



DECATUR PUBLIC SCHOOL DISTRICT #61  
BOARD OF EDUCATION  
AGENDA

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

July 23, 2019  
4:00 PM Open Session  
Closed Session Immediately Following  
6:30 PM Open Session Continuing

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

**Strategic Plan Mission:**

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

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

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

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

**IO 1.0 CALL TO ORDER – CALL FOR EXECUTIVE SESSION**

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 security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property, the purchase or lease of real (estate) property for the use of the public body, and discussion of collective negotiating matters between the Board and representatives of its employees.

Roll Call

**AI 2.0 PLEDGE OF ALLEGIANCE**

**AI 3.0 APPROVAL OF AGENDA, JULY 23, 2019**

**IO 4.0 PUBLIC PARTICIPATION**

- Identify oneself and be brief.
- 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

**BOARD DISCUSSION**

**IO 6.0 SUPERINTENDENT’S REPORT**

- A. 2018-2019 Balanced Scorecard End of the Year Report
- B. 2019-2020 Balanced Scorecard

**AI 7.0 ROLL CALL ACTION ITEMS**

- A. Personnel Action Items (**S4**)
- B. Salary Adjustments for Macon-Piatt Special Education District Administrators (**S4**)
- C. Superintendent of Schools 2019-2020 Balanced Scorecard
  - Goals for Decatur Public School District 61
- D. Award Furnishings for Stephen Decatur Middle School (Fund 60) (**S1**)
  - Classroom, Library and Commons
- E. Award Furnishings for Stephen Decatur Middle School (Fund 10) (**S1**)
  - Cafeteria and Equipment
- F. Project Labor Agreement (PLA) between Decatur Public School District 61 and the Decatur Building Construction Trades Council and AFL-CIO

**AI 8.0 CONSENT ITEMS**

- A. Minutes: Open/Closed Meetings July 09, 2019
- B. Financial Conditions Report
- C. Treasurer’s Report
- D. Stephen Decatur Middle School Technology-Project-based Learning (PBL) Space (**S1**)
- E. Accepting a Gift from Bob Brady Dodge (**S5**)
- F. Job Descriptions (**S1**):
  - 1) Middle School Band, Orchestra and Vocal Directors
  - 2) Middle School Basketball Coach
  - 3) Middle School Volleyball Coach
  - 4) High School Band, Orchestra and Vocal Directors
  - 5) Scholastic Bowl Advisor (Middle School and High School)
  - 6) Student Council Advisor (Middle School and High School)

## IO 9.0 IMPORTANT DATES

**July** 23 & 24 Registration for the ENTIRE District  
– 10:30 AM to 7:00 PM  
Please register at your home school

**August** 2 – 4 Decatur Celebration! Please Visit the DPS Booth!

- 8 Middle and High School Sports Physicals at **EHS**
  - 10:00 AM to 1:00 PM
  - For More Information Please Call **EHS** (217) 362-3100
  - **Please note: All 9<sup>th</sup> Grade Students Require a School Physical**
- 12 Middle and High School Sports Physicals at **MHS**
  - 10:00 AM to 1:00 PM
  - For More Information Please Call **MHS** (217) 362-3150
  - **Please note: All 9<sup>th</sup> Grade Students Require a School Physical**
- 12 First Official Teacher Work Day for the 2019-2020 School Year
- 13 Teacher Work Day and Building Meeting Day
- 13 Elementary and K-8 Building Open Houses
  - 5:00 PM to 7:00 PM
- 14 **First Day of Student Attendance for the 2019-2020 School Year**
- 19 Middle School Open Houses
  - 5:00 PM to 7:00 PM
- 26 High School Open Houses
  - 5:00 PM to 7:00 PM

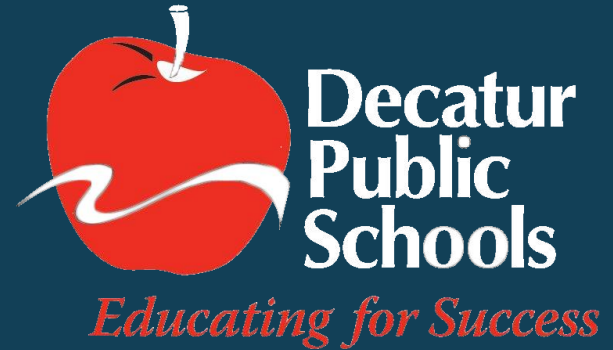
**Please contact your home school for additional Open House information**

### **NEXT MEETING**

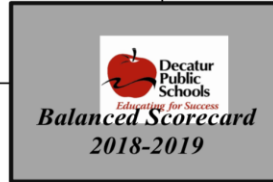
The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, August 06, 2019 in the 1<sup>st</sup> Floor Board Room at the Keil Administration Building.

## 10.0 ADJOURNMENT

# Dr. Paul Fregeau Superintendent Decatur Public Schools #61

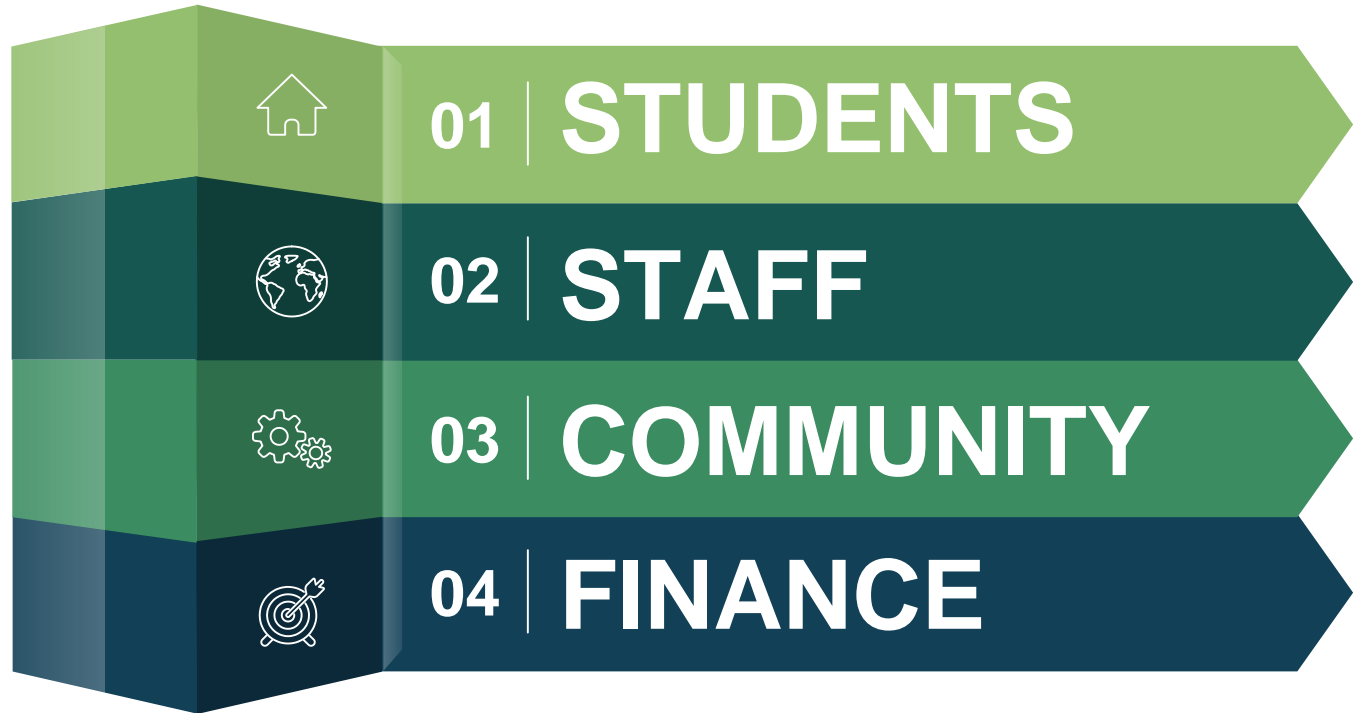


<p style="text-align: center;"><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Deploy a district-wide, “whole-student” approach that improves academic and social outcomes in the learning environment <b>(S1-R4)</b>.</li> <li>• Establish an environment to ensure the safety of all students <b>(S2-R3)</b>.</li> <li>• Implement re-designing of middle school education <b>(S1)</b>.</li> <li>• Redesign the Alternative Ed Program <b>(S1)</b>.</li> </ul>	<p style="text-align: center;"><b><u>Staff</u></b></p> <ul style="list-style-type: none"> <li>• Implement plan to improve customer service at all levels of the organization <b>(S4)</b>.</li> <li>• Identify and deploy a universal Social and Emotional Learning screening tool district-wide <b>(S3-R1)</b>.</li> <li>• Establish a mandatory Principal Leadership Institute for all current Principals and aspiring Principals <b>(S4-R4)</b>.</li> </ul>
<p style="text-align: center;"><b><u>Community</u></b></p> <ul style="list-style-type: none"> <li>• Implement initial phases of the Master Communication Plan. *</li> <li>• Cultivate Community Partnerships at the individual building level <b>(S5-R2)</b>.</li> <li>• Ensure advocacy for the District’s priorities at City, County, State, and Federal levels. *</li> </ul>	<p style="text-align: center;"><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>• Pursue new revenue streams that support the work of the District. *</li> <li>• Plan funding for initiatives identified in the Technology Audit. *</li> <li>• Develop Funding Plan for facility improvements. *</li> </ul>



Key: \* = Support of Strategic Plan

# 2018 - 2019 Superintendent Balanced Scorecard





# Student



- ★ Deploy a district-wide, “whole student” approach that improves academic and social outcomes in the learning environment (S1-R4).
- ★ Establish an environment to ensure the safety of all students (S2-R3).
- ★ Implement re-designing of middle school education (S1).
- ★ Redesign the Alternative Ed Program (S1).



## Student Quadrant Highlights

- Care Rooms Implemented
- Lowest Number of Referrals in 14 years
- High School Schedule Revised
- Raptor Implementation





## Student Quadrant cont.

- Middle School Program Redesigned
  - Three Academies
  - PBL Classrooms
- K-12 Alternative Ed Program
  - Beginning this Fall



# Staff



- ★ **Implement plan to improve customer service at all levels of the organization (S4).**
- ★ **Identify and deploy a universal Social and Emotional Learning screening tool district-wide (S3-R1).**
- ★ **Establish a mandatory Principal Leadership Institute for all current principals and aspiring principals (S4-R4).**



# Staff Quadrant Highlights

- Customer Service Training and Recognition
  - 5 Trainings Conducted
  - 4 Levels of Recognition(Advocate, Specialist, Expert, Distinguished)
  - 110 Employees Recognized
- SAEBRS K-8 and Panorama 9-12
- Aspiring Leadership Institute Implemented
  - 6 Sessions
  - 18 Completed the Program
  - 3 Hired as Administrators and 4 Promoted



## Staff Quadrant cont.

- Established Partnership with the University of Illinois-Chicago for a Principal Leadership Institute to Begin this Fall



# Community



- ★ **Implement initial phases of the Master Communication Plan.**
- ★ **Cultivate Community Partnerships at the individual building level (S5-R2).**
- ★ **Ensure advocacy for the District's priorities at City, County, State, and Federal levels.**



## Community Quadrant Highlights

- DPS 61 in 61 Seconds
- Social Media Guideline Document
- Infographic for District
- Communication Resource Library
- Before and After School Program
- Summer Math Academy



## Community Quadrant Highlights cont.

- Caterpillar Program
- Parent Mentor Program
- St. Mary's Nursing Assistant Program
- Job Skills Program at Richland
- Your Money Matters Financial Literacy Seminars
- Middle School Trades Fair



## Community Quadrant cont.

- Joint Working Group
- Meeting with Legislators
- IASA Lobbyist





# Community Quadrant cont.

It's Here!!!

**Celebrating Our Partnership**  
Coming Soon to a School Near You!





# Finance



- ★ Pursue new revenue streams that support the work of the District.
- ★ Plan funding for initiatives identified in the Technology audit.
- ★ Develop funding plan for facility improvements.

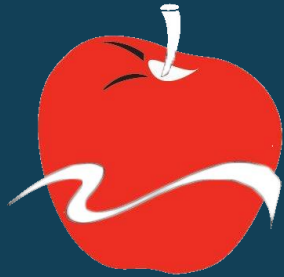


## Finance Quadrant Highlights

- Ag Education
- Equal Opportunity Schools
- E-Rate
- Technology Budget
- Bond Financing Plan

# THANK YOU!

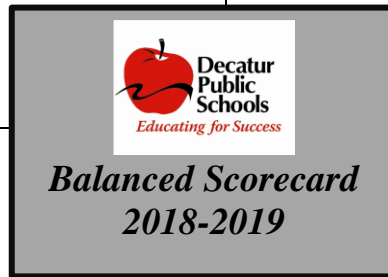
## Questions?



Decatur  
Public  
Schools

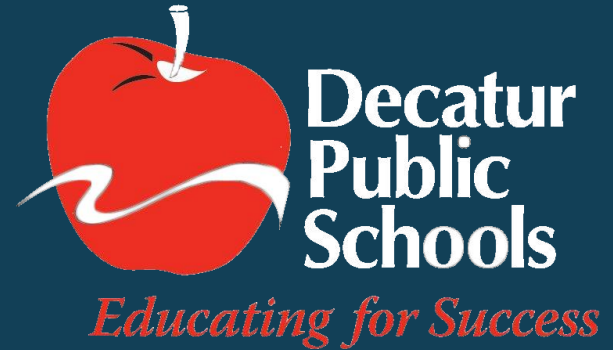
*Educating for Success*

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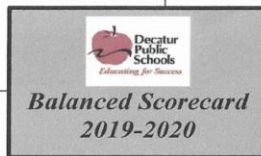


