



DECATUR PUBLIC SCHOOL DISTRICT #61  
BOARD OF EDUCATION  
AGENDA

Special Meeting  
Keil Administration Building  
3<sup>rd</sup> Floor Conference Room  
3<sup>rd</sup> Floor Conference Room

January 16, 2020  
7:00 AM Open Session  
Closed Session Immediately Following  
Return to Open Session

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

**Strategic Plan Mission:**

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

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

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

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

**IO 1.0 CALL TO ORDER**  
Roll Call

**IO 2.0 CALL FOR EXECUTIVE SESSION**  
The Board of Education will meet in Closed Executive Session to conduct a student suspension review, an employee discipline hearing and discussion of collective negotiating matters between the Board and representatives of its employees.

**AI 3.0 APPROVAL OF AGENDA, JANUARY 16, 2020**

**AI 4.0 ROLL CALL ACTION ITEMS**  
A. Vote on Potential Student 901066 Suspension Review  
B. Possible Discipline or Dismissal of a Custodial Employee  
C. One (1) Year Transportation Agreement Extension with Alltown Bus Company

**AI 5.0 CONSENT ITEM**  
A. Job Description: Director of Research, Data and Accountability

**IO 6.0 PUBLIC PARTICIPATION**

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

**DI 7.0 BOARD DISCUSSION**

**IO 8.0 IMPORTANT DATE**

**NEXT MEETING**

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, January 28, 2020 in the 1<sup>st</sup> Floor Board Room at the Keil Administration Building.

**9.0 ADJOURNMENT**



## Board of Education Decatur Public School District #61

<b>Date:</b> January 16, 2020	<b>Subject:</b> Alltown Bus Transportation Agreement
<b>Initiated By:</b> Henry Walker, Director of Operations	<b>Attachments:</b> Alltown Renewal Agreement for 2020-2021 School Year
<b>Reviewed By:</b> Dr. Todd Covault, Chief Operational Officer, and Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

The District is in the final year of the three-year agreement with Alltown for student bus transportation. In accordance with Illinois law (105 ILCS 5/29-6.1), the District can extend the transportation agreement for up to two additional years, if mutually agreeable with the provider.

Alltown proposed two, one-year extensions at a 4% increase in all categories with the exception of bus “Attendants.” The increasing minimum wage will place additional pressures on transportation, especially in positions like bus Attendants that are not already paid minimum wage.

### **CURRENT CONSIDERATIONS:**

Although Alltown would prefer two, one-year extensions, Alltown has agreed to extend the contract for one-year as requested by the Board.

The District negotiated a one-year extension at 3.75% in all areas, with the exception of the attendant rate. The District accepted the attendant rate as proposed by Alltown (Exhibit B).

Alltown has continued to afford the District’s students with a new well-maintained fleet of buses and has been quick to respond to the District’s changing needs such as building mergers and program relocations. The final contract includes that for each verified activity trip not filled, the District will assess a “free” activity trip of equivalent value to offset the error. The extension provides social emotional training for all contracted Alltown staff which will be provided by the District.

### **FINANCIAL CONSIDERATIONS:**

Funding for this expenditure would be paid from the FY 2021 transportation fund budget.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve a one-year extension (2020-2021 school year) of the Alltown Transportation Agreement as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

School Bus Transportation Agreement  
(2020-21)

THIS AGREEMENT, made as of the January 14, 2020, between ALLTOWN BUS COMPANY, LLC. (the "Contractor"), and DECATUR PUBLIC SCHOOL DISTRICT NO. 61 (the "District").

Wherein it is mutually agreed as follows:

1. Contractor shall for the school year(s) beginning August 1, 2020 through July 31, 2021 as indicated above to furnish as many buses as District requires to satisfy its pupil and related transportation requirements and pay all drivers' salaries and benefits, all vehicle maintenance, repair and replacement expenses, and all other expenses incidental thereto. The parties may extend this agreement by mutual agreement pursuant to the provisions of the Illinois School Code.

2. The compensation payable to Contractor for the various school years is set forth on Exhibit "A" and Exhibit "B" which are attached hereto and made a part hereof by this reference.

