



DECATUR PUBLIC SCHOOL DISTRICT #61  
BOARD OF EDUCATION  
AGENDA

Regular Meeting  
Keil Administration Building  
3<sup>rd</sup> Floor Conference Room  
1<sup>st</sup> Floor Board Room

January 22, 2019  
3:00 PM Open Session  
Closed Session Immediately Following  
7:30 PM Open Session Continuing

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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 – CALL FOR EXECUTIVE SESSION and ROLL CALL**

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

**IO 2.0 RETURN TO OPEN SESSION**

- Possible Approval of a Student Expulsion

**AI 3.0 RETURN TO CLOSED EXECUTIVE SESSION**

**AI 4.0 RETURN TO OPEN SESSION**

**IO 5.0 PLEDGE OF ALLEGIANCE**

**AI 6.0 APPROVAL OF AGENDA, JANUARY 22, 2019**

## **IO 7.0 SPECIAL PRESENTATIONS AND DISTRICT HIGHLIGHTS**

### **Rev. Dr. Martin Luther King, Jr. Essay Winners: Maria Robertson, Director of Community Engagement**

Congratulations! The following students were selected and received awards for their essays in honor of the Reverend Dr. Martin Luther King, Jr. on Friday, January 18, 2019. Winners of the essay contest were as follows:

#### **Category 3-4**

1<sup>st</sup> Place Winner:

- Pheebee Gould, Garfield Montessori Magnet School

2<sup>nd</sup> Place Winner:

- MaKenna Conaway, Garfield Montessori Magnet School

3<sup>rd</sup> Place: Winner:

- Kate Neuman, Franklin Elementary School

#### **Category 5-6**

1<sup>st</sup> Place Winner:

- Alice Stephens, Franklin Elementary School

2<sup>nd</sup> Place Winner:

- Kolin Richardson, Garfield Montessori Magnet School

3<sup>rd</sup> Place: Winner:

- Caleb Reed, French Academy Magnet School

#### **Category 7-8**

1<sup>st</sup> Place Winner:

- Emily Sorensen, Johns Hill Magnet School

2<sup>nd</sup> Place Winner:

- Isabella Knuffman, Johns Hill Magnet School

3<sup>rd</sup> Place: Winner:

- Cassie Shaffer, Johns Hill Magnet School

#### **Category 9-12**

1<sup>st</sup> Place Winner:

- Toneisha Haynes, Eisenhower High School

2<sup>nd</sup> Place Winner:

- Dannayshia Knight, Eisenhower High School

3<sup>rd</sup> Place: Winner:

- Jose Medina, Eisenhower High School

## **IO 8.0 PUBLIC PARTICIPATION**

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

**AI 9.0 CONSENT ITEMS**

- A. Minutes: Special Open/Closed Meetings January 03, 2019 and Open/Closed Meetings January 08, 2019
- B. Financial Conditions Report
- C. Treasurer's Report
- D. Fountas & Pinnell (F&P) Classroom Literacy Resources for Grades K-3 at Durfee Elementary Magnet School **(S1)**
- E. Millikin Library Grant **(S1)**
- F. Dennis Lab School Fundraiser **(S1)**
- G. Accepting a Gift from Adele P. Glenn Irrevocable School Trust **(S1)**
- H. Decatur Public School District 61 Middle School Athletic Program Cooperative Agreement for 2019 and 2020 School Years with IESA **(S1)**

**AI 10.0 ROLL CALL ACTION ITEMS**

- A. Personnel Action Items **(S4)**
- B. Possible Discipline or Dismissal of a Custodial Employee
- C. Possible Discipline or Dismissal of a School Security Officer
- D. UnicomArc Proposal

**IO 11.0 SUPERINTENDENT'S REPORT**

- A. Alternative Education Program **(S1)**

**DI 12.0 BOARD DISCUSSION ITEMS**

- A. Board Committee Updates and other Discussion

**IO 13.0 IMPORTANT DATES**

- February**
- 06 Half Day of School for Students
  - 08 3<sup>rd</sup> Quarter Midterm Distribution
  - 12 Lincoln's Birthday – **SCHOOL IS IN SESSION**
  - 18 President's Day Holiday
    - **No School and District Offices are Closed**
  - 20 Half Day of School for Students

**NEXT MEETING**

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, February 12, 2019 in the 1<sup>st</sup> Floor Board Room at the Keil Administration Building.

**14.0 ADJOURNMENT**

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

DATE/TIME: January 03, 2019

2:00 PM

LOCATION: Keil Administration Building  
3<sup>rd</sup> Floor Conference Room

PRESENT: Dan Oakes, President  
Kendall Briscoe  
Beth Creighton

Beth Nolan, Vice President  
Courtney Carson  
Brian Hodges

ABSENT: Sherri Perkins

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

President Oakes called the meeting to order at 2:00 PM.

TOPIC	DISCUSSION	ACTION
<b>Call to Order Open Session</b>	President Oakes called the Special Open Session Meeting to order. Beth Creighton moved, seconded by Mrs. Briscoe. President Oakes asked for a Roll Call. Aye: Nolan, Briscoe, Carson, Oakes, Creighton, Hodges Nay: None Absent: Perkins Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Open Session at 2:00 PM.
<b>Pledge of Allegiance</b>	President Oakes led the Pledge of Allegiance.	
<b>Approval of Agenda, January 03, 2019</b>	Superintendent Fregeau recommended the Board approve the January 03, 2019 Special Open Session Board Meeting agenda as presented.  Mrs. Creighton moved to approve the recommendation, seconded by Mrs. Briscoe. All were in favor.	Agenda was approved as presented.
<b>Public Participation</b>	President Oakes noted that during Public Participation, the Board of Education asked for the following: <ul style="list-style-type: none"><li>• Identify oneself and be brief</li><li>• Comments should be limited to 3 minutes</li></ul> No one requested to speak.	Information only.
<b>Board Discussion</b>	Sam Johnson, BLDD Architects, and O'Shea Builder's Representatives presented a Facilities Plan regarding Decatur Public Schools to the Board of Education, Superintendent Fregeau and others (see attached). They discussed the following items: <ul style="list-style-type: none"><li>• Oak Grove vs. Franklin (see attached)<ul style="list-style-type: none"><li>◦ Tim Hickey noted that representatives from O'Shea builders walked and</li></ul></li></ul>	Information only.

TOPIC	DISCUSSION	ACTION
<b>Board Discussion Continued</b>	<p>assessed the two schools. Mr. Hickey noted that Franklin school was in better shape to be retained. It could accommodate increased enrollment too, if needed.</p> <ul style="list-style-type: none"> <li>• Master Schedule with Funding (see attached) <ul style="list-style-type: none"> <li>○ Option 1, Option 2 and Option 3 were discussed (see attached). The goal is to move a couple of projects at a time.</li> <li>○ Option 1 was the best schedule, spreads the work over several summers and was within the funding capabilities at this time.</li> <li>○ Construction can occur while the buildings are occupied.</li> <li>○ Stephen Decatur Middle School will be the home of Stephen Decatur and Thomas Jefferson Middle Schools in August 2019.</li> <li>○ There is currently \$3 million allocated for site and construction regarding air conditioning, which has not been added to the scope of work at this time.</li> <li>○ O'Shea will conduct outreach and pre-bid meetings to construction companies who are interested in the upcoming projects in DPS.</li> </ul> </li> <li>• Anne Noble, Stifel Investment Services, discussed finances as it related to three different types of bonds (District's mortgage); there was no grant funding available at this time. <ul style="list-style-type: none"> <li>○ Health Life Safety Bond: <ul style="list-style-type: none"> <li>▪ Durfee/Johns Hill HLS was approved by ISBE previously.</li> </ul> </li> <li>○ Working Cash Fund Bond: <ul style="list-style-type: none"> <li>▪ Statutory limits.</li> <li>▪ Resolution required a 30 day public notice and petition period before projects begin (good for three years).</li> </ul> </li> <li>○ Funding Bonds: <ul style="list-style-type: none"> <li>▪ Cannot sell until certificates are in place.</li> <li>▪ Liability must be in place that the funding bonds will pay for.</li> <li>▪ Public notice and petition period for 30 days.</li> <li>▪ They can be issued to more than one local bank.</li> </ul> </li> </ul> </li> <li>• The goal is to make sure the funding is available for the upcoming projects.</li> <li>• The Board of Education and the Superintendent discussed the Levy Projection and Breakdown of Outstanding Debt Services (see attached). <ul style="list-style-type: none"> <li>○ There will be no operational savings at this time.</li> <li>○ This would be a 20 year commitment, but will be reviewed yearly by the Board of Education.</li> <li>○ Dr. Covault, Chief Operational Officer, noted that the District must also manage the current \$3 million deficit. One option is to increase the tax rate for two years to help offset the deficit. This has to be a budget conversation yearly.</li> </ul> </li> <li>• Planning (Think Big) Schedule (see attached). <ul style="list-style-type: none"> <li>○ Process of having stakeholders' involvement with the design.</li> <li>○ The goal was to complete design documents by mid-March 2019 in order to begin construction in the summer.</li> <li>○ There will be meetings with staff regarding their schedules regarding the projects, due to a possible inconvenience.</li> </ul> </li> </ul>	Information only.

TOPIC	DISCUSSION	ACTION
<b>Board Discussion Continued</b>	<ul style="list-style-type: none"> <li>○ Parent involvement will take place during the futures workshop.</li> <li>○ There will be some construction at Harris and Hope and DPS's Buildings and Grounds Department will handle those upgrades.</li> </ul>	Information only.

- Minority Participation – Tim Hickey noted that they have a process in place and will work towards filling the District's current policy.
- Currently, there was no Project Labor Agreement (PLA), but there will be one. The Board of Education would like to keep the construction companies local, if possible.
- Communications – Rod Wright, UnicomARC, presented a community engagement tentative timeline (see attached):
  - This will consist of canvasses, invitations and open houses.
  - There will be a 2<sup>nd</sup> and final report recommended to the Board of Education.
  - Outreach to the community regarding the Board's decision.
  - The community will have several opportunities to weigh in on some important short and long range decisions for the District.

President Oakes asked the Board of Education to review the draft document regarding Policy 2:150 Committees and provide feedback, if any.

<b>Important Dates</b>	<b>January</b> 11 The 7 <sup>th</sup> DPS 61 Athletic Hall of Fame Induction Ceremony <ul style="list-style-type: none"> <li>– During Half Time of the EHS versus MHS Boys Varsity Basketball Game at MacArthur High School, Tipoff 7:30 PM</li> <li>– Junior Varsity will begin at 6:00 PM</li> </ul> 18 Dr. MLK Jr. Annual Banquet Decatur Conference Center <ul style="list-style-type: none"> <li>– Doors open at 6:15 PM</li> <li>– Dinner served at 7:00 PM; Program Immediately Following</li> </ul> 21 Dr. Martin Luther King Jr. Holiday <ul style="list-style-type: none"> <li>– <b>No School and District Offices are Closed</b></li> </ul>	Information only.
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### NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, January 08, 2019 in the 1<sup>st</sup> Floor Board Room at the Keil Administration Building.

<b>Closed Executive Session</b>	President Oakes asked for a motion from the Board of Education to move into Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body. Vice President Nolan moved, seconded by Mrs. Briscoe. All were in favor.	Board moved to Closed Executive Session at 3:57 PM.
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Dan Oakes, President

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Melissa Bradford, Secretary

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

DATE/TIME: January 08, 2019

3:00 PM

LOCATION: Keil Administration Building  
3<sup>rd</sup> Floor Conference Room and  
1<sup>st</sup> Floor Board Room

PRESENT: Dan Oakes, President  
Kendall Briscoe  
Beth Creighton  
Sherri Perkins  
Beth Nolan, Vice President  
Courtney Carson (arrived at 3:30 PM)  
Brian Hodges

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

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

TOPIC	DISCUSSION	ACTION
<b>Call for Closed Executive Session</b>	President Oakes called the meeting to order and moved into Closed Executive Session to conduct a Board self-evaluation and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, seconded by Mrs. Perkins.  Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Oakes, Perkins, Creighton, Briscoe, Nolan, Hodges Nay: None Absent: Carson (arrived at 3:30 PM) Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Board moved to Closed Executive Session at 3:00 PM.
<b>Return to Open Session</b>	President Oakes motioned to return to Open Session, seconded by Mrs. Briscoe. All were in favor.	Board returned to Open Session at 6:28 PM.
<b>Open Session Continued</b>	President Oakes noted that the Board of Education had been in Closed Executive Session to conduct a Board self-evaluation and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body. No action was taken during Closed Executive Session.	
<b>Pledge of Allegiance</b>	President Oakes led the Pledge of Allegiance.	
<b>Student Ambassadors</b>	President Oakes noted that Student Ambassadors Londarius Hayes and Alison McCrady were present.	
<b>Approval of Agenda, January 08, 2019</b>	Superintendent Fregeau recommended the Board approve the revised January 08, 2019 Open Session Board Meeting agenda as presented.  Mrs. Perkins moved to approve the recommendation, seconded by Mrs. Briscoe. All were in favor.	Agenda was approved as presented.

