility. The Director of Student Services will have to manage a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of students and staff members. The Director of Student Services may find the environment to be busy, noisy and will need excellent organizational; time and stress management skills to complete the required tasks.

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



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Job Descriptions: Middle School Small Learning Academy Secretary and Secretary to the Middle School Principal
Initiated By: Dr. Joshua Peters, Director of Curriculum and Instruction, Secondary	Attachments: Job Descriptions: Middle School Small Learning Academy Secretary and Secretary to the Middle School Principal
Reviewed By: Dr. Paul Fregeau, Superintendent of Schools and Deanne Hillman, Director of Human Resources	

BACKGROUND INFORMATION:

With the combining of the two middle school buildings, the enrollment will be closer to what we currently have at the high school buildings. Job Descriptions have been updated to align with the current positions at the high school.

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
Middle School Small Learning Academy Secretary	Updated formatting, job title and job description.
Secretary to the Middle School Principal	Updated formatting, job title and job description.

FINANCIAL CONSIDERATIONS:

There will be no additional costs from our current salaries to support the two buildings being combined.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve these Job Descriptions as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

TITLE: Middle School Small Learning Academy Secretary

QUALIFICATIONS/KNOWLEDGE/SKILLS:

- High School Diploma or equivalent required
- Excellent typing, word processing, and file maintenance skills
- Effective communication and interpersonal skills
- Ability to operate office equipment
- Intermediate math skills
- Intermediate software skills in word processing and in the development of spreadsheets and databases
- Ability to work independently, recognize priorities in work load, and shift from job-to-job as needed
- Ability to maintain confidentiality

REPORTS TO: Building Principal

JOB GOAL:

To assure the smooth and efficient operation of the school academy so that the academy'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.)

- Serves as receptionist in person and by telephone.
- Compiles, processes, maintains, and enters into computer student information such as student demographics, attendance, discipline, grades, and schedules.
- Prepares, types, distributes and files correspondence, forms, bulletins, reports, work orders and school mail.
- Assists with care of sick and injured children as appropriate for the position.
- Performs other job-related duties as assigned.

TERMS OF EMPLOYMENT:

Wages, hours, terms, and conditions of employment pursuant to negotiated agreement. This is a 200 day position.

GRADE LEVEL: B1

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. The noise level in the work environment is usually moderate.

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.

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

TITLE: Secretary to the Middle School Principal

QUALIFICATIONS/KNOWLEDGE/SKILLS:

- High School Diploma or equivalent required; associates degree preferred; or equivalent relevant District experience
- Excellent typing, word processing, and file maintenance skills
- Effective communication and interpersonal skills
- Ability to operate office equipment
- Intermediate math skills
- Intermediate software skills in word processing and in the development of spreadsheets and databases
- Ability to work independently, recognize priorities in work load, and shift from job-to-job as needed
- Ability to maintain confidentiality

EXPERIENCE:

One to two years clerical experience, preferably in a public education environment

REPORTS TO: Building Principal

JOB GOAL:

To assure the smooth and efficient operation of the school procedures and processes so that the Principal's and office's maximum positive impact on instruction and the education of children can be realized.

ESSENTIAL FUNCTIONS:

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

- Serves as receptionist in person or by telephone.
- Prepares, types, distributes and files correspondence, forms, bulletins, reports, work orders and school mail to support regular and summer programming.
- Compiles, processes, maintains, and enters into computer student information such as student demographics, attendance, discipline, grades, and schedules.
- Maintains student record files such as registration, instructional materials fees, lunch forms, office record cards, student folders, bussing, etc.
- Compiles, processes, and maintains building employee and substitute records such as: building keys, security access cards, time clock reports, payroll time sheets and absence reports.
- Assists in getting substitutes using automated system.
- Compiles, processes and maintains, and handles business records such as bank deposits, activity accounts, requisitions, petty cash, and receiving instructional materials.
- Assists with care of sick and injured children as appropriate for the position.
- Maintains supplies and building inventory.
- Maintains office equipment.
- Maintains accurate records of building staff and meetings.
- Performs other job-related duties as assigned.

GRADE LEVEL: C3**TERMS OF EMPLOYMENT:**

8 hours per day for 260 days in accordance with the negotiated agreement.

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. The noise level in the work environment is usually moderate.

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.

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



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Resolution Authorizing the Disposal/Recycle of Suplus Televisions
Initiated By: Joanie Watson, Coordinator of Purchasing and Todd Covault, Chief Operational Officer	Attachment: Resolution Authorizing the Disposal/Recycle of Suplus Televisions
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

When televisions are no longer useable or are replaced with newer models in buildings, the equipment is sent to the Annex as surplus. To maximize space in the Annex for upcoming relocations, it would benefit the District to recycle sixty-nine television units that are deemed as having no value.

CURRENT CONSIDERATIONS:

BLH Computers, Inc has agreed to dispose/recycle the following televisions:

- Projection - 1
- Flat screen - 8
- Cathode ray tube (CRT) - 60

FINANCIAL CONSIDERATIONS:

BLH Computers, Inc will remove and recycle charging the District \$0.15 per pound. The total weight of all televisions to be determined.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education Adopt the Resolution Authorizing the Disposal/Recycle of Surplus Televisions through BLH Computers, Inc as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

RESOLUTION AUTHORIZING DISPOSAL OF SURPLUS TELEVISIONS

WHEREAS, the Board of Education of Decatur Public School District No. 61 is authorized by Section 10-22.8 of the School Code of Illinois to sell at public or private sale any personal property belonging to the School District and no longer needed for public purposes; and

WHEREAS, the Board of Education currently owns miscellaneous televisions as described in the Cover letter to the Board, which is attached hereto and incorporated herein by reference, which are no longer needed by the School District; and

WHEREAS, the Board of Education hereby finds and determines that said items are no longer necessary or needed for educational purposes; and

WHEREAS, the Board of Education further finds and determines that it is in the best interest of Decatur Public School District No. 61 that the School District dispose of said items on terms satisfactory to the School District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Decatur Public School District No. 61 as follows:

Section 1. The Board hereby finds that all of the recitals contained in the preambles to this

Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. The Superintendent of Schools is hereby authorized to dispose of said items to BLH Computers, Inc. at the agreed upon rate noted in the cover memo.

Section 3. That this Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 26th day of February, 2019, by the following roll-call vote:

AYES:_____

NAYS:_____

ABSENT:_____

President, Board of Education

ATTEST:

Secretary, Board of
Education

CERTIFICATION

I, _____, Secretary of the Board of Education of Decatur Public School District No. 61, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education on February 26, 2019, by the following roll-call vote:

AYES: _____

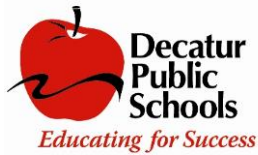
NAYS: _____

ABSENT: _____

and that the motion was duly declared carried by the President of the Board.

Dated this ____ day of _____, 2019.

Secretary, Board of Education



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Resolution Authorizing Sale of School Personal Property (Surplus MS Uniforms)
Initiated By: Dr. Fred Bouchard, Assistant Superintendent	Attachments: Resolution Authorizing Sale of School Personal Property (Surplus MS Uniforms)
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

In order to maximize our fiscal responsibility, we continually seek opportunities to dispose of equipment that is no longer useable in a manner that best benefits the District through recycling and reselling outdated and no longer used uniforms and equipment.

CURRENT CONSIDERATIONS:

Decatur Public Schools currently owns approximately 450 Uniforms that fall into the category of outdated and no longer being used by any of our schools. These uniforms have not been used for a number of years and are only taking up space in storage.

FINANCIAL CONSIDERATIONS:

The Athletic Directors at each of the buildings believe they can sell these older uniforms to current and former players and parents of players for a nominal amount. The money made from the resale of these uniforms will be put in the Activity Accounts at these individual schools.

