



DECATUR PUBLIC SCHOOL DISTRICT #61
BOARD OF EDUCATION
AGENDA

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

January 26, 2021
4:00 PM Open Session
Closed Session Immediately Following
6:30 PM Open Session Continuing

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

Strategic Plan Mission:

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

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

The Board of Education Parameters that Guide Our Work:

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

IO 1.0 CALL TO ORDER – CALL FOR EXECUTIVE SESSION

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

Roll Call

IO 2.0 PLEDGE OF ALLEGIANCE

AI 3.0 APPROVAL OF AGENDA, JANUARY 26, 2021

IO 4.0 PUBLIC PARTICIPATION

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

DI 5.0 BOARD AND/OR OTHER COMMITTEE REPORTS

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

STUDENT AMBASSADORS’S REPORT

BOARD DISCUSSION

- Resolution on Racism (S2)
- Naming Committee Update (S1)

IO 6.0 REPORTS FROM ADMINISTRATION

- A. AG Academy/Dawson Institute Mid-Year Report (S1)
- B. LGBTQIA+ Committee Report (S1)

AI 7.0 ROLL CALL ACTION ITEMS

- A. Personnel Action Items (S4)
- B. Approval of Coordinator of Human Resources Contract (S4)
- C. Naming of Buildings (S2)
- D. Wireless Access Point Licensing (S1)
- E. VoIP Phone Licensing (S4)
- F. Furnishings for Franklin, Muffley, Parsons and South Shores Elementary Schools and Johns Hill Magnet School (S2)

AI 8.0 CONSENT ITEMS

- A. Minutes: Special Closed Meeting January 05, 2021 and Open/Closed Meetings January 12, 2021
- B. Financial Conditions Report
- C. Treasurer’s Report
- D. Approval of School Board Policies
- E. Job Description Director of Buildings and Grounds (S4)
- F. Job Description Elementary/PK-8 Assistant Principal and Elementary/PK-8 School Principal (S4)
- G. Job Description Mail Clerk (S4)
- H. Contract with Cole Counseling Services (S4)
- I. Resolution for iPad Sale (S2)

IO 9.0 ANNOUNCEMENTS

The Board of Education and Administration sends condolences to the families of:

James Kenneth Dolly, who passed away Thursday, January 14, 2021. Mr. Dolly was the father of Kendall Briscoe, Board of Education Member.

James Markus “Mark” Bolen, who passed away Thursday, January 14, 2021. Mark was a Stephen Decatur Middle School Student in Essential Skills.

IO 10.0 IMPORTANT DATES

February 08 **IN-PERSON** Return to Learn for DPS Students

- Families who chose this option for their student(s) will begin in-person learning via the schedule provided to them
- Families who chose **VIRTUAL/REMOTE LEARNING** for their student(s) will continue

12 Lincoln’s Birthday – **SCHOOL IS IN SESSION**

15 President’s Day Holiday

- **NO SCHOOL and District Offices are Closed**

NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, February 09, 2021 at the Keil Administration Building.

11.0 ADJOURNMENT

The Dwayne O. Andreas Ag Academy 2020 Updates



*Growing future **leaders**.*



*Strengthening the
agricultural industry.*



*Building a **community**.*



*We are **FFA**.*



Officers

MacArthur

President - Josie Bethard

VP - Lillie Sherrerd

Secretary - Cordy Mata

Treasurer - Trenton Horn

Sentinel - Jabree Smith

Reporter - Hannah Sullivan

Historian - Jami Keck

Eisenhower

President - Jazmyn Schnetzler

VP - Oakley Tate

Secretary - Isabella Tate

Treasurer - Abby Knoeferl

Sentinel - Royalty Williams

Reporter - Nakya Smith

Historian - Carson Donnel

Parliamentarian - Koltin Mattingly



Covid Precautions

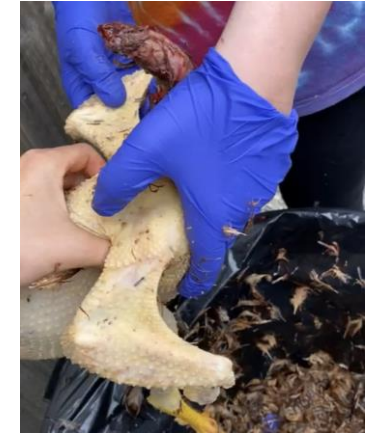
COVID-19 has become a huge part of our everyday lives. Since the pandemic's start last March, our FFA chapters have constantly considered COVID as a factor in our ag education activities and events. We are still striving to serve our students and community, with safety as the number one priority.

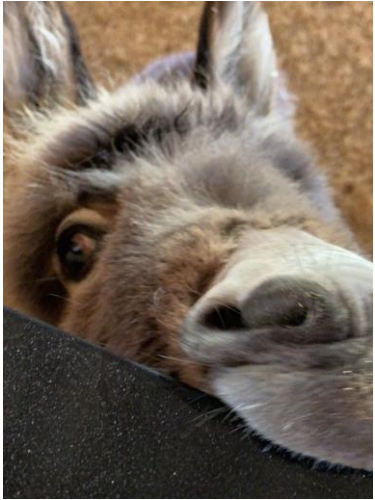
We have resorted to online and outdoor-only events, with small groups of students and strict masks and social distancing rules. It is our job to model safety while continuing to engage and provide ag information to non-Academy peers.

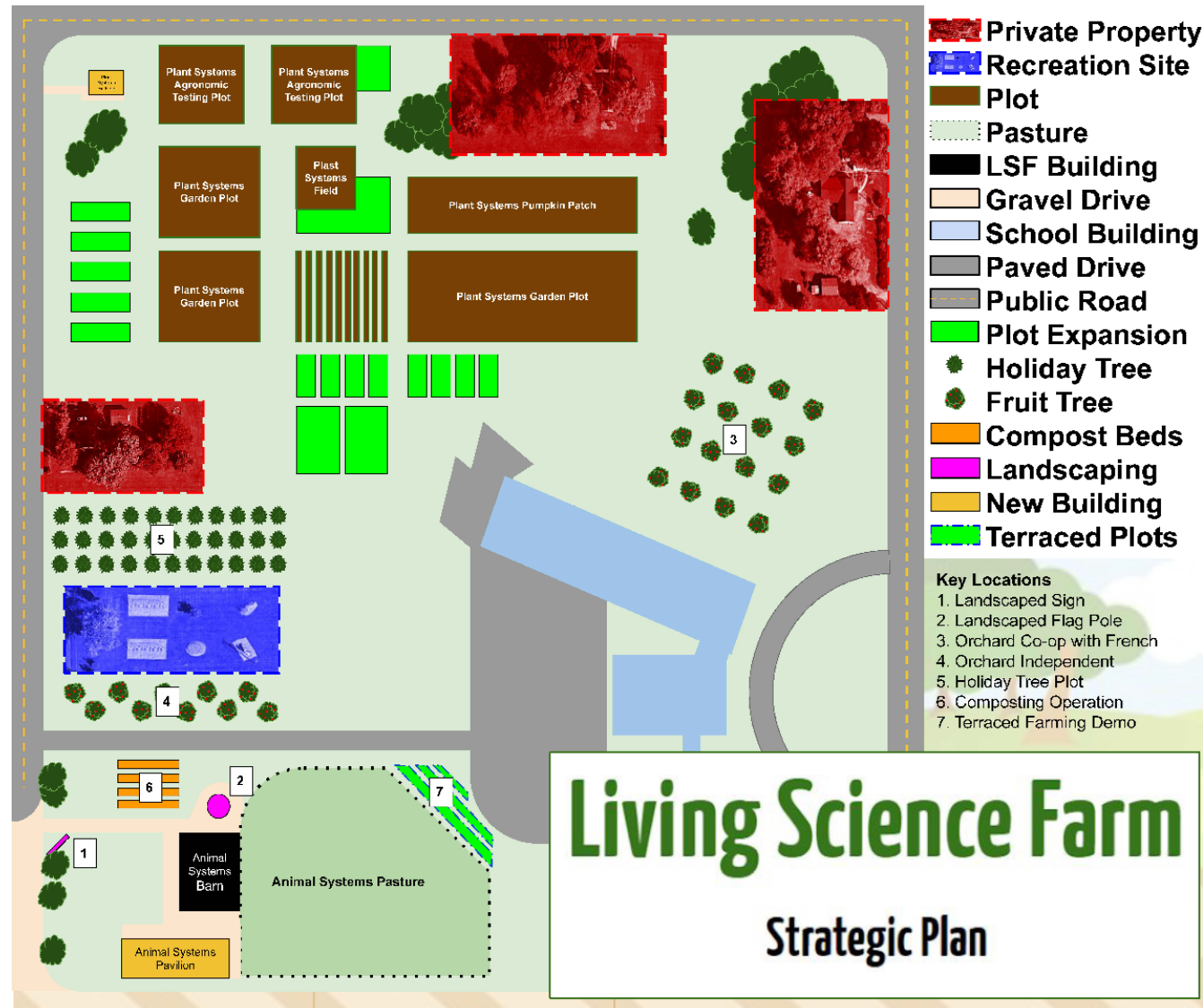


Living Science Farm

- Socially Distant activities
- Student Managers
- Produce and floriculture sales for Ag Fund account
- Broiler chickens and egg sales
- Sweetcorn Harvesting
- Sheep, goats, Hereford steers (STEAK!) and T-Rex the mini-donk



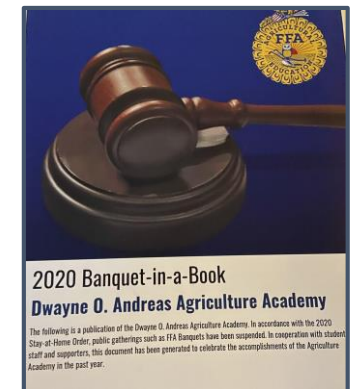






MacArthur FFA Back Before Covid...

- Ag Ambassadors
- Polar Plunge
- CDEs and LDEs
- Women In Ag Conference
- Wash Your Hands Campaign
- Banquet in a Book





MacArthur FFA Fall 2020

- Chapter Awards
- Quarterly Newsletter
- Career Success Drive-Thru
- Veterans Day Assembly



- Small Group AgVentures
- Sweep the Streets
- Scare Away Hunger
- Covid Care Packages
- Secret Santa



Eisenhower FFA

Winter/Spring 2020 Before Covid

- Freshman Recruitment
- Soup Kitchen
- Women in Ag Conference
- Ag In The Classroom
- 212 Conference
- Career Development and Leadership Development Events





Fall 2020

Covid-distanced activities

- Greenhand Night
- Halloween Food Drive
- Raking Leaves
- Donating Clothes To Shelters
- Making Dog Blankets / Beds





Questions?

Seth McMillan

smcmillan@dps61.org

Kacey Reinholtz

kkreinholtz@dps61.org

Zach Shields

zshields@dps61.org

www.itstartswithag.com

www.facebook.com/LivingScienceFarm

decaturmacarthurffa.wordpress.com



Dr. Juanita M. Morris

DCLI Program Coordinator

Zach Shields

Executive Director

Decatur Public Schools Foundation



Frequently Asked Questions

- Is it like the Ag Academy?
- What is it?
- Who is in it?
- When does it start?



Framing the Institute

- Based on community
- Based on the listening tour
- Based on creating a greater understanding



Doing WITH the community, not FOR the community.

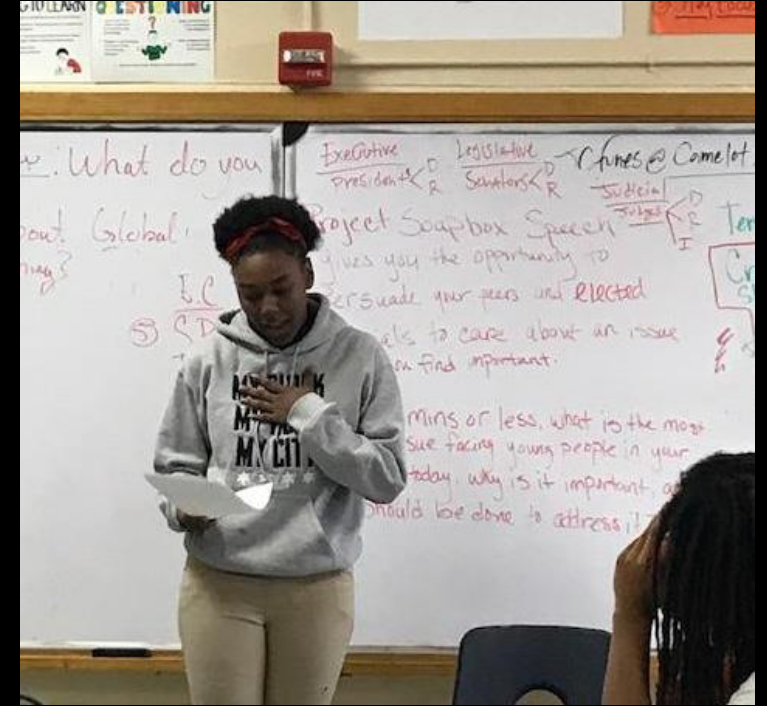


Pillars

- I – Law Enforcement & Social Justice
- II – Healthcare
- III – Politics & Local Governance
- IV – Civic and Social Entrepreneurship
- V – Education



Engagement



- Website & Facebook: www.FlexMyVote.com
- Website & Facebook: www.CivicLeadership101.com
- **Middle School Civics Leadership Club**
 - Hope Academy & Stephen Decatur Middle School
 - Platform: Mikva Challenge (see example **Issues to Action** curriculum)
- **Behind the Scenes Tours** to date for DPS Administration
 - Macon County Law Enforcement Training Center
 - Crossing Healthcare Campus
- **Training:** Trauma Informed & Resilient Schools





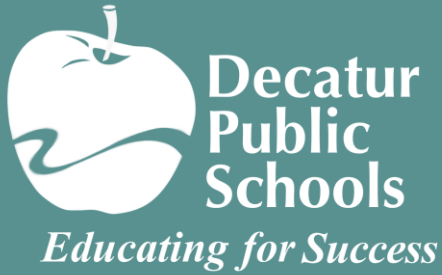
<https://mikvachallenge.org>

DEMOCRACY IS a VERB



QUESTIONS?





LGBTQIA+ NEXT STEPS

DSP 61 LGBTQIA+ COMMITTEE

Board of Education Meeting
January 26, 2021



Committee Goals

- To provide a safe, accepting, loving space for LGBTQIA+ students and to educate and encourage district staff and students to the same
- To create pragmatic policies that protect gender nonconforming and transgender students
- To continue pushing for representation in aspects of our curriculum
- To find ways to support LGBTQIA+ students outside of segregated groups (GSA, etc.)
- To advocate for students who have parental/peer issues and concerns
- To understand the cultural differences between BIPOC and white LGBTQIA+ issues, provide additional support for BIPOC students, and actively work to dismantle harmful cultural biases
- To remain intersectional
 - “The theory that the overlap of various social identities, as race, gender, sexuality, and class, contributes to the specific type of systemic oppressions and discrimination experienced by an individual” (Intersectionality”).

POLICY/PROCEDURE



Updates for Administrative Procedure 7:10AP1

Procedure focused on Two Core areas of Implementation

- Equal Access to safe and supportive learning environment
- Implementation of Risk Management Controls

Updates to Terminology and Definitions Section of the Procedure

- Terms added under direction of LGBTQIA+ Committee in alignment with ISBE and GLSEN

Updates to the Alignment of Relevant Board Policies

Emphasis on Implementation of Gender Support Plan

SIGNAGE



Gender Neutral Restroom Signage

ISBE Guidance (March 1, 2020)

F-1. May a school require that a transgender, nonbinary, or gender nonconforming student use the restroom or locker room that corresponds with the student's sex assigned at birth?

No. Students must be allowed to use the facilities that correspond with their gender identity. Schools cannot impose on transgender, nonbinary, and gender nonconforming students conditions on the use of facilities that are not required of other students.

- ***Decatur Public Schools has placed all respective gender-neutral signage in the respective restrooms.***

CURRENT PROCEDURES



NAME CHANGE PROCEDURE

We have a current procedure for student name changes.

- Once student notifies school staff of requesting a name change, staff refers to the students counselor(7-12) or school administrator(K-6).
- Counselor notifies building administrator of the student request for name change
- Counselor meets with student to complete a Gender Support Plan
- Counselor asks students if parents can be invited to the Gender Support Plan meeting
- If a student does not wish to have their parent present, explain to student that the name changes in SIS cannot occur without parental consent.

If Gender Support Coordinator positions are filled the steps above would be fulfilled by the Gender Support Coordinator.

Communications have been maintained with Jeffrey Aranowski, Illinois State Board of Education (ISBE), to get clear guidance on certain areas of name change concern.



School Uniform Policy

- Policy 7:160 is the District Student Uniform Policy. Current language does not have Gender conformity, therefore, there is alignment with the recommendation of the LGBTQIA+ Committee.
- Code of Conduct Language: *“Students’ dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Principals shall have the authority to determine proper attire for the school. An administrator may require that a student change into appropriate clothing. Continued failure to comply with the student dress code may result in disciplinary action.”*
- High School Uniform Language- All language is Gender non-conforming. Only discusses the Approved colors, tops, and bottoms

Recommendation to add language in the Code of Conduct that addresses not creating policy that will force conformity to traditional gender roles.

TRAINING PLAN RECOMMENDATIONS



STAFF TRAINING

- Current work is underway with Jessica Smiley at Heritage to set-up free training for all school staff. She is working to provide Virtual LGBTQIA+ specific training to DPS 61 staff.
- Additional paid training would also need to be established for Gender Support Coordinators to effectively work with our students, families and staff in providing them with the most appropriate support to assist them with their Gender Support Plans, student and family support, bullying issues, and on-going training of building staff.
- ***We would like to see all building staff trainings beginning by the end of 20-21 school year.***



Recommended Training Phases

Phase 1- Building Staff/Student Capacity

- Continue collaboration with Community Together(Heritage), to establish a training schedule for building staff.
 - Currently working to train staff beginning at Pre-K through 12th grade.
 - We have had Pre-K students begin with transitions at this age, but also being aware of family dynamics and being familiar with the families they identify and how to appropriately support these families
- Continue searching district staff trainings that can be implemented district wide
- Seek out training for students that can be implemented to all students through SEL

Phase 2- Programmatic Implementation Begins

- Hire Gender Support Coordinators 2021-2022 School year
- Train staff and Designate Safe Spaces in Every School
- Complete implementation of LGBTQ student training into SEL school programs

Phase 3- Progress Monitoring and Continuous Improvement

- Complete and roll out trainings to train all building staff by end of 20-21 school year
- Implement Student Survey for Climate & Culture data



SAFE SPACES for LGBTQIA Students

- “A safe space is a supportive and affirming environment for lesbian, gay, bisexual, trans/transgender, and queer (LGBTQIA+) students” (“Safe Space: A Guide...”)
- “The metaphor of the classroom as a ‘safe space’ has emerged as a description of a classroom climate that allows students to feel secure enough to take risks, honestly express their views and share and explore their knowledge, attitudes and behaviours” (Holley & Steiner)
- Creating a safe space: The basics
 - Prioritize Relationships
 - Encourage creativity as a means of self-expression
 - Create a warm & inviting space
 - Incorporate self-reflection & mindfulness
 - “Our students must feel safe and supported in order to reach their greatest potential” (LaHayne)

Creating Safe Spaces

- You can indicate a Safe Space by:
 - Placing small pride flags in your classroom or office
 - Having a basic understanding of the issues (what members of the LGBTQIA+ community face and relevant current events)
 - Being open to discussing LGBTQIA+ issues in a classroom setting
 - Being willing to meet with LGBTQIA+ students privately to provide additional support
 - Knowing where to direct LGBTQIA students for additional support
 - Recognizing the legal powers and privileges that cisgender & straight people have and which LGBTQ people are denied
 - Committing yourself to personal growth in spite of the discomfort it may sometimes cause
 - Educating those around you who may be misinformed and/or hateful
 - Continuing to advocate for LGBTQIA+ students on a social and policy level, inside and outside of school

SAFE
SPACE LGBTQIA





Safe Space Trainings

Safe Space Training (SafeSpaceTraining.org): [Creating Safe Spaces for LGBTQ+ People](#)

- Fee unknown
- Provides training for schools and businesses

Human Rights Campaign (HRC): [Establishing an Allies/Safe Zone Program](#)

- Free online resources for allies

Safe Zone Project: [About Safe Zone Project](#)

- Free
- Provides online resources for individuals

Campus Pride: [Safe Space Program](#)

- Paid (\$271.50 per person)
- Online trainings for individuals or groups

DISMANTLE
CLASSISM RACISM ABLEISM
TRANSPHOBIA HOMOPHOBIA
ISLAMOPHOBIA FATPHOBIA
MISOGYNY AGEISM BIGOTRY
XENOPHOBIA ANTISEMITISM
OPPRESSION

Curriculum



Recommendations

As curriculum is being reviewed as an outcome for the Resolution on Racism, the audit and curriculum writing should include LGBTQIA+ content and contributions of LGBTQIA+ individuals.