Key: \* = Support of Strategic Plan

# Dr. Paul Fregeau Superintendent Decatur Public Schools #61

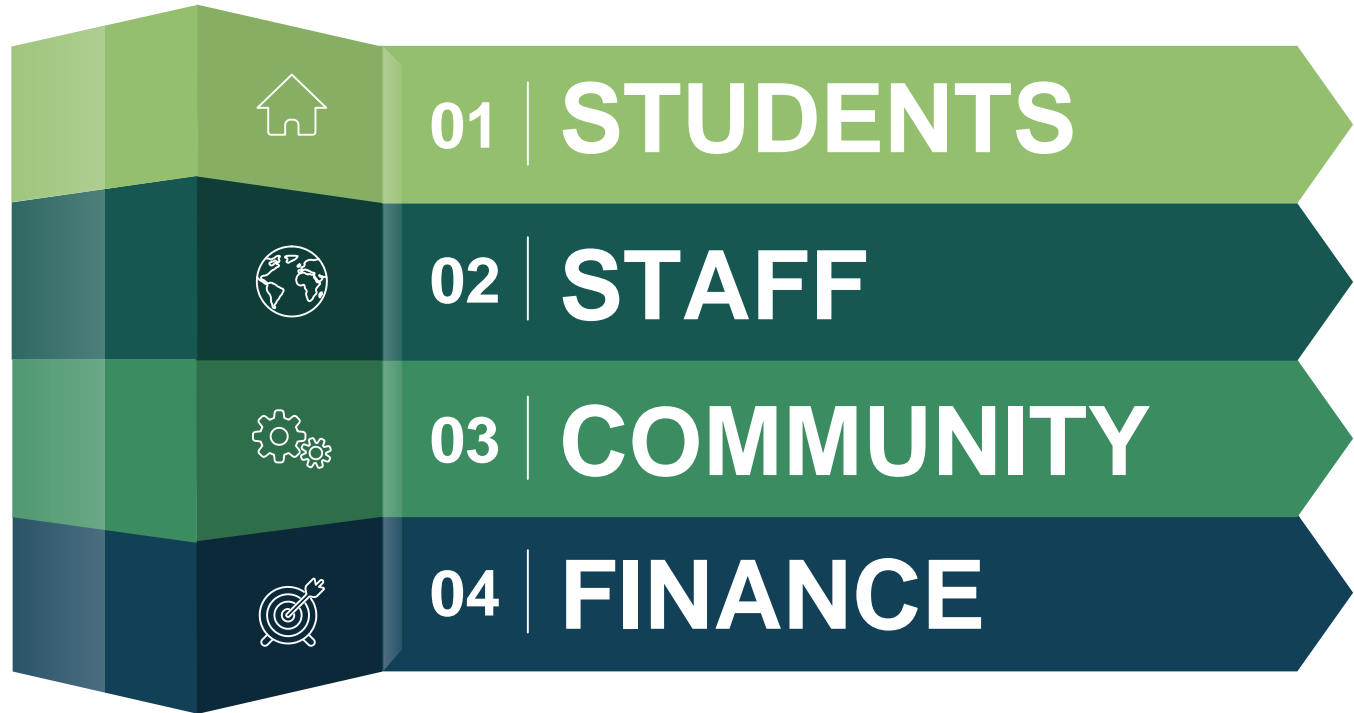


<p style="text-align: center;"><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Deliver successful transition of building consolidations.*<b>(S2)</b></li> <li>• Implement intentional learning experiences that develop each student's core academics, personal strengths, and individual interests, with an emphasis on Fine Arts as well as development of an Associate's Degree upon graduation program.*<b>(S1-R2)</b></li> <li>• Increase resources for students with identified physical, social/emotional, and mental health needs through innovative collaborations with community partners.*<b>(S3-R3)</b></li> </ul> <p style="text-align: center;"><b>COMMUNICATION</b></p>	<p style="text-align: center;"><b><u>Staff</u></b></p> <ul style="list-style-type: none"> <li>• Establish a strong and consistent mentoring program for all first and second year staff that includes non-district resources for support.*<b>(S4-R1)</b></li> <li>• Expand and refine a districtwide employee recognition program including customer care initiatives.*<b>(S4)</b></li> <li>• Implement the Principal Leadership Institute for all current principals.*<b>(S4-R4)</b></li> <li>• Refine and expand the Aspiring Leadership Institute to include all district employee groups.*<b>(S4-R4)</b></li> </ul> <p style="text-align: center;"><b>COMMUNICATION</b></p>
<p style="text-align: center;"><b><u>Community</u></b></p> <ul style="list-style-type: none"> <li>• Facilitate community input for consideration of a move to one High School structure.*<b>(S2)</b></li> <li>• Actively involve community in development of new school boundaries.*<b>(S2)</b></li> <li>• Facilitate community input for the revamp of magnet process.*<b>(S2)</b></li> <li>• Promote the value of DPS to increase market share.*<b>(S5)</b></li> <li>• Develop and implement a shop local program to infuse dollars into local economy.*<b>(S5)</b></li> <li>• Ensure advocacy for the District's priorities at City, County, State, and Federal levels.</li> </ul> <p style="text-align: center;"><b>COMMUNICATION</b></p>	<p style="text-align: center;"><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>• Implement and Monitor <b>BOLD</b> Facility Funding Plan.*<b>(S2)</b></li> <li>• Develop a comprehensive multi-year Facility Plan.*<b>(S2-R2)</b></li> <li>• Pursue new and alternative revenue streams that support the work of the district.</li> <li>• Develop Master Plan to enhance athletic facilities district-wide.*<b>(S2)</b></li> </ul> <p style="text-align: center;"><b>COMMUNICATION</b></p>



Key: \* = Supports 5-Year Strategic Plan

# 2019 - 2020 Superintendent Balanced Scorecard







# Students



- ★ Deliver successful transition of building consolidations (S2)
- ★ Implement intentional learning experiences that develop each student's core academics, personal strengths, and individual interests, with an emphasis on Fine Arts as well as development of an Associate's Degree upon graduation program. (S1-R2)
- ★ Increase resources for students with identified physical, social/emotional, and mental health needs through innovative collaborations with community partners.(S3-R3)



# Staff



- ★ Establish a strong and consistent mentoring program for all first and second year staff that includes non-district resources for support. (S4-R1)
- ★ Expand and refine a districtwide employee recognition program including customer care initiatives.(S4)
- ★ Implement the Principal Leadership Institute for all current principals. (S4-R4)
- ★ Expand and refine the Aspiring Leadership Institute to include all district employee groups. (S4-R4)



# Community



- ★ Facilitate community input for consideration of a move to a one High School structure. (S2)
- ★ Actively involve community in the development of new school boundaries. (S2)
- ★ Facilitate community input for the revamp of magnet process. (S2)
- ★ Promote the value of DPS61 to increase market share. (S5)
- ★ Develop and implement a shop local program to infuse dollar into local economy. (S5)
- ★ Ensure advocacy for the District's priorities at City, County, State, and Federal levels.





# Finance



- ★ **Implement and monitor BOLD Facility Plan funding. (S2)**
- ★ **Develop a comprehensive multi-year facility plan. (S2-R2)**
- ★ **Pursue new and alternative revenue streams that support work of the district.**
- ★ **Develop master plan to enhance athletic facilities district-wide. (S2)**

# EVIDENCE OF PROGRESS

## Students

- Relocation Guide
- Stakeholder Input regarding transitions
- Cohort Plan for upcoming transitions
- Staffing Plan for upcoming transitions
- Associate's Degree Program
- Increase in Fine Arts Experiences
- Data from Mobile Health Clinic
- Evidence of expansion of existing Partnerships
- Evidence of an increase in Partnerships

## Community

- Evidence of meeting agendas and attendance on discussions regarding the One High School concept, boundaries and magnet process
- Means of garnering input and input received related to the One High School concept, boundaries and magnet process
- Market share data
- Magnet enrollment trends
- Track local vendors used and dollars spent

## Staff

- Agendas and evidence of mentor training
- Retention rate comparison
- Use 18/19 customer care baseline data and track moving forward
- Agendas and sessions provided during Leadership Training
- Pre-Post Survey of Principals and Aspiring Leaders regarding their sessions
- Placement in Leadership Positions of attendees

## Finance

- Issuance of Bonds
- Current Project Updates
- Production of Multi-Year Facility Plan
- Evidence of new and other revenues pursued/obtained
- Production of Master Plan for Athletic Facilities

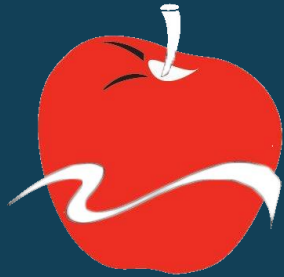
# SHARING

- Creation of Flyer & Posters to display at all schools and buildings.
- Creation of Balanced Scorecard video highlighting new goals to be played at building meetings first week of school. Shared on social media platforms, CH22 and website.
- Present at staff, union group, and department meetings
- Share goals and gather student feedback at first SYAC meeting.
- State of the District Event to be held first quarter of school year for community partners/realtor groups/churches/etc.



# THANK YOU!

## Questions?



Decatur  
Public  
Schools

*Educating for Success*

### Students

- Deliver successful transition of building consolidations. **\*(S2)**
- Implement intentional learning experiences that develop each student's core academics, personal strengths, and individual interests, with an emphasis on Fine Arts as well as development of an Associate's Degree upon graduation program. **\*(S1-R2)**
- Increase resources for students with identified physical, social/emotional, and mental health needs through innovative collaborations with community partners. **\*(S3-R3)**

COMMUNICATION

### Staff

- Establish a strong and consistent mentoring program for all first and second year staff that includes non-district resources for support. **\*(S4-R1)**
- Expand and refine a districtwide employee recognition program including customer care initiatives. **\*(S4)**
- Implement the Principal Leadership Institute for all current principals. **\*(S4-R4)**
- Refine and expand the Aspiring Leadership Institute to include all district employee groups. **\*(S4-R4)**

COMMUNICATION



*Balanced Scorecard  
2019-2020*

### Community

- Facilitate community input for consideration of a move to one High School structure. **\*(S2)**
- Actively involve community in development of new school boundaries. **\*(S2)**
- Facilitate community input for the revamp of magnet process. **\*(S2)**
- Promote the value of DPS to increase market share. **\*(S5)**
- Develop and implement a shop local program to infuse dollars into local economy. **\*(S5)**
- Ensure advocacy for the District's priorities at City, County, State, and Federal levels.

COMMUNICATION

### Finance

- Implement and Monitor **BOLD** Facility Funding Plan. **\*(S2)**
- Develop a comprehensive multi-year Facility Plan. **\*(S2-R2)**
- Pursue new and alternative revenue streams that support the work of the district.
- Develop Master Plan to enhance athletic facilities district-wide. **\*(S2)**

COMMUNICATION

Key: \* = Supports 5-Year Strategic Plan





## Board of Education Decatur Public School District #61

<b>Date:</b> July 23, 2019	<b>Subject:</b> Personnel Action
<b>Initiated By:</b> Deanne Hillman, Director of Human Resources, and the Human Resources Department	<b>Attachments:</b> 5 Pages of Personnel Action
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

Per Board Policy 5:30 Hiring Process and Criteria – The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School board policy on equal employment opportunities and minority recruitment.

### **CURRENT CONSIDERATIONS:**

All offers of employment are contingent upon the approval of the Board of Education. Accordingly, anyone who is offered and begins employment prior to the approval of the Board of Education understands that they will do so as a substitute. If the approval of the Board of Education is obtained, these substitutes will then be made whole retroactive to their first day of employment.

### **FINANCIAL CONSIDERATIONS:**

These positions are in the budget.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests the Board of Education approve all Personnel Action Items as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**To: Board of Education**  
**From: Deanne Hillman**  
**Human Resources Director**  
**Date: July 18, 2019**  
**Board Date: July 23, 2019**  
**Re: Personnel Action**

**EMPLOYMENT RECOMMENDATIONS**

**TEACHER:**

Name	Position	Effective Date
Stephene Beller	Instructional Specialist, Stephen Decatur	August 12, 2019
Emily Stogner	Pre K, Baum	August 12, 2019
Rachel Themer	Pre K, Pershing @ RCC	August 12, 2019

**OUTREACH PERSONNEL:**

Name	Position	Effective Date
Abigail Schwartz	Parent Educator, Pershing	July 29, 2019
Morgan Stanzione	Parent Educator, Pershing	August 5, 2019

**SCHEDULE B:**

Name	Position	Effective Date
Jacob Albert	High School Boys Soccer Coach, MacArthur	August 12, 2019
Allison Brinkoetter	Middle School Department Head, Dennis	August 12, 2019
Michael DeMeio	High School Assistant Football Coach, MacArthur	August 12, 2019
Alvin Jackson	Elementary Wrestling Head Coach, Various	September 9, 2019
Andrew Jones	National Honor Society Advisor, MacArthur	August 12, 2019
Jacob Maple	Middle School Athletic Director, Garfield	August 12, 2019

**TRANSFERS****TEACHERS:**

Name	Position	Effective Date
April Bacon	From Grade 6, Stevenson to Grade 5, Dennis	August 12, 2019
Macie Gillis	From Grade 1, Franklin to Grade 3, Franklin	August 12, 2019
Angela Mann	From Cross Categorical, Stephen Decatur to Cross Categorical, South Shores	August 12, 2019
Jacob Maple	From Physical Education, MacArthur to Elementary Physical Education, Garfield	August 12, 2019
Benjamin Steele	From Montessori Grades 4-6, Garfield to Grade 6, French Academy	August 12, 2019

**ADMINISTRATIVE SUPPORT:**

Name	Position	Effective Date
Craig Green	From 1 <sup>st</sup> Shift Head Custodian, Hope Academy to Custodial Foreman, Buildings & Grounds	July 24, 2019

**TEACHING ASSISTANT:**

Name	Position	Effective Date
Stephanie Peck	From Roving LPN Assistant, Hope, 7 hours per day to LPN Assistant, Hope, 6 hours per day	August 12, 2019
Ronda Smith	From LPN Assistant, Student Health Services, 6 hours per day to LPN Assistant, Harris/SEAP, 6 hours per day	August 12, 2019
Tavia West	From Alt Ed Assistant, Harris Alt Ed, 6.5 hours per day to Pre K Assistant, Pershing @ RCC, 6.5 hours per day	August 12, 2019
Thurston Wiggins	From Care (Calm)/Recovery Room Assistant, Durfee, 6.5 hours per day to Care (Calm)/Recovery Room Assistant, Parsons, 6.5 hours per day	August 12, 2019

**SECURITY PERSONNEL:**

Name	Position	Effective Date
Ameisha Abdullah	From School Security Officer, Hope Academy to School Security Officer, MacArthur	August 12, 2019

**CUSTODIAN:**

Name	Position	Effective Date
Christophor Bay	From 2nd Shift Custodian, Parsons/MacArthur to 2nd Shift Custodian, Eisenhower	July 22, 2019

**RESIGNATIONS****TEACHERS:**

Name	Position	Effective Date
Ashley Austin	Agriculture, Eisenhower	July 19, 2019
Melissa Baker	Music, Parsons	July 16, 2019
Summer Hemphill	Grade 1, Hope Academy	July 18, 2019
Kelsea Hirsch	Grade 1, Durfee	July 5, 2019
Aubrey Honeycutt	Physical Education, Eisenhower	July 8, 2019
Kassandra Kwasny	Kindergarten, Parsons	July 8, 2019
Abigail Loos	Pre K for All, Pershing	July 16, 2019
Patricia Mamrak	Grade 4, Durfee	July 12, 2019
David McCoy	Language Arts, MacArthur	July 17, 2019
Christine Seaver	Grade 4, Durfee	July 13, 2019

**TEACHING ASSISTANTS:**

Name	Position	Effective Date
Pamela Kennedy	Care (Calm)/Recovery Room Assistant, Baum	June 27, 2019
Gilbert White	Essential Skills Assistant, MacArthur	July 9, 2019

**ADMINISTRATIVE SUPPORT:**

Name	Position	Effective Date
Cody Burns	Maintenance Foreman, Buildings & Grounds	July 19, 2019

**SCHEDULE B:**

Name	Position	Effective Date
Johnell Evans	High School Assistant Football Coach, Eisenhower	March 19, 2019
Tammy Gunter	High School Freshman Volleyball Coach, 0.5 FTE, Eisenhower	July 10, 2019
Brittany Jones	High School Freshman Volleyball Coach, 0.5 FTE, Eisenhower	July 10, 2019
Angela Mann	Special Education Department Head, Stephen Decatur	August 12, 2019
Bryson Taylor	High School Head Boys Track Coach, Eisenhower	May 20, 2019
Gilbert White	High School Assistant Football Coach, MacArthur	July 5, 2019
Gilbert White	Middle School Boys Track Coach, Stephen Decatur	July 9, 2019

**COMPENSATION RECOMMENDATIONS:**

- The following staff members should be compensated **\$50.00** for participating in Leadership Planning on July 2, 2019 at Oak Grove:
 

Alicia Alves		Melissa Schulz	
Alison Bickel		Tamara Schmitt	
Carolynn Keizer		Joni Grubbs	
Jarred Street		Karissa Tucker	
- The following staff members should be compensated for participating in Tutoring for April & May, 2019 at French STEAM Academy:
 

Alicia Morris	\$33.00	Carissa Craven	\$99.00
Sara Kelly	\$462.00	Morgan Norsen	\$495.00
Tarika Mootrey	\$429.00	Alex Nichols	\$462.00
Cathy Jones	\$66.00	Kaelee Queary	\$391.51
Linda Stubblefield	\$528.00		