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the Resolution Authorizing Sale of Personal Property (Disposal of Surplus MS Uniforms) as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

**RESOLUTION AUTHORIZING SALE AND/OR DISPOSE OF
OUTDATED ATHLETIC UNIFORMS**

WHEREAS, the Board of Education of Decatur Public School District No. 61 is authorized by Section 10-22.8 of the School Code of Illinois to sell at public or private sale any personal property belonging to the School District and no longer needed for public purposes; and

WHEREAS, the Board of Education currently owns approximately 450 outdated uniforms, which are no longer needed by the School District; and

WHEREAS, the Board of Education hereby finds and determines that the outdated athletic uniforms are no longer necessary or needed for educational purposes; and

WHEREAS, the Board of Education further finds and determines that it is in the best interests of Decatur Public School District No. 61 that the School District sell the outdated athletic uniforms to current and past athletes and any other interested buyer on terms satisfactory to the School District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Decatur Public School District No. 61 as follows:

Section 1. The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true and correct and does incorporate them into this resolution by this reference.

Section 2. The Superintendent of Schools is hereby authorized and directed to take any and all reasonable steps to sell the outdated athletic uniforms to current and past athletes and any other interested buyer. The Superintendent shall attempt to negotiate and/or receive the best price for the same as may be reasonable and practical. All proceeds from the sale shall be utilized for purchase of new uniforms.

Section 3. That this Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 26th day of February, 2019, by the following roll-call vote:

AYES:_____

NAYS:_____

ABSENT:_____

President, Board of Education

ATTEST:

Secretary, Board of Education

CERTIFICATION

I, _____, Secretary of the Board of Education of Decatur Public School District No. 61, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education on February 26, 2019, by the following roll-call vote:

AYES: _____

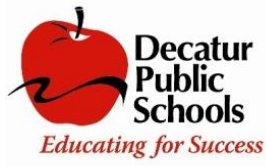
NAYS: _____

ABSENT: _____

and that the motion was duly declared carried by the President of the Board.

Dated this ____ day of _____, 2019.

Secretary, Board of Education



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Request to Dispose of Junk Vehicles from Buildings and Grounds Property
Initiated By: Steven Kline, Director of Buildings and Grounds	Attachments: Scrap Items for Disposal
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Currently the Buildings & Grounds property houses all of the wheeled-vehicles used by B&G employees in their daily endeavors to maintain high-quality learning environments for Decatur Public Schools students and staff. This includes two junk vehicles that have blown engines, and drive trains. The two vehicles are a 2000 Chevrolet Van VIN# 1GCHG39RXY1214064, and a 1990 Chevrolet Truck VIN# 1GCGC24K2LE192266

CURRENT CONSIDERATIONS:

Due to the amount of vehicles on the Buildings & Grounds property, there is limited storage to house the non-running junk vehicles. Buildings & Grounds requests that the Board approve the scrapping of attached items. These two vehicles are unsightly, in the way, and propose a safety risk by becoming home to unwanted critters.

FINANCIAL CONSIDERATIONS:

These items are not accepted by auctioneers, because they do not run. The only option is to scrap them. Both vehicles will need to be pulled onto a flatbed trailer in order to remove them from our premises. Local scrap yards will offer \$50 - \$150 for non-running vehicles. I propose taking any funds generated by the selling of said vehicles, and putting it towards any fund of the Board's choice.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education authorize the Disposal of the Two Junk Non-running Vehicles to a Local Scrap Yard to improve safety, efficiency and overall appearance of the Buildings & Grounds property as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

1990 Chevrolet Truck – Drive Train is out



2000 Chevrolet Van - Blown Engine



**RESOLUTION AUTHORIZING SALE TO DISPOSE OF
TWO VEHICLES FROM BUILDINGS AND GROUNDS PROPERTY**

WHEREAS, the Board of Education of Decatur Public School District No. 61 is authorized by Section 10-22.8 of the School Code of Illinois to sell at public or private sale any personal property belonging to the School District and no longer needed for public purposes; and

WHEREAS, the Board of Education currently owns two non-running Vehicles, more specifically described in Exhibit A, which is attached hereto and incorporated herein by reference, which are no longer needed by the School District; and

WHEREAS, the Board of Education hereby finds and determines that the two non-running Vehicles are no longer necessary or needed for educational purposes; and

WHEREAS, the Board of Education further finds and determines that it is in the best interests of Decatur Public School District No. 61 that the School District sell the two non-running Vehicles to a local scrap yard on terms satisfactory to the School District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Decatur Public School District No. 61 as follows:

Section 1. The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true and correct and does incorporate them into this resolution by this reference.

Section 2. The Superintendent of Schools is hereby authorized and directed to take any and all reasonable steps to sell the two non-running Vehicles to a local scrap yard. They will not be accepted by auctioneers because they do not run. The Superintendent shall attempt to negotiate and/or receive the best price for the same as may be reasonable and practical. All proceeds from the sale shall be deposited in the District's Operations and Maintenance Fund.

Section 3. That this Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 26th day of February, 2019, by the following roll-call vote:

AYES:_____

NAYS:_____

ABSENT:_____

President, Board of Education

ATTEST:

Secretary, Board of Education

CERTIFICATION

I, _____, Secretary of the Board of Education of Decatur Public School District No. 61, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education on February 26, 2019, by the following roll-call vote:

AYES: _____

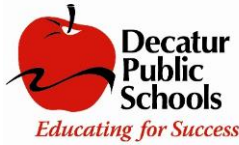
NAYS: _____

ABSENT: _____

and that the motion was duly declared carried by the President of the Board.

Dated this ____ day of _____, 2019.

Secretary, Board of Education



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Proposal Services from BLDD regarding Health/Life/Safety Survey Amendments
Initiated By: Steve Kline, Director of Buildings and Grounds	Attachments: Quotes and Scope of work
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

DPS #61 is interested in completing the processing of all open HLS amendment work, putting the district in position to access HLS funding for safety, security (and possibly other priority “C”) work this summer. This work would confirm the status of HLS work (see letter to DPS dated 12/13/18), which then becomes the document that describes the scope of work for this agreement.

CURRENT CONSIDERATIONS:

The proposed services needed for the processing of all open HLS amendment work, putting the district in position to access HLS funding for safety, security (and possibly other priority “C”) work this summer.

FINANCIAL CONSIDERATIONS:

Accept the proposed hourly billing rate from BLDD to be paid from O&M fund.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Proposed Services from BLDD regarding Health/Life/Safety Amendments as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____



BLDD
ARCHITECTS

January 21, 2019

Mr. Steve Kline, Director
Buildings and Grounds
Decatur Public School District #61
101 W. Cerro Gordo
Decatur, IL 62523

RE: Proposal for Services – HLS Safety Survey Amendment Processing
Follow up to our letter of HLS status of 12/13/18

Dear Steve:

We understand that the DPS #61 is interested in completing the processing of all open HLS amendment work, putting the district in position to access HLS funding for safety, security (and possibly other priority "C") work this summer. This work would confirm the status of HLS work (see letter to DPS dated 12/13/18), which then becomes the document that describes the scope of work for this agreement. For this to occur, the district will need the following from BLDD:

1. A walk-through of all buildings with open amendments and a review of work items to determine if they have been completed.
2. A report of all uncompleted work items and a reinspection of same after notification by DPS that they have been completed.
3. Development of Statement of Completion / Compliance and the Architect's certification, both to be completed on IWAS.

PROPOSAL FOR SERVICES

Because the amount of time needed to complete services is unknown and is also a function of the work of others, we propose to provide the services noted above on an hourly rate basis, based upon the attached hourly wage rate sheet. We believe that this is the fairest arrangement for both the school district and architect as the school district can control the cost of services through their efforts to complete the work, and the architect doesn't need to include contingencies for changes in work required due to the work of others. In addition to BLDD, this proposal includes the work of Architectural Expressions to review and certify the mechanical, electrical, and plumbing items identified the HLS amendments.



BLDD
ARCHITECTS

Thank you for giving us the opportunity to be of service to the Decatur Public School District!
Please let us know if this proposal is acceptable to the school district, and we will develop a short form agreement for services, allowing the services to begin immediately thereafter.