- Teachers of ALL subjects should work to incorporate the contributions of LGBTQIA+ individuals
 - Try to avoid doing an “LGBTQIA+ week” or “LGBTQIA+ day”, and instead consistently bring in said content
 - “LGBTQ students who attend schools with curriculum that is inclusive of LGBTQIA+ people, history, and events experience a better school climate and improved academic outcomes. Curriculum serves as a mirror when it reflects individuals and their experiences back to themselves. At the same time, curriculum serves as a window when it introduces and provides the opportunity to understand the experiences and perspectives of those who possess different identities. An inclusive curriculum should be balanced and include diverse windows and mirrors for every student” (“Inclusive Curriculum”)
- Incorporate LGBTQIA+ content into SEL programming
 - When discussing things such as “name calling” you can ask students if they’ve ever heard “gay” used in a derogatory way. Use that time to explain the meaning of gay and why it is not ok to use in a derogatory manner. Talk about stereotypes of LGBTQIA+ people and gender stereotypes.

STUDENT SURVEY



Student Survey Implementation

Rationale: Unless we ask students, we cannot fully understand what the DPS61 experience is like for our LGBTQIA+ students.

Secondary LGBTQIA+ School Climate Survey: <https://forms.gle/vrdGLocSXjwybSmo6>

P-6 LGBTQIA+ School Climate Survey: <https://forms.gle/vGSG6oUmpxcNKXoH7>

Points to consider:

- Surveys are anonymous to ensure students answer with candor
- Questions focus on **demographics, LGBTQIA+ issues in the classroom, frequency of bullying/harassment, open LGBTQIA+ representation, access to safe spaces/safe adults, and feelings of safety**

Protocol for parents to opt their children out of taking the survey:

- We understand that parents have the option to opt their students out of any and all surveys. We are still working on finding an efficient and effective way to present this survey and the opt out option to parents.

THANKS!

QUESTIONS



Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: Personnel Action
Initiated By: Deanne Hillman, Director of Human Resources, and the Human Resources Department	Attachments: 6 Pages of Personnel Action
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Per Board Policy 5:30: Hiring Process and Criteria – The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School board policy on equal employment opportunities and minority recruitment. *Personnel action supports the Department of Teaching and Learning by ensuring the most qualified staff are hired,*

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 20, 2021
Board Date: January 26, 2021
Re: Personnel Action

EMPLOYMENT RECOMMENDATIONS

TEACHING ASSISTANTS:

Name	Position	Effective Date
Jill Bone	K/1 Instructional Assistant, American Dreamer STEM Academy, 6 hours per day	February 1, 2021
Natalie Conway	Class Size Assistant, Stevenson, 6 hours per day	January 25, 2021
Tayler Dance	504 LPN Assistant, South Shores, 6.5 hours per day	January 25, 2021
Alyssa Heise	Special Education Assistant (SED), Muffley, 6 hours per day	January 19, 2021
Brittany Hogan	K/1 Instructional Assistant, American Dreamer STEM Academy, 6 hours per day	February 1, 2021
JaQuay Owens	Special Education Assistant, Baum, 6 hours per day	January 11, 2021

TRANSFERS

TEACHING ASSISTANT:

Name	Position	Effective Date
Lisa Anderson	From Life Skills Assistant, Montessori Academy for Peace, 6 hours per day to K/1 Instructional Assistant, Parsons, 6 hours per day	January 25, 2021

CUSTODIAN:

Name	Position	Effective Date
Derek Brown	From 2nd Shift Custodian, American Dreamer STEM Academy to 1st Shift Custodian, Hope Academy	January 25, 2021

RESIGNATIONS**TEACHER:**

Name	Position	Effective Date
Callie Stanley	From Leave	End of the 2020-2021 School Year

TEACHING ASSISTANT:

Name	Position	Effective Date
Martiece O'Neal	K/1 Instructional Assistant, American Dreamer STEM Academy	January 22, 2021

OUTREACH PERSONNEL:

Name	Position	Effective Date
Christiana Crutchfield	School Nurse, School Health Services	January 29, 2021

RETIREMENTS**TEACHERS:**

Name	Position	Effective Date
Lisa Betzer	English, MacArthur	End of the 2020-2021 School Year
Barbara Brinkman	Cross Categorical, Dennis Mosaic	End of the 2020-2021 School Year
Amy Brown	Cross Categorical, Franklin	End of the 2020-2021 School Year
Shelly Chabak	Language Arts, Stephen Decatur	End of the 2020-2021 School Year

Vicki Elliott	Health, Stephen Decatur	End of the 2020-2021 School Year
Barbara Falkenheim	Cross Categorical, Sangamon Valley East	End of the 2020-2021 School Year
Cheryl Jackson	Cross Categorical, Johns Hill	End of the 2020-2021 School Year
Annette Kirkpatrick	Grade 2, Hope Academy	End of the 2020-2021 School Year
Cynthia Kraemer	Counselor, MacArthur	End of the 2020-2021 School Year
Sonya Long	Grade 3, Dennis Mosaic	End of the 2020-2021 School Year
Karla Martins	Special Ed Early Childhood, Pershing	End of the 2020-2021 School Year
Karen McCoskey	Grade 2, Muffley	End of the 2020-2021 School Year
Gerri Munos	Life Skills, Parsons	End of the 2020-2021 School Year
Penny Salefski	Cross Categorical, Eisenhower	End of the 2020-2021 School Year
Sonja Tillery-Aten	Math, MacArthur	End of the 2020-2021 School Year
Diane Wells	Special Ed Early Childhood, Pershing	End of the 2020-2021 School Year

COMPENSATION RECOMMENDATIONS:

- The following staff members should be compensated **\$4,250.00** for participating in 3 Circles on January 15, 2021 at Keil:

Kacey Reinholtz	Seth McMillan
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- The following staff members should be compensated **\$25.00** for participating in New Educator #3 on December 16, 2020 at PDI via Zoom:

Kara Anderson	Tucker Mathieson
Carrie Aultman	Apryl Mayes
Aimee Coverstone	Kandice Michener

Paulina Dabrowska
Destiney Dickson
Charles Durst
Lyndi Elliot
Brianna Fink
Skyler Flesch
Hannah Freese
Carla Giberson
Tim Gould
Jihye Han
Christian Jackson
Bryan Kenney
Courtney Kirk
Timothy Koslofski
Arianna Lawson
Katheryn Libbey
Kristina Luttrell

Sharon Renfro
Hanna Reside
Amie Reynolds
Brianna Schmitt
Abby Schoolman
Nathan Schorfheide
Josie St Pierre
Mary Taylor
Angela Thomas
Marissa Thompson
Lindsey Trager
Cassie Walden
Allyson Washburn
Kim Vy Williams
Christina Woo
Tonyan Young

- The following staff member should be compensated **\$924.00** for participating in Winter Extra Academic Time on December 21, 22, 23 and December 28, 29 and 30, 2020 at Parsons:
Tami Browning
- The following staff member should be compensated **\$924.00** for participating in Winter Extra Academic Time on December 21, 22, 23 and December 28, 29 and 30, 2020 at American Dreamer STEM Academy:
Sara Kelly
- The following staff members should be compensated **\$924.00** for participating in Winter Extra Academic Time on December 21, 22, 23 and December 28, 29 and 30, 2020 at Baum:
Tammy Carver
Skylar Harford
Pam Blades
Jewel Grady
Brianna Schmitt
Michelle Vanderberg
- The following staff members should be compensated **\$924.00** for participating in Winter Extra Academic Time on December 21, 22, 23 and December 28, 29 and 30, 2020 at Franklin:
Brienne Barrett
Emily Kane
Macie Gillis
Patricia Paulson
- The following staff members should be compensated **\$924.00** for participating in Winter Extra Academic Time on December 21, 22, 23 and December 28, 29 and 30, 2020 at Hope:
Michelle Brown
Mike Coziahr
Andrea Wakeland

- The following staff members should be compensated **\$924.00** for participating in Winter Extra Academic Time on December 21, 22, 23 and December 28, 29 and 30, 2020 at Montessori Academy for Peace:

Aubrey Jump	Sarah Pritts
Ashley Kitson	Morgan Norsen
Ashley Lofland	Sarah Brice
Lori Shimizu	Temethia Joyner
- The following staff members should be compensated **\$924.00** for participating in Winter Extra Academic Time on December 21, 22, 23 and December 28, 29 and 30, 2020 at Muffley:

Diane Orr	Megan Noel
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- The following staff member should be compensated **\$350.00** for participating in Winter Extra Academic Time on December 21, 22, 23, 2020 at Oak Grove:

Virginia Hughes
- The following staff members should be compensated **\$924.00** for participating in Winter Extra Academic Time on December 21, 22, 23 and December 28, 29 and 30, 2020 at Stephen Decatur:

Matthew Grossman	Ashlee Smith
April Parks	
- The following staff member should be compensated **\$924.00** for participating in Winter Extra Academic Time on December 21, 22, 23 and December 28, 29 and 30, 2020 at SEAP:

Tamara Stoneburg
- The following staff members should be compensated **\$924.00** for participating in Winter Extra Academic Time on December 21, 22, 23 and December 28, 29 and 30, 2020 at South Shores:

Sara Kennedy	Carl Williams
Kristy Watrous	
- The following staff member should be compensated **\$924.00** for participating in Winter Extra Academic Time on December 21, 22, 23 and December 28, 29 and 30, 2020 at Harris Learning Academy:

Abby Delong
- The following staff member should be compensated **\$66.00** for participating in Lead 180 PD on January 12, 2021 via Zoom:

Carrie Sager	Courtney Kaufman
Greg Smith	Abigail Cohlmeier
Karen McFadin	Ashley Major
Crystal Rora	Olivia Mannlein
Jill Hubbard	Yolanda Minor
Carissa Craven	Emily Stogner
Carolynn Keizer	Kylie Hale

Cassie Mann
Melissa Prasun
Kelli Murray
Patricia Paulson
Meredith Crook

Ann Downey
Chelsie Kirschner
Brooke Segelhorst
Jewel Grady
Stacey Williams

To: Dr Paul Fregeau, Superintendent
From: Deanne Hillman, Director of Human Resources
Date: January 26, 2021
Re: Administrative Recommendation

The following person is recommended for the position of Coordinator of Human Resources.

Sevie Jarrett

Moving from Coordinator of Human Resources (Level 8 at \$53,576) to Coordinator of Human Resources (Level 11 at \$78,608).

For payroll purposes only

Effective: December 8, 2020

Pro-rated Yes: ☒ No: ☐ Level 11 Step 19

Base: \$78,608 Number of full contract days: 261

Pro-rated contract Number of pro-rated contract days: 142

Base: \$44,273.47

Account Number:

Salary Approved _____

Date _____

HUMAN RESOURCES COORDINATOR'S CONTRACT

Fiscal Year 2020-2021

This Contract made between the Board of Education of Decatur Public School District No.61, Decatur, Illinois (hereinafter "the Board") and Sevie Jarrett, (hereinafter "the Human Resources Coordinator"), ratified at the meeting of the Board held on December 8, 2020 as found in the minutes of that meeting.

IT IS AGREED:

1. Employment. The Human Resources Coordinator is hereby hired and retained from December 8, 2020 to June 30, 2021, as Human Resources Coordinator in the Human Resources Department.

2. Duties. The duties and responsibilities of the Human Resources Coordinator shall be all those duties incident to the office of the Human Resources Coordinator as set forth in the job description, a copy of which can be found in the employee's personnel file; those obligations imposed by the laws of the State of Illinois upon a Human Resources Coordinator in the Human Resources Department; and to perform such other duties normally performed by a Human Resources Coordinator as from time to time may be assigned to the Human Resources Coordinator by the Superintendent of Schools, Director of Human Resources or the Board. The work day, work year, contract year and holidays and holiday pay for the Human Resources Coordinator shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (May 12, 2020).

3. Salary. The Board shall set the Human Resources Coordinator's salary. For the 2020-2021 fiscal year the amount of the Human Resources Coordinator's salary shall be Forty-Four Thousand Two Hundred Seventy Three Dollars and 47/100 (\$44,273.47) from the first date of fiscal year 2020-2021 until December 7, 2020 and an annualized salary of Seventy-Eight Thousand Six Hundred Eight Dollars and no/100 (78,608.00) beginning on December 8, 2020 for the remainder of the 2020-2021 fiscal year. The Human Resources Coordinator hereby agrees to devote such time, skill, labor and attention to her employment, during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of Human Resources Coordinator for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with the Human Resources Coordinator, nor that the termination date of this Contract has been in any way extended unless so stated in the Board motion.

4. Pension. Administrative Support employees shall be provided with pension as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (May 12, 2020).

5. Evaluation. Annually, but no later than March 1st of each year, the Director of Human Resources shall review with the Human Resources Coordinator progress toward established goals and working relationships among the Human Resources Department, District Leadership Team, principals, the faculty, the staff and the community, and shall consider the Human Resources Coordinator's continued employment and annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to the Human Resources Coordinator in writing within 30 days following the evaluation pursuant to the district's evaluation plan for administrative support employees.

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

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

8. Termination by Contract. During the term of this Contract, the Board and Human Resources Coordinator may mutually agree, in writing, to terminate this Contract. The termination at the end of the term of this Contract shall be as provided by law.

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

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

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

12. Membership Dues. The Board shall pay the cost of Human Resources Coordinator's annual membership dues as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (May 12, 2020).

13. Medical Insurance. Human Resources Coordinator shall be provided with medical insurance and medical insurance options as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (May 12, 2020).

14. Life Insurance. Human Resources Coordinator shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (May 12, 2020).

15. Vacation. Human Resources Coordinator shall be provided with vacation days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (May 12, 2020).

16. Sick Leave and Personal Leave. Human Resources Coordinator shall be provided with sick leave and personal leave days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (May 12, 2020).

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

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

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

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

To the Human Resources Coordinator:
Sevie Jarrett
last known address

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

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

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

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

parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

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

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

26. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.5.

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

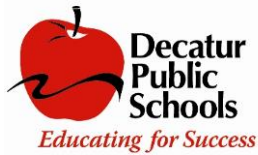
Human Resources Coordinator

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

By: _____
President

ATTEST:

Secretary



Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: Naming of Schools (Johns Hill, Parsons, Franklin)
Initiated By: The Naming Committee	Attachments: None
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The Naming Committee presented its recommendation at the January 26, 2021, Board of Education meeting, following name selection processes at each school. *By consolidating four smaller elementary schools into two larger schools, and building a new campus for Johns Hill, we are working to better support students to assist with Teaching and Learning*

CURRENT CONSIDERATIONS:

Per DPS Policy 4:150 – Facility Management and Building Programs, “Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with the supporting rationale, to the Board. The Board will make the final selection.”

FINANCIAL CONSIDERATIONS:

TBD (signage and printed materials at each newly named school)

IMPACT TO TEACHING & LEARNING:

STAFF RECOMMENDATION:

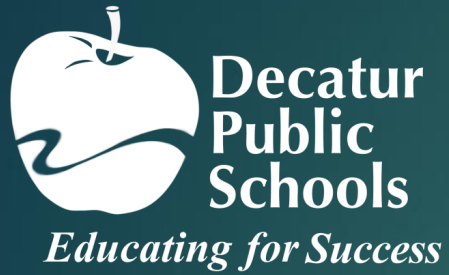
The Administration respectfully requests that the Board of Education approve the Recommendation from the Naming Committee for the following buildings:

- **Johns Hill Magnet School** (remains the same)
- Merger of Stevenson Elementary School and Parsons Accelerated School to **Parsons Elementary School**
- Merger of Franklin Elementary School and Oak Grove Elementary School to **Franklin Grove Elementary School**

RECOMMENDED ACTION:

- ☒ Approval
☐ Information
☐ Discussion

BOARD ACTION:_____



NAMING COMMITTEE RECOMMENDATION

January 26, 2021



Board Responsibilities

District Policy Section 4:150 Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with the supporting rationale, to the Board. The Board will make the final selection.



Committee Process

Naming Committee Members

- ▶ Beth Nolan
- ▶ Beth Creighton
- ▶ Paul Fregeau
- ▶ Jeff Dase
- ▶ Denise Swarthout
- ▶ Maria Robertson
- ▶ Lexy Carson
- ▶ Alana Banks
- ▶ Sherri Carroll (note taker)

Process at Schools

- ▶ Individual school naming committees began holding meetings in Summer/Fall 2020
- ▶ Were required to meet periodically with staff, students, and stakeholders
- ▶ School recommendations presented to District Naming Committee on Friday, January 15, 2021

Process Checklist

13 criteria and documentation required of each naming committee



All naming committee members live in DPS boundary



Merging schools have equal representation



School Naming Committee must include:

- Student representation at each grade span, 5-12
- Parent representation at each grade span, 5-12
- Staff representation at each grade level, 5-12
- Community representation at each grade level, 5-12



Naming committee meets at least once per activity date



Establish student voices committee

- Student representation at each grade level, 5-12



Solicit school community input



Keep minutes from each community input session



Document collaboration between parents, students, community, and staff



Provide evidence that all interested parties are aware of the School-Based Committees & are encouraged to participate



Schools Invited to Participate

All Met Requirements =
Naming Recommendation
will be advanced tonight

- ▶ Johns Hill Magnet School
- ▶ Franklin and Oak Grove Elementary Schools
(combining to single school)
- ▶ Parsons and Stevenson Elementary Schools
(combining to single school)



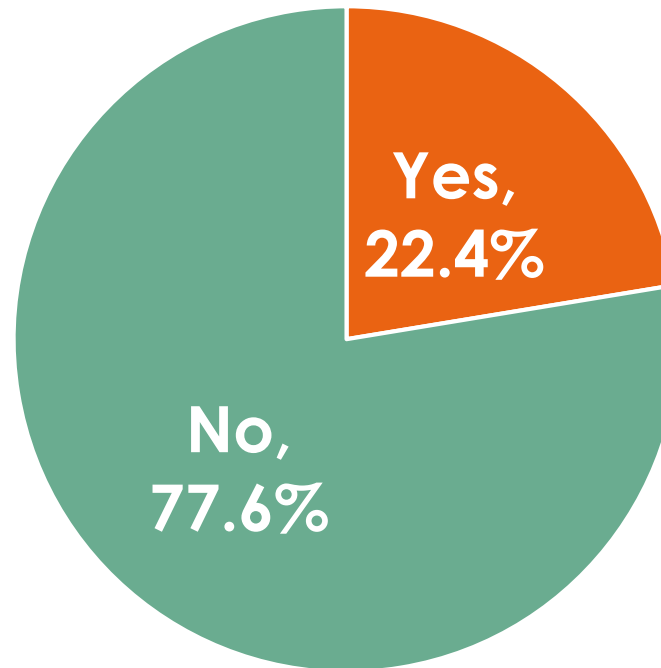
Johns Hill Magnet
School recommends:

Johns Hill Magnet School

Johns Hill students, staff, families, and community members overwhelmingly selected to retain the same school name through a naming survey.

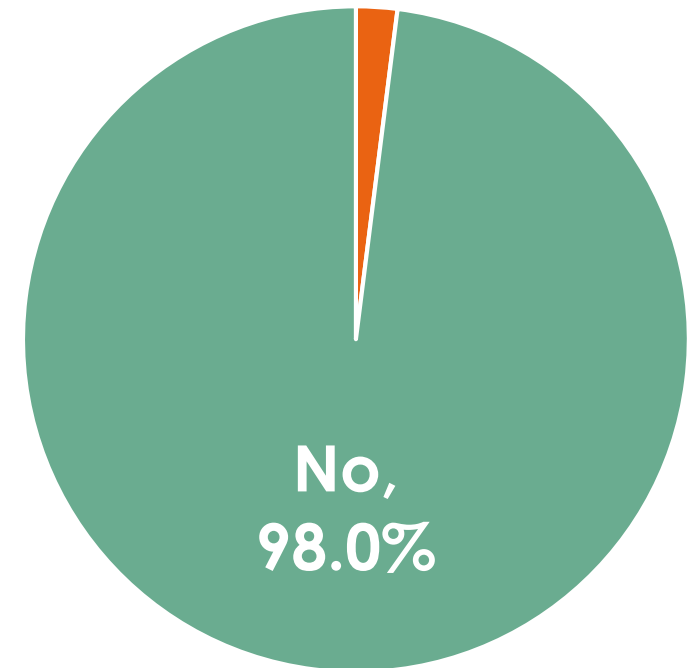
Should the school change its name when the new building is constructed?

Student Results



192 responses

Community Results



197 responses



Franklin & Oak Grove Elementary Schools recommend:

Franklin Grove Elementary School

The Naming Committee received input and name suggestions from staff, students, and community members, then everyone had the opportunity to vote on the top 3 names. (90 votes were received)

Additional voting was done between the top 2 choices. (173 votes were received)

It was very close but **Franklin Grove Elementary** was the winning name.

The committee is pleased that both of the combining schools will be represented in the new name.



History of Parsons Elementary



Parsons Elementary is named for James Parsons, a native of Decatur. Judge Parsons came to Decatur at the age of six, and attended Oakland School, Roosevelt Junior High School, and graduated third in his class from Decatur High School.

In 1934 he graduated from James Millikin University, became a teacher, and then served in the U.S. Navy in World War II.