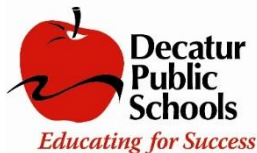
- The following staff member should be compensated **\$200.00** for participating in BIST Training on May 28 & 29, 2019 at Dennis:  
Albulena Emroski
- The following staff members should be compensated **\$50.00** for participating in CPI Refresher on July 11, 2019 at the IEA:  
Amy Brown  
Janet Brownfield  
Jill Heick  
Alicia Smith  
Katherine Whicker
- The following staff members should be compensated **\$112.50** for participating in CPI Refresher on July 11, 2019 at the IEA Office:  
Stacy Witts
- The following staff members should be compensated for participating in Summer Curriculum Development on July 10, 2019 at Hope/Harris:  
Molly Miller                      \$198.00                      Kristina Sommer                      \$82.50
- The following staff members should be compensated for participating in Summer Curriculum Planning on July 8, 2019 at Hope/Harris:  
Autumn Lourash                      \$100.00                      Erin Miller                      \$32.00  
Stacey Williams                      \$24.00                      Rajillia Sullivan                      \$32.00
- The following staff members should be compensated **\$50.00** for participating in ILT on July 10, 2019 at Eisenhower:  
Michael Coziahr  
Bret Reedy  
Hannah Lybarger  
Katherine Busch  
Penny Henson Dunning  
Ronald Lybarger  
Samuel Mills
- The following staff member should be compensated **\$736.80** for Assessment Coordinator Work from July 1-5, 2019 at PDI:  
Anthony Mansur
- The following staff members should be compensated for participating in ESL Summer PD/NSFGR on July 15 & 16, 2019 at Johns Hill:  
Sharon Bird                      \$300.00                      Kris Boomer                      \$150.00  
Jessica Cameron                      \$150.00                      Sandy Dexter                      \$150.00  
Norma Ramos                      \$150.00                      Michelle Davis                      \$150.00  
Billie Hall                      \$150.00

- The following staff members should be compensated **\$50.00** for participating in CPI Refresher Training on July 11, 2019 at the IEA Office:

Harl Hillman	Gerri Munos
Megan Hull	Dorothy Nisbet
Jessica St Pierre	Kia Thomas
Bailey Cadieux	Ashley Zook

- The following staff members should be compensated for participating in Staff Retreat on July 17, 2019 at Franklin:

Macie Gillis	\$50.00	Hannah Blanck	\$50.00
Amy Brown	\$50.00	Kelsey Beck	\$50.00
Chelsea Seapy	\$50.00	Patricia Paulson	\$50.00
Kristin Portis	\$50.00	Courtney Traeger	\$25.00
Nichole Torbert	\$50.00	Vernadene Wells	\$50.00
Chonda Chisenall	\$25.00	Kay Green	\$50.00
Lauren Skinner	\$50.00	Chelle Gooden	\$25.00
Jodi Folmsbee	\$50.00	Cynthia Phillips	\$25.00



## Board of Education Decatur Public School District #61

<b>Date:</b> July 23, 2019	<b>Subject:</b> Salary Adjustment for MPSED Administrators
<b>Initiated By:</b> Vic Zimmerman, President of the Macon-Piatt Special Education Board and the Macon-Piatt Special Education Board	<b>Attachments:</b> MPSED Salary Chart
<b>Reviewed By:</b> Paul Fregeau, Superintendent Deanne Hillman, Director of Human Resources	

### BACKGROUND INFORMATION:

MPSED Administration is hired using DPS Salary Schedules and have been placed on the salary schedule on a formula that is not used any longer. Due to the change in formula to place new and transferring administrators, there is inequity in pay between current administrators and new administrators.

### CURRENT CONSIDERATIONS:

On May 16, 2019, the MPSED board voted to authorize Decatur Public Schools as administrative district for the Macon-Piatt Special Education District, that the special education administrators in total on the list provided to the board be placed on a new step, commensurate with the current formula, adopted December 4, 2018.

### FINANCIAL CONSIDERATIONS:

The MPSED board recognized an increase to the budget by a total of \$43,015.75. Since then, a resignation caused the total increase to the budget to be \$41,047.75.

### STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education to approve the Macon-Piatt Special Education District Salary Adjustment as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



## Salary Adjustment Chart April 2019

Name	Job Title	FY20 Old Formula Step	FY20 Old Formula Pay	New Formula Step	New Formula Pay	Difference Between Old and New Formula
Kathy Horath	Director	19	\$ 129,433.00	27	\$ 139,603.00	\$ 10,170.00
Lori McCoy	Special Ed Admin	6	\$ 68,471.00	12	\$ 72,468.00	\$ 3,997.00
Marianne Black	Special Ed Admin	9	\$ 70,441.00	16	\$ 75,261.00	\$ 4,820.00
Lindsey Kocher	Special Ed Admin	9	\$ 52,830.75	11	\$ 53,839.50	\$ 1,008.75
Janice Stock	Special Ed Admin	10	\$ 71,110.00	20	\$ 78,163.00	\$ 7,053.00
Renea Smith	Special Ed Admin	11	\$ 71,786.00	19	\$ 77,427.00	\$ 5,641.00
Chris Koerwitz	Special Ed Admin	13	\$ 73,156.00	17	\$ 75,976.00	\$ 2,820.00
Maria Lopez	Special Ed Admin	16	\$ 75,261.00	19	\$ 77,427.00	\$ 2,166.00
Jessica Ellison	Principal	14	\$ 87,479.00	18	\$ 90,851.00	\$ 3,372.00
<b>Total All</b>			<b>\$ 699,967.75</b>		<b>\$ 741,015.50</b>	<b>\$ 41,047.75</b>

### Students

- Deliver successful transition of building consolidations. **\*(S2)**
- Implement intentional learning experiences that develop each student's core academics, personal strengths, and individual interests, with an emphasis on Fine Arts as well as development of an Associate's Degree upon graduation program. **\*(S1-R2)**
- Increase resources for students with identified physical, social/emotional, and mental health needs through innovative collaborations with community partners. **\*(S3-R3)**

COMMUNICATION

### Staff

- Establish a strong and consistent mentoring program for all first and second year staff that includes non-district resources for support. **\*(S4-R1)**
- Expand and refine a districtwide employee recognition program including customer care initiatives. **\*(S4)**
- Implement the Principal Leadership Institute for all current principals. **\*(S4-R4)**
- Refine and expand the Aspiring Leadership Institute to include all district employee groups. **\*(S4-R4)**

COMMUNICATION



*Balanced Scorecard  
2019-2020*

### Community

- Facilitate community input for consideration of a move to one High School structure. **\*(S2)**
- Actively involve community in development of new school boundaries. **\*(S2)**
- Facilitate community input for the revamp of magnet process. **\*(S2)**
- Promote the value of DPS to increase market share. **\*(S5)**
- Develop and implement a shop local program to infuse dollars into local economy. **\*(S5)**
- Ensure advocacy for the District's priorities at City, County, State, and Federal levels.

COMMUNICATION

### Finance

- Implement and Monitor **BOLD** Facility Funding Plan. **\*(S2)**
- Develop a comprehensive multi-year Facility Plan. **\*(S2-R2)**
- Pursue new and alternative revenue streams that support the work of the district.
- Develop Master Plan to enhance athletic facilities district-wide. **\*(S2)**

COMMUNICATION

Key: \* = Supports 5-Year Strategic Plan

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

<b>Date:</b> July 23, 2019	<b>Subject:</b> Classroom, Library and Commons Furnishings for the Stephen Decatur Middle School Project
<b>Initiated By:</b> Dr. Fred Bouchard, Assistant Superintendent and BLDD	<b>Attachments:</b> Bid Documents 1-11
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

One of the first projects in the DPS #61 Building better Opportunities for Learning in Decatur (**BOLD**) Facility Plan is combining students and staff from Thomas Jefferson and Stephen Decatur Middle Schools. The building improvements at Stephen Decatur Middle School align with enhancing the academic programming for middle school students. Staff, students, and parents from the two middle schools worked side-by-side with the District's architects to provide input and assistance with the planned improvements for the middle school building.

Facility improvements include areas for new academic programs developed by the committees. The improvements lend itself to the middle school teaching and learning style as a core element of the middle school philosophy which aligns the learning environment for students during these transescent years.

### **CURRENT CONSIDERATIONS:**

The **BOLD** Facility Plan budget approved for work at Stephen Decatur Middle School was \$500,000, which includes some classroom furnishings. A comprehensive RFP was bid to provide furniture for the new PBL classrooms, library maker's space and common areas.

DPS received bids from four different furniture vendors (see attached) and gave vendors an opportunity to provide on individual packages as well as to provide a total bid. Administration is recommending that bid awards be issued to three different vendors based upon the lowest responsible bid in each of the package.

Kreuger International, Inc.

- Package #1 - \$4,792.13
- Package #2 - \$12,040.02
- Package #3 - \$4,353.96
- Package #4 - \$3,702.46
- Package #5 - \$7,085.23
- Package #6 - \$3,058.55

Lincoln Office, LLC.

- Package #7 - \$2,466.00 (discrepancy from the lowest provider-Widmer Interiors)
- Package #8 - \$2,545.00
- Package #9 - \$836.00
- Package #11 - \$16,352.00

Resource One of Illinois LTD

- Package #10 - \$12,886.00

**FINANCIAL CONSIDERATIONS:**

The purchase would be paid from the \$500,000 allocation for the middle school project from Fund 60: Capital Projects. The total amount for all above bid packages is \$70,117.35

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education award Bid Packages #1 - #11 to the low bidders listed above (Kreuger International #1, #2, #3, #4, #5, #6 – Lincoln Office #7, #8, #9, #11 – Resource One of IL #10) for the Classroom, Library and Commons Furnishings for the Stephen Decatur Middle School Project in the total amount of \$70,117.35 as presented.

**Please note: Each company will be awarded the appropriate package number listed.**

**RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



July 17, 2019

Dr. Fred Bouchard  
Decatur Public School District #61  
101 W Cerro Gordo St  
Decatur, IL 62523

Re: Stephen Decatur Middle School Furnishings  
BLDD Project # 186EX16.406  
**BID TABULATION**

Enclosed is a Bid Tabulation Form showing the results of the bids opened on 7/12/2019 for the above-referenced project. We have reviewed the bid results and have the following comments.

KI is the responsive low bidder for the following bid packages:

- Bid Package #1 (classroom - bookcases) - in the amount of \$4,792.13
- Bid Package #2 (classroom - student chairs/teachers chairs) - in the amount of \$12,040.02
- Bid Package #3 (classroom - student desks) - in the amount of \$4,353.96.
- Bid Package #4 (classroom - instructor stations) - in the amount of \$3702.46
- Bid Package #5 (classroom - d shaped tables) - in the amount of \$7085.23
- Bid Package #6 (makerspace - storage cabinets) - in the amount of \$3,058.55

Lincoln Office is the responsive low bidder for the following bid packages:

- Bid Package #7 (makerspace - stools) - in the amount of \$2,466.00. Note: The apparent low bid from Widmer had a discrepancy in amount listed on bid form between the numbers and letters (i.e. different amounts were listed). Additionally, the lead time to obtain this furniture seems unreasonable.
- Bid Package #8 (makerspace - tables) - in the amount of \$2,545.00
- Bid Package #9 (working cafe - standard height chairs) - in the amount of \$836.00
- Bid Package #11 (working cafe - stools) - in the amount of \$16,352.00

Resource One is the responsive low bidder for the following bid package:

- Bid Package #10 (working cafe - lounge chairs) - in the amount of \$12,886.00

#### Cafeteria Equipment and Tables bid packages

KI is also the responsive low bidder for the Cafeteria Equipment and Tables bid package:

- Bid Package #13 (working cafe - cafeteria folding tables) - in the amount of \$24,368.40

The apparent low bidder for bid package #12, KI, has indicated that an error was made in their bid, and that the true cost for this work is higher. Accordingly, we recommend rebidding this bid package.

Please advise if the School District intends to accept the Base Bids for the respective bidders as identified above and we will prepare the necessary contract documents for your review and signatures.

Also enclosed are the original bids from all bidders on the project. We have kept the bid bond from each bidder, and will return the bid bond to each unsuccessful bidder after the board has approved a contract.

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.

A handwritten signature in blue ink, appearing to read "Sam Johnson", is positioned above the printed name.

Sam Johnson, AIA  
Principal  
enclosures



(844) 784-4440

BLDD.COM

Bid TabulationForm

PROJECTNAME:

Stephen Decatur Middle School Furnishings

DATE:

7/12/2019

CLIENT:

Decatur Public School District #61

TIME:

10:00 a.m.

LOCATION:

Keil Building

BLDD PROJECT:

186EX16.406

Bid Packages		Kreuger International, Inc.	Lincoln Office, LLC.	Resource One of Illinois LTD	Widmer Interiors
Bid Package #1 - B-1 PBL Classroom Bookcase with Whiteboard back		\$4,792.13	\$8,243.00	\$5,898.00	
Bid Package #2 - C-1A, C-1B, C-1C, C-3A, C-3B, C-3C PBL Classroom Armless student chair on casters with Book Box, no worksurface, all poly; Armless all poly chair on task base		\$12,040.02	\$18,831.00	\$14,595.00	
Bid Package #3 - C-2A, C-2B, C-2C PBL Classroom Armless student chair on casters with book box, and personal worksurface, all poly		\$4,353.96	\$5,688.00	\$8,910.00	
Bid Package #4 - IS-1 PBL Classroom Instructor station – standard presentation with side surface, casters		\$3,702.46	\$3,985.00	\$4,004.00	\$5,012.08
Bid Package #5 - T-1 PBL Classroom Bullet or D Shaped table with no power 48" x 60", on casters		\$7,085.23	\$10,505.00	\$19,092.00	
Bid Package #6 - S-2 Maker Space Cabinet on casters, whiteboard back panel, lockable doors		\$3,058.55	\$7,642.00	\$8,855.00	
Bid Package #7 - ST-1 Maker Space Counter height stool (to work with 36" high table)		\$2,993.76	\$2,466.00	\$5,400.00	\$2,008.20
Bid Package #8 - T-2 Maker Space Table, casters		\$14,008.98	\$2,545.00	\$6,669.00	
Bid Package #9 - C-4 Working Café Armless chair on glides		\$5,035.16	\$836.00	\$1,160.00	
Bid Package #10 - L-2, L-3 Working Café Armless lounge chair, Ottoman		\$14,793.91	\$15,849.00	\$12,886.00	\$14,704.10
Bid Package #11 - ST-1, ST-2 Working Café Counter height stool, all poly, no arms; Bar height stool, all poly, no arms		\$21,003.49	\$16,352.00	\$36,478.00	\$18,807.40

\*DISCREPANCY ON THE BID FORM\*

\*DISCREPANCY ON THE BID FORM\*

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

<b>Date:</b> July 23, 2019	<b>Subject:</b> Cafeteria Equipment and Tables for the Stephen Decatur Middle School Project
<b>Initiated By:</b> Dr. Fred Bouchard, Assistant Superintendent and BLDD	<b>Attachments:</b> Bid Documents 12-13
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

One of the first projects in the DPS #61 Building better Opportunities for Learning in Decatur (BOLD) Facility Plan is combining students and staff from Thomas Jefferson and Stephen Decatur Middle Schools. The building improvements at Stephen Decatur Middle School align with enhancing the academic programming for middle school students. Staff, students, and parents from the two middle schools worked side-by-side with the District's architects to provide input and assistance with the planned improvements for the middle school building.

Facility improvements include the cafeteria and food service areas. Equipment purchases, as deemed appropriate under the USDA regulations can be paid for through food service reserves.

**CURRENT CONSIDERATIONS:**

The BOLD Facility Plan budget approved for work at Stephen Decatur Middle School included a board approved allocation of not to exceed \$100,000 from food service reserves to equipment kitchen and cafeteria with allowable purchases. A comprehensive RFP was bid to provide equipment and tables for the cafeteria and kitchen areas.

DPS received bids from four different furniture vendors (see attached) and gave vendors an opportunity to provide on individual items as well as to provide a total bid. Administration is recommending that bid package #13 (\$24,368.40) for cafeteria tables and equipment be awarded to Kreuger International.

**FINANCIAL CONSIDERATIONS:**

The above purchase in the amount of \$24,368.40 would be paid from the food service reserves allocated for the middle school project out of Fund 10: Education.

**STAFF RECOMMENDATION:**

The Administration respectfully requests the Board of Education award Bid Package #13 to the low bidder Kreuger International for the Cafeteria Tables and Equipment for the Stephen Decatur Middle School Project in the total amount of \$24,368.40 as presented.