TOPIC	DISCUSSION	ACTION
<b>Public Participation</b>	<p>President Oakes noted that during Public Participation, the Board of Education asked for the following:</p> <ul style="list-style-type: none"> <li>Identify oneself and be brief.</li> <li>Comments should be limited to 3 minutes.</li> </ul> <p>Janelle Jones, community member, spoke to the Board regarding the proposal for the K – 12 Alternative Education Program. Ms. Jones believes it was a school to prison pipeline and students with behavioral issues could be overlooked.</p>	Information only.
<b>Consent Items</b>	<p>Superintendent Fregeau recommended the Board approve the Consent Items as presented, which included:</p> <ul style="list-style-type: none"> <li>A. Minutes: Open/Closed Meetings December 11, 2018</li> <li>B. Freedom of Information Report</li> <li>C. December 2018 Monthly Bills</li> <li>D. Resolution: Donation of Surplus Items to the Children’s Museum of Illinois from Decatur Public School District 61 (<b>\$5</b>)</li> <li>E. Job Description: Digital Media and Special Projects Coordinator (<b>\$1</b>)</li> <li>F. Approval of Updates to School Board Policies <ul style="list-style-type: none"> <li>Policies: Section 02 – School Board</li> <li>Policies: Section 04 – Operational Services</li> <li>Policies: Section 05 – Personnel</li> <li>Policies: Section 06 – Instruction</li> <li>Policies: Section 07 – Students</li> </ul> </li> </ul> <p>Mrs. Perkins moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Oakes called for a Roll Call Vote:  Aye: Carson, Nolan, Briscoe, Creighton, Oakes, Perkins, Hodges  Nay: None  Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. The Consent Items were approved as presented.</p>
<b>Personnel Action Items</b>	<p>President Oakes noted that for the record, letters E and J were pulled from the January 08, 2019 Personnel Action Items.</p> <p>Superintendent Fregeau recommended the Board approve the remaining Personnel Action Items listed in the Memo from Deanne Hillman, Director of Human Resources, as presented.</p> <p>Mr. Hodges moved to approve the recommendation, seconded by Mrs. Perkins. Hearing no questions, President Oakes called for a Roll Call Vote:  Aye: Perkins, Briscoe, Carson, Oakes, Creighton, Hodges  Nay: None  Abstain: Nolan  Roll Call Vote: 6 Aye, 0 Nay, 1 Abstain</p>	<p>Motion carried. The Remaining Personnel Action Items were approved as presented.</p>



TOPIC	DISCUSSION	ACTION
<b>Supt's Reports Safety and Security Report</b>	<p>Assistant Superintendent Dr. Fred Bouchard and the committee presented a Safety and Security Report and the implementation timeline (see attached). Some additional recommendations were discussed as follows:</p> <ul style="list-style-type: none"> <li>• Work with DPD to staff another SRO</li> <li>• Another Security Guard</li> <li>• Door sensors tied to security cameras if left ajar</li> <li>• Shift culture- get parents and guardians to bring photo IDs</li> <li>• Implement a procedure for students transitioning back to a traditional setting</li> <li>• PBIS and working with students on non-violent strategies and coping strategies</li> </ul>	Information only.
<b>Summer Program Update</b>	<p>Director of Curriculum and Instruction – Elementary Charlotte Thompson and the committee presented a Summer Program Update (see attached). There would be the following open spots available:</p> <ul style="list-style-type: none"> <li>• 200 for Camp Connection – incoming K-3.</li> <li>• 50 for Camp Discovery – incoming 7-8.</li> <li>• 50 Smash Jr. (gifted/high achieving) – current 2-4</li> <li>• 50 Smash Senior (gifted/high achieving) – current 5-7</li> </ul> <p>Middle school summer program will be available for students that need additional support on the MHS campus.</p> <p>High school summer program is an opportunity for students that need credit recovery through APEX. They will be allowed to work at their own pace.</p>	Information only.
<b>First Read: DPS 61 District Calendar for 2019-2020 School Year</b>	<p>Assistant Superintendent Bobbi Williams presented a first read of the Decatur Public School District 61 Calendar for the 2019-2020 School Year. There is input from the Executive Cabinet, the District Leadership Team and the Union Leadership groups. The District was currently waiting on the state (ISBE) regarding some possible changes with student instruction time. More information forthcoming,</p>	Information only.
<b>Board Discussion Items</b>	<p><u>Board Committee Updates</u></p> <p>President Oakes noted that the Board was in the process of reviewing the policy regarding Board Committees.</p> <p><u>Board Discussion</u></p> <p>Vice President Nolan discussed possible changes to the Board of Education Open Session Agendas. Board Discussion and the Superintendent's Reports may be at the beginning of the meetings. This may begin for the February 12, 2019 Board of Education Meeting. The Board Committees may be listed on the Open Session Agendas; there may not be a report every meeting. More information forthcoming.</p> <p>Mrs. Creighton asked if our Student Ambassadors could give a report on their experience at a future meeting. With the new seated Board, the new elected Student Ambassadors may also join the Board orientation. More information forthcoming.</p>	<p>Information only.</p> <p>Information only.</p>

TOPIC	DISCUSSION	ACTION
<b>Important Dates</b>	<p><b><u>January</u></b> 11 The 7<sup>th</sup> DPS 61 Athletic Hall of Fame Induction Ceremony</p> <ul style="list-style-type: none"> <li>– During Half Time of the EHS versus MHS Boys Varsity Basketball Game at MacArthur High School – Tipoff is at 7:30 PM</li> <li>– Junior Varsity will begin at 6:00 PM</li> </ul> <p>18 Dr. Martin Luther King Jr. Annual Banquet Decatur Conference Center</p> <ul style="list-style-type: none"> <li>– Doors open at 6:15 PM</li> <li>– Dinner served at 7:00 PM; Program Immediately Following</li> </ul> <p>21 Dr. Martin Luther King Jr. Holiday</p> <ul style="list-style-type: none"> <li>– <b>No School and District Offices are Closed</b></li> </ul>	Information only.

**NEXT MEETING**

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, January 22, 2019 in the 1<sup>st</sup> Floor Board Room at the Keil Administration Building.

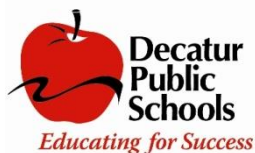
<b>Adjournment</b>	President Oakes asked for a motion to adjourn the Open Session Meeting. Mrs. Briscoe motioned, seconded by Mr. Hodges. All were in favor.	Board adjourned at 8:51 PM.
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Dan Oakes, President

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Melissa Bradford, Board Secretary



## Board of Education Decatur Public School District 61

<b>Date:</b> January 22, 2019	<b>Subject:</b> Monthly Financial Conditions Report
<b>Initiated By:</b> Todd Covault, EdD, Chief Operational Officer	<b>Attachments:</b> Financial Conditions Report
<b>Reviewed By:</b> 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 December, the sixth month of FY19, the Macon-Piatt Special Education District has expended 47.12% of its overall budget; Decatur 61 has expended 41.14% of its overall budget.

As of January 14, 2019, the State Comptroller is holding FY19 ISBE vouchers in the amount of \$2,391,051 of which \$1,942,042 is associated with transportation and \$222,380 is associated with the Early Child Block Grant.

The District's December 2018 month-end education fund balance is \$26,776,655; the December 2017 month-end education fund balance was \$18,814,074.

### 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 - December 31, 2018**

<b><u>Fund</u></b>	<b><u>Fund Balance 07/01/18</u></b>	<b><u>Revenues Year to Date</u></b>	<b><u>Expenditures Year to Date</u></b>	<b><u>Net Cash Flow</u></b>	<b><u>Change in Fund Balance</u></b>	<b><u>Balance 12/31/18</u></b>	<b><u>Budget Balance 06/30/19</u></b>
<b>DISTRICT # 61</b>							
<b>Education</b>	\$10,874,486	\$52,727,727	\$36,825,558	\$15,902,169	\$0	\$26,776,655	\$ 7,852,472
<b>Operation &amp; Maintenance</b>	\$2,118,280	\$3,279,064	\$3,228,293	\$50,771	\$0	\$2,169,051	\$ 2,118,280
<b>Debt Service</b>	\$906,083	\$5,584,724	\$5,715,788	(\$131,064)	\$0	\$775,019	\$ 1,484,183
<b>Transportation</b>	\$2,836,093	\$2,234,472	\$2,595,006	(\$360,534)	\$0	\$2,475,559	\$ 2,836,093
<b>IMRF</b>	\$883,941	\$2,417,249	\$1,404,493	\$1,012,756	\$0	\$1,896,697	\$ 1,084,513
<b>Social Security/Medicare</b>	\$1,682,346	\$1,345,770	\$1,041,156	\$304,614	\$0	\$1,986,960	\$ 773,749
<b>Capital Projects Fund</b>	\$3,088,535	\$237,305	\$98,603	\$138,702	\$0	\$3,227,237	\$ 2,066,035
<b>Working Cash</b>	\$4,395,079	\$357,342	\$0	\$357,342	\$0	\$4,752,421	\$ 4,766,244
<b>Tort Immunity/Judgment</b>	\$2,000,597	\$2,643,896	\$740,119	\$1,903,777	(\$324,298)	\$3,580,076	\$ 1,941,337
<b>Fire Prevention/Safety</b>	\$3,340,258	\$340,314	\$6,282	\$334,032	\$0	\$3,674,290	\$ 1,097,183
<b><i>Totals District 61</i></b>	<b>\$32,125,698</b>	<b>\$71,167,863</b>	<b>\$51,655,298</b>	<b>\$19,512,565</b>	<b>(\$324,298)</b>	<b>\$51,313,965</b>	<b>\$26,020,089</b>
<b>Macon-Piatt Special Ed District</b>	<b>\$3,875,617</b>	<b>\$10,394,541</b>	<b>\$10,199,915</b>	<b>\$194,626</b>	<b>\$0</b>	<b>\$4,070,243</b>	<b>\$ 3,875,617</b>

**Macon-Piatt Special Education District**  
**Report Date: December 2018**  
**Financial Condition as of December 31, 2018**

**Percent of year passed: 50%**

	<b>Revenues</b>	<b>Budget</b>	<b>Actual Y-T-D</b>	<b>Percent Received/Used</b>
12	Education	21,646,481	10,394,541	48.02%
22	Operation & Maintenance	-	-	0.00%
42	Transportation	-	-	0.00%
52	IMRF	-	-	0.00%
	<b>Total Revenues</b>	<b>21,646,481</b>	<b>10,394,541</b>	<b>48.02%</b>

	<b>Expenditures</b>			
12	Education	20,051,945	9,661,737	48.18%
22	Operation & Maintenance	358,470	8,497	2.37%
42	Transportation	26,150	2,998	11.46%
52	IMRF	1,209,916	526,683	43.53%
	<b>Total Expenditures</b>	<b>21,646,481</b>	<b>10,199,915</b>	<b>47.12%</b>

	<b>Net Cash</b>			
	Total Revenues	21,646,481	10,394,541	48.02%
	Total Expenditures	21,646,481	10,199,915	47.12%
	Net Cash	-	194,626	

	<b>Fund Balances</b>	<b>Actual</b>
12	Education	4,070,243

**Decatur Public School District #61**  
**Report Date: December 2018**  
**Financial Condition as of December 31, 2018**

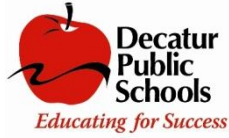
**Percent of year passed: 50%**

	<b>Revenues</b>	<b>Budget</b>	<b>Actual Year to Date</b>	<b>Percent Received/Used</b>	<b>FY 18 Percent Received/Used As Of 12/31/17</b>
10	Education	90,523,564	52,727,727	58.25%	45.92%
20	Operation & Maintenance	5,858,250	3,279,064	55.97%	34.67%
30	Debt Service	8,117,100	5,584,724	68.80%	51.86%
40	Transportation	6,882,287	2,234,472	32.47%	33.03%
50	IMRF	2,878,063	2,417,249	83.99%	45.04%
51	Social Security	1,442,245	1,345,770	93.31%	44.81%
60	Capital Projects	210,000	237,305	113.00%	88.33%
70	Working Cash	371,165	357,342	96.28%	88.25%
80	Tort Immunity/Judgment	2,791,640	2,643,896	94.71%	51.26%
90	Fire Prevention/Safety	373,425	340,314	91.13%	52.12%
	<b>Total Revenues</b>	<b>119,447,739</b>	<b>71,167,863</b>	<b>59.58%</b>	<b>47.38%</b>

	<b>Expenditures</b>				
10	Education	93,545,578	36,825,558	39.37%	42.36%
20	Operation & Maintenance	5,858,250	3,228,293	55.11%	46.40%
30	Debt Service	7,539,000	5,715,788	75.82%	75.23%
40	Transportation	6,882,287	2,595,006	37.71%	19.00%
50	IMRF	2,677,491	1,404,493	52.46%	56.67%
51	Social Security	2,350,842	1,041,156	44.29%	47.88%
60	Capital Projects	1,232,500	98,603	8.00%	73.93%
70	Working Cash	-	-	0.00%	100.00%
80	Tort Immunity/Judgment	2,850,900	740,119	25.96%	34.32%
90	Fire Prevention/Safety	2,616,500	6,282	0.24%	81.82%
	<b>Total Expenditures</b>	<b>125,553,348</b>	<b>51,655,298</b>	<b>41.14%</b>	<b>45.42%</b>

	<b>Net Cash</b>		
Total Revenues	119,447,739	71,167,863	59.58%
Total Expenditures	125,553,348	51,655,298	41.14%
Net Cash	(6,105,609)	19,512,565	

	<b>Fund Balances</b>	<b>Actual</b>
10	Education	26,776,655
20	Operation & Maintenance	2,169,051
30	Debt Service	775,019
40	Transportation	2,475,559
50	IMRF	1,896,697
51	Social Security	1,986,960
60	Capital Projects	3,227,237
70	Working Cash	4,752,421
80	Tort Immunity/Judgment	3,580,076
90	Fire Prevention/Safety	3,674,290
	<b>Total Funds</b>	<b>51,313,965</b>



## Board of Education Decatur Public School District #61

<b>Date:</b> January 22, 2019	<b>Subject:</b> Treasurer's Report
<b>Initiated By:</b> Todd Covault, EdD, Chief Operational Officer	<b>Attachments:</b> Treasurer's Report
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

The attached report details the District's investments and the status of the District's cash as of December 31, 2018.

**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:** \_\_\_\_\_

<b>DECATUR PUBLIC SCHOOL DISTRICT #61</b>					
<b>TREASURER'S REPORT</b>					
<b>DECEMBER 2018</b>					
	Cash/Investments				Cash/Investments
	as of				as of
	11/30/18	Receipts	Disbursements	Change/Interest	12/31/18
Education	26,796,968.81	11,424,159.35	9,351,389.45	46,786.11	28,916,524.82
Operations & Maintenance	2,652,261.77	4,327.92	490,463.95	2,126.03	2,168,251.77
Debt Service	332,249.83	442,585.32	0.00	183.37	775,018.52
Transportation	3,666,348.83	2,578.76	1,212,074.28	2,719.12	2,459,572.43
IMRF	2,086,910.76	0.01	193,006.23	2,792.71	1,896,697.25
Social Security	2,132,463.03	0.76	148,401.03	2,898.37	1,986,961.13
Capital Projects	3,225,952.40	0.00	0.00	1,284.14	3,227,236.54
Working Cash	4,744,920.78	0.00	0.00	7,500.75	4,752,421.53
Tort/Judgment Immunity	3,632,858.28	0.00	78,389.32	5,606.79	3,560,075.75
Fire Prevention & Safety	3,673,302.99	0.00	2,742.21	3,728.97	3,674,289.75
Macon-Piatt Special Education	1,707,023.56	4,235,718.54	1,878,578.54	5,229.01	4,069,392.57
Activities	559,762.53	29,395.75	50,791.21	740.44	539,107.51
	55,211,023.57	16,138,766.41	13,405,836.22	81,595.81	58,025,549.57
				Dr. Todd Covault	12/31/18





## Board of Education Decatur Public School District #61

<b>Date:</b> January 22, 2019	<b>Subject:</b> Fountas & Pinnell Classroom Literacy Resources for Grades K-3 at Durfee Elementary Magnet School
<b>Initiated By:</b> Rhonda Thornton, Grants Administrator and Charlotte Thompson, Director of Curriculum & Instruction- Elementary	<b>Attachments:</b> Heinemann Quote
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

Based on 2018 PARCC school designations, Durfee Technology Magnet School was identified as Lowest Performing for All Students. Because of this designation, Durfee was given \$150,000 in school improvement dollars. After a thorough analysis of building data and completing their building needs assessment, support in literacy continued to surface. Durfee staff investigated a variety of resources before determining that F&P Classroom would provide the support needed to staff and students in early literacy K-3 (F&P Classroom for Grades 4-6 will not be released until 2019-2020).