Sincerely,

Sam Johnson, AIA, LEED AP, REFP
Principal
Director, PK-12 Design Group

Enclosure

cc: Finance File



12/13/2018

Mr. Steve Kline
Director of Facilities
DPS #61

RE: Status of DPS #61 HLS Amendments

Dear Steve-

Our review of the IWAS system indicates that the following Health and Life Safety Amendments are open:

Amendments by BLDD Architects, Inc.

Adult Ed Amendment #2
DATA (Cadillac) Amendment 1
DATA (Annex) Amendment 1
DATA (Coke) Amendments 8 and 9
Ben Franklin Amendment 4
Dennis Amendment 8
Durfee Amendments 9 and 10
EHS 7
Garfield Amendments 8 and 9
Hope Amendment 1
Johns Hill Amendments 7 and 8
MHS Amendments 8 and 9
French Amendment 6
Baum Amendment 5
Muffley Amendment 6
Oak Grove Amendments 8 and 9
Parsons Amendment 4
Pershing Amendment 5
Phoenix Amendments 1 and 2
South Shores Amendment 10
Stephen Dec Amendment 10
Stevenson Amendment 6
Thomas Jefferson Amendments 4 and 5
William Harris Amendment 8

Amendments by Architectural Expressions

Enterprise Amendment 11

Amendments by the Upchurch Group

Keil Amendment 1

WRSH Amendment 1

Of the remaining Amendments, we believe that no review will be necessary to close out the EHS and MHS amendments. That work was completed with the High School projects.

Because of the school district's master plan, we are going to work with ISBE to understand the State's position regarding work to be performed on school facilities that are scheduled to be retired or repurposed for a non-student function. It is possible that the reported violations may not require remediation (depending upon the urgency of the violation) and that cost avoided. If that were to be the case, I believe that the state would remove those dollars from the previously authorized HLS funding. Facilities that may fall into that category include:

- John's Hill
- Durfee
- Possibly either Oak Grove or Franklin
- Possibly Garfield
- Stevenson
- DATA (Annex) – currently not used, or planned for student use
- Phoenix Academy – If this function is moving to Harris School

After meeting with you, here is our record of your understanding of the status of the work remaining (for the remaining facilities):

- Adult Education Center: You believe that the work has been performed, and is ready to be certified by us.
- DATA (Cadillac): All work complete except items 1, 4, 12, 14.
- DATA (Coke) #8: The following items need to be completed: 7, 15, 19, 22, 23, 24, 25, 27, 29, 30
- DATA (Coke) #9: Work is complete, ready to be certified
- Dennis: The following items need to be completed: 6, 8, 9, 18, 25, 26, 27, 29, 32, 35, 36, 39, 40, 43, 44, 46, 48 (replacement of all windows....extremely long lead time required).
- HOPE Academy: The following items need to be completed: 1, 4, 5, 6, 7, 8, 13, 14, 15, 16, 18, 20, 21, 22, 23, 24, 27, 28, 29, 30, 31, 32, 33, 34, 35, 37
- The following items need to be completed: 1, 7, 8, 9, 10, 15 (new fire alarm system may be a long lead time item).
- Baum: All work complete but priority C items
- Muffley: All work complete except items: 6, 7, 8, 9, 10, 11, 16, 17, 19
- Parsons: Complete and ready for certification
- Pershing: All work complete except for item 21

- South Shores: All work complete; ready for certification
- Stephen Decatur Middle School: The following items have to be completed: 1, 2, 3, 4, 9, 10, 13, 18, 27, 29, 30, 38, 39, 40, 41, 42, 55, 56, 57, 60, 61, 64 (installing exhaust system may be long lead time item), 65, 66 (new windows will be an extremely long lead time item), 71
- Thomas Jefferson: Complete and ready for certification
- William Harris: The district's proposed repair for the constant flush urinals needs to get approved.

We should expect that the State may not remove the requirement for all HLS items because of the master plans proposed changes in use. If that were the case, more items will be added to this list. While the majority of the remaining items are small and should be able to be completed, by late winter, there are some very long lead time items on this list that may prevent the district from getting approval for Priority C funding for this summer.

Finally, the school district should consult with AEX and the Upchurch Group about the status of the work for their amendments. As the architects on record, they will be the responsible party for signing off on that work.

As requested, we will develop a proposal for the cost to walk the facilities and certify the complete of the HLS work. I hope to have that to you soon. Please call if you have further questions or comments.

Thanks Steve!



Sam Johnson, Principal
BLDD Architects, Inc.

Standard Hourly Billing Rates
(effective January 1, 2019 through December 31, 2019)

Principal	\$180.00 per hour
Senior Associate	\$140.00 per hour
Associate	\$125.00 per hour
Structural Engineer	\$125.00 per hour
Architect III	\$100.00 per hour
Architect II	\$95.00 per hour
Architect I	\$90.00 per hour
Environmental Graphics Designer	\$85.00 per hour
Architectural Intern III	\$85.00 per hour
Architectural Intern II	\$80.00 per hour
Architectural Intern I	\$75.00 per hour
Interior Designer III	\$85.00 per hour
Interior Designer II	\$75.00 per hour
Interior Designer I	\$70.00 per hour
Architectural Tech III	\$85.00 per hour
Architectural Tech II	\$75.00 per hour
Architectural Tech I	\$65.00 per hour
Administrative Assistant	\$65.00 per hour
Site Representative	\$90.00 per hour
Data Software Administrator	\$85.00 per hour
Commissioning Agent	\$115.00 per hour

BLDD Architects, Inc. reassesses hourly billing rates annually based on current payroll rates and overhead factors. BLDD Architects, Inc. reserves the right to increase each classification by increments of \$5 per hour after January 1, 2020. Consultant services will be billed at 1.1 times amount of invoice to BLDD. Reimbursable expenses will be billed at 1.1 times the cost to BLDD.



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: Fountas & Pinnell Classroom Materials
Initiated By: Rhonda Thornton, Grants Administrator and Charlotte Thompson, Director of Curriculum and Instruction, Elementary	Attachments: Quotes for Franklin Elementary, French Academy and Muffley Elementary
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

After a thorough analysis of building data and completing the Illinois Quality Framework Rubric, support in literacy continued to surface. Staff members at Franklin Elementary, Muffley Elementary, and French Academy investigated a variety of resources before determining that Fountas and Pinnell Classroom would provide the support needed to staff and students in literacy specifically.

CURRENT CONSIDERATIONS:

The Fountas and Pinnell Classroom resources are already in pilot at both Stevenson Elementary and Parsons Elementary. These purchase recommendations support Interactive Read Aloud, Shared Reading, Word Study/Phonics, Minilesson materials, Independent Reading, and Guided Reading support for our elementary buildings.

FINANCIAL CONSIDERATIONS:

Funds from each school's allocation of the Title I-A School Improvement Grants 1003(a)- Every Student Succeeds Act (ESSA) funds will be utilized to support the purchase of literacy resources submitted in this proposal.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the invoices for Heinemann to provide literacy resources at Franklin Elementary, Muffley Elementary, and French Academy as presented. Additional literacy materials for Stevenson Elementary will be forthcoming.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____