3. It is agreed the transportation of school children is a unique and specialized function of education. It is the essence of this Agreement that school children within the District be transported regularly, promptly, safely, and without interruption and the interests of the school children in such transportation shall take precedence over the interests of all others. Contractor shall not negotiate or enter into any agreement or arrangement contrary to the terms of this agreement or which affect the Contractor's performance under this agreement without the prior written consent of the District. In the event approval is granted, no agreement may, in any respect, limit or interfere with any right or interest of the District under this Agreement or restrict Contractor's ability to perform the Agreement. The District shall have the right of final approval of wages and fringe benefits pertaining to drivers and other Contractor's employees directly responsible for transportation of school children; the right to designate specific drivers for specific routes and other work assignments; and the right to direct the removal, for any reason, of any driver or other of Contractor's employees directly responsible for transportation of school children from any work assignment or from employment under this contract. In the event of the approval of Agreement by both parties it is understood if during the term of this agreement any obligation or requirement hereunder is deemed to be in violation of the law and most particularly the Illinois School Code, the remainder of the Agreement shall remain in full force and effect.

Contractor shall employ as bus drivers only qualified experienced drivers who shall be required at all times to exercise the highest degree of care and observe and comply with all laws, ordinances, rules, and regulations now in effect or hereafter enacted and pertaining to the operation of school buses. Contractor shall at all times keep all bus drivers informed of all applicable District rules and regulations governing the operation of school buses, the conduct of pupils and methods and procedures for maintaining pupil discipline.

The Contractor's drivers and employees shall submit all forms furnished by the District with respect to student transportation, student discipline, and the condition of buses and maintenance of the same. Contractor shall provide seating charts to each building location by the end of the 2<sup>nd</sup> week of each new school year. By the fifth working day of each month Contractor will provide an updated seating chart to each school. The District's Principal at each location will work with Contractor to provide direction as to student seating assignments. Contractor will provide the District with actual load counts on a monthly basis.

All drivers shall be periodically instructed in the above noted practices to ensure the greatest amount of safety and protection to students of the District. Contractor shall require all drivers to comply with all applicable rules and regulations pertaining to qualifications and licensing of operators of school buses as according to the provisions of the State of Illinois.

The District reserves the right to require Contractor to remove a driver or any other employee from service on a vehicle being used for the transportation of students in District when District, in its sole discretion, deems it to be in best interest of the District.

In the event of a bus accident, Contractor shall respond to the scene of the accident with one or more qualified representatives to ensure students are safe and not injured. Contractor will submit a report of the accident to District and provide monthly reports and a yearly update of current year versus prior year services to the Board of Education as required.

4. All buses, including spare buses and utilized in Contractor's operation shall satisfy all requirements of the laws and regulations of the State of Illinois. Each bus shall meet current revised Illinois specifications for both body and chassis. In addition to regular route bus fleet, Contractor shall maintain spare buses in the ratio of 1:8 (one spare bus to eight regular buses), including a spare wheelchair and a spare air-conditioned bus. Spare buses shall be kept in operating condition and locally available for regular and special use in the event of need. There shall be no charge for buses while on standby. With sufficient advance notice, District may request additional buses and drivers for special events or needs. Contractor will meet all such requests. The average age of all buses, including spares, shall be a 2013 or newer model for the 2020-21 school year with no bus older than a 2008 model.

Each bus shall be equipped with an operable two-way FM radio tuned to a frequency in good working order, to be monitored by District. Contractor shall provide and maintain, at a minimum, digital video & sound recording devices in all buses including spare buses. Contractor will produce CD copies of recordings, which are compatible with the District's computers within 24 hours of request to allow viewing by District's Administration.

District will require Contractor to supply electronic copies of video via Drop Box or other similar

District approved software. Contractor shall provide and maintain a sufficient quantity of back-up radios and recording equipment to ensure buses never operate in violation of this provision.