### **CURRENT CONSIDERATIONS:**

The Fountas and Pinnell Classroom resources are already in pilot at both Stevenson Elementary and Parsons Elementary. Durfee would be the third school in the district to receive F&P Classroom Materials.

We are asking for approval for \$26,666.05 for Interactive Read Aloud, Shared Reading, Word Study/Phonics, and Minilesson materials.

### **FINANCIAL CONSIDERATIONS:**

Funds from Durfee Technology Magnet 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 K-3 submitted in this proposal.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Invoice in the Amount of \$26,666.05 from Heinemann to provide Fountas & Pinnell Classroom Literacy Resources for Grades K-3 at Durfee Elementary Magnet School as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



ORDERS/CUSTOMER SERVICE  
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Pubnet SAN:210-5829 CODE:HEP  
Federal ID#:06-1154537 GST:#125-218-917

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361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5428302

BILL TO: 2DECATUR0

SHIP TO: 9629165

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

MARY BRADY  
DURFEE MAGNET SCHOOL  
1077 W GRAND AVE  
DECATUR IL 62522

Account Number	PURCHASE ORDER NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
2DECATUR0	QUOTE	12-19-2018		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET PRICE
E05705	978-0-325-05705-7	1	FOUNTAS /F&P SELECT GR 3 COL 1 ***** PREPACK CONTAINS *****	212.50	20.00	170.00
E05776	978-0-325-05776-7	1	PM Readers Grade 3 Col 1			
E05728	978-0-325-05728-6	1	F&P Select Grade 3 Label Set			
E05729	978-0-325-05729-3	1	F&P Select Bin			
E06164	978-0-325-06164-1	1	F&P Select Collections Gde *****			
E05706	978-0-325-05706-4	1	FOUNTAS /F&P SELECT GR 3 COL 2 ***** PREPACK CONTAINS *****	212.50	20.00	170.00
E05777	978-0-325-05777-4	1	PM Readers Grade 3 Col 2			
E05728	978-0-325-05728-6	1	F&P Select Grade 3 Label Set			
E05729	978-0-325-05729-3	1	F&P Select Bin			
E06164	978-0-325-06164-1	1	F&P Select Collections Gde *****			
E06186	978-0-325-06186-3	2	HARVEY /CONTENT LITERACY (ITK)	60.00	20.00	96.00
E07837	978-0-325-07837-3	2	HARVEY /INTER CONTENT LIT TRADE PK	81.25	20.00	130.00
E09784	978-0-325-09784-8	1	FOUNTAS /FPC SHARED READING GRADE K ***** PREPACK CONTAINS *****	4,468.75	20.00	3,575.00
E09678	978-0-325-09678-0	1	FPC SR GRADE K BIG BK BOX 1			
E09679	978-0-325-09679-7	1	FPC SR GRADE K BIG BK BOX 2			
E09823	978-0-325-09823-4	2	FPC SR BIG BOOK STORAGE BIN			
E09688	978-0-325-09688-9	1	FPC SR GRADE K LITTLE BK BOX 1			
E09689	978-0-325-09689-6	1	FPC SR GRADE K LITTLE BK BOX 2			
E09690	978-0-325-09690-2	1	FPC SR GRADE K LITTLE BK BOX 3			
E09691	978-0-325-09691-9	1	FPC SR GRADE K LITTLE BK BOX 4			
E09805	978-0-325-09805-0	1	FPC SR GRADE K TEACHER BOX *****			
E09829	978-0-325-09829-6	1	FOUNTAS /FPC INTERACTIVE R-A GRADE K ***** PREPACK CONTAINS *****	1,350.00	20.00	1,080.00



ORDERS/CUSTOMER SERVICE  
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Pubnet SAN:210-5829 CODE:HEP  
Federal ID#:06-1154537 GST:#125-218-917

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361 Hanover Street, Portsmouth, NH 03801

Z

QUOTE : 5428302

BILL TO: 2DECATUR0

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

SHIP TO: 9629165

MARY BRADY  
DURFEE MAGNET SCHOOL  
1077 W GRAND AVE  
DECATUR IL 62522

Account Number		PURCHASE ORDER NUMBER		DATE	SPECIAL INSTRUCTIONS		TERMS		PAGE NO.
2DECATUR0		QUOTE		12-19-2018			Net 30 Days		2
ITEM	ISBN	UNITS	DESCRIPTION			LIST PRICE	DISC	NET PRICE	
E09786	978-0-325-09786-2	1	FPC IRA GRADE K BOX 1						
E09787	978-0-325-09787-9	1	FPC IRA GRADE K BOX 2						
E09788	978-0-325-09788-6	1	FPC IRA GRADE K TEACHER BOX						
*****									
E09861	978-0-325-09861-6	1	FOUNTAS /READING MINILESSONS GRK			123.75	20.00	99.00	
E10825	978-0-325-10825-4	1	FOUNTAS /FPC COMPLETE TEACHER GRADE 3			3,928.00	0.00	3,928.00	
***** PREPACK CONTAINS *****									
E09677	978-0-325-09677-3	1	FPC SR GRADE 3 BIG BK BOX 1						
E09687	978-0-325-09687-2	1	FPC SR GRADE 3 LITTLE BK BOX 1						
E09808	978-0-325-09808-1	1	FPC SR GRADE 3 TEACHER BOX						
E10774	978-0-325-10774-5	1	FPC IRA GRADE 3 BOX 1						
E10775	978-0-325-10775-2	1	FPC IRA GRADE 3 BOX 2						
E10776	978-0-325-10776-9	1	FPC IRA GRADE 3 TEACHER BOX						
E10793	978-0-325-10793-6	1	FPC IR GRADE 3 BOOK BIN 1						
E10794	978-0-325-10794-3	1	FPC IR GRADE 3 BOOK BIN 2						
E10795	978-0-325-10795-0	1	FPC IR GRADE 3 BOOK BIN 3						
E10796	978-0-325-10796-7	1	FPC IR GRADE 3 TEACHER BOX						
E09864	978-0-325-09864-7	1	READING MINILESSONS GR3						
E10505	978-0-325-10505-5	1	Word Study Gr 3 2ed Box 1						
E10506	978-0-325-10506-2	1	WORD STUDY GR 3 READY RES						
E10575	978-0-325-10575-8	1	FPC SYSTEM GUIDE GR 3						
*****									
E10851	978-0-325-10851-3	1	FOUNTAS /FPC COMPLETE TEACHER GRADE 1			6,393.00	0.00	6,393.00	
***** PREPACK CONTAINS *****									
E09674	978-0-325-09674-2	1	FPC SR GRADE 1 BIG BK BOX 1						
E09675	978-0-325-09675-9	1	FPC SR GRADE 1 BIG BK BOX 2						
E09823	978-0-325-09823-4	2	FPC SR BIG BOOK STORAGE BIN						
E09681	978-0-325-09681-0	1	FPC SR GRADE 1 LITTLE BK BOX 1						
E09682	978-0-325-09682-7	1	FPC SR GRADE 1 LITTLE BK BOX 2						



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QUOTE : 5428302

BILL TO: 2DECATUR0

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

SHIP TO: 9629165

MARY BRADY  
DURFEE MAGNET SCHOOL  
1077 W GRAND AVE  
DECATUR IL 62522

Account Number		PURCHASE ORDER NUMBER		DATE	SPECIAL INSTRUCTIONS		TERMS		PAGE NO.
2DECATUR0		QUOTE		12-19-2018			Net 30 Days		3
ITEM	ISBN	UNITS	DESCRIPTION			LIST PRICE	DISC	NET PRICE	
E09683	978-0-325-09683-4	1	FPC SR GRADE 1 LITTLE BK BOX 3						
E09684	978-0-325-09684-1	1	FPC SR GRADE 1 LITTLE BK BOX 4						
E09806	978-0-325-09806-7	1	FPC SR GRADE 1 TEACHER BOX						
E09789	978-0-325-09789-3	1	FPC IRA GRADE 1 BOX 1						
E09790	978-0-325-09790-9	1	FPC IRA GRADE 1 BOX 2						
E09791	978-0-325-09791-6	1	FPC IRA GRADE 1 TEACHER BOX						
E09798	978-0-325-09798-5	1	FPC IR GRADE 1 BOOK BIN 1						
E09799	978-0-325-09799-2	1	FPC IR GRADE 1 BOOK BIN 2						
E09844	978-0-325-09844-9	1	FPC IR GRADE 1 BOOK BIN 3						
E09800	978-0-325-09800-5	1	FPC IR GRADE 1 TEACHER BOX						
E09862	978-0-325-09862-3	1	READING MINILESSONS GR1						
E10573	978-0-325-10573-4	1	FPC SYSTEM GUIDE COMPLETE GR 1						
E09294	978-0-325-09294-2	1	PHONICS GR 1 READY RESOURCES						
E10551	978-0-325-10551-2	1	Phonics Gr 1 2ed Box 1						
*****									
E10852	978-0-325-10852-0	2	FOUNTAS /FPC COMPLETE TEACHER GRADE 2			4,468.00	0.00	8,936.00	
***** PREPACK CONTAINS *****									
E09676	978-0-325-09676-6	2	FPC SR GRADE 2 BIG BK BOX 1						
E09823	978-0-325-09823-4	2	FPC SR BIG BOOK STORAGE BIN						
E09685	978-0-325-09685-8	2	FPC SR GRADE 2 LITTLE BK BOX 1						
E09686	978-0-325-09686-5	2	FPC SR GRADE 2 LITTLE BK BOX 2						
E09807	978-0-325-09807-4	2	FPC SR GRADE 2 TEACHER BOX						
E09792	978-0-325-09792-3	2	FPC IRA GRADE 2 BOX 1						
E09793	978-0-325-09793-0	2	FPC IRA GRADE 2 BOX 2						
E09794	978-0-325-09794-7	2	FPC IRA GRADE 2 TEACHER BOX						
E09801	978-0-325-09801-2	2	FPC IR GRADE 2 BOOK BIN 1						
E09802	978-0-325-09802-9	2	FPC IR GRADE 2 BOOK BIN 2						
E09845	978-0-325-09845-6	2	FPC IR GRADE 2 BOOK BIN 3						
E09803	978-0-325-09803-6	2	FPC IR GRADE 2 TEACHER BOX						



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Account Number	PURCHASE ORDER NUMBER		DATE	SPECIAL INSTRUCTIONS	TERMS		PAGE NO.
2DECATUR0	QUOTE		12-19-2018		Net 30 Days		4
ITEM	ISBN	UNITS	DESCRIPTION		LIST PRICE	DISC	NET PRICE
E09863	978-0-325-09863-0	2	READING MINILESSONS GR2				
E10574	978-0-325-10574-1	2	FPC SYSTEM GUIDE COMPLETE GR 2				
E10503	978-0-325-10503-1	2	PHONICS GR 2 READY RESOURCES				
E10502	978-0-325-10502-4	2	Phonics Gr 2 2ed Box 1				
			*****				
			***** BACKORDERS AND MISC *****				
			QUOTATION PRICES VALID FOR 30 DAYS				

MERCHANDISE : 24,577.00  
SHIPPING : 2,089.05

Reference	Total Units	Shipping Weight	Shipping Method
5428302	13	1,293.57	GROUND COMMERCIAL

QUOTATION AMOUNT 26,666.05  
PAYABLE IN U.S. FUNDS:

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

<b>Date:</b> January 22, 2019	<b>Subject:</b> Accepting a Gift from James Millikin Estate Trust for MacArthur and Eisenhower High Schools, and Stephen Decatur and Thomas Jefferson Middle Schools Libraries
<b>Initiated By:</b> Amy Edrington, Library Media Coordinator and Dr. Josh Peters, Director of Curriculum and Instruction – Secondary	<b>Attachments:</b> None
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

Board Policy 8:80 provides that the Board of Education accepts gifts from any education foundation or other entity or individual provided the gift can be used in a manner compatible with the Board's educational objectives and policies. All gifts received become the School District's property.

### **CURRENT CONSIDERATIONS:**

The District received a donation from the James Millikin Estate Trust for \$12,000 to be split among the MacArthur, Eisenhower, SDMS, and TJ libraries. The Trust designated the funds be used to purchase books for the libraries. The Trust previously thought each library would receive \$3000, but because of the combination of SDMS and TJ, the funding will now be split three ways instead of four. Each of the three libraries will receive \$4000 to purchase books. The James Millikin Estate Trust is aware of this change.

The library media coordinator has provided a letter of acknowledgement to the James Millikin Estate Trust, thanking them for the gracious gift.

### **FINANCIAL CONSIDERATIONS:**

The value of the donation is \$12,000.

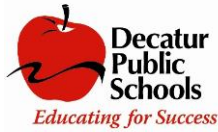
### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education accept the gracious donation from the James Millikin Estate in the total amount of \$12,000.00 for the MacArthur and Eisenhower High Schools, and Stephen Decatur and Thomas Jefferson Middle Schools Libraries as presented.

### **RECOMMENDED ACTION:**

☒ **\_X\_** Approval  
☐ Information  
☐ Discussion

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



## Board of Education Decatur Public School District #61

<b>Date:</b> January 22, 2019	<b>Subject:</b> Dennis Lab School Fundraiser
<b>Initiated By:</b> Paul Ranstead, Interim Principal, Dennis Lab School	<b>Attachments:</b> N/A
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

Illinois Statute 105 ILCS 5/10-20.21 (b-5) and Board Policy 4:60 requires that fundraisers that will generate more than \$1,000 be approved by the Board of Education.

The Dennis music department is requesting a fundraiser using Century Resources. This company has been used at both Eisenhower High School and MacArthur High School as well as other schools in the district. Century Resources is frequently used for band and orchestra programs as a means of generating addition funding. The company provides various foods, cookie dough, and other chocolates/sweets for Dennis band and orchestra students to sell.

### **CURRENT CONSIDERATIONS:**

Although the fundraiser earnings vary each year based upon parent participation, the revenues generate may generate in excess of the \$1,000 which requires board approval. The funds generated would be used to expand the music library for Dennis as well as provide funds for traveling.

### **FINANCIAL CONSIDERATIONS:**

There is no cost to the District. Revenues generated will be dispersed to the building activity accounts to support the band and orchestra program at Dennis Lab School.

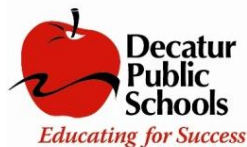
### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Dennis Lab School Fundraiser as presented in accordance with Board Policy 4:60.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



## Board of Education Decatur Public School District #61

<b>Date:</b> January 22, 2019	<b>Subject:</b> Accepting a Gift from Adele P. Glenn Irrevocable School Trust
<b>Initiated By:</b> Todd Covault, EdD, Chief Operational Officer	<b>Attachments:</b> N/A
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### BACKGROUND INFORMATION:

Board Policy 8:80 states that the Board of Education accepts gifts from any education foundation or other entity or individual provided the gift can be used in a manner compatible with the Board's educational objectives and policies. All gifts received become the School District's property.