Houghton
Mifflin
Harcourt

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

jdurost

361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5440856

BILL TO: 10268668

SHIP TO: 10268668

BENJAMIN FRANKLIN SCHOOL
2440 N SUMMIT AVE
DECATUR IL 62526

BENJAMIN FRANKLIN SCHOOL
2440 N SUMMIT AVE
DECATUR IL 62526

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
10268668	QUOTE	01-24-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09931	978-0-325-09931-6	1	FOUNTAS /LLI RED GRADE 3 UPDATE ***** PREPACK CONTAINS *****	6,187.50	20.00	4,950.00
E09932	978-0-325-09932-3	1	LLI RED Carton 1 Update			
E09933	978-0-325-09933-0	1	LLI RED Carton 2 Update			
E09934	978-0-325-09934-7	1	LLI RED Carton 3 Update			
E09935	978-0-325-09935-4	1	LLI RED Carton 4 Update			
E09936	978-0-325-09936-1	1	LLI RED Carton 5 Update			
E09937	978-0-325-09937-8	1	LLI RED Carton 6 Update			
E09938	978-0-325-09938-5	1	LLI RED Carton 7 Update			
E09939	978-0-325-09939-2	1	LLI RED Carton 8 Update			
E09940	978-0-325-09940-8	1	LLI RED Carton 9 Update *****			
E09955	978-0-325-09955-2	1	FOUNTAS /LLI GOLD GRADE 4 UPDATE ***** PREPACK CONTAINS *****	6,187.50	20.00	4,950.00
E09956	978-0-325-09956-9	1	LLI GOLD Carton 1 Update			
E09957	978-0-325-09957-6	1	LLI GOLD Carton 2 Update			
E09958	978-0-325-09958-3	1	LLI GOLD Carton 3 Update			
E09959	978-0-325-09959-0	1	LLI GOLD Carton 4 Update			
E09960	978-0-325-09960-6	1	LLI GOLD Carton 5 Update			
E09961	978-0-325-09961-3	1	LLI GOLD Carton 6 Update			
E09962	978-0-325-09962-0	1	LLI GOLD Carton 7 Update			
E09963	978-0-325-09963-7	1	LLI GOLD Carton 8 Update			
E09964	978-0-325-09964-4	1	LLI GOLD Carton 9 Update *****			
E10804	978-0-325-10804-9	1	FOUNTAS /FPC GUIDED READING GR K FULL ***** PREPACK CONTAINS *****	8,125.00	20.00	6,500.00
E09708	978-0-325-09708-4	1	FPC GR GRADE K BOX 1			
E09709	978-0-325-09709-1	1	FPC GR GRADE K BOX 2			
E09710	978-0-325-09710-7	1	FPC GR GRADE K BOX 3			



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

jdurost

361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5440856

BILL TO: 10268668

SHIP TO: 10268668

BENJAMIN FRANKLIN SCHOOL
2440 N SUMMIT AVE
DECATUR IL 62526

BENJAMIN FRANKLIN SCHOOL
2440 N SUMMIT AVE
DECATUR IL 62526

Account Number	PURCHASE ORDER NUMBER		DATE	SPECIAL INSTRUCTIONS	TERMS		PAGE NO.
10268668	QUOTE		01-24-2019		Net 30 Days		2
ITEM	ISBN	UNITS	DESCRIPTION		LIST PRICE	DISC	NET PRICE
E09711	978-0-325-09711-4	1	FPC GR GRADE K BOX 4				
E09712	978-0-325-09712-1	1	FPC GR GRADE K BOX 5				
E09713	978-0-325-09713-8	1	FPC GR GRADE K BOX 6				
E09714	978-0-325-09714-5	1	FPC GR GRADE K BOX 7				
E10733	978-0-325-10733-2	1	FPC GR GRADE K BOX 1 P2				
E10734	978-0-325-10734-9	1	FPC GR GRADE K BOX 2 P2				
E10735	978-0-325-10735-6	1	FPC GR GRADE K BOX 3 P2				
E10736	978-0-325-10736-3	1	FPC GR GRADE K BOX 4 P2				
E10737	978-0-325-10737-0	1	FPC GR GRADE K BOX 5 P2				
E10738	978-0-325-10738-7	1	FPC GR GRADE K BOX 6 P2				
E10739	978-0-325-10739-4	1	FPC GR GRADE K BOX 7 P2				
E10801	978-0-325-10801-8	1	FPC GR GRADE K FULL TEACH BOX				

E10805	978-0-325-10805-6	1	FOUNTAS /FPC GUIDED READING GR 1 FULL		8,125.00	20.00	6,500.00
***** PREPACK CONTAINS *****							
E09694	978-0-325-09694-0	1	FPC GR GRADE 1 BOX 1				
E09695	978-0-325-09695-7	1	FPC GR GRADE 1 BOX 2				
E09696	978-0-325-09696-4	1	FPC GR GRADE 1 BOX 3				
E09697	978-0-325-09697-1	1	FPC GR GRADE 1 BOX 4				
E09698	978-0-325-09698-8	1	FPC GR GRADE 1 BOX 5				
E09699	978-0-325-09699-5	1	FPC GR GRADE 1 BOX 6				
E09700	978-0-325-09700-8	1	FPC GR GRADE 1 BOX 7				
E10741	978-0-325-10741-7	1	FPC GR GRADE 1 BOX 1 P2				
E10742	978-0-325-10742-4	1	FPC GR GRADE 1 BOX 2 P2				
E10743	978-0-325-10743-1	1	FPC GR GRADE 1 BOX 3 P2				
E10744	978-0-325-10744-8	1	FPC GR GRADE 1 BOX 4 P2				
E10745	978-0-325-10745-5	1	FPC GR GRADE 1 BOX 5 P2				
E10746	978-0-325-10746-2	1	FPC GR GRADE 1 BOX 6 P2				
E10747	978-0-325-10747-9	1	FPC GR GRADE 1 BOX 7 P2				



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

jdurost

361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5440856

BILL TO: 10268668

SHIP TO: 10268668

BENJAMIN FRANKLIN SCHOOL
2440 N SUMMIT AVE
DECATUR IL 62526

BENJAMIN FRANKLIN SCHOOL
2440 N SUMMIT AVE
DECATUR IL 62526

Account Number		PURCHASE ORDER NUMBER		DATE	SPECIAL INSTRUCTIONS		TERMS		PAGE NO.
10268668		QUOTE		01-24-2019			Net 30 Days		3
ITEM	ISBN	UNITS	DESCRIPTION			LIST PRICE	DISC	NET PRICE	
E10802	978-0-325-10802-5	1	FPC GR GRADE 1 FULL TEACH BOX						
E10806	978-0-325-10806-3	1	FOUNTAS /FPC GUIDED READING GR 2 FULL			8,125.00	20.00	6,500.00	
			***** PREPACK CONTAINS *****						
E09701	978-0-325-09701-5	1	FPC GR GRADE 2 BOX 1						
E09702	978-0-325-09702-2	1	FPC GR GRADE 2 BOX 2						
E09703	978-0-325-09703-9	1	FPC GR GRADE 2 BOX 3						
E09704	978-0-325-09704-6	1	FPC GR GRADE 2 BOX 4						
E09705	978-0-325-09705-3	1	FPC GR GRADE 2 BOX 5						
E09706	978-0-325-09706-0	1	FPC GR GRADE 2 BOX 6						
E09707	978-0-325-09707-7	1	FPC GR GRADE 2 BOX 7						
E10749	978-0-325-10749-3	1	FPC GR GRADE 2 BOX 1 P2						
E10750	978-0-325-10750-9	1	FPC GR GRADE 2 BOX 2 P2						
E10751	978-0-325-10751-6	1	FPC GR GRADE 2 BOX 3 P2						
E10752	978-0-325-10752-3	1	FPC GR GRADE 2 BOX 4 P2						
E10753	978-0-325-10753-0	1	FPC GR GRADE 2 BOX 5 P2						
E10754	978-0-325-10754-7	1	FPC GR GRADE 2 BOX 6 P2						
E10755	978-0-325-10755-4	1	FPC GR GRADE 2 BOX 7 P2						
E10803	978-0-325-10803-2	1	FPC GR GRADE 2 FULL TEACH BOX						
E10811	978-0-325-10811-7	1	FOUNTAS /FPC GUIDED READING GRADE 3			8,125.00	20.00	6,500.00	
			***** PREPACK CONTAINS *****						
E10757	978-0-325-10757-8	1	FPC GR GRADE 3 BOX 1						
E10758	978-0-325-10758-5	1	FPC GR GRADE 3 BOX 2						
E10759	978-0-325-10759-2	1	FPC GR GRADE 3 BOX 3						
E10760	978-0-325-10760-8	1	FPC GR GRADE 3 BOX 4						
E10761	978-0-325-10761-5	1	FPC GR GRADE 3 BOX 5						
E10762	978-0-325-10762-2	1	FPC GR GRADE 3 BOX 6						
E10763	978-0-325-10763-9	1	FPC GR GRADE 3 BOX 7						