He attended the University of Chicago Law School and in 1961 was named to the U.S. District Court for Northern Illinois by President John F. Kennedy. **He was the first African American to receive such an appointment.**

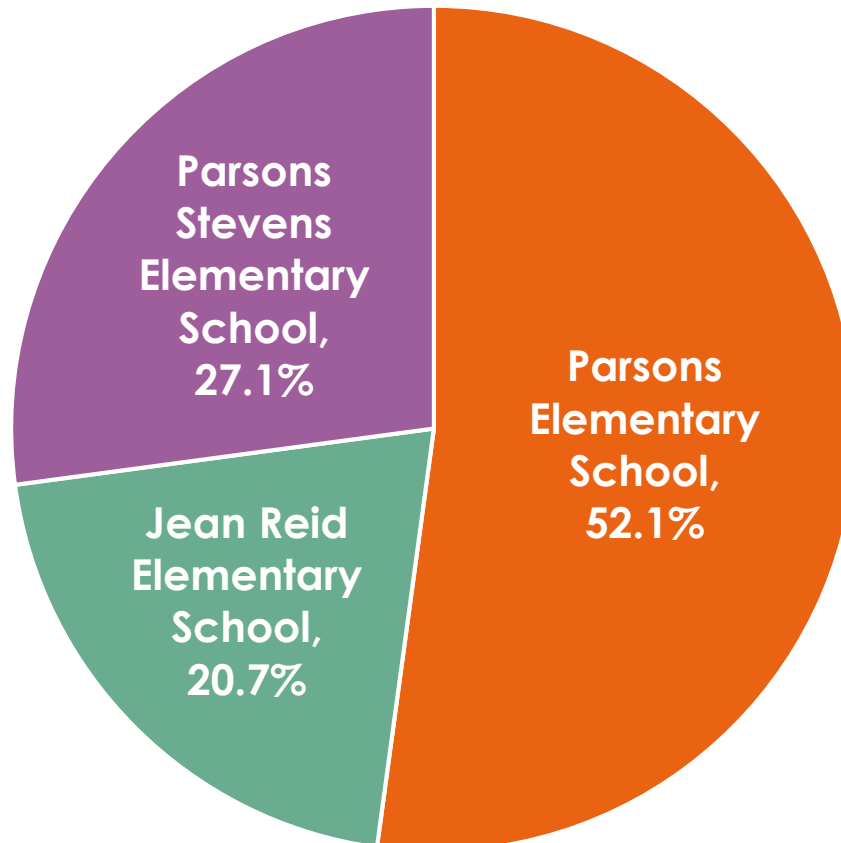
Judge Parsons commented at the school's dedication ceremony that he was humbled by the situation and deeply honored. He said he viewed the naming of the school in his honor as a continuation of "an affection, which I experienced here during my childhood."



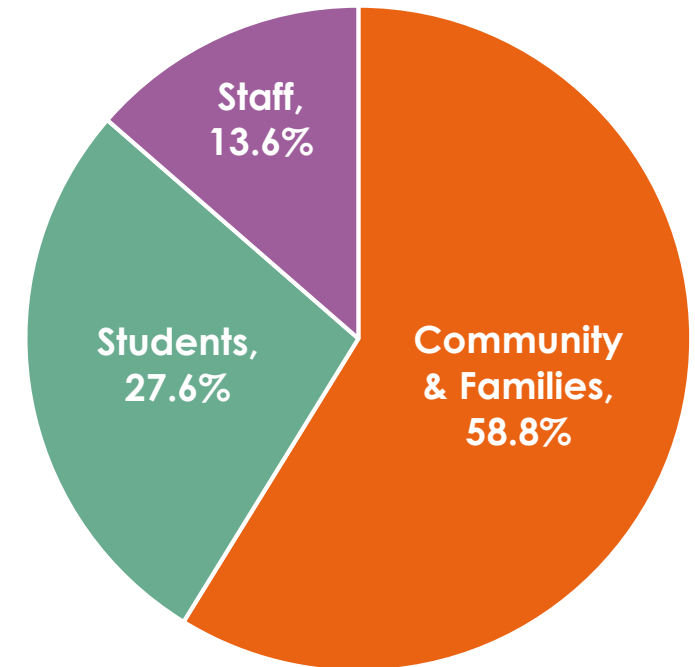
Parsons & Stevenson Elementary Schools recommend:

Parsons Elementary School

The survey, which closed December 6, 2020, resulted in the decision to continue to honor Judge James B. Parsons by retaining the name of Parsons Elementary School.



Survey Participants



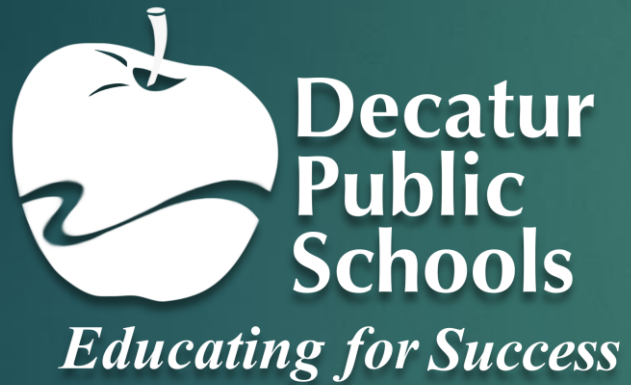
544 responses



Naming Recommendation

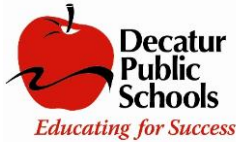
Naming Committee
recommends these
names be approved

- ▶ Johns Hill Magnet School
- ▶ Franklin Grove Elementary School
- ▶ Parsons Elementary School



Questions?

NAMING COMMITTEE RECOMMENDATION



Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: Wireless Access Point Licensing
Initiated By: Maurice Payne, Director of Information Technology	Attachments: None
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The District uses Meraki Wireless Access Points in all buildings except the high schools. The current licensing is expiring. Access Point licensing is an E-Rate eligible expense. The next E-Rate cycle begins July 2021. The Wireless Access Points will not function without a proper license. *These devices are critical for connectivity to support the Teaching and Learning environments.*

CURRENT CONSIDERATIONS:

The agreements provides one year of licensing for one year to support all Meraki Wireless Access Points.

The agreement provides gap coverage to reach the next E-Rate Cycle. After July 2021, a long term license agreement recommendation will be brought to the board, where E-Rate will cover 85% of the licensing costs.

FINANCIAL CONSIDERATIONS:

This recommendation was put out for quotes. Presidio and Gov Connection responded.

Gov Connection: \$105,435.64

Presidio: \$70,086.89

The cost of the Wireless Access Point Licensing agreement would be paid from the FY21 Information Technology Budget.

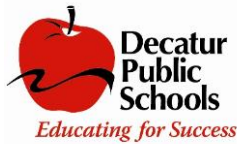
STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the Wireless Access Point Licensing Agreement with Presidio in the amount of \$70,086.89 as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____



Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: VoIP Phone Licensing
Initiated By: Maurice Payne, Director of Information Technology	Attachments: None
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The district uses Cisco VoIP phones district-wide. The current licenses provides for phone usage and basic support. VoIP phones will not function without a proper license. *These devices are critical for building communications to support the Teaching and Learning environments.*

CURRENT CONSIDERATIONS:

The agreements provides five years of licensing coverage for all VoIP phones in the District. The agreement locks in price for the duration of the contract, and will be billed annually.

FINANCIAL CONSIDERATIONS:

The district pursued quotes; however the only vendor to provide a response was Presidio.

The five year cost of the VoIP Phone Licensing agreement is \$154,279.60. The district will be billed annually for \$30,855.92. This purchase would be paid from the Information Technology Budget.

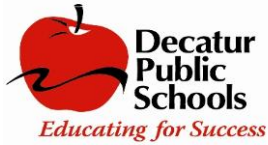
STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the five year VoIP Phone Licensing Agreement through Presidio in the amount of \$154,279.60 as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____



Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: Furnishings for Muffley, Parsons, Franklin, South Shores, and Johns Hill
Initiated By: Steve Kline, Director of Buildings and Grounds	Attachments: BLDD Recommendation Letter, Bid Tabulation Form, and Bid Package Details
Reviewed By: Dr. Paul Fregeau, Superintendent and Dr. Todd Covault, Chief Operational Officer	

BACKGROUND INFORMATION:

The furnishing bids to support the new construction at Muffley, Parsons, Franklin, South Shores, and Johns Hill were opened on December 22, 2020. For clarification, the items for South Shores are 8 items that were not on site after reviewing the punch list for the project. (2-sit/stand desks, 5 wobble stools, and a bookshelf) *The furnishing were selected by the respective building administrator to best support the individual building efforts for Teaching and Learning.*

CURRENT CONSIDERATIONS:

BLDD has reviewed each submitted bid and provides the attached recommendation for each bid package.

FINANCIAL CONSIDERATIONS:

The furnishings would be paid from the Food Services Reserves located in the Education Fund (10) and the Capital Projects Fund (60).

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education award the lowest responsible bid for each package as noted in the following:

- Frank Cooney Company - **\$264,933.08**
 - Bid Package #3: CEF
 - Bid Package #6: Fomcore
 - Bid Package #9: HON
 - Bid Package #15: VS America
 - Bid Package #16: Jonti-Craft, Manhasset, Safco, Virco, and Wenger
- Henricksen - **\$159,345.21**
 - Bid Package #1: Allsteel
 - Bid Package #10: KI
- Illini Supply, Inc. - **\$30,642.00**
 - Bid Package #4: Diversified
 - Bid Package #7: Global Furniture Group

- Resource One Office - **\$144,073.00**
 - Bid Package #2: Benchmark Contract Furniture,
 - Bid Package #5: ERG International
 - Bid Package #8: Group Lacasse
 - Bid Package #11: Landscape Forms
 - Bid Package #12: Magnusson
 - Bid Package #13: MiEN, Co.

The Total for all bid packages is \$1,081,972.53.

- Lincoln Office, LLC - **\$482,979.24**
 - Bid Package #14: Smith Systems

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____



December 28, 2020

Board of Education
Decatur Public School District #61
101 W. Cerro Gordo
Decatur, IL 62523

Re: DPS New Johns Hill School - Furnishings
BLDD Project #186EX16.400
BID TABULATION

Enclosed is a Bid Tabulation Form showing the results of the bids opened on 12/22/2020 for the above-referenced project. We have reviewed the following bids and they appear to be in order:

Frank Cooney Company – Bid Package #3: CEF, Bid Package #6: Fomcore, Bid Package #9: HON, Bid Package #15: VS America, Bid Package #16: Jonti-Craft, Manhasset, Safco, Virco, Wenger for a total of \$264,933.08.

Henricksen – Bid Package #1: Allsteel, Bid Package #10: KI for a total of \$159,345.21.

Illini Supply, Inc. – Bid Package #4: Diversified, Bid Package #7: Global Furniture Group for a total of \$30,642.00.

Lincoln Office, LLC – Bid Package #14: Smith Systems for a total of \$482,979.24.

Resource One Office – Bid Package #2: Benchmark Contract Furniture, Bid Package #5: ERG International, Bid Package #8: Group Lacasse, Bid Package #11: Landscape Forms, Bid Package #12: Magnusson, Bid Package #13: MiEN, Co. for a total of \$144,073.00.

Please advise if the Owner intends to accept these Bids.

We also recommend maintaining a construction contingency of approximately 5% of the bid amount to cover unforeseen conditions that may occur during construction.

Please notify us of the board's actions concerning this bid, as well as your time frame for establishing a pre-construction conference and issuing a Notice to Proceed.

Sincerely,

BLDD Architects, Inc.

Jean M. Underwood, AIA
NCARB, LEED AP O+M
Senior Associate

Bid Tabulation Form

DATE: 12/22/2020
TIME: 3:30 PM

PROJECT NAME: DPS Furnishings for Franklin, Muffley, New Johns Hill, Parsons & South Shores Elementary Schools
CLIENT: Decatur Public School District #61
LOCATION: Videoconference
BLDD PROJECT: 186EX16.400

		Bid Bond / Addendum Received	Frank Cooney Company	Henricksen	Illini Supply, Inc.	Illini Supply Combo Bids	Lincoln Office, LLC	Lincoln Office Combo Bids	Resource One Office	Widmer Interiors	Low Bid
Bid Package #1: Allsteel	5%	Yes	nb	\$6,285.71	nb		nb		nb	nb	\$6,285.71
Bid Package #2: Benchmark Contract Furniture	5%	Yes	nb	\$9,611.67	\$10,212.00	\$10,094.00	nb		\$9,528.00	nb	\$9,528.00
Bid Package #3: CEF	5%	Yes	\$18,540.94	\$19,444.43	\$19,445.00	\$19,150.00	nb		\$19,142.00	\$21,080.91	\$18,540.94
Bid Package #4: Diversified	5%	Yes	\$1,777.56	\$1,884.24	\$1,751.00	\$1,727.00	nb		\$1,905.00	nb	\$1,751.00
Bid Package #5: ERG International	5%	Yes	\$53,581.40	nb	\$58,588.00	\$57,657.00	\$57,094.81	\$55,952.92	\$52,946.00	nb	\$52,946.00
Bid Package #6: Formcore	5%	Yes	\$32,153.68	\$39,482.01	\$40,592.00	\$39,965.00	nb		\$42,752.00	nb	\$32,153.68
Bid Package #7: Global Furniture Group	5%	Yes	\$35,628.16	\$29,752.13	\$28,891.00	\$28,861.00	\$30,995.53	\$30,375.62	\$29,985.00	nb	\$28,891.00
Bid Package #8: Group Lacasse	5%	Yes	\$43,047.59	\$45,236.25	\$43,303.00		\$46,935.38	\$45,996.67	\$34,708.00	nb	\$34,708.00
Bid Package #9: HON	5%	Yes	\$51,920.37	\$65,195.71	\$68,957.00		nb		\$68,973.00	\$71,005.12	\$51,920.37
Bid Package #10: KI	5%	Yes	nb	\$153,059.50	nb		nb		nb	nb	\$153,059.50
Bid Package #11: Landscape Forms	5%	Yes	nb	\$6,302.25	\$6,668.00		nb		\$6,261.00	nb	\$6,261.00
Bid Package #12: Magnusson	5%	Yes	\$4,999.98	\$2,337.25	\$2,363.00		nb		\$2,308.00	nb	\$2,308.00
Bid Package #13: MIEN, Co.	5%	Yes	nb	\$39,516.66	\$39,212.00		nb		\$38,922.00	\$40,419.70	\$38,922.00
Bid Package #14: Smith Systems	5%	Yes	nb	\$622,167.68	\$549,507.00		\$482,979.24	\$473,319.56	nb	nb	\$482,979.24
Bid Package #15: VS America	5%	Yes	\$75,652.00	nb	nb		nb		nb	nb	\$75,652.00
Bid Package #16: Jonti-Craft, Manhasset, Safco, Virco, Wenger	5%	Yes	\$86,666.09	\$97,994.58	\$90,583.00		nb		\$89,229.00	nb	\$86,666.09
Alternative D1: Deduct from the Established Quantity				\$35,262.64	\$38,226.70		\$15,713.30		\$35,997.00		
Total			\$403,967.77	\$1,173,532.71	\$998,298.70	\$157,454.00	\$633,718.26	\$605,644.77	\$430,856.00	\$132,505.73	\$1,081,972.33

BASE BID

GENERAL NOTES:			
1. Vendor(s) who are awarded contracts shall provide samples to Architect for selection of finishes within three (3) days following notification of award.			
2. Vendors to provide the correct glide or caster for flooring surfaces. Flooring surfaces for Johns Hill shown in Johns Hill Drawings. All other schools have carpeted flooring surface.			
Install Order 1: March 1, 2020			
Install Order 2: June 1, 2020			
Install Order 3: June 21, 2020			
ITEM NO.	DESCRIPTION	MODEL NO.	QTY
BID PACKAGE #1 - ALLSTEEL			
T20	RECHARGE - LAPTOP TABLE, 17"W X 22"D X 28"H, TOP: DESIGNER WHITE LAMINATE, EDGE: DESIGNER WHITE, BASE: TEXTURED SILVER	MLM18	6
M-57	TOWNHALL - SOFT ROCKER 31"W X 31"D X 31"H, DUAL UPHOLSTERY. BACK UPH: SILVERTEX STERLING, SEAT UPH: SILVERTEX CARBON	ACEGUM	4
BID PACKAGE #2 - BENCHMARK CONTRACT FURNITURE			
O1	COMO EXTERIOR 61"W X 33.5"D X 33.5"H ONE ARM LOVE SEAT (RIGHT HAND) WITH ALUMINUM FRAME WITH UPHOLSTERED BACK & SEAT. FRAME FINISH: RAL 9004, UPH: BOLTAFLEX WEAVE SIENNA	9806-AL5	1
O2	COMO EXTERIOR ARMLESS LOUNGE CHAIR WITH POWDERCOAT ALUMINUM FRAME AND UPHOLSTERY BACK & SEAT. FRAME FINISH: RAL 9004, UPH: BOLTAFLEX WEAVE SIENNA	9803-AL5	2
BID PACKAGE #3 - CEF CUSTOM EDUCATIONAL FURNISHINGS			
T12	CHAMELEON - 70"W X 40"D X 34"H WORK STATION WITH 48"W OPEN FACE SHELF CABINET ON 2-POD BASE WITH CASTERS. TOP: LAMINATE DOGBONE WHITE, BASE: NORTHSEA GREY	CH-BASE-2P CH-FCS-34-XD-NSS CH-BB-XL-4070-TOP	7
T13	CHAMELEON - 70"W X 40"D X 26"H WORK STATION WITH 48"W OPEN FACE SHELF CABINET ON 2-POD BASE WITH CASTERS. TOP: LAMINATE DOGBONE WHITE, BASE: NORTHSEA GREY	CH-BASE-2P CH-FCS-26-XD-NSS CH-BB-XL-4070-TOP	5
T18	CHAMELEON - 74"W X 30"D X 34"H WORK STATION WITH 48"W SHELF 2-POD BASE WITH DOORS & LOCKS ON CASTERS. TOP: LAMINATE DOGBONE WHITE, BASE: NORTHSEA GREY	CH-BASE-2P CH-FCS-34-DD-NSS LK CH-BB-74	2
BID PACKAGE #4 - DIVERSIFIED			
A3	FIRST AID BENCH, 30"W X 72"L X 26"H, 4" BLACK VINYL TOP CUSHION, MAPLE WOOD BASE, AND LEVELING GLIDES.	FAB-7230M	2
BID PACKAGE #5 - ERG INTERNATIONAL			
S24B	LAGUNA - 66"W STRAIGHT BENCH WITH CENTER LAMINATE TABLE, METAL & WOOD LEGS, AND MOISTURE BARRIER. UPH: ARCCOM BURKINA MINT, LAMINATE: WILSONART FAWN CYPRESS, METAL POWDERCOAT: BRUSHED ALUMINUM	1258T-MB60-WDL	2
S24O	LAGUNA - 66"W STRAIGHT BENCH WITH CENTER LAMINATE TABLE, METAL & WOOD LEGS, AND MOISTURE BARRIER. UPH: ARCCOM NAHOURI BURNT ORANGE, LAMINATE: WILSONART FAWN CYPRESS, METAL POWDERCOAT: BRUSHED ALUMINUM	1258T-MB60-WDL	2

S24R	LAGUNA - 66"W STRAIGHT BENCH WITH CENTER LAMINATE TABLE, METAL & WOOD LEGS, AND MOISTURE BARRIER. UPH: ARCCOM SUKHALA FLAME, LAMINATE: WILSONART FAWN, METAL POWDERCOAT: BRUSHED ALUMINUM	1258T-MB60-WDL	6
S28	MALIBU - 48"W STRAIGHT BANQUETTE WITH CLEAN-OUT & 4 LEGS. BACK UPH: MOMENTUM SILICA CHOPSTICKS SANGRIA, SEAT UPH: ARCCOM OMEGA CHILI.	8500-2FO-CO	4
S29	MALIBU - 72"W STRAIGHT BANQUETTE WITH CLEAN-OUT & 4 LEGS. BACK UPH: MOMENTUM SILICA CHOPSTICKS SANGRIA, SEAT UPH: ARCCOM OMEGA CHILI.	8504-2FO-CO1	2
S30	MALIBU - 48"W BACK-TO-BACK BANQUETTE WITH CLEAN-OUT & 6 LEGS. BACK UPH: MOMENTUM SILICA CHOPSTICKS SANGRIA, SEAT UPH: ARCCOM OMEGA CHILI.	8500-B-2FO-COB	2
S31	MALIBU - 72"W BACK-TO-BACK BANQUETTE WITH CLEAN-OUT & 8 LEGS. BACK UPH: MOMENTUM SILICA CHOPSTICKS SANGRIA, SEAT UPH: ARCCOM OMEGA CHILI.	8504-B-2FO-CO1B	3
BID PACKAGE #6 - FOMCORE			
S17B	LILY PAD 18"DIA. X 3"H FULLY ZIPPERED. UPH: SPRADLING SILVERTEX TURQUOISE	FK007-18X3-Z	3
S17O	LILY PAD 18"DIA. X 3"H FULLY ZIPPERED. UPH: SPRADLING SILVERTEX MANDARIN	FK007-18X3-Z	3
S17R	LILY PAD - 18"DIA. X 3"H FULLY ZIPPERED. UPH: SPRADLING WHISPER MOLTEN	FK007-18X3-Z	39
S22B	RECTANGLE OTTOMAN - 18"W X 16"D X 18"H, ON GLIDES WITH DUAL UPHOLSTERY. TOP UPH: SPRADLING WHISPER ZEST, SIDE UPH: SPRADLING SILVERTEX TURQUOISE	F001-18X16X18-G	16
S22O	RECTANGLE OTTOMAN - 18"W X 16"D X 18"H, ON GLIDES WITH DUAL UPHOLSTERY. TOP UPH: SPRADLING WHISPER ZEST, SIDE UPH: SPRADLING SILVERTEX MANDARIN	F001-18X16X18-G	6
S38	ROBIN EGG 33" W X 27" D X 3" UPHOLSTERED & ZIPPERED FLOOR CUSHION, UPH: WHISPER MOLTEN	F960-33X27X3-Z	12
S41M	LILY CART - 20"DIA. X 34"H ON CASTERS WITH (10) LILY PADS 18"DIA. X 3"H, CART: WHITE LAMINATE, UPH: (4) WHISPER MALLARD, (4) WHISPER MOLTEN, (2) WHISPER ZEST	FK007-CART FK007-18X3-Z	3
S41R	LILY CART - 20"DIA. X 34"H ON CASTERS WITH (10) LILY PADS 18"DIA. X 3"H, CART: WHITE LAMINATE, UPH: (4) WHISPER MOLTEN, (3) WHISPER SALSA, (3) WHISPER CHARCOAL	FK007-CART FK007-18X3-Z	7
S44B	ROUND OTTOMAN - 18"W X 18"D X 18"H, ON GLIDES. UPH: SPRADLING WHISPER MALLARD	F005-18x18-G	28
S44R	ROUND OTTOMAN - 18"W X 18"D X 18"H, ON GLIDES. UPH: SPRADLING WHISPER MOLTEN	F005-18x18-G	42
P-51	18"X18" ROUND OTTOMAN WITH GLIDES. UPH: SILVERTEX CARBON	F005-18x18-G	40
BID PACKAGE #7 - GLOBAL FURNITURE GROUP			
F-57L	SIRENA - LOUNGE WITH TABLET ARM (LEFT) AND CASTERS. UPH: INTERLOCK NIGHTFALL, TABLET: PEWTER MESH	3371CLTL	8
F-57R	SIRENA - LOUNGE WITH TABLET ARM (RIGHT) AND CASTERS. UPH: INTERLOCK NIGHTFALL, TABLET: PEWTER MESH	3371CRTL	8
P-55L	SIRENA - LOUNGE WITH TABLET ARM (LEFT) AND CASTERS. UPH: ARCHITEX INTERLOCK NIGHTFALL, TABLET: GREY NEBULA	3371CRTL	8
P-55R	SIRENA - LOUNGE WITH TABLET ARM (RIGHT) AND CASTERS. UPH: ARCHITEX INTERLOCK NIGHTFALL, TABLET: GREY NEBULA	3371CRTL	8
BID PACKAGE #8 - GROUPE LACASSE			
CO	MORPHEO - 72"W X 24"D DOUBLE BOOKCASE WITH DOORS (CREDENZA). FINISH: SAHARA, HARDWARE: K-CLASSIC IN SILVER	M1NKS-B2472B	1