**The Administration respectfully requests the Board of Education REJECT bids for bid package #12 due to discrepancies; package #12 will be rebidded.**

**RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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





July 17, 2019

Dr. Fred Bouchard  
Decatur Public School District #61  
101 W Cerro Gordo St  
Decatur, IL 62523

Re: Stephen Decatur Middle School Furnishings  
BLDD Project # 186EX16.406  
**BID TABULATION**

Enclosed is a Bid Tabulation Form showing the results of the bids opened on 7/12/2019 for the above-referenced project. We have reviewed the bid results and have the following comments.

KI is the responsive low bidder for the following bid packages:

- Bid Package #1 (classroom - bookcases) - in the amount of \$4,792.13
- Bid Package #2 (classroom - student chairs/teachers chairs) - in the amount of \$12,040.02
- Bid Package #3 (classroom - student desks) - in the amount of \$4,353.96.
- Bid Package #4 (classroom - instructor stations) - in the amount of \$3702.46
- Bid Package #5 (classroom - d shaped tables) - in the amount of \$7085.23
- Bid Package #6 (makerspace - storage cabinets) - in the amount of \$3,058.55

Lincoln Office is the responsive low bidder for the following bid packages:

- Bid Package #7 (makerspace - stools) - in the amount of \$2,466.00. Note: The apparent low bid from Widmer had a discrepancy in amount listed on bid form between the numbers and letters (i.e. different amounts were listed). Additionally, the lead time to obtain this furniture seems unreasonable.
- Bid Package #8 (makerspace - tables) - in the amount of \$2,545.00
- Bid Package #9 (working cafe - standard height chairs) - in the amount of \$836.00
- Bid Package #11 (working cafe - stools) - in the amount of \$16,352.00

Resource One is the responsive low bidder for the following bid package:

- Bid Package #10 (working cafe - lounge chairs) - in the amount of \$12,886.00

#### Cafeteria Equipment and Tables bid packages

KI is also the responsive low bidder for the Cafeteria Equipment and Tables bid package:

- Bid Package #13 (working cafe - cafeteria folding tables) - in the amount of \$24,368.40

The apparent low bidder for bid package #12, KI, has indicated that an error was made in their bid, and that the true cost for this work is higher. Accordingly, we recommend rebidding this bid package.

Please advise if the School District intends to accept the Base Bids for the respective bidders as identified above and we will prepare the necessary contract documents for your review and signatures.

Also enclosed are the original bids from all bidders on the project. We have kept the bid bond from each bidder, and will return the bid bond to each unsuccessful bidder after the board has approved a contract.

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.

A handwritten signature in blue ink, appearing to read "Sam Johnson", is written over the printed name.

Sam Johnson, AIA  
Principal  
enclosures



Bid TabulationForm

DATE:7/12/2019

TIME:10:00 a.m.

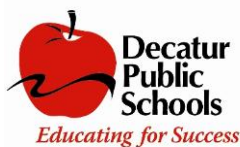
PROJECTNAME:Stephen Decatur Middle School Furnishings

CLIENT:Decatur Public School District #61

LOCATION:Keil Building

BLDD PROJECT:186EX16.406

Bid Packages		Kreuger International, Inc.	Lincoln Office, LLC.	Resource One of Illinois LTD	Widmer Interiors
Bid Package #12 - T-2, T-4, T-5, T-6, T-8, T-9, T-11 Working Café Makerspace table, lockable casters; Parsons table with panel legs the length of top positioned straight down from edge of top, standard height; Small personal occasional table; Round occasional table; 36" Round table, standard height, on casters; 42" Round table, standard height, on casters; 36" Round table, counter height		\$19,620.52*	\$37,305.00	\$46,002.00	
Bid Package #13 - T-3 Working Café 60" Round folding cafeteria table with split benches, 29" height		\$24,368.40	\$33,120.00	\$28,394.00	



## Board of Education Decatur Public School District #61

<b>Date:</b> July 23, 2019	<b>Subject:</b> Approval of the Project Labor Agreement (PLA) between Decatur Public School District 61 and the Decatur Building Construction Trades Council and AFL-CIO
<b>Initiated By:</b> Dr. Fred Bouchard, Assistant Superintendents	<b>Attachments:</b> Project Labor Agreement
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent, The Decatur Building Construction Trades Council, AFL-CIO, Community Advocates and Legal Counsels	

### District Strategic Plan Alignment

**Strategy 5:** *"We will create and foster mutually beneficial relationships throughout the community."*

### BACKGROUND INFORMATION:

The Decatur Public Schools and the Local Union Hall signed a Project Labor Agreement prior to the renovations to the two high schools. The agreement insured that much of the work on this project would be given to a local work force. The agreement is in alignment with school board policy, state statute and federal law and when conflict occurs those provisions take precedent.

### CURRENT CONSIDERATIONS:

Before creating the final version of the proposed Project Labor Agreement a number of conversations with a wide variety of stakeholders occurred. Input and feedback from those stakeholders assisted in creating this current document. Legal counsel from the District and Union Hall have reviewed the Project Labor Agreement.

### FINANCIAL CONSIDERATIONS:

There are no financial provisions listed in the Project Labor Agreement.

### STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the Project Labor Agreement (PLA) between Decatur Public School District 61 and the Decatur Building Construction Trades Council and AFL-CIO as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**PROJECT LABOR AGREEMENT**  
**Between**  
**The Decatur Building & Construction**  
**Trades Council, AFL-CIO,**  
**And**  
**Decatur Public School District #61**

PROJECT LABOR AGREEMENT  
Between  
The Decatur Building & Construction Trades Council, AFL-CIO,  
And  
Decatur Public School District #61  
for the  
Decatur Public School Renovation Project

## **ARTICLE I**

### **PURPOSE**

This Agreement is entered into this first day of **TBA** 2019, by and between Decatur Public School District #61 (“District”), its successors or assignees and the Decatur Building & Construction Trades Council, International Brotherhood of Teamsters and Chauffeurs #279, International Operating Engineers #965, Laborers International Union #159, United Brotherhood of Carpenters and Joiners #742 acting on their own behalf and on behalf of their respective affiliates and members whose names are subscribed hereto and who have, through their duly authorized officers, executed this Agreement, hereinafter collectively called the “Union or Unions”, with respect to the construction of the Decatur Public Schools Bold Facility Project in Decatur, Illinois, hereinafter referred to as “Project”.

It is anticipated that the project shall be divided into phases, collectively referred to as the “Project”. The terms and conditions of this Agreement shall apply to each of the three building phases from the summer/fall of 2019 through the summer of 2021.

The term “Contractor” shall include all construction contractors and subcontractors of whatever tier engaged in onsite construction work within the scope of this Agreement, including the District when it performs construction work within the scope of this Agreement.

The Parties to this Project Labor Agreement acknowledge that the construction of the Decatur Public Schools Bold Facility Project in Decatur, Illinois, is important to the development of Decatur Public School District 61 and its long-term goal to meet the educational needs of the District’s students. The Parties recognize the need for the timely completion of the Project without interruption or delay. This Agreement is intended to enhance this cooperative effort through the establishment of a framework for labor-management cooperation and stability.

The Contractor(s) and the Unions agree that the timely construction of this Project will require substantial numbers of employees from construction and supporting crafts possessing skills and qualifications that are vital to its completion. They will work together to furnish skilled, efficient craft workers for the construction of the Project.

Further, the parties desire to mutually establish and stabilize wages, hours and working conditions for the craft workers on this construction project, to encourage cooperation between the Contractor(s) and Unions to the end that a satisfactory, continuous and harmonious relationship will exist between the parties of this Agreement.

Therefore, in recognition of the special needs of this Project and to maintain a spirit of harmony, labor-management peace, and stability during the term of this Agreement, the parties agree to abide by the terms and conditions in this Agreement, and to establish effective and binding methods for the settlement of all misunderstandings, disputes or grievances which may arise. Further, the Contractor(s) and all contractors of whatever tier, agree not to engage in any lockout, and the Unions agree not to engage in any strike, slow-down, interruption or other disruption of or interference with the work covered by this Agreement.

## ARTICLE II SCOPE OF AGREEMENT

Section 1. This Project Agreement shall apply and is limited to the recognized and accepted historical definition of any and all publicly bid work under the direction of and performed by the Contractor(s), of whatever tier, who have contracts awarded for such work on the Project. Such work shall include site preparation work and dedicated off-site work.

The Project is defined as the scope of work on or off-site for the Decatur Public Schools **BOLD Facility Project** in Decatur, Illinois.

It is agreed that the District shall require all Contractors of whatever tier, who have been awarded contracts for publicly bid work covered by this Agreement to accept and be bound by the terms and conditions of this Project Labor Agreement by executing the Letter of Assent (Attachment A) prior to commencing work. ***The District shall, in its bid documents, require compliance with this Agreement by the Contractors. It is further agreed that, where there is a conflict, school district policy, state statutes and federal laws will take precedent followed then by the terms and conditions of this Project Labor Agreement which shall supersede and override terms and conditions of any and all other national, area, or local collective bargaining agreements.***

Section 2. Nothing contained herein shall be construed to prohibit, restrict, or interfere with the performance of any other operation, work, or function which may occur at the Project site or be associated with the development of the Project.

Section 3. This Agreement shall be binding only on the Local Union signatories, the District, and the Project's contractors and subcontractors who provide work on the Project, and, except for the third paragraph of Article II, Section 1 hereof, this Agreement shall not apply to their parents, affiliates, subsidiaries, owners or partners.

Section 4. The Contractors agree to be bound by the terms of the Collective Bargaining Agreements and amendments thereto of the affiliates of the Decatur Building and Construction Trades Council and the applicable employers association, if any, International Brotherhood of Teamsters and Chauffeurs #279, International Operating Engineers #965, Laborers International Union #159, United Brotherhood of Carpenters and Joiners #742. Such agreements are incorporated herein by reference. In order to comply with the requirements of the various fringe benefit funds to which the Contractor is to contribute, the Contractor shall sign such participation agreements as are necessary. Upon written notice from any fringe benefit fund, the District, and/or the General Contractor will withhold payment of delinquencies occurring on this project from the involved Contractor except as required by law.

Section 5. The District will follow state statute on the awarding of contracts to the lowest responsive bid for these projects without reference to the existence or nonexistence of any agreements between such bidder and any party to this Agreement, provided that such bidder, as a condition of such selection, accedes to become a party and to be bound to this Project Labor Agreement in the event of a successful bid. Nothing herein shall require said bidder to adhere to the terms of this Project Labor Agreement beyond the term, or mutually agreed upon extension(s), thereof. ***It is understood that where there is a conflict, school district policy, state statutes and federal laws will take precedent followed then by the terms and conditions of this Project Labor Agreement which shall supersede and override terms and conditions of any and all other national, area, or local collective bargaining agreements.***

Section 6. Nothing contained herein shall be construed to prohibit or restrict the District and/or its employees from performing work not covered by this Project Labor Agreement on the Project site. As areas and systems of the Project are inspected and construction tested by the Contractors and accepted by the District, the Project Labor Agreement will not have further force or effect on such items or areas, except when the Contractors are directed by the District to engage in repairs, modifications, check-out, and warranty functions required by its contract with the District during the term of this Agreement.

Section 7. It is understood that the District, at its sole option, may terminate, delay and/or suspend any or all portions of the Project at any time.

Section 8. It is understood that the liability of any employer and the liability of the separate unions under this Agreement shall be several and not joint. The unions agree that this Agreement does not have the effect of creating any joint employer status between or among the District, Contractor(s) or any employer.

Section 9. Authorized representative(s) of the Decatur building and Construction Trades Council and the applicable employers association, if any, International Brotherhood of Teamsters and Chauffeurs #279, International Operating Engineers #965, Laborers International Union #159, United Brotherhood of Carpenters and Joiners #742, and their affiliated unions, shall have access to the Project consistent with applicable Collective Bargaining Agreements, Decatur Public School policies regarding visitors and safety, and the Illinois School Code, including but not limited to those provisions requiring fingerprint based background checks.

### **ARTICLE III UNION RECOGNITION**

Section 1. The Contractors recognize the signatory Unions as the sole and exclusive bargaining representatives of all craft employees within their respective jurisdiction working on



the Project within the scope of this Agreement. ***It is further agreed that, where there is a conflict, school district policy, state statutes and federal laws will take precedent followed then by the terms and conditions of this Project Labor Agreement which shall supersede and override terms and conditions of any and all other national, area, or local collective bargaining agreements.***

Section 2. All employees covered by this Agreement who are members of the union on the effective date of this Agreement shall, as a condition of employment, maintain their membership in the Union during the term of this Agreement from and after the seventh (7<sup>th</sup>) day following their employment or the effective date of this Agreement, whichever is later.

No request for discharge of any employee will be requested of any Employer pursuant to a union security clause as long as the employee timely offers to pay uniformly required dues and initiation fees.

Section 3. Authorized representatives of the union and their Local Union shall have access to the Project, provided they do not interfere with the work of the employees and, further provided, that such representatives fully comply with the visitor, safety and security rules established for the Project.

Section 4. Each Union, which is a party to this Agreement, or its applicable Local Union, shall have the right to designate a working journeyman as a Steward. Such designated Steward shall be a qualified worker performing the work of the craft and shall not exercise any supervisory functions. Each Steward shall be concerned with the employees of his or her own employer and not with the employees of any other employer. Stewards shall not be subject to layoff if qualified to perform the work available for the craft.

## **ARTICLE IV MANAGEMENT'S RIGHTS**

The District and Contractors of whatever tier retain full and exclusive authority for the management of their operations. Except as otherwise limited by the terms of this Agreement, the Contractors shall direct their working forces at their prerogative, including, but not limited to hiring, promotion, transfer, lay-off or discharge for just cause. No rules, customs, or practices shall be permitted or observed which limit or restrict production, or limit or restrict the working efforts of employees. The Contractors shall utilize the most efficient method or techniques of construction, tools, or other labor saving devices. There shall be no limitations upon the choice of materials or design, nor shall there be any limit on production by workers or restrictions on the full use of tools or equipment. There shall be no restriction, other than may be required by safety regulations, on the number of employees assigned to any crew or to any service.

## **ARTICLE V WORK STOPPAGES AND LOCKOUTS**

Section 1. During the term of this Agreement there shall be no strikes, picketing, work stoppages, slowdowns or other disruptive activity for any reason by the Union, its applicable Local Union or by any employee at any District site, and there shall be no lockout by the Contractor or the District. Failure of any Union, Local Union or employee to cross any picket line established at the Project site is a violation of this Article.

Section 2. The Union and its applicable Local Union shall not sanction, aid or abet, encourage or continue any work stoppage, strike, sympathy strike, picketing or other disruptive activity at the project site or any other site, and shall undertake all reasonable means to prevent or to terminate any such activity. No employee shall engage in activities which violate this Article. Any employee who participates in or encourages any activities which interfere with the normal operation of the Project shall be subject to disciplinary action, including discharge, and if justifiably discharged for the above reasons, shall not be eligible for rehire on the Project for a period of not less than ninety (90) days.

Section 3. Neither the Union nor its applicable Local Union shall be liable for acts of employees for whom it has no responsibility. The International Union General President or Presidents will immediately instruct, order and use the best efforts of his office to cause the Local Union or Unions to cease any violations of this Article. An International Union complying with this obligation shall not be liable for unauthorized acts of its Local Union. The principal officer or officers of a Local Union will immediately instruct, order and use the best efforts of his/her office to cause the employees of the Local Union to cease any violations of this Article. A Local Union complying with this obligation shall not be liable for unauthorized acts of employees it represents. The failure of the Contractor to exercise its right in any instance shall not be deemed a waiver of its right in any other instance.

## **ARTICLE VI DISPUTES AND GRIEVANCES**

Section 1. This Agreement is intended to provide close cooperation between management and labor. Each of the Unions will assign a representative to this Project for the purpose of completing the construction of the Project economically, efficiently, continuously, and without interruptions, delays, sympathy strikes or work stoppages.

Section 2. The District, Unions, and the employees, collectively and individually, realize the importance to all parties to maintain continuous and uninterrupted performance of the work of the Project, and agree to resolve disputes in accordance with the grievance-arbitration provisions set forth in this Article.