### CURRENT CONSIDERATIONS:

The District received an unrestricted donation from the Adele P. Glenn Irrevocable School Trust. Although the donation is unrestricted, Adele was fond of the District's Early Childhood program. As such, it is the District's intent that the funds are used for Early Childhood.

Administration has provided a letter of acknowledgement to the trust thanking them for the gracious gift.

### FINANCIAL CONSIDERATIONS:

The value of the donation is \$11,502 and will be used for Early Childhood related expenses.

### STAFF RECOMMENDATION:

Administration respectfully requests that the Board of Education accept the gracious donation from the Adele P. Glenn Irrevocable School Trust.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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





## Board of Education Decatur Public School District #61

<b>Date:</b> January 22, 2019	<b>Subject:</b> Decatur Public Schools Middle School Cooperative (Co-op) Agreement for 2019 and 2020 School Years with IESA
<b>Initiated By:</b> Middle School Athletic Directors and Dr. Fred Bouchard, Assistant Superintendent of Support Services	<b>Attachments:</b> Co-op Agreement with IESA for 2019 and 2020 School Years
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

Because of the combination of Stephen Decatur Middle School and Thomas Jefferson Middle School a new IESA Co-op Agreement must be applied for by the District. This agreement will combine our four K-8 buildings into one team for Middle School Baseball and Middle School Softball. SDMS and TJMS will now be one team.

### **CURRENT CONSIDERATIONS:**

We currently have a few different Middle School Co-ops this year involving some combination of SDMS and other K-8's as well as TJMS and other K-8's. By combining the two larger middle schools into one team it leaves the K-8 schools likely short of participants for a few sports including baseball and softball. By combining all the K-8's into one Co-op we should be able to field a team in both of these activities.

### **FINANCIAL CONSIDERATIONS:**

The District administration is still evaluating the possible cost savings of this consolidation due to a pending reduction in Schedule B positions.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Decatur Public Schools Middle School Cooperative (Co-op) Agreement for 2019 and 2020 School Years with IESA as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



# IESA Application for Cooperative Team Sponsorship

The fields in this form will accept a cursor and can be filled out prior to printing.

Date 11/12/18

NOTE: See attached dates for submission deadline.

1. This application is for cooperative sponsorship of a Baseball team for the school years 2019 and 2020

School	City
<u>Garfield Montessori</u>	<u>Decatur</u>
<u>Johns Hill</u>	<u>Decatur</u>
<u>Hope Academy</u>	<u>Decatur</u>
<u>Dennis Labs</u>	<u>Decatur</u>

Enrollment	Coop Enrollment

(IESA Office use only)

2. The following rationale underlies our desire for cooperative team sponsorship:

Not enough numbers to support our own teams.

3. The school serving as designated host school is: Garfield Montessori  
 (NOTE: IESA will refer to only the host school in ALL printed material)
- The team will conduct practices at (name of school): Baum Elementary
- The team will conduct its home contests at (name of school): Baum Elementary
4. Attach a copy of the interschool agreement for this cooperative team, formally adopted by the boards of education of the participating schools for the 2019 and 2020 school years, detailing your agreement in respect to insurance, coaching personnel and compensation, liability, facilities, equipment, etc. It must indicate procedures are established for checking on student eligibility and complying with all IESA By-Laws. Local policies which will be implemented in respect to training rules, academic standards, etc., must be agreed upon. (Copy of the interschool agreement must accompany each request.)
5. This document is to certify formation of this cooperative team will not reduce participation opportunities for students in any of the cooperating schools.
6. The following signatures certify approval of this cooperative team by formal vote of the boards of education and administrations of all schools involved in the cooperative.
7. If any school involved in this cooperative team is a member of a conference, please attach a sheet verifying that the conference approves the formation of this cooperative team. If all schools involved in this cooperative team are not a member of a conference, please attach a sheet with the signatures of five principals from schools listed on your schedule who approve the formation of this cooperative team.
8. All schools involved in the CO-OP must pay the entry fee(s) for the activity.

School
<u>Garfield Montessori</u>
<u>Johns Hill Magnet</u>
<u>Hope Academy</u>
<u>Dennis Lab</u>

Board President Signature

Administrator Signature

Mrs Anderson  
[Signature]  
[Signature]

## Official IESA Action

The above application for renewal of a cooperative team sponsorship IS / IS NOT granted for the ☐ and ☐ school years.

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

# BASEBALL

## Cooperative Team Agreement between *Garfield Montessori, Johns Hill, Hope Academy, and Dennis Lab*

### Introduction

This agreement is made by and between the Board of Education of (*Garfield Montessori*) and (*Johns Hill, Hope Academy, Dennis Lab*).

The purpose of this agreement is to expand equal athletic opportunities in the area of (*Baseball/Softball*) for *Garfield Montessori, Johns Hill, Hope Academy, and Dennis Lab*.

(*Garfield Montessori*) will cover the cost and responsibilities.

This agreement will be for the (2019-2021) school years, upon approval of the IESA. This program will be renewable by mutual agreement between the Boards of Education of the two school districts and the Illinois Elementary School Association.

Notice of non-renewal of this contract will be given by (5/20/21).

### Transportation

Garfield Montessori will be in charge of arranging bus pick up and drop offs for all four schools

### Squad and Mascot

The squad shall be known as (*Decatur*) and shall operate with (*Black/White/Red*) uniform colors. The mascot will be the (*Raiders*). Name and Mascot might change when building relocations take place.

### Equipment/Games

(*Garfield Montessori*) will furnish equipment and uniforms for all participants. All coaching salaries and officials will be paid by DPS per Schedule B Contract.

All home games will be played at Raider Park located at Baum Elementary School. The administrative district shall be responsible for employment of coaching staff (or whatever agreement is reached between the school board).

### Supervision

The administration at each district will be responsible for supervision for home games on their grounds. All discipline problems will be the responsibility of the home district.

### Liability

Liability for all students utilizing transportation shall be with the transporting school.

Premise liability shall be borne by the district in which the activity takes place.

### Eligibility

The administration (or designee) at each building will be responsible for checking eligibility of participants. The schools will follow the IESA guidelines. If a student is ineligible, the participating school will notify the host school of the students' ineligibility.

### Insurance/Physical

All participants will be required to have proof of insurance and a current physical on file with their home district. It is the responsibility of the home district administrators or (designee) to make sure these items are on file before participant starts practicing.

### Parents

(*Garfield Montessori*) operates a concession stand and has an approved fundraiser by the district for games exclusive of the IESA state series. Parents of student athletes will be asked to work in the concession stand and the players may be asked to participate in the fundraiser. The proceeds directly benefit the (*Baseball/Softball*) programs.

### Awards

Athletes shall be awarded letters representing their home school and provided by the home school.

All team trophies acquired by the cooperative team will be the property of (*Garfield Montessori*).

This agreement between the two districts has had Board approval and is signed by the administrator of each school.

School	Board President Signature	Administrator Signature
<u>Garfield Montessori</u>	_____	<u>Mrs. Anderson</u>
<u>Johns Hill</u>	_____	<u>M. Brubaker</u>
<u>Hope Academy</u>	_____	<u>Natasha</u>
<u>Dennis Lab</u>	_____	<u>[Signature]</u>



# IESA Application for Cooperative Team Sponsorship

The fields in this form will accept a cursor and can be filled out prior to printing.

Date 11/12/18

NOTE: See attached dates for submission deadline.

1. This application is for cooperative sponsorship of a Softball team for the school years 2019 and 2020

School	City
<u>Garfield Montessori</u>	<u>Decatur</u>
<u>Johns Hill</u>	<u>Decatur</u>
<u>Hope Academy</u>	<u>Decatur</u>
<u>Dennis Lab</u>	<u>Decatur</u>

Enrollment	Coop Enrollment
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

(IESA Office use only)

2. The following rationale underlies our desire for cooperative team sponsorship:

Not enough numbers to support our own team.

3. The school serving as designated host school is: Garfield Montessori  
 (NOTE: IESA will refer to only the host school in ALL printed material)
- The team will conduct practices at (name of school): Baum Elementary
- The team will conduct its home contests at (name of school): Baum Elementary
4. Attach a copy of the interschool agreement for this cooperative team, formally adopted by the boards of education of the participating schools for the 2019 and 2020 school years, detailing your agreement in respect to insurance, coaching personnel and compensation, liability, facilities, equipment, etc. It must indicate procedures are established for checking on student eligibility and complying with all IESA By-Laws. Local policies which will be implemented in respect to training rules, academic standards, etc., must be agreed upon. (Copy of the interschool agreement must accompany each request.)
5. This document is to certify formation of this cooperative team will not reduce participation opportunities for students in any of the cooperating schools.
6. The following signatures certify approval of this cooperative team by formal vote of the boards of education and administrations of all schools involved in the cooperative.
7. If any school involved in this cooperative team is a member of a conference, please attach a sheet verifying that the conference approves the formation of this cooperative team. If all schools involved in this cooperative team are not a member of a conference, please attach a sheet with the signatures of five principals from schools listed on your schedule who approve the formation of this cooperative team.
8. All schools involved in the CO-OP must pay the entry fee(s) for the activity.

School
<u>Garfield Montessori</u>
<u>Johns Hill Magnet</u>
<u>Hope Academy</u>
<u>Dennis Lab</u>

Board President Signature
<input type="text"/>
<input type="text"/>
<input type="text"/>

Administrator Signature
<u>Mrs. Anderson</u>
<u>M. Brubaker</u>
<u>Christine Hill</u>

## Official IESA Action

The above application for renewal of a cooperative team sponsorship IS / IS NOT granted for the  and  school years.

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

# SOFTBALL

## Cooperative Team Agreement between *Garfield Montessori, Johns Hill, Hope Academy, and Dennis Lab* Introduction

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(*Garfield Montessori*) will cover the cost and responsibilities.

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Notice of non-renewal of this contract will be given by (5/20/21).

### Transportation

Garfield Montessori will be in charge of arranging bus pick up and drop offs for all four schools

### Squad and Mascot

The squad shall be known as (*Decatur*) and shall operate with (*Black/White/Red*) uniform colors. The mascot will be the (*Raiders*). Name and Mascot might change when building relocations take place.

### Equipment/Games

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All home games will be played at Raider Park located at Baum Elementary School. The administrative district shall be responsible for employment of coaching staff (or whatever agreement is reached between the school board).

### Supervision

The administration at each district will be responsible for supervision for home games on their grounds. All discipline problems will be the responsibility of the home district.

### Liability

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Premise liability shall be borne by the district in which the activity takes place.

### Eligibility

The administration (or designee) at each building will be responsible for checking eligibility of participants. The schools will follow the IESA guidelines. If a student is ineligible, the participating school will notify the host school of the students' ineligibility.

### Insurance/Physical

All participants will be required to have proof of insurance and a current physical on file with their home district. It is the responsibility of the home district administrators or (designee) to make sure these items are on file before participant starts practicing.

### Parents

(*Garfield Montessori*) operates a concession stand and has an approved fundraiser by the district for games exclusive of the IESA state series. Parents of student athletes will be asked to work in the concession stand and the players may be asked to participate in the fundraiser. The proceeds directly benefit the (*Baseball/Softball*) programs.

### Awards

Athletes shall be awarded letters representing their home school and provided by the home school.

All team trophies acquired by the cooperative team will be the property of (*Garfield Montessori*).

This agreement between the two districts has had Board approval and is signed by the administrator of each school.

School

Board President Signature

Administrator Signature

Garfield Montessori

Johns Hill

Hope Academy

Dennis Lab

Mrs. Anderson

Mr. Brakke

James Stull

Q. J.



## Board of Education Decatur Public School District #61

<b>Date:</b> January 22, 2019	<b>Subject:</b> Personnel Action
<b>Initiated By:</b> Deanne Hillman, Director of Human Resources, and the Human Resources Department	<b>Attachments:</b> 6 Pages of Personnel Action
<b>Reviewed By:</b> 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: January 17, 2019**  
**Board Date: January 22, 2019**  
**Re: Personnel Action**

**EMPLOYMENT RECOMMENDATIONS**

**TEACHERS:**

Name	Position	Effective Date
Obeckyo Quinn	School Social Worker, Harris	2019-2020 School Year

**TEACHING ASSISTANTS:**

Name	Position	Effective Date
Melanie Anderson	Montessori Teaching Assistant, Enterprise, 6 hours per day	January 7, 2019
Jonathan Crocker	Special Ed Teaching Assistant, Parsons, 6 hours per day	January 8, 2019
Megan Fonner	Special Ed Teaching Assistant, Franklin, 6 hours per day	January 22, 2019
Leigh Sinclair	Special Ed Teaching Assistant, Hope Academy, 6 hours per day	January 8, 2019

**SCHEDULE B:**

Name	Position	Effective Date
John Fitzpatrick	Head Softball Coach, Eisenhower	February 25, 2019
James Horn	Assistant Girls Soccer Coach, MacArthur	February 25, 2019
DeAnte Smith	Elementary Boys Basketball Coach, Garfield	January 7, 2019

**ADMINISTRATIVE SUPPORT:**

Name	Position	Effective Date
Shannon O'Connor	Student Behavioral Interventionist, Durfee	February 4, 2019

**OUTREACH PERSONNEL:**

Name	Position	Effective Date
Pamela Jennings	Family Liaison, Enterprise, 4 hours per day	January 8, 2019

**TRANSFERS****TEACHER:**

Name	Position	Effective Date
Marcy Bialeschki	From Guidance Counselor, Eisenhower to Counselor, Harris	January 28, 2019
Gayle Bowman	From Business, MacArthur/Eisenhower to Business, MacArthur	January 2, 2019

**MAINTENANCE:**

Name	Position	Effective Date
Ryan Atwater	From 2nd Shift Maintenance, Buildings & Grounds to 1st Shift Maintenance, Buildings & Grounds	January 2, 2019

**OUTREACH PERSONNEL:**

Name	Position	Effective Date
Felicia Greene	From Family Liaison, Stevenson, 4.5 hours per day to Family Liaison, Stevenson, 6 hours per day	January 22, 2019
Megan Meyrick	From Family Liaison, French, 4 hours per day to Family Liaison, French, 6 hours per day	January 7, 2019

**TRANSFER START DATE CHANGE****OUTREACH PERSONNEL:**

Name	Position	Effective Date
R Shawnee Sloan	From Hourly School Nurse, SDMS/Stevenson/Alt Ed to Hourly School Nurse, Pershing	January 14, 2019

**RESIGNATIONS****TEACHERS:**

Name	Position	Effective Date
Taylor Bethard	Essential Skills, Harris	February 15, 2019

**TEACHING ASSISTANTS:**

Name	Position	Effective Date
Phillip Crawford	Alternative Ed Teaching Assistant, Phoenix	January 25, 2019
Caleb Cline	Pre K Teaching Assistant, Richland Pre K	February 1, 2019