C1	MORPHEO - 36"W X 20"D SINGLE BOOKCASE WITH DOORS (CREDENZA). FINISH: SAHARA, HARDWARE: K-CLASSIC IN SILVER	M1NKS-2036B	1
C2	MORPHEO - 72"W X 24"D DESK WITH OVERHEAD, TACKBOARD, TASKLIGHT, AND 36" X 24" WARDROBE TOWER WITH MULTI-FILE PEDESTAL AND DOOR CABINET. FINISH: SAHARA, HARDWARE: K-CLASSIC IN SILVER, TACKBOARD: ALPHA MARQUES LIGHT GRAY	LGC-LED31 M1NKS-2436738FF M1NKS-UF24725 M1NNS-E724416P LGCTK7019E	4
C3	MORPHEO - 72"W X 30"D DESK SHELL WITH MOBILE BOX/BOX/FILE PEDESTAL, 9" MODESTY PANEL, & TWO GROMMETS. FINISH: SAHARA, HARDWARE: K-CLASSIC IN SILVER	SM1NNN-TDM30725.1 MNNKS-MP1523UF	1
C4	MORPHEO - RECEPTION CENTER DESKING WITH COMBINATION OF (2) 48"W X 24"D DESK TOPS, (4) 60"X 24" DESK TOPS, (3) B/B/F PEDESTALS, (3) 36"W LATERAL FILES, AND (3) ANGLED CORNER SECTIONS WITH (2) 44"H X 90"W HUTCH BASED ON STANDARD M1NNS-E724416P, AND (1) 44"H X 82"W HUTCH BASED ON STANDARD M1NNS-E724416P. TASK LIGHT AND TACKBOARD UNDER EACH HUTCH. FINISH: SAHARA, HARDWARE: K-CLASSIC IN SILVER, TACKBOARD: ALPHA MARQUES LIGHT GRAY	LGC-LED31 M1NNS-DT2448B SM1NNS-DT2440B M1NNS-DT2466B MNNKS-1836LFL MNNKS-P1518UFL M1NNS-CM44224S SM1NNS-E824416P SM1NNS-E904416P SLGCNN-TK8019E SLGCNN-TK8719E	1
C5	MORPHEO - 72"W X 30"D DESK WITH PARTIAL MODESTY, 18"D MOBILE PEDESTAL, BRIDGE, AND LATERAL FILE CREDENZA INCLUDING HUTCH WITH TACKBOARD & LED TASK LIGHT. FINISH: SAHARA, HARDWARE: K-CLASSIC IN SILVER, TACKBOARD: ALPHA MARQUES LIGHT GRAY	LGC-LED31 M1NKS-S2472LF M1NVS-RTM3072 M1NNS-BR2442 M1NNS-E724416P LGC-TK7019E MNNKS-MP1518UF	2
C6	MORPHEO - 36"W X 14"D X 73"H OPEN BOOKCASE. FINISH: SAHARA	M1NNN-B367314	6
C7	MORPHEO - 60"W X 30"D DESK SHELL WITH BOX/BOX/FILE PEDESTAL, 9" MODESTY PANEL, AND TWO GROMMETS. FINISH: SAHARA, HARDWARE: K-CLASSIC IN SILVER	SM1NNN-TDM3060.1 MNNKS-MP1523UF	5
C8.1	MORPHEO - 36"W X 20"D X 29 3/8"H, 2-HIGH LATERAL FILE. FINISH: SAHARA, HARDWARE: K-CLASSIC IN SILVER	LNKS-203629LF2	3
C8.2	MORPHEO - 36"W X 20"D, 4-HIGH LATERAL FILE. FINISH: SAHARA, HARDWARE: K-CLASSIC IN SILVER	LNKS-203658LF4	6
BID PACKAGE #9 - HON			
A2	MOTIVATE - MOBILE MARKER BOARD 36"W X 72"H ON CASTERS. FRAME: PLATINUM METALLIC	HMVMB-367ZWW	1
S7	IGNITION 2.0 - MID-BACK REACTIVE WITH SYNCHRO-TILT, SEAT SLIDER, HEIGHT & WIDTH ADJUSTABLE ARMS, CASTERS ON STANDARD BASE, ADJUSTABLE LUMBAR. FRAME: TITANIUM, UPH: MELD MAGMA, BACK: TITANIUM	HIWMRA	19
S36	SKIP - COLLABORATIVE CHAIR WITH CUSHION 28"W X 35.5"D X 31"H	HQQ1 HQQ1CUSH	30
T10	MOTIVATE - TRAINING TABLE 60"W X 24"D X 29"H WITH FIXED BASE ON CASTERS WITH 2MM EDGE & GANGING BRACKET. TOP: WILSONART FAWN CYPRESS, BASE: PLATINUM METALLIC, EDGE:	SPLH-MOTV-WRGE HMVB12-FX	16
T11	MOTIVATE - TRAINING TABLE 60"W X 30"D X 29"H WITH FIXED BASE ON CASTERS WITH 2MM EDGE & GANGING BRACKET. TOP: WILSONART FAWN CYPRESS, BASE: PLATINUM METALLIC, EDGE:	SPLH-MOTV-WRGE HMVB34-FX	7
T24	FLOCK - 26" DIA. X17"H LAMINATE COLABORATIVE CYLINDER TABLE. TOP & SIDES: WILSONART FAWN CYPRESS, LEGS: TEXTURED SILVER	HFTLD26	2
T32	BUILD - RIBBON TABLE 54" W X 30"D X 22-34"H ADJUSTABLE HEIGHT ON CASTER. TOP: FAWN CYPRESS, FRAME: PLATINUM METALLIC, EDGE:	HESW3054E HEB4LEG	18
T33	BUILD - WISP TABLE 54" W X 30"D X 22-34"H ADJUSTABLE HEIGHT ON CASTER. TOP: FAWN CYPRESS, FRAME: PLATINUM METALLIC, EDGE:	HESN3054E HEB4LEG	36
F-C1	10500 SERIES - 2 SHELF BOOKCASE, 36"W X 13 1/8" D X 29 5/8" H. FINISH: NATURAL MAPLE D	H105532	16
F-C2	10500 SERIES - 5 SHELF BOOKCASE, 36"W X 13 1/8"D X 71"H. FINISH: NATURAL MAPLE D	H105535	16
P-C1	10500 SERIES - 2 SHELF BOOKCASE, 36"W X 13 1/8" D X 29 5/8" H. FINISH: NATURAL MAPLE D	H105532	16
P-C2	10500 SERIES - 5 SHELF BOOKCASE, 36"W X 13 1/8"D X 71"H. FINISH: NATURAL MAPLE D	H105535	8
S-C1	10500 SERIES - 2 SHELF BOOKCASE, 36" W X 13 1/8 " D X 29 5/8" H. FINISH: FLORENCE WALNUT	H105532	2

BID PACKAGE #10 - KI, INC.			
*T1	CAFEWAY - CAFETERIA ROUND TABLE WITH (4) BENCHES, 60"DIA TOP X 29"H. TOP: NEVAMAR SIMPLICITY, BENCH: NEVAMAR BAILEY, FRAME: CHROME, EDGE: URETHANE	ECTRD2905B4PY	15
*T1 ADA	CAFEWAY - CAFETERIA ROUND TABLE WITH (2) BENCHES (2) STOOLS, & (2) WHEELCHAIR SPOTS, 60"DIA TOP X 29"H. TOP: NEVAMAR SIMPLICITY, BENCH: NEVAMAR BAILEY, STOOLS: CAYENNE, FRAME: CHROME, EDGE: URETHANE	ECTRD3205B2S2PY	4
*T2	CAFEWAY - 144"W X 30"D X 29"H RECTANGULAR FOLDING CAFETERIA WITH 12 STOOLS AND ON CASTERS. TABLE TOP: NEVAMAR SIMPLICITY, STOOLS: CAYENNE, EDGE: SPRAYED	ECTRC291212PY	4
*T6	ATHENS - 48"W X 36"D X 29"H TABLE WITH (2) 4"COLUMN BASES ON DISCS. TOP: WILSONART FAWN CYPRESS, FRAME: STARLIGHT SILVER METALLIC, EDGE: TO MATCH TOP	AH4S3029P-74P-S2	4
*T7	ATHENS - 72"W X 36"D X 29"H TABLE WITH (2) 4"COLUMN BASES ON DISCS. TOP: WILSONART FAWN CYPRESS, FRAME: STARLIGHT SILVER METALLIC, EDGE: TO MATCH TOP	AH4S4229P-74P-S2	4
S8	STRIVE - SLED BASE CHAIR WITH UPHOLSTERED SEAT & BACK WITH CANTILEVER ARMS. UPH: MAHARAM MESSENGER CHERRY, SHELL: POPPY RED, FRAME: CHROME	SSCAUB	8
S19	STRIVE - HIGH DENSITY STACK CHAIR, POLY SEAT. SHELL: POPPY RED, FRAME: CHROME	SWNA	85
S19T	TRANSPORT DOLLY FOR POLY CHAIRS ON 5" CASTERS,. FINISH: BLACK POWDERCOAT FINISH	CSD.BL	3
S23B	MY PLACE - LOUNGE CHAIR (CONTRAST) WITH BACK ON CASTERS WITH GANGING BRACKET, 26"W X 26"D X 32"H. BACK UPH: ARCCOM BURKINA MINT, SEAT UPH: ARCCOM SPECTRUM RAINSTORM, BASE UPH: ARCCOM SPECTRUM RAINSTORM	MPSQRL/CST/FC	6
S23O	MY PLACE - LOUNGE CHAIR (CONTRAST) WITH BACK ON CASTERS WITH GANGING BRACKET, 26"W X 26"D X 32"H. BACK UPH: ARCCOM NAHOURI BURNT ORANGE, SEAT UPH: ARCCOM OMEGA TANGERINE, BASE UPH: ARCCOM OMEGA TANGERINE	MPSQRL/CST/FC	11
S23R	MY PLACE - LOUNGE CHAIR (CONTRAST) WITH BACK ON CASTERS WITH GANGING BRACKET, 26"W X 26"D X 32"H. BACK UPH: ARCCOM SUKHALA FLAME, SEAT UPH: ARCCOM OMEGA CHILI, BASE UPH: ARCCOM OMEGA CHILI	MPSQRL/CST/FC	6
S27B	MY PLACE - LOUNGE CORNER (CONTRAST) WITH BACK ON CASTERS, 26"W X 26"D X 32"H. BACK UPH: ARCCOM BURKINA MINT, SEAT UPH: ARCCOM SPECTRUM RAINSTORM, BASE UPH: ARCCOM SPECTRUM RAINSTORM	MPCRN/RF/CST/FC	3
S27R	MY PLACE - LOUNGE CORNER (CONTRAST) WITH BACK ON CASTERS, 26"W X 26"D X 32"H. BACK UPH: ARCCOM SUKHALA FLAME, SEAT UPH: ARCCOM OMEGA CHILI, BASE UPH: ARCCOM OMEGA CHILI	MPCRN/RF/CST/FC	1
S50	STRIVE - (4) LEG ARMLESS POLY SHELL CHAIR WITH UPHOLSTERED SEAT ON CASTERS. SHELL: POPPY RED, UPH: MAHARAM MESSENGER CHERRY, FRAME: CHROME	SLNAUC	58
T23	ATHENS - 54"W X 30"D X 29"H TABLE WITH (2) 4"COLUMN BASES ON DISCS. TOP: WILSONART FAWN CYPRESS, FRAME: STARLIGHT SILVER METALLIC, EDGE: TO MATCH TOP	AH4S5429P-74P-S2	3
T36	PIROUETTE - 60"W X 36"D X 29"H TRAINING TABLE ON CASTERS WITH GANGING BRACKET. TOP: WILSONART HIGH RISE, FRAME: STARLIGHT SILVER METALLIC, EDGE: TO MATCH TOP	PIFR3060T-74P	6
T37	PIROUETTE - 60"W X 36"D X 36"H TRAINING TABLE ON CASTERS WITH GANGING BRACKET. TOP: WILSONART HIGH RISE, FRAME: STARLIGHT SILVER METALLIC, EDGE: TO MATCH TOP	PIFR3060H36-74P	6
T38	PIROUETTE - 60"W X 24"D X 36"H FIXED COUNTER HEIGHT TABLE ON CASTERS WITH GANGING BRACKET. TOP: WILSONART HIGH RISE, FRAME: STARLIGHT SILVER METALLIC, EDGE: TO MATCH TOP	PINR2460H36-74P	32

T53	PIROUETTE - 60"W X 30"D X 42"H FIXED CAFE HEIGHT TABLE ON CASTERS WITH GANGING BRACKET. TOP: WILSONART HIGH RISE, FRAME: STARLIGHT SILVER METALLIC, EDGE: TO MATCH TOP	PINR3060H42-74P	1
M-53	BUCKUS - 24"H STOOL ON GLIDES WITH BOOKBAG RACK. SHELL: BLACK, FRAME: STARLIGHT SILVER METALLIC	RK4100H248R	48
BID PACKAGE #11 - LANDSCAPE FORMS			
O3	COCHRAN SIDE TABLE, 24"W X 24"D X 15"H WITH POWDERCOAT FINISH. FINISH: WHITE	--	3
O4	COCHRAN LOUNGE CHAIR, 31"W X 31"D X 31"H WITH POWDERCOAT FINISH. FINISH: WHITE	--	2
BID PACKAGE #12 - MAGNUSON GROUP			
S47	STILLA - OUTDOOR CHAIR, POLYPROPYLENE & FIBERGLASS WITH RAINWATER CUT OUT. FINISH: RED	STIL-CHR	8
T52	STILLA TABLE - 28.75" X 28 7/16" SQUARE WITH RUBBER FEET. FINISH: WHITE	STILBL-5	2
BID PACKAGE #13 - MIEN, CO.			
S15	FLEX - STEPS LOUNGE 2 TIER. UPH: D & E SURFACES-MOMENTUM AGORA II TEAL, UPH: A & B SURFACES-MOMENTUM INFINITY LEMONGRASS, UPH: C, F, & G SURFACES-MOMENTUM INFINITY GRAPHITE	FLEX-2703	2
S13	FLEX - STEPS LOUNGE OUTSIDE CORNER. UPH: A, B, C, & D SURFACES-MOMENTUM INFINITY LEMONGRASS, UPH: D & E SURFACES-MOMENTUM AGORA II CHERRY, UPH: G & H SURFACES-MOMENTUM INFINITY PAPAYA	FLEX-2706	2
S14	FLEX - STEPS LOUNGE INSIDE CORNER. UPH: A, B, C, D SURFACES-MOMENTUM INFINITY MACINTOSH, UPH: E & F SURFACES-MOMENTUM AGORA II CARROT, UPH: G & H SURFACES-MOMENTUM INFINITY ATOLL UPH: VERT SURFACES MOMENTUM HITCH CITRUS	FLEX-2705	2
S16	FLEX - STEPS LOUNGE 3 TIER. UPH: A, B, C, & D SURFACES-MOMENTUM INFINITY PAPAYA, UPH: E, F, & G SURFACES-MOMENTUM AGORA II CHERRY, UPH: H & I SURFACES-MOMENTUM LEMONGRASS	FLEX-2704	2
T31	F2F - 62"X43" POST LEG PUZZLE SHAPE TABLE WITH 26.5"-34"H ADJUSTABLE HEIGHT LEGS ON CASTERS. TOP: WILSONART HIGH RISE, FRAME: SILVER POWDERCOAT, EDGE: FOLKSTONE	FFZ-6243-SC	2
T46	SBM - 23.5" X 21.5" X 23.5-45"H PNEUMATIC SIDE TABLE WITH PENCIL TRAY & CUP HOLDER. TOP: WHITE, EDGE: WHITE, FRAME: SILVER	SBM-58539	35
F-T8	SBM - 23.5" X 21.5" X 23.5-45"H PNEUMATIC STATION WITH CASTERS, PENCIL TRAY, & CUP HOLDER. TOP: WHITE, EDGE: WHITE, FRAME: SILVER	SBM-58539	8
M-T2	SBM - 23.5" X 21.5" X 23.5-45"H PNEUMATIC SIDE TABLE WITH CASTERS, PENCIL TRAY & CUP HOLDER. TOP: WHITE, EDGE: WHITE, FRAME: SILVER	SBM-58539	4
P-T5	SBM - 23.5" X 21.5" X 23.5-45"H PNEUMATIC STATION WITH CASTERS, PENCIL TRAY & CUP HOLDER. TOP: WHITE, EDGE: WHITE, FRAME: SILVER	SBM-58539	8
BID PACKAGE #14 - SMITH SYSTEM			
*T3	CAFE - 36"DIA X 1.25" T ROUND CAFE TOP WITH 3/8" T-MOLD EDGE AND 30"DIA. X 36"H K-8 STANDING HEIGHT CIRCULAR BASE. TOP: WILSONART FAWN CYPRESS, EDGE: MOCHA, BASE: PLATINUM	01504 01456	3
*T4	CAFE - 36"DIA X 1.25" T ROUND CAFE TOP WITH 3/8" T-MOLD EDGE AND 30"DIA. X 42"H STANDING HEIGHT CIRCULAR BASE. TOP: WILSONART FAWN CYPRESS, EDGE: MOCHA, BASE: PLATINUM	01504 01457	9
*T5	CAFE - 30"DIA X 1.25" T ROUND CAFE TOP WITH 3/8" T-MOLD EDGE AND 30"DIA. X 29"H SITTING HEIGHT CIRCULAR BASE. TOP: WILSONART FAWN CYPRESS, EDGE: MOCHA, BASE: PLATINUM	01502 01455	4

C10	CASCADE - MEGA TOWER WITH SOLID END PANELS, (36) 3" TOTES, CASTERS, WHITEBOARD BACK AND NO DOORS. BODY: PLATINUM, END PANELS: MOCHA.	910W36000	9
C11.1	CASCADE - MEGA CABINET WITH SOLID END PANELS, SHELVES ONLY, CASTERS, WHITEBOARD BACK, AND NO DOORS. BODY: PLATINUM, END PANELS: MOCHA	B11W00000	40
C11.2	CASCADE - MEGA CABINET WITH SOLID END PANELS, (24) 3" TOTES, CASTERS, WHITEBOARD BACK, AND NO DOORS. BODY: PLATINUM, END PANELS: MOCHA	610W24000	17
C11.3	CASCADE - MEGA CABINET WITH SOLID END PANELS, OPEN SHELVES, (8) 3" TOTES, CASTERS, WHITEBOARD BACK, AND NO DOORS. BODY: PLATINUM, END PANELS: MOCHA	612W08000	3
C13	CASCADE - FILE/FILE MOBILE DRAWER PEDESTAL. FINISH: PLATINUM	19201	1
S1A	18"H FLAVORS - STACK CHAIR W/ (4) LEGS & POLY SHELL. SHELL: APPLE, FRAME: PLATINUM	11849	54
S1B	18"H FLAVORS - STACK CHAIR W/ (4) LEGS & POLY SHELL. SHELL: BURGUNDY, FRAME: PLATINUM	11849	22
S1C	18"H FLAVORS - STACK CHAIR W/ (4) LEGS & POLY SHELL. SHELL: CERULEAN, FRAME: PLATINUM	11849	8
S1FG	18"H FLAVORS - STACK CHAIR W/ (4) LEGS & POLY SHELL. SHELL: FOREST GREEN, FRAME: PLATINUM	11849	55
S1R	18"H FLAVORS - STACK CHAIR W/ (4) LEGS & POLY SHELL. SHELL: RED, FRAME: PLATINUM	11849	21
S2A	24"H FLAVORS - FIXED HEIGHT COUNTER STOOL. SHELL: APPLE, FRAME: PLATINUM	11889	24
S2B	24"H FLAVORS - FIXED HEIGHT COUNTER STOOL. SHELL: BURGUNDY, FRAME: PLATINUM	11889	9
S2C	24"H FLAVORS - FIXED HEIGHT COUNTER STOOL. SHELL: CERULEAN, FRAME: PLATINUM	11889	26
S2FG	24"H FLAVORS - FIXED HEIGHT COUNTER STOOL. SHELL: FOREST GREEN, FRAME: PLATINUM	11889	46
S2L	24"H FLAVORS - FIXED HEIGHT COUNTER STOOL. SHELL: CHARCOAL, FRAME: PLATINUM	11889	28
S2R	24"H FLAVORS - FIXED HEIGHT COUNTER STOOL. SHELL: RED, FRAME: PLATINUM	11889	9
S3B	28"H FLAVORS - FIXED HEIGHT CAFE STOOL. SHELL: BURGUNDY, FRAME: PLATINUM	11890	8
S3R	28"H FLAVORS - FIXED HEIGHT CAFE STOOL. SHELL: RED, FRAME: PLATINUM	11890	10
S4L	14"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: CHARCOAL, FRAME: PLATINUM	11853	38
S4R	14"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: RED, FRAME: PLATINUM	11853	101
S5B	16"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: BURGUNDY, FRAME: PLATINUM	11852	8
S5CL	16"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: CLEMENTINE, FRAME: PLATINUM	11852	2
S5O	16"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: ORANGE, FRAME: PLATINUM	11852	62
S5R	16"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: RED, FRAME: PLATINUM	11852	12
S5Y	16"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: YELLOW, FRAME: PLATINUM	11852	78
S6A	18"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: APPLE, FRAME: PLATINUM	11851	3
S6C	18"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: CERULEAN, FRAME: PLATINUM	11851	46
S6CL	18"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: CLEMENTINE, FRAME: PLATINUM	11851	11

S6O	18"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: ORANGE, FRAME: PLATINUM	11851	11
S6R	18"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: RED, FRAME: PLATINUM	11851	10
S6Y	18"H FLAVORS - NOODLE CHAIR W/ (4) LEGS & POLY SHELL. SHELL: YELLOW, FRAME: PLATINUM	11851	20
S10B	14"H FLAVORS - STACK CHAIR W/ (4) LEGS & POLY SHELL. SHELL: BURGUNDY, FRAME: PLATINUM	11847	92
S10CL	16"H FLAVORS STACK CHAIR W/ (4) LEGS & POLY SHELL (CLEMENTINE)	11848	60
S10L	16"H FLAVORS STACK CHAIR W/ (4) LEGS & POLY SHELL (CHARCOAL)	11848	8
S10R	14"H FLAVORS - STACK CHAIR W/ (4) LEGS & POLY SHELL. SHELL: RED, FRAME: PLATINUM	11847	42
S42C	GROOVE - FIXED HEIGHT STOOL 30"H. SHELL: CERULEAN, FRAME: PLATINUM	33891	4
S42R	GROOVE - FIXED HEIGHT STOOL 30"H. SHELL: RED, FRAME: PLATINUM	33891	4
S48	THEOREM - MOBILE CHAIR WITH ARMS ON CASTERS. SHELL: CHARCOAL, FRAME: PLATINUM	44815	9
T8C	INTERCHANGE - 48"DIA.ROUND TABLE WITH 22"-34"H ADJUSTABLE HEIGHT LEGS. TOP: HIGH RISE, EDGE: CERULEAN, LEGS: PLATINUM	4125	2
T8CL	INTERCHANGE - 48"DIA.ROUND TABLE WITH 22"-34"H ADJUSTABLE HEIGHT LEGS. TOP:HIGH RISE, EDGE: CLEMENTINE, LEGS: PLATINUM	4125	2
T8R	INTERCHANGE - 42"DIA. ROUND TABLE WITH 22"-34" ADJUSTABLE HEIGHT LEGS ON CASTERS. TOP: HIGH RISE, EDGE: RED, LEGS: PLATINUM	4124	2
T9R	ELEMENTAL - 36"W x 36"D x 21.5"-35.5"H SQUARE TABLE WITH 1.25" T TOP, 4MM T-MOLD, AND (4) ADJUSTABLE HEIGHT LEGS. TOP: WILSONART FAWN CYPRESS, EDGE: RED, LEGS: PLATINUM	EL3636	11
T14	CAFE - 30"DIA X 1.25" T ROUND CAFE TOP WITH 3/8" T-MOLD EDGE AND 30"DIA. X 16"H COFFEE TABLE HEIGHT CIRCULAR BASE. TOP: WILSONART FAWN CYPRESS, EDGE: MOCHA, BASE: PLATINUM	01502 01450	3
T15	CAFE - 48"DIA X 1.25" T ROUND CAFE TOP WITH 3/8" T-MOLD EDGE AND 30"DIA. X 29"H SITTING HEIGHT CIRCULAR BASE. TOP: WILSONART FAWN CYPRESS, EDGE: MOCHA, BASE: PLATINUM	01507 01455	1
T19.1	CAFE - TABLE 42"DIA X 29"H WITH X-BASE. TOP: HIGH RISE, BASE: PLATINUM	01506 01463	4
T19.2	CAFE - TABLE 48"DIA X 29"H WITH X-BASE. TOP: HIGH RISE, BASE: PLATINUM	01507 01463	3
T21	ELEMENTAL - YIN YANG TABLE, 54"D x 64"W x 21.5"-35.5"H ADJUSTABLE HEIGHT LEGS ON CASTERS. TOP: FAWN CYPRESS, EDGE: MOCHA, LEGS: PLATINUM	ELYNYG	6
T28R	INTERCHANGE - 3-2-1 LS TABLE, 35" X 50" X 22"-34"H ADJUSTABLE HEIGHT LEGS ON CASTERS. TOP: HIGH RISE, EDGE: RED, LEGS: PLATINUM	3011	3
T28Y	INTERCHANGE - 3-2-1 LS TABLE, 35" X 50" X 22"-34"H ADJUSTABLE HEIGHT LEGS ON CASTERS. TOP: HIGH RISE, EDGE: YELLOW, LEGS: PLATINUM	3011	3
T35L	CASCADE - TEACHER DESK WITH P TOP AND BBF PEDESTAL, LEFT CONFIGURATION. TOP: FAWN CYPRESS, EDGE: MOCHA, FRAME: PLATINUM	26141	11
T35R	CASCADE - TEACHER DESK WITH P TOP AND BBF PEDESTAL, RIGHT CONFIGURATION. TOP: FAWN CYPRESS, EDGE: MOCHA, FRAME: PLATINUM	26140	19
T40	ELEMENTAL - NEST & FOLD 60"W x 30"D x 29"-40"H ADJUSTABLE HEIGHT RECTANGLE TABLE ON CASTERS, TOP: WILSONART HIGH RISE, EDGE: PLATINUM, LEGS: PLATINUM	NL3060HREPPLTEJ	2
T41.1FG	UXL - SIT STAND STUDENT DESK 26"-42"H WITH RECTANGLE TOP, TECHNOLOGY BASKET, & CASTERS. TOP: HIGH RISE, EDGE: FOREST GREEN, FRAME: PLATINUM	26549 76518	33
T41FG	UXL - SIT STAND STUDENT DESK 26"-42"H WITH RECTANGLE TOP & CASTERS. TOP: HIGH RISE, EDGE: FOREST GREEN, FRAME: PLATINUM	26549	8

P-T2P	INTERCHANGE - MINI DIAMOND STUDENT DESK WITH ADJUSTABLE HEIGHT LEGS ON CASTERS. TOP: GREY NEBULA, EDGE: PLATINUM, FRAME: PLATINUM	3083	36
P-T2PU	INTERCHANGE - MINI DIAMOND STUDENT DESK WITH ADJUSTABLE HEIGHT LEGS ON CASTERS. TOP: GREY NEBULA, EDGE: PURPLE, FRAME: PLATINUM	3083	24
P-T3N	INTERCHANGE - HALF MOON 36"D X 72"W X 22"-34"H ADJUSTABLE HEIGHT LEGS ON CASTERS. TOP: GREY NEBULA, EDGE: NAVY, LEGS: PLATINUM	4128	3
P-T3P	INTERCHANGE - HALF MOON 36"D X 72"W X 22"-34"H ADJUSTABLE HEIGHT LEGS ON CASTERS. TOP: GREY NEBULA, EDGE: PLATINUM, LEGS: PLATINUM	4128	3
P-T3PU	INTERCHANGE - HALF MOON 36"D X 72"W X 22"-34"H ADJUSTABLE HEIGHT LEGS ON CASTERS. TOP: GREY NEBULA, EDGE: PURPLE, LEGS: PLATINUM	4128	2
P-T4N	INTERCHANGE - RECTANGLE ACTIVITY TABLE, 60"W X 36"D X 22"-34"H, ADJUSTABLE LEGS ON CASTERS. TOP: GREY NEBULA, EDGE: NAVY, FRAME: PLATINUM	4112	9
P-T4P	INTERCHANGE - RECTANGLE ACTIVITY TABLE, 60"W X 36"D X 22"-34"H, ADJUSTABLE LEGS ON CASTERS. TOP: GREY NEBULA, EDGE: PLATINUM, FRAME: PLATINUM	4112	9
P-T4PU	INTERCHANGE - RECTANGLE ACTIVITY TABLE, 60"W X 36"D X 22"-34"H, ADJUSTABLE LEGS ON CASTERS. TOP: GREY NEBULA, EDGE: PURPLE, FRAME: PLATINUM	4112	6
P-T6L	CASCADE - TEACHER DESK WITH SINGLE BOX/BOX/FILE PEDESTAL, LEFT CONFIGURATION. TOP: GREY NEBULA, EDGE: PLATINUM, FRAME: PLATINUM	26158	4
P-T6R	CASCADE - TEACHER DESK WITH SINGLE BOX/BOX/FILE PEDESTAL, RIGHT CONFIGURATION. TOP: GREY NEBULA, EDGE: PLATINUM, FRAME: PLATINUM	26159	4
S-T1	UXL - SIT STAND STUDENT DESK 26"-42"H WITH LARGE RECTANGLE TOP & CASTERS. TOP: BOARDWALK OAK, EDGE: CERULEAN, FRAME: PLATINUM	26549C	4
BID PACKAGE #15 - VS AMERICA			
A5	SHIFT+ LANDSCAPE ONE-SIDED MOBILE SHELVING ELEMENT W/ CASTERS & (4) ADJUSTABLE SHELVES 43 3/8"H X 41 5/8"W X 16 "D	45318	19
NA1	PANTOMOVE WHEEL	--	170
NA2	PANTOMOVE SPOKES	--	34
S9	M-BENCH - 75"W X 13.75"D X 18.125"H SIDE BENCH. (FOR 78.75"W TABLE). FINISH: TERRA GREY	30205	2
S11R	HOKKI - WOBBLE STOOL, 15-19 3/4"H ADJUSTABLE HEIGHT. FINISH: DARK RED	3813	36
S12DB	HOKKI - WOBBLE STOOL, 19 3/4 - 26 3/4"H ADJUSTABLE HEIGHT. FINISH: DARK BLUE	3814	33
S12LB	HOKKI - WOBBLE STOOL, 19 3/4 - 26 3/4"H ADJUSTABLE HEIGHT. FINISH: LIGHT BLUE	3814	44
S12O	HOKKI - WOBBLE STOOL, 19 3/4 - 26 3/4"H ADJUSTABLE HEIGHT. FINISH: ORANGE	3814	44
S12Y	HOKKI - WOBBLE STOOL, 19 3/4 - 26 3/4"H ADJUSTABLE HEIGHT. FINISH: LIGHT GREEN	3814	27
S39B1	PANTOMOVE-LUPO PLUS (HIGH SEAT) 19 7/8"-29 5/8" ADJUSTABLE HEIGHT CHAIR ON CASTERS. SHELL: DARK BLUE, BASE: ARCTIC	31507	2
S39B2	PANTOMOVE-LUPO LIFT 16.5"-21.5" ADJUSTABLE HEIGHT CHAIR ON CASTERS. SHELL: DARK BLUE, BASE: ARCTIC	31506	3
S39O	PANTOMOVE-LUPO LIFT 16.5"-21.5" ADJUSTABLE HEIGHT CHAIR ON CASTERS. SHELL: ORANGE, BASE: ARCTIC	31506	11
S39R1	PANTOMOVE-LUPO LIFT 16.5"-21.5" ADJUSTABLE HEIGHT CHAIR ON CASTERS. SHELL: DARK RED, BASE: ARCTIC	31506	12

DEDUCT ALTERNATE - COMMON AREAS

GENERAL NOTES:				
1. Deduct quantities of furniture as follows from the Base Bid				
Install Order 1: March 1, 2020				
Install Order 2: June 1, 2020				
Install Order 3: June 21, 2020				
ITEM NO.	DESCRIPTION	MODEL NO.	QTY	ROOM NAME/ NUMBER (QTY)
T20	ALLSTEEL - RECHARGE - LAPTOP TABLE, 17"W X 22"D X 28"H, TOP: DESIGNER WHITE LAMINATE, EDGE: DESIGNER WHITE, BASE: TEXTURED SILVER	MLM18	1	COLLAB 323
Q1	BENCHMARK CONTRACT FURNITURE - COMO EXTERIOR 61"W X 33.5"D X 33.5"H ONE ARM LOVE SEAT (RIGHT HAND) WITH ALUMINUM FRAME WITH UPHOLSTERED BACK & SEAT. FRAME FINISH: RAL 9004, UPH: BOLTAFLEX WEAVE SIENNA	2806-ALS	1	2ND FLOOR BALCONY
Q2	BENCHMARK CONTRACT FURNITURE - COMO EXTERIOR ARMLESS LOUNGE CHAIR WITH POWDERCOAT ALUMINUM FRAME AND UPHOLSTERY BACK & SEAT. FRAME FINISH: RAL 9004, UPH: BOLTAFLEX WEAVE SIENNA	2803-ALS	2	2ND FLOOR BALCONY
S248	ERG INTERNATIONAL - LAGUNA - 66"W STRAIGHT BENCH WITH CENTER LAMINATE TABLE, METAL & WOOD LEGS, AND MOISTURE BARRIER. UPH: ARCCOM SUKHALA FLAME, LAMINATE: WILSONART FAWN, METAL POWDERCOAT: BRUSHED ALUMINUM	1258T-MB60-WDL	4	COMMONS 178 (3) WELLNESS 203 (1)
S240	ERG INTERNATIONAL - LAGUNA - 66"W STRAIGHT BENCH WITH CENTER LAMINATE TABLE, METAL & WOOD LEGS, AND MOISTURE BARRIER. UPH: ARCCOM NAHDURI BURNT ORANGE, LAMINATE: WILSONART FAWN CYPRESS, METAL POWDERCOAT: BRUSHED ALUMINUM	1258T-MB60-WDL	2	CORRIDOR 236
S248	ERG INTERNATIONAL - LAGUNA - 66"W STRAIGHT BENCH WITH CENTER LAMINATE TABLE, METAL & WOOD LEGS, AND MOISTURE BARRIER. UPH: ARCCOM BURKINA MINT, LAMINATE: WILSONART FAWN CYPRESS, METAL POWDERCOAT: BRUSHED ALUMINUM	1258T-MB60-WDL	2	CORRIDOR 301
S38	POMCORP - ROBIN EGG 33" W X 27" D X 3" UPHOLSTERED & ZIPPERED FLOOR CUSHION, UPH: WHISPER MOLTEN	9960-33X27X3-Z	12	LEARNING STAIR 155
S170	POMCORP - LILY PAD 18"DIA. X 3"H FULLY ZIPPERED. UPH: SPRADLING SILVERTEX MANDARIN	PK007-18X3-Z	1	CAMP 230
S178	POMCORP - LILY PAD 18"DIA. X 3"H FULLY ZIPPERED. UPH: SPRADLING SILVERTEX TURQUOISE	PK007-18X3-Z	1	CAMP 307
C1	GROUPE LACASSE - MORPHEO - 36"W X 20"D SINGLE BOOKCASE WITH DOORS (CREDENZA). FINISH: SAHARA, HARDWARE: K-CLASSIC IN SILVER	M1NKS-2036B	1	CONF. 105
S50	KL, INC. - STRIVE - (4) LEG ARMLESS POLY SHELL CHAIR WITH UPHOLSTERED SEAT ON CASTERS. SHELL: POPPY RED, UPH: MAHARAM MESSENGER CHERRY, FRAME: CHROME	SLNAUC	2	CONTROL 143
S19	KL, INC. - STRIVE - HIGH DENSITY STACK CHAIR, POLY SEAT. SHELL: POPPY RED, FRAME: CHROME	SWNA	85	YOGA 211
S197	KL, INC. - TRANSPORT DULY FOR POLY CHAIRS ON 5" CASTERS, FINISH: BLACK POWDERCOAT FINISH	CSD.BL	3	YOGA 211
S27B	MY PLACE - LOUNGE CORNER (CONTRAST) WITH BACK ON CASTERS, 26"W X 26"D X 32"H. BACK UPH: ARCCOM BURKINA MINT, SEAT UPH: ARCCOM SPECTRUM RAINSTORM, BASE UPH: ARCCOM SPECTRUM RAINSTORM	MPORN/RP/CST/FC	2	COLLAB 323
S27R	MY PLACE - LOUNGE CORNER (CONTRAST) WITH BACK ON CASTERS, 26"W X 26"D X 32"H. BACK UPH: ARCCOM SUKHALA FLAME, SEAT UPH: ARCCOM OMEGA CHILI, BASE UPH: ARCCOM OMEGA CHILI	MPORN/RP/CST/FC	1	COLLAB 323
Q3	LANDSCAPE FORMS - COCHRAN SIDE TABLE, 24"W X 24"D X 15"H WITH POWDERCOAT FINISH. FINISH: WHITE	-	3	2ND FLOOR BALCONY
Q4	LANDSCAPE FORMS - COCHRAN LOUNGE CHAIR, 31"W X 31"D X 31"H WITH POWDERCOAT FINISH. FINISH: WHITE	-	2	2ND FLOOR BALCONY
S47	MAGNUSON GROUP - STILLA - OUTDOOR CHAIR, POLYPROPYLENE & FIBERGLASS WITH RAINWATER CUT OUT. FINISH: RED	STIL-CHR	8	OUTDOOR 325
T52	MAGNUSON GROUP - STILLA TABLE - 28.75" X 28.75" SQUARE WITH RUBBER FEET. FINISH: WHITE	STILBL-S	2	OUTDOOR 325

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

DATE/TIME: January 12, 2021

4:00 PM

LOCATION: Keil Administration Building
101 W. Cerro Gordo Street
Decatur, IL 62523

PRESENT: Beth Nolan, President
Kendall Briscoe
Beth Creighton
Dan Oakes

Courtney Carson, Vice President
(arrived 4:06 PM)
Regan Lewis
Andrew Taylor

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

President Nolan called the meeting to order at 4:00 PM.

TOPIC	DISCUSSION	ACTION
Call for Closed Executive Session	President Nolan called the meeting to order and moved into Closed Executive Session to conduct an employee discipline hearing and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, and collective negotiating matters between the Board and representatives of its employees, seconded by Mr. Oakes. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Briscoe, Taylor, Lewis, Creighton, Nolan, Oakes Nay: None Absent: Carson (arrived 4:06 PM) Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Board moved to Closed Executive Session at 4:00 PM.
Return to Open Session	President Nolan motioned to return to Open Session, seconded by Mr. Taylor. All were in favor.	Returned to Open Session at 6:35 PM.
Call for Public Hearing – Resolution to Utilize E-Learning Program in Lieu of Scheduled Emergency Days	President Nolan opened the Public Hearing at 6:47 PM and noted for the Board and public that the hearing, per state regulation, is to give an opportunity to the public and Board Members to present any written or oral testimony and/or comments on the subject According to Section 10-20.56 of the School Code (105 ILCS 5/10-20.56) Adopt a Resolution to Utilize the E-Learning Program in Lieu of District’s Scheduled Emergency Days. Please note that previously all legal notices were properly sent, as appropriate, for this Hearing. President Nolan asked if any written comments had been received or if anyone wanted to present written comments. None had been received and none was presented. President Nolan asked if anyone wished to speak on this subject, Section 10-20.56 of the School Code (105 ILCS 5/10-20.56), and no one requested to speak, but Mrs. Creighton asked if this applied to any emergency day.	Public Hearing was held from 6:44 PM – 6:49 PM.

TOPIC	DISCUSSION	ACTION
	<p>Superintendent Fregeau replied yes, any time we had to cancel school. Mrs. Creighton asked how learning would be provided on these days. Superintendent Fregeau replied that the District would have to adjust when it happens. Mrs. Creighton asked how instruction would be handled if a student did not have their iPad at home. Superintendent Fregeau replied that the plan was for students to take their iPads home every day. Mr. Taylor asked if the District provided mobile hotspots. Superintendent Fregeau replied that we have issued them to families that requested it. Maurice Payne, Director of Information Technology, noted that the District has issued approximately 400 hot spots. The time frame was generally up to a year.</p> <p>President Nolan noted that she had given an opportunity for public participation, oral and written testimony, and then declared the public hearing closed at 6:49 PM.</p>	
Open Session Continued	<p>President Nolan noted that the Board of Education had been in Closed Executive Session to conduct an employee discipline hearing and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, and collective negotiating matters between the Board and representatives of its employees. No action was taken during Closed Executive Session.</p>	Information only.
Pledge of Allegiance	<p>President Nolan led the Pledge of Allegiance.</p> <p>President Nolan stated to the listening audience, "Because of the COVID 19 crisis and the Governor's disaster declarations, this meeting was not fully open. A fully in-person meeting was not practical or prudent because of COVID 19."</p> <p>For the record, the Board of Education, some District Leadership Team Members, the Student Ambassadors, the District Attorney and others participated via Zoom.</p>	
Approval of Agenda, January 12, 2021	<p>Superintendent Fregeau recommended the Board approve the January 12, 2021 Open Session Board Meeting agenda as presented.</p> <p>Vice President Carson moved to approve the recommendation, seconded by Mrs. Creighton. All were in favor.</p>	Agenda was approved as presented.
Public Participation	<p>President Nolan noted that during Public Participation, the Board of Education asked for the following:</p> <ul style="list-style-type: none"> • Identify oneself and be brief. • Any public comments received will be read during this time. • Comments should be limited to 3 minutes. <p>For our listening audience, please note that during any Board of Education meeting and public participation, Board Members do NOT respond and/or comment to public comments.</p>	Information only.

TOPIC	DISCUSSION	ACTION
	Furthermore, the Board refrains from referring to specific students or staff members by name, and requests that public commenters refrain from doing so as well.	
	Jeff Dase, Assistant Superintendent, spoke to the Board and thanked several staff members, a community member, a Board member and countless others for their continued support and encouragement. He also thanked union leadership members for their challenges and encouragement. Mr. Dase noted that throughout his educational career, there have been no scandals and he did not come to Decatur, IL to ruin that record. Mr. Dase stated that he keeps his professional life separate from his personal life. One of his mentors told him, “do not get your honey where you get your money,” and to this day, he has not gone against that advice. The slander was not warranted and he wanted to use his platform to speak on his behalf.	
Board and/or Committee Reports	<p>Mrs. Creighton noted that there would be a Schedule B meeting on Friday, January 15, 2021 at 7:00 AM.</p> <p>President Nolan noted that the Naming Committee met and they heard the recommendations for the three buildings. There was a lot of student and staff participation and recommendations will be brought forward at the next Board of Education meeting.</p>	Information only.
Student Ambassadors	No report from the Student Ambassadors at this time.	Information only.
Board Discussion FFCRA and Return to Learn	President Nolan noted that the Board unanimously gave administration the authority and directive to begin bargaining with all of the collective bargaining units to extend the FFCRA benefits through March 31, 2021. The Board and administration had heard from a number of District employees and they want to accommodate during this pandemic. Conversations will begin Wednesday, January 13, 2021 to try to resolve this issue. Mrs. Creighton noted that less employees would have to use FFCRA benefits if they did not go back to the buildings on January 19, 2021. Vice President Carson agreed with Mrs. Creighton. Mr. Oakes asked for confirmation from the bus company whenever we decide to send the students back to school. Mrs. Lewis, Mr. Taylor, Mrs. Briscoe and President Nolan agreed as well. If the staff stayed home while the students were home, this would help keep everyone as safe as possible.	Information only.
DLT Reports Compliance Document	President Nolan mentioned the compliance document that includes items that the Board would be responsible for as it relates to approval. Mrs. Creighton had policies that were not included in the document along with the Resolution on Racism report. Does this become the responsibility of the Policy Committee or the Board Secretary? President Nolan asked for a document that would cover July through January for first Board meeting in February 2021. This document would include compliances for policies and contracts that would need the attention from the Board of Education. Superintendent Fregeau noted there is a DLT Reports Calendar that has items reported to the Board.	Information only.

TOPIC	DISCUSSION	ACTION
	In the near future, items from this document would come monthly as a standing consent item, along with a cover letter noting completions etc.	
Facilities and Enrollment	President Nolan noted that Board members needed to discuss facilities, enrollment projections and boundaries with administration; there needs to be clarity. She asked for a special work session next week to fully discuss and answer questions. President Nolan asked for items to review before the special meeting. Superintendent Fregeau replied that he would need to discuss with his team. President Nolan asked for the meeting during the middle of next week. More information forthcoming.	Information only.
Resolution on Racism	<p>Section II - Mrs. Creighton noted that they have been working on the Racial Equity Procedure and new terms. She was in the process of gathering feedback from others and the procedure will be updated. This does not require Board approval.</p> <p>Section IV - Mrs. Creighton noted that they had been working on the calendar as it related to cultural holidays. Denise Swarthout, Chief Operational Officer, shared this information via our website by clicking the calendar tab. Colin Cloney, Special Projects Coordinator, also assisted with creating the information regarding the cultural holidays/recognition days. Mrs. Creighton noted that if others would like to share information regarding a holiday, please email WeListen@dps61.org.</p> <p>Section VIII – Mrs. Creighton noted that the Racial Bias Report and Response form was created. Mr. Trimble shared information from this form with building principals, who in-turn will share with their staff. The information from the form will also be disseminated to a list of stakeholder groups in the near future.</p> <p>Section III – President Nolan noted that this committee was working on the Curriculum Audit. They will also develop a rubric that will assist with the Cultural Audit that will take place in the summer.</p> <p>Mrs. Lewis noted that she and Mr. Trimble met with Chrissy Petitt and Chris Shugart regarding the restructuring of the Discipline Action Committee. There will be an upcoming meeting to continue the vision for this committee.</p> <p>Mrs. Creighton noted that she enjoyed reading the letters to the editor from students. Due to the pandemic, the MLK Luncheon could not take place; therefore, students were not able to read their essays. She thanked the teachers and the Herald and Review.</p>	Information only.
Reports from Admins Facility Updates	Brian Beneke, O'Shea Builders, and Mark Ritz, BLDD Architects, presented updates to Building Facilities (see attached). At this time, the current construction projects remain on schedule of completion. Some new school signs (marquees) were also presented (see attached). Staff has been trained and/or scheduled for training on the use of the new marquees. IT will look into software that would change the marquees simultaneously. Upcoming projects will be out for bid in the near future.	Information only.

____TOPIC_____DISCUSSION_____ACTION_____

Dr. Todd Covault, Chief Operational Officer, noted that they were looking into funds from CARES Act (part two) to assist with the expenditures of the site improvements.

Data Update

Jeff Dase, Assistant Superintendent of Teaching and Learning, presented a Data update (see attached). Student attendance needs to improve, but this was a different school year. They will continue to track the progress of students throughout the school year. The District was trying to provide extra academic time because of the unusual circumstances. This will assist with getting our students back on track. Mr. Dase noted that the three things he wanted everyone to take away from this presentation were as follows:

Information only.

- 1) The un-tested numbers – some students were not engaged regularly.
- 2) The achievement gap – parents need to support their student at home and have those conversations with their teachers.
- 3) The high-performing students need the critical thinking skills. The District must keep them engaged by thinking “outside of the box” during this virtual learning climate.

Mr. Dase stated that, hopefully, in-person learning would take place sooner than later.

Mrs. Creighton asked if the Board could get data on SEL (social-emotional learning) and/or the mental health of our students during this virtual learning. Superintendent Fregeau and Mr. Dase had discussed this previously and will share information with the Board in the near future. Mr. Dase noted that once the students return, there may be some coping issues with students and the District wants to get ahead of any issues.

Mr. Dase introduced Dr. Jay Marino, Director of Research, Data and Accountability, and noted that he will be transitioning the presentation of data to him. Dr. Marino brings experience to the District of a diverse population. He shared information from his background and focus in Decatur Public Schools.

First Read of School Board Policies

Dr. Todd Covault, Chief Operational Officer, presented first read on updates to policies from:

Information only.

- Section 03 – General School Administration
- Section 04 – Operational Services
- Section 05 – Educational Support Personnel
- Section 06 – Instruction
- Section 07 – Students

These policies will be submitted for approval during the January 26, 2021 Board of Education meeting.

Mrs. Creighton thanked Marie Jagger-Taylor for her assistance with the development of the Arts policy.

TOPIC	DISCUSSION	ACTION
Return to Learn Update	<p>Superintendent Fregeau presented a Return to Learn update (see attached). At this time, the minimum number of bus drivers metric was not met. Therefore, administration made the determination that we could not bring students back safely on January 19, 2021. The District postponed the “return to learn” date to February 08, 2021. The team will continue to monitor the metrics. The Board and administration discussed the transportation issue with bus drivers. Management informed Mr. Walker that they would be short of bus drivers. Moving forward, the District will work on specific routes so that we would not have this issue again and would be ready for the February 09 in-person learning. Alltown is responsible for hiring drivers.</p> <p>Dr. Covault noted that at this time, the General Assembly had not appropriated any monies towards transportation at this time, therefore, each dollar spent could have been a dollar lost.</p> <p>Mrs. Briscoe asked for an outline of communication with Alltown. Henry Walker will get this information.</p> <p>President Nolan noted that less than half of our students opted to return to learn. Was this a responsible decision since over half of the population would be subject to home schooling? Is this a return to learn plan for only 1/3 of our students?</p> <p>How will the District manage classrooms?</p> <p>The District has spent a lot of effort and resources on how to make this happen with major blocks and issues that affect our families in a negative way.</p> <p>If only 3,500 students opted to in-person learning, 4,500 will be home-schooled by their families.</p>	Information only.
Parson’s Elementary School Principal Announcement and Naming of Buildings	<p>Superintendent Fregeau presented and announced that Holly Kitson was selected to be the Principal of the combined Parsons and Stevenson Elementary School (see attached). Ms. Kitson will select her own assistant principal in the near future.</p> <p>The Naming Committee had been meeting and a recommendation will be brought forward during the January 26, 2021 Board meeting.</p> <p>Ms. Kitson thanked everyone for the opportunity to serve as Principal of Parsons Elementary School.</p>	Information only.
Personnel Action Items	<p>Superintendent Fregeau recommended the Board approve the Personnel Action Items listed in the Memo from Deanne Hillman, Director of Human Resources as presented.</p> <p>Mr. Oakes moved to approve the recommendation, seconded by Mrs. Creighton. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Briscoe, Taylor, Lewis, Carson, Creighton, Nolan, Oakes</p>	<p>Motion carried.</p> <p>Personnel Action Items were approved as presented.</p>

TOPIC	DISCUSSION	ACTION
	Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	
Termination of the Director of B&Gs Contract at the End of the 2020-2021 School Year	Superintendent Fregeau recommended the Board approve a Motion to give Notice to Steve Kline, Director of Buildings and Grounds, of Contract Termination at the End of the 2020-2021 School Year as presented. Mrs. Creighton moved to approve the recommendation, seconded by Mr. Taylor. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Taylor, Oakes, Carson, Briscoe, Creighton, Lewis, Nolan Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	Motion carried. Termination of Steve Kline's Contract at the end of the 2020-2021 School Year was approved as presented.
MOA between DPS BOE and DFTA concerning Staffing of Isolation Rooms	Superintendent Fregeau recommended the Board approve the Memorandum of Agreement (MOA) between the Decatur Board of Education District #61 (Employer) and the Decatur Federation of Teaching Assistants Local #4324 (Union) Illinois Federation of Teachers, American Federation of Teachers, AFL-CIO concerning the Staffing of Isolation Rooms as presented. Mr. Oakes moved to approve the recommendation, seconded by Vice President Carson. Mrs. Creighton asked Angie Wetzel, Coordinator of Health Services, the following: 1) Has training begun? a. They were working through the training with available staff. 2) How many buildings will not have a full-time nurse? a. Seven. 3) For those buildings, would it be a morning/afternoon split or a day of the week split? a. It depends on the needs and the allocation of students per building. 4) Where are we with PPE? a. We have PPE to get started and plan to order more. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Oakes, Nolan, Lewis, Briscoe, Creighton, Carson, Taylor Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	Motion carried. MOA between DPS BOE and DFTA concerning Staffing of Isolation Rooms was approved as presented.
Resolution for E-Learning Program in Lieu of Scheduled Emergency Days for 2020-2021, 2021-2022, and	Superintendent Fregeau recommended the Board adopt a Resolution for E-Learning Program in Lieu of District's Scheduled Emergency Days for three (3) School Years (2020-21, 2021-22, 2022-23) (S1) as presented. Mrs. Creighton moved to approve the recommendation, seconded by Mrs. Lewis.	Motion carried. Resolution for E-Learning in Lieu of Scheduled Emergency Days for 2020-2021, 2021-

TOPIC	DISCUSSION	ACTION
2022-2023 School Years	Mr. Taylor had concerns about this item and felt as if the dates should be made up in the summer, due to the slip in performance. Superintendent Fregeau noted that there was a plan for packets too. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Lewis, Oakes, Creighton, Carson, Briscoe, Nolan Nay: Taylor Roll Call Vote: 6 Aye, 1 Nay, 0 Absent	2022, 2022-2023 School Years was approved as presented.
Treasurer over All District Activity Funds	Superintendent Fregeau recommended the Board approve to Name (Dr. Todd Covault) a Treasurer over all District Activity Funds as presented. Mrs. Creighton moved to approve the recommendation, seconded by Mrs. Lewis. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Carson, Creighton, Taylor, Briscoe, Oakes, Lewis, Nolan Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	Motion carried. Dr. Todd Covault Treasurer over All District Activity Funds was approved as presented.
Significant Change Orders	Superintendent Fregeau recommended the Board approve the Significant Change Orders to Projects as presented. Mr. Oakes moved to approve the recommendation, seconded by Mr. Taylor. President Nolan that she wanted clarity regarding next year's budget as it related to the facilities. A couple of Board Members were hesitant on voting on this item. Mr. Oakes had budgetary concerns. Dr. Covault replied that the work had already been done and they were being brought due to formality. Mr. Oakes asked for an approximate figure on the total number of expenditures and what was left to be completed. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Creighton, Nolan, Taylor, Briscoe, Oakes, Carson, Lewis Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	Motion carried Significant Change Orders were approved as presented.
Resolution: Issue of General Obligation School Bonds, Series 2021	Superintendent Fregeau recommended the Board adopt a Resolution providing for the issue of not to exceed \$18,890,000 General Obligation School Bonds, Series 2021, for the purpose of increasing the Working Cash Fund of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to Stifel, Nicolaus & Company, Incorporated as presented. Mr. Oakes moved to approve the recommendation, seconded by Mr. Taylor. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Nolan, Briscoe, Lewis, Oakes, Creighton, Taylor, Carson Nay: None	Motion carried. Resolution: Issue of General Obligation School Bonds, Series 2021 was approved as presented.

TOPIC	DISCUSSION	ACTION
	Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	
HVAC Chillers for Montessori Academy for Peace and Dennis Kaleidoscope	<p>Superintendent Fregeau recommended the Board approve the Replacement of HVAC Chillers for Montessori Academy for Peace and Dennis Kaleidoscope as presented.</p> <p>Mrs. Creighton moved to approve the recommendation, seconded by Mrs. Lewis.</p> <p>Hearing no questions, President Nolan called for a Roll Call Vote:</p> <p>Aye: Taylor, Carson, Creighton, Oakes, Nolan, Lewis, Briscoe</p> <p>Nay: None</p> <p>Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried.</p> <p>HVAC Chillers for Montessori Academy and Dennis Kaleidoscope were approved as presented.</p>
Furnishings for Franklin, Muffley, Parsons, South Shores and Johns Hill	<p>Superintendent Fregeau recommended the Board approve the Furnishings for Franklin, Muffley (additions), Parsons and South Shores Elementary Schools and Johns Hill Magnet School as presented.</p> <p>Vice President Carson moved to approve the recommendation, seconded by Mr. Taylor. The Board had discussion on the recommendation.</p> <p>President Nolan noted that she would vote no at this time because we need to know the utilization. This would take place during the special meeting next week.</p> <p>The bids were being held for 30 or 60 days.</p> <p>President Nolan motioned to table this item, seconded by Mrs. Briscoe.</p> <p>Mrs. Lewis noted that since principals had input on the furnishings, would they have any changes due to space during the pandemic. Dr. Covault replied that they were involved.</p> <p>Hearing no questions, President Nolan called for a Roll Call Vote:</p> <p>Aye: Creighton, Nolan, Taylor, Briscoe, Oakes, Carson, Lewis</p> <p>Nay: None</p> <p>Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried.</p> <p>Furnishings for Franklin, Muffley, Parsons, South Shores and Johns Hill were tabled as presented.</p>
Permit Application for Demolition of Quonset Hut	<p>Superintendent Fregeau recommended the Board approve the Permit Application for the Demolition of the Quonset Hut near Piggott Field as presented.</p> <p>Mr. Oakes moved to approve the recommendation, seconded by Mrs. Creighton.</p> <p>Hearing no questions, President Nolan called for a Roll Call Vote:</p> <p>Aye: Oakes, Nolan, Lewis, Briscoe, Creighton, Taylor, Carson</p> <p>Nay: None</p> <p>Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p> <p>Daniel Flores, MacArthur High School Student Ambassador, spoke to the Board regarding the good idea to replace snow days with virtual learning.</p>	<p>Motion carried.</p> <p>Permit App for Demolition of Quonset Hut was approved as presented.</p> <p>Information only.</p>

____ TOPIC _____ DISCUSSION _____ ACTION _____

He and his peers loved the snow days and it gives them an opportunity to catch up. Even though it comes at a cost, it was worth having them.

Consent Items	<p>Superintendent Fregeau recommended the Board approve the Consent Items as presented:</p> <p>A. Minutes: Open/Closed Meetings November 17, 2020, Open/Closed Meetings December 08, 2020, Special Open/Closed Meetings December 15, 2020</p> <p>B. Freedom of Information Report</p> <p>C. Bills</p> <p>D. Financial Conditions Report</p> <p>E. Treasurer's Report</p>	<p>Motion carried. Consent Items were approved as presented.</p>
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Mrs. Lewis moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote:
 Aye: Briscoe, Taylor, Lewis, Carson, Creighton, Nolan, Oakes
 Nay: None
 Roll Call Vote: 7 Aye, 0 Nay, 0 Absent

Announcements	<p>The Board of Education sends condolences to the families of:</p> <p>Rita Marie Fluker, who passed away Monday, December 28, 2020. Mrs. Fluker was retired Teaching Assistant from Decatur Public Schools.</p> <p>Janice Wentworth, who passed away Friday, January 01, 2021. Mrs. Wentworth was the mother-in-law of Joe Caputo, Athletic Manager, and grandmother of Bridget Dutcher, Teaching Assistant at Montessori Academy for Peace.</p> <p>Klay Richert, who passed away Sunday, January 10, 2021. Little Mr. Klay was the grandson of Cathy Richert, Payroll Analyst in Decatur Public Schools.</p>	<p>Information only.</p>
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Important Dates	<p><u>January</u> 18 Dr. Martin Luther King Jr. Holiday – NO SCHOOL and District Offices are Closed</p>	<p>Information only.</p>
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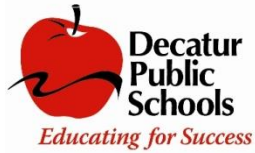
NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, January 26, 2021 at the Keil Administration Building.

Adjournment	<p>President Nolan asked for a motion to adjourn the Open Session. Mrs. Creighton motioned, seconded by Mrs. Briscoe. All were in favor.</p>	<p>Board adjourned at 9:41 PM.</p>
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Beth Nolan, President

Melissa Bradford, Board Secretary



Board of Education Decatur Public School District 61

Date: January 26, 2021	Subject: Monthly Financial Conditions Report
Initiated By: Dr. Todd Covault, Chief Operational Officer	Attachments: Financial Conditions Report
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The attached report illustrates the District's year-to-date revenues and expenditures and provides an explanation of the financial conditions of the Decatur Public School District and Macon-Piatt Special Education District. Having adequate cash flow is important for the teaching and learning process. *Having adequate cash flow is important for the Teaching and Learning process.*

CURRENT CONSIDERATIONS:

As the District completes December, the sixth month of FY21, the Macon-Piatt Special Education District has expended 38.26% of its overall budget; Decatur 61 has expended 53.05% of its overall budget.

As of January 20, 2021 the State Comptroller is holding FY21 ISBE vouchers in the amount of \$3,538,921 of which \$2,436,904 is associated with Evidence Based Funding and \$238,648 is associated with the Early Childhood Block Grant.

The District's December 2020 month-end education fund balance is \$27,845,069; the December 2019 month-end education fund balance was \$29,295,509.

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: _____

2020-2021 Decatur Public S.D. #61
Fund Balance Summary - December 31, 2020

<u>Fund</u>	<u>Fund Balance</u> <u>07/01/20</u>	<u>Revenues Year</u> <u>to Date</u>	<u>Expenditures</u> <u>Year to Date</u>	<u>Net Cash Flow</u>	<u>Change in</u> <u>Fund</u> <u>Balance</u>	<u>Balance</u> <u>12/31/20</u>	<u>Estimated</u> <u>Balance</u> <u>06/30/21</u>
DISTRICT # 61							
Education	\$18,408,485	\$53,644,925	\$44,208,341	\$9,436,584	\$0	\$27,845,069	\$ 12,469,875
Operation & Maintenance	\$1,235,457	\$3,352,284	\$2,739,411	\$612,873	\$0	\$1,848,330	\$ 1,310,542
Debt Service	\$3,875,712	\$71,351,020	\$68,884,000	\$2,467,020	\$0	\$6,342,732	\$ 5,935,482
Transportation	\$2,736,640	\$3,100,904	\$1,449,219	\$1,651,685	\$0	\$4,388,325	\$ 1,523,180
IMRF	\$1,078,326	\$2,324,794	\$1,107,350	\$1,217,444	\$0	\$2,295,770	\$ 1,542,596
Social Security/Medicare	\$1,620,939	\$1,829,469	\$808,196	\$1,021,273	\$0	\$2,642,212	\$ 1,409,309
Capital Projects Fund	\$1,307,761	\$36,910	\$18,076,358	(\$18,039,448)	\$0	(\$16,731,687)	\$ 1,186,127
Working Cash	\$5,216,695	\$333,921	\$0	\$333,921	\$0	\$5,550,616	\$ 5,563,345
Tort Immunity/Judgment	\$3,004,056	\$2,705,212	\$1,432,860	\$1,272,352	(\$128,908)	\$4,147,500	\$ 3,422,319
Fire Prevention/Safety	\$35,322,345	\$339,829	\$1,961,091	(\$1,621,262)	\$0	\$33,701,083	\$ 3,152,316
Totals District 61	\$73,806,416	\$139,019,268	\$140,666,826	(\$1,647,558)	(\$128,908)	\$72,029,950	\$37,515,091
Macon-Piatt Special Ed District	\$5,042,458	\$7,528,590	\$7,386,225	\$142,365	\$0	\$5,184,823	\$ 5,042,458

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

**Percent of year
passed: 50%**

	Revenues	Budget	Actual Y-T-D	Percent Received/Used
12	Education	19,306,662	7,528,590	38.99%
	Operation &			
22	Maintenance	-	-	0.00%
42	Transportation	-	-	0.00%
52	IMRF	-	-	0.00%
	Total Revenues	<u>19,306,662</u>	<u>7,528,590</u>	<u>38.99%</u>

Expenditures

12	Education	17,661,743	6,818,888	38.61%
	Operation &			
22	Maintenance	393,670	7,244	1.84%
42	Transportation	23,750	3,247	13.67%
52	IMRF	1,227,499	556,846	45.36%
	Total Expenditures	<u>19,306,662</u>	<u>7,386,225</u>	<u>38.26%</u>

Net Cash

Total Revenues	19,306,662	7,528,590	38.99%
Total Expenditures	<u>19,306,662</u>	<u>7,386,225</u>	38.26%
Net Cash	<u>-</u>	<u>142,365</u>	

Fund Balances

Actual

12	Education	<u>5,184,823</u>
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Decatur Public School District #61
Report Date: December 2020
Financial Condition as of December 31, 2020

Percent of year passed: 50%

				FY 20 Percent
		Actual	Percent	Received/Used
	Revenues	Budget	Year to Date	Received/Used
			Received/Used	As Of 12/31/19
10	Education	96,728,150	53,644,925	55.46%
20	Operation & Maintenance	6,655,600	3,352,284	50.37%
30	Debt Service	73,136,161	71,351,020	97.56%
40	Transportation	5,365,636	3,100,904	57.79%
50	IMRF	2,780,730	2,324,794	83.60%
51	Social Security	1,896,520	1,829,469	96.46%
60	Capital Projects	19,671,714	36,910	0.19%
70	Working Cash	19,346,650	333,921	1.73%
80	Tort Immunity/Judgment	2,783,560	2,705,212	97.19%
90	Fire Prevention/Safety	489,425	339,829	69.43%
	Total Revenues	228,854,146	139,019,268	60.75%

Expenditures

10	Education	102,666,760	44,208,341	43.06%
20	Operation & Maintenance	6,580,515	2,739,411	41.63%
30	Debt Service	71,076,391	68,884,000	96.92%
40	Transportation	6,579,096	1,449,219	22.03%
50	IMRF	2,316,460	1,107,350	47.80%
51	Social Security	2,108,150	808,196	38.34%
60	Capital Projects	19,793,348	18,076,358	91.33%
70	Working Cash	19,000,000	-	0.00%
80	Tort Immunity/Judgment	2,365,297	1,432,860	60.58%
90	Fire Prevention/Safety	32,659,454	1,961,091	6.00%
	Total Expenditures	265,145,471	140,666,826	53.05%

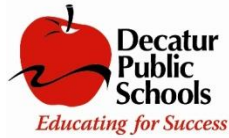
Net Cash

Total Revenues	228,854,146	139,019,268	60.75%
Total Expenditures	265,145,471	140,666,826	53.05%
Net Cash	(36,291,325)	(1,647,558)	

Fund Balances

	Actual
10 Education	27,845,069
20 Operation & Maintenance	1,848,330
30 Debt Service	6,342,732

40	Transportation	4,388,325
50	IMRF	2,295,770
51	Social Security	2,642,212
60	Capital Projects	(16,731,687)
70	Working Cash	5,550,616
80	Tort Immunity/Judgment	4,147,500
90	Fire Prevention/Safety	<u>33,701,083</u>
	Total Funds	<u><u>72,029,950</u></u>



Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: Treasurer's Report
Initiated By: Todd Covault, Chief Operational Officer	Attachments: Treasurer's Report
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The attached report details the District's investments and the status of the District's cash as of December 31, 2020. Having adequate cash flow is important for the teaching and learning process. *Having adequate cash flow is important for the Teaching and Learning process.*

CURRENT CONSIDERATIONS:

N/A

FINANCIAL CONSIDERATIONS:

The Capital Projects Fund currently indicates a significant imbalance of nearly \$13.2 million. The Fire Prevention and Safety Fund, with cash and investments of nearly \$33.7 million, is currently lending funds to the Capital Projects Fund. This imbalance will be resolved with the Working Cash Bond issuance in February 2021.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

☒ Approval
☐ Information
☐ Discussion

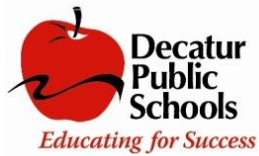
BOARD ACTION: _____

DECATUR PUBLIC SCHOOL DISTRICT #61
TREASURER'S REPORT
DECEMBER 2020

	Cash/Investments as of 11/31/2020	Receipts	Disbursements	Change/Interest	Cash/Investments as of 12/31/20
Education	27,568,944.86	22,271,120.01	27,265,947.99	815.60	22,574,932.48
Operations & Maintenance	2,746,674.98	52,037.23	190,606.10	4.04	2,608,110.15
Debt Service	5,993,065.67	908,345.70	558,903.97	224.71	6,342,732.11
Transportation	4,390,921.69	18,607.30	9,050.52	180.80	4,400,659.27
IMRF	2,889,508.80	32,442.92	171.15	45.36	2,921,825.93
Social Security	3,101,569.46	25,558.41	283.40	75.68	3,126,920.15
Capital Projects	(13,180,817.02)	14,995.26	3,547,234.49	0.00	(16,713,056.25)
Working Cash	5,546,609.69	4,651.88	880.99	235.49	5,550,616.07
Tort/Judgment Immunity	4,863,852.26	37,896.73	529,757.39	136.42	4,372,128.02
Fire Prevention & Safety	33,696,237.26	4,651.88	1,039.66	1,792.01	33,701,641.49
Macon-Piatt Special Education	8,075,889.50	1,718,581.59	137,709.77	181.36	9,656,942.68
Activities	555,161.40	535.20	8,320.20	22.49	547,398.89
	86,247,618.55	25,089,424.11	32,249,905.63	3,713.96	79,090,850.99

Dr. Todd Covault

12/31/20



Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: Approval of School Board Policy
Initiated By: Todd Covault, EdD, Chief Operational Officer	Attachments: Updated Policies <ul style="list-style-type: none">• Section 03 – General School Administration• Section 04 – Operational Services• Section 05 – Educational Support Personnel• Section 06 – Instruction• Section 07 – Students
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The Board Policy Committee regularly reviews Policies to make adjustments based on the Illinois Association School Boards PRESS recommendations, current practices, needed changes to practices, and updates to reflect changes associated with new laws. *The policies are reviewed by the Board Policy Committee and the best corresponding administrator(s) to support the overall efforts of Teaching and Learning.*

CURRENT CONSIDERATIONS:

The policies listed below were presented to the Board as a first reading on January 12, 2021; and, are now being presented for approval. There have been no changes made to the policy following the first reading.

- 3:40 – *General School Administration - Superintendent*
- 4:55 – *Operational Services – Use of Credit and Procurement Cards*
- 4:80 – *Operational Services – Accounting and Audits*
- 4:90 – *Operational Services – Student Activity and Fiduciary Funds*
- 5:270 – *Personnel – Educational Support Personnel – Employment At-Will, Compensation, and Assignment*
- 6:20 – *Instruction – School Year Calendar and Day*
- 6:61 – *Students – Arts Education*
- 6:300 – *Instruction – Graduation Requirements*
- 6:310 – *Instruction – High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*
- 6:320 – *Instruction – High School Credit for Proficiency*
- 6:340 – *Instruction – Student Testing and Assessment Program*
- 7:100 – *Students – Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*
- 7:140 – *Students – Search and Seizure*
- 7:300 – *Students – Extracurricular Activities*
- 7:325 – *Students – Student Fundraising Activities*

FINANCIAL CONSIDERATIONS:

N/A

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the attached School Board Policies as presented.

RECOMMENDED ACTION:

☒ Approval
☐ Information
☐ Discussion

BOARD ACTION: _____

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a Professional Educator License and superintendent endorsement issued by the State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
23 Ill.Admin.Code §§1.310, 1.705 25.355.

CROSS REF: 2:20 (Powers and Duties of the School Board), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

ADOPTED: March 11, 1997

REVISED: April 28, 2009
August 26, 2014
August 11, 2015
January 26, 2021

Operational Services

Use of Credit and Procurement Cards

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board of Education or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. The Superintendent shall limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing bank of these limitations.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision. The Board President shall review purchases made by the Superintendent.
8. Cardholders must submit the original, itemized receipt to document all purchases.

9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.
23 Ill.Admin.Code §100.70(d).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

ADOPTED: May 26, 2009
REVISED: May 22, 2012
August 26, 2014
December 13, 2016
January 9, 2018
January 26, 2021

Operational Services

Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board of Education. The Superintendent or designee, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent or designee shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board of Education and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent or designee shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the (ISBE). The Superintendent or designee shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313 if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

All personal computer system packages valued at \$2,500 or more are to be recorded on the equipment inventory. Personal computer system packages consist of a central processing unit (CPU), system software, and all accessories necessary to make the property operable. Acquisition cost is the net invoice price of the equipment including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment operable. Other charges such as the cost of installation,

transportation, taxes, duty or protective in-transit insurance, shall be included in determining the acquisition cost.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$2,500 and have estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board of Education, as necessary, of the following so that the Board of Education may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent or designee shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$5,000 for high school athletics, \$3,500 for Stephen Decatur Middle School athletics, and \$2,500 for K-8 and athletics.. Noted limits do not apply to the District's flexible spending accounts. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board of Education must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an account containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodian.

Internal Controls

The Superintendent or designee is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board of Education, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board of Education. The Board of Education may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.: 2 C.F.R. §200 et. seq.
30 ILCS 708;, Grant Accountability and Transparency Act,
implemented by 44 Ill. Admin.Code 7000 et. seq.
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-
20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures),
4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity
and Fiduciary Funds)

ADOPTED: May 27, 1997

REVISED: May 27, 2008
May 26, 2009
May 22, 2012
August 5, 2014
July 10, 2018
January 14, 2020
January 26, 2021

Operational Services

Student Activity and Fiduciary Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds.

Student Activity Funds

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board Policy, 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board of Education will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with The School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in (ISBE) rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board of Education, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund with a similar purpose.

Fiduciary Funds

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with the Board policy 4:80, *Accounting and Audits*; State law, and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.
23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

ADOPTED: January 28, 1997

REVISED: May 27, 2008
May 26, 2009
May 22, 2012
August 5, 2014
August 20, 2019
January 26, 2021

Educational Support Personnel

Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent or designee is authorized to make exceptions to employing non-licensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

The School Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid bi-weekly.

Assignment

The Superintendent or designee is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.,

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

ADOPTED: June 10, 1997

REVISED: March 14, 2006
March 13, 2012
October 28, 2014
August 11, 2015
October 13, 2015
January 26, 2021

Instruction

School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent or designee and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-8.05, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2 and 20/1.

10 ILCS 5/11-4.1.

23 Ill.Admin.Code §1.420(f).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd* by 57 F.3d 618 (7th Cir., 1995).

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

ADOPTED: June 24, 1997

REVISED: January 10, 2006
December 9, 2008
August 7, 2012
January 27, 2015
December 10, 2019
January 26, 2021

Students

Arts Education

- A. The Decatur Public School District #61 recognizes Arts Education benefits all students and is an integral part of the core curriculum for all PreK through grade twelve (PreK-12) students.
- B. The Board of Education recognizes Arts Education to include dance, theater, music, visual and media arts.
- C. The Board of Education supports the development, implementation and evaluation of quality, standards-based sequential and comprehensive Pre-K-12 Arts Education, with equity and access for all. Such a curriculum incorporates twenty-first-century learning skills, utilizes innovation and diversity, provides continual improvement techniques, and coordinates planning to provide every student with opportunities for creation, performance, and appreciation of the arts.
- D. The Board of Education supports the following elements in developing and implementing the district's Arts Education in district schools:
 - a. Sequential Arts curriculum, scheduling and assessment for PreK-12 that addresses all students and Illinois Learning Standards
 - b. Qualified teachers in the Arts
 - c. Professional development for classroom and arts teachers consistent with the Illinois Arts Learning Standards
 - d. Standards-based instructional materials and equipment that support Illinois Arts Learning Standards
 - e. Facilities appropriate to achieve Learning Standards
 - f. Opportunities to showcase student learning and student work
 - g. Integration of and access to professional artists, cultural organizations and other community arts resources
 - h. Provision for ongoing review, program evaluation, and development of the District's Arts Education program
- E. The Board of Education shall adopt aligned Learning Standards for dance, music, theatre, visual and media arts that describe the skills, knowledge, and abilities that students shall be expected to possess at each grade level. It is recommended that all K-6 students engage, at a minimum of, 2 days per five-day week for 30 minutes per subject matter.

The Superintendent or designee shall develop an aligned sequential curriculum and standards-based instructional materials for dance, music, theatre, visual and media arts which is consistent with the state curriculum framework and includes the following strands:

1. Artistic Perception: processing, analyzing, and responding to sensory information through the use of language and skills unique to each arts discipline
2. Creative Expression: composing, arranging, and performing a work and using a variety of means to communicate meaning and intent in one's own original works
3. Historical and Cultural Context: understanding the historical contributions and cultural dimensions of an arts discipline

4. Aesthetic Valuing: analyzing and critically assessing works of dance, music, theatre, visual and media arts
 5. Connections, Relationships, and Applications: connecting, comparing, and applying what is learned in one arts discipline to learning in the other arts, other subject areas, and careers
- F. As appropriate, the Superintendent or designee shall provide a standards-based professional development program and Professional Learning Community opportunities designed to increase teachers' knowledge of and ability to teach the arts and to implement adopted instructional materials.
- G. The Board encourages the integration of community arts resources into the educational program and encourages collaboration with community organizations to share resources and seek grant opportunities.
- H. The Board also supports the need to provide funding for high quality, standards-based Pre-K-12 arts education in an equitable manner, consistent with the principle that arts education is an integral part of the core curriculum and education of the whole student.

Legal Reference:

Cross Reference: SP Strategic Plan Strategy 1: Strategic Plan / Strategy 1, 1:30 (Educational Philosophy and Objectives), 3:10 (Goals and Objectives), 4:160 (Environmental Quality of Buildings and Grounds), 5:100 (Staff Development Program), 5:170 (Use of Copyrighted Material), 6:15 (School Accountability), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:250 (Community Resource Persons and Volunteers), 6:235 (Access to Electronic Networks), 6:240 (Field Trips), 6:30 (Curriculum Content), 6:300 (High School Graduation Requirements), 6:340 (Student Testing and Assessment Program), 6:40 (Curriculum Development), 6:60 (Curriculum), 7:10 (Equal Educational Opportunities), 8:10 (Connection with the Community), 8:80 (Gifts to the District), 8:90 (Parent Organization and Booster Clubs), 8:95 (Parental Involvement)

Adopted: January 26, 2021

Instruction

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

A minimum of 22 credit hours is required for graduation from Decatur Public High Schools until 2023. The graduation class of 2023 will need a minimum of 24 credit hours for graduation from Decatur Public High Schools. In 2024 and all graduation classes thereafter, a minimum of 25 credit hours is required for graduation from Decatur Public High Schools. One half (0.5) credit is earned upon successful completion of each semester course. Students must earn Decatur Public School District credit in order to earn a Decatur Public School District diploma.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the United States Armed Forces and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill. Admin. Code § 1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), and 7:50 (School Admissions and Student Transfers to and from Non-District Schools)

ADOPTED: June 24, 1997

REVISED: February 10, 1998
November 23, 1999
February 26, 2002
January 14, 2003
February 22, 2005

January 12, 2010
August 7, 2012
July 16, 2013
January 27, 2015
April 26, 2016
January 9, 2018
January 28, 2020
January 26, 2021

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence (limit 2), virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal or designee approves the substitution(s) and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District.

Registered Apprenticeship Program. The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs. The opportunities and requirements for registered apprenticeship programs contained in this policy will be posted on the District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s).

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website;
5. The Building Principal approves the substitutions; and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Ongoing participation in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses (limit 2), life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a,
5/27-6, 5/27
22.3, and 5/27-22.05.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill.Admin.Code §§1.425(e), 1.440(f), 1.470(c), and Part 255

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements),
6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School
Credit for Proficiency), 7:50 (School Admissions and Student Transfers To
and From Non-District Schools) and 7:260 (Exemption from Physical
Education)

ADOPTED: June 24, 1997

REVISED: February 26, 2002
August 7, 2012
February 24, 2015
January 12, 2016
January 10, 2017
January 8, 2019
January 26, 2021

Instruction

High School Credit for Proficiency

Proficiency Credits

Subject to the limitations in this policy and State law, the Superintendent or designee is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. Students must successfully complete the courses listed in 105 ILCS 5/27-22 in order to receive a high school diploma. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

Foreign language - A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

Other proficiency testing - The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

LEGAL REF.: 105 ILCS 5/10-22.10, 5/10-22.43, 5/10-22.43a, 5/27-12.1, 5/27-22, 5/27-22.10, and 5/27-24.3, 23 Ill.Admin.Code Part 680.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), 6:315 (High School Credit for Students in Grade 7 or 8)

ADOPTED: June 24, 1997

REVISED: August 7, 2012
January 27, 2015
January 12, 2016
January 26, 2021

Instruction

Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
105 ILCS 10/, Illinois School Student Records Act.
105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: March 11, 1997

REVISED: June 26, 2001
August 7, 2012
February 24, 2015
March 24, 2015
January 10, 2017
January 9, 2018
August 20, 2019
January 26, 2021

Students

Health, Eye, and Dental Examinations; Immunizations; Exclusion of Students

Required Health Examinations and Immunizations

A student's parent/guardian shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate development screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent/guardian of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering the sixth grade and their parent/guardian information about the link between human papilloma virus (HPV) and HPV-related cancers and the ability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent/guardian.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The

schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may not be allowed to attend classes until proof of the vaccination(s) is properly submitted.

Eye Examination

Parent/guardian of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

Parent/guardian are encouraged to have their children undergo an eye examination yearly or whenever health examinations are required.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent/guardian are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent/guardian are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent/guardian present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate or Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures pursuant to Board Policy 7:280,

Communicable and Chronic Infectious Disease and State rules if there is an outbreak of one or more diseases from which the student is not protected.

2. Health examination or immunization requirements on medical grounds if a physician, advanced practice registered nurse, or physician assistant provides written verification;
3. Eye examination requirement if the student's parent/guardian show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et. seq., McKinney-Vento Homeless Assistance Act
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill. Admin.Code §1.530.
77 Ill. Admin.Code Part 665.
77 Ill. Admin Code Part 690.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: March 25, 1997

REVISED: November 12, 2003
November 8, 2005
February 12, 2013
February 24, 2015
January 12, 2016
June 27, 2017
January 8, 2019
September 8, 2020
January 26, 2021

Students

Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and search lockers, desks, parking lots, and other school property equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by a school authority who conducted the search, and given to the Superintendent or designee.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Right to Privacy in the School Setting Act, 105 ILCS 75/.
Cornfield v. Consolidated High School Dist.No. 230, 991 F.2d 1316 (7th Cir., 1993).
People v. Dilworth, 169 Ill.2d 195 (1996), *cert. denied*, 116 S.Ct. 1692 (1996).
People v. Pruitt, 278 Ill.App3d 194 (1st Dist. 1996), *app. denied*, 667 N.E. 2d 1061, (Ill.App.1, 1996).
T.L.O.v. New Jersey, 469 U.S. 325 (1985).
Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995).
Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)

ADOPTED: July 8, 1997

REVISED: November 22, 2005
September 11, 2012
January 27, 2015
January 12, 2016
January 26, 2021

Students

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent/guardian must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parent/guardian must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgement of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS, 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head

Injuries), 7:340 (Student Records)

ADOPTED: April 8, 1997

REVISED: December 9, 1997
November 25, 2003
November 8, 2005
September 11, 2012
May 28, 2013
May 27, 2014
January 27, 2015
January 12, 2016
January 26, 2021

Students

Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

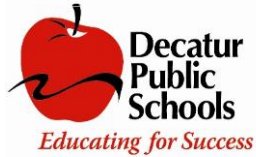
1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participating in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.: 105 ILCS 5/10-20.19(3).
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80
(Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: April 22, 1997

REVISED: November 8, 2005
May 22, 2012
January 27, 2015
October 13, 2015
May 26, 2020
January 26, 2021



Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: Job Description
Initiated By: Dr. Todd Covault, Chief Operational Officer	Attachments: Job Description: Director of Buildings and Grounds
Reviewed By: Deanne Hillman, Director of Human Resources and Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The Director of Buildings and Grounds job description has been updated to align with the current duties and expectations of the position. *A primary role of the Director of Buildings and Grounds is to provide safe and conducive environments to support Teaching and Learning.*

CURRENT CONSIDERATIONS:

The following job description was reviewed and updated as indicated:

Position Title	Changes/Updates
Director of Buildings and Grounds	Updated Purpose, Qualifications, Reports To, Supervises, Is a Member Of, Maintains Liaison With, Duties and Responsibilities, and Salary Range.

FINANCIAL CONSIDERATIONS:

This position is within current budget.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

TITLE: Director of Buildings and Grounds

PURPOSE: To provide students and staff with a high quality and safe physical environment using available resources.

QUALIFICATIONS:

1. Bachelor's Degree preferred in electrical, architectural, civil or mechanical engineering or architecture.
2. In lieu of the specified degree above, eight years of experience required in a related administrative/leadership role.
3. Experience
 - a. Minimum of eight years of successful administrative experience managing various levels of supervision.
 - b. Experiences in the maintenance of school buildings and grounds are highly desirable.
 - c. Experience in the development and oversight of collective bargaining agreements.
4. Skills, knowledge, and abilities:
 - a. Ability to develop and administer effective and efficient custodial programs.
 - b. Ability to develop and administer effective preventative maintenance programs.
 - c. Ability to exert strong leadership and inspire superior performance in members of the staff.
 - d. Ability to make firm decisions in the areas of responsibility and delegate responsibility to members of the staff.
 - e. Ability to function effectively as a member of the district's administrative team.
 - f. Ability to communicate effectively in spoken as well as written language.
 - g. Understanding of the Illinois Health Life Safety Code.
 - h. Understanding of budgets, accounting, processes and procedures.

REPORTS TO: Superintendent's Designee

SUPERVISES:

Directs and evaluates the work of Buildings and Grounds employees including:

1. Maintenance Leadership and respective Departmental Employees
2. Custodial Leadership and respective Departmental Employees
3. Administrative Assistant
4. External architects, engineers, contractors, and other external service providers.

IS A MEMBER OF:

District Leadership Team
Buildings and Grounds Department

MAINTAINS LIAISON WITH:

1. All members of central administration
2. Principals
3. City, County, and State governmental departments
4. Regional Office of Education

5. Macon-Piatt Special Education District

DUTIES & RESPONSIBILITIES:

The positions essential duties and responsibilities include but are not limited to:

1. Supervision of daily maintenance and custodial operations.
2. Screens candidates and makes employment recommendations to the Human Resources Department.
3. Evaluates the performance of all staff assigned under direct supervision and ensures that departmental members not under direct supervision are evaluated.
4. Thoroughly understands the Illinois Educational Labor Relations Act.
5. Knowledgeable of the provisions of respective collective bargaining agreements to properly administrate those provisions for which the director is responsible.
6. Frequently assesses each District facility.
7. Supervises the district garage operations.
8. Development and administration of procedures, systems, and controls for improvement of efficiency and minimization of operating costs relating to occupancy and use of buildings and grounds.
9. Establishes standards and long-term priority programs for maintenance and modernization of buildings and grounds, monitors and updates to ensure progress in obtaining goals and objectives.
10. Develops work methods, analysis procedures, and refines schedules.
11. Formulation and administration of the budgets for the Operations and Maintenance fund, the Life Safety fund, and the Site and Construction fund. Uses a basis of fund availability in decision making.
12. Performs quality control inspections and analysis of work accomplished to ensure compliance with current standards, codes, regulations, and Architectural design intentions.
13. Works with architects and the Coordinator of Purchasing to establish bid specifications for work to be accomplished under contract.
14. Works with the Coordinator of Transportation to schedule the movement of items within the District.
15. Oversees or acts as the construction manager for internal building projects.
16. Maintains project records, incorporates applicable information into site files, records cost data, and provides such reports as may be required relating to facilities, construction and/or the State School Building Program.
17. Attends all Board meetings and presents reports as necessary.
18. Reviews status of Health Life Safety work and maintains associated records.
19. Serves as District Safety Coordinator. Is responsible for publishing and continuing revision of a safety manual which shall include all school and department applications. Monitors District-wide self-inspection program.
20. Coordinates inspections from the Regional Office of Education and other inspections relative to workers' compensation, general liability, life safety and boilers; initiates and supervises appropriate follow-up to those inspections.
21. Establishes and maintains a safe and effective work environment, including employees and training programs. Enforces safety rules. Inspects for unsafe acts/conditions and identifies prompt corrective action to eliminate causes of accidents.

22. Complies with statute, Administrative Code, Building Code, OSHA Standards, and District Policies/Procedures.
23. Meets regularly with the District's Financial Officer.
24. Other duties as assigned.

TERMS OF EMPLOYMENT:

Salary is determined by the Board of Education. This position is exempt under the Federal Labor Standards Act. The position is twelve month work year (260, 261, or 262 work days).

SALARY RANGE:

District Salary Schedule for Administrative Personnel

EVALUATION:

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

PHYSICAL DEMANDS:

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift. Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

MENTAL DEMANDS:

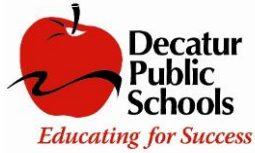
There may be a number of situations happening at once, and the Administrator must be prepared to handle accidents and emergencies at any time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Administrator will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Administrator will have to supervise, or make sure students are supervised at all times.

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



Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: Job Descriptions
Initiated By: Deanne Hillman, Director of Human Resources	Attachments: Job Descriptions: Elementary/PK-8 Assistant Principal; Elementary/PK-8 School Principal
Reviewed By: Dr. Paul Fregeau, Superintendent of Schools	

BACKGROUND INFORMATION: The Elementary/PK-8 Assistant Principal and the Elementary/PK-8 School Principal job descriptions have been updated to align with current duties and expectations. *Updating administrative job descriptions supports the Department of Teaching and Learning by ensuring the most qualified staff are hired.*

CURRENT CONSIDERATIONS:

The following job descriptions were created or updated as indicated:

Position Title	Changes/Updates
Elementary/PK-8 Assistant Principal	Updated title, qualifications, terms of employment and salary range.
Elementary/PK-8 School Principal	Updated title, terms of employment and salary range.

FINANCIAL CONSIDERATIONS:

Included in 2020-2021 budget.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

TITLE: Elementary/PK-8 Assistant Principal

QUALIFICATIONS:

1. Master's Degree with Illinois Certificate and as a School Administrator.
2. Three years of successful teaching, administrative or supervisory experience.
3. State of Illinois certification to evaluate staff preferred.
4. Skills, Knowledge, and abilities:
 - a. Ability to exert strong leadership in the administration of early childhood, elementary and middle school and in the handling of a wide variety of student issues.
 - b. Knowledge of sound early childhood, elementary and middle school educational programs.
 - c. Thorough knowledge of counseling, guidance, and development of children, and the ability to translate into sound practice.
 - d. Ability to make firm decisions in the areas of responsibility and to delegate the responsibility to members of the early childhood, elementary and middle school staffs.
 - e. Ability to function effectively as a member of the school staff.
 - f. Ability to communicate effectively.

REPORTS TO: Principal

MAINTAINS LIAISON WITH:

1. All staff members of school
2. Community Agencies
3. Parent Groups

JOB GOAL:

To assist the principal in providing school wide leadership and to learn the role of the principal.

PERFORMANCE RESPONSIBILITIES:

The following are the essential fundamentals to include but not limited to the following job duties:

1. Assists the building principal in supervising conduct within the school.
2. Assists the principal in the general administration of the schools and serves as the principal when the principal is absent.
3. Assists in the preparation of scheduling classes.
4. Assists in the preparation of student, teacher, and parent handbooks
5. Serves with parent, faculty, and student groups as requested in promoting educational and related programs.
6. Assists in supervision of extra-curricular activities.
7. Trains and supervises non-certified supervisory personnel (i.e. lunch, noon, playground, bus).
8. Develops registration packets and produces and supervises registration.
9. Other duties and responsibilities as the principal may assign from time to time.

TERMS OF EMPLOYMENT:

Salary is based upon the salary schedule established by the Board.
200 Days per year.

SALARY RANGE: District Salary Schedule for Administrative Personnel

EVALUATION:

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

PHYSICAL/MENTAL DEMANDS AND WORKING ENVIRONMENT:

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

Physical Demands:

The employee deals mostly with people, objects, and equipment in the educational setting. The employee is regularly required to bend, stoop, twist, turn, reach, lift (occasionally up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each day. Depth perception and field of vision are important. The employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative and must be able to differentiate tones and volumes in conversation.

Mental Demands:

The employee must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the employee must be prepared to handle accidents and emergencies at any time.

Work Environment:

The employee will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the employee will have to supervise, or make sure students are supervised students at all times. The employee is required to drive their own vehicle to various locations throughout the District.

The statements describe the general purposes and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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

TITLE: Elementary/PK-8 School Principal

PURPOSE: The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

QUALIFICATIONS:

- Five years experience in education
- Three years of the five years shall be successful experience in a school leadership role
- Thorough knowledge of the principles, methods, strategies, goals and objectives of public education
- Master's degree in related field (e.g. Educational Administration)
- Administrative license required
- State of Illinois certification to evaluate staff preferred
- Experience ensuring a standards-based and aligned curriculum that meets the needs of all students and student groups is implemented
- Experience ensuring the implementation of high-quality, effective classroom instructional strategies that improve performance of all students and student groups is implemented
- Experience ensuring equity, culturally responsive practices are developed and implemented
- A proven track record of eliminating achievement gaps that is support by data
- Ability to coach and develop teachers by providing actionable feedback to improve the quality of instruction
- Ability to use student level data to drive continuous improvement ensuring every student has sufficient opportunity to meet and exceed standards
- Ability to maintain a supportive, secure and respectful learning environment that ensures the social, emotional and physical well-being of staff and students
- Knowledge of procedures, techniques and strategies pertaining to the administration of school level operation
- Ability to effectively plan, organize and coordinate the management functions and activities of school operation
- Ability to carry out responsibilities with little or no supervision
- Ability to handle multiple priorities with frequent interruptions
- Ability to promote a positive, caring climate for learning
- Ability to effectively analyze problems, issues and concerns and formulate appropriate alternative solutions
- Ability to deal sensitively and fairly with persons from diverse cultural backgrounds
- Ability to interact effectively with student, staff, parents and community members

- Organizational, prioritization, communication and interpersonal skills required to achieve the goals of the position

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

SUPERVISES: School Staff

MAINTAINS LIAISON WITH:

Central Administration
Building Principals
Professional Development Institute Personnel

DUTIES & RESPONSIBILITIES:

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

- Establishes and maintains a shared vision of success.
- Outlines and tracks clear goals, targets and strategies aligned to the school vision that continually improves teacher effectiveness and student outcomes.
- Establishes a culture of continuous improvement.
- Develops and uses effective conflict-management and consensus-building skills.
- Makes effective decisions that support school and district goals.
- Develops and implements strategic school improvement plans.
- Ensures a standards-based and aligned curriculum that meets the needs of all students and student groups.
- Ensures the implementation of high-quality, effective classroom instructional strategies that improve performance of all students and student groups, ensuring equity, culturally responsive practices and eliminating achievement gaps.
- Coaches and develops teachers by providing actionable feedback to improve the quality of instruction.
- Ensures the use of student level data to drive continuous improvement ensuring every student has sufficient opportunity to meet and exceed standards.
- Recruits, hires, mentors and retains high-quality staff.
- Conducts rigorous evaluations of staff for continuous improvement and accountability for results.
- Trains, develops and supports a high-performing school staff.
- Creates a distributed leadership model to develop leadership capacity of school staff.
- Establishes, trains, coaches and develops effective leadership teams.

- Manages resources (people, financial, equipment) effectively to support the organizational goals.
- Utilizes all funds in compliance with state and federal guidelines, while maximizing the goals of the school.
- Ensures campus facilities, equipment and support systems operate safely, efficiently and effectively.
- Establishes organizational structures and practices for all stakeholders that result in the effective and efficient operation of the school to ensure student achievement.
- Maintains a supportive, secure and respectful learning environment that ensures the social, emotional and physical well-being of staff and students.
- Develops and maintains positive relationships with partner organizations and all stakeholders.
- Models and promotes the highest standard of conduct, ethical principles and integrity in decision-making, actions and behaviors.
- Models personal and professional growth mindset and meaningfully contributes to the growth of the profession.

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

SALARY RANGE: District Salary Schedule for Administrative Personnel

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

PHYSICAL DEMANDS:

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

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

Hear in the normal audio range with or without correction.

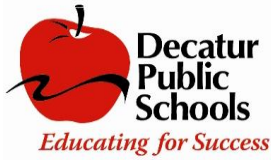
MENTAL DEMANDS:

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

WORK ENVIRONMENT:

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

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



Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: Job Description
Initiated By: Joanie Watson, Coordinator of Purchasing	Attachments: Job Description: Mail Clerk
Reviewed By: Dr Todd Covault, Chief Operational Officer, Deanne Hillman, Director of Human Resources, and Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The Mail Clerk job description has been updated to align with the current duties and expectations of the position. *This supports the efforts of Teaching & Learning through the distribution of Internal/External District parcels.*

CURRENT CONSIDERATIONS:

The following job description was reviewed and updated as indicated:

Position Title	Changes/Updates
Mail Clerk	Updated Job Purpose, Qualifications, Duties & Responsibilities, Job Level

FINANCIAL CONSIDERATIONS:

This position is within current budget.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

TITLE: Mail Clerk

PURPOSE: Process mail (Inter-District, Incoming/Outgoing U.S. mail, UPS/FedEx Parcels), distribute deliveries, as well as initiate pick-ups for UPS/FedEx.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Desired knowledge of U. S. Postal Rules and Regulations.
3. Knowledge of freight rates and United Parcel regulations.
4. Typing, data entry, and bookkeeping skills desirable.
5. Ability to maintain confidentiality.
6. Good public relations and telephone skills.
7. Ability to work semi-independently, recognize priorities in workload and shift from job to job as needed.

REPORTS TO: Coordinator of Purchasing

DUTIES & RESPONSIBILITIES:

(The following essential duties include but are not limited to:)

1. Sort and prepare mail for in-district distribution.
2. Sort and prepare mail for U. S. Postal Service (including bulk mail and certified mail), United Parcel Service and Fed Ex which includes coordination of pick up.
3. Enter requisitions in finance system as necessary.
4. Arrange for transportation/pick up of return materials.
5. Maintain file copies of purchase orders.
6. Yearly transfer of purchase orders to send to storage.
7. Quarterly billing of Special Education and DPS Foundation postage fees.
8. Coordinate use of and maintain area office machines, including postage machine, copier, and fax machine.
9. Order supplies and postage as needed.
10. Relieve receptionist for lunch and breaks, which include answering phone, directing visitors within building and documentation for student transcripts.
11. Liaison between building staff and building custodian regarding movement of packages within building.
12. Perform other duties as assigned.

TERMS OF EMPLOYMENT:

Wages, hours, terms, and conditions of employment pursuant to negotiated agreement.

LEVEL: B2

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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PHYSICAL DEMANDS:

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

Hear in the normal audio range with or without correction.

MENTAL DEMANDS:

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

WORK ENVIRONMENT:

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Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: Contract with Cole Counseling Services
Initiated By: Deanne Hillman, Director of Human Resources	Attachments: Contract with Cole Counseling Services
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The CARES Act includes funding for mental health services and support. Due to stress levels associated with the Pandemic, Administration recognizes that providing additional support to employees for mental health wellness is warranted. *This initiative supports Teaching and Learning by providing assistance for those who instruct our students.*

CURRENT CONSIDERATIONS:

Administration recommended Cole Counseling Services as a support system for Mental Health Wellness in September. A pilot program began at SDMS and Hope Academy in October that provided services for employees. Based on positive feedback and the capacity of the wellness team, administration is recommending an extension for SDMS and Hope Academy for second semester.

FINANCIAL CONSIDERATIONS:

Pending Board approval, the contract with Cole Counseling Services will be funded through the CARES Act (Elementary and Secondary School Emergency Relief Fund), a Federal Grant for the full amount of \$41,000.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the contract with Cole Counseling Services by as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____



DPS 61 Wellness Proposal

Licensed clinicians will provide 30 hours of services for Decatur Public School staff at Stephen Decatur Middle School and Hope Academy. The continuation of the program will run from January 1, 2021 until May 30, 2021. The services that will be offered will be individual and group counseling sessions.

Cole Counseling Services will be the coordinator of the contract. Cole Counseling Services will receive \$5,000.00 over the 16 weeks to facilitate the contract. The coordinator role will include securing clinicians, building rapport in the schools with administration and staff, scheduling clinicians, monthly paperwork for DPS, and paying the clinicians. The coordinator will give updates to contact person with DPS on the progress and the needs of the program.

Clinicians will receive \$75 per hour for services provided both on site as well as in other independent facilities. Clinicians will schedule their clients (staff) according to the availability of independent clinician, staff and building space on school site. Clinicians will see clients in their respective buildings, in space provided by the district designated for therapy. Clinicians may also see staff before and after school at the clinician's respective offices.

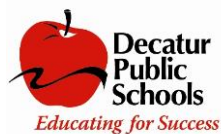
The scope of work for the following 16 weeks will be at SDMS and Hope and will be as follows:

Targeted Support	Anticipated Outcomes	Timeline	Days
Coordination of the Program	<ul style="list-style-type: none">○ Scheduling of clinicians○ Payment to clinicians○ Paperwork to DPS	<ul style="list-style-type: none">○ January 1, 2021- May 30, 2021	Varying days Total amount- \$5,000 over 16 weeks
Counseling	<ul style="list-style-type: none">○ Individual counseling○ Group Counseling	<ul style="list-style-type: none">○ January 1, 2021- May 30, 2021	Varying days Not to exceed 400 hours at \$75 per hour Not to exceed a Total amount of- \$36,000
		Total:	\$41,000



Superintendent Signature Date

Coordinator Signature Date



Board of Education Decatur Public School District #61

Date: January 26, 2021	Subject: Resolution Authorizing Sale of School Personal Property (Surplus iPads)
Initiated By: Maurice Payne, Director of Information Technology	Attachments: Resolution Authorizing Sale of School Personal Property (Surplus iPads)
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

In order to maximize our fiscal responsibility, we continually seek opportunities to dispose of equipment that is no longer usable in a manner that best benefits the District through recycling and reselling programs. As technology equipment ages, it reaches end of life and doesn't offer educational value for the district. *Regular recycling of old equipment supports teaching and learning by allowing the IT staff to focus on supporting the deployed devices for district staff and students.*

CURRENT CONSIDERATIONS:

DPS currently owns 1,868 iPads that have reached end of life or are damaged. These devices will no longer receive security updates and are not usable by the District.

FINANCIAL CONSIDERATIONS:

The Information Technology Department has obtained quotes. Below are the quotes that provides the best guaranteed value and white glove pickup process.

iPad Vendors (non-damaged):

1. Arcoa: Guaranteed value of \$162,634.00
2. Second Life Mac: Guaranteed value of \$140,880.00
3. Nilotech: Guaranteed value of \$115,370.00

Damaged iPad Vendors:

1. Second Life Mac Guaranteed value of \$33,680.00
2. Nilotech Guaranteed value of \$21,000.00
3. Arcoa Guaranteed value of \$19,240.00

The top vendors are recommended: Arcoa for iPads (non-damaged) and Second Life Mac for the damaged iPads. The proceeds, \$196,314.00, would be deposited into the district general fund.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION:_____

**RESOLUTION AUTHORIZING SALE
OF SCHOOL PERSONAL PROPERTY**

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

WHEREAS, the Board of Education currently owns one thousand eight hundred sixty eight (1,868) Apple iPads, which are no longer needed by the School District; and

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

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

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

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

Section 2. The Superintendent of Schools is hereby authorized and directed to take any and all reasonable steps to sell the Apple iPads, including by advertisement in local media or other methods designed to publicize the availability of the same. The Superintendent shall attempt to negotiate and/or receive the best price for the same as may be reasonable and practical. All proceeds from the sale shall be deposited in the Districts _____ Fund.

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

ADOPTED this 26th day of January, 2021, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

CERTIFICATION

I, _____, Secretary of the Board of Education of Decatur Public School District No. 61, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education on January 26, 2021, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

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

Dated this ____ day of _____, 2021.

Secretary, Board of Education