Section 3. Any unresolved questions or disputes arising out of and during the term of this Project Labor Agreement (other than trade jurisdictional disputes) shall be considered a grievance and subject to resolution under the following procedures:

Step 1. If Local Unions have an established grievance procedure in their collective bargaining agreement, grievances shall be referred to the Local Union's grievance procedures for resolution. If no Local Union procedure exists, proceed to Step 2.

Step 2. a) When any employee subject to the provisions of the Agreement feels he or she is aggrieved by a violation of this Agreement, he or she, through his or her local union business representative or job steward, shall, within five (5) working days after having knowledge of the occurrence of the violation, give notice to the work-site.

Representative of the involved Contractor stating the provision(s) alleged to have been violated. The business representative of the local union or the job steward and the work-site representative of the involved Contractor and the district shall meet and endeavor to adjust the matter within three (3) working days after timely notice has been given. The representative of the Contractor shall keep the meeting minutes and shall respond to the Union representative in writing (copying the Project Contractor) at the conclusion of the meeting but not later than twenty-four (24) hours thereafter. If they fail to resolve the matter within the prescribed period, the grieving party may, within forty-eight (48) hours thereafter, pursue Step 3 of the Grievance Procedure, provided the grievance is reduced to writing, setting forth the relevant information concerning the alleged grievance, including a short description thereof, the date on which the grievance occurred, and the provision(s) of the Agreement alleged to have been violated.

b) Should the Local Union(s) or the District or any Contractor have a dispute with the other party and, if after conferring, a settlement is not reached within three (3) working days, the dispute may be reduced to writing and proceed to Step 3 in the same manner as outlined herein for the adjustment of an employee complaint.

Step 3. The International Union Representative and the involved contractor shall meet within seven (7) working days of the referral of a dispute to this third step to arrive at a satisfactory settlement thereof. Meeting minutes shall be kept by the Contractor. If the parties fail to reach an agreement, the dispute may be appealed in writing in accordance with the provisions of Step 4 within seven (7) calendar days thereafter.

Step 4. a) If the grievance has been submitted but not adjusted under Step 3, either party may request in writing, within seven (7) calendar days thereafter, that the grievance be submitted to an Arbitrator mutually agreed upon by them. The Contractor and the involved Union shall attempt mutually to

select an arbitrator, but if they are unable to do so, they shall request the American Arbitration Association to provide them with a list of arbitrators from which the Arbitrator shall be selected. The rules of the American Arbitration Association shall govern the conduct of the arbitration hearing. The decision of the Arbitrator shall be final and binding on all parties. The fee and expenses of such Arbitration shall be borne equally by the Contractor and the involved Local Union(s).

b) Failure of the grieving party to adhere to the time limits established herein shall render the grievance null and void. The time limits established herein may be extended only by written consent of the parties involved at the particular step where the extension is agreed upon. The Arbitrator shall have the authority to make decisions only on issues presented to him or her, and he or she shall not have authority to change, amend, add to or detract from any of the provisions of this Agreement.

Section 4. The District shall be notified of all actions at Steps 2, 3 and 4 and shall, upon their request, be permitted to participate in all proceedings at these steps.

## **ARTICLE VII JURISDICTIONAL DISPUTES**

Section 1. As used in this Agreement, the term “jurisdiction dispute” shall be defined as any dispute, difference or disagreement involving the assignment of particular work to one class or craft of employees rather than to any other employer, contractor, or organization on the site.

Section 2. The assignment of work will be solely the responsibility of the Contractor performing the work involved; and such work assignments will be in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (the “Plan”) or any successor Plan.

- a) All jurisdictional disputes on this Project, between or among Building and Construction Trades Unions and employers, parties to this Agreement, shall be settled and adjusted according to the present Plan established by the Building and Construction Trades Department. Decisions rendered shall be final, binding and conclusive on the Contractors and Unions parties to this Agreement.

Section 3. The signatory parties to this Agreement agree that jurisdictional disputes cannot and shall not interfere with the efficient and continuous operations required for the successful application of this Agreement. All jurisdictional disputes shall be resolved without occurrence of any strike, sympathy strike, work stoppage, or slow-down of any nature, and the Contractor’s assignment shall be adhered to until the dispute is resolved. Individuals violating this section shall be subject to immediate discharge.

Section 4. Equipment or material delivered to the job site will be unloaded promptly without regard to jurisdictional disputes which will be handled as per the provisions of this Agreement. The Contractor will supply the union with delivery schedules, allowing as much time as possible to verify the appropriate crafts will be available to unload the materials or equipment.

Section 5. Each Contractor will conduct a pre-job conference with the appropriate Building and Construction Trades Council prior to commencing work. The District will be advised in advance of all such conferences and may participate if they wish.

## **ARTICLE VIII SUBCONTRACTING**

The District agrees that neither it nor any of its contractors or subcontractors will subcontract any work to be done on the Project except to a person, firm or corporation who is or agrees to become party to this Agreement. Any contractor or subcontractor working on the Project shall, as a condition to working on said Project, become signatory to and perform all work under the terms of this Agreement. Attachment A shall be signed before work may commence.

## **ARTICLE IX APPRENTICES/TRAINEES/HELPERS/SUBJOURNEYMEN**

Recognizing the need to maintain continuing support of programs designed to develop adequate numbers of competent and skilled workers in the construction industry, the Contractor will employ apprentices in the respective crafts to perform such work as is within their capabilities and which is customarily performed by the crafts in which they are indentured. The required ratio of apprentices for this Project shall be established in accordance with the ratios that exist in the current local collective bargaining agreement(s).

## **ARTICLE X WAGES AND BENEFITS**

Section 1. The wage rates and fringe benefit contributions applicable to this project shall be those in effect for comparable work in the respective Unions' local collective bargaining agreement with the historically recognized local employer bargaining group. It is agreed that Project Wage Schedule(s) will be made a part of this Agreement and all employees covered by this Agreement shall be paid accordingly. It is further agreed that the Contractor will accept and

adopt any subsequent wage rate and fringe benefit contribution increases or decreases negotiated during the term of this Agreement. The district follows the **Prevailing Wage Act** which is congruent with the other terms of Article X Section 1.

Section 2. If during the term of this Agreement a signatory Union's referenced local labor agreement fails to be renegotiated in a timely manner (i.e. prior to the expiration of the local agreement), the Unions agree that they will not under any circumstances strike, withdraw people from the project, or in any manner interrupt or impede the progress of the work. There shall be no lockout by the Contractor. The wage rates and fringe benefit contributions that are in effect prior to the expiration of the local agreement will be paid until such time as the wage rates and/or fringe benefit contributions are negotiated, at which time said wage rates and fringe benefit contributions will be implemented retroactively.

## **ARTICLE XI REFERRAL OF EMPLOYEES**

Section 1. The Contractor recognizes the Unions as the source of employment referrals. The appropriate Union will be contacted and shall refer all applicants for employment in accordance with the Union's established referral rules and practices.

Section 2. Selection of applicants for referral jobs shall be on a nondiscriminatory basis and shall not be based on, or in any way affected by, Union membership, bylaws, rules, regulations, constitutional provisions, or any other aspect or obligation of union membership, policies, or requirements. There shall be no discrimination against any employee or applicant for employment because of his or her membership or non-membership in the Union or based on race, creed, color, sex, age or national origin of such employee or applicants.

Section 3. In the event the referral facilities maintained by the Union do not refer the required number of qualified applicants requested by the Contractor within forty-eight (48) hours after such a request is made (Saturdays, Sundays and Holidays excluded), the Contractors may withdraw the request and employ applicants from any source. The Contractor shall promptly notify the affected Union(s) of the names of such "temporary employees," pursuant to the notification procedures established in the Collective Bargaining Agreement of the Local Unions, and shall replace such temporary employees as soon as registered qualified applicants are available under the Referral Procedures of the Unions.

Section 4. Decisions should be made with consideration of the Board of Education Policy 4:61 related to minority hiring practices.

## **ARTICLE XII WORK RULES**

Section 1. Each employee shall be allowed to take a break of up to 10 minutes near or at their work station, once in the middle of the first half of the shift and once in the middle of the second half of the shift. The breaks will be at specific times determined by the Contractor and need not be at the same time for all employees. The Union agrees this will not be abused.

Section 2. The Project contractor may establish reasonable project rules, as it deems appropriate. These project rules shall be discussed with the Union in advance of implementation and shall be attached to this agreement in ATTACHEMENT B.

### **ARTICLE XIII HOURS OF WORK, ETC.**

Section 1. The standard workday shall consist of eight (8) hours of work, generally between 7:00 a.m. and 5:00 p.m., exclusive of a thirty (30) minute unpaid lunch period. Forty (40) hours per week shall constitute a week's work, Monday through Friday inclusive. The Contractor shall designate the starting and quitting times for all employees. Any starting time put in effect on Monday shall remain in effect for the workweek unless a change is mutually agreed upon between the Contractor and the Unions. Nothing herein shall be construed as guaranteeing any employee eight (8) hours per day or forty (40) hours per week.

Section 2. All time worked before and after the established workday of eight (8) hours, Monday through Friday, and all time on Saturday shall be paid at the rate of time and one-half. All time worked on Sundays and Holidays shall be paid at the overtime rate stated in the appropriate local agreement, but not to exceed double the straight time rate of pay.

Section 3. When an employee, or applicant for employment referred by the Union reports for work at the time designated by the Contractor, and is not put to work due to inclement weather, the employee shall be paid two (2) hours pay. The employee may be required to remain at the Project for two (2) hours if so desired by the Contractor.

Section 4. Shifts may be established when considered necessary by the Contractor. Establishment and hours and wages per shift will be set according to each Local Unions Collective Bargaining Agreement. 2<sup>nd</sup> and 3<sup>rd</sup> Shift work is an option for consideration

- a) Employees shall be at their place of work at the starting time and remain at their place of work until quitting time. Rules regarding these procedures will be established in the respective collective bargaining agreements, or if not so established, then at the pre-job conference.

Section 5. Holidays shall be recognized (and paid for if worked) as follows: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving and

Christmas Day, with the understanding that no employee will be discriminated against for choosing to celebrate Veterans' Day on Veterans' Day, provided they give seven (7) calendar days' notice. Under no circumstances shall any work be performed on Labor Day, except in cases of emergency involving life or property. If a holiday falls on Sunday, it shall be observed on the following Monday. Monday holidays shall be observed in keeping with applicable federal law. Should a holiday fall on Saturday, it will be observed on Friday. There shall be no paid holidays if not worked.

Section 6. It will not be a violation of this Agreement when the District or Contractor considers it necessary to shut down to avoid the possible loss of human life, because of an emergency situation that could endanger the life and safety of an employee. In such cases, employees will be compensated only for the actual time worked. In the case of a situation described above whereby the Contractor request employees to remain available for work, the employees will be compensated for such time.

## **ARTICLE XIV SAFETY AND HEALTH**

Section 1. Employees must use diligent care to perform their work in a safe manner and to protect themselves and the property of their employer. Failure to do so may result in immediate dismissal.

Section 2. In order to protect the safety and health of employees, all parties agree to comply with the applicable provisions of state and federal laws and regulations relating to job safety, health and safe work practices.

Section 3. The dangers and costs which alcohol and other chemical abuses can create in the construction industry in terms of safety and productivity are significant. The parties to this Agreement resolve to combat chemical abuse in any form and agree that to be effective, programs to eliminate substance impairment will contain a strong rehabilitation component. The parties recognize the employer's right to adopt and implement a drug and alcohol policy subject to all applicable laws and regulations, procedural safeguards, scientific principles, and legitimate interest of privacy and confidentiality. However, the Union reserves the right to negotiate regarding the terms of the employer's policy before the policy is implemented by the Employer. When drug and alcohol testing is performed, all testing shall be conducted in accordance with the procedures outlines in the Union's applicable local Agreement.

Section 4. It shall be the exclusive responsibility of each Contractor to assure safe working conditions for its employees and compliance by them with any safety rules established for the Project. Nothing in this Agreement will make the Union or any of its Local Unions liable to any employees or to other persons in the event that injury or accident occurs.



**ARTICLE XV**  
**LABOR/MANAGEMENT MEETING**

A Labor/Management meeting between the Contractors and Sub-Contractors on the Project and a Business Representative of each Local Union performing work in the Project shall meet at least monthly either on site or at another pre-designated site for the purpose of fully communicating all pertinent project information, i.e. project progress, safety, schedule, manpower needs, etc. and addressing issues that promote and benefit the successful completion of the Project. A special meeting may be called at any time, by either the Contractors or Labor whenever an issue(s) of significant importance arises.

**ARTICLE XVI**  
**GENERAL SAVINGS CLAUSE**

If any article or provision of this Agreement shall be declared invalid, inoperative or unenforceable by any competent authority of the executive, legislative, judicial or administrative branch of the Federal or any State government, the Project Contractor and the union shall suspend the operation of such Article or provision during the period of its invalidity and shall substitute by mutual consent, in its place and stead, an Article or provision which will meet the objections to its validity and which will be in accord with the intent and purpose of the Article or provision in question. Any final determination that any provision of this Agreement violates any law or is otherwise not binding and enforceable, shall have no effect on the validity of the remaining provisions of this Agreement.

**ARTICLE XVII**  
**TERM OF AGREEMENT**

This Agreement shall be effective as of the first day of **TBA** 2019, and shall remain in full force and effect during the entire period of the Project construction described in Article II, Section 1, at which time this Project Labor Agreement shall automatically terminate.

This Agreement may be amended or supplemented only by the mutual consent of the parties hereto, deduced to writing and duly signed by each.

DECATUR PUBLIC SCHOOL  
DISTRICT #61

DECATUR, ILLINOIS BUILDING  
AND CONSTRUCTION TRADES  
COUNCIL, AFL-CIO

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## PROJECT LABOR AGREEMENT

Between The Decatur Building & Construction Trades Council, AFL-CIO,  
And Decatur Public School District #61

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Bricklayers & Allied Craft Workers #8

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Glaziers, Architectural Metal & Glass Workers #1168

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Intl. Assoc. of Heat & Frost Insulators & Asbestos  
Workers #1

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Intl. Brotherhood of Boilermakers & Helpers #363

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Intl. Brotherhood of Electrical Workers #146

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Intl. Brotherhood of Teamsters and Chauffeurs #916

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Intl. Union of Operating Engineers Local # 965

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Iron Workers Local # 46

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Laborers Intl. Local # 159

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Operative Plasters' and Cement Masons Local # 18

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Painters & Allied Trades Intl. Local # 288

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Road Sprinkler Fitters Local # 669

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Sheet metal Workers #218

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United Assoc. of Plumbers & Steamfitters Local # 137

PROJECT LABOR AGREEMENT

Between The Decatur Building & Construction Trades Council, AFL-CIO,

And Decatur Public School District #61

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United Brotherhood of C & J Millwrights Local # 1693

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United Brotherhood of Carpenters and Joiners #270

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United Union of Roofers, Water Proofers Local # 92

*Attachment A*

**LETTER OF ASSENT**

Pursuant to Article II, Scope of Agreement, Section 1, and Article XV, Subcontracting, of this project Labor Agreement, the undersigned contractor hereby agrees to comply with and be bound by all terms and conditions of the Project Labor Agreement.

This “Letter or Assent” will remain in effect for the duration of the Project, after which this understanding will automatically terminate.

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

By: \_\_\_\_\_

(Print Name)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

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

DATE/TIME: July 09, 2019

4:00 PM

LOCATION: Keil Administration Building  
1<sup>st</sup> Floor Board Room

PRESENT: Beth Nolan, President (arrived 4:04 PM)      Courtney Carson, Vice President  
Kendall Briscoe      Regan Lewis (arrived 5:10 PM)  
Dan Oakes      Andrew Taylor

Beth Creighton was present by audio at 4:41 PM. Please Note: Beth Creighton did not attend the Open Session Meeting via audio.