jdurost

361 Hanover Street, Portsmouth, NH 03801

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

Z

QUOTE : 5440856

BILL TO: 10268668

SHIP TO: 10268668

BENJAMIN FRANKLIN SCHOOL
2440 N SUMMIT AVE
DECATUR IL 62526

BENJAMIN FRANKLIN SCHOOL
2440 N SUMMIT AVE
DECATUR IL 62526

Account Number	PURCHASE ORDER NUMBER		DATE	SPECIAL INSTRUCTIONS	TERMS		PAGE NO.
10268668	QUOTE		01-24-2019		Net 30 Days		4
ITEM	ISBN	UNITS	DESCRIPTION		LIST PRICE	DISC	NET PRICE
E10764	978-0-325-10764-6	1	FPC GR GRADE 3 BOX 8				
E10765	978-0-325-10765-3	1	FPC GR GRADE 3 BOX 9				
E10766	978-0-325-10766-0	1	FPC GR GRADE 3 BOX 10				
E10767	978-0-325-10767-7	1	FPC GR GRADE 3 BOX 11				
E10768	978-0-325-10768-4	1	FPC GR GRADE 3 BOX 12				
E10769	978-0-325-10769-1	1	FPC GR GRADE 3 BOX 13				
E10770	978-0-325-10770-7	1	FPC GR GRADE 3 TEACHER BOX				

MERCHANDISE : 35,900.00
SHIPPING : 3,051.50

Reference	Total Units	Shipping Weight	Shipping Method
5440856	6	1,727.7	GROUND COMMERCIAL

QUOTATION AMOUNT 38,951.50
PAYABLE IN U.S. FUNDS:



abrandt

361 Hanover Street, Portsmouth, NH 03801

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

Z

QUOTE : 5446790

BILL TO: 2DECATUR0

SHIP TO: 10229560

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

FRENCH ACADEMY
520 W WOOD STREET
DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	02-05-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10804	0-325-10804-8	1	FOUNTAS /FPC GUIDED READING GR K FULL ***** PREPACK CONTAINS *****	8,125.00	20.00	6,500.00
E09708	0-325-09708-9	1	FPC GR GRADE K BOX 1			
E09709	0-325-09709-7	1	FPC GR GRADE K BOX 2			
E09710	0-325-09710-0	1	FPC GR GRADE K BOX 3			
E09711	0-325-09711-9	1	FPC GR GRADE K BOX 4			
E09712	0-325-09712-7	1	FPC GR GRADE K BOX 5			
E09713	0-325-09713-5	1	FPC GR GRADE K BOX 6			
E09714	0-325-09714-3	1	FPC GR GRADE K BOX 7			
E10733	0-325-10733-5	1	FPC GR GRADE K BOX 1 P2			
E10734	0-325-10734-3	1	FPC GR GRADE K BOX 2 P2			
E10735	0-325-10735-1	1	FPC GR GRADE K BOX 3 P2			
E10736	0-325-10736-X	1	FPC GR GRADE K BOX 4 P2			
E10737	0-325-10737-8	1	FPC GR GRADE K BOX 5 P2			
E10738	0-325-10738-6	1	FPC GR GRADE K BOX 6 P2			
E10739	0-325-10739-4	1	FPC GR GRADE K BOX 7 P2			
E10801	0-325-10801-3	1	FPC GR GRADE K FULL TEACH BOX *****			
E10805	0-325-10805-6	1	FOUNTAS /FPC GUIDED READING GR 1 FULL ***** PREPACK CONTAINS *****	8,125.00	20.00	6,500.00
E09694	0-325-09694-5	1	FPC GR GRADE 1 BOX 1			
E09695	0-325-09695-3	1	FPC GR GRADE 1 BOX 2			
E09696	0-325-09696-1	1	FPC GR GRADE 1 BOX 3			
E09697	0-325-09697-X	1	FPC GR GRADE 1 BOX 4			
E09698	0-325-09698-8	1	FPC GR GRADE 1 BOX 5			
E09699	0-325-09699-6	1	FPC GR GRADE 1 BOX 6			
E09700	0-325-09700-3	1	FPC GR GRADE 1 BOX 7			
E10741	0-325-10741-6	1	FPC GR GRADE 1 BOX 1 P2			
E10742	0-325-10742-4	1	FPC GR GRADE 1 BOX 2 P2			



abrandt

361 Hanover Street, Portsmouth, NH 03801

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

Z

QUOTE : 5446790

BILL TO: 2DECATUR0

SHIP TO: 10229560

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

FRENCH ACADEMY
520 W WOOD STREET
DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	02-05-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E10743	0-325-10743-2	1	FPC GR GRADE 1 BOX 3 P2			
E10744	0-325-10744-0	1	FPC GR GRADE 1 BOX 4 P2			
E10745	0-325-10745-9	1	FPC GR GRADE 1 BOX 5 P2			
E10746	0-325-10746-7	1	FPC GR GRADE 1 BOX 6 P2			
E10747	0-325-10747-5	1	FPC GR GRADE 1 BOX 7 P2			
E10802	0-325-10802-1	1	FPC GR GRADE 1 FULL TEACH BOX			

E10806	0-325-10806-4	1	FOUNTAS /FPC GUIDED READING GR 2 FULL	8,125.00	20.00	6,500.00
***** PREPACK CONTAINS *****						
E09701	0-325-09701-1	1	FPC GR GRADE 2 BOX 1			
E09702	0-325-09702-X	1	FPC GR GRADE 2 BOX 2			
E09703	0-325-09703-8	1	FPC GR GRADE 2 BOX 3			
E09704	0-325-09704-6	1	FPC GR GRADE 2 BOX 4			
E09705	0-325-09705-4	1	FPC GR GRADE 2 BOX 5			
E09706	0-325-09706-2	1	FPC GR GRADE 2 BOX 6			
E09707	0-325-09707-0	1	FPC GR GRADE 2 BOX 7			
E10749	0-325-10749-1	1	FPC GR GRADE 2 BOX 1 P2			
E10750	0-325-10750-5	1	FPC GR GRADE 2 BOX 2 P2			
E10751	0-325-10751-3	1	FPC GR GRADE 2 BOX 3 P2			
E10752	0-325-10752-1	1	FPC GR GRADE 2 BOX 4 P2			
E10753	0-325-10753-X	1	FPC GR GRADE 2 BOX 5 P2			
E10754	0-325-10754-8	1	FPC GR GRADE 2 BOX 6 P2			
E10755	0-325-10755-6	1	FPC GR GRADE 2 BOX 7 P2			
E10803	0-325-10803-X	1	FPC GR GRADE 2 FULL TEACH BOX			

E10811	0-325-10811-0	1	FOUNTAS /FPC GUIDED READING GRADE 3	8,125.00	20.00	6,500.00
***** PREPACK CONTAINS *****						
E10757	0-325-10757-2	1	FPC GR GRADE 3 BOX 1			
E10758	0-325-10758-0	1	FPC GR GRADE 3 BOX 2			



abrandt

361 Hanover Street, Portsmouth, NH 03801

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

Z

QUOTE : 5446790

BILL TO: 2DECATUR0

SHIP TO: 10229560

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

FRENCH ACADEMY
520 W WOOD STREET
DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS		TERMS	PAGE NO.	
2DECATUR0	QUOTE	02-05-2019			Net 30 Days	3	
ITEM	ISBN	UNITS	DESCRIPTION		LIST PRICE	DISC	NET PRICE
E10759	0-325-10759-9	1	FPC GR GRADE 3 BOX 3				
E10760	0-325-10760-2	1	FPC GR GRADE 3 BOX 4				
E10761	0-325-10761-0	1	FPC GR GRADE 3 BOX 5				
E10762	0-325-10762-9	1	FPC GR GRADE 3 BOX 6				
E10763	0-325-10763-7	1	FPC GR GRADE 3 BOX 7				
E10764	0-325-10764-5	1	FPC GR GRADE 3 BOX 8				
E10765	0-325-10765-3	1	FPC GR GRADE 3 BOX 9				
E10766	0-325-10766-1	1	FPC GR GRADE 3 BOX 10				
E10767	0-325-10767-X	1	FPC GR GRADE 3 BOX 11				
E10768	0-325-10768-8	1	FPC GR GRADE 3 BOX 12				
E10769	0-325-10769-6	1	FPC GR GRADE 3 BOX 13				
E10770	0-325-10770-X	1	FPC GR GRADE 3 TEACHER BOX				