**OFFICE PERSONNEL:**

Name	Position	Effective Date
Paula Morrell	Small Learning Community Secretary, MacArthur	June 5, 2019

**SCHEDULE B:**

Name	Position	Effective Date
Joe Caputo	High School Cross Country Coach, Eisenhower	January 13, 2019
Keturah Hays-Owens	High School Senior Class Advisor, MacArthur	December 19, 2018

**OUTREACH PERSONNEL:**

Name	Position	Effective Date
Charles Banning	TAEOP Caseworker, Student Services	January 31, 2019

**RETIREMENTS****ADMINISTRATOR:**

Name	Position	Effective Date
Bobbi Williams	Assistant Superintendent Teaching & Learning, Keil	End of the 2018-2019 School Year

TEACHER:

Name	Position	Effective Date
Elizabeth Bartimus	Middle School Science, Johns Hill	End of the 2018-2019 School Year
Linda Burnham	Grade 3, Dennis Lab	End of the 2018-2019 School Year
Catherine Cather	Psychologist, Macon Piatt	End of the 2018-2019 School Year
Gary Hoyland	Social Worker, Sangamon Valley	End of the 2018-2019 School Year
Marla Kennedy	Cross Categorical, Eisenhower	End of the 2018-2019 School Year
Elizabeth McClure	Social Studies, MacArthur	End of the 2018-2019 School Year
Liesa Morreau-Scholl	Essential Skills, Thomas Jefferson	End of the 2018-2019 School Year
JanEllen Morse	Middle School Social Studies, Hope Academy	End of the 2018-2019 School Year
Diana Rai	Elementary Strings, Enterprise	End of the 2018-2019 School Year
Dorothy Spence-Hines	Cross Categorical, Eisenhower	End of the 2018-2019 School Year
Steven Vose	Social Worker, MacArthur	End of the 2018-2019 School Year

**COMPENSATION RECOMMENDATIONS:**

- The following staff members should be compensated **\$50.00** for participating in Big Ideas Pilot Training on January 9, 2019 at PDI:  
Hannah Blacketer  
Todd Garner  
Hannah Lybarger
- The following staff members should be compensated **\$16.66** for participating in Grade 1 Standards Based Grading Committee Meeting #3 on January 14, 2019 at PDI:  
Cassandra Mann  
Ashley Kitson

Diane Orr  
Merijha Branson

Macie Gillis

- The following staff members should be compensated for participating in Healthy Community Grant on December 12, 2018, January 2 & January 3, 2019 at South Shores:

Josh Fazekas	\$198.00	Greg Smith:	\$99.00
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- The following staff members should be compensated **\$66.00** for participating in School Improvement Team on January 3, 2019 at Baum:

Joni Grubbs	Pam Bonds
Robert Winters	Jewel Grady
Jackalyn Creason	

- The following staff members should be compensated for participating in K-2 Planning for an Effective 90 Min Reading Block on January 7, 2019 at PDI:

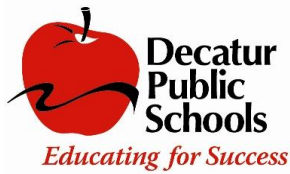
Kelly Allen-Smith	\$25.00	Brooke Taylor	\$25.00
Carl Williams	\$25.00	Alicia Morris	\$25.00
Kristine Boomer	\$25.00	Sara Kelly	\$25.00
Michelle Davis	\$25.00	Alex Nichols	\$25.00
Sandy Dexter	\$25.00	Megan Noel	\$25.00
Norma Ramos	\$25.00	Kristin Price	\$25.00
Maci Gillis	\$25.00	Jennifer Roberson	\$25.00
Madeline Morthland	\$25.00	Robert Winters	\$25.00
Jill Headrick	\$25.00	Julie Turner	\$50.00
Megan Holt	\$25.00		

- The following staff member should be compensated **\$2,500.00** for participating in the 2018 Turkey Tournament (2nd installment) on November 20-24, 2018 at SDMS:

Mel Roustio

- The following staff members should be compensated **\$33.00** for participating in Standards Based Grading Committee Meeting #2 on January 8, 2019 at PDI:

Brittany Acree	Kamie Meador
Jarry Brown	Molly Miller
Rhonda Cox	Kelli Murray
Jackalyn Creason	Diane Orr
Olivia Mannlein	Jacqueline Sierra
Macie Gillis	JoBeth Sweeney
Jewel Grady	Julie Turner
Joni Grubbs	Ashley Kitson
Christelle Harding	Dolores Bloomfield
Michelle Hazelrigg	Deb Kwasny
Cathalyn Jones	Christina Angle
Libby Kirkland	Traci Hayward



## Board of Education Decatur Public School District #61

<b>Date:</b> January 22, 2019	<b>Subject:</b> Unicom Arc – Scope of Services Proposal
<b>Initiated By:</b> Dr. Paul Fregeau, Superintendent	<b>Attachments:</b> Unicom Proposal
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

As we embark on our facility plan, we will need to support this initiative by keeping our community informed as well as continuing to engage their input as the process moves forward. This proposal will enable us to achieve this objective.

### **CURRENT CONSIDERATIONS:**

A team has begun the work of obtaining input from our internal audience on facility design and renovations. As we begin to embark on the next steps of the process, it will be vital to engage the expertise of this firm to facilitate the roll out of each step. This firm has supported previous endeavors regarding facilities in the past in Decatur Public Schools.

### **FINANCIAL CONSIDERATIONS:**

The fee for this support is \$76,800. The proposal includes work from February 2019 through May of 2020. **Please note:** The timeline in the proposal was an example. It will be adjusted, once we receive the Scope of Work Agreement, to coincide with the February 2019 through May 2020 timeline under the “fee of service” information.

### **STAFF RECOMMENDATION:**

The Administration recommends that the Board approve the Proposal from Unicom Arc in the amount of \$76,800 for the period of February 2019 through May 2020 as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



January 22, 2019

To: Dr. Paul Fregeau, Superintendent  
Decatur Public Schools

Fr: Rod Wright  
Cindy Gibson

Re: Engagement and Communications Consulting

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Engagement for Facility Planning

I want to thank you for the December 10 meeting and your invitation to our firm to submit a proposal for providing community engagement and communications services to your district. We have long valued our professional relationship with Decatur Public Schools — a relationship that goes back 20 years — and we are delighted to put together an approach for engagement and communications that we think makes great sense given the facts on the ground.

From what we learned at the meeting, there are a number of factors driving the need for a long-term facility improvement program — with some short-term immediate needs — for the Decatur Public Schools.

1. Similar to many other school districts in Illinois and across the country, enrollment demographics create the possibility for building consolidation resulting in savings in operating dollars.
2. There is increased demand for choice programs — or thematic schools. This is another trend that exists across the country especially in urban school districts.
3. Following the spectacular renovation of Decatur's two high schools, there are many in the community that want to "finish the job" and provide K-8 facilities of comparable quality to the two renovated high schools.
4. There is much underutilized capacity at the former Stephen Decatur High School (now Stephen Decatur Middle School).
5. And lastly, there is increased understanding that high quality facilities can improve educational programming and help drive improved student performance.

Current thinking about a facility improvement program for Decatur Public Schools has both a long-term and short-term component. It is vitally important the short-term component to be implemented with community understanding, lack of controversy and support so that momentum for long-term components can be built and maintained.

The short-term component involves, among other things, combining the junior high or middle school program (grades seven and eight) into a single facility at Stephen Decatur Middle School. This building is among the newer facilities in the district and was originally designed as a high school. Since the district moved to two high schools, the facility has been underutilized. This move that will combine to a single Grades 7-8 campus is planned for the 2019-20 school year.

Making this move enables the district to complete another short-term facility goal — moving and expanding the district's very popular Montessori program to the Thomas Jefferson Middle School. Implementation of this move is planned for the 2020-21 school year. Other short-term plans (for the 2019-20 school year) include changes for Harris Elementary School (moving to Hope K-8 Academy) new space for SEAP, the Phoenix Academy, the K-12 Alternative School, spaces for nurses and IT, plus safety and security upgrades at six elementary schools. Not being from Decatur, we are not certain about the manner in which the community will respond to these changes.

Longer term considerations include expansion of choice or thematic schools. Currently, Decatur's choice schools are very popular and have long waiting lists. Another long-term consideration is consolidation into a smaller number of buildings (and taking from service older buildings not able to be cost-effectively renovated) resulting in more highly utilized buildings that both optimize educational environments and overall cost to operate.

Another consideration of both the short and long-term plan is developing facilities and educational programming that is not only attractive to current residents, but that can be marketed to people who relocate to the area, or relocate within the area. To paraphrase a popular literary quotation, "if you build it they will come." Providing excellent school facilities and high-quality educational programs will attract new residents with young children to Decatur resulting in higher property values and an improved quality of life within the district.

#### Communication Assistance

Building it is one thing. Increasing awareness and support — including creating both the perception and reality that community input is desired and valued — is quite another. That is a major reason that improving school programming and facilities must be supported by an effective communications and marketing strategy.

The understanding of this communication need is what has led to a request for a proposal, from our agency, that not only supports the short and long-range facility planning program, but also has the goal of improving the district's overall communications program.

We know of no other firm with our success record in the design and implementation of community engagement programs including those to support referendum planning. We have worked in tandem with the very top school architectural firms and public finance firms in the country.



In many ways, we wrote the book on best practices in community engagement for school districts. When we began doing this kind of work many years ago, there were few if any models or approaches to study or replicate with respect to best practices. We learned community engagement the hard way — by doing it. And yes, we did make mistakes over the years and learning from those mistakes, in large part, has resulted in the discussion you will read in this proposal.

This month, our agency will proudly enter its 49<sup>th</sup> year of business. Few firms, such as ours, have such a long record of success. Our success is built on three basic commitments. First is a commitment to cutting edge technology and approaches. Second is a commitment to not only working hard, but also working smart. And third is an unswerving commitment to client service.

In recent years, we have completed engagement programs for many school districts in Illinois — an award-winning program for Naperville CUSD 203, Paxton-Buckley-Loda School District, Elmhurst CUSD 205, Wheaton Warrenville CUSD 200, Lisle CUSD 202, Township High School District 211, East Prairie School District (with whom we presented at the 2017 Joint Conference), Community Consolidated School District 89, Jasper County Schools and Richland County CUSD 1. Jasper County Schools successfully passed a referendum on the most recent ballot that included renovation work for its high school. Richland County CUSD 1 passed a proposal on the March 2018 ballot for extensive high school renovations.

The key to our success is that we are first and foremost a communications firm. While implementing a community engagement program without effective communications can develop a high-quality plan for moving forward, it will not create the **capacity** for a high level of support from the community.

There are lots of things that contribute to effective communications. One of the most important is message. You would be surprised how many communication professionals develop material without first defining theme and message. When that happens, most of the time the communications are just noise and not effective in helping achieve important district goals.

It was a recognition of that fact that led to our firm to be invited to conduct a workshop on theme and message at the 2017 National School Public Relations Association conference (after first “rehearsing it” at the combined Missouri Association of School Administrations/Missouri School Public Relations Association conference.)

Below you will find some strategies regarding an approach for community engagement for the Decatur Public Schools. Interwoven in this approach is our help with improving the district’s communications program. This includes a communications audit, that leads to a communications plan, plus working with the district’s Director of Community Engagement with hands-on communication materials to support the engagement program.

We greatly appreciate the opportunity to submit this proposal. We are confident that our agency can provide valuable assistance in moving Decatur Public Schools forward toward an exciting future and one that provides benefits for many future generations of children and residents.

Time is tight and there is much work to be done. We are eager to help.

### ***Action Steps***

What follows is our first action plan proposal. Following discussions with district leadership, this overall approach can be refined.

Jan 3 – Jan 18      Select some kind of citizen led “Task Force” or “Facilitating Team” (of perhaps 15-20 volunteers, plus two Board of Education liaisons, administration liaisons and representatives of our firm, the district’s architectural firm (BLDD) to first help design an engagement program, then evaluate input from the community, followed by a report or recommendation to the Board of Education regarding the implementation of a facility improvement plan. This group should look at both facility improvement and funding options. It is possible, in fact probable, that this group will make at least two reports to the Board of Education and administration — once toward the end of this school year regarding short term considerations and then again at the end of the program regarding a long-term facility improvement plan.

We often divide a group like this into three subcommittees: (1) a communications subcommittee that provides citizen input on all materials; (2) a canvassing committee that delivers “door-to-door” material about the status of facility planning and inviting citizen input on options; and (3) a community outreach subcommittee that primarily organizes a “Listener’s Bureau” for outreach to community organizations and encourages organization members to have input to the process. This subcommittee will host some kind of open house or information forums (perhaps offered at multiple times and locations) highlighting facility challenges and obtaining citizen input on both short and long-term options or plans for improving the facilities.

This “task force” or “team” should be named or branded. We should also select citizen chairs or co-chairs for this organization.

Jan 7 – Feb 18      During the period, the district, working with its architects, will develop informational material regarding short-term and long-term options or plans for improving facilities. For the short term, this will be the specific plan that is being developed for implementation for the 2019-20 school year including moving Grades 7-8 to a single location at Stephen Decatur

Middle School plus moving and expanding the Montessori program at Thomas Jefferson Middle School beginning with the 2020-21 school year.

For the longer term, the material could include one or more options for a long-range facility plan or more simply considerations or priorities to take into account in the development of such a plan.

For both, the Facilitating Team will seek community input at the options or information forums being planned. For the short term — this might be in the form of considerations to take into account when implementing the plan. For the long term, the input might be in the form of priorities or considerations that should be included in the long-range plan or evaluation of different options or strategies that could be used. The questions — or areas — for which to ask community input will be decided by the Facilitating Team.

**Feb 1 – Feb 28** Production of informational communication materials. This material will include a brochure discussing the option(s) for improving facilities, information about funding those improvements, statement of need regarding the condition of school facilities, description of the educational improvements and benefits to kids, consequences of not improving facilities including money spent on life/health safety conditions, speeches for the community outreach subcommittee, and ways in which community members can have impact on the decision making process.

**Feb 11 — Feb 22** During this time period, BLDD will be presenting to the community Design Thinking Prototypes for implementation at the newly developed Stephen Decatur Middle School. This is an opportunity for all community members to have input on the program at Stephen Decatur in addition to having questions answered about this component of the short-term facility improvement plan. We will work with BLDD with respect to the design and implementation of this program plus develop a communications plan to promote it. Input from this portion of the program will be used to support BLDD's report to the Board of Education sometime in March and for presentation to the community at informational open houses planned in April.

We can also use this event, and related communications, to present, and receive feedback on, other short-term facility improvements planned for the 2019-20 school year.

**Mar 8 – Mar29** As part of an effort to invite all community members to informational/input Open Houses (see below), we strongly recommend coordination of a community canvass/blitz distributing door-to-door information about the overall facility improvement program and manners

in which residents can have input into the process. A key component of receiving this input is hosting several “open houses” or community forums so that residents can attend to learn more about the facility improvement program and provide input on the plan.