5. Contractor shall keep and maintain all buses used in performing Agreement in such a condition as to satisfy the requirements of all applicable laws, rules, and regulations now in effect or hereafter enacted governing school buses in Illinois. The District shall have the right to inspect buses at any time for any reason.

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

7. Contractor shall be primarily responsible for planning of all Special Education and Pre-K routes with District's assistance and assisting District with the planning of regular education routes and by utilizing information supplied by District's computer routing software system, Edulog. The Contractor will be provided with one link to District's Edulog Software and database. Contractor will be fully trained in Edulog at contractor's expense prior to the startup of services. Contractor will be responsible for any required hardware and Internet connection. Contractor will adhere to all copyright and user regulations required of the District by Edulog. Contractor shall furnish the District a complete route description on or before the first day of August of each school year. Contractor shall work closely with Director of Operations (or designee) in planning the routes and otherwise performing this Agreement. District reserves the right to approve and the right to modify the routes and schedules to be followed and to make changes therein from time to time. Contractor will be required to make all changes in no more than three (3) working days from receipt of District's transportation request form. In the event of questionable road conditions, the District's Superintendent (or designee) is authorized to determine whether buses will run.

8. Contractor shall provide a full-time on site Contract Site Manager and Assistant Manager who shall be responsible for Contractor's performance of this Agreement.

9. Contractor shall throughout the term hereof provide and maintain insurance coverage on each bus used in performing this Agreement in an amount not less than the following:

GENERAL LIABILITY - One million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) for general aggregate sexual abuse

AUTOMOBILE - Two million dollars (2,000,000) combined single limit

UMBRELLA - Ten million dollars (\$10,000,000) per occurrence/ ten million dollars (\$10,000,000) general aggregate

WORKMAN'S COMPENSATION - 1000/1000/1000 and provides a current certificate evidencing such coverage to be delivered to District. Insurance carriers must have an AM Bests rating of no less than A-7. District and its Board of Education shall be listed on each policy as additional insured. All policies and certificates of insurance called for hereunder shall contain a clause to the effect that no coverage shall be canceled except by a thirty (30) day written

notice to District.

10. Contractor shall hold harmless and indemnify District and its Board of Education against all loss, damage, injury, liability, and claims by reason of any loss, personal injury, death, or other damage that may be done or suffered by them or any one of them arising out of the operations of Contractor in performing this agreement or arising out of Contractor's failure to provide the above noted insurance coverage.

11. In the interpretation of this Agreement and in the relationship between Contractor and District, Contractor shall be construed as being and is an independent contractor who shall not be held or deemed, directly or indirectly, in any way to be an agent, joint venture, employee, or official of District.

12. Contractor should have adequate on site fuel storage for a minimum of a two week supply or approximately 10,000 gallons which storage is exclusively for equipment under this Agreement. Contractor shall obtain timely quotes for fuel from at least three (3) District approved Fuel Suppliers. These quotes are to obtain the best possible price to purchase fuel for use in performing services exclusively under this Agreement. Such quotes shall be submitted to District for inspection. District will issue a purchase order to the Fuel Supplier with the best cost. Fuel Supplier will invoice District with all required back-up documentation including receipts. District shall be entitled to receive a monthly fuel credit from Contractor equal to the number of cents per gallon paid to Fuel Supplier for diesel fuel up to a maximum credit of \$2.75 per gallon times the number of gallons of fuel purchased each month for use in performing services under this Agreement for 2020/21. Such credit will be shown on each applicable monthly statement or invoice submitted by Contractor to District. District agrees to pay for the cost of all fuel in excess of these maximum costs per gallon, which fuel is purchased by District for exclusive use in satisfying District's transportation requirements under this Agreement.

13. The District shall make monthly payments to Contractor for services rendered hereunder except no payment shall be due for any month when transportation is not furnished hereunder. Invoices directed to the District shall be submitted the first week of each month and on a monthly basis. District shall pay invoices if submitted correctly and on time with all required back-up no later than the day following District's first regular Board of Education meeting each month. The Board of Education typically meets on the 2<sup>nd</sup> Tuesday of each month. If invoice is received later, it will be paid after the next month's Board meeting. Contractor's monthly invoice shall be provided in a format which has been approved by the District with back-up documents to include all attendance centers for each run on each day, see sample Attachment D.