			***** BACKORDERS AND MISC *****				
			QUOTATION PRICES VALID FOR 30 DAYS				

MERCHANDISE : 26,000.00

SHIPPING : 2,210.00

Reference	Total Units	Shipping Weight	Shipping Method
5446790	4	1,054	GROUND COMMERCIAL

QUOTATION AMOUNT 28,210.00
PAYABLE IN U.S. FUNDS:

RETURNS PREPAID TO HEINEMANN C/O HOUGHTON MIFFLIN HARCOURT
465 SOUTH LINCOLN DRIVE TROY,MO 63379

REMIT COPY AND PAYMENT TO:HEINEMANN
15963 COLLECTIONS CENTER DRIVE,CHICAGO IL 60693

PLEASE REFER TO INVOICE/CREDIT
NUMBER IN ALL CORRESPONDENCE



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

page1

361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5448734

BILL TO: 2DECATUR0

SHIP TO: 2DECATUR03

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

LIBBY KIRKLAND
MUFFLEY ELEMENTARY SCHOOL
88 SOUTH COUNTRY CLUB ROAD
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	02-11-2019		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E06078	978-0-325-06078-1	22	FOUNTAS /F&P LITERACY CONTINUUM PREK-8	93.75	30.00	1,443.75
E08967	978-0-325-08967-6	22	FOUNTAS /WHEN READERS STRUGGLE CY17	60.63	30.00	933.63
E09931	978-0-325-09931-6	1	FOUNTAS /LLI RED GRADE 3 UPDATE	6,187.50	20.00	4,950.00
			***** PREPACK CONTAINS *****			
E09932	978-0-325-09932-3	1	LLI RED Carton 1 Update			
E09933	978-0-325-09933-0	1	LLI RED Carton 2 Update			
E09934	978-0-325-09934-7	1	LLI RED Carton 3 Update			
E09935	978-0-325-09935-4	1	LLI RED Carton 4 Update			
E09936	978-0-325-09936-1	1	LLI RED Carton 5 Update			
E09937	978-0-325-09937-8	1	LLI RED Carton 6 Update			
E09938	978-0-325-09938-5	1	LLI RED Carton 7 Update			
E09939	978-0-325-09939-2	1	LLI RED Carton 8 Update			
E09940	978-0-325-09940-8	1	LLI RED Carton 9 Update			

E09955	978-0-325-09955-2	1	FOUNTAS /LLI GOLD GRADE 4 UPDATE	6,187.50	20.00	4,950.00
			***** PREPACK CONTAINS *****			
E09956	978-0-325-09956-9	1	LLI GOLD Carton 1 Update			
E09957	978-0-325-09957-6	1	LLI GOLD Carton 2 Update			
E09958	978-0-325-09958-3	1	LLI GOLD Carton 3 Update			
E09959	978-0-325-09959-0	1	LLI GOLD Carton 4 Update			
E09960	978-0-325-09960-6	1	LLI GOLD Carton 5 Update			
E09961	978-0-325-09961-3	1	LLI GOLD Carton 6 Update			
E09962	978-0-325-09962-0	1	LLI GOLD Carton 7 Update			
E09963	978-0-325-09963-7	1	LLI GOLD Carton 8 Update			
E09964	978-0-325-09964-4	1	LLI GOLD Carton 9 Update			

E10804	978-0-325-10804-9	1	FOUNTAS /FPC GUIDED READING GR K FULL	8,125.00	20.00	6,500.00
			***** PREPACK CONTAINS *****			
E09708	978-0-325-09708-4	1	FPC GR GRADE K BOX 1			



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

pagel

361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5448734

BILL TO: 2DECATUR0

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

SHIP TO: 2DECATUR03

LIBBY KIRKLAND
MUFFLEY ELEMENTARY SCHOOL
88 SOUTH COUNTRY CLUB ROAD
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	02-11-2019		Net 30 Days	2	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E09709	978-0-325-09709-1	1	FPC GR GRADE K BOX 2			
E09710	978-0-325-09710-7	1	FPC GR GRADE K BOX 3			
E09711	978-0-325-09711-4	1	FPC GR GRADE K BOX 4			
E09712	978-0-325-09712-1	1	FPC GR GRADE K BOX 5			
E09713	978-0-325-09713-8	1	FPC GR GRADE K BOX 6			
E09714	978-0-325-09714-5	1	FPC GR GRADE K BOX 7			
E10733	978-0-325-10733-2	1	FPC GR GRADE K BOX 1 P2			
E10734	978-0-325-10734-9	1	FPC GR GRADE K BOX 2 P2			
E10735	978-0-325-10735-6	1	FPC GR GRADE K BOX 3 P2			
E10736	978-0-325-10736-3	1	FPC GR GRADE K BOX 4 P2			
E10737	978-0-325-10737-0	1	FPC GR GRADE K BOX 5 P2			
E10738	978-0-325-10738-7	1	FPC GR GRADE K BOX 6 P2			
E10739	978-0-325-10739-4	1	FPC GR GRADE K BOX 7 P2			
E10801	978-0-325-10801-8	1	FPC GR GRADE K FULL TEACH BOX			

E10805	978-0-325-10805-6	1	FOUNTAS /FPC GUIDED READING GR 1 FULL	8,125.00	20.00	6,500.00
			***** PREPACK CONTAINS *****			
E09694	978-0-325-09694-0	1	FPC GR GRADE 1 BOX 1			
E09695	978-0-325-09695-7	1	FPC GR GRADE 1 BOX 2			
E09696	978-0-325-09696-4	1	FPC GR GRADE 1 BOX 3			
E09697	978-0-325-09697-1	1	FPC GR GRADE 1 BOX 4			
E09698	978-0-325-09698-8	1	FPC GR GRADE 1 BOX 5			
E09699	978-0-325-09699-5	1	FPC GR GRADE 1 BOX 6			
E09700	978-0-325-09700-8	1	FPC GR GRADE 1 BOX 7			
E10741	978-0-325-10741-7	1	FPC GR GRADE 1 BOX 1 P2			
E10742	978-0-325-10742-4	1	FPC GR GRADE 1 BOX 2 P2			
E10743	978-0-325-10743-1	1	FPC GR GRADE 1 BOX 3 P2			
E10744	978-0-325-10744-8	1	FPC GR GRADE 1 BOX 4 P2			
E10745	978-0-325-10745-5	1	FPC GR GRADE 1 BOX 5 P2			



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

pagel

361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5448734

BILL TO: 2DECATUR0

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

SHIP TO: 2DECATUR03

LIBBY KIRKLAND
MUFFLEY ELEMENTARY SCHOOL
88 SOUTH COUNTRY CLUB ROAD
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER		DATE	SPECIAL INSTRUCTIONS	TERMS		PAGE NO.
2DECATUR0	QUOTE		02-11-2019		Net 30 Days		3
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE	
E10746	978-0-325-10746-2	1	FPC GR GRADE 1 BOX 6 P2				
E10747	978-0-325-10747-9	1	FPC GR GRADE 1 BOX 7 P2				
E10802	978-0-325-10802-5	1	FPC GR GRADE 1 FULL TEACH BOX				