- |                |  |
|----------------|--|
| Apr 2 – Apr 19 | During the first three weeks of April, the program will host two or three (the same program offered at two or three different times) “Open Houses” at which information will be presented and opportunities provided for input. These will NOT be in the form of a town hall meeting (with people sitting theater style) but in an open house format with staging areas (details can be provided about this later). Staging areas that we anticipate are: (1) welcome, orientation and background information; (2) information about the short-term plan (moving Grades 7-8 to Stephen Decatur and consolidation and expansion of the Montessori program) and its implementation; (3) information about development of a long-range facility plan; (4) finance including the potential savings in operating dollars; (5) curriculum and instruction or how this improves educational opportunities for students; and (6) input from the community. |
| May 1 – May 30 | During this period the leadership of the Facilitating Team will deliver a report regarding input received at the open houses and other methods. Also presented are next steps for continuing work on the long-term facility improvement program.   |
| May 1 – Aug 15 | During the summer, the architects will develop materials for the community to evaluate regarding options or plans for a long-range facility improvement program.   |
| Sep 1 – Nov 15 | During this period, there will be a second round of community engagement sessions. This could be in the form of another round of open houses. Or, at this stage, we could schedule a series of “you all come” community engagement meetings designed to reach consensus on the long range plan. The decision on this second round of engagements will be made by the Facilitating Team with input from our agency and BLDD.  |
| Dec 3 – Dec 21 | In early December, leadership of the Facilitating Team will make its final report to the Board of Education regarding its recommendations for a long-range facility improvement program.   |
| Jan 2 – Apr 1  | Informational materials will be prepared about the Board’s decision regarding the facility improvement program. Another round of informational communications will occur with mail, in-school presentations, speaker’s bureau work, social media and other forms of communications.  |

There is no magic to this calendar and work can easily continue into 2020 with a final report going to the Board of Education before the end of the school year. We will work with district leadership, BLDD, and community leadership on the Facilitating Team to discuss and finalize the calendar.

#### Communications Assistance

Overlaid during this timeline is our work in evaluating the district's communications program and helping with the communication materials needed to support this program. We will start with a communications audit — evaluating the district's current communications program from the perspective of best practices in school district communication programs. Following the audit, we will prepare a communications plan for the district.

Also, during this period, we will be working with the district in developing the materials needed to support the engagement program described above. We have complete confidence we can work with district professionals in a collaborative manner to provide the type of communication materials and strategies essential for an overall successful program.

#### Fee for Service

For the steps outlined in this proposal, we propose a fee of \$76,800 to cover the period starting February 2019 and running through May 2020 . Due to the significant time limitations, we can start work on this immediately. If the Board does not approve our proposal, there will be no fee charged for that upfront work.

We know this is a significant amount of money for the district. But since the district has a one-person communications department, we are anticipating considerable hands-on work to support this program. For the cost of one additional employee, the district receives the capacity of our entire agency plus the communications audit and plan (which would cost somewhere between \$40,000 and \$50,000 if bid out separately).

Excluded from the fee are out-of-pocket expenses for things such as polling, printing, postage, other consultants, and items such as travel and graphic design. We will obtain upfront approval for all out-of-pocket expenses (other than routine things like travel) and will bill those expenses at-cost with no markup. In the production of materials, we will make every effort to utilize internal resources. The fee does not include the cost of conducting a telephone public opinion survey, the hiring of additional consultants, meeting accommodations such as room setup or refreshments, or printing and mailing of materials, brochures, invitations, etc.

For the professional fee, we will write all materials — speeches, brochures, invitations, PowerPoint presentations, etc. Should this proposal result in some type of ballot proposal, we will also, at no additional cost, conduct our communication training seminar for district employees and volunteers.

We have a high level of confidence, based on previous experience, that we will reach an agreement suitable for Decatur Public Schools and our agency. We most often recommend a flat fee for service with a monthly payment. There are a number of advantages, from our perspective, to this approach.

- In terms of overall cost, there is no surprise to the client. Oftentimes, when a firm such as ours bills by the hour, it creates contentiousness regarding the level of staffing, hours devoted to the project when not on site, hours billed for travel, and multiple staff members attending meetings or working on projects and materials.

*For example, in the early stages of a project, we assign multiple staff to meetings who often view an issue from different and complimentary perspectives. When billing by the hour, we sometimes get push-back from clients for “double-covering” meetings.*

- When working on a community engagement program, we are providing more than time, we are also providing a product. A flat fee for service more accurately reflects this type of professional service.
- It has been our experience, that when we are billing by the hour, clients, in a desire to be frugal, are hesitant to call or involve our staff when we want to be involved and when we need to be involved. Thus projects do not go as well as desired or needed, yet our agency and its reputation is linked to the project.
- From a cash flow perspective, a flat fee for service seems to work best for us and for the client.

As proposed above, we have estimated a total fee of \$76,800 for the February 2019 through May 2020 period. Thus our overall fee will be divided into two fiscal years. That comes to \$4,800 per month during that period. When thinking about the need for a second or third professional in the district’s communications office, this fee is reasonable given the capacity we bring to the table and the work product delivered (including the audit and communications plan).

The district can cancel our contract with 30-day’s notice (assuming our proposal is accepted, we will produce a Professional Services Agreement outlining this and other terms) so it would not be obligated for the entire amount through election day.

### Conclusion

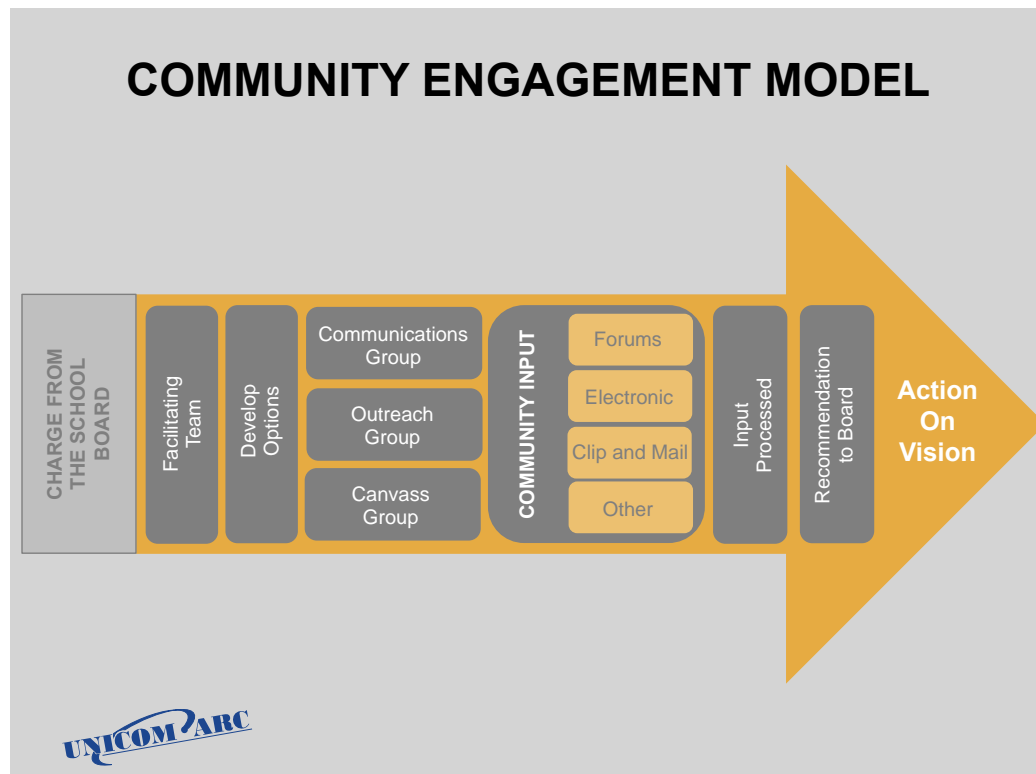
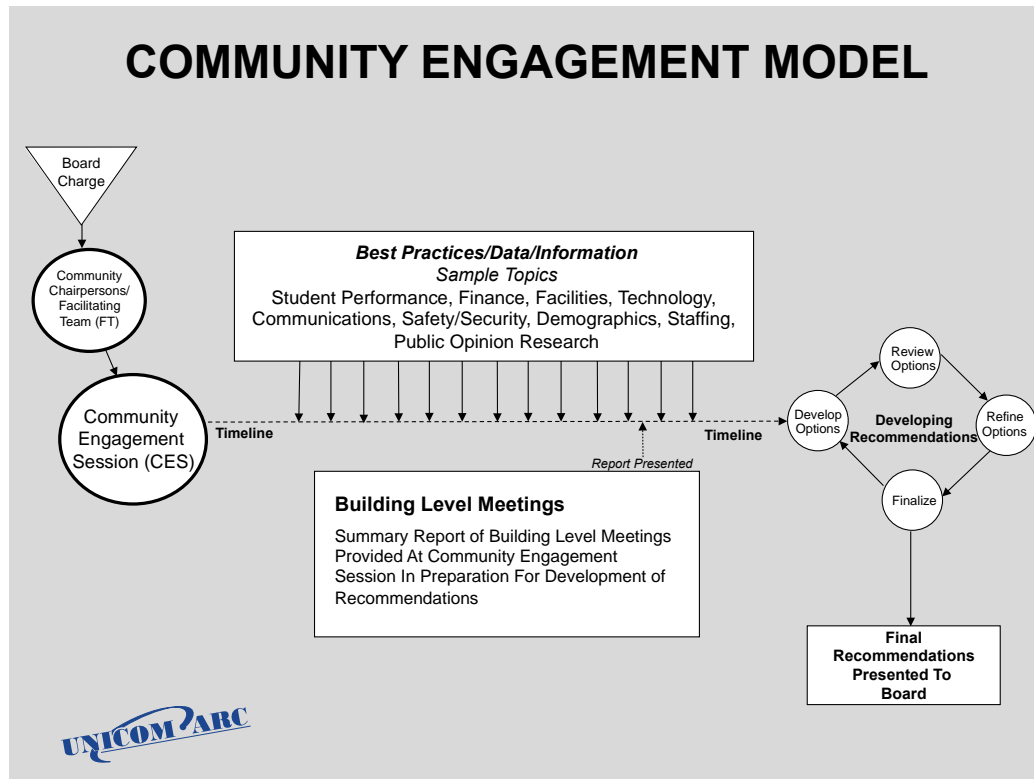
In order to help Decatur Public Schools develop and implement a plan that has the best chance of success, we hope that you will consider conducting a community engagement process similar to the one outlined in this document. If so, we would look forward to working with you and are prepared to begin discussing the particulars of that process immediately.

On the following pages we have provided a couple of community engagement models that have been successful in other districts; some sample logos of community engagement projects in other school districts/community colleges; and, pictures of a typical community engagement session.

If helpful, we would also be delighted to present a workshop on community engagement to your Board of Education. We can also provide some examples of materials used in previous programs for your review that might help develop a more complete understanding of the scope of work discussed in this proposal.

We are eager to assist the district on this project. We are ready to get to work.

## SAMPLE COMMUNITY ENGAGEMENT MODELS





## SAMPLE COMMUNITY ENGAGEMENT LOGOS



## SAMPLE COMMUNITY ENGAGEMENT ROOM SET UP





## SAMPLE COMMUNITY ENGAGEMENT ROOM SET UP



## **CLIENT INFORMATION**

Provided below is a list of a few recent or current clients for your reference.

### **Township High School District 211, Illinois**

1750 S. Roselle Road, Palatine, IL 60067-7336

Tom Petersen, Director of Community Relations

Phone: (847) 755-6631 email: tpetersen@d211.org

### **Paxton-Buckley-Loda, Illinois**

700 W. Orleans Street, Paxton, Illinois 60957

Cliff McClure, Superintendent

Phone: 217.379.3314 email: cmcclure@pblpanthers.org

### **East Prairie School District #73, Illinois**

7634 East Prairie Road, Skokie, IL 60076

Theresa Alberico-Madl, Ed.D., Superintendent

Phone: 847-673-1141 email: tmadl@eps73.net

### **Benjamin School District 25, Illinois**

28W250 St. Charles Road, West Chicago, Illinois 60185

Dr. Philip Ehrhardt, Ed.D, Superintendent

Phone: 630.876.7800 email: perhardt@bendist25.org

### **Lisle Community Unit School District 202, Illinois**

5211 Center Avenue, Lisle, Illinois 60532

Keith Filipiak, Superintendent

Phone: 630.493.8001 email: kfilipiak@lisle202.org

### **Geneseo Community School District #228, Illinois**

648 N. Chicago Street, Geneseo, Illinois 61254

Scott Kuffel, Superintendent

Phone: 309-945-0450 email: skuffel@geneseoschools.org

**Naperville Community Unit School District 203, Illinois**

203 West Hillside Road, Naperville, IL 60540

Dan Bridges, Superintendent

Phone: 630.420.6311 email: dbridges@naperville203.org

Julie Carlsen, Director of Community Relations

Phone: 630.420.6815 email: jcarlsen@naperville203.org

Mark Trembacki, Community Chair

Phone: 630.399.1486 email: marktrembacki@aol.com

**Elmhurst Community Unit School District 205, Illinois**

162 S. York, Elmhurst, IL 60126

David Moyer, Superintendent of Schools

Phone: 630/834-4530 email: dmoyer@elmhurst205.org

**Decatur School District 61, Illinois**

101 W. Cerro Gordo Street, Decatur, IL 62523

Gloria Davis, *Former* Superintendent

Phone: 217.429.1109 email: gjdavis1@comcast.net

**Wheaton Community Unit School District 200, Illinois**

130 West Park Avenue, Wheaton, IL 60189

Dr. Brian Harris, Former Superintendent (Current Superintendent, Barrington 220)

*Dr. Harris was the superintendent who initiated the project at District 200. Near the end of the program he was recruited to be the superintendent at Barrington CUSD 220,*

*Illinois. His contact information at Barrington 220 is as follows:*

Phone: 847.842.3588 email: bharris@barrington220.org

Faith Dahlquist, Assistant Superintendent for Educational Services

Phone: 630.682.2002 email: faith.dahlquist@cusd200.org

Erica Loiacono, Director of Communications

Phone: 630.682.2469 email: Erica.loiacono@cusd200.org

Brad Paulsen, AIA, Member - Board of Education

Vice President - Business Development, Wight & Company

Phone: 630-969-7000 • 630-739-6705 email: BPaulsen@wightco.com

**Champaign Community Unit School District 4, Illinois**

703 South New Street, Champaign, Illinois 61820

Phone: 217-351-3800

Stephanie Stuart

*Former* Director of Communications & Community Relations

Current, Director Marketing and Public Relations - Parkland College

Phone: 217-353-2683 email: sstuart@parkland.edu

Address: Parkland College, 2400 Bradley Avenue, Champaign, IL 61821

**Community High School District 94, Illinois**

157 W. Washington Street, West Chicago, IL 60185

**Dr. Doug Domeracki, Superintendent**

Phone: 630-876-6210 email: ddomeracki@d94.org

**Harper College, Illinois**

1200 W. Algonquin Road, Palatine, IL 60067

Phil Burdick, Asst. V. P. – Communications & Legislative Relations

Phone: 847.925.6183 email: PBurdick@HarperCollege.edu

**Clinton CUSD #15, Illinois**

1210 Highway 54 West, Clinton, IL 61727

Jeff Holmes, Superintendent

Phone: 217.935.8321 email: jholmes@cusd15.k12.il.us

**Morton School District 709, Illinois**

1050 S. Fourth Street, Ste. 200, Morton, Illinois 61550

Lindsey Hall, Superintendent

Phone: 309.263.2581 email: lindsey.hall@morton709.org

Carol Jankowski, Communications Coordinator

Phone: 309.263.2581 email: Carol.Jankowski@morton709.org

**Iowa City Community School District, Iowa**

1725 N. Dodge Street, Iowa City, Iowa 52245

David Dude, Chief Operating Officer

Phone: 319.688.1289 email: [dude.david@iowacityschools.org](mailto:dude.david@iowacityschools.org)

UNICOM•ARC worked with the Iowa City Community School District to coordinate a implement an extensive community engagement program to support development of a long range facility plan. Included in this work was the completion of a 500-sample telephone survey.