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

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

TOPIC	DISCUSSION	ACTION
<b>Call for Closed Executive Session</b>	Vice President Carson called the meeting to order and moved into Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body and security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property, seconded by Mr. Oakes.	Board moved to Closed Executive Session at 4:00 PM.
	Hearing no questions, Vice President Carson called for a Roll Call Vote: Aye: Carson, Oakes, Briscoe, Taylor Nay: None Absent: Nolan (arrived 4:04 PM), Lewis (arrived 5:10 PM) and Creighton (arrived by audio 4:41 PM) Roll Call Vote: 4 Aye, 0 Nay, 3 Absent	
<b>Return to Open Session</b>	President Nolan asked for a motion to return to Open Session. Mrs. Briscoe motioned, seconded by Mr. Oakes. All were in favor.	Returned to Open Session at 6:34 PM.
<b>Open Session Continued</b>	President Nolan noted that the Board of Education had been in Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body and security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. No action was taken during Closed Executive Session.	Information only.
<b>Pledge of Allegiance</b>	President Nolan led the Pledge of Allegiance.	

TOPIC	DISCUSSION	ACTION
<b>Student Ambassador</b>	President Nolan noted that Student Ambassador Londarius Hayes was at this meeting.	
<b>Approval of Agenda, July 09, 2019</b>	<p>Superintendent Fregeau recommended the Board approve the July 09, 2019 Open Session Board Meeting agenda as presented.</p> <p>Mr. Taylor moved to approve the recommendation, seconded by Vice President Carson. All were in favor.</p>	Agenda was approved as presented.
<b>Public Participation</b>	<p>President Nolan noted that during Public Participation, the Board of Education asked for the following:</p> <ul style="list-style-type: none"> <li>• Identify oneself and be brief.</li> <li>• Comments should be limited to 3 minutes.</li> </ul> <p>No one at this time.</p>	Information only.
<b>Board and/or Other Committee Reports Board Discussion</b>	<p><u>Joint Committee</u></p> <p>Mrs. Lewis noted that the committee met (DPS61, City of Decatur, Park District) and discussed some concerns with the Joint Purchasing Agreement. All entities see the benefits of the agreement, but would like to get the attorneys together from each entity for further discussion. Superintendent Fregeau noted that there were regulations that must be followed. Vice President Carson noted that we need to move forward with some results once the attorneys meet regarding laws and regulations of each entity.</p> <p><u>Naming Committee</u></p> <p>President Nolan noted that the committee met and continued discussions on a potential process regarding the consolidated schools as they merge together. The process involves the re-naming of the building(s) impacted. There will be a six month process at the building level, then a recommendation to the Naming Committee. They plan to bring a final recommendation on the process in February 2020. Superintendent Fregeau noted that the District has to meet timelines/guidelines per the School Board Policy and State of Illinois.</p> <p><u>Finance Committee</u></p> <p>President Nolan noted that they will meet on Thursday, July 11, 2019.</p> <p><u>Board Discussion</u></p> <p>President Nolan noted that the policy that was sent to the Board Members for discussion has to be vented through the Policy Committee. A recommendation will be brought during a future Board Meeting.</p> <p>President Nolan noted that Superintendent Fregeau presented a <b>draft</b> of the 2019-2020 Balanced Scorecard. Superintendent Fregeau noted that items on the scorecard were from discussions during the Open Session Board Retreat (June 13, 2019). The <b>draft</b> scorecard was as follows for each quadrant:</p>	<p>Information only.</p> <p>Information only.</p>

TOPIC	DISCUSSION	ACTION
<b><u>Students</u></b>		Information only.
	<ul style="list-style-type: none"> <li>● Implement intentional learning experiences that develop each student's core academics, personal strengths, and individual interests (i.e Fine Arts, A/A degree upon graduation, etc.).</li> <li>● Increase resources for students with identified physical, social/emotional, and mental health needs through innovative collaborations with community partners (conflict resolution/SEL/transitions).</li> <li>● Successful transition of building consolidations.</li> </ul>	
<b><u>Staff</u></b>		
	<ul style="list-style-type: none"> <li>● Establish a strong and consistent mentoring program for all first and second year staff that includes non-district resources for support.</li> <li>● Expand and refine a districtwide employee recognition program including customer care initiatives.</li> <li>● Establish a Principal Leadership Institute for all current principals. <ul style="list-style-type: none"> <li>○ "Establish" to change to "implement."</li> </ul> </li> <li>● Expand Aspiring Leadership Institute. <ul style="list-style-type: none"> <li>○ This will be measured by the number of people involved and their end product.</li> </ul> </li> </ul>	
<b><u>Community</u></b>		
	<ul style="list-style-type: none"> <li>● <u>Monitor and refine quality before/after school programs for Decatur Public School students.</u></li> <li>● Facilitate community input for school boundaries; consideration of move to one HS; as well as revamp of magnet process.</li> <li>● Enhance athletic facilities (fields, videoboards, etc.). <ul style="list-style-type: none"> <li>○ President Nolan noted that the District needs to know what will happen with the high schools before money should be invested. Superintendent Fregeau replied that there will be student athletics at each high school regardless of the change, if any. This is important to the community.</li> <li>○ President Nolan asked if it should say "develop a Master Plan for the athletic fields."</li> </ul> </li> <li>● Promote the strengths of DPS to current non-users to increase market share. <ul style="list-style-type: none"> <li>○ "Strengths" will be changed to "value."</li> </ul> </li> <li>● Establish, utilize, and promote stakeholder vendor list. <ul style="list-style-type: none"> <li>○ Needs to be more detail regarding "shop local."</li> </ul> </li> <li>● The Board asked for the following wording from the 2018-2019 Balanced Scorecard be added to the scorecard for the 2019-2020 Balanced Scorecard: <ul style="list-style-type: none"> <li>■ "Ensure advocacy for the District's priorities at City, County, State, and Federal levels."</li> </ul> </li> </ul>	
<b><u>Finance</u></b>		
	<ul style="list-style-type: none"> <li>● Ensure buildings and facilities support the success of the educational process.</li> <li>● Implement and Monitor Bold Facility Funding Plan.</li> <li>● Pursue new and alternative revenue streams that support the work of the District.</li> </ul>	

Mrs. Briscoe noted that it would help if we could simplify more for the community.

"Culture and Communication" will be added.



TOPIC	DISCUSSION	ACTION
	The 2019-2020 Balanced Scorecard will be recommended for approval during the July 23, 2019 Board of Education Meeting. Once approved, it will be rolled out to the buildings and the entire organization.	Information only.
	Mrs. Lewis was glad to see the Mentoring Program for new teachers.	
	President Nolan asked if the budget would align with the initiatives. Superintendent Fregeau replied we hope so, however, the District never knows the funding streams.	
<b>Supt's Reports It Audit</b>	Maurice Payne, Director of Information Technology (IT), presented an IT Department update (see attached). Mr. Taylor asked for the results of the "phishing" test. Mr. Payne replied that some employees opened the email, clicked on the link within the email and then provided the credentials. Some red flags in these types of emails were discussing passwords and credentials.	Information only.
<b>Facilities Update</b>	BLDD Representatives presented a Facilities update (see attached) on the TJ Montessori and Johns Hill Projects.	Information only.
	The tentative timeline for the Thomas Jefferson Montessori Program is as follows: <ul style="list-style-type: none"> <li>• Seek Board approval on the bidding process on August 27, 2019. <ul style="list-style-type: none"> <li>○ Continuous updates of the project forthcoming.</li> </ul> </li> <li>• Accept bids in October 2019.</li> <li>• Construction to begin approximately October 15, 2019 with completion in May 2020.</li> <li>• Furniture installation in June 2020 following the construction.</li> <li>• Move in July 2020.</li> </ul>	
	At this time, improvements to the auditorium were still under discussion. President Nolan asked if bids were under their projection, could those dollars be put towards improvements to the TJ Auditorium. Dr. Bouchard replied yes, but it would have to be studied. BLDD noted that additional monies could be spent towards other needs.	
	BLDD presented the Schematic Design for Johns Hill Magnet School (see attached). BLDD noted that the District would have the ability to make class changes, if needed, per the schematic design. There will be several neutral rooms. The student population will be approximately 830 to 850.	
	President Nolan would like for the community to be able to utilize the building beyond school time. BLDD replied that spaces/classrooms could be closed off if needed.	
	The front circle drive would be one road so that you don't have to cross traffic during drop-off; the flow would be much smoother.	
	The main auditorium stage would be 90 feet wide and 40 feet in depth.	

TOPIC	DISCUSSION	ACTION
<b>Debt Service Structure</b>	<p>Dr. Todd Covault, Chief Operational Officer, presented a Debt Service Structure update (see attached). Payment options were presented as follows:</p> <ol style="list-style-type: none"> <li>1) 0 cents – No planned increase to tax levy for debt service <ol style="list-style-type: none"> <li>a. Operational Funds needed – approximately <u>\$40 million</u></li> <li>b. Operational pressure (Ed fund) over the debt service cycle (22 years)</li> </ol> </li> <li>2) 1 cent – increase each year for 20 years <ol style="list-style-type: none"> <li>a. \$100,000 market value home = additional \$3.33 each year for 20 years</li> <li>b. Compounds/caps to \$66.67 in year 20</li> <li>c. Lowers operational pressure (Education Fund) to approximately \$25 million</li> </ol> </li> <li>3) 1 cent – increase each year for 10 years <ol style="list-style-type: none"> <li>a. \$100,000 market value home = additional \$3.33 each year for 10 years</li> <li>b. Compounds/caps to \$33.33 in year 10</li> <li>c. Lowers operational pressure (Education Fund) to approximately \$29 million</li> </ol> </li> <li>4) 2 cent – increase each year for 10 years <ol style="list-style-type: none"> <li>a. \$100,000 market value home = additional \$6.67 each year for 10 years</li> <li>b. Compounds/caps to \$66.67 in year 10</li> <li>c. Lowers operational pressure (Education Fund) to approximately \$18 million (preferred)</li> </ol> </li> </ol> <p>The Bonds would be structured based on the annual abatement decisions by the Board (yearly). The repayment structure would be based on the decision.</p> <p>Dr. Covault, Chief Operational Officer, noted that the District needs a plan in order to proceed with the next steps. The recommendation would be #4.</p> <p>The Board of Education authorized administration to move forward with designing a plan for #4. This was presented for information only and a recommendation will be forthcoming.</p>	Information only.
<b>Personnel Action Items</b>	<p>Superintendent Fregeau recommended the Board approve the Personnel Action Items listed in the Memo from Deanne Hillman, Director of Human Resources as presented.</p> <p>Vice President Carson moved to approve the recommendation, seconded by Mr. Oakes. Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Lewis, Carson, Briscoe, Oakes, Taylor, Nolan  Nay: None  Absent: Creighton  Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. The Personnel Action Items were approved as presented.</p>
<b>The FY19-20 MPSED Tentative Budget</b>	<p>Superintendent Fregeau recommended the Board approve the FY2019 – 2020 Macon-Piatt Special Education District (MPSED) Tentative Budget as presented.</p>	<p>Motion carried. The FY19-20 MPSED Tentative</p>

TOPIC	DISCUSSION	ACTION
	Mr. Oakes moved to approve the recommendation, seconded by Mr. Taylor.	Budget was approved as presented.
	Kathy Horath, Director of MPSED, presented information/changes on this item (see attached). Mrs. Horath noted that MPSED no longer needs to function as a “pass-through” entity in order for federal funds to flow through to the Districts.	
	Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Nolan, Taylor, Briscoe, Oakes, Carson, Lewis Nay: None Absent: Creighton Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	
<b>Set Public Hearing</b>	President Nolan asked for a motion from the Board of Education to Set the Public Hearing date for the FY2019-2020 Macon-Piatt Special Education District (MPSED) Tentative Budget for 6:30 PM on Tuesday, August 20, 2019 in the 1 <sup>st</sup> Floor Board Room. Vice President Carson moved to approve, seconded by Mrs. Lewis. All were in favor.	Public Hearing August 20, 2019 as presented.
<b>SDMS Funding</b>	Superintendent Fregeau recommended the Board approve the Funding for the Stephen Decatur Middle School Project (renovations) as presented.  Mr. Oakes moved to approve the recommendation, seconded by Mrs. Lewis. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Briscoe, Taylor, Lewis, Carson, Oakes, Nolan Nay: None Absent: Creighton Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Motion carried. Funding for the SDMS Project Renovations was approved as presented.
<b>Contract between DPS61 and O’Shea Builders</b>	Superintendent Fregeau recommended the Board approve the Construction Management Contract between O’Shea Builders Inc. and Decatur Public School District 61 as presented.  Mr. Taylor moved to approve the recommendation, seconded by Mrs. Lewis. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Nolan, Taylor, Briscoe, Oakes, Carson, Lewis Nay: None Absent: Creighton Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Motion carried. Contract between DPS 61 and O’Shea Builders was approved as presented.
<b>Amendment of Professional Services Agreement between DPS61 and BLDD for</b>	Superintendent Fregeau recommended the Board approve the Amendment to the Professional Service Agreement between BLDD Architects and Decatur Public School District 61 for Additional MEP Services as presented.  Vice President Carson moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote:	Motion carried. Amendment between DPS61 and BLDD was approved as presented.

TOPIC	DISCUSSION	ACTION
<b>Additional MEP Services</b>	Aye: Carson, Taylor, Briscoe, Oakes, Lewis, Nolan Nay: None Absent: Creighton Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	
<b>Resolution Authorizing the Abatement of Working Cash Fund</b>	Superintendent Fregeau recommended the Board adopt the Resolution Authorizing the Abatement of Working Cash Funds as presented.  Mrs. Briscoe moved to approve the recommendation, seconded by Mrs. Lewis. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Taylor, Nolan, Lewis, Oakes, Carson, Briscoe Nay: None Absent: Creighton Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Motion carried. Resolution for Abatement of Working Cash Funds was adopted as presented.
<b>Textbook Supply Maintenance – Follett K-12</b>	Superintendent Fregeau recommended the Board approve the Textbook Supply Maintenance for Follett K through 12 <sup>th</sup> Grades as presented.  Mr. Oakes moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Nolan, Oakes, Carson, Taylor, Briscoe, Lewis Nay: None Absent: Creighton Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Motion carried. Textbook Supply Maintenance Follett K-12 was approved as presented.
<b>Textbook Supply Maintenance – Springboard 6-11</b>	Superintendent Fregeau recommended the Board approve the Textbook Supply Maintenance for Springboard 6 <sup>th</sup> through 11 <sup>th</sup> Grades as presented.  Mrs. Briscoe moved to approve the recommendation, seconded by Vice President Carson. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Lewis, Briscoe, Taylor, Carson, Oakes, Nolan Nay: None Absent: Creighton Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Motion carried. Textbook Supply Maintenance Springboard 6-11 was approved as presented.
<b>iPad Cases (3300) and Protection Plan</b>	Superintendent Fregeau recommended the Board approve and award the Bid for the iPad Cases (3300) and Protection Plan to Asset Genie, Inc. AGI Repair as presented.  Mr. Taylor moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Oakes, Nolan, Lewis, Briscoe, Taylor, Carson Nay: None Absent: Creighton Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Motion carried. iPad Cases and Protection Plan were approved as presented.