E10806	978-0-325-10806-3	1	FOUNTAS /FPC GUIDED READING GR 2 FULL	8,125.00	20.00	6,500.00	
***** PREPACK CONTAINS *****							
E09701	978-0-325-09701-5	1	FPC GR GRADE 2 BOX 1				
E09702	978-0-325-09702-2	1	FPC GR GRADE 2 BOX 2				
E09703	978-0-325-09703-9	1	FPC GR GRADE 2 BOX 3				
E09704	978-0-325-09704-6	1	FPC GR GRADE 2 BOX 4				
E09705	978-0-325-09705-3	1	FPC GR GRADE 2 BOX 5				
E09706	978-0-325-09706-0	1	FPC GR GRADE 2 BOX 6				
E09707	978-0-325-09707-7	1	FPC GR GRADE 2 BOX 7				
E10749	978-0-325-10749-3	1	FPC GR GRADE 2 BOX 1 P2				
E10750	978-0-325-10750-9	1	FPC GR GRADE 2 BOX 2 P2				
E10751	978-0-325-10751-6	1	FPC GR GRADE 2 BOX 3 P2				
E10752	978-0-325-10752-3	1	FPC GR GRADE 2 BOX 4 P2				
E10753	978-0-325-10753-0	1	FPC GR GRADE 2 BOX 5 P2				
E10754	978-0-325-10754-7	1	FPC GR GRADE 2 BOX 6 P2				
E10755	978-0-325-10755-4	1	FPC GR GRADE 2 BOX 7 P2				
E10803	978-0-325-10803-2	1	FPC GR GRADE 2 FULL TEACH BOX				

E10811	978-0-325-10811-7	1	FOUNTAS /FPC GUIDED READING GRADE 3	8,125.00	20.00	6,500.00	
***** PREPACK CONTAINS *****							
E10757	978-0-325-10757-8	1	FPC GR GRADE 3 BOX 1				
E10758	978-0-325-10758-5	1	FPC GR GRADE 3 BOX 2				
E10759	978-0-325-10759-2	1	FPC GR GRADE 3 BOX 3				
E10760	978-0-325-10760-8	1	FPC GR GRADE 3 BOX 4				
E10761	978-0-325-10761-5	1	FPC GR GRADE 3 BOX 5				



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

pagel

361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5448734

BILL TO: 2DECATUR0

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

SHIP TO: 2DECATUR03

LIBBY KIRKLAND
MUFFLEY ELEMENTARY SCHOOL
88 SOUTH COUNTRY CLUB ROAD
DECATUR IL 62521

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS		TERMS	PAGE NO.	
2DECATUR0	QUOTE	02-11-2019			Net 30 Days	4	
ITEM	ISBN	UNITS	DESCRIPTION		LIST PRICE	DISC	NET PRICE
E10762	978-0-325-10762-2	1	FPC GR GRADE 3 BOX 6				
E10763	978-0-325-10763-9	1	FPC GR GRADE 3 BOX 7				
E10764	978-0-325-10764-6	1	FPC GR GRADE 3 BOX 8				
E10765	978-0-325-10765-3	1	FPC GR GRADE 3 BOX 9				
E10766	978-0-325-10766-0	1	FPC GR GRADE 3 BOX 10				
E10767	978-0-325-10767-7	1	FPC GR GRADE 3 BOX 11				
E10768	978-0-325-10768-4	1	FPC GR GRADE 3 BOX 12				
E10769	978-0-325-10769-1	1	FPC GR GRADE 3 BOX 13				
E10770	978-0-325-10770-7	1	FPC GR GRADE 3 TEACHER BOX				

			***** BACKORDERS AND MISC *****				
			QUOTATION PRICES VALID FOR 30 DAYS				

MERCHANDISE : 38,277.38
SHIPPING : 3,253.58

Reference	Total Units	Shipping Weight	Shipping Method
5448734	50	1,892.26	GROUND COMMERCIAL

QUOTATION AMOUNT 41,530.96
PAYABLE IN U.S. FUNDS:

RETURNS PREPAID TO HEINEMANN C/O HOUGHTON MIFFLIN HARCOURT
465 SOUTH LINCOLN DRIVE TROY,MO 63379

REMIT COPY AND PAYMENT TO:HEINEMANN
15963 COLLECTIONS CENTER DRIVE,CHICAGO IL 60693

PLEASE REFER TO INVOICE/CREDIT
NUMBER IN ALL CORRESPONDENCE



Board of Education Decatur Public School District #61

Date: February 26, 2019	Subject: ESSA Learning Partner Service Agreement with Macon-Piatt ROE #39
Initiated By: Rhonda Thornton, Grants Administrator; Charlotte Thompson, Director of Curriculum and Instruction, Elementary; Bobbi Williams, Assistant Superintendent of Elementary; Josh Peters, Director of Curriculum and Instruction, Secondary	Attachments: IL-EMPOWER Service Agreement for Learning Partner Services for Franklin Elementary, Enterprise Elementary, French Academy, Muffley Elementary, Stephen Decatur Middle School and Thomas Jefferson Middle School
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Schools designated as lowest performing under the new ESSA guidelines are required to engage the services of a Learning Partner. As part of the statewide structure of support through IL-EMPOWER, ISBE provides a network of pre-approved, quality-vetted, and cost-controlled professional Learning Partners to serve as options for Underperforming and Lowest Performing schools. Learning Partners must demonstrate evidence of the development of services in areas of governance and management, curriculum and instruction, and culture and climate. Furthermore, the learning partner must provide information on the organizational capacity to provide continuous school improvement services to schools and districts as well as identify the regions of the State that they will service and the specific service topics.

CURRENT CONSIDERATIONS:

The results of the School Improvement Work Plans identified the needs for the schools and allowed schools to select the most appropriate provider for their needs. As a note, Enterprise is designated as Underperforming, which does not require a learning partner however, based upon their needs assessment, have chosen to engage the services of a Learning Partner.

FINANCIAL CONSIDERATIONS:

The ESSA School Improvement Budgets will support the costs outlined in the contracts.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Learning Partner Service Agreements and subsequent school service plans with the Regional Office of Education (ROE) as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

EXHIBIT A—SERVICE AGREEMENT

Scope of Services

School: Stephen Decatur Middle School Principal: Matthew Fraas

A. 1. Governance and Management (Insert general description of services as needed here and in the chart below. Create additional rows in the chart as needed.)

Scope of Services	Timelines	Benchmarks/Deliverables	Costs

A. 2. Curriculum and Instruction

Scope of Services	Timelines	Benchmarks/Deliverables	Costs
Coaching and Facilitation by ROE staff	March-June, 2019; 12 hours of work	Create thinking maps	\$300.00 per hour
Professional Development	April-May, 2019	1 day of training in inquiry based learning/instruction	\$2,500.00 per day

A. 3. Climate and Culture

Scope of Services	Timelines	Benchmarks/Deliverables	Costs
Character building/ education	April or May plus August, 2019	3 Student Assemblies— follow up with staff conversations	\$2,500.00 per day
Book study with staff	March-May, 2019	Work with administration/leadership team to select a book for staff book study regarding trauma informed practices/strategies; 3 – 1 hour sessions	\$300.00 per hour

--	--	--	--

EXHIBIT B—BUDGET

(Insert information in the chart below. Create additional rows in the chart as needed.)

Activity	Detail	Timeline of Deliverable	Cost per Unit	Total Cost
Coaching and Facilitation	Create thinking maps	March-June, 2019	12 hours @ \$300 per hour	\$3,600.00
Professional Development	Inquiry based learning/instruction	April-May, 2019	1 day @ \$2,500 per hour	\$2,500.00
Student assemblies	Character education speaker	3 days—2 scheduled in March, April or May, plus one day in August, 2019	3 days at \$2500	\$7,500.00
Book study with staff	3 – 1 hour sessions	March-May, 2019	3 hours @ \$300 per hour	\$900.00
			Total:	\$14,500.00

Signature of District/School Fiscal Agent

Signature of Service Provider

EXHIBIT A—SERVICE AGREEMENT

Scope of Services

School: Benjamin Franklin Elementary Principal: Stephanie Strang

B. 1. Governance and Management (Insert general description of services as needed here and in the chart below. Create additional rows in the chart as needed.)