14. This Contract shall not in any manner be transferred or assigned by Contractor to any third party without the written consent of the Board of Education.

15. In the event the Contractor cannot provide transportation services as herein required because of Acts of God, fire, picketing or labor disputes, the District shall excuse the Contractor from performance hereunder. If the Contractor receives notice of intent to strike from its employees, Contractor shall immediately make the District aware of said notice. In the

event the District cannot hold a student attendance day in part or as a whole because of acts of God, fire, picketing, labor disputes, bomb scares, or threats of violence, the District shall then be excused from performance hereunder. It is understood the District may make up time lost and may in essence fulfill the number of days of this Agreement as originally set herein. However, if District elects not to make up the day the District shall not be obligated to pay Contractor based on a pro rata daily cost figure.

In the event the Contractor fails to provide services for each verified activity trip, the District will assess a "free" activity trip of equivalent value to offset the error.

In the event Contractor cannot provide services for reasons stated herein, Contractor shall provide written notice to District by fax or e-mail within 24 hours of the time Contractor is aware it services cannot be performed as required herein. In this event, District shall have the option to use in part or as a whole the fleet of vehicles designated for use by the Contractor in performance of this Agreement. The District shall furnish to Contractor a certificate of insurance that verifies coverage for liability, property damage, and medical coverage in amounts equal to the insurance coverage furnished to District by Contractor. District shall be able to operate buses owned by Contractor only if District has drivers qualified to operate buses under rules and regulations of the State of Illinois and its administrative agencies. During the period District operates part or all of the vehicles and/or the period, in which Contractor does not furnish transportation services, District shall be, credited the per diem costs being otherwise paid to Contractor for various services provided under the terms herein.

If it is necessary to relocate the site of the vehicles for District to operate the vehicles, Contractor hereby consents to the relocation of said vehicles at District's expense.

Contractor shall give District written notice of not less than 24 hours in advance of the time Contractor can resume full operation of the transportation services furnished to District under this Agreement. In addition, Contractor would be responsible to provide emergency evacuations of students, staff, and others for actual or simulated (training exercises) emergencies. Social emotional training for the Contractor's staff employed to service the District would be provided by the District. The District would assume the additional cost for this training and reimburse the Contractor accordingly.

16. Each invoice or statement for compensation submitted by Contractor to District shall be accompanied by Contractor's certificate setting forth the miles operated during the preceding month, together with such other information as may be required by District to enable District to comply with all relevant State requirements for reimbursement. Contractor shall also submit such other reports as may from time to time be requested by District. Such reports shall be on such forms as may be furnished or prescribed by District. Records sufficient to confirm the accuracy of all such reports shall be kept by Contractor and made available for inspection by District at all reasonable times for three years after submission of each report. District has provided a copy of the backup required for Contractor's invoice, see Attachment D.

17. In consideration of the delay between the time of the Contractor's first performance of services hereunder and its first receipt of compensation therefore, District shall on the first day



of school bus operation for each school year of the term hereof make one payment of \$100,000 against which District shall receive credit for on the first monthly invoice rendered by Contractor.

18. District may, at its option, utilize its own employees to provide assistance to Contractor's drivers for transporting handicapped students, students with special needs or as Monitors on buses as needed. For purposes of Paragraph 10 of this Agreement, in no event shall District employees referred to in Paragraph 20 hereof be deemed a part of Contractor's operations.