TOPIC	DISCUSSION	ACTION
<b>Replacement of High School iPad Cases (2000)</b>	<p>Superintendent Fregeau recommended the Board approve and award the Bid for the Replacement of High School iPad Cases (2000) to Asset Genie, Inc. AGI Repair as presented.</p> <p>Mr. Oakes moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Nolan, Taylor, Briscoe, Oakes, Carson, Lewis  Nay: None  Absent: Creighton  Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Replacement of High School iPad Cases were approved as presented.</p>
<b>District Disposal Services Bid</b>	<p>Superintendent Fregeau recommended the Board approve and award the Bid for Disposal Services to Advanced Disposal as presented.</p> <p>Vice President Carson moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Carson, Briscoe, Taylor, Oakes, Lewis, Nolan  Nay: None  Absent: Creighton  Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Disposal Services to Advanced Disposal was approved as presented.</p>
<b>Consent Items</b>	<p>Superintendent Fregeau recommended the Board approve the Consent Items as presented.</p> <ul style="list-style-type: none"> <li>A. Minutes: Special Open/Closed Meetings June 13, 2019, Special Open/Closed Meetings June 14, 2019, Open/Closed Meetings June 25, 2019 and Special Open Meeting July 01, 2019</li> <li>B. Freedom of Information Report</li> <li>C. Bills</li> <li>D. District Safety Hazards Annual Application Memo and Adoption of Resolution</li> <li>E. Approval of School Board Policies</li> <li>F. Purchase of Two (2) 2019 Transit Eight (8) Passenger Vans</li> <li>G. Purchase of Two (2) Transit 150 Cargo Vans</li> <li>H. Middle School ESSA Instructional Items</li> <li>I. Montessori Program Materials</li> <li>J. Textbook Supply Maintenance – Scholastic Magazine K through 12<sup>th</sup> Grades</li> <li>K. Change Order: Enterprise Elementary/Montessori School HVAC Upgrades</li> <li>L. Seven (7) Mindsets SEL Pilot Materials</li> </ul> <p>Vice President Carson moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Lewis, Oakes, Taylor, Carson, Briscoe, Nolan  Nay: None  Absent: Creighton  Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. The Consent Items were approved as presented.</p>

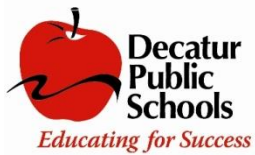
TOPIC	DISCUSSION	ACTION
<b>Announcements</b>	The Board of Education sends condolences to the families of:  Cynthia Ann Ventress, who passed away Friday, June 28, 2019. Mrs. Ventress was a retired Elementary Teacher from Decatur Public Schools.  John Ellis, who passed away Saturday, June 29, 2019. Mr. Ellis was the brother-in-law of Julie Bolt, Special Education Teaching Assistant.	Information only.
<b>Important Dates</b>	<p><b>July</b> Middle and High School Summer School 2019</p> <ul style="list-style-type: none"> <li>– Middle School Math Sessions <ul style="list-style-type: none"> <li>○ July 08 – 31: Monday through Thursday, 8:00 AM to 12:00 PM</li> </ul> </li> <li>– High School Sessions: <ul style="list-style-type: none"> <li>○ July 08 – 31: Monday through Thursday, 8:00 AM to 12:00 PM</li> </ul> </li> </ul> <p>23 &amp; 24 Registration for the ENTIRE District</p> <ul style="list-style-type: none"> <li>– 10:30 AM to 7:00 PM</li> <li>– Please register at your home school.</li> </ul>	Information only.
<p><b>NEXT MEETING</b></p> <p>The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, July 23, 2019 in the 1<sup>st</sup> Floor Board Room at the Keil Administration Building.</p>		
<b>Adjournment</b>	President Nolan asked for a motion to adjourn the Open Session Meeting. Vice President Carson motioned, seconded by Mr. Oakes. All were in favor.	Board adjourned at 8:47 PM.

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 Beth Nolan, President

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 Melissa Bradford, Board Secretary



## Board of Education Decatur Public School District 61

<b>Date:</b> July 23, 2019	<b>Subject:</b> Monthly Financial Conditions Report
<b>Initiated By:</b> Todd Covault, EdD, Chief Operational Officer	<b>Attachments:</b> Financial Conditions Report
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

The attached report illustrates the District's year-to-date revenues and expenditures and provides an explanation of the financial conditions of the Decatur Public School District and Macon-Piatt Special Education District.

### **CURRENT CONSIDERATIONS:**

As the District completes June, the final month of FY19, the Macon-Piatt Special Education District has expended 98.99% of its overall budget; Decatur 61 has expended 93.24% of its overall budget.

As of July 15, 2019, the State Comptroller is holding FY19 ISBE vouchers in the amount of \$1,245,983 of which \$960,976 is associated with transportation, and \$188,846 is associated with the Early Child Block Grant. In FY18 the State Comptroller was holding vouchers in the amount of \$1,495,703.

The District's June 2019 month-end education fund balance is \$15,124,483; the June 2018 month-end education fund balance was \$10,874,487. The month end fund balance for all Operational Funds including Education, Operations and Maintenance, Transportation, and Working Cash as of June 30, 2019 is \$22,523,618. As of June 30, 2018 the fund balance for the same funds was \$20,223,940. The Operational Fund Balance has increased by \$2.3 million over the prior year.

### **FINANCIAL CONSIDERATIONS:**

n/a

### **STAFF RECOMMENDATION:**

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

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**2018-2019 Decatur Public S.D. #61  
Fund Balance Summary - June 30, 2019**

<b><u>Fund</u></b>	<b><u>Fund Balance 07/01/18</u></b>	<b><u>Revenues To Date</u></b>	<b><u>Expenditures To Date</u></b>	<b><u>Net Cash Flow</u></b>	<b><u>Change in Fund Balance</u></b>	<b><u>Balance 06/30/19</u></b>	<b><u>Estimated Balance 06/30/19</u></b>
<b>DISTRICT # 61</b>							
<b>Education</b>	\$10,874,486	\$93,860,586	\$89,610,589	\$4,249,997	\$0	<i>\$15,124,483</i>	<b>\$ 7,852,472</b>
<b>Operation &amp; Maintenance</b>	\$2,118,280	\$5,571,762	\$6,399,197	(\$827,435)	\$0	<i>\$1,290,845</i>	<b>\$ 2,118,280</b>
<b>Debt Service</b>	\$906,083	\$8,396,009	\$7,534,157	\$861,852	\$0	<i>\$1,767,935</i>	<b>\$ 1,484,183</b>
<b>Transportation</b>	\$2,836,093	\$4,757,244	\$6,326,238	(\$1,568,994)	\$0	<i>\$1,267,099</i>	<b>\$ 2,836,093</b>
<b>IMRF</b>	\$883,941	\$2,900,252	\$2,199,125	\$701,127	\$0	<i>\$1,585,068</i>	<b>\$ 1,084,513</b>
<b>Social Security/Medicare</b>	\$1,682,346	\$1,453,499	\$1,989,121	(\$535,622)	\$0	<i>\$1,146,724</i>	<b>\$ 773,749</b>
<b>Capital Projects Fund</b>	\$3,088,535	\$290,226	\$480,088	(\$189,862)	\$0	<i>\$2,898,673</i>	<b>\$ 2,066,035</b>
<b>Working Cash</b>	\$4,395,079	\$446,112	\$0	\$446,112	\$0	<i>\$4,841,191</i>	<b>\$ 4,766,244</b>
<b>Tort Immunity/Judgment</b>	\$2,000,597	\$2,850,240	\$2,384,457	\$465,783	(\$1,706)	<i>\$2,464,674</i>	<b>\$ 1,941,337</b>
<b>Fire Prevention/Safety</b>	\$3,340,258	\$428,792	\$137,223	\$291,569	\$0	<i>\$3,631,827</i>	<b>\$ 1,097,183</b>
<b><i>Totals District 61</i></b>	<b><i>\$32,125,698</i></b>	<b><i>\$120,954,722</i></b>	<b><i>\$117,060,195</i></b>	<b><i>\$3,894,527</i></b>	<b><i>(\$1,706)</i></b>	<b><i>\$36,018,519</i></b>	<b><i>\$26,020,089</i></b>
<b>Macon-Piatt Special Ed District</b>	<b>\$3,875,617</b>	<b>\$21,563,675</b>	<b>\$21,428,418</b>	<b>\$135,257</b>	<b>\$0</b>	<b><i>\$4,010,874</i></b>	<b>\$ 3,875,617</b>



**Macon-Piatt Special Education District**

**Report Date: June 2019**

**Financial Condition as of June 30, 2019**

**Percent of year passed: 100%**

	<b>Revenues</b>	<b>Adopted Budget</b>	<b>Pre Audit Y-T-D</b>	<b>Percent Received/Used</b>
12	Education	21,646,481	20,180,906	93.23%
22	Operation & Maintenance	-	324,445	1.50%
42	Transportation	-	9,171	0.04%
52	IMRF	-	1,049,153	4.85%
	Total Revenues	21,646,481	21,563,675	99.62%

**Expenditures**

12	Education	20,051,945	20,045,649	99.97%
22	Operation & Maintenance	358,470	324,445	90.51%
42	Transportation	26,150	9,171	35.07%
52	IMRF	1,209,916	1,049,153	86.71%
	Total Expenditures	21,646,481	21,428,418	98.99%

**Net Cash**

Total Revenues	21,646,481	21,563,675	99.62%
Total Expenditures	21,646,481	21,428,418	98.99%
Net Cash	-	135,257	

**Fund Balances**

	<b>Actual</b>
12 Education	4,010,874

**Decatur Public School District #61**  
**Report Date: June 2019**  
**Financial Condition as of June 30, 2019**

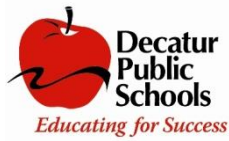
**Percent of year passed: 100%**

	<b>Revenues</b>	<b>Budget</b>	<b>Pre Audit Y-T-D</b>	<b>Percent Received/Used</b>	<b>FY 18 Percent Received/Used As Of 6/30/18</b>
10	Education	90,523,564	93,860,586	103.69%	91.15%
20	Operation & Maintenance	5,858,250	5,571,762	95.11%	69.07%
30	Debt Service	8,117,100	8,396,009	103.44%	87.73%
40	Transportation	6,882,287	4,757,244	69.12%	102.80%
50	IMRF	2,878,063	2,900,252	100.77%	58.20%
51	Social Security	1,442,245	1,453,499	100.78%	46.16%
60	Capital Projects	210,000	290,226	138.20%	89.58%
70	Working Cash	371,165	446,112	120.19%	88.71%
80	Tort Immunity/Judgment	2,791,640	2,850,240	102.10%	52.02%
90	Fire Prevention/Safety	373,425	428,792	114.83%	58.65%
	<b>Total Revenues</b>	<b>119,447,739</b>	<b>120,954,722</b>	<b>101.26%</b>	<b>88.17%</b>

	<b>Expenditures</b>				
10	Education	93,545,578	89,610,589	95.79%	96.53%
20	Operation & Maintenance	5,858,250	6,399,197	109.23%	96.32%
30	Debt Service	7,539,000	7,534,157	99.94%	99.84%
40	Transportation	6,882,287	6,326,238	91.92%	93.35%
50	IMRF	2,677,491	2,199,125	82.13%	102.76%
51	Social Security	2,350,842	1,989,121	84.61%	93.85%
60	Capital Projects	1,232,500	480,088	38.95%	75.27%
70	Working Cash	-	-	0.00%	100.00%
80	Tort Immunity/Judgment	2,850,900	2,384,457	83.64%	110.87%
90	Fire Prevention/Safety	2,616,500	137,223	5.24%	83.73%
	<b>Total Expenditures</b>	<b>125,553,348</b>	<b>117,060,195</b>	<b>93.24%</b>	<b>96.66%</b>

	<b>Net Cash</b>		
Total Revenues	119,447,739	120,954,722	101.26%
Total Expenditures	125,553,348	117,060,195	93.24%
Net Cash	(6,105,609)	3,894,527	

	<b>Fund Balances</b>	<b>Actual</b>
10	Education	15,124,483
20	Operation & Maintenance	1,290,845
30	Debt Service	1,767,935
40	Transportation	1,267,099
50	IMRF	1,585,068
51	Social Security	1,146,724
60	Capital Projects	2,898,673
70	Working Cash	4,841,191
80	Tort Immunity/Judgment	2,464,674
90	Fire Prevention/Safety	3,631,827
	<b>Total Funds</b>	<b>36,018,519</b>



## Board of Education Decatur Public School District #61

<b>Date:</b> July 23, 2019	<b>Subject:</b> Treasurer's Report
<b>Initiated By:</b> Todd Covault, EdD, Chief Operational Officer	<b>Attachments:</b> Treasurer's Report
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

The attached report details the District's investments and the status of the District's cash as of June 30, 2019.

**CURRENT CONSIDERATIONS:**

N/A

**FINANCIAL CONSIDERATIONS:**

N/A

**STAFF RECOMMENDATION:**

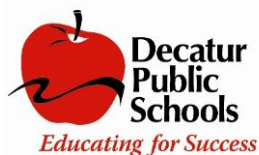
The Administration respectfully requests that the Board of Education approve the Treasurer's Report as presented.

**RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

<b>DECATUR PUBLIC SCHOOL DISTRICT #61</b>					
<b>TREASURER'S REPORT</b>					
<b>JUNE 2019</b>					
	Cash/Investments				Cash/Investments
	as of				as of
	05/31/19	Receipts	Disbursements	Change/Interest	06/30/19
Education	25,223,013.05	9,656,844.66	15,297,626.29	47,118.64	19,629,350.06
Operations & Maintenance	580,646.54	1,322,967.85	613,276.83	508.04	1,290,845.60
Debt Service	1,317,053.15	451,474.28	856.00	263.23	1,767,934.66
Transportation	2,951,998.48	248,372.26	1,953,915.10	3,891.21	1,250,346.85
IMRF	1,408,166.55	303,279.00	129,628.98	3,250.75	1,585,067.32
Social Security	1,358,750.41	0.57	214,678.73	2,652.61	1,146,724.86
Capital Projects	2,962,235.22	0.00	65,311.98	1,749.60	2,898,672.84
Working Cash	4,830,424.71	0.00	0.00	10,766.79	4,841,191.50
Tort/Judgment Immunity	2,877,534.20	87.37	418,051.73	5,104.06	2,464,673.90
Fire Prevention & Safety	3,618,266.06	0.00	181.16	13,741.44	3,631,826.34
Macon-Piatt Special Education	4,926,738.09	1,490,972.90	2,415,821.21	8,984.04	4,010,873.82
Activities	585,861.36	34,221.97	72,404.66	1,062.84	548,741.51
	52,640,687.82	13,508,220.86	21,181,752.67	99,093.25	45,066,249.26
				Dr. Todd Covault	06/30/19



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2019	<b>Subject:</b> Stephen Decatur Middle School Technology for the Project-based Learning Space
<b>Initiated By:</b> Maurice Payne, Director of Information Technology	<b>Attachments:</b> CIM Technology Solutions Quote – SDMS PBL Technology
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### BACKGROUND INFORMATION:

As part of the SDMS facility improvement, three Project Based Learning spaces will be created. The technology used within the PBL spaces will be supplied by the IT department.

### CURRENT CONSIDERATIONS:

Each PBL will have 5 student stations, each with a TV and an Apple TV. Each station will have the ability to display to their individual TV or to all TVs in the PBL space. The instructor will have a main classroom TV display. The Extron equipment purchase will control all display functionality in each space.

### FINANCIAL CONSIDERATIONS:

IT has obtained three quotes for the equipment. The funding source has been included in the Title 1 application for Stephen Decatur Middle School for FY20.