**Parkway School District, Missouri**

455 N. Woods Mill Road, Chesterfield, Missouri 63017

Paul Tandy, Director of Communications

Phone: 314-415-8100 email: [ptandy@pkwy.k12.mo.us](mailto:ptandy@pkwy.k12.mo.us)

UNICOM•ARC has worked for many years with Parkway School District conducting comprehensive telephone surveys of District residents on a variety of topics, including long-range planning and referendum related issues.

**Ritenour School District, Missouri**

2420 Woodson Road, St. Louis, MO 63114

314-493-6010

**Doug Bray**, Director of Communications and Community Services

Phone: 314-493-6080 email: [brayd@ritenourschools.org](mailto:brayd@ritenourschools.org)

**Dr. Chris Kilbride**, Superintendent

Phone: (314) 493-6050 email: [kilbridec@ritenourschools.org](mailto:kilbridec@ritenourschools.org)

**Afton School District, Missouri**

8701 Mackenzie Road, St. Louis, MO 63123

Erica Chandler, Community Relations Director

Phone: 314-633-5904 email: [echandler@afftonschools.net](mailto:echandler@afftonschools.net)

Dr. Steve Brotherton, Superintendent

Phone: 314-638-8770 email: [sbrotherton@afftonschools.net](mailto:sbrotherton@afftonschools.net)

**Jefferson City Public Schools, Missouri**

313 East Dunklin Street, Jefferson City, MO 65101

Amy Berendzen, Director, School-Community Relations

Phone: 573-659-3018 email: amy.berendzen@jcschools.us

Larry Linthacum, Superintendent

Phone: 573.659.3000 email: larry.linthacum@jcschools.us

**Pattonville School District, Missouri**

11097 St. Charles Rock Road, St. Ann, MO 63074

Mickey Schoonover, Director-School/Community Relations

Phone: 314.213.8025 email: mschoonover@psdr3.org

UNICOM•ARC has conducted public opinion research for Pattonville School District for more than 20 years. A recent project included a survey to support the development of the District's recent property tax increase.

**Rockwood School District, Missouri**

111 East North Street, Eureka, MO 63025

Terry Adams, Former Superintendent

Phone: 573.366.3236 email: Terryadams1953@yahoo.com

Kim Cranston, Former Chief Communications Officer

*Current* Missouri Association of School Business Officials, Executive Director

Phone: 573-644-7900

kcranston@moasbo.org

Dr. Katie Reboulet, Assistant Superintendent – Human Resources

Phone: 636.733.2189 email: rebouletkatie@rockwood.k12.mo.us

UNICOM•ARC has worked with Rockwood School District for many years supporting its communications program. We are currently implementing a community engagement program that will include a public opinion survey conducted in October. Previously UNICOM•ARC conducted focus groups and public opinion surveys to support the *Point Rockwood* long-range visioning and planning program.



**Normandy Schools Collaborative**

3855 Lucas and Hunt Road  
St. Louis, MO 63121

Sharifah Sims-Williams  
Director of Communications  
Phone: 314-493-0400 • Office: 314-493-0438  
email: sswilliams@normandysc.org

**Hazelwood School District /Missouri Department of Elementary and Secondary Education**

Dr. Chris Nicastro  
Retired  
12318 Courtyard Lake Drive  
St. Louis, MO 63127  
Phone: 314-640-0061 email: Chris Nicastro <chrislnicastro@gmail.com>

UNICOM•ARC conducted multiple projects for Dr. Nicastro when she was superintendent at Hazelwood School District (which passed three bond proposals and one rate increase). We also worked for Dr. Nicastro when she led the Missouri Department of Elementary and Secondary Education.

**Hazelwood School District, Missouri**

159 New Halls Ferry Road, Florissant, MO 63031

Dr. Grayling Tobias, Superintendent  
Phone: 314.953.5012 email: gtobias@hazelwoodshools.org

Dwight Lindhorst, Former Assistant Superintendent for Facilities and Finance.  
Current - Chief Financial Officer, Ritenour School District  
314-493-6065

**St. Joseph School District, Missouri**

925 Felix, St. Joseph, MO 64501

Kevin Kirby, Community Chair  
Phone: work - 816.232.8439• cell - 816.383.1991 email: kevin.kirby@redcross.org

**School District of Clayton, Missouri**

#2 Mark Twain Circle, Clayton, MO 63105

Chris Tennill, Director of Communications  
Phone: 314.854.6015 email: Chris\_Tennill@clayton.k12.mo.us

**School District of University City, Missouri**

8136 Groby Road, University City, MO 63130

Joylynn Pruitt Adams, *Former* Superintendent

*Current* Superintendent, Oak Park and River Forest High School District

Phone: 708-434-3211 email: jpruittadams@oprfs.org

**Bedford Central School District, New York**

Fox Lane Campus, P.O. Box 180, Mt. Kisco, NY 10549

Jere Hochman, Former Superintendent

Phone: 914-241-6011 email: jhockman2785@bcsdny.org

In collaboration with the district, UNICOM•ARC has for several years conducted annual telephone surveys to gather information about district residents' perception of various issues. The sample was developed with quotas that ensure all areas of the district are represented in appropriate proportions. Data is disaggregated by elementary attendance area. The most recent survey, collected information about the community's perception of the district's facility improvement plan that was crafted with community input.

## **UNICOM•ARC & STAFF CREDENTIALS**

UNICOM•ARC has more than 47 years of experience in working with state and local government, and corporate clients. We know of no other full-service communications agency in the country that can rival our experience with public school and community college districts. Projects on which we have worked have won multiple awards from the National School Public Relations Association, two Golden Paragon Awards from the National Council for Marketing and Public Relations and two Magna Awards from the American School Boards Journal.

From conducting public opinion research, engaging the community in two-way conversations to plan a district's future, recreating brands, recruiting students, producing communication materials, and winning referenda, the professional staff at U•A brings together a diverse background to meet the needs of each client.

Our efforts have included:

- Implementing successful community engagement programs for dozens of school districts
- Assisting on tax increase and bond elections including referenda to support more than \$4 billion in improved facilities
- Designing and implementing comprehensive community engagement programs for some of the nation's largest community colleges
- Re-branding and image improvement work
- Production of new student recruitment materials
- Conducting communications audits and rebuilding and redesigning school district communications programs
- Developing innovative approaches for social networking and other forms of electronic communications
- Creating long range plans, including facility master plans, utilizing a community engagement program
- Assisting school and community college districts with crisis communications

Our firm is one of the few public relations firms to maintain membership in the National School Public Relations Association in addition to several state chapters of this organization. Professionals on our staff are regularly called upon to speak at regional and national conferences. Dan Burns and John Siemers, two senior members of our staff, won countless awards when serving as Director of Communications in large St. Louis metropolitan area school districts (Rockwood and Parkway School Districts).

## UNICOM•ARC PROFESSIONAL CREDENTIALS

Presented below are short resumes of our professional staff.

### **Rodney D. Wright, Ph.D., President**

A nationally recognized expert in public opinion and market research, Dr. Rod Wright joined Attitude Research Company (ARC) as its president in 1986. When ARC merged with its parent company UNICOM Group to form UNICOM•ARC, Dr. Wright became president of the combined firm. Prior to joining ARC, Dr. Wright was vice-president and director of research with Public Response, Inc., a political and business consulting firm. He also served on the faculty at Southern Illinois University-Edwardsville and the University of Missouri-St. Louis.

Dr. Wright has directed a wide variety of public opinion, community engagement and communications projects for hundreds of corporate and political clients and school and community college districts throughout the United States. Under Dr. Wright's direction, UNICOM•ARC's educational clients—when including both elementary and secondary education and institutions of higher education—span the country and range in size from under 1,000 students to more than 140,000 students. Under Dr. Wright's leadership, UNICOM•ARC has twice won the Magna Award from the American School Boards Journal and numerous other awards for engagement and communication programs.

In 1995, Dr. Wright directed a public engagement program for the Missouri Department of Elementary and Secondary Education (DESE) related to the development and approval of Missouri's Show-Me Standards for student performance. In *Education Week's* 1997 nationwide study of elementary and secondary education entitled Quality Counts, this effort was praised as helping Missouri "to avoid the debates that have characterized standards-setting in many other states where reform opponents have branded standards as 'vague' and intrusive." Dr. Wright is currently part of the team coordinating DESE's efforts to improve educational performance in Missouri making it a "top ten" state.

Dr. Wright is a sought-after speaker at national and regional conferences. He has spoken or conducted workshops for the National School Public Relations Association, the National Council for Marketing and Public Relations, the Annual Management Symposium of the American Chamber of Commerce Executives, the Annual Leadership Forum of the American Bar Association and the State Education Improvement Partnership (a collaborate effort of the Council of Chief State School Officers, the Education Commission of the States, the National Association of State Boards of Education, the National Conference of State Legislatures, and the National Governors' Association).

Dr. Wright holds a Ph.D. in political science from Washington University, where he specialized in public opinion research. He also holds a master's degree from Washington University and a bachelor's degree from William Jewell College.

### **Dan Burns, Senior Associate**

Dan Burns joined the St. Louis based UNICOM•ARC communications and opinion research agency in 1999. As Executive Director of the agency's Education Division Dan designed and managed numerous community engagement long-range planning projects for school districts, community colleges and other organizations. In doing so he has worked directly with small core teams to insure the program was customized for the objectives of that organization. He has organized and facilitated stakeholder sessions of up to 600 participants. Dan knows how to integrate appropriate communications throughout a planning timeline to inform the broader public of the planning effort and build a foundation to support a spirit for implementation at the conclusion of the planning process. He has led planning initiatives that have included everything from goal setting/visioning for districts and Boards to pre-referendum work for operations or capital improvements.

Dan began his career as a classroom teacher at the middle school and high school level before spending 28 years as Director of Communications, Planning and Development for the Rockwood School District. He was widely regarded as one of the top school communicators in the nation. During his tenure at Rockwood, the District passed 13 bond proposals totaling \$240 million (including the largest school bond proposal ever passed in the St. Louis County area at that time) and three successful operating levy increases. Dan has received numerous awards from both the National and Missouri School Public Relations Associations for his outstanding work in the educational communications field. Most recently he was named recipient of the Missouri School Public Relations Association's Distinguished Service Award.

Rockwood was labeled the fastest growing (average annual growth of 1,000 students in the decade of the 80's) district in Missouri during much of Dan's time in the role of planning and development. Dan coordinated the development of demographic studies used to recommend the timing and location of new schools in Rockwood, as well as additions to existing schools. He also facilitated a variety of community engagement activities that led to the development of strategic and long-range planning documents, including the need and site selection for nine new schools. As part of this role, Dan also completed building utilization studies and attendance area adjustments to balance school enrollments with building capacities.

In Dan's role as public relations officer, he provided leadership in the design and production of brochures, flyers, newsletters and newspapers. He coordinated media relations and represented the District as a member of key community organizations. He also coordinated, planned and executed numerous special events — including the District's awards program, the District's employee orientation program, and groundbreaking ceremonies and dedication programs for new facilities.

Dan received his bachelor's degree in education from the University of Missouri-St. Louis. He holds a master's degree from Indiana University-Bloomington.

### **Cindy Gibson, Senior Associate**

Cindy Gibson is a 30-year communications and public relations veteran with extensive experience in educational administration. Cindy brings a wide range of skills to UNICOM•ARC having worked in all areas of communications including journalism, advertising and marketing. As the assistant to the superintendent for communications and community services for a St. Louis suburban school district, her public relations programs, community engagement initiatives and election communication strategies earned national recognition from the National School Public Relations Association, the National School Boards Association and from national political election organizations.

In addition to public relations and communications, she is also considered a leader in school emergency and crisis planning. She was a member of a local school district that teamed with St. Louis County Department of Health and the Missouri Department of Health and Senior Services to better protect the St. Louis area in the event of a bioterrorist attack or large-scale crisis.

Cindy continues to impact educational public relations by serving as a mentor for local professionals in the field and working with the National School Public Relations Association on special projects and emergency communication needs across the country including assisting the Moore Oklahoma School District following the tornado that devastated the community.

Gibson received her bachelor's degree in Public Relations and Communications from Arkansas State University in Jonesboro, Arkansas and has her master's degree in Corporate Public Relations from Lindenwood University in St. Charles, Missouri. She earned her Accreditation in Public Relations, APR, (one of the highest certifications in the profession) in 2007.

### **John K. Siemers, Senior Associate**

John joined UNICOM•ARC in 2007 after retiring as the Assistant Superintendent for District Operations (Facilities, Transportation, Food Service, Environmental Services, Material Management and Security) with Parkway School District, a 20,000-student school district in suburban St. Louis, MO. He also spent ten years at Parkway as the Director of Public Affairs and Communications, serving as president of the regional chapter of the Missouri School Public Relations Association and receiving numerous awards for excellence in school public relation work from the National School Public Relations Association. In addition John trained with the Burke Institute in qualitative research and focus group facilitation during his tenure with Parkway.

His other accomplishments include the successful completion and authorship of numerous educational research projects including safety and security, demographics, food and nutrition, discipline, diversity and instructional space. Additionally, John led several community engagement programs for district planning purposes. The 2006 "Current Realities" program developed by John was the recipient of a National School Public Relations Association Gold

Medallion award. John has also been awarded the “Pillar of Parkway” award for exemplary leadership and integrity and the Superintendent’s Leadership Award.

Throughout his 30 plus year career, John has served in the public sector in a variety of leadership positions. He served eight years as the executive director of a non-profit, United Way organization and four years as an administrator of a municipal government in west St. Louis County. He completed his masters degree at Washington University in counseling psychology and participated in post graduate studies in social work at the George Warren Brown School of Social Work.

John works for UNICOM•ARC in a consulting role and with educational institutions, non-profits and municipal governments to facilitate community engagement programs, communication audits, public opinion research, facility study efforts and other communication-related issues.

### **Jenna Engler, Associate**

Jenna Engler has 16 years of experience in the field of education as an educator in a K-12 school district, an adjunct professor and course writer at Benedictine University, and professional development presenter. While at Benedictine University she also served as the Learning Management System Coordinator at the National Moser Center for Adult Learning supporting both students and professors with online course management and maintaining the integrity of all online education master programs.

Recently, Jenna has worked as an educational consultant supporting school districts in the Chicagoland area. As a consultant her expertise includes educational leadership and communications, public relations, marketing, and social media design and development. She recently teamed with UNICOM•ARC on a highly successful community engagement program for Lisle Community Unit School District 205. Following completion of that program, she joined the UNICOM•ARC team to provide consultation and leadership on Chicagoland projects.

Mrs. Engler earned a Masters of Arts from Aurora University and Bachelors of Science from Northern Illinois University.

### **Andrew J. Duttlinger, Research Consultant**

Andrew (Andy) Duttlinger joined UNICOM•ARC in July 2000. He is responsible for all aspects of public opinion research projects, including questionnaire design, statistical analysis, and interpretation of research results. Since joining UNICOM•ARC, he has worked on projects for a wide range of public and private entities. Public clients include Metro, St. Louis County, the O’Fallon (MO) Parks and Recreation Department, Manchester Corridor Revitalization Committee and dozens of school Councils and community colleges across Missouri and Illinois.

Mr. Duttlinger graduated from the University of Illinois at Urbana-Champaign in 1992 with a B.A. in Political Science and holds a M.A. in political science from Washington University. Mr.

Duttlinger has presented original research at a number of professional conferences, including the National School Public Relations Association, Missouri School Public Relations Association and Pennsylvania School Public Relations Association. He has taught several undergraduate courses at Washington University in the fields of electoral politics, comparative politics, and American politics.

Mr. Duttlinger is a member of the National School Public Relations Association (NSPRA), Missouri School Public Relations Association (MOSPRA), the Illinois Chapter of the National School Public Relations Association (INSPRA) and the American Association of Public Opinion Research (AAPOR).

### **Jennifer Volk, Account Executive**

Since 2002, Jennifer Rolwes Volk has worked with UNICOM-ARC clients to enhance communications, increase community involvement and raise awareness levels. Jennifer's diverse background includes work in media relations, journalism, photography and graphic design. Before entering the public relations field, she worked as a television reporter for KOMU-TV, the NBC affiliate in Columbia, MO. Her experience on the other side of the camera brings clients a unique perspective to media relations.

In addition to project management on community engagement programs and election campaigns, Jennifer has worked with several clients to conduct communications audits and create strategic communications plans to increase the effectiveness of communications programs.

Prior to joining the UNICOM team Jennifer served as media relations assistant for the Rockwood School District, where she was involved in the research, production and media placement of stories involving various news and activities throughout the District. Jennifer's responsibilities at Rockwood also included planning and writing the staff newsletter. Her reorganization of this publication increased readership and received a National School Public Relations Association *Award of Excellence*. She also served as the interim Executive Director for KidSmart – Tools For Learning, a St. Louis based organization that provides free school supplies to underprivileged students.

Jennifer's skills include the development of media contact and media coverage tracking systems used to help create and monitor a successful media relations program. She also has organized special events and "Get Out The Vote" campaigns, and has experience in media buying, photography, graphic design and innovative uses of social media. Jennifer holds a bachelor of journalism degree with an emphasis in broadcast news from the University of Missouri School of Journalism.



# **RECOMMENDATION FOR ALTERNATIVE EDUCATION**



**ALT ED COMMITTEE  
JANUARY 22, 2019  
BOARD OF EDUCATION MEETING**

# COMMITTEE MEMBERS

- 1) Cordell Ingram – Principal at MHS
- 2) Eldon Conn – Principal at South Shores
- 3) Barbara Morrow – Principal at Phoenix Academy
- 4) Michelle Houchins – Teacher at Phoenix Academy
- 5) Heather England – Teacher at Franklin Elementary
- 6) Joshua Fazekas – Teacher at South Shores Elementary
- 7) Deborah Rapson – Teacher at Dennis Lab School
- 8) Jason Vicich– Teacher at EHS
- 9) Krystina Petitt– President of DEA
- 10) Susie Niesman- Teacher at Johns Hill
- 11) Amelia Finch – Uniserv Director, Region 10
- 12) Chris Shugart-Teacher at Eisenhower
- 13) Lawrence Trimble-Director of Student Services
- 14) Fred Bouchard-Assistant Superintendent
- 15) Paula Busboom – President of DFTA
- 16) Terri Towler – IFT Field Service Director
- 17) Paul Fregeau-Superintendent

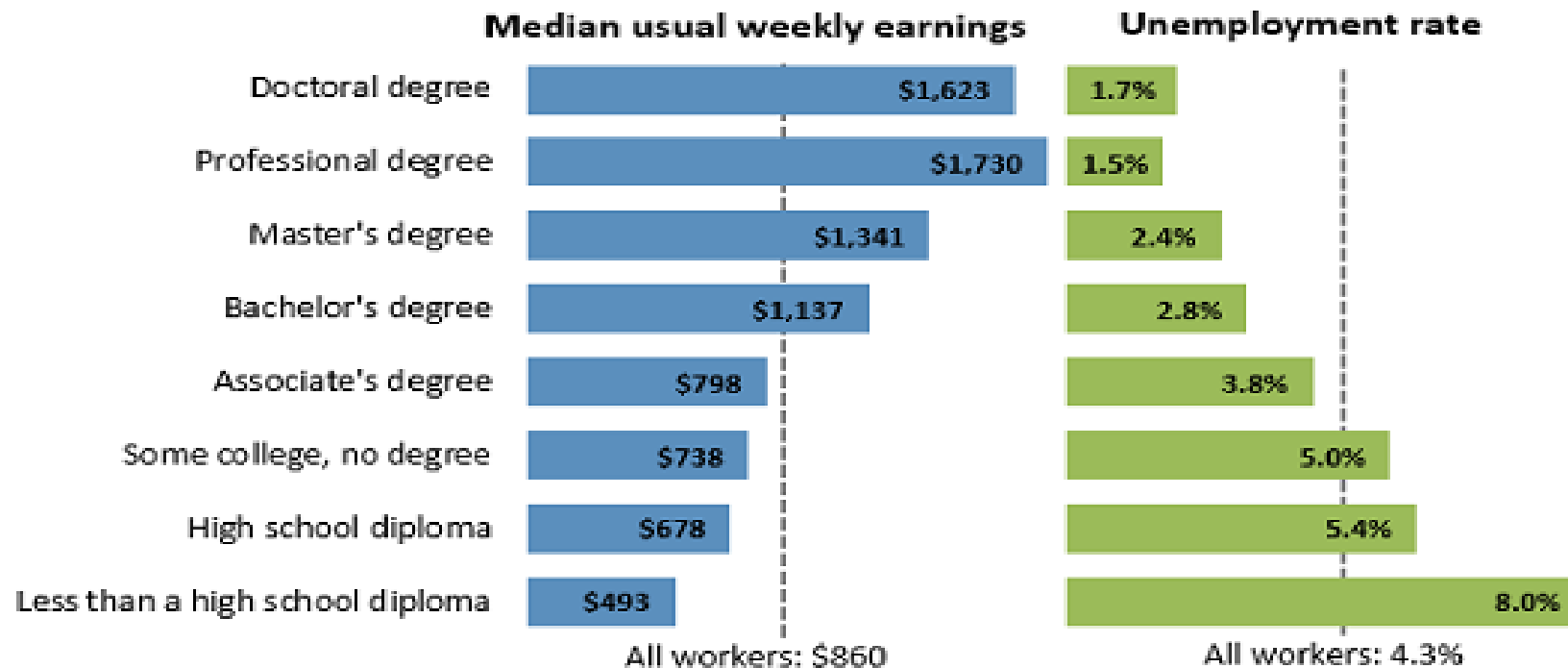
# WHY?

**DPS #61 ALTERNATIVE SCHOOL INFORMATION = UPDATE**



# EARNINGS AND UNEMPLOYMENT BY EDUCATION LEVEL

Earnings and unemployment rates by educational attainment, 2015



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.

Source: U.S. Bureau of Labor Statistics, Current Population Survey

# **CURRENT STATISTICS REGARDING DROPOUTS**

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**A STUDY OUT OF NORTHEASTERN UNIVERSITY FOUND THAT HIGH SCHOOL DROPOUTS:**

- **COST TAXPAYERS \$292,000 OVER THE COURSE OF THEIR LIVES.**
- **OVER 80 PERCENT OF THE INCARCERATED POPULATION IS HIGH SCHOOL DROPOUTS.**



# **OBJECTIVE AND PURPOSE OF ALT SCHOOL COMMITTEE'S WORK**

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**OBJECTIVE: STRATEGIC PLAN – EACH STUDENT WILL ENGAGE IN A COMPLETE LEARNING EXPERIENCE THAT DEVELOPS THE WHOLE PERSON AND FULLY PREPARES THEM FOR THEIR FUTURE.**

**PURPOSE:**

- **MEET STUDENTS WHERE THEY ARE AT IN A SETTING THAT ALLOWS THEM TO BE SUCCESSFUL.**
- **IMPROVE OPPORTUNITIES FOR ALL OUR STUDENTS TO GRADUATE WITH A HIGH SCHOOL DIPLOMA.**
- **PREPARE FOR LIFE BEYOND HIGH SCHOOL.**

# RECOMMENDATIONS

- *SCHOOL DAY*
- *PROCESS*
- *STAFFING*
- *NEXT STEPS*

# School Day

## SCHEDULE: GRADES 7<sup>th</sup>-12<sup>th</sup>

### AM SESSION

Seniors: Credit Driven 7:45am-10:30am

Juniors: Credit Driven 7:45am-10:30am

Soph.: Credit Driven 7:45am-10:30am

Freshmen: 7:45am-2:30pm

8<sup>th</sup> Grade: 7:45am-2:30pm

7<sup>th</sup> Grade: 7:45am-2:30pm

### LUNCH

10:35am-11:35am

10:35am-11:35am

10:35am-11:35am

11:40am-12:10pm

11:40am-12:10pm

11:40am-12:10pm

### PM SESSSION

11:45am-2:30pm

11:45am-2:30pm

11:45am-2:30pm

Full Day Option as Default

Full Day Option as Default

Full Day Option as Default



# SCHOOL DAY

**SCHEDULE: Grades K-6** 8:15am- 2:15pm (full day option as default)

**SUSPENSION SCHOOL:** Secondary School: 8:30am – 1:30pm  
Elementary School: 8:30am – 1:30pm

**NIGHT PROGRAM:** Assigned Students: 3:30pm – 5:30pm  
(Monday to Thursday)

# PROCESS

- ***Specific Criteria***

(i.e grade retention, credit deficiency, school attendance, need for behavioral support)

- ***Electronic Referral***

- ***Individualized Approach***

- ***School Team***

- ***Training for Staff***

- ***Feedback***

<b>Administration</b>	
Administrator	\$ 86,859.00
<b>Total for Administration</b>	<b>\$ 86,859.00</b>
<b>Certified Staff:</b>	
Teacher	\$ 45,780.00
Teacher	\$ 61,710.00
Teacher	\$ 40,750.00
Teacher	\$ 48,420.00
Sub Teacher	\$ 32,706.00
<b>Estimated total for certified staff</b>	<b>\$ 229,366.00</b>
<b>Classified Staff</b>	
Secretary	\$ 31,745.52
Security	\$ 26,180.00
Teaching Assistant	\$ 28,267.79
Teaching Assistant	\$ 23,390.64
Teaching Assistant	\$ 25,562.25
<b>Total for classified staff</b>	<b>\$ 135,146.20</b>
<b>PROGRAM TOTAL 2018-2019**</b>	
Serving 15 Students= \$30,091 per student	\$ 451,371.20

## Current Staffing

# NEW STAFFING

- *Two Administrators*
- *Elementary Teachers*
- *Secondary Teachers*
- *Suspension Room Teachers*
- *Art Teacher*
- *PE Teacher*
- *Counselor*
- *Nurse*
- *Teaching Assistants (6)*
- *Social Worker*
- *Behavior Interventionist*
- *Family Liaison*
- *Secretary*
- *Custodian*
- *Security*
- *SRO*

<b>Administration:</b>		<b>Classified Staff:</b>	
Admin 1	\$ 87,000.00	Custodian (2)	\$ 80,000.00
Admin2	\$ 81,000.00	Secretary (1.5)	\$ 60,000.00
<b>Estimate for Administration</b>	<b>\$ 168,000.00</b>	Security	\$ 30,000.00
		Family Liasion	\$ 20,000.00
<b>Certified staff:</b>		Teaching Assistants (6)	\$ 180,000.00
K Teacher	\$ 44,750.00	<b>Estimate for Classified Staff</b>	<b>\$ 370,000.00</b>
K-1 Teacher	\$ 44,750.00		
Teacher 2-3	\$ 44,750.00		
Teacher 4-5	\$ 44,750.00		
Teacher 6-7	\$ 44,750.00		
Teacher8-9	\$ 44,750.00		
Credit Recovery	\$ 44,750.00		
Suspension Room	\$ 44,750.00		
Suspension Room	\$ 44,750.00	<b>Estimated total for program</b>	<b>\$ 1,436,750.00</b>
ELA (2)	\$ 89,500.00	<b>Serve est. 150 students= \$9445 per student</b>	
Science	\$ 44,750.00		
Math	\$ 44,750.00		
Social Studies	\$ 44,750.00		
Art	\$ 44,750.00	<b>*Please note: The addition half-time Secretary is per Guidance from the DESPA Contract.</b>	
PE	\$ 44,750.00		
Counselor	\$ 44,750.00		
Social Worker	\$ 50,000.00		
Behavior Interventionist	\$ 38,000.00		
Nurse	\$ 50,000.00		
<b>Estimated total for certified staff</b>	<b>\$ 898,750.00</b>		

## New Staffing Estimations

# SUMMARY

- BETTER PROVIDE SERVICE TO ***ALL*** KIDS.
- SMALL CLASS SIZES.
- FLEXIBLE.
- MEET KIDS WHERE THEY ARE AT!
- SIGNIFICANTLY REDUCED COST PER STUDENT.



# POSSIBLE NAMES

- \_\_\_\_\_ LEARNING SUPPORT CENTER
- WILLIAM HARRIS-----LSC
- NAME AFTER A PERSON-----LSC
- POSITIVE TERM.....LSC AT WILLIAM HARRIS

# NEXT STEPS

- BOARD FEEDBACK.
- BRING TO BOARD FEBRUARY 12<sup>TH</sup> FOR FINAL APPROVAL.



**THANK YOU!**

QUESTIONS?