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

20. If either party is not performing its obligations, the non-defaulting party shall give to the other a written notice describing the nature of the default. If the default is not remedied within twelve (12) days after the date of the notice, the non-defaulting party shall have the option in its discretion to terminate this Agreement, to sue the defaulting party for breach of contract including damages, attorney's fees, court costs, and other available remedies. If the termination option is elected, then the non-defaulting party shall serve a written notice by first class mail, postage prepaid on the defaulting party, informing them of the termination of this Agreement. Written notice, including any other written notice hereunder shall be forwarded to the following representatives of the parties:

Decatur District No. 61  
101 West Cerro Gordo  
Decatur, IL. 62523  
Attn: Henry Walker  
Title: Director of Operations

Alltown Bus Company LLC.  
7300 N. St. Louis  
Skokie, IL 60076  
Attn: Greg Polan  
Title: President

21. If either party desires to extend this Agreement, it shall give the other written notice of said intent no less than 120 days prior to the termination date of this Agreement. Over the next sixty (60) days, the parties shall negotiate a one-year extension. If an agreement or extension is not reached during this period, this Agreement shall end on the date provided in the above Paragraph #1. If either party fails to provide written notice as required herein, the parties shall in their sole discretion, determine whether to extend this Agreement within the authority of the Illinois School Code.

22. District reserves the right to contract outside sources of transportation service for athletic and extra-curricular field trips if it so desires. It is anticipated, however, current Contractor will be required to provide nearly all transportation services for such activities.

23. Bid Specifications, Instructions for Bidding, the completed Bid Proposal, all Exhibits and items as detailed in the Table of Contents dated February 01, 2017, and written response to questions submitted at Pre-Bid Meeting are hereby incorporated into this Agreement and made part hereof. In the event of conflict between the terms of this Agreement and the terms of the written responses from the Pre-Bid Meeting, the terms of this Agreement shall

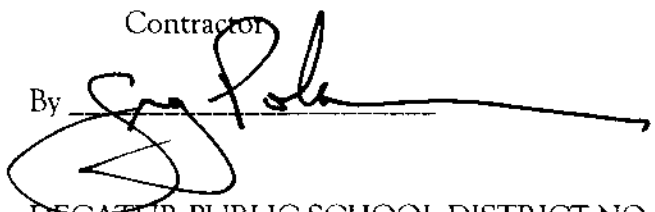
control.

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

ALLTOWN BUS COMPANY LLC

Contractor

By

A handwritten signature in black ink, appearing to be "S. J. [unclear]", written over a horizontal line.

DECATUR PUBLIC SCHOOL DISTRICT NO. 61

By

District

Executed in duplicate.

## EXHIBIT A

Compensation payable to Contractor by the District for services rendered under the School Bus Transportation Agreement, for the 2020-21 school year shall be calculated in accordance with the rates of compensation set out below.

1. The Base Rate for the 2020-21 school year, allowing for the operation of 95 buses for a total of **416** hours each day for AM-PM routes and noon early childhood runs; and allowing 45 hours each day for other in-district services between AM and PM routes, is \$\_\_\_ 4,831,139.32 \_\_\_\_\_. Said Base Rate is based on 176 days of transportation. If the number of days should change, a credit or charge in the amount of \$\_\_\_27,449.66\_\_\_\_ per day would be issued at the end of the school year.

- a. Route changes increasing the daily operating hours will be billed at the rate of \$\_\_34.91\_\_ per hour provided such hours are added to the existing route hours without an intervening return to the terminal point of the route. Billing will be at 1/10 hour increments.
- b. The District's monthly billing will be decreased by \$\_\_\_288.94\_\_\_\_ per day beginning the day the change is effective when a bus is eliminated from the system. Four (4) hours shall be deleted from the Base Rate hours.
- c. The District's monthly billing will be increased by \$\_\_\_288.94\_\_\_\_ per day beginning the day the change is effective when it becomes necessary to add a bus to the system. Four (4) hours shall be added to the Base Rate hours.
- d. Operating hours that must be added to the system and which fall between existing routes shall be billed at \$\_\_\_38.65\_\_\_\_ per hour with a one and one-half (1 - 1/2) hour minimum charge. After the one and one-half hour minimum is satisfied, billing will be at 1/10 hour increments.
- e. Contractor will schedule and complete all requests from the various schools for extra trips such as field trips, athletic trips, band trips, etc., for the following rates:
  - (i) \$\_\_\_51.10\_\_ per hour (includes all driving hours and waiting time from garage back to garage)
  - (ii) \$\_\_\_102.20\_\_\_\_ minimum trip rate

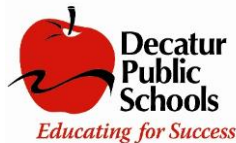
# EXHIBIT B - BID SHEET

## Exhibit B - Charges for service hours and number of buses as shown below:

Decatur Public School District #61 is currently running 95 buses as a three (3) tier operation.