Scope of Services	Timelines	Benchmarks/Deliverables	Costs

B. 2. Curriculum and Instruction

Scope of Services	Timelines	Benchmarks/Deliverables	Costs
Professional development in lesson planning and instructional delivery	March-May, 2019	2/2 hour after school sessions	\$300 per hour
Professional development in differentiated instruction	March-May, 2019	2/2 hour after school sessions	\$300 per hour
Coaching and support	May-August, 2019	6/3 hour sessions	\$300 per hour

--	--	--	--

B. 3. Climate and Culture

Scope \$2500of Services	Timelines	Benchmarks/Deliverables	Costs
2 day Restorative Practices Training	2 days in March, April, or May	All staff members (including support staff and administration) will be trained in restorative practices	\$5,000.00
½ day of coaching	Scheduled in March, April, or May	Team planning for the school year	\$900.00
1 day of Restorative Practices Leadership Development	1 day scheduled in March, April, or May	Administration and school leaders (15% of the staff) will receive sustainable training. This will be a train the trainers format.	\$2,500.00

EXHIBIT B—BUDGET

(Insert information in the chart below. Create additional rows in the chart as needed.)

Activity	Detail	Timeline of Deliverable	Cost per Unit	Total Cost
C&I Professional Development	Lesson planning, differentiation, instructional design	March-May, 2019	4/2 @ \$300 per hour	\$2,400.00

C&I Coaching and Support	Work with instructional specialist and classroom teacher	June-August, 2019	6/3 @ \$300 per hour	\$5,400.00
Restorative Practices Trainings	6 days of training and leadership development	March-August, 2019	3 days @ \$2,500 per day ½ day 3 hours @ \$300 per hour	\$8,400.00
			TOTAL:	\$16,200.00

Signature of District/School Fiscal Agent

Signature of Service Provider

EXHIBIT A—SERVICE AGREEMENT

Scope of Services

School: French Academy Principal: Julie Fane

C. 1. Governance and Management (Insert general description of services as needed here and in the chart below. Create additional rows in the chart as needed.)

Scope of Services	Timelines	Benchmarks/Deliverables	Costs

C. 2. Curriculum and Instruction

Scope of Services	Timelines	Benchmarks/Deliverables	Costs
Professional Development on lesson planning/design	7 sessions in 2 hour segments, held in February-May	Session 1—K-6 Staff, 3:00-5:00 overview of Danielson Domain 1—planning and preparation Sessions 2, 3, 4—3 rd -6 th grade staff, 3:00-5:00 sessions for lesson design, differentiation, and assessment practices.	\$300 per delivery hour

		Sessions 5, 6, 7—K-2 nd grade staff, 3:00-5:00 sessions for lesson design, differentiation, and assessment practice.	\$4,200.00
Facilitation of articulation among grade levels	Sessions as needed in May-July as needed, not to exceed 3 2-hour sessions	Scaffolded academic vocabulary; development of word walls; accountable talk	\$300 per delivery hour \$1800.00

C. 3. Climate and Culture

Scope of Services	Timelines	Benchmarks/Deliverables	Costs

EXHIBIT B—BUDGET

(Insert information in the chart below. Create additional rows in the chart as needed.)

Activity	Detail	Timeline of Deliverable	Cost per Unit	Total Cost
Professional Development	Danielson Domain 1—	February-May, 2019	\$300.00 per delivery hour	\$4,200.00

	Planning and Preparation			
Professional Development	Facilitation of curriculum alignment and articulation	May-July, 2019	\$300.00 per delivery hour	\$1,800.00
			Total	\$6,000.00

Signature of District/School Fiscal Agent

Signature of Service Provider

EXHIBIT A—SERVICE AGREEMENT

Scope of Services

School: Enterprise Principal: Ann Mathieson

D. 1. Governance and Management (Insert general description of services as needed here and in the chart below. Create additional rows in the chart as needed.)

Scope of Services	Timelines	Benchmarks/Deliverables	Costs

D. 2. Curriculum and Instruction

Scope of Services	Timelines	Benchmarks/Deliverables	Costs
Coaching and facilitation of curriculum alignment and creation of a balanced literacy framework	February-August, 2019 27 hours in total	February-classroom observations March—meet with leadership team to review components of a balanced literacy framework and determine what pieces should be included in development. April—meet with teachers in grade level teams to discuss and record common classroom practices.	\$300 per delivery hour.

		May through June— facilitate conversations about instructional practices that need to be bolstered to arrive at balanced literacy. Provide professional development to address identified gaps.	
			Total: \$8,100.00

D. 3. Climate and Culture

Scope of Services	Timelines	Benchmarks/Deliverables	Costs

EXHIBIT B—BUDGET

(Insert information in the chart below. Create additional rows in the chart as needed.)

Activity	Detail	Timeline of Deliverable	Cost per Unit	Total Cost
Observations	3 hours	February	\$300 per hour	\$900.00
Coaching and Facilitation	18 hours	March-May	\$300 per hour	\$5,400.00

Professional Development	6 hours	June	\$300 per hour	\$1,800.00
			Total:	\$8,100.00

Signature of District/School Fiscal Agent

Signature of Service Provider

EXHIBIT A—SERVICE AGREEMENT

Scope of Services

School: Muffley Elementary Principal: Carrie Hogue

E. 1. Governance and Management (Insert general description of services as needed here and in the chart below. Create additional rows in the chart as needed.)

Scope of Services	Timelines	Benchmarks/Deliverables	Costs

E. 2. Curriculum and Instruction

Scope of Services	Timelines	Benchmarks/Deliverables	Costs
Professional Development—vertical alignment	March—August, 2019	Secure and schedule specific dates and times for four full workdays with an expert consultant from Marzano. Expectation—Tammy Hefelbauer	\$2500 per day
Professional Development—assessment design	March—August, 2019	Secure and schedule specific dates and times to work for two days with an expert consultant on assessment design.	\$2500 per day

Support and coaching	April—August, 2019	Provide 12 hours of support from ROE staff as needed with process of alignment and assessment protocols and practice.	\$300 per hour
----------------------	--------------------	---	----------------

E. 3. Climate and Culture

Scope of Services	Timelines	Benchmarks/Deliverables	Costs

EXHIBIT B—BUDGET

(Insert information in the chart below. Create additional rows in the chart as needed.)

Activity	Detail	Timeline of Deliverable	Cost per Unit	Total Cost
Professional Development	Marzano	March-August, 2019	4 days @ \$2500 per day	\$10,000.00
Professional Development	Fountas and Pinnell	March-August, 2019	2 days @ \$2500 per day	\$5,000.00

Coaching and support	ROE #39	April-August, 2019	12 hours @ \$300 per hour	\$3,600.00
			Total:	\$18,600.00

Signature of District/School Fiscal Agent

Signature of Service Provider

EXHIBIT A—SERVICE AGREEMENT

Scope of Services

School: Thomas Jefferson Middle School Principal: Nate Sheppard

F. 1. Governance and Management (Insert general description of services as needed here and in the chart below. Create additional rows in the chart as needed.)

Scope of Services	Timelines	Benchmarks/Deliverables	Costs
School within a School training from outside consultant	Spring, 2019	Work with administration and leadership team to explore creation of academies: public service; agriculture; STEAM	4 days @ \$2500 per day

F. 2. Curriculum and Instruction

Scope of Services	Timelines	Benchmarks/Deliverables	Costs
Coaching from ROE staff	Summer, 2019 12 hours	Create subject area thinking maps	\$300 per hour
Professional development from ROE	Summer, 2019— day workshop	1 one day workshop on inquiry based learning/problem based learning	\$2500

F. 3. Climate and Culture

Scope of Services	Timelines	Benchmarks/Deliverables	Costs
Book study	March-May, 2019	3 – 1 hour sessions with staff with book selected to increase awareness of	\$300 per hour

		trauma informed practices/strategies	

EXHIBIT B—BUDGET

(Insert information in the chart below. Create additional rows in the chart as needed.)

Activity	Detail	Timeline of Deliverable	Cost per Unit	Total Cost
Hire consultant	School within a School	Spring, 2019	4 days @ \$2500 per day	\$10,000.00
Coaching and facilitation from ROE	Create subject area thinking maps	Summer, 2019	12 hours @ \$300 per hour	\$3,600.00
Professional Development	Inquiry and problem based learning	1 day workshop, Summer, 2019	\$2500	\$2,500.00
Book Study	Trauma informed	Spring, 2019	3 - 1 hour sessions @ \$300 per hour	\$900.00
			Total:	\$17,000

Signature of District/School Fiscal Agent

Signature of Service Provider