#### **Vendor 1:** Presidio

The vendor provided a quote of \$45,740.00

#### **Vendor 2:** CIM Technology Solutions

The vendor provided a quote of \$41,940.00

#### **Vendor 3:** Media Resources, Inc

The vendor provided a quote of \$43,767.00

### STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the PBL technology purchase from CIM Technology Solutions in the amount of \$41,940.00 as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



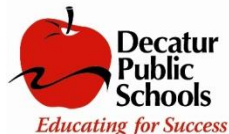
**Corporate Information**  
 1256 Washington Street  
 Columbus, Indiana 47201  
 P: 800.742.5036  
 F: 812.376.3557

<b>Bill To Information:</b>	<b>Ship To Information:(same if blank)</b>
Organization: Decatur Public School District #61 Address: 101 W Cerro Gordo St City: Decatur State: ILZip: 62523 County: Macon	Organization: Decatur Public School District #61 Address: 101 W Cerro Gordo St City: Decatur State: ILZip: 62523 County: Macon
<b>Customer Contact Information:</b>	<b>Quote Information:</b>
Contact: Blake Smith Phone: Mobile: Email: BASmith@dps61.org	Created: July 16, 2019 <b>Quote #: 174271</b> Quote Name: Extron Gear Quoted By: Erik Travis
<b>REMIT Orders to one of the following:</b>	
E-MAIL: <a href="mailto:CIMOrders@ccsavpro.com">CIMOrders@ccsavpro.com</a>	

Qty	Mfg.	Model #	Description	Unit Cost	Total Cost
3	Extron	60-1382-22	DTP CrossPoint 86 4K IPCP SA - 8x6 Seamless 4K Scaling Presentation Matrix Switcher with AV LAN - 2 x 50 Watt Stereo Power Amplifier	\$8,015.00	\$24,045.00
21	Extron	60-1271-12	DTP HDMI 4K 230 Tx - HDMI Twisted Pair Transmitter - 230 ft	\$260.00	\$5,460.00
3	Extron	60-1421-13	DTP T HWP 4K 231 D - DTP Transmitter for HDMI - Decorator- Style Wallplate, White - 230 ft	\$325.00	\$975.00
30	Extron	60-1271-13	DTP HDMI 4K 230 Rx - HDMI Twisted Pair Receiver - 230 ft	\$260.00	\$7,800.00
3	Extron	60-1563-02	TLP Pro 725M - 7" Wall Mount TouchLink Pro Touchpanel - Bk	\$1,060.00	\$3,180.00
3	Extron	60-1233-01	XTP PI 100 - XTP Power Injector	\$160.00	\$480.00
1			Ground Shipping Included	\$0.00	\$0.00
				<b>Totals</b>	<b>\$41,940.00</b>

<b>Acceptance</b>	<b>Method of Payment</b>
Please sign below to indicate acceptance of terms and conditions.	
Signature: _____	<input type="checkbox"/> Purchase Order # _____
Print Name & Title: _____	<input type="checkbox"/> Check # _____
Date: _____	<input type="checkbox"/> Circle One: Visa / MC / AE Exp. _____
	<input type="checkbox"/> Card # _____

(By signing, the above confirms the authority to legally bind the Company/Organization named on this application or agreement appended to these Terms and Conditions of CCS Presentation Systems.)



## Board of Education Decatur Public School District #61

<b>Date:</b> July 23, 2019	<b>Subject:</b> Accepting a Gift from Bob Brady Dodge
<b>Initiated By:</b> Todd Covault, EdD, Chief Operational Officer	<b>Attachments:</b> N/A
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

The high school agriculture program is off to an exciting start and interest from local supporters expands.

### **CURRENT CONSIDERATIONS:**

The Decatur Public Schools Foundation approached Bob Brady Dodge for the use of a truck. Bob Brady Dodge responded and offered the District's agriculture program a two-year lease of a new Dodge Truck at no costs to the District with a limitation of no more than 12,000 miles annually. The gift is compatible with the Board's educational objectives.

### **FINANCIAL CONSIDERATIONS:**

A typical lease for a similar vehicle would be approximately \$650 per month or \$15,600 for a 24 month lease. The vehicle would be added to the District's vehicle fleet insurance. Upon approval of the gift, the District would enter into a "free" lease with Bob Brady Dodge with an understanding that there is a financial responsibility to the District if the mileage term is exceeded.

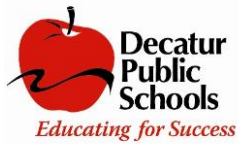
### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve this gracious Gift from Bob Brady Dodge for the High School's Agriculture Program as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



## Board of Education Decatur Public School District #61

<b>Date:</b> July 23, 2019	<b>Subject:</b> Job Descriptions
<b>Initiated By:</b> Deanne Hillman, Director of Human Resources	<b>Attachments:</b> Schedule B Job Descriptions: High School Band, Orchestra and Vocal Directors; Middle School Band, Orchestra and Vocal Directors; Middle School Basketball Coach; Middle School Volleyball Coach; Scholastic Bowl Advisor (Middle & High School); Student Council Advisor (Middle & High School)
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### BACKGROUND INFORMATION:

The Schedule B Committee is in the process of reviewing all Schedule B positions and job descriptions. The objective is to update the job descriptions to ensure they reflect current duties and responsibilities.

The committee created two new job descriptions for Schedule B music positions, as they did not exist.

### CURRENT CONSIDERATIONS:

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

Position Title	Changes/Updates
High School Band, Orchestra and Vocal Directors; Middle School Band, Orchestra and Vocal Directors	Created new job descriptions to align with current duties.
Middle School Basketball Coach; Middle School Volleyball Coach	Updated qualifications, knowledge of sport, and performance responsibilities.
Scholastic Bowl Advisor (Middle & High School); Student Council Advisor (Middle & High School)	Updated qualifications, duties and responsibilities.

### FINANCIAL CONSIDERATIONS:

There will be no additional costs.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Schedule B Job Descriptions: High School Band, Orchestra and Vocal Directors, Middle School Band, Orchestra and Vocal Directors, Middle School Basketball Coach, Middle School Volleyball Coach, Scholastic Bowl Advisor (Middle & High School) and Student Council Advisor (Middle & High School) as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



**TITLE:** Middle School Band, Orchestra and Vocal Directors

**PURPOSE:** Provide leadership, coordination, and performance opportunities in assigned area.

**QUALIFICATIONS:**

1. Bachelor's Degree with major concentration in the teaching field
2. Illinois State Teaching License
3. Building level endorsed department member
4. Skills, knowledge, and abilities
  - Ability to exert strong instructional and curricular leadership within the Fine Arts department
  - Thorough knowledge of teaching field in the area of Fine Arts
  - Ability to function effectively as a member of the Fine Arts team
  - Ability to communicate effectively
  - Ability to plan, organize and execute all rehearsals and performances

**REPORTS TO:** Building Administration

**IS A MEMBER OF:** Fine Arts Department

**DUTIES AND RESPONSIBILITIES:**

1. Fine arts standards are taught and assessed as part of each ensemble.
2. Keeps accurate attendance records.
3. Per contract language, a minimum of three performances during the school year (including any competition events) is required.
4. If teacher chooses to offer ILMEA or another competitive event to students, teachers will prepare students for the event. Directors are required to attend the festival performance, which is on a Saturday.
5. Attendance at DPS Middle School Band Nights with students.
6. Participation in DPS Music Festivals (if one exists for designated content area).
7. Directors are available during parent-teacher conferences for students that are in the director's ensemble.
8. Directors grade all students within the ensemble, assigning midterm and/or quarterly grades.
9. Communicates all components of scheduling to building administration.

**TERMS:**

Salary to be based upon Schedule B of collective negotiation bargaining.

**EVALUATION:**

This position is evaluated annually by building administration.

**PHYSICAL AND MENTAL DEMANDS**

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

Pending BOE approval 7/23/19

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.

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

**TITLE:** Middle School Basketball Coach

**PURPOSE:** Instruct athletes in team and individual fundamentals, strategies, and physical training necessary for them to realize individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of positive values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**QUALIFICATIONS:**

- Current Illinois Teaching Certificate or IESA/Human Kinetics Coaching Essentials (Formerly ASEP)
- Prior participation or coaching experience in sports preferred
- Effective communication skills
- Exemplary character and ethics
- All coaches must submit to a criminal background check
- Obtain/maintain CPR/AED Certification
- Successfully complete prior to start of season, IESA/IHSA concussion protocol (renew every two years)
- Complete assigned District on-line trainings

**REPORTS TO:**

Athletic Director and Principal

**KNOWLEDGE OF SPORT:**

- Basic coaching strategies and principles specific to the sport of basketball
  - a. Offensive and defensive style of play
  - b. Knowledge of player position responsibilities
- Ability to teach/demonstrate correct performance skills necessary to play basketball
- Demonstrates working knowledge of game management

**PERFORMANCE RESPONSIBILITIES:**

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

**Program Administration**

- Demonstrates exemplary sportsmanship and good character within all aspects of the program
- Assists in scheduling of practices
- Completes IESA forms/online entries with assistance of the athletic director (as required)
- Collects and submits all forms, waivers, and participation fees from athletes prior to first contest to building athletic director
- Adheres to IESA Eligibility requirements
- Supportive of the District and the program at all times
- Works collaboratively with other grade level coach within the sport
- Arrives prior to athletes and is prepared for all scheduled practices/games; and remains until all student athletes are in custody of a parent/guardian prior to leaving all practices/events for this sport

- Assumes the position of the other grade level sport coach if the situation is necessitated
- Creates, with athletic director approval, a set of team rules and guidelines that are to be signed off on by athletes and parents prior to first official contest

### **Communication**

- Conducts parent informational meeting at start of season, prior to first official contest
- Communicates with Athletic Director on a frequent basis
- Creates a mandatory emergency contact information sheet and shares with Athletic Director and building administration prior to first contest
- Ensures that all athletes and parents have necessary season practices/game schedules
- Communicates with all parties when schedules necessitate a change
- Communicates with other coaches within the building, and within the sport at other levels

### **TERMS OF EMPLOYMENT:**

Salary to be based upon Schedule B of collective negotiation bargaining.

### **EVALUATION:**

This position is evaluated annually by the athletic director and building administrator.

### **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

Maintain emotional control under stress. Maintain positive attitude when dealing with students, parents, staff and the public. Frequent District and some statewide travel is required. Work with frequent interruptions, frequent prolonged and irregular hours. Possible exposure to hot or cold weather conditions.

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

**TITLE:** Middle School Volleyball Coach

**PURPOSE:** Instruct athletes in team and individual fundamentals, strategies, and physical training necessary for them to realize individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of positive values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**QUALIFICATIONS:**

- Current Illinois Teaching Certificate or IESA/Human Kinetics Coaching Essentials (Formerly ASEP)
- Prior participation or coaching experience in sports preferred
- Effective communication Skills
- Exemplary character and ethics
- All coaches must submit to a criminal background check
- Obtain/maintain CPR/AED Certification
- Successfully complete prior to start of season, IESA/IHSA concussion protocol (renew every two years)
- Complete assigned District on-line trainings

**REPORTS TO:**

Athletic Director and Principal

**KNOWLEDGE OF SPORT:**

- Basic coaching strategies and principles as specific to the sport of volleyball
  - a. Offensive and defensive style of play
  - b. Knowledge of player position responsibilities, service rotation, and principles of rally scoring
- Ability to teach and/or demonstrate correct performance skills necessary to play volleyball
- Demonstrates working knowledge of game management

**PERFORMANCE RESPONSIBILITIES:**

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

**Program Administration**

- Demonstrates exemplary sportsmanship and good character within all aspects of the program
- Assists in scheduling of practices
- Completes IESA forms/online entries with assistance of the athletic director (as required)
- Collects and submits all forms, waivers, and participation fees from athletes prior to first contest to building athletic director
- Adheres to IESA Eligibility requirements
- Supportive of the District and the program at all times
- Works collaboratively with other grade level coach within the sport

- Arrives prior to athletes and is prepared for all scheduled practices/games; and remains until all student athletes are in custody of a parent/guardian prior to leaving all practices/events for this sport
- Assumes the position of the other grade level sport coach if the situation is necessitated
- Creates, with athletic director approval, a set of team rules and guidelines that are to be signed off on by athletes and parents prior to first official contest

### **Communication**

- Conducts parent informational meeting at start of season, prior to first official contest
- Communicates with athletic director on a frequent basis
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- Ensures that all athletes and parents have necessary season practices/game schedules
- Communicates with all parties when schedules necessitate a change
- Communicates with other coaches within the building, and within the sport at other levels

### **TERMS OF EMPLOYMENT:**

Salary to be based upon Schedule B of collective negotiation bargaining.

### **EVALUATION:**

This position is evaluated annually by the athletic director and building administrator.

### **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

Maintain emotional control under stress. Maintain positive attitude when dealing with students, parents, staff and the public. Frequent district and some statewide travel is required. Work with frequent interruptions, frequent prolonged and irregular hours. Possible exposure to hot or cold weather conditions.

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**TITLE:** High School Band, Orchestra and Vocal Directors

**PURPOSE:** Provide leadership, coordination, and performance opportunities in assigned area.

**QUALIFICATIONS:**

1. Bachelor's Degree with major concentration in the teaching field
2. Illinois State Teaching License
3. Building level endorsed department member
4. Skills, knowledge, and abilities
  - Ability to exert strong instructional and curricular leadership within the Fine Arts department
  - Thorough knowledge of teaching field in the area of Fine Arts
  - Ability to function effectively as a member of the Fine Arts team
  - Ability to communicate effectively
  - Ability to plan, organize and execute all rehearsals and performances

**REPORTS TO:** Building Administration

**IS A MEMBER OF:** Fine Arts Department

**DUTIES AND RESPONSIBILITIES:**

1. Fine arts standards are taught and assessed as part of each ensemble.
2. Keeps accurate attendance records.
3. Per contract language, a minimum of three performances during the school year (including any competition events) is required. Participation in a parade will earn an additional Schedule B Stipend.
4. If teacher chooses to offer ILMEA or another competitive event to students, teachers will prepare students for the event. Directors are required to attend the festival performance, which is on a Saturday.
5. Participation in DPS Music Festivals (if one exists for designated content area).
6. Directors are available during parent-teacher conferences for students that are in the director's ensemble.
7. Directors grade all students within the ensemble, assigning midterm and/or quarterly grades.
8. Communicates all components of scheduling to building administration.

**TERMS:**

Salary to be based upon Schedule B of collective negotiation bargaining.

**EVALUATION:**

This position is evaluated annually by building administration.

**PHYSICAL AND MENTAL DEMANDS**

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

Pending BOE approval 7/23/19

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.

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



**TITLE:** Scholastic Bowl Advisor (High School & Middle School)

**PURPOSE:** Facilitate student participation in academic competitions. Provide guidance and encouragement to help students profit from their participation.

**QUALIFICATIONS:**

1. Bachelor's degree from an accredited college/university
2. Current Illinois State Teaching License
3. Building teaching staff preferred
4. Demonstrates organizational ability and skill in interpersonal relations
5. Communicate effectively with all members of the school district and community

**REPORTS TO:** Building Administration

**DUTIES & RESPONSIBILITIES:**

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

1. Ensure all students are in custody of parent/guardian prior to leaving a scheduled event.
2. Publicize the availability of Scholastic Bowl competition, meet with students, and explain the procedures, rules, and student responsibility toward the program.
3. Select students for the Scholastic Bowl teams
4. Arrange practice sessions for the students and serve as a coach and teacher at the practices.
5. Publicize competition results/team scores to the student body.
6. Assist in securing Scholastic Bowl judges and other meet workers for home meets.
7. Supervise students at all practices/meets.
8. Coordinate activities with the master school calendar.
9. All meetings are held outside the student attendance hours.

**TERMS:**

Salary to be based upon Schedule B of collective negotiation bargaining.

**EVALUATION:**

This position is evaluated annually by the principal using the categories listed in the job description.

**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.

**TITLE:** Student Council Advisor (High School & Middle School)

**PURPOSE:** Promote student leadership and contribute to school wide activities building spirit and pride within the school community.

**QUALIFICATIONS:**

1. Bachelor's degree from an accredited college/university
2. Current Illinois State Teaching License
3. Must be a member of building teaching staff
4. Demonstrates organizational ability and skill in interpersonal relations
5. Communicates effectively with all members of the school district and community

**REPORTS TO:** Building Principal

**DUTIES & RESPONSIBILITIES:**

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

1. Supervise the Student Council activities.
2. Determine role of council officers and conduct election of council officers.
3. Establish council goals on school pride, spirit, funds, and events.
4. Encourage students to appreciate and value their classmates, school, and community.
5. Encourage activities in support of school and community.
6. Conduct council meetings to discuss ideas for the good of the school and to plan future meetings and events.
7. Encourage council to present the students' wishes and needs to the faculty and administration, and to increase students' spirit and participation in their school.
8. Work with council to develop budget for all activities and events.
9. Help council plan fundraisers, school events, and other activities through coordination through building administration.
10. All meetings are held outside the student attendance hours.
11. Coordinates activities with building master schedule.

**TERMS:**

Salary to be based upon Schedule B of collective negotiation bargaining.

**EVALUATION:**

This position is evaluated annually by the principal using the categories listed in the job description.

**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.

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#### **MENTAL DEMANDS:**

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

#### **WORK ENVIRONMENT:**

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

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