	Current Cost	
	2019-20	2020-21
1) Base Cost	\$ 4,603,605.00	\$ 4,831,139.32
2) Number of Buses	95	95
3) Base Days	174	176
4) Service Hours		
* For AM-PM Routes and Noon Early Childhood Runs	416	416
* Other In-District Services Between AM and PM Routes (Hours not fully utilized daily are carried forward and may be used on succeeding days)	45	45
5) Additional Service Hours	\$37.25	\$38.65
6) Decreasing Number of Buses (Credit)	\$278.50	\$288.94
7) Increasing Number of Buses (Add)	\$278.50	\$288.94
8) Addition to Existing Routes	\$33.65	\$34.91
9) Field Trips, Athletic Trips, etc. (2 hour minimum)	\$49.25	\$51.10
10) Attendant Charge	\$15.75	\$17.00
11) Summer School Daily Rate Charge (Up to 4 hours)	\$278.50	\$288.94
12) Summer School Additional Service Hours	\$35.50	\$36.83

Initial:  \_\_\_\_\_



## Board of Education Decatur Public School District #61

<b>Date:</b> January 16, 2020	<b>Subject:</b> Job Description
<b>Initiated By:</b> Deanne Hillman, Director of Human Resources and Jeff Dase, Assistant Superintendent for Teaching and Learning	<b>Attachments:</b> Job Description: Director of Research, Data and Accountability
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### BACKGROUND INFORMATION:

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

### CURRENT CONSIDERATIONS:

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

Position Title	Changes/Updates
Director of Research, Data and Accountability	Created job description to meet the needs of the district based on current considerations above.

### FINANCIAL CONSIDERATIONS:

The position is not currently accounted for in the FY20 preliminary budget. Upon board approval, the business office would add additional expenses to the final budget.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve this Job Description as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**TITLE:** Director of Research, Data and Accountability

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

**QUALIFICATIONS:**

- Minimum of three to five years of successful site/district administrative experience.
- Successful experience in data analysis and statistics, research design and program evaluation with emphasis in coordination of projects and implementation of assessments.
- Demonstrated experience in training adults in the areas of assessment, accountability, curriculum, instruction, English Learner programs/support, and supplemental and intervention programs.
- Master's degree in related field (required).
- Administrative license preferred.
- Completion of courses in Educational Administration, Assessment and Accountability, Curriculum and Instruction, English Learner and/or education (desirable).
- Communicates effectively both orally and in writing; speak publicly, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to analyze situations accurately and adopt an effective course of action while meeting schedules and time lines.
- Skilled in research and evaluation, systems analysis, and database management.
- Working knowledge of software used in research and evaluation for a school system.
- Demonstrated experience in Student Information Systems (ex. Skyward).
- Ability to use technology to efficiently utilize assessment analysis, collection, development, and implementation.
- Ability to learn new procedural information and to disseminate both verbally and in writing to end-users. Excellent written and presentation skills, including the ability to make data reports, data software and technology understandable to end-users.
- Demonstrated skills in problem solving, ability to exercise good judgment, discretion, maintains confidentiality, and work with independence, initiative and professionalism.
- An understanding of relevant legislation, policies and procedures especially as they pertain to Title I, ESSA, and student assessment systems.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Assistant Superintendent of Teaching and Learning

**SUPERVISES:** Data and Research Department  
Assessment Administrator

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

## **DUTIES & RESPONSIBILITIES:**

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

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

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

### **TERMS OF EMPLOYMENT:**

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

### **GRADE LEVEL: 18**

### **EVALUATION:**

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

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.



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

Hear in the normal audio range with or without correction.

### **MENTAL DEMANDS:**

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

### **WORK ENVIRONMENT:**